



April 4, 2016

Ms. Esther Garza
Executive Assistant
Texas Historical Commission
1511 Colorado St.
Austin, TX 78701

State and Local
Records Management

Re: Agency records retention schedule amendment approved for use

Dear Ms. Garza:

P.O. Box 12927
Austin, Texas
78711.2927

Amendment 3 to your agency's 5th recertification of your records retention schedule is approved for use as of Thursday, March 24, 2016. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

4400 Shoal Creek Blvd.
Austin, Texas
78756

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state regulations (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

www.tsl.texas.gov

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Commission Chairman
Michael C. Waters

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Erica Wilson, at 512-463-6627 or ewilson@tsl.texas.gov.

Members
Sharon T. Carr
Martha Doty Freeman
F. Linwood Givens
Larry G. Holt
Wm. Scott McAfee
Sandra J. Pickett

Sincerely,

A handwritten signature in blue ink, appearing to read "CK" or "Craig Kelso".

Craig Kelso
Director and State Records Administrator

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

cc: State Auditor, State Archivist, Mark Wolfe

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.808/808

808 EW



STATE OF TEXAS Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 808

Agency Name Texas Historical Commission

(Check one)

- Initial Certification - Form SLR 105
- Recertification - Form SLR 105
- Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
- Records Management Officer

Signature M. Esther Garza

Name *(Print or type)* M. Esther Garza

Date February 23, 2016

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

(For the exclusive use of the State Auditor's Office)

Signature _____

Name *(Print or type)* _____

Date _____

Not Required at This Time

Texas State Library and Archives Commission

(For the exclusive use of the State Library and Archives Commission)

Signature Donna Osborne

Name *(Print or type)* Donna Osborne

Date 3/24/16

Cert/Recert No. 5 Amendment No. 3

CAUTION

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.





STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 1

2. Agency Code 808		3. Agency Name Texas Historical Commission									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total	9. Remarks			Page No.	Agency Item No.	

	HP23A	Marker Files - Paper and Electronic, Through Fiscal Year 2014	AV		AV	A	These will remain in the agency until they cease to have frequent administrative and research use. Then they will be transferred to the Library and Archives Commission.		169	HP23A	C
	HP23C	Marker File - Electronic Only, Beginning in Fiscal Year 2015	AV		AV	A	These will remain in the agency until they cease to have frequent administrative and research use. Then they will be transferred to the Library and Archives Commission.				N

Retention Codes (Field 7)				Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	PM – Permanent	A – Transfer to State Archives	N – New	C – Changed	D – Deleted
AV – Administrative Value	FE – Fiscal Year End	US – Until Superseded		R – Review by State Archivist			
	LA – Life of Asset						



STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 1

2. Agency Code		808		3. Agency Name								Texas Historical Commission							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title				7. Retention Period			8. Archival		10. 106 No.	11. Current Schedule		12. Amend. Type					
						Agency	Storage	Total	9. Remarks	Page No.		Agency Item No.							

<p>Retention Codes (Field 7)</p> <p>AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset MO – Months PM – Permanent US – Until Superseded</p>	<p>Archival Codes (Field 8)</p> <p>A – Transfer to State Archives R – Review by State Archivist</p>	<p>Amendment Codes (Field 12)</p> <p>N – New C – Changed D – Deleted</p>
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Instructions for Completing Form SLR 122

Forms SLR 122 must be used by all state agencies to submit an amendment to an approved (certified/recertified) agency records retention schedule (Texas Government Code, Chapter 441, §441.185). See Form SLR 105C instructions for submission procedures. If you have questions relating to completion of this form or SLR 105C, please contact the State and Local Records Management Division at 512-463-7610.

Formatting: When duplicating this form electronically, leave at least ¾ inch in the top and left margins. Use 10 point font and larger for the data entered into the schedule.

Field 1 Enter the page number and the total number of pages in this amendment (i.e., 1 of 15).

Field 2 Enter the 3-digit Agency Code assigned by the Comptroller of Public Accounts.

Field 3 Enter the complete name of your agency.

Note For Fields 4 - 12

New Records Series: Enter all information for fields 4 – 10, leave field 11 blank, complete field 12.

Changed Records Series: Enter all information for fields 4 – 12.

Deleted Records Series: Leave fields 4 – 9 blank, complete field 10 if applicable, complete fields 11 - 12.

Field 4 Enter the item number for the records series from the *State Records Retention Schedule* (RRS). If the records series title is not included in the RRS, enter the numbers of the appropriate "Category" and "Section" from the RRS where it should be listed. Category and Section Numbers are at the top of the page in the RRS. If the records series cannot be matched to a category and section, then leave Field 4 blank.

Field 5 Enter the number that has been assigned by your agency to the corresponding records series. Do not assign an agency item number that is assigned to another records series on the approved (certified/recertified) retention schedule.

Field 6 Enter the official title of the records series (i.e., W-4 Forms, Labor Statistics Report, Surety Bonds).

Field 7 Enter the retention period of the records series is to be retained in active use at the agency, the number of years it is to be retained in an inactive storage facility, such as the State Records Center, and the total of the two amounts. If a retention period is less than one year, enter the number of months. Refer to the retention codes at the bottom of the form.

Field 8 Using the archival codes at the bottom of the form, indicate the archival value, if applicable, of the records series:

A - Used with records series that will be transferred to the State Archives and do not require a prior review by the State Archivist.

R - Used with records series that have undetermined archival value, and require a review by the State Archivist prior to being transferred to the State Archives.

Field 9 Enter any statute references, other legal citations, or agency policy used as a basis for the retention period.

Field 10 If this records series is stored at the State Records Center, enter the RMD 106 Storage Approval Number.

Field 11 If this records series amends an item on the current approved (certified/recertified) agency retention schedule, list the page number of the agency item number of the records series being amended. If the records series is new, leave blank. If the records series is being deleted, enter the page number and agency item number of the records series being deleted.

Field 12 Designate how *this* records series is being amended, a new records series, a changed records series, or a deleted records series. Refer to the amendment codes at the bottom of the form.



November 23, 2015

Ms. Esther Garza
Executive Assistant
Texas Historical Commission
1511 Colorado St.
Austin, TX 78701

State and Local
Records Management

Re: Agency records retention schedule amendment approved for use

Dear Ms. Garza:

P.O. Box 12927
Austin, Texas
78711.2927

Amendment 2 to your agency's 5th recertification of your records retention schedule is approved for use as of Wednesday, November 18, 2015. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrm/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

4400 Shoal Creek Blvd.
Austin, Texas
78756

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state regulations (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

www.tsl.texas.gov

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Commission Chairman
Michael C. Waters

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Erica Wilson, at 512-463-6627 or ewilson@tsl.texas.gov.

Members
Sharon T. Carr
Martha Doty Freeman
F. Linwood Givens
Larry G. Holt
Wm. Scott McAfee
Sandra J. Pickett

Sincerely,

Craig Kelso
Director and State Records Administrator

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

cc: State Auditor, State Archivist, Mark Wolfe

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.808/808

808 EW



STATE OF TEXAS Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 808

Agency Name Texas Historical Commission

(Check one)

Initial Certification - Form SLR 105

Recertification - Form SLR 105

Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

Agency Head

Records Management Officer

Signature M. Esther Garza

Name (Print or type) M. ESTHER GARZA

Date 9/15/15

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

(For the exclusive use of the State Auditor's Office)

Signature _____

Name (Print or type) _____

Date _____

Not Required at This Time

Texas State Library and Archives Commission

(For the exclusive use of the State Library and Archives Commission)

Signature Donna Osborne

Name (Print or type) Donna Osborne

Date 11-18-15

Cert/Recert No. 5 Amendment No. 2

CAUTION

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.





STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 1

2. Agency Code 808		3. Agency Name Texas Historical Commission									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total	9. Remarks	Page No.		Agency Item No.		

	HS46								159 of 190	HS46	D
1.1.061	HS44B	Meeting Notes and Supporting Documentation - notes taken during open meetings of Historic Sites Committee and any supporting documentation from which formal minutes are prepared.	AC+90 days		AC+90 days		AC= Approval of the formal minutes by the Historic Sites Committee		159 of 190	HS44B	C
1.1.063	HS48	Staff Meeting Notes or Minutes and supporting documentation - Historic Sites Division staff meetings and site manager meetings only.	FE	1	FE+1		HSD retains		160 of 190	HS48	C

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New	C – Changed	
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent	R – Review by State Archivist	D – Deleted		
	LA – Life of Asset	US – Until Superseded				



**LIBRARY
ARCHIVES**

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

Members
Sharon T. Carr
Martha Doty Freeman
F. Linwood Givens
Larry G. Holt
Wm. Scott McAfee
Sandra J. Pickett

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

July 16, 2015

Ms. Esther Garza
Executive Assistant
Texas Historical Commission
1511 Colorado St.
Austin, TX 78701

Re: Agency records retention schedule amendment approved for use

Dear Ms. Garza:

Amendment 1 to your agency's 5th recertification of your records retention schedule is approved for use as of Friday, July 10, 2015. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state regulations (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Erica Wilson, at 512-463-6627 or ewilson@tsl.texas.gov.

Sincerely,

Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, Mark Wolfe

R01.808/808



STATE OF TEXAS Records Retention Schedule Certification

SLR 105C
Form SLR 105 or SLR 122 must accompany all submissions of this form.

Section 1. Agency Information *(Submitting agencies complete this section only)*

Agency Code 808
Agency Name Texas Historical Commission

- (Check one)
- Initial Certification - Form SLR 105
 - Recertification - Form SLR 105
 - Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

- (Check one)
- Agency Head
 - Records Management Officer

Signature M. Esther Garza
Name (Print or type) M. ESTHER GARZA
Date 6/3/15

Section 2. Approvals *(Submitting agencies do not write in this section)*

State Auditor's Office
(For the exclusive use of the State Auditor's Office)

Signature _____
Name (Print or type) _____
Date _____

Not Required at This Time

Texas State Library and Archives Commission
(For the exclusive use of the State Library and Archives Commission)

Signature E. Sidenberg
Name (Print or type) _____
Date 07-10-15

Cert/Recert No. 5 Amendment No. 1

CAUTION

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.





STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 3

2. Agency Code 808		3. Agency Name Texas Historical Commission									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total	9. Remarks			Page No.	Agency Item No.	

5.4.013	HS51	Disaster Preparedness & Recovery Plans Includes Business Continuity Plans and Risk Management Manual	US		US						New
1.2.012	HS52	Record Inventory Worksheets	US		US						New
1.2.013	HS53	Records Control Locator Aids Includes indexes, card files, shelf lists, registers, guides, etc.	AC		AC		AC= when control aid is updated, revised, or no longer needed. CAUTION: These records must carry the same retention period and archival code of the records they support.				New
1.1.019	HS54	Public Relations Records News or Press Release. HSD retains in Austin while each state historic site maintains its convenience copies	2		2	R					New

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New		
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent	R – Review by State Archivist	C – Changed		
	LA – Life of Asset	US – Until Superseded		D – Deleted		



STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 2 of 3

2. Agency Code 808		3. Agency Name Texas Historical Commission								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total			9. Remarks	Page No.	

1.3.001	HS55	Historic Sites Division Publications (To include the following: Site rack cards, visitor guides, guide books, Historic Heights brochure, and Set Your Sites on History brochure)	AC+2		AC+2	A	First Published version. No subsequent revision & no other distributions. Sending a copy to the Texas Publications Depository of the TSLAC fulfills the archival requirement. AC=Until superseded or obsolete.				New
5.2.028	HS56	Building Construction Contract and Inspection Records Site Residence Inspection Files	LA	10	LA+10	R					New

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New	C – Changed	
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent	R – Review by State Archivist	D – Deleted		
	LA – Life of Asset	US – Until Superseded				



STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 3 of 3

2. Agency Code 808		3. Agency Name Texas Historical Commission								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total			9. Remarks	Page No.	

3.3	AM40	Personnel Files (includes performance appraisals, employee deduction authorization, W-4's, security access records, direct deposit, criminal history checks & employee applications-hired) Temporary Employee, Contracted Employee and Internship Files.	AC	5	AC+5	29 CFR 1602.32(c), 26 CFR 31.6001-1(e)(2), and 8 CFR 274a.2(b)(2)(i)(A) & (c)(2). AC=Termination of employment or amended, expiration, whichever sooner. Moved on THC RRS from Accounting to Admin on July 6, 2011. Former Agency Item No. AC22.		32	AM40	Changed.
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Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	R – Review by State Archivist	N – New	C – Changed
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent			D – Deleted	
	LA – Life of Asset	US – Until Superseded				



May 12, 2015
Ms. Esther Garza
Executive Assistant
Texas Historical Commission
1511 Colorado St.
Austin, TX 78701

RE: Agency records retention schedule approved for use

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

Members
Sharon T. Carr
Martha Doty Freeman
F. Linwood Givens
Larry G. Holt
Wm. Scott McAfee
Sandra J. Pickett

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

Dear Ms. Garza:

Your agency's records retention schedule is approved for use as of May 11, 2015. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrmm/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

Your approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state regulations (13 TAC §6.8) require documentation of the final disposition of records by your agency. This requirement may be met by maintaining a disposition log or other evidence of the records series titles, dates covered, volume, and date of disposition. We urge on you the importance of disposing of the records of your agency in a timely manner in accordance with the retention periods on your schedule. The destruction of any records of your agency not on your schedule requires special authorization from us.

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **May 2020**.

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Erica Wilson, at 512-463-6627 or ewilson@tsl.texas.gov.

Your efforts in developing a records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program.

Sincerely,

A handwritten signature in black ink, appearing to be "C Kelso".

Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, Mark Wolfe

R01.808/808



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

EW

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 808
Agency Name TEXAS HISTORICAL COMMISSION

(Check one)

- Initial Certification - Form SLR 105
Recertification - Form SLR 105
Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
Records Management Officer

Signature M. Esther Garza
Name (Print or type) Esther Garza, Executive Assistant
Date May 31, 2013 kg

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office
(For the exclusive use of the State Auditor's Office)

Signature
Name (Print or type)
Date

Not Required at This Time

Texas State Library and Archives Commission
(For the exclusive use of the State Library and Archives Commission)

Signature E. Hidenberg
Name (Print or type)
Date 05-11-2015

Cert/Recert No. 5 Amendment No. —

CAUTION

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.





Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

Page 1 of 190

2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
		ACCOUNTING DEPARTMENT (AC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
1.1.002	AC1	Audits – External Audits & review performed by agency/external	AC	7	AC+7		AC=Publication or release of final audit findings. The record copy of any audit performed by the State Auditor’s Office is retained permanently by that agency.			
1.1.004	AC2	Legislative Appropriations Requests Including supporting documentation	AC	6	AC+6	A	AC=Sept. 1 of odd-numbered calendar years. Copies sent to Publications Depository Program TSLAC fulfill the archival mandate. Sending the LAR to the Texas Publications Depository of the TSLAC fulfills the archival requirement.			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

Page 2 of 190

2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ACCOUNTING DEPARTMENT (AC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.007	AC4a	Correspondence – Administrative Incoming/outgoing & internal correspondence pertaining to formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of the Accounting Division (Staff Services) of the THC and the administrative regulations, policies, and procedures that govern them.	1	3	4	R	CAUTION: Records series item no. 1.1.007 and item number 1.1.008 should be used only for correspondence not included in or directly related to another records series on the THC's approved schedule. For example, a memo that documents an appropriations request must be retained for minimum retention period prescribed by item no. 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO items no. 1.1.011. ARCHIVES NOTE: Only administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review Contact the State Archives when these records have met their retention periods.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
		ACCOUNTING DEPARTMENT (AC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
1.1.008	AC4b	Correspondence – General Non-administrative incoming/outgoing & internal correspondence, in any media, pertaining to or arising from routine operations of the policies, programs, services, or projects of the Accounting Division (Staff Services) of the THC.	1	1	2		CAUTION: Records series item no. 1.1.007 and item number 1.1.008 should be used only for correspondence not included in or directly related to another records series on the THC's approved schedule. For example, a memo that documents an appropriations request must be retained for minimum retention period prescribed by item no. 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO items no. 1.1.010.			
1.1.070	AC5a	Agency Rules, Policies and Procedures – Final - Manuals, Internal publications or statements which define organizations' policies, procedures, etc. Includes accounting manual.	AC	3	AC+3	E	<u>AC=Completion or termination of program, rules, policies or procedures. SEE ALSO: Agency Rules, Policies and Procedures – Working files, item number 1.1.071.</u> <u>E=Exempt from Archival status.</u>			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ACCOUNTING DEPARTMENT (AC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.071	AC5b	Agency Rules, Policies and Procedures – Working Files – Working files used in the development of manuals, Internal publications or statements which define organizations’ policies, procedures, etc. Includes accounting manual.	AC	3	AC+3	E	AC=Completion or termination of program, rules, policies or procedures. See also item number 1.1.070. E=Exempt from Archival status.		
1.1.027	AC6	Proposed Legislation. Includes fiscal notes.	AC	3	AC+3		AC=two years from date of proposal		
1.1.069	AC7	Reports – Activity Reports compiled by agency personnel on a daily or other periodic basis.	1		1				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ACCOUNTING DEPARTMENT (AC)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.068	AC8	Reports – Reports on Performance Measures. Semi-annual and annual. Includes agency performance measures documents.	AC	6	AC+6	AC=Sept. 1 of odd-numbered calendar years		
5.4.013	AC9	Disaster Preparedness & Recovery Plans	US		US			
1.2.001	AC10A	Destruction Authorizations	FE+3		FE+3			
1.2.005	AC10B	Records Retention Schedule (RRS) – Staff Services’ (aka “Accounting Dept”) section only. Formerly RMD 105. Includes documentation of certification and approval - forms SLR 105C (formerly RMD 105C), and/or other forms designated by the State Records Administrator.	US		US	Original RRS for THC is retained by State & Local Records Mgmt. Div., TX State Library & Archives Cmsn. THC Administration Div. keeps copy of entire agency’s RRS.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ACCOUNTING DEPARTMENT (AC)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.2.006	AC10C	Records Transmittal Forms – Convenience copies for Accounting/Staff Services Div. only (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC+2		AC+2	AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer.		
1.2.008	AC10D	Request for Authority to Dispose of State Records (RMD 102) – Staff Services Div. (aka Accounting Dept.) copies.	FE+3		FE+3	Original is retained by State & Local Records Mgmt. Div., TX State Library & Archives Cmsn. THC Administration Div. keeps agency record of entire agency’s RMD 102’s.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ACCOUNTING DEPARTMENT (AC)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.2.010	AC10E	Records Disposition Logs – Logs or similar records listing records of Staff Services Div./Accounting Dept. destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	10		10			
1.2.011	AC10F	Record Center Storage Approval Forms (RMD 106). – Accounting/Staff Services retains convenience copies.	US		US	THC Administration Division retains agency copy.		
1.2.012	AC10G	Records Inventory Worksheets – Accounting/Staff Services retains convenience copies.	US		US	THC Administration Division retains agency copy.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ACCOUNTING DEPARMENT (AC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.024	AC11	Plans and Planning Records	AC	3	AC+3	R	AC=Decision made to implement or not the result of planning process		
3.2.002	AC26	Employee Earning Records	4		4		40 TAC815.106(I)		
3.2.003	AC27	Federal Tax Records – Includes 1099, W2, FICA, and other tax records	AC	4	AC+4		AC= Tax due date, date claim is filed, or date tax is paid whichever is later. 26CFR31.6001-1(e)(2)		
4.2.001	AC38	Cash Deposit Vouchers. Includes deposit log.	FE	3	FE+3*		*=All audit requirements will be met.	95-808-069	

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ACCOUNTING DEPARTMENT (AC)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
4.2.005	AC41	Purchase Vouchers. Requisitions, orders, receiving reports, invoices or statements, change orders, best value determinations, TFC statements, Telecom billing detail, accounts payable ledgers, etc.	FE	3	FE+3*	*=All audit requirements will be met.	95-808-070		
4.2.006	AC42	General Journal Vouchers	FE	3	FE+3*	*=All audit requirements will be met.			
4.2.007	AC43	Expenditure Vouchers. Travel, payroll, etc.	FE	3	FE+3*	*=All audit requirements will be met.	95-808-071		
4.5.002	AC45	Internal Fiscal Management Reports (includes agency monthly budget reports)	FE	3	FE+3*	*=All audit requirements will be met.			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

ACCOUNTING DEPARTMENT (AC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
4.5.003	AC46	Annual Financial Reports. (required by the General Appropriations Act)	AC	6	AC+6	AC=Sept. 1 odd-numbered calendar years. Sends required copies to the State Library.		
4.5.005	AC47	External Reports (Special purpose reports, i.e. federal financial reports, etc.)	FE	3	FE+3	*=All audit requirements will be met.		
4.5.006	AC48	Annual Operating Budget	FE	3	FE+3*	*=All audit requirements will be met.		
4.7.002	AC51	Bank Statements	FE	3	FE+3*	*=All audit requirements will be met.		
4.7.004	AC53	Capital Asset Records	LA	3	LA+3*	*=All audit requirements will be met.		
4.7.005	AC54	Claim Files	AC	3	AC+3	AC=Resolution of claim		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code 808	3. Agency Name TEXAS HISTORICAL COMMISSION
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ACCOUNTING DEPARTMENT (AC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
4.7.006	AC55	Comptroller Statements	FE	3	FE+3*		*=All audit requirements will be met.	95-808-072	
4.7.008	AC56	Federal Grant Records	AC	3	AC+3		AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule). CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.		
4.7.009	AC57	Fixed Asset Sequential Number Logs	US	3	US+3				
5.1.001	AC58	Contracts and Leases	AC	4	AC+4		AC=Expired or termination of the instrument according to its terms.	95-808-073	
5.1.005	AC59	Postage Expense Reports	FE	3	FE+3*		*=All audit requirements will be met.		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ACCOUNTING DEPARTMENT (AC)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
5.2.008	AC61	Equipment History File; Service Agreements (agreements/contracts between the agency & equipment vendor for maintenance, manuals, warranties, etc.) Includes files on computer hardware and technical documentation.	LA	3	LA+3*	*=All audit requirements will be met.		
5.2.014	AC65	Inventory, Annual Physical. Includes detail report, inventory sheets, inventory listings	FE	3	FE+3*	*=All audit requirements will be met.		
5.2.015	AC66	Notice of Equipment Removed from Inventory	FE	3	FE+3*	*=All audit requirements will be met.		
5.2.017	AC67	Lost & Stolen Property Reports	FE	3	FE+3*	*=All audit requirements will be met.		
5.2.021	AC68	Surplus Property Sale	FE	3	FE+3*	*=All audit requirements will be met.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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2. Agency Code		3. Agency Name								
808		TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
		ACCOUNTING DEPARTMENT (AC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
5.4.007	AC69A	Hazardous Materials Safety Records	US	5	US+5		Health and Safety Code 502.009(g)			
5.2.027	AC70	Space Utilization Reports	AV		AV					
5.3.003	AC71	Freight Claims	AC	2	AC+2		AC=Resolution of claim			
5.3.007	AC73	Bid Documentation (formerly "Request for Information") – Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted & rejected bids, and bid tabulation/evaluations.	FE	3	FE+3		CAUTION: If a formal written contract is the result of a successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item number 5.1.001 (THC Staff Services Division Agency Item No. AC58 - Contracts & Leases) and 5.2.028 (TX RRS – Bldg. Construction Contract & Inspection Records).			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ACCOUNTING DEPARMENT (AC)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
5.4.003	AC74	Fire Inspection Records	AC+1	2	AC+3	AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency. CAUTION: Does not include inspection reports of building construction. SEE item number 5.2.028.		
5.6.005	AC75	Mileage Reports	FE	3	FE+3*	*=All audit requirements will be met.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ACCOUNTING DEPARTMENT (AC)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.057	AC78	Transitory Information (some emails, notes, flyers)	AC		AC	AC=Purpose of record has been fulfilled. CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
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			Agency	Storage	Total					

		ACCOUNTING DEPARTMENT (AC)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.006	AC79	Complaint Records – received by THC Staff Services Division from the public concerning the THC Staff Services Division/Accounting Department & records pertaining to the resolution of the complaint.	AC	2	AC+2	AC=Final disposition of the complaint. CAUTION: If a complaint becomes subject of litigation (such as a lawsuit), it must be included in & is subject to minimum retention period of item number 1.1.048.		
1.1.020/ 1.1.021	AC80	Open Records Requests – Approved/Denied	AC	2	AC+2	AC=Date request fulfilled or date of notification that records are exempt.		
3.2.005	AC81	W4 Forms	AC		AC+4	AC=until superseded, obsolete, or upon separation of employee		
3.2.008	AC82	Direct Deposit Application/Authorization	US		US	Until Superseded.		
3.4.004	AC83	Overtime Authorizations	2		2			
4.1.001	AC84	Accounts Payable	FE+3		FE+3	FE= Fiscal Year End.		
4.5.001	AC85	Worksheets for Preparing Fiscal Reports	FE+3		FE+3	FE= Fiscal Year End.		

Retention Codes (Field 7)

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MO – Months

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Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
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		ADMINISTRATION DEPARTMENT (AM)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.006	AM1	Complaint File, Executive	AC	2	AC+2	AC = Final disposition of complaint. CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.		

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		ADMINISTRATION DEPARTMENT (AM)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.007	AM2	Correspondence – Administrative Incoming/outgoing & internal correspondence pertaining to formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of the Administration Division (Executive Office) of the THC and the administrative regulations, policies, and procedures that govern them.	2	2	4	R	IMPORTANT: Does not include litigations found in AM22. CAUTION: Records series item no. 1.1.007 and item number 1.1.008 should be used only for correspondence not included in or directly related to another records series on the THC’s approved schedule. For example, a memo that documents an appropriations request must be retained for minimum retention period prescribed by item no. 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO items no. 1.1.011. ARCHIVES NOTE: Only administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review Contact the State Archives when these records have met their retention periods.		

Retention Codes (Field 7)

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Archival Codes (Field 8)

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R – Review by State Archivist



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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
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		ADMINISTRATION DEPARTMENT (AM)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.008	AM3	Correspondence – General Non-administrative incoming/outgoing & internal correspondence, in any media, pertaining to or arising from routine operations of the policies, programs, services, or projects of the Administration Division (Executive Office) of the THC.	2		2		CAUTION: Records series item no. 1.1.007 and item number 1.1.008 should be used only for correspondence not included in or directly related to another records series on the THC's approved schedule. For example, a memo that documents an appropriations request must be retained for minimum retention period prescribed by item no. 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO items no. 1.1.010		

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total					
		ADMINISTRATION DEPARTMENT (AM)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives				
1.1.058	AM4a	THC Meeting Agenda and Minutes - Official agenda and minutes of THC's boards, committees, commissions, and councils that conduct open meetings as required by Gov. Code.	PM		PM	A Copies of THC's commission & committee's meeting agendas and minutes are sent to TSLAC, originals are retained by the THC. CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ADMINISTRATION DEPARTMENT (AM)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.061	AM4b	Meeting Notes - of the commission of the THC and the Admin/OPEC Committee of the THC – includes notes taken during opening meetings from which written minutes are prepared.	AC+90 days		AC+90 days		AC=Approval of the formal minutes by each respective entity’s governing body, i.e. the THC or the Admin/OPEC Committee. SEE caution comment at item number 1.1.058 (THC’s AM4a).		
1.1.062	AM5	THC Meeting Supporting Documentation	PM		PM	A	Send regularly to TSLAC		
1.1.063	AM6	Staff Meeting Minutes/Notes – Minutes of internal agency staff meetings during which formal minutes are taken	1	1	2		Minutes/Meeting notes are kept for Culture Conscious (Diversity) Committee.		
1.1.023	AM 7	Organizational Charts	US		US	A			
1.1	AM9	Commission Members and Executive Directors	AV		AV	A	Bios/Vitae, Applications for appointments by Governors		

Retention Codes (Field 7)						Archival Codes (Field 8)			
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ADMINISTRATION DEPARTMENT (AM)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.020/ 1.1.021	AM10	Open Records Requests – Approved/Denied	AC	2	AC+2		AC=date request fulfilled or date of denial.		
1.1.065	AM11	Reports and Studies (Non-Fiscal) – Raw Data	AC	5	AC+5		AC=date of collection		
1.1.070	AM12a	Agency Rules, Policies and Procedures – Final - Manuals, Internal publications or statements which define organization’s policies, procedures, etc. Includes personnel manual.	AC	3	AC+3	A	AC=Completion or termination of program, rules, policies or procedures. SEE ALSO: Agency Rules, Policies and Procedures – Working files, item number 1.1.071.		
1.1.071	AM12b	Agency Rules, Policies and Procedures – Working Files – Working files used in the development of manuals, Internal publications or statements which define organization’s policies, procedures, etc. Includes personnel manual.	AC	3	AC+3	R	AC=Completion or termination of program, rules, policies or procedures. See also item number 1.1.070.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ADMINISTRATION DEPARTMENT (AM)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.040	AM13	Speeches (Notes or text of speeches or reports delivered in conjunction w/ agency work)	AC	2	AC+2	A	AC=End of term in office or termination of service in a state position.		
	AM15	Records of THC Buildings. Includes deeds & a report from GLO describing THC properties.	PM		PM		See files marked "Property Deeds" & "Real Property".		
	AM16	Executive Committee of the THC (copies of any handouts or general info produced for or sent to the Exec. Cmte.)	AC	1	AC+1		AC=ceases to have frequent administrative and research use.		
1.1.057	AM20	Transitory Info (some email, notes, flyers, etc.)	AC		AC		AC=Purpose of record has been fulfilled. Paper & Electronic		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ADMINISTRATION DEPARTMENT (AM)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.013	AM21	Calendars/ Appt. Books	CE	1	CE+1	R	Only calendars for executive officials & division directors. ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ADMINISTRATION DEPARTMENT (AM)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.048	AM22A	Litigation	AC	1	AC+1	R	AC=As applicable, decision of THC not to file a lawsuit or decision that a lawsuit will not be filed against THC on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit. ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives & Information Services Division of the Texas State Library and Archives Commission for archival preservation..		

Retention Codes (Field 7)						Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives					
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2. Agency Code		3. Agency Name								
808		TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
		ADMINISTRATION DEPARTMENT (AM)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>			
1.1.014	AM22B	Legal Opinions & Advice – From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048.			
1.1.002	AM23	Audits. Audit reviews performed on the agency by internal or external auditors.	AC	7	AC+7		AC=publication or release of final audit findings. Record copy of any audit performed by State Auditor's Office is retained permanently by that agency. THC keeps all audits electronically.			
1.1.038	AM24	Customer surveys. Evaluation of the THC by customers.	AC	2	AC+2		AC=Final disposition of summary report. See item number 1.1.067 for summary reports compiled from customer surveys.			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ADMINISTRATION DEPARTMENT (AM)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
1.1.067	AM25	Reports and Studies (Non-Fiscal). Includes Surveys of Employee Excellence (SEE) – formerly known as Surveys of Organizational Excellence (SOE) – in which THC is evaluated by its own staff.	1	2	3	R	Archival review required before disposal.		
1.1.026	AM26	Texas Register submissions	AC	1	AC+1		AC = Date of publication on the Texas Register website.		
1.2.001	AM27	Destruction Authorizations	FE	3	FE+3		Agency level documents authorizing final disposition of records under THC's certified records retention schedule.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ADMINISTRATION DEPARTMENT (AM)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
1.2.005	AM28	Records Retention Schedule (SLR 105)	US		US	Agency copy. Formerly RMD 105. Includes documentation of certification & approval – forms SLR 105C (formerly RMD 105C) &/or other forms designated by the State Records Administrator. Original kept by SLRM of TSLAC.		
1.2.006	AM29	Records Transmittal Forms – agency copy (includes RMD 101, Tx-R-5, 306-588-1, and Agency Storage Forms). Indicate records transferred to storage or a transfer of legal custody	AC	2	AC+2	AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives & Information Service Division of TSLAC by the THC records management officer.		
1.2.008	AM30	Requests for Authority to Dispose of State Records (RMD 102)	FE	3	FE+3	Agency copies		

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)			
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
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			Agency	Storage	Total				

		ADMINISTRATION DEPARTMENT (AM)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
1.2.010	AM31	Records Disposition Log	10		10	Logs or similar records listing records destroyed or transferred to Archives & Information Service Division of TSLAC by showing records series title, dates of records, and date destroyed or transferred.		
1.2.011	AM32	RMD 106 forms – Agency copy of completed Record Center Storage Approval forms	US		US	Paper & Electronic files. May need to add other 1.2 record series for records retention mgmt. forms.		
1.2.012	AM33	Records Inventory Worksheets	US		US			
1.2.013	AM34	Records Control Locator Aids – includes indexes, card files, shelf lists, registers, guides, etc.	AC		AC	AC = When control aid is updated, revised, or no longer needed. CAUTION: These records must carry the same retention period and archival code of the records they support.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code		3. Agency Name								
808		TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
		ADMINISTRATION DEPARTMENT (AM)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
3.1.001	AM35	Applications – Not hired	1	1	2		29CFR 1602.31. Moved on THC RRS from Accounting to Admin on July 6, 2011. Former Agency Item No. AC12.			
3.1.012	AM36	Employment Opportunity Announcements. Includes job postings.	1	1	2		29CFR 1602.31. Moved on THC RRS from Accounting to Admin on July 6, 2011. Former Agency Item No. AC16.			
3.1.014	AM37	Employment Selections. Interview notes/selection process documents.	1	1	2		29CFR 1602.31. Moved on THC RRS from Accounting to Admin on July 6, 2011. Former Agency Item No. AC17.			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ADMINISTRATION DEPARTMENT (AM)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
3.1.018	AM38	Grievance Records.	AC	3	AC+3	AC=Final decision on the grievance. Moved on THC RRS from Accounting to Admin on July 6, 2011. Former Agency Item No. AC19. CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U. S. Department of Labor. See item number 1.1.048.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
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			Agency	Storage	Total					

		ADMINISTRATION DEPARTMENT (AM)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
5.4.001	AM39	Workers Compensation Reports. Includes accident reports and associated documentation.	CE	5	CE+5	29 CFR 1904.33. Texas Workers Comp Commission retains copies for 50 years. Moved on THC RRS from Accounting to Admin on July 6, 2011. Former Agency Item No. AC21.		
3.3	AM40	Personnel Files (includes performance appraisals, employee deduction authorization, W-4's, security access records, direct deposit, criminal history checks & employee applications-hired)	AC	5	AC+5	29 CFR 1602.32(c), 26 CFR 31.6001-1(e)(2), and 8 CFR 274a.2(b)(2)(i)(A) & (c)(2). AC=Termination of employment or amended, expiration, whichever sooner. Moved on THC RRS from Accounting to Admin on July 6, 2011. Former Agency Item No. AC22.		A1

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
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Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist

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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ADMINISTRATION DEPARTMENT (AM)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
3.3.011	AM41	Former Employee Verification Records. (minimum info needed to verify employment)	AC	75	AC+75		AC=Termination of employment. Moved on THC RRS from Accounting to Admin on July 6, 2011. Former Agency Item No. AC23.		
3.1.031	AM42	Employee Benefits – Other than insurance Agency copies of information relating to the selection of available benefit options other than insurance.	AC	2	AC+2		AC=Until superseded or termination of employment CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001. Moved on THC RRS from Accounting to Admin on July 6, 2011. Former Agency Item No. AC25.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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			Agency	Storage	Total				
		ADMINISTRATION DEPARTMENT (AM)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
3.2.007	AM45	Unemployment Compensation Records	AC	5	AC+5		AC=Termination of employment or amended, expiration, whichever sooner. Moved on THC RRS from Accounting to Admin on July 6, 2011. Former Agency Item No. AC29.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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			Agency	Storage	Total					

		ADMINISTRATION DEPARTMENT (AM)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
3.2.009	AM46a	State Deferred Compensation	AC	5	AC+5	AC=Account totally distributed. Moved on THC RRS from Accounting to Admin on July 6, 2011. Former Agency Item No. AC30. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the <i>Benefits Coordinator Reference Manual</i> issued by the Employee Retirement System of Texas.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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			Agency	Storage	Total				
		ADMINISTRATION DEPARTMENT (AM)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
3.2.010	AM46b	HRIS Reports & Documentation. Includes new hire reports, EEO reports & supporting documentation.	AC	4	AC+4		Moved on THC RRS from Accounting to Admin on July 6, 2011. Former Agency Item No. AC30A.		
3.3.015	AM47	Positions/Job Classification Review File.	US	3	US+3		Moved on THC RRS from Accounting to Admin on July 6, 2011. Former Agency Item No. AC35.		
3.3.022	AM48	Texas Workforce Commission (TWC) Reports.	1	2	3		Moved on THC RRS from Accounting to Admin on July 6, 2011. Former Agency Item No. AC36.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code		3. Agency Name							
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			Agency	Storage	Total				
		ADMINISTRATION DEPARTMENT (AM)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
3.4.002	AM49A	Leave Status Report. Includes time off/sick leave requests. Cumulative report is issued each pay cycle & provides employee leave status info for each position.	FE	3	FE+3*		*=All audit requirements will be met. Moved on THC RRS from Accounting (Staff Services Division) to Admin (Human Resources Department) on July 6, 2011. Former Agency Item No. AC37.		
3.4.006	AM49B	Time Cards and Time Sheets	4		4		40 TAC 815.106(i). *=All audit requirements will be met. Split from AM49 on THC RRS 5 th Recertification.		
5.4.013	AM50	Disaster Preparedness & Recovery Plans – Includes Business Continuity Plan and Risk Management Manual.	US		US				
5.1.001	AM51	Contracts & Leases - Includes Interagency MOU's, MOA's, etc. and correspondence relating to these items.	AC+4		AC+4		AC=Expiration or termination of the instrument according to its terms.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ADMINISTRATION DEPARTMENT (AM)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
	AM52	Awards & Honors – Texas Treasures Business Awards and First Lady’s Texas Treasures Awards	PM		PM				
1.1.074	AM53	Sunset Review Report & Documentation. AKA -THC Sunset Commission Process	AC+3		AC+3	R	AC=After the subsequent Sunset Review. Convenience copies kept by THC Agency Planner both in paper & electronic media.		
3.1.011	AM54	Employee Insurance File – HR Records	AC	4	AC+4		AC=Until superseded or termination of employment.		
3.1.023	AM55	Position/Job Description	AC	4	AC+4		AC=Until superseded or job eliminated.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ADMINISTRATION DEPARTMENT (AM)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
3.1.029	AM56	Employment Eligibility (INS I-9)	AC		AC+1	AC=Termination of employment. CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from the date of hire or 1 year after separation of the employee, whichever later.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>			
1.1	AD1	Monthly / quarterly work records – support documentation only	AC	5	AC+5		AC=Resolution of all questions arising from a reporting period.	06-808-121		
1.2.001	AD2A	Destruction Authorizations Archeology Division level documents authorizing final disposition of records under a certified records retention schedule.	FE + 3		FE + 3		THC Administration retains agency copies. Archeology Division keeps convenience copies for division use.			
1.2.005	AD2B	Records Retention Schedule (SLR 105) Archeology Division's section copy. Formerly RMD 105. Includes documentation of certification and approval - forms SLR 105C (formerly RMD 105C), and/or other forms designated by the State Records Administrator.	US		US		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission. THC Administration retains official agency copy of entire THC RRS.			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
1.2.006	AD2C	Records Transmittal Forms Archeology Division copies (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC + 2		AC + 2		AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer. Administration retains all agency copies.		
1.2.008	AD2D	Request for Authority to Dispose of State Records (RMD 102) Archeology Division copies.	FE + 3		FE + 3		Original is retained by State & Local Records Mgmt. Div., TX State Library & Archives Cmsn. THC Administration Div. keeps agency record of entire agency's RMD 102's.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
		ARCHEOLOGY DIVISION (AD)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
1.2.010	AD2E	Records Disposition Logs Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	10		10			
1.2.011	AD2F	Record Center Storage Approval Forms (RMD 106) Archeology Division's copy.	US		US	THC Administration Division retains agency copy.		
1.2.012	AD2G	Records Inventory Worksheets – Archeology Division's convenience copies only.	US		US	THC Administration Division retains agency copy.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>			
1.1.008	AD3a	Correspondence – General Non-administrative incoming/outgoing & internal correspondence, in any media, pertaining to or arising from routine operations of the policies, programs, services, or projects of the Archeology Division of the THC.	2	2	4		IMPORTANT: These optical disk cartridges will remain w/ division Tracking Coordinator. CAUTION: Records series item no. 1.1.007 and item number 1.1.008 should be used only for correspondence not included in or directly related to another records series on the THC's approved schedule. For example, a memo that documents an appropriations request must be retained for minimum retention period prescribed by item no. 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO items no. 1.1.010			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
1.1.007	AD3b	Correspondence – Administrative Incoming/outgoing & internal correspondence pertaining to formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of the Archeology Division of the THC and the administrative regulations, policies, and procedures that govern them.	4	2	6	R	CAUTION: Records series item no. 1.1.007 and item number 1.1.008 should be used only for correspondence not included in or directly related to another records series on the THC's approved schedule. For example, a memo that documents an appropriations request must be retained for minimum retention period prescribed by item no. 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO items no. 1.1.011. ARCHIVES NOTE: Only administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review Contact the State Archives when these records have met their retention periods.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
1.1.014	AD4	Legal opinions and Advice (from AG's Office)	AV		AV	R	Office of the Attorney General retains copies permanently. THC retains convenience copies. CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigations. SEE Records Series Item Number 1.1.048. Review by state archivist.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.070	AD5a	Agency Rules, Policies and Procedures – Final - Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by the THC that sets out the rules, policies, and procedures that govern THC programs, services, or projects.	AC	3	AC+3	R	AC=Completion or termination of program, rules, policies or procedures. SEE ALSO: Agency Rules, Policies and Procedures – Working files, item number 1.1.071.		

Retention Codes (Field 7)						Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives					
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist					



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.071	AD5b	Agency Rules, Policies and Procedures – Working Files – Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities reregulated by the THC that sets out the rules, policies, and procedures that govern the THC’s programs, services or projects.	AC	3	AC+3	E	AC=Completion or termination of program, rules, policies or procedures. See also item number 1.1.070. "Archival code removed subsequent to appraisal by Archives and Information Services Division, Library and Archives Commission, February 5, 1999."		
1.1.058	AD6	Texas Antiquities Advisory Board Meeting agenda and minutes (Official agenda of state boards, committees, commissions)	PM		PM	A	Agency of origin retains permanent record copy. Archival requirement met by sending copy to SLA.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
1.1.062	AD7	Texas Antiquities Advisory Board Meeting Agendas & supporting documentation	AC	15	AC+15	A	AC=Conclusion of meeting	95-808-076		
1.1.065	AD8	Report, Studies, & Surveys - Raw Data (Includes materials not produced in final report)	AV	30	AV+30		CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially Records Series Item No. 1.1.064 - Performance Measures Documentation	04-808-110		
1.3.002	AD9	Publications Development Files	AV		AV	A	Paper, photographs, & artworks stay at THC until value ceases then transfer to TSLAC Archives Division			

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	US – Until Superseded
LA – Life of Asset MO – Months	
PM – Permanent	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
3.1.013	AD10	Employment Contracts	AC	4	AC+4		AC = Expiration or termination of contract according to its terms		
3.3	AD11	Archeology Division Personnel Records ONLY	AC+4	2	AC+6		AC = Termination of employment. Convenience copies only, not original documents.		
	AD12	Archeological Sites Files – Projects by county	AV		AV	A	Remain at agency until they cease to have frequent admin/research use. Then transfer to the TSLAC.		
	AD13	Stewardship Program Files (individual steward files & general program information).	US	25	US+25	A	Remain at agency until they cease to have frequent admin/research use. Then transfer to the TSLAC.	05-808-117	
	AD14	Outreach, Public Service, Presentations, and training files	5	25	30		Includes TAM (Texas Archeology Month) material	05-808-118	

Retention Codes (Field 7)				Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
	AD15	Section 106 Review Scanned Records	5	5	10	A	Tracking Coordinator has disks that go to storage (*see note above). Reviews scanned & paper trashed. Criteria for selection to be scanned: 106 Projects that are 15 pages or less, except w/: 1. Unreadable maps/documentations; 2. Bulk maps; 3. Photographs; 4. Reports; 5. TAC Permitted Projects; 6. Relation to ongoing projects. We save to optical disk cartridges. Documentation of substantial changes/work done published in a report and sent to the Publications Depository will fulfill the archival requirement.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ARCHEOLOGY DIVISION (AD)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
		AMERICANS WITH DISABILITIES ACT:						
	AD16	Comment Made (not final)	2	13	15			
	AD17	No Comment Made or Final Review	1	9	10			
		BUREAU OF INDIAN AFFAIRS:						
	AD18	Comment Made (not final)	2	13	15			
	AD19	No Comment Made or Final Review	1	9	10			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
		ARCHEOLOGY DIVISION (AD)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
		BUREAU LAND MANAGEMENT:						
	AD20	Comment Made (not final)	2	23	25		90-808-001	
	AD21	No Comment Made or Final Review	1	9	10			
		BUREAU OF RECLAMATION:						
	AD22	Comment Made (not final)	2	23	25		91-808-023	
	AD23	No Comment Made or Final Review	1	9	10			
		COAST GUARD, U.S.:						
	AD24	Comment Made (not final)	2	13	15		90-808-002	
	AD25	No Comment Made or Final Review	1	9	10			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
		ARCHEOLOGY DIVISION (AD)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		CORPS OF ENGINEERS, DISTRICT OF:						
		ALBUQUERQUE DISTRICT						
	AD26 AD27	Public Notices & Projects, Comment Made Public Notices & Projects, No Comment Made	AC+2 1	13 9	AC+15 10	AC = Determ. Inactive		
		GALVESTON DISTRICT						
	AD28 AD29	Public Notices & Projects, Comment Made Public Notices & Projects, No Comment Made	AC+2 1	23 14	AC+25 15	AC = Determ. Inactive	90-808-003	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		CORPS OF ENGINEERS, DISTRICT OF:							
		FORT WORTH DISTRICT							
	AD30 AD31	Public Notices & Projects, Comment Made Public Notices & Projects, No Comment Made	AC+2 1	23 9	AC+25 10		AC = Determ. Inactive	90-808-004 94-808-052	
		NEW ORLEANS DISTRICT							
	AD32 AD33	Public Notices & Projects, Comment Made Public Notices & Projects, No Comment Made	AC+2 1	13 9	AC+15 10		AC = Determ. Inactive		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		CORPS OF ENGINEERS, DISTRICT OF:							
		SOUTHWEST DISTRICT							
	AD34 AD35	Public Notices & Projects, Comment Made Public Notices & Projects, No Comment Made	AC+2 1	13 9	AC+15 10		AC = Determ. Inactive	91-808-015	
		TULSA DISTRICT							
	AD36 AD37	Public Notices & Projects, Comment Made Public Notices & Projects, No Comment Made	AC+2 1	13 9	AC+15 10		AC = Determ. Inactive	91-808-024	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		CUSTOMS, U.S.:							
	AD38	Comment Made (not final)	2	13	15			12-808-131	
	AD39	No Comment Made or Final Review	1	9	10			14-808-132	
		DEPARTMENT OF THE ARMY:							
	AD40	Comment Made (not final)	2	23	25	E	*see note above	91-808-020	
	AD41	No Comment Made or Final Review	1	9	10			94-808-053	
	AD42	Plans/Map/Drawings	AC	20	AC+20	E	*see note above. AC = Determ. Inactive	99-808-093	

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		DEPARTMENT OF THE AIRFORCE:							
	AD43	Comment Made (not final)	AC+2	23	AC+25	E	*see note above	92-808-037	
	AD44	No Comment Made or Final Review	1	9	10			94-808-054	
	AD45	Plans/Map/Drawings	AC	20	AC+20	E	*see note above	99-808-094	
							AC = Determ. Inactive for AD43 & AD45		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		DEPARTMENT OF THE NAVY:							
	AD46 AD47 AD48	Comment Made (not final) No Comment Made or Final Review Plans/Map/Drawings	AC+2 1 AC	23 9 20	AC+25 10 AC+20	E E	*see note above regarding AD46, AD47, AD48 AC = Determ. Inactive for AD46 & AD48	91-808-036 94-808-055	
	AD49 AD50	DEPARTMENT OF COMMERCE: Comment Made (not final) No Comment Made or Final Review	2 1	13 9	15 10			90-808-005	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		DEPARTMENT OF EDUCATION:							
	AD51 AD52	Comment Made (not final) No Comment Made or Final Review	2 1	23 9	25 10			93-808-046	
		DEPARTMENT OF ENERGY (FERC/NRC)							
	AD53 AD54	Comment Made (not final) No Comment Made or Final Review	2 1	23 9	25 10		NRC = Nuclear Energy Regulatory Comm	91-808-031 94-808-056	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		DEPARTMENT OF HEALTH (U.S. and/or State)							
	AD55 AD56	Comment Made (not final) No Comment Made or Final Review	2 1	23 9	25 10			91-808-033	

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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SLR 105

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		DEPARTMENT OF JUSTICE (TDCJ or TYC)							
	AD57 AD58	Comment Made (not final) No Comment Made or Final Review	2 1	23 9	25 10			91-808-021	
		DEPARTMENT OF TREASURY:							
	AD59 AD60	Comment Made (not final) No Comment Made or Final Review	2 1	13 9	15 10				

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
		ECONOMIC DEVELOP ADMINISTRATION							
	AD61	Major Projects/Rehabs or Acquisition	AC	20	AC+20	E	*see note above re: AD61-AD64		
	AD62	Comment Made/Small Projects	2	23	25	E	AC = Determ. Inactive AD61 & AD64	90-808-006	
	AD63	No Comment Made/Small Projects/Final	1	9	10				
	AD64	Review Plans/Map/Drawings	AC	20	AC+20	E		99-808-095	

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



Records Retention Schedule

SLR 105

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		ENVIRONMENTAL PROTECTION AGENCY:							
	AD65	Major Projects	AC+2	23	AC+25	E	AC = Determ. Inactive for AD65 *see note above re: AD65-AD67	96-808-078 91-808-025 94-808-057	
	AD66	Comment Made – Permit Actions	2	23	25				
	AD67	No Comment Made–Permit Actions/Final Review	1	9	10				
		ECONOMIC & COMMUNITY DEVELOP, RURAL:							
	AD68	Comment Made (not final)	2	23	25			91-808-019 94-808-058	
	AD69	No Comment Made or Final Review	1	9	10				

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		FEDERAL AVIATION ADMINISTRATION:							
	AD70	Comment Made (not final)	2	23	25			91-808-026	
	AD71	No Comment Made or Final Review	1	9	10			94-808-059	
		FEDERAL COMMUNICATION COMMISSION:							
	AD72	Comment Made (not final)	2	23	25			01-808-100	
	AD73	No Comment Made or Final Review	1	9	10			00-808-097	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
		FEDERAL DEPOSIT INSURANCE CORP.:							
	AD74	Comment Made (not final)	2	23	25			94-808-047	
	AD75	No Comment Made or Final Review	1	9	10				
		FEDERAL EMERGENCY MANAG. ADMIN.:							
	AD76	Comment Made (not final)	2	23	25			01-808-101	
	AD77	No Comment Made or Final Review	1	9	10				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

SLR 105

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		FEDERAL RAILROAD ADMINISTRATION:							
	AD78	Comment Made (not final)	2	13	15				
	AD79	No Comment Made or Final Review	1	9	10				
		FISH & WILDLIFE SERVICE:							
	AD80	Comment Made (not final)	2	23	25			91-808-035	
	AD81	No Comment Made or Final Review	1	9	10				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
		FOREST SERVICE, U.S.:							
	AD82	Comment Made (not final)	2	23	25				91-808-032
	AD83	No Comment Made or Final Review	1	9	10				
		GENERAL SERVICES ADMINISTRATION:							
	AD84	Comment Made (not final)	2	23	25	E	*see note above		91-808-027
	AD85	No Comment Made or Final Review	1	9	10				94-808-061
	AD86	Plans/Maps/Drawings	AC	20	AC+20	E	*see note above. AC = Determ. Inactive		99-808-096

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
	AD87 AD88	GEOLOGICAL SURVEY: Comment Made No Comment Made or Final Review	2 1	13 9	15 10				
	AD89 AD90	GOVERNOR, OFFICE OF THE: Comment Made No Comment Made or Final Review	2 1	13 9	15 10			91-808-034	
	AD91 AD92	HIGHWAY PROJECTS (Federal & State) Comment Made (not final) No Comment Made or Final Review	2 1	23 9	25 10		State = Texas Dept. of Trans. (TxDOT) Federal = Federal Highway Admin.	91-808-022 94-808-060	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		HUD-COMMUNITY DEVELOP. BLOCK GRANT:					HUD = Housing & Urban Development		
	AD93	One-Phase Construction Clearances	2	23	25	E	*see note above		
	AD94	Multi-Year Project Clearances	AC+2	23	AC+25	E		90-808-007	
	AD95	No Comment Made or Final Review	1	9	10		RP-36 Box Type	94-808-062	
	AD96	Plans/Map/Drawings	AC	20	AC+20	E	AC = Determ. Inactive-AD94&AD96	98-808-079 & 98-808-085	
		HUD-SUBDIVISIONS:							
	AD97	One-Phase Construction Clearances	2	13	15	E	*see note above		
	AD98	Multi-phase Construction Clearances	AC+2	13	AC+15				
	AD99	No Comment Made or Final Review	1	9	10			94-808-063	
							AC = Determ. Inactive – AD98		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
	AD100 AD101 AD102 AD103	HUD-URBAN DEVELOPMENT ACTION GRANT: Comment Made – Major Projects No Comment Made or Final Review Plans/Maps/Drawings No Comment Made or Final Review	2 AC+2 AC AC+2	13 13 10 13	15 AC+15 AC+10 AC+15	E E	* see note above for AD100-AD103 AC = Determ. Inactive AC = Determ. Inactive AC = Determ. Inactive	90-808-008	
	AD104 AD105	HUD (Section 202): Comment Made (not final) No Comment Made or Final Review	2 1	13 9	15 10			91-808-017	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		International Boundary & Water Commission:							
	AD106	Comment Made	2	23	25			98-808-091	
	AD107	No Comment Made or Final Review	1	9	10				
		International Indian Gaming Commission:							
	AD108	Comment Made	2	13	15				
	AD109	No Comment Made or Final Review	1	9	10				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		SURFACE TRANSPORTATION BOARD: (formerly Interstate Commerce Commission)							
	AD110	Comment Made	2	23	25			90-808-009	
	AD111	No Comment Made or Final Review	1	9	10				
		MINERALS MANAGEMENT SERVICES							
	AD112	Comment Made	2	23	25			91-808-028	
	AD113	No Comment Made or Final Review	1	9	10				

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		NATIONAL AERONAUTIC & SPACE ADMIN.:							
	AD114	Comment Made	2	13	15				
	AD115	No Comment Made or Final Review	1	9	10				
		NATIONAL ENDOWMENT FOR THE ARTS:							
	AD116	Comment Made	2	13	15				
	AD117	No Comment Made or Final Review	1	9	10				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		NATIONAL ENDOWMENT FOR THE HUMANITIES:							
	AD118	Comment Made	2	13	15				
	AD119	No Comment Made or Final Review	1	9	10				
		NATIONAL OCEANIC & ATMOSPHERIC ADMIN.:							
	AD120	Comment Made	2	13	15			03-808-108	
	AD121	No Comment Made or Final Review	1	9	10				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
		NATIONAL PARK SERVICE:							
	AD122	Land/Park Management Plans	AC+1	14	AC+15	E	AC=project either completed or cancelled		
	AD123	Property rehabilitation or Acquisition	2	23	25	E	*see note above	91-808-029	
	AD124	No Comment Made or Final Review	1	9	10		*see note above	94-808-064	
		NATURAL RESOURCES CONSERVATION SERV.:							
	AD125	Comment Made – Major Projects (dams, etc.)	AC+2	23	AC+25	E	AC = Determ. Inactive *see note above for AD125	92-808-038	
	AD126	Comment Made/CAT & Watershed Plans	2	23	25				
	AD127	No Comment Made or Final Review	1	9	10			94-808-067	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		OFFICE OF SURFACE MINING & RECLAM/RRC:							
	AD128 AD129	Comment Made – Major Projects/Mines No Comment Made or Final Review	AC+2 1	23 9	AC+25 10	E	AC = Determ. Inactive (*see note above)	90-808-010	
	AD130 AD131 AD132 AD133	POSTAL SERVICE, U.S.: Comment Made – Major Projects No Comment Made or Final Review Comment Made – Small Projects No Comment Made or Final Review	AC+2 1 AC+2 1	23 9 23 9	AC+25 10 AC+25 10		AC = Determ. Inactive AC = Determ. Inactive	94-808-065	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		RIVER AUTHORITY:							
	AD134	Comment Made	2	23	25			91-808-016	
	AD135	No Comment Made or Final Review	1	9	10				
		RESOLUTION TRUST CORPORATION:							
	AD136	No Comment Made or Final Review	1	9	10			00-808-099	
		RURAL UTILITIES SERVICES:							
	AD137	Comment Made	2	23	25			90-808-011	
	AD138	No Comment Made or Final Review	1	9	10			94-808-066	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
	AD139 AD140	SMALL BUSINESS ADMINISTRATION: Comment Made No Comment Made or Final Review	2 1	13 9	15 10				
	AD141 AD142	TEXAS PARKS & WILDLIFE DEPT.: Comment Made No Comment Made or Final Review	2 1	23 9	25 10			90-808-012	
	AD143 AD144	FEDERAL TRANSIT AUTHORITY: (formerly Urban Mass Transit Authority) Comment Made No Comment Made or Final Review	2 1	13 9	15 10			90-808-013	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
		VETERANS ADMINISTRATION-SUBD:							
	AD145	Comment Made	2	23	25			91-808-030	
	AD146	No Comment Made or Final Review	1	9	10				
		PRIVATE PROJECTS (non-federal)							
	AD147	Comment/No Comment Made	2	13	15			90-808-014	
		TEXAS HISTORIC CONSERVATION PLAN:							
	AD148	Files - County	AC+5	5	AC+10	E	(*see note above) AC = Determ. Inactive	92-808-039	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
	AD148A	TEXAS HISTORIC CONSERVATION PLAN: Files - Printouts	AC+5	5	AC+10	E	(*see note above) AC = Determ. Inactive	92-808-040	
	AD148B	TEXAS HISTORIC CONSERVATION PLAN: Files - Administrative	AC+5	5	AC+10	E	(*see note above) AC = Determ. Inactive	92-808-041	
	AD148C	TEXAS HISTORIC CONSERVATION PLAN: Files - Shipwrecks	AC+5	5	AC+10	E	(*see note above) AC = Determ. Inactive	92-808-042	

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		ADVISORY COMM. ON INTERGOVERNMENTAL AFFAIRS, TEXAS							
	AD149	Comment Made	2	13	15				
	AD150	No Comment Made or Final Review	1	9	10				
		ADJUTANT GENERAL'S DEPARTMENT:							
	AD151	Comment Made	2	13	15			01-808-102	
	AD152	No Comment Made or Final Review	1	9	10				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		AGRICULTURE, DEPT. OF (USDARD, FSA, RDA):							
	AD153	Comment Made	2	23	25				
	AD154	No Comment Made or Final Review	1	9	10			02-808-106	
		ARCHITECT OF THE CAPITOL, TEXAS:							
	AD158	Comment Made	2	13	15				
	AD159	No Comment Made or Final Review	1	9	10				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		ATTORNEY GENERAL, OFFICE OF TEXAS:							
	AD160	Comment Made	2	13	15				
	AD161	No Comment Made or Final Review	1	9	10				
		CITIES, TEXAS:							
	AD162	Comment Made	2	23	25				
	AD163	No Comment Made or Final Review	1	9	10			95-808-075	
		COASTAL & MARINE COUCIL, TEXAS:							
	AD164	Comment Made	2	23	25				
	AD165	No Comment Made or Final Review	1	9	10				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
	AD166 AD167	COUNTIES, TEXAS: Comment Made No Comment Made or Final Review	2 1	23 9	25 10				02-808-105
	AD168 AD169	ECONOMIC DEVELOPMENT, DEPT. OF (STATE): Comment Made No Comment Made or Final Review	2 1	23 9	25 10				
	AD170 AD171	ENERGY & NATURAL RESOURCES, ADVISORY COUNCIL OF TEXAS: Comment Made No Comment Made or Final Review	2 1	23 9	25 10				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>	
		FLOOD CONTROL DISTRICTS, TEXAS						
	AD172 AD173	Comment Made No Comment Made or Final Review	2 1	23 9	25 10			
	AD174 AD175	GENERAL LAND OFFICE, TX: Comment Made No Comment Made or Final Review	2 1	23 9	25 10			97-808-082
	AD176 AD177	GULF COASTAL INTERNATIONAL WATERWAY ADVISORY COMMITTEE, TEXAS: Comment Made No Comment Made or Final Review	2 1	23 9	25 10			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
		TEXAS DEPARTMENT OF RURAL AFFAIRS (formerly ORCA – TDHCA):							
	AD178	Comment Made	2	23	25				
	AD179	No Comment Made or Final Review	1	9	10			00-808-098	
		INDEPENDENT SCHOOL DISTRICTS, TEXAS:							
	AD180	Comment Made	2	23	25				
	AD181	No Comment Made or Final Review	1	9	10				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>	
		JAIL STANDARDS, TEXAS COMMISSION ON:						
	AD182	Comment Made	2	13	15			
	AD183	No Comment Made or Final Review	1	9	10			
		MENTAL HEALTH & MENTAL RETARDATION:						
	AD184	Comment Made	2	23	25			
	AD185	No Comment Made or Final Review	1	9	10			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (formerly TX Nat. Res. Council)							
	AD186	Comment Made	2	23	25			97-808-080	
	AD187	No Comment Made or Final Review	1	9	10				
		PUBLIC UTILITIES COMMISSION, TEXAS:							
	AD189	Comment Made	2	23	25			04-808-114	
	AD190	No Comment Made or Final Review	1	9	10				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
	AD191 AD192	PURCHASING & GENERAL SERVICES, TEXAS: Comment Made No Comment Made or Final Review	2 1	23 9	25 10				
	AD193 AD194	STATE, DEPARTMENT OF: Comment Made No Comment Made or Final Review	2 1	23 9	25 10			94-808-048	
	AD195 AD196	TOURIST DEVELOPMENT AGENCY, TEXAS: Comment Made No Comment Made or Final Review	2 1	13 9	15 10				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
	AD197 AD198	WASTE DISPOSAL AUTHORITIES, TEXAS: Comment Made No Comment Made or Final Review	2 1	13 9	15 10				
	AD199 AD200	WATER COMMISSION, TEXAS: Comment Made No Comment Made or Final Review	2 1	13 9	15 10			01-808-103 01-808-104	
	AD201 AD202	WATER DEVELOPMENT BOARD, TEXAS: Comment Made No Comment Made or Final Review	2 1	23 9	25 10			96-808-077	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		WATER SUPPLY CORPORATION, TEXAS:							
	AD203	Comment Made	2	23	25				
	AD204	No Comment Made or Final Review	1	9	10				
		UNIVERSITIES, TEXAS:							
	AD205	Comment Made	2	23	25			03-808-109	
	AD206	No Comment Made or Final Review	1	9	10				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
		TAC PERMIT RECORDS					TAC = Texas Antiquities Code		
	AD207	Antiquities Permits Issued, Completed, Closed or Cancelled	AC	60	AC+60	E	(*see note above) AC = Permit Completed	94-808-049	
	AD210	State Archeological Landmarks (general info.)	US		US				
	AD211	State Archeological Landmarks Status Denied/Removed	AC+20		AC+20	A	AC=project settled either being denied or removed. Remain at THC until they cease to have frequent admin/research use. Then transfer to the SLA.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
	AD212	Designated State Archeological Landmarks: Archeological/Architectural Sites	AV		AV	A	Remain at THC until cease to have frequent admin/research use, then transfer to TSLAC Archives Div.			
	AD213A	Archeological Survey Site Forms & Reports - Final	AV		AV	A	The archival requirement of this series is fulfilled by sending copies of the reports to the Pub. Depository Program at TSLAC.			
	AD213B	Archeological Survey Sites Forms & Reports - Final	PM		PM	A	Master copy of microfilm at SRC; bound hardcopy in THC library & no additional film after 1981. Records will be transferred to TSLAC if the agency decides to no longer retain them permanently.			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
	AD213C	Archeological Survey Sites Forms & Reports - Final	AC	50	AC+50	A	AC=Final reports have been bound into book binders (including site forms). Hardcopy of Final Reports.	07-808-122	
	AD214	Platoro Collection Files	PM		PM	A	Master copy of microfilm at SRC; bound hardcopy in THC library & no additional film after 1981.		
	AD215	Special Project Files (Includes LaSalle Project)	AV		AV	A	Remain at agency until they cease to have frequent admin/research use. Then transfer to the SLA. The survey data files are available only in electronic format.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)						
						*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.057	AD216	Transitory info (some e-mails, notes, flyers, etc.)	AC		AC	AC = Purpose of record has been fulfilled. CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
		ARCHEOLOGY DIVISION (AD)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
5.4.007	AD217	Hazardous Material Safety Records	US	5	US+5		Health & Safety Code 502.009(g)			
1.1.013	AD218	Calendars/Appt. Books	CE	1	CE+1	R	ARCHIVES NOTE: Only the calendars, appointment, & itinerary records of elected officials, executive staff, board or commission members, division directors, & program heads require archival review. Contact State Archives when these records have met their retention periods.			
	AD219	WATER UTILITIES and/or PUBLIC SERVICE BOARD	2	10	12			09-808-126		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
	AD220	CPS Energy	1	9	10		Needs to be assigned.	
1.1.006	AD221	Complaint Records – Complaints received by an agency from the public concerning the agency & records pertaining to the resolution of the complaint	AC+2		AC+2	AC=Final disposition of the complaint. CAUTION: If a complaint becomes the subject of litigation, it must be included in & is subject to the minimum retention period of item number 1.1.048.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.020/ 1.1.021	AD222	Open Records Requests – Approved/Denied	AC	2	AC+2	AC=Date request fulfilled or notification that records are exempt. Includes all correspondence & documentation relating to requests for records from the public under Public Information Act (Chapter 552, TX Govt Code).	15-808-133	
1.1.026	AD223	<i>Texas Register</i> Submissions	AC	1	AC+1	AC=Date of publication in the Texas Register. Copies of proposed, withdrawn, emergency, & adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		ARCHEOLOGY DIVISION (AD)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.061	AD224	Meeting Notes of the Archeology Committee of the THC & the Antiquities Advisory Board (AAB) – includes notes taken during open meetings from which written minutes are prepared.	AC+90 days		AC+90 days	AC=Approval of the formal minutes by each respective entity's governing body, i.e. the THC Archeology Committee or the AAB.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
1.1.004	CH1	Biennial Budget Requests (CHD supporting documentation only)	AC+6		AC+6	A AC = Sept. 1 of odd-numbered calendar years. Transfer to State Archives. The archival requirement for these records is fulfilled by sending copies to the Publications Depository Program of the Library and Archives Commission.		
1.1.006	CH2	Complaint Records	AC+2		AC+2	AC = Final disposition of the complaint. CAUTION: If a complaint becomes the subject of litigation, it must be included & is subject to the minimum retention period of item number 1.1.048.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
1.1.008	CH3A	General Main Street Information (memo & letters relating to routine corresp. general inquiries, & requests for materials)	2		2	CAUTION: The record series and item number 1.1.007 should be used for correspondence that is not included in or directly related to another records series on the agency's approved schedule.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
1.1.008	CH3B	Correspondence – General Non-administrative incoming/outgoing & internal correspondence, in any media, pertaining to or arising from routine operations of the policies, programs, services, or projects of the Community Heritage Development Division of the THC.	2		2	CAUTION: Records series item no. 1.1.007 and item number 1.1.008 should be used only for correspondence not included in or directly related to another records series on the THC's approved schedule. For example, a memo that documents an appropriations request must be retained for minimum retention period prescribed by item no. 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO items no. 1.1.010, period prescribed by item no. 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.010		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
1.1.007	CH3C	Correspondence – Administrative Incoming/outgoing & internal correspondence pertaining to formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of the Community Heritage Development Division of the THC and the administrative regulations, policies, and procedures that govern them.	4		4	R	CAUTION: Records series item no. 1.1.007 and item number 1.1.008 should be used only for correspondence not included in or directly related to another records series on the THC's approved schedule. For example, a memo that documents an appropriations request must be retained for minimum retention period prescribed by item no. 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011. ARCHIVES NOTE: Only administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods.		

Retention Codes (Field 7)						Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives					
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist					



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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
1.1.010	CH4	Directives	US	1	US+1		Any document that officially initiates, rescinds or amends general office procedures.		
1.1.062	CH5	Main Street Interagency Council (Supporting documentation)	2		2	A			
1.1.057	CH5A	Transitory Info (Includes telephone & work logs, some email, notes, flyers as well as voice mail logs, fax logs, hard copy, etc.)	AC		AC		AC = Purpose of record has been fulfilled COMMENT: Records of temporary usefulness that are not an integral part of a records series of the agency. Telephone message books can be kept for one year.		
1.1.057	CH5B	Transitory Information – Reading Files	1		1				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
1.1.063	CH6A	Staff Meeting Minutes and Notes (internal)	1		1				
1.1	CH6B	Staff Meeting Audio Tapes	AC+90 days		AC+90 days		AC=Official approval of written minutes. 11/14/14 revised RSIN from 1.1.063 to 1.1 per SLRM memo dated 9/16/13.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.060	CH6C	Open Meeting Audio or Videotapes (Audio or videotapes of open meetings of state boards, commissions, committees & councils)	AC+90 days		AC+90 days	AC= Official approval of written minutes of the meeting by the governing body of an agency. CAUTION: Minutes of state agencies are permanent records. Audio & videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, & councils must be reduced to writing. SEE caution comment at Record Series Item Number 1.1.058.		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist

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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.061	CH6D	Open Meeting Notes (Notes taken during open meetings from which written minutes are prepared)	AC+90 days		AC+90 days		AC= Official approval of written minutes of the meeting by the governing body of an agency.		
1.1.043	CH7A	Training materials – Paper medium	US+1		US+1				
1.1.043	CH7B	Training materials – Audio, Video or Digital	US+1		US+1				
1.2.003	CH8	Forms – History File	AC+1		AC+1		AC = discontinuance of use of form		
4.3.002	CH9	Receipts (MS Handbooks) ongoing grant documentation	FE+3		FE+3				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
5.2.002	CH10A	Building Construction – Project File	PM		PM	R	When no longer state property, transfer to TSLAC.		
1.1.013	CH10B	Calendar Appointment Book	CE+1		CE+1	E	Only the calendars, appointment & itinerary records of elected officials, executive staff, board or commission members, division directors & program heads require archival review. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record & subject to this retention period.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	R – Review by State Archivist
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded		



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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
5.4.007	CH10C	Hazardous Materials Safety Records	5		5		Health & Safety Code 502.009(g) fulfilled.		
	CH11A	Heritage Tourism/Certified Local Govern. Information Files (includes minutes submitted from each CLG's preservation board, local review commission)	AC	3	AC+3		AC=Purpose of record has been fulfilled	05-808-120	
	CH11B	Heritage Tourism Program Applications (active/inactive)	AC	20	AC+20		AC=Purpose of record has been fulfilled		
	CH11C	Texas Treasures Business Award files	AC	20	AC+20	R	AC=Purpose of record has been fulfilled		
	CH12	Main Street City Files. Active/Inactive apps	AC	20	AC+20	A	AC=Purpose of record has been fulfilled	95-808-074	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
	CH13	Fund Raisers. List of contributors	PM		PM				
	CH15	Special Events. Info on conferences/tours	PM		PM				
	CH16	Visionaries in Preservation Files (correspond. and records generated in association with community meetings)	AC	20	AC+20	AC=Purpose of record has been fulfilled. Files include some photos & slides.	04-808-115		
	CH17	Visionaries in Preservation Applications (active/inactive)	AC	20	AC+20	AC=Purpose of record has been fulfilled. Files include some photos & slides.	07-808-123		
	CH18	Texas Capital Fund Applications	AC	20	AC+20	AC=Purpose of record has been fulfilled. Files include some slides.			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
4.7.008	CH19	Certified Local Government Grants	AC+3		AC+3	AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule). CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.		
	CH20	Visionaries in Preservation Grants	AC	20	AC+20	AC=Conditions of grant fulfilled or expiration, termination of grant process		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code		3. Agency Name								
808		TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>			
	CH21	Certified Local Government City/County Files (active/inactive)	AC	20	AC+20		AC=Purpose of record has been fulfilled			
1.1.020	CH22A	Open Records Requests – Not Exempted (Corresp. & documentation relating to requests for records that are furnished to the public)	AC+2		AC+2		AC=Date request fulfilled			
1.1.021	CH22B	Open Records Requests – Exempted (Corresp. & documentation relating to requests for records that are exempt under the Public Information Act)	AC+2		AC+2		AC=Date of notification that records are exempt			
1.1.026	CH23	<i>Texas Register</i> Submissions (Copies of all proposed, withdrawn, emergency & adopted rules; open meetings notices; or other documents required by law to be submitted to the <i>Texas Register</i>)	AC+1		AC+1		AC=Date of publication in the <i>Texas Register</i>			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. <i>SLA = State Library and Archives</i>		
1.1.040	CH24	Speeches, Papers & Presentations (Notes or text of speeches, papers or reports delivered for the THC by CHD staff)	AC		AC	R	AC=Termination of service in a state position or termination of program		
1.1.064	CH25	Performance Measures Documentation	FE+3		FE+3		CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.		
1.1.068	CH26	Performance Measures Reports	AC+6		AC+6		AC=September 1 of odd-numbered calendar years.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
1.1.069	CH27	Activity Reports	1		1	Reports compiled by CHD staff on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts & similar activities.			
1.1.070	CH28A	Agency Rules, Policies & Procedures – Final (internally/externally)	AC+3		AC+3	E AC=Completion or termination of program, rules, policies, or procedures. SEE ALSO: Agency Rules, Policies & Procedures – Working files, Item Number 1.1.071. Convenience copies. Review by state archivist. "Archival code removed subsequent to appraisal by Archives and Information Services Division, Library and Archives Commission, February 5, 1999."			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.071	CH28B	Agency Rules, Policies & Procedures – Working Files (used in development of manuals, guidelines, administrative rules, or similar records for distribution internally or externally)	AC+3		AC+3	R	AC=Completion or termination of program, rules, policies or procedures. SEE ALSO: Item Number 1.1.070.		
1.2.001	CH29A	Destruction Authorizations	FE+3		FE+3		Documents authorizing final disposition of records under certified records retention schedule. Convenience copies. Originals with Admin. Division.		
1.2.005	CH29B	Records Retention Schedule (SLR 105)	US		US		Convenience copy. Original with Admin. Division.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	R – Review by State Archivist
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded		



Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
1.2.006	CH29C	Records Transmittal Forms	AC+2		AC+2	AC=Date of authorization for destruction, permanent transfer from storage or transfer to the Archives & Info. Services Div. of TSLAC by THC records mgmt. officer. Convenience copies.			
1.2.008	CH29D	Request for Authority to Dispose of State Records (RMD 102)	FE+3		FE+3	Convenience copies.			
1.2.010	CH29E	Records Disposition Log – CHD only	10		10	Division use only. Agency-wide log kept within Admin. Division.			
1.2.011	CH29F	Record Center Storage Approval Forms (RMD 106) – CHD only	US		US	Division use only. Convenience copies only. Originals with Admin. Division.			
1.2.012	CH29G	Records Inventory Worksheets – CHD only and notes	US		US	Worksheets for all THC divisions kept in Admin. Division.			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
1.2.014	CH29H	Records Management Plans	US+1		US+1	Convenience copies only. Originals with Admin. Division.			
1.2.015	CH29I	Disaster Recovery Service Transmittals (RMD 109) – CHD only	FE+1		FE+1	Convenience copies only. Originals with Admin. Division.			
1.2.016	CH29J	Disaster Recovery Service Approval Form (RMD 113) – CHD only	AC		AC	AC=Until superseded or termination of service. Convenience copies only. Originals with Admin. Division.			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total					

		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
2.1.007	CH30A	Software Programs	AC		AC	Programs for CHD use only. AC=Until electronic records are transferred to & made usable in new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved & read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
2.1.008	CH30B	Hardware Documentation (records documenting operation & maintenance requirement of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations & equipment control systems).	AC		AC		For CHD use only. AC=Until electronic records are transferred to & made usable in a new hardware... (See RRS 4th Edition). 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		
2.2.016	CH30C	Software Registrations, Warranties & License Agreements (only programs used by CHD & not kept by I.T. Department)	LA+3		LA+3				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				9. Remarks
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
5.1.004	CH31	Mail & Telecommunications Listings (Includes Texas Main Street Managers List, CLG & Visionaries in Preservation Contact Lists & all other contact lists)	US		US	Any mailing address, telephone, fax number or e-mail address records maintained by CHD on its employees or on entities or persons it serves.			
5.1.014	CH32	Office Procedures (CHD internally distributed only)	US+1		US+1				
5.1.015	CH33	Correspondence Tracking Records (includes U.S. Postal Service Certified Mail, UPS, or FedEx shipping labels/tracking slips)	1		1				
5.2.010	CH34A	Equipment Manuals	LA		LA				
5.2.011	CH34B	Equipment Warranties	AC+1		AC+1	AC=Warranty term expired			

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	US – Until Superseded
LA – Life of Asset MO – Months	
PM – Permanent	



Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
5.2.008	CH34C	Equipment History File; Equipment Service Agreements (includes requests for installation, moves, service, etc.; and service/repairs logbook, etc.)	LA+3		LA+3				
1.1.038	CH35	Customer Surveys	AC	3	AC+3		AC=Final disposition of summary report. COMMENT: See 1.1.067 for summary reports compiled from customer surveys.		
1.1.067	CH36A	Reports & Studies (Non-Fiscal)	3		3	R			
1.1.065	CH36B	Reports & Studies (Non-Fiscal) – RAW DATA (Info or data collected & compiled for purpose of producing non-fiscal reports)	AV		AV		CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number 1.1.064.		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist

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Records Retention Schedule

SLR 105

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)				*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
5.1.011	CH37	CHD Photocopier Use Logs & Reports	AV		AV			
4.2.005	CH38	CHD Purchase Requisitions	FE	3	FE+3	Copies only; originals with Accounting Dept. – a.k.a. Staff Services Division		
4.2.007	CH39	CHD Travel Vouchers (includes travel expense reports & conveyance forms)	FE	3	FE+3	Copies only; originals with Accounting Dept. – a.k.a. Staff Services Division		
3.4.006	CH40	CHD Monthly Timesheets (Includes CHD Monthly Sign-In/Sign-Out Sheets & Leave Requests)	4		4	COMMENTS: 40 TAC 815.106(i)		
3.3	CH41	CHD Division Personnel Records	AC	4	AC+4	AC=Termination of employment or amended, expiration, whichever is sooner. Convenience copies for use by CHD Division Director.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
3.3.023	CH42	Friends of the THC Payment Request Forms (completed by CHD staff)	FE+3		FE+3				
1.1.024	CH43A	CHD Program Plans & Planning Records	AC+3		AC+3	R	AC=Decision made to implement or not to implement result of planning process		
1.1.024	CH43B	CHD Division Retreats	AC+3		AC+3	R	AC=Decision made to implement or not to implement result of planning process		
	CH44	Preserve America Community Files (Designated/Pending)	AC	20	AC+20	R	AC=After awarded or denied		
	CH45	Heritage Tourism Partnership Grants Files	AC	20	AC+20	R	AC=Conditions of grant fulfilled or expiration, termination of grant process		
	CH46	First Lady's Texas Treasure Awards Files	AC	20	AC+20	R	AC=After awarded or denied		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



Records Retention Schedule

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2. Agency Code		3. Agency Name								
808		TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
		COMMUNITY HERITAGE DEVELOPMENT DIVISION (CH)					*Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
3.3.025	CH47	Jobs Procedures Records	US+3		US+3		Retention period revised 11/14/14.			
5.4.001	CH48	Incident Reports – includes accident, theft & associated documentation	CE	5	CE+5		29 CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.			
	CH49	Historic Resources: photographs, drawing files, slides	AV		AV	R	Transfer to TSLAC when cease to have administrative value.			
	CH50	City/County Resource Files A-Z	AV		AV		Includes product from CLG grants, misc. reports and studies not created by THC.			
	CH51	General Resource Files A-Z	AV		AV		Misc. articles, newsletters, handouts			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		DIVISION OF ARCHITECTURE (AT)				* Archival review code removed subsequent to appraisal by the Archives & Info Serv. Div., Library & Archives Comm. 2/5/99		
1.1	AT1	Division of Architecture Biennial Budget Dev.	6		6			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
		DIVISION OF ARCHITECTURE (AT)					* Archival review code removed subsequent to appraisal by the Archives & Info Serv. Div., Library & Archives Comm. 2/5/99		
1.1.007	AT2A	Correspondence – Administrative Incoming/Outgoing & internal correspondence pertaining to formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of the Division of Architecture of the THC and the administrative regulations, policies, and procedures that govern them.	4		4	R	CAUTION: Records Series Item No. 1.1.007 and Item Number 1.1.008 should be used only for correspondence not included in or directly related to another records series on the THC's approved schedule. For example, a memo that documents an appropriations request must be retained for minimum retention period prescribed by Item No. 1.1.004; a letter concerning an audit for that prescribed by Item Number 1.1.002, etc. SEE ALSO item number 1.1.011. ARCHIVES NOTE: Only administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		DIVISION OF ARCHITECTURE (AT)				* Archival review code removed subsequent to appraisal by the Archives & Info Serv. Div., Library & Archives Comm. 2/5/99			
1.1.008	AT2B	Correspondence – General Non-administrative incoming/outgoing & internal correspondence, in any media, pertaining to or arising from routine operations of the policies, programs, services, or projects of the Division of Architecture of the THC.	2		2	CAUTION: Records series item no. 1.1.007 and item number 1.1.008 should be used only for correspondence not included in or directly related to another records series on the THC's approved schedule. For example, a memo that documents an appropriations request must be retained for minimum retention period prescribed by item no. 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE item 1.1.011 and item 1.1.010.			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		DIVISION OF ARCHITECTURE (AT)					* Archival review code removed subsequent to appraisal by the Archives & Info Serv. Div., Library & Archives Comm. 2/5/99		
1.1.058	AT3	Meeting Agenda & Minutes of Trust Fund Associated Boards (Official agenda and minutes of state boards, committees, comm., & councils)	PM		PM	A	<p>ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.</p> <p>CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.</p>		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		DIVISION OF ARCHITECTURE (AT)					* Archival review code removed subsequent to appraisal by the Archives & Info Serv. Div., Library & Archives Comm. 2/5/99		
1.1.062	AT4	Meetings – Supporting Documentation of Trust Fund Associated Boards	2		2	A	SEE caution comment at item number 1.1.058 (THC's AT3).		
1.3.001	AT5	State Publications	US	5	US+5		Required copies sent to Publication Depository Program TSLAC		
1.1.069	AT6	Reports – Activity. Quarterly Reports.	2		2				
1.1.059	AT7	Meetings, Certified Agendas of Closed meetings	AC+1	1	AC+2		AC = The date of the meeting of completion of pending action involving the meeting, whichever is later. Tex. Government Code, §551.104(a) Tape Recordings		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		DIVISION OF ARCHITECTURE (AT)				* Archival review code removed subsequent to appraisal by the Archives & Info Serv. Div., Library & Archives Comm. 2/5/99		
1.1.060	AT8A	Meetings – Open (Audio or Videotapes of Open meetings of the THC Architecture Committee)	AC+90 Days		AC+90 Days	AC=Official approval of written minutes of meeting by the THC Architecture Committee CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE caution comment at item number 1.1.058.		
1.1.061	AT8B	Meetings – Notes (notes taken during open meetings of the THC Architecture Committee)	AC+90 days		AC+90 days	AC=Approval of the formal minutes by the THC Architecture Committee		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				9. Remarks
		DIVISION OF ARCHITECTURE (AT)				* Archival review code removed subsequent to appraisal by the Archives & Info Serv. Div., Library & Archives Comm. 2/5/99			
2.1.007	AT9	Software Applications	AC		AC	AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.			
5.2.003	AT10	Agency Building Plans and Specifications	LA		LA	A Records remain at agency, until no longer using bldg. – then transfer to SLA if property still owned by state			
5.2.010	AT11	Equipment Manuals	LA		LA				

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	US – Until Superseded
LA – Life of Asset MO – Months	
PM – Permanent	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		DIVISION OF ARCHITECTURE (AT)					* Archival review code removed subsequent to appraisal by the Archives & Info Serv. Div., Library & Archives Comm. 2/5/99		
5.2.011	AT12	Warranties	AC + 1		AC+1		AC=warranty term expired		
	AT13	Tax Act Files &/or Plans/Maps/Drawings (Certified and Rejected)	AC	50	AC+50	A	AC=The THC and/or National Park Service have completed review and have approved or rejected the project. Transfer to State Archives at end of retention period.	97-808-081 98-808-087	
	AT13A	Tax Act Files &/or Plans/Maps/Drawings (Inactive, Dead, Potential & Pending)	AC	15	AC+15		AC=project file/plans/maps/drawings have been determined as inactive. Inactivity could be due to a THC staff, NPS or applicant decision.	97-808-083 98-808-086	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		DIVISION OF ARCHITECTURE (AT)							
	AT16	Inactive Pending State Grant Files - - TX Historic Pres. Grant Program & Federal Grant Files - - Historic Pres. Fund Grants-in-Aid - - Plans/Maps/Drawings	5	45	50			98-808-092	
	AT17	Texas Preservation Trust Fund Program Development Documentation	AV		AV	E			
	AT17A	Texas Preservation Trust Fund Program: Administrative Files	AC	30	AC+30	R	AC=Administrative files can be closed at end of each grant cycle. Grant cycles may vary depending on program funding.		
	AT20	County Courthouse Reviews/Files - plans/maps/drawings, project manuals, specifications & photos	AC	50	AC	A	AC=Administrative value and research usage in agency. These records will remain at the THC until they cease to have frequent administrative and research use. They will then be transferred to TSLAC.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code		3. Agency Name								
808		TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
		DIVISION OF ARCHITECTURE (AT)					* Archival review code removed subsequent to appraisal by the Archives & Info Serv. Div., Library & Archives Comm. 2/5/99			
	AT21A	State Grant Files - - Texas Historic Preservation Grant Program and/or Plans/Maps/Drawings	AC	45	AC+45	A	(Program no longer exists as of 2004) AC=Date respective grant project completed/completion report approved by agency staff.	94-808-051		
	AT21B	State Grant Files - - Texas Historic Preservation Grant Program	PM		PM		(Program no longer exists as of 2004)			
4.7.008	AT22A	Federal Grant Files - - Historic Preservation Funds Grants-in-Aid	AC	45	AC+45	A	(Program no longer exists as of 2004) AC=Date respective grant project completed/completion report approved by agency staff. CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.	94-808-050		
4.7.008	AT22B	Federal Grant Files - - Historic Preservation	PM		PM		(Program no longer exists as of 2004)			

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist



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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		DIVISION OF ARCHITECTURE (AT)					* Archival review code removed subsequent to appraisal by the Archives & Info Serv. Div., Library & Archives Comm. 2/5/99		
	AT23	Architectural Awards Files	3	7	10	E			
	AT24	Endangered Historic Properties Needs Assessment Files	AV		AV	A	These records will remain at the agency until they cease to have frequent administrative and research use. They will then be transferred to the SLA.		
	AT25A	Texas Preservation Trust Fund Grant Program – Funded Project Files	AC	30	AC+30	A	AC=Conditions of grant fulfilled or expiration, termination of grant process	03-808-107	
	AT25B	Texas Preservation Trust Fund Grant Program - Plans/maps/drawings (funded)	AC	30	AC+30	A	AC=Conditions of grant fulfilled or expiration, termination of grant process	10-808-127	
	AT25C	Texas Preservation Trust Fund Grant Program – Funded Project Completion Reports	AV		AV	A	Transfer to State Library & Archives		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	US – Until Superseded
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PM – Permanent	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		DIVISION OF ARCHITECTURE (AT)					* Archival review code removed subsequent to appraisal by the Archives & Info Serv. Div., Library & Archives Comm. 2/5/99		
	AT26	Recorded Texas Historic Landmark Reviews – plans/maps/drawings, project manuals, specifications, photos and oversized review documents	AC	45	AC+45	A	AC=After Closed	98-808-089	
	AT27	National Register of Historic Places Reviews – plans/maps/drawings, project manuals, specifications, photos and oversized review documents	AC	45	AC+45	A	AC=After Closed	98-808-090	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		DIVISION OF ARCHITECTURE (AT)					* Archival review code removed subsequent to appraisal by the Archives & Info Serv. Div., Library & Archives Comm. 2/5/99		
1.1.013	AT29	Calendars/Appt Books	CE	1	CE+1	R	<p>ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods.</p> <p>CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.</p>		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		DIVISION OF ARCHITECTURE (AT)					* Archival review code removed subsequent to appraisal by the Archives & Info Serv. Div., Library & Archives Comm. 2/5/99.		
1.1.057	AT30	<p>Transitory Info (some email, notes, flyers) Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series.</p> <p>Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.</p>	AC		AC		<p>AC = Purpose of record has been fulfilled.</p> <p>CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions.</p> <p>The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).</p>		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		DIVISION OF ARCHITECTURE (AT)					* Archival review code removed subsequent to appraisal by the Archives & Info Serv. Div., Library & Archives Comm. 2/5/99		
5.4.007	AT31	Hazardous Materials Safety Records	US	5	US+5		Health & Safety Code 502.009(g)		
	AT32	State Archeology Landmark files - Includes permit applications, permits, general correspondence, some photos and drawings.	AC	50	AC+50	A	AC=Date completion report approved by agency staff.	07-808-124 10-808-128	
	AT33	Unfunded Grant Files. Included unfunded Texas Historical Preservation Grants, Federal Grant Files, Historical Preservation Fund Grants-in-Aid & Texas Preservation Trust Fund. Includes plans/maps/drawings/docs/photos	2	0	2				
	AT34A	Texas Historic Courthouse Preservation Program. Includes docs/photo/master plans/completion reports/ specifications		50	50	A	Transfer to State Library & Archives	10-808-129	
	AT34B	Texas Historic Courthouse Preservation Program drawings		50	50	A	Transfer to State Library & Archives	10-808-130	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		DIVISION OF ARCHITECTURE (AT)					* Archival review code removed subsequent to appraisal by the Archives & Info Serv. Div., Library & Archives Comm. 2/5/99		
	AT35	Federal 106 Reviews Drawings - plans/maps/drawings, project manuals, specifications, photos and oversized review documents/State Antiquities Code reviews.	AC	25	AC+25	R	AC = Administrative value & usage in agency. These records will remain at the THC until they cease to have frequent administrative use.	09-808-125	
	AT36	Easement/Covenant/Deed Reviews – plans/maps/drawings, project manuals, specifications, and review files	AC	50	AC+50	A	AC=date easement or covenant review is complete		
	AT37	Texas Antiquities Code Review – plans/maps/drawings, project manuals, specifications and oversized review documents	AC	45	AC+45	A	AC=After Closed		
	AT38	Texas Courthouse Stewardship program files, drawings and workshop materials	AC	50	AC+50	A	AC=After Closed		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total					

		DIVISION OF ARCHITECTURE (AT)					* Archival review code removed subsequent to appraisal by the Archives & Info Serv. Div., Library & Archives Comm. 2/5/99		
1.1.006	AT39	Complaint Records – received by THC’s Division of Architecture from the public concerning the agency & records pertaining to the resolution of the complaint	AC	2	AC+2		AC=Final disposition of the complaint. CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.		
1.1.020/ 1.1.021	AT40	Open Records Requests – Approved/Denied	AC	2	AC+2		AC=Date request fulfilled or date of notification that records are exempt.		
	AT41	Historic American Buildings Survey (HABS)-photos/drawings/copies of historic drawings or as-built drawings/CDs/written histories/maps.	AC	50	AC+50	A	AC=Administrative value and usage in agency. These records will remain at the THC until they cease to have frequent administrative use.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
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			Agency	Storage	Total				
		HISTORIC SITES DIVISION (HS)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.006	HS1	Complaint File	AC	2	AC+2		AC=Final disposition of the complaint. CAUTION: If a complaint becomes subject of litigation (such as a lawsuit), it must be included in & is subject to minimum retention period of item number 1.1.048.		

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
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			Agency	Storage	Total				

HISTORIC SITES DIVISION (HS)									
1.1.007	HS2	Correspondence – Administrative Incoming/outgoing & internal correspondence pertaining to formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of the Historic Sites Division of the THC and the administrative regulations, policies, and procedures that govern them.	2	2	4	R	* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives CAUTION: Records series item no. 1.1.007 and item number 1.1.008 should be used only for correspondence not included in or directly related to another records series on the THC's approved schedule. For example, a memo that documents an appropriations request must be retained for minimum retention period prescribed by item no. 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item no. 1.1.011. ARCHIVES NOTE: Only administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		HISTORIC SITES DIVISION (HS)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.008	HS3	Correspondence – General Non-administrative incoming/outgoing & internal correspondence, in any media, pertaining to or arising from routine operations of the policies, programs, services, or projects of the Historic Sites Division of the THC.	2		2		CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE item number 1.1.011. SEE comment to item number 1.1.007. SEE item number 1.1.010.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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			Agency	Storage	Total					
		HISTORIC SITES DIVISION (HS)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
1.1.013	HS4	Calendars/Appointment Book	CE+1		CE+1	E	HSD Division Director Only ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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			Agency	Storage	Total					
		HISTORIC SITES DIVISION (HS)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
1.1.020/ 1.1.021	HS5	Open Records Requests, Approved/Denied – all correspondence & documentation relating to requests for records under Public Information Act (Chapter 552, Government Code)	AC	2	AC+2		AC=date request fulfilled or date of notification that records are exempt. Convenience copies only.			
1.1.026	HS6	<i>Texas Register</i> Submissions – copies/printouts of all proposed, withdrawn, emergency & adopted rules; open meetings notices; or any other documents required by law to be submitted to the <i>Texas Register</i>	AC+1		AC+1		AC=date of publication in the <i>Texas Register</i>			
1.1.057	HS7	Transitory Information	AC		AC		AC=purpose of record has been fulfilled			

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total				
		HISTORIC SITES DIVISION (HS)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.043	HS8	Training materials	US+1		US+1				
1.1.065	HS9	Reports & Studies, Non-Fiscal – Raw Data	AC	3	AC+3		AC=two years from date of collection. CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number 1.1.064.		
1.1.069	HS10	Reports – Activity (Monthly Statistics) Reports compiled by agency personnel on a periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.	FE+3		FE+3		CAUTION: SEE item number 1.1.064. HSD retains in Austin while each state historic site retains its convenience copies.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		HISTORIC SITES DIVISION (HS)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.070	HS11	HSD Rules, Policies & Procedures – Final	AC	3	AC+3	R	AC=completion or termination of program, rules, policies or procedures. SEE ALSO: HSD Rules, Policies & Procedures – Working Files, Record Series Item Number 1.1.071.		
1.1.071	HS12	HSD Rules, Policies & Procedures – Working Files	AC	3	AC+3	R	AC=completion or termination of program, rules, policies or procedures. SEE ALSO: HSD Rules, Policies & Procedures – Working Files, Record Series Item Number 1.1.070.		
5.4.011	HS13	Visitor Sign-In Sheets	3		3				

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	US – Until Superseded
LA – Life of Asset MO – Months	
PM – Permanent	



Records Retention Schedule

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				
		HISTORIC SITES DIVISION (HS)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
	HS14	Fiscal Documents – to include deposit slips; Texnet transaction printouts; P.O.S. printouts; credit card slips; daily activity	FE+3		FE+3	P.O.S. is a computer system with cash register receipts, program & inventory reports. Originals maintained at each individual state historic site for entire retention period. No retention at HSD offices in Austin.			
5.2.002	HS15	Building Construction Project Files – to include architectural projects	PM		PM	R HSD retains in Austin while each state historic site retains its convenience copies.			
	HS16	Site Maintenance & Operational Files – records and/or reports associated with routine maintenance performed onsite, internal work orders, and job safety briefing forms.	FE+3		FE+3	Each historic site will retain its own originals.			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		HISTORIC SITES DIVISION (HS)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
5.2.008	HS17	Equipment History files	LA+3		LA+3		LA=Life of asset, date item is replaced. HSD retains in Austin while each state historic site retains its convenience copies.		
5.1.001	HS18	Contracts (non-purchasing) and Leases (includes leases HSD pays for & when HSD receives payment). EXCLUDES BUILDINGS.	AC+4		AC+4		AC=End of contract or lease period. HSD retains in Austin while each state historic site retains its convenience copies.		
	HS19	Sites History Files	PM		PM		Includes all media. HSD retains in Austin while each state historic site retains its convenience copies.		
5.2.003	HS20	Sites Blueprints	PM		PM	A	Includes all media. HSD retains in Austin while each state historic site retains its convenience copies.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code		3. Agency Name							
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			Agency	Storage	Total				
		HISTORIC SITES DIVISION (HS)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
5.2.026	HS21	Sites Events/Programs Files	AC+5		AC+5		AC=date of event completion. Respective records kept at each individual state historic site for entire retention period.		
1.1.040	HS22A	Outreach, Public Service, Presentations and Speeches – State Historic Sites Staff Only	AC+2		AC+2	A	Conducted by site staff. Each individual state historic site keeps its respective records for entire retention period. AC=date presentation completed. Transfer to state archives		
1.1.040	HS22B	Outreach, Public Service, Presentations and Speeches –Historic Sites Division Austin Staff Only	AC+2		AC+2	A	Conducted by HSD staff from Austin. Retained at HSD for entire retention period. AC = date presentation completed. Transfer to state archives		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code		3. Agency Name							
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			Agency	Storage	Total				
		HISTORIC SITES DIVISION (HS)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
	HS23	Releases of Liability	AC+3		AC+3		Each individual state historic site compiles forms for all events by fiscal year & retains originals on site for entire retention period. AC = date of cessation of activity for which the release was signed.		
5.6.005	HS24	Mileage Reports	AC+90 days		AC+90 days		AC=End of month regarding individual vehicle monthly vehicle log/report. HSD retains convenience copies only. Originals are sent to THC Staff Services Division. Staff Services (a.k.a. Accounting) keeps the files of record as records series AC75 & has a retention period of FE+3*. *=All audit requirements will be met.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		HISTORIC SITES DIVISION (HS)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.008	HS25	Sites Friends Groups – General Correspondence	FE+3		FE+3		HSD retains originals & each state historic site retains convenience copies of its related Friends group.		
1.1.007	HS26	Sites Friends Groups – Memorandums of Agreement & related correspondence	US+4		US+4	E	HSD retains originals & each state historic site retains convenience copies of its related Friends group.		
	HS27	Sites Friends Groups – Annual Plans	FE+3		FE+3		HSD retains in Austin while each state historic site retains its convenience copies.		
	HS28	Sites Friends Groups – Annual Reports	FE+3		FE+3		HSD retains in Austin while each state historic site retains its convenience copies.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code		3. Agency Name							
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		HISTORIC SITES DIVISION (HS)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
5.4.001	HS29	Incident Reports – Includes accident reports and associated documentation	CE+5		CE+5		HSD retains convenience copies of all state historical sites. Each state historic site retains convenience copies of its related Friends group. COMMENT: 29CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.		
	HS30	Volunteer Files – May include volunteer applications & related documents, contact information, electronic lists, etc.	AC+3		AC+3		AC= Until superseded or cessation of volunteer work. This matches the retention period in GR and also fulfills any requirement for waivers of liability, if included. Each state historic site keeps original records on its volunteers for entire retention period.		

Retention Codes (Field 7)

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 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
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PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist



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			Agency	Storage	Total				
		HISTORIC SITES DIVISION (HS)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
	HS31	Volunteer newsletters, meetings information, training for volunteers, volunteers activity logs	FE+1		FE+1		Each state historic site keeps original records on its volunteers for entire retention period.		
	HS32	Exhibit Administrative Files – Working Files	AC+2		AC+2		AC=date of final exhibit installation. Retention at HSD.		
	HS33	Exhibit Administration Files – Final (includes design, as built, & maintenance manuals)	US+5	20	US+25	R	Retention at HSD for US+5, then moved to Texas Historical Commission’s curatorial storage facility for 20 years storage.		
	HS34	Interpretive Master Plans – Working files	US+5	5	US+10	R	Retention at HSD for US+5, then moved to Texas Historical Commission’s curatorial storage facility for another 5 years storage.		
1.1.024	HS35	Interpretive Master Plans – Final Plans	PM		PM		Includes all media. HSD retains in Austin while each state historic site retains its convenience copies.		

Retention Codes (Field 7)						Archival Codes (Field 8)			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				
		HISTORIC SITES DIVISION (HS)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
1.1.043	HS36	Children's Education Material files – for working with teachers and class visits	US+5		US+5	HSD to maintain at Austin. No state historic sites retention necessary.			
	HS37	Museum Object Loan documents – Loans of collections	AC		AC	AC=Completion of Loan (object returned to collection). Entire retention at HSD with Registrar.			
	HS38	Deeds of Gift(s) – artifacts, etc. for collections	PM		PM	Entire retention at HSD with Registrar. Each state historic site retains its convenience copies.			
	HS39	Deaccession Files – for artifacts, etc. in collections	PM		PM	Entire retention at HSD with Registrar. Each state historic site retains its convenience copies.			
	HS40	Object Worksheets	AV		AV	Retained at each individual state historic site.			
	HS41	Catalog Records	PM		PM	Retained at HSD in Austin.			

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
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			Agency	Storage	Total				
		HISTORIC SITES DIVISION (HS)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
2.2.001	HS42	“HOBO” System Monitoring Records Reports – Raw Data (readings)	FE+2		FE+2	HSD retains in Austin while each state historic site retains its own convenience copies.			
2.2.001	HS43	“HOBO” System Reports/Data Analysis	PM		PM	HSD retains in Austin.			

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)	
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			Agency	Storage	Total			

1.1.058	HS44A	Meeting Agenda & Minutes – Historic Sites Committee of the THC	AC+1	1	AC+2	E	<p>Convenience Copies - Originals/Official records are forwarded to Administration Division for filing with THC quarterly meetings records.</p> <p>ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.</p> <p>CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
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			Agency	Storage	Total				
		HISTORIC SITES DIVISION (HS)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
1.1.061	HS44B	Meeting Notes – taken during open meetings of Historic Sites Committee from which formal minutes are prepared.	AC+90 days		AC+90 days	AC=Approval of the formal minutes by the Historic Sites Committee.			
1.1.060	HS45	Audio or video recording of meeting – recorded during open meetings of Historic Sites Committee from which written minutes are prepared.	AC+90 days		AC+90 days	AC=Approval of the formal minutes by the Historic Sites Committee. Administration Division retains permanent written records of these minutes.			
1.1.062	HS46	Historic Sites Committee meetings supporting documentation	AC+2		AC+2	A AC=The date of the Historic Sites Committee meeting. Administration Division retains record copies for archival purposes. HSD copies are considered convenience copies.			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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		HISTORIC SITES DIVISION (HS)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
1.1.059	HS47	Certified Agendas or tape recordings of closed meetings of the Historic Sites Committee.	AC+2		AC+2	AC=The date of the meeting or completion of pending action involved in the meeting, whichever is later. Government Code, 551.104(a)			
1.1.063	HS48	Staff Meeting Notes or Minutes and supporting documentation - Historic Sites Division staff meetings only	FE	1	FE+1	HSD retains			
1.1.064	HS49	Agency Performance Measures Documentation – Only Historic Sites Division’s	FE+3		FE+3	HSD retains copies of supporting documentation for same period as the actual documentation submitted to Staff Services Division for submitting the THC’s appropriations request. CAUTION: The FE+3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.			

Retention Codes (Field 7)

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Archival Codes (Field 8)

A – Transfer to State Archives
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		HISTORIC SITES DIVISION (HS)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.2.010	HS50	Records Disposition Log(s) – Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	10		10				

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)	
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		HISTORY PROGRAMS DIVISION (HP)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.007	HP1A	Correspondence – Administrative Incoming/outgoing & internal correspondence pertaining to formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of the History Programs Division of the THC and the administrative regulations, policies, and procedures that govern them.	1	3	4	R	CAUTION: Records series item no. 1.1.007 and item number 1.1.008 should be used only for correspondence not included in or directly related to another records series on the THC's approved schedule. For example, a memo that documents an appropriations request must be retained for minimum retention period prescribed by item no. 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item no. 1.1.011. ARCHIVES NOTE: Only administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review Contact the State Archives when these records have met their retention periods.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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			Agency	Storage	Total				
		HISTORY PROGRAMS DIVISION (HP)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.008	HP1B	Correspondence – General Non-administrative incoming/outgoing & internal correspondence, in any media, pertaining to or arising from routine operations of the policies, programs, services, or projects of the History Programs Division of the THC.	1	1	2		CAUTION: Records series item no. 1.1.007 and item number 1.1.008 should be used only for correspondence not included in or directly related to another records series on the THC's approved schedule. For example, a memo that documents an appropriations request must be retained for minimum retention period prescribed by item no. 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item no. 1.1.010.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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		HISTORY PROGRAMS DIVISION (HP)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
	HP2	Marker Program Development	AV		AV	A	Records will remain at agency until they cease to have frequent admin and research use – then transferred to State Library & Archives Commission.		
1.1.013	HP2A	Calendar/Appt Books	CE	1	CE+1	R	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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		HISTORY PROGRAMS DIVISION (HP)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
1.2.005	HP3	Records Retention Schedule (SLR 105)	US		US				
1.2.006	HP4	Records Transmittal Forms	AC + 2		AC+2	AC=Date of authorization for destruction, permanent transfer from storage, or to State Library & Archives Commission.			
1.2.008	HP5	Request of Authority to Dispose of State Records (RMD 102) Agency Copy	FE + 3		FE+3				
1.2.010	HP6	Records Disposition Log	5	15	20	*All audit requirements will be met prior to disposal			

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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		HISTORY PROGRAMS DIVISION (HP)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.2.013	HP7	Record Control Materials	AC		AC		AC = When control aid is updated, revised, or no longer needed. These records must carry the same retention period and archival code of the records they support.		
	HP8	Cemetery Program Development	AV		AV	A	These records will remain at the agency until the cease to have frequent administrative and research use. Then they will be transferred to the State Library and Archives Commission.		
4.7.008	HP9	Unfunded Grant Application	AC	3	AC+3		AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist



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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		HISTORY PROGRAMS DIVISION (HP)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
4.7.008	HP10	Federal and State Grant Program	AC	3	AC+3		AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		
	HP12	Development of County Programs	AC	10	AC+10	E	*see above note. AC=no activity in 2yrs		
4.7.008	HP13	Museum Grants	AC	3	AC+3		Merged w/museum files after 3 yrs. AC=Satisfaction of all Uniform Admin Requirements for grants and co-op agreements w/ State and Local governments		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
		HISTORY PROGRAMS DIVISION (HP)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
	HP14	THC Annual Meetings Files – notes taken during past annual conferences and minutes of the History Committee meetings of the board of the Texas Historical Commission	AC	5	AC+5		AC=Purpose of Record has been fulfilled. Convenience copies.			
1.1.057	HP15	Transitory Info (some email, notes, flyers)	AC		AC		AC=Purpose of record has been fulfilled			
	HP16	Awards and Honors (by THC & Counties)	PM		PM					
	HP18	Museum Seminars/Workshops (development and planning) (includes Winedale)	AC	20	AC+20		AC=No activity in two years. Papers/photos should be reviewed by program director before purging.	04-808-112		
	HP19	Museum Resource Files	AC	20	AC+20		AC=no activity in 2 years	04-808-113		

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
		HISTORY PROGRAMS DIVISION (HP)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
	HP22	Rejected Marker Applications	AC		AC	AC=no activity in two years. Although rejected, these applications are a continuing and valuable resource because of the supporting documentation.		
	HP23A	Marker Files – Paper	AV		AV	A These records will remain at the agency until they cease to have frequent administrative and research use. Then they will be transferred to the Library and Archives Commission.		
	HP23B	Marker Files – Microfilm	PM	PM	PM	Master film at SRC; hardcopy in agency library; and there will be additional microfilm when funds allow.	04-808-111	

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

		HISTORY PROGRAMS DIVISION (HP)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
	HP24	County Files. County Historical Commission/Chairmen	AV		AV	A	These records will remain at the agency until they cease to have frequent administrative and research use. Then they will be transferred to the Library and Archives Commission.		
	HP25	Save Outdoor Sculpture (SOS) Records	PM		PM	E	Electronic database, photographs, slides & surveys mediums. *See above note. Publications resulting from the SOS Project are to be deposited in the State Pub Deposit.		

Retention Codes (Field 7)						Archival Codes (Field 8)	
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			Agency	Storage	Total				
		HISTORY PROGRAMS DIVISION (HP)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
4.7.008	HP26	Historic Preservation Fund Grant Statistics	AC+20		AC+20		AC=Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule)		

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

HISTORY PROGRAMS DIVISION (HP)						* Archival review code removed subsequent to appraisal by Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library & Archives		
1.3.001	HP27	Publications	AC	5	AC+5	<p>AC= publications meant to be distributed in a first published version without subsequent revision, date decision is made within THC to no longer make publication available for distribution.</p> <p>CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.</p> <p>For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.16).</p>		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

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 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist

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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		HISTORY PROGRAMS DIVISION (HP)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.058	HP28	State Board of Review minutes & agenda	PM		PM	A	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission. CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
		HISTORY PROGRAMS DIVISION (HP)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.060	HP29A	Meetings, Audio/Video of Open Meetings – State Board of Review (SBR) and the THC History Committee	AC+90 days		AC+90 days	AC=Official approval of written minutes of the meeting by the respective governing body – i.e. SBR or THC History Committee.		
1.1.061	HP29B	Meetings, Notes – taken during open meetings of State Board of Review (SBR) and the THC History Committee from which written minutes are prepared.	AC+90 days		AC+90 days	AC=Approval of the formal minutes by the SBR or THC History Committee respectively.		
	HP31	Survey and Inventory (Files of Historic Resources)	AV		AV	A These records will remain at the agency until they cease to have frequent administrative and research use. They will then be transferred to the State Library and Archives Commission.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		HISTORY PROGRAMS DIVISION (HP)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
	HP32	County Files. National Register	5		5	E	Mainly correspond.; some contents will be transferred to NR project files *see note above		
	HP33	Pending and Inactive National Register Project Files	AC	50	AC+50		AC=Registered or Determined Inactive		
5.4.007	HP34	Hazardous Materials Safety Records	US	5	US+5		Health & Safety Code 502.009(g)		
	HP36	National Resource Project Files	PM		PM	E	U.S. Park Service has original docs. *see note above		
	HP37	Historic Resources Slide, Maps & Drawings Files	AV		AV	A	These records will remain at the agency until they cease to have frequent administrative and research use. They will then be transferred to the State Library & Archives Commission.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End
LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded
	A – Transfer to State Archives R – Review by State Archivist



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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		HISTORY PROGRAMS DIVISION (HP)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
	HP38	National Register Supplemental Documentation	AV		AV	A	These records will remain at the agency until they cease to have frequent administrative and research use. They will then be transferred to the Library & Archives Commission.		
3.1.013	HP39	Employment Contracts	AC+4		AC+4		AC=Expiration or Termination of the contract according to its terms		
4.7.008	HP40	Survey and Planning Grants	AC+5		AC+5		Ceased with FY 91, AC=Satisfaction of Administrative Requirements		
5.4.011	HP42	Visitor Sign-in Sheets	1	2	3				
	HP43	Historic Endangered Landmarks Program	AV		AV	R	Reviewed by archivist prior to destruction.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		HISTORY PROGRAMS DIVISION (HP)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
	HP44	Military Sites Program	AV		AV	A	(Moved to HP from Architecture) Once admin value changes, send to Library & Archives Commission.		
1.1.006	HP45	Complaint Records – received by THC’s History Programs Division (HPD) from the public concerning the HPD & records pertaining to the resolution of the complaint	AC	2	AC+2		AC=Final disposition of the complaint. CAUTION: If a complaint becomes subject of litigation (such as a lawsuit), it must be included in & is subject to minimum retention period of item number 1.1.048.		
1.1.020/ 1.1.021	HP46	Open Records Requests – Approved/Denied	AC	2	AC+2		AC=Date request fulfilled or date of notification that records are exempt.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
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			Agency	Storage	Total				

		PUBLIC INFORMATION & EDUCATION DEPARTMENT [formerly Marketing Communications Division](MC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.069	MC1	Monthly reports	5		5		E=Electronic		
1.1.007	MC2	Correspondence, Administrative (memo & letters relating to the development & administration of agency policies, procedure, programs & other major transactions)	1	3	4	E	Open record E=Electronic P=Paper *See note above.		
1.1.063	MC4	Meeting Minutes/Notes-Staff (PUB quarterly meetings)	1		1		O= Open record P= Paper		
1.1.019	MC5	News or Press Release (Preservation Week) (press releases, publicity service announcement, NR newsreel, survey guide, National Trust newsletter)	PM		PM	A	E=Electronic		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code		3. Agency Name							
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			Agency	Storage	Total				
		PUBLIC INFORMATION & EDUCATION DEPARTMENT [formerly Marketing Communications Division](MC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.3.002	MC6	Publication Development Files	AV		AV	A	O= Open record E=Electronic P=Paper		
1.3.001	MC7	Agency Publication (Record Copy)	AC+5		AC+5	A	O= Open record E=Electronic P=Paper AC=First published version publications. No subsequent revision & no other distributions. Sending a copy to the Texas Publications Depository of the TSLAC fulfills the archival requirement.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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		PUBLIC INFORMATION & EDUCATION DEPARTMENT [formerly Marketing Communications Division] (MC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives			
3.3.023	MC8	Reimbursable Activities, Requests and Authorizations to Engage in	FE	3	FE+3		O= Open record P= Paper * All audit requirements will be met prior to disposal.			
4.3.001	MC9	Sales Journals or Registers (Sales orders paid/unpaid)	FE	3	FE+3		O= Open record P= Paper E=Electronic * All audit requirements will be met prior to disposal.			
	MC10	Reference materials (includes information brochures)	US		US		O= Open record P= Paper E=Electronic			
	MC11	Events (background information for Annual Historic Preservation Conference)	5	10	15		O= Open record P= Paper E=Electronic			

Retention Codes (Field 7)	Archival Codes (Field 8)
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	MC12	Awards Program (Includes Fehrenhach contest)	AC	5	AC+5		AC=End of THC Annual Conference O=Open record P=Paper E=Electronic		
1.1.013	MC13	Calendars/Appt. books/Itinerary Records	CE	1	CE+1	E	Only calendars for executive officials & division directors of the agency require archival review. O=Open record P=Paper E=Electronic		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total				

		PUBLIC INFORMATION & EDUCATION DEPARTMENT [formerly Marketing Communications Division](MC)				* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives.		
1.1.057	MC14	Transitory information (some email, notes and flyers)	AC		AC	AC= purpose of record has been fulfilled. O=Open record, E=Electronic, P=Paper CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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5.4.007	MC15	Hazardous Material Safety Records	US	5	US+5		O= Open record P= Paper Health & Safety Code 502.009(g)			
	MC16	Office of State/Federal Relations (general information on agency)	5	10	15		O= Open record P= Paper E=Electronic			
1.1.066	MC17	Reports-Biennial or Annual Agency	AC	6	AC+6	A	O= Open record P= Paper E=Electronic A= Transfer to State Archives Copies sent to the Publication Depository Program (TSLAC) fulfill the archival mandate. AC= Sept. 1 of odd numbered calendar years.			

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total					

		PUBLIC INFORMATION & EDUCATION DEPARTMENT [formerly Marketing Communications Division] (MC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.055	MC18	Strategic Plans	AC	6	AC+6	A	O= Open record P= Paper E= Electronic A= Transfer to State Archives Copies sent to the Publication Depository Program (TSLAC) fulfill the archival mandate. AC= Sept. 1 of odd numbered calendar years.		

Retention Codes (Field 7)						Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives					
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist					



Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		PUBLIC INFORMATION & EDUCATION DEPARTMENT [formerly Marketing Communications Division] (MC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.070	MC19a	Agency rules, policies and procedures - Final - Manuals, internal publications or statements which define organizations' policies, procedures, etc. Includes personnel manual and accounting manual.	AC	3	AC+3	R	AC=Completion or termination of program, rules, policies or procedures. SEE ALSO: Agency Rules, Policies and Procedures – Working files, item number 1.1.071. O=Open record P=Paper E=Electronic R=Review by State Archivist		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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Records Retention Schedule

SLR 105

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			Agency	Storage	Total				
		PUBLIC INFORMATION & EDUCATION DEPARTMENT [formerly Marketing Communications Division] (MC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.071	MC19b	Agency Rules, Policies and Procedures – Working Files – Working files used in the development of manuals, internal publications or statements which define organizations’ policies, procedures, etc. Includes personnel manual and accounting manual.	AC	3	AC+3	R	AC=Completion or termination of program, rules, policies or procedures. See also item number 1.1.070. P=Paper E=Electronic R=Review by State Archivist		
1.1.023	MC20	Organizational Charts	US		US	A	Superseded org charts MUST be transferred to Texas State Library & Archives Cmsn (TSLAC)-Archives Div. Do not destroy superseded electronic files until TSLAC has confirmed receipt of paper copy. (Formerly THC Agency Item No. AM7)		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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Records Retention Schedule

SLR 105

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			Agency	Storage	Total				
		PUBLIC INFORMATION & EDUCATION DEPARTMENT [formerly Marketing Communications Division] (MC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.040	MC21	Speeches (Notes or test of speeches or reports delivered in conjunction w/ agency work)	2		2	R	Includes "talking points" for THC Chairman, THC Cmsrs., Executive Dir, & Deputy Exec. Dir. Files kept electronically in Marketing Communications Div. After 2 yrs, print & transfer to TSLAC. After confirmation of receipt can delete electronic copies.		
1.1.006	M22	Complaint Records – received by the Public Information and Education Department (PIED) of the THC from the public concerning PIED and records pertaining to the resolution of the complaint.	AC	2	AC+2		AC=Final disposition of the complaint. CAUTION: If a complaint becomes subject of litigation (such as a lawsuit), it must be included in & is subject to minimum retention period of item number 1.1.048.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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Records Retention Schedule

SLR 105

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2. Agency Code 808		3. Agency Name TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		PUBLIC INFORMATION & EDUCATION DEPARTMENT [formerly Marketing Communications Division] (MC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.020/ 1.1.021	MC23	Open Records Requests – Approved/Denied	AC	2	AC+2		AC=Date request fulfilled or date of notification that records are exempt.		
1.1.061	MC24	Meeting Notes – taken during open meetings from which written minutes are prepared.	AC+90 days		AC+90 days		AC= Approval of the formal minutes of the meeting by the Public Information & Education Committee (formerly Marketing-Communications Committee).		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		PUBLIC INFORMATION & EDUCATION DEPARTMENT [formerly Marketing Communications Division] (MC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.007	MC25a	Correspondence – Administrative Incoming/outgoing & internal correspondence pertaining to formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of the Public Information & Education Department of the THC and the administrative regulations, policies, and procedures that govern them.	2	2	4	R	CAUTION: Records series item no. 1.1.007 and item number 1.1.008 should be used only for correspondence not included in or directly related to another records series on the THC's approved schedule. For example, a memo that documents an appropriations request must be retained for minimum retention period prescribed by item no. 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item no. 1.1.011. ARCHIVES NOTE: Only administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods.		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist



Records Retention Schedule

SLR 105

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2. Agency Code		3. Agency Name							
808		TEXAS HISTORICAL COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
		PUBLIC INFORMATION & EDUCATION DEPARTMENT [formerly Marketing Communications Division] (MC)					* Archival review code removed subsequent to appraisal by the Archives & Info. Serv. Div., Library & Archives Comm. 2/5/99. SLA = State Library and Archives		
1.1.008	MC25b	Correspondence – General Non-administrative incoming/outgoing & internal correspondence, in any media, pertaining to or arising from routine operations of the policies, programs, services, or projects of the Public Information & Education Department of the THC.	1	1	2		CAUTION: Records series item no. 1.1.007 and item number 1.1.008 should be used only for correspondence not included in or directly related to another records series on the THC's approved schedule. For example, a memo that documents an appropriations request must be retained for minimum retention period prescribed by item no. 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item no. 1.1.010.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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