

August 10, 2020



Spencer Brown  
Assistant General Counsel & Compliance Officer  
Texas Treasury Safekeeping Trust Company – 930  
208 E 10th St., Suite 400, Rusk State Office Building  
Austin, TX 78701

Dear Spencer Brown,

Your agency's records retention schedule is approved for use as of **8/4/2020**, and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please ensure that all old copies of the schedule are superseded with this certified copy.

Lorenzo de Zavala  
State Archives and  
Library Building

This approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state rules (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. The destruction of any records of your agency not on your schedule requires special authorization from us.

1201 Brazos Street  
Austin, Texas  
78701

Each agency schedule must be reviewed, updated, and submitted for recertification according to a timeline established by the Texas State Library and Archives Commission. Your next recertification is scheduled for **August 2025**.

P.O. Box 12927  
Austin, Texas  
78711-2927

During a certification period, changes may need to be made to your schedule. State rules (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:

[www.tsl.texas.gov](http://www.tsl.texas.gov)

*Commission Chair*  
Martha Wong

Maria Freed  
[mfreed@tsl.texas.gov](mailto:mfreed@tsl.texas.gov)  
512-475-5194

*Members*  
David C. Garza  
F. Lynwood Givens  
Larry G. Holt  
Arthur T. Mann  
Bradley S. Tegeler  
Darryl Tocker

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 read "CK", written over a white background.

Craig Kelso  
Director and State Records Administrator

*Director and Librarian*  
Mark Smith  
*Assistant State Librarian*  
Gloria Meraz

cc: Agency head

**TSLAC**

Preserving yesterday  
Informing today  
Inspiring tomorrow



# 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 930  
Agency Name Texas Treasury Safekeeping Trust Company


(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   
Name (Print or type) Spencer D. Brown  
Date 2/27/2020

### 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   
Name (Print or type) Gloria Mera  
Date 8-4-2020

Cert/Recert No. 5 Amendment No. \_\_\_\_\_

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## 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**

SLR 105  
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition  
 AV – Administratively valuable  
 CE – Calendar year end

FE – Fiscal year end  
 LA – Life of Asset  
 PM – Permanent  
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist  
 R/O – Review by State/University Archivist

1. Agency Code: 930		2. Agency Name: Texas Treasury Safekeeping Trust Company									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
1A-01	1.1.007	Administrative Correspondence	Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.		4				R	ARCHIVES NOTE: Only the 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. 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 ALSO item number 1.1.011.	



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1A-02	1.1.008	General Correspondence	Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.		2					SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.	



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1A-03	1.1.013	Calendars, Appointment and Itinerary Records		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.	



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1A-04	1.1.057	Transitory Information		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.	
1A-05	1.1.069	Status Reports - Activity			1						
1A-06	1.1.070	Agency Rules, Policies, and Procedures - Final		AC	3			Completion or termination of program, rules, policies or procedures.	R		
1A-07	1.1.071	Agency Rules, Policies, and Procedures - Working Files		AC	3			Completion or termination of program, rules, policies or procedures.			



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1A-08	2.2.014	Internet Cookies		AV						The disposal of Internet cookies 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).	
1A-09	2.2.015	History Files - Web Sites		AV							
1A-10	5.1.004	Mail and Telecommunications Listings	Any mailing address, telephone or fax number, or e-mail address records maintained by any agency on its employees or on entities or persons it serves.	US							





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2A-01	1.1.002	Internal Audits - Reports and Workpapers		AC	7			Publication or release of final audit findings.			
2A-03	1.1.010	Executive Administrative Directives		US	1						
2A-04	1.1.011	Executive Orders		US	3				A		
2A-05	1.1.023	Organization Charts		US					A		
2A-06	1.1.024	Internal Audit Plans and Planning Records		AC	3			Decision made to implement or not to implement result of planning process.	R		
2A-07	1.1.026	Texas Register Submissions / Open Meetings Notices		AC	1			Date of publication in the Texas Register.			
2A-08	1.1.043	Training Materials		US	1						



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2A-09	1.1.058	Meeting Agenda and Minutes		PM					A	Board packets, executed resolutions, and agendas: Texas Comptroller's Investment Advisory Board, TexPool Investment Advisory Board, and Tobacco Settlement Permanent Trust Account Investment Advisory Committee. ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, TSLAC. 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.	



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					Years	Months	Days				
2A-10	1.1.060	Meetings, Audio or Videotapes of Open		AC			90	Official approval of written minutes of the meeting by the governing body of an agency.		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	
2A-11	1.1.061	Meeting - Notes		AC			90	Approval of the formal minutes by the governing body.		SEE caution comment at item number 1.1.058.	
2A-12	1.1.066	Reports - Biennial or Annual Agency (Narrative)		AC	6			September 1 of odd-numbered calendar years.	A	The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	



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					Years	Months	Days				
2A-13	3.1.026	Criminal & Credit History Checks		AC	2			Termination of employment.		CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.	
2A-14	1.1.059	Meetings, Certified Agendas or Tape Recordings of Closed	Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils.	AC	2			The date of the meeting or completion of pending action involving the meeting, whichever is later.		SEE caution comment at item number 1.1.058.	Government Code, 551.104(a).



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3A-01	1.2.001	Records Disposition Authorizations		FE	3						
3A-02	1.2.005	Records Retention Schedule (SLR 105)		US	3					Agency copy. Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	
3A-03	1.2.006	Records Transmittal Forms		AC	2			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.		Agency copy (includes RMD 101).	
3A-04	1.2.008	Request for Authority to Dispose of State Records (RMD 102)		FE	3					Agency copy. Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	



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3A-05	1.2.010	Records Disposition Logs			10						
3A-06	1.2.011	Record Center Storage Approval Forms (RMD 106)		US						Agency copy.	
3A-07	1.2.012	Records Inventory Worksheets		US							
3A-08	1.2.014	Records Management Plans		US	1						
3A-09	2.1.000	TTSTC Intranet & Internet Websites		AV							
3A-15	3.1.020	Personnel Corrective Action Documentation		AC	5			Termination of corrective action.		NOTE: Division level only (ie EPCs). CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action, all documentation from this series used to support disciplinary action must be retained for the minimum retention period for that action.	



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3A-19	3.1.027	Training and Educational Achievement Records (Individual)		AC	5			Termination of employment.			
3A-23	3.3.023	Reimbursable Activities, Requests and Authorizations to Engage in	Requests and authorizations for travel, training, and educational courses.	FE	3						
3A-25	3.3.026	Agency Staffing Reports		US	3						
3A-26	3.4.002	Employee Leave Status Reports		FE	3						
3A-27	3.4.004	Overtime Authorizations			2						
3A-28	3.4.006	Time Cards and Time Sheets	Employee Weekly Time Reports.		4						40 TAC 815.106(i).
3A-29	3.4.007	Time Off and / or Sick Leave Requests		FE	3						
3A-30	4.7.011	Texas Facilities Commission (TFC) Statements		FE	3						
3A-31	5.1.003	Delivery Reports	Forms and supporting documents.		2						
3A-32	5.1.011	Fax Activity Reports		AV							
3A-33	5.2.008	Equipment History File		LA	3						



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3A-34	5.2.010	Equipment Manuals		LA							
3A-35	5.2.012	Estimate Files (Supply and Repair Cost Estimates)			1						
3A-36	5.2.026	Facilities Reservation Logs			2						
3A-37	5.3.004	Order - Acknowledgements		AV							
3A-38	5.3.005	Packing Slips		AV							
3A-39	5.4.001	Accident Reports and Associated Documentation		CE	5					The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.	29 CFR 1904.33.
3A-40	5.4.011	Office Registration Logs	Visitor sign-in log.		3						
3A-41	5.4.012	Security Access Records	Issuance of keys and building access cards	AC	2			Until superseded, date of expiration, or date of termination, whichever sooner.			





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4A-01	1.1.000	Broker Dealer Files		AC	5			After completion of cycle.		Includes annual applications, questionnaires, and documents received from broker dealers.	
4A-02	1.1.000	Legal Research Files	Review and response files, plus general research and reference materials not related to specific contract files or solicitation files.	AV							
4A-03	1.1.014	Legal Opinions and Advice	From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	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.	
4A-04	1.1.020	Public Information Requests - Not Exempted (Approved)		AC	1			Date request fulfilled.			
4A-05	1.1.021	Public Information Requests - Exempted (Denied)		AC	2			Date of notification that records are exempt.			



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4A-06	1.1.048	Litigation Files		AC	5			As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it 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.	R	ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.	
4A-07	3.1.000	Ethics Materials	Affirmation and acknowledgement forms for Investment staff.	AC	2			Until superseded or termination of employment, as applicable.			
4A-08	4.2.005	Purchase Vouchers	Requisitions, receiving reports, invoice, or statements, change orders, best value determinations, etc.	FE	3						



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					Years	Months	Days				
4A-09	4.5.002	Compliance Reports		FE	3						
4A-10	4.7.010	Bond Transcripts	Texas Department of Housing & Community Affairs, Veterans Land Board, Texas Water Development Board, and Texas Public Finance Authority.	AC	3			Retirement of debt.			
4A-11	5.1.001	Contracts and Leases Files	Executed, renewed, or amended on or after September 1, 2015. Complete contract file, signed contract or purchase order, and solicitation (if applicable). Contains all general correspondence, notices, proposals, mailing lists, tax research, and monitoring documentation.	AC	7			Expiration or termination of the instrument according to its terms.			Government Code, 441.1855



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Archival Codes (Field 10)

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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4A-12	5.1.001	Contracts and Leases Files	Executed, renewed, or amended on or before August 31, 2015. Complete contract file, signed contract or purchase order, and solicitation (if applicable). Contains all general correspondence, notices, proposals, mailing lists, tax research, and monitoring documentation.	AC	4			Expiration or termination of the instrument according to its terms.			Government Code, 441.1855
4A-13	5.1.017	Contract Log		FE	3						



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					Years	Months	Days				
4A-14	5.3.007	Bid Documentation	Associated with a contract executed, renewed, or amended on or after September 1, 2015. Includes bid requisition / authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation / evaluations.	AC	7			Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.			



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					Years	Months	Days				
4A-15	5.3.007	Bid Documentation	Associated with a contract executed, renewed, or amended on or before August 31, 2015. Includes bid requisition / authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation / evaluations.	FE	3						
4A-16	5.3.007	Bid Documentation	Unsuccessful bids that do not meet agency submission requirements and are not included in bid evaluation process. Includes bids withdrawn, missed submission deadline, or incomplete submission, etc.	AC	2			Date of notification of denial or date of withdrawal, as applicable.			



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					Years	Months	Days				
4A-17	5.3.009	Requests For Information	Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC				Decision not to proceed with the procurement.		CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with item number 5.3.007.	



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					Years	Months	Days				
5A-01	4.1.006	Daily Performance Worksheets for Investments	Treasury / Trust Repurchase Pads, Reverse Match Books, Reverse Repurchase Rate Sheets, Daily Investment Strategy Reports (IPS), S&P Reports, Moody's Reports and portfolio pricings.	FE	3						





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					Years	Months	Days				
5A-02	4.1.006	Investment Transaction Files	Trade Tickets, Reverse Repurchase Tickets, Treasury / Trust Repurchase Tickets, Lottery Trade Tickets, Treasury Intermediate Bond Fund, Texas Tomorrow Fund, Texas Department of Insurance, Texas Housing Authority Marketable Security Trade Tickets, Commercial Paper Trade Tickets and Mutual Fund Tickets.	FE	3						
5A-03	4.5.001	Broker Dealer Confirmations		FE	5						
5A-04	4.5.001	Worksheets for Preparing Fiscal Reports	Lottery pre-draw inquiry reports / lotto dummy interest factor.	FE	3						



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					Years	Months	Days				
5A-05	4.5.002	Daily Internal Fiscal Management Reports	Interest & Maturity Reports, Signed Transaction Reports, Daily Par Balances, Earnings & Income Reports, and Collateral Sufficiency Reports.	FE	3						
5A-06	5.1.011	Fax Activity Reports		AV							



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					Years	Months	Days				
6A-01	4.1.006	Investment Portfolio Statements	Investment proposals, due diligence, annual meetings, and presentations.	FE	5						
6A-02	1.1.040	CAPCO Presentations & Reports		AC	2			End of term in office or termination of service in a state position.	R		
6A-03	4.7.000	Texas Certified Capital Company (CAPCO) Program Applications		AC	5			Expiration or termination of participation in the program.			
6A-04	4.7.008	Texas Certified Capital Company (CAPCO) Requests For Determination		AC	5			Expiration or termination of the contract according to its terms.			
6A-05	4.7.008	Texas Certified Capital Company (CAPCO) Program Annual Reviews		AC	5			Expiration or termination of the contract according to its terms.			
6A-06	4.7.000	Texas Certified Capital Company (CAPCO) - Closed CAPCO Files		AC	7			Date of decertification.			



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					Years	Months	Days				
7A-01	1.1.000	Authorization Letters	Letters of instruction to transfer or accept money. Receipts, Disbursements, and Internal Transfers initiated from instructions.	FE	3						
7A-02	1.1.002	Financial Audits	Texas Treasury Safekeeping Trust Company, Texas Local Government Investment Pool (TexPool), Tobacco Settlement Permanent Trust Fund, and State Water Implementation Fund for Texas.	AC	7			Publication or release of final audit findings.		The State Auditor's Office retains any copies of its audits performed on Texas state agencies.	
7A-03	1.1.055	Strategic Plans		AC	6			September 1 of odd-numbered calendar years.	A	The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	



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					Years	Months	Days				
7A-04	1.1.064	Agency Performance Measures Documentation		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.	
7A-05	1.1.068	Reports on Performance Measures		AC	6			September 1 of odd-numbered calendar years.			
7A-06	3.3.023	Reimbursable Activities, Requests and Authorizations to Engage in	Requests and authorizations for travel, training, and educational courses.	FE	3						
7A-07	4.1.000	TexPool Client Files		PM							
7A-08	4.1.000	TexPool Reports	TexPool and TexPool Prime monthly reports.	FE	7						
7A-09	4.1.001	Accounts Payable Information	File contains copies of checks, copies of purchase requests and purchase orders plus original approved invoices and other documents as required.	FE	7						



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					Years	Months	Days				
7A-10	4.1.002	Billing & Receivables		FE	7					CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001, 5.5.006, and 5.5.007.	
7A-11	4.1.003	Cancelled Checks		FE	3						
7A-12	4.2.000	Federal Reserve Bank Charges		FE	7						
7A-13	4.2.006	General Ledger Entries		FE	7						
7A-14	4.4.001	General and Subsidiary Ledgers			10						
7A-15	4.4.002	Accounts Receivable Ledgers		FE	3						
7A-16	4.4.003	Accounts Payable Ledgers		FE	3						
7A-17	4.5.001	Annual Report Worksheets		FE	6						
7A-18	4.5.001	Expenditure and Budget Worksheets		FE	3						
7A-19	4.5.003	Annual Financial Reports		AC	6			September 1 of odd-numbered calendar years.		Required by the General Appropriations Act (100 Day Report). Annual Financial Reports to Comptroller of Public Accounts, Legislative Budget Board, and Texas Governor's Office.	



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					Years	Months	Days				
7A-20	4.5.006	Annual Operating Budgets		FE	3						
7A-21	4.6.002	Bank Reconciliations	Overall Fed., Trust Fed., Bank Of America, JP Morgan Chase Bank, Treasury Pool, and Cigarette Tax.	FE	7						
7A-22	4.6.002	Investment Reconciliations	Par Holdings, Daily Par Balances, Agency Holdings, Collateral Pledges, Guaranteed Investment Contracts, State & Local Government Securities, Unclaimed Property, Mutual Funds, and BidTex monthly auctions.	FE	7						
7A-23	4.7.000	Monthly Agency Activity	Receipts, Disbursements, and Internal Transfers (RDIs).	FE	7						
7A-24	4.7.001	Accounting Policies and Procedures Manual		US	3						



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					Years	Months	Days				
7A-25	4.7.002	Bank Statements		FE	7						
7A-26	4.7.004	Capital Asset Records		LA	3						
7A-27	4.7.009	Fixed Asset Sequential Number Logs		US	3						
7A-28	4.7.010	Debt Service Activity for Escrows		AC	7			Retirement of debt.			
7A-29	5.2.014	Inventory - Annual Physical	Fixed assets.	FE	3						
7A-30	5.5.001	Billing Detail - Telecommunications (Other than TEX-AN)		FE	3						
7A-31	5.5.006	Billing Detail - Telecommunications (TEX-AN)		FE	3						





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					Years	Months	Days				
8A-01	1.1.000	Trust Client Files	Includes applications and funds management agreements.	AC	2			Termination of customer's account.			
8A-02	1.1.043	Training Materials		US	1						
8A-03	4.1.000	Security Explanation Request (SER)	Securities registration information pertaining to stock and amount of shares to be reissued.	FE	7						
8A-04	4.1.006	Investment Portfolio Statements	Includes statements of Cost Basis and Unclaimed Property - Mutual Funds & Book Entry.	FE	7						
8A-05	4.2.000	Daily Audit Trail		FE	3						
8A-06	4.2.000	Federal Reserve Bank Outgoing Wires		FE	7						
8A-07	4.2.000	Funds Transfers		FE	6						
8A-08	4.2.000	Securities Transfers		FE	6						
8A-09	4.2.000	Stock Certificates		AC	6			Until completed.			



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8A-10	4.2.000	Stop Payment Notices	Stop payment of checks.		5						
8A-11	4.2.003	Deposit Log		FE	3						
8A-12	4.5.000	Daily and Monthly Depository Trust Company Reports		FE	6						
8A-13	4.5.000	Federal Reserve Bank Reports	Intra-day position reports received daily from the Federal Reserve Bank.	FE	6						
8A-14	4.5.002	Internal Fiscal Management Reports	Unclaimed Property - Approved Transfer Request (ATR).	FE	3						
8A-15	4.6.003	Cash Position Monitoring Log		FE	3						
8A-16	4.7.000	Check Log and Copies of Checks Issued		FE	3						
8A-17	4.7.012	Signature Authorizations		AC	3			Until superseded plus fiscal year end.			
8A-18	5.1.000	Check Requests Copies Log			3						
8A-19	5.1.005	Postage Records / Certified Mail Logs		FE	3						
8A-20	5.4.000	Safe Access Log			3						



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8A-21	5.4.011	Visitor Control Registers	Wire Room Entry Log and After Hours Access Log.		3						



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9A-01	4.1.006	Daily Performance Worksheets for Investments	Money market fund rate sheets and repurchase activity.	FE	3						
9A-02	4.1.006	Investment Portfolio Statements	Northern Trust, Federated, DTC Corporate Eligible Actions, and Guaranteed Investment Contracts.	FE	7						
9A-03	4.1.006	Investment Transaction Files	Trade tickets.	FE	3						
9A-04	4.6.002	Investment Reconciliations	Open Time Deposits, BidTex, Money Market Fund Dividends, Mutual Funds Interest, Safe Contents, and Fund	FE	7						



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10A-01	1.1.024	Project Plans and Planning Records		AC	3			Decision made to implement or not to implement result of planning process.	R	ARCHIVES NOTE: Data processing planning records are not archival.	
10A-02	2.1.007	Software Programs		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.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.



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					Years	Months	Days				
10A-03	2.1.008	Hardware Documentation		AC				Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.



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					Years	Months	Days				
10A-04	2.1.009	Technical Documentation		AC				Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
10A-05	2.2.000	Backup Tape Log			3					Daily record of server's data backup documentation.	
10A-06	2.2.000	Courier Receipt Log			3						
10A-07	2.2.016	Software Registrations, Warranties and License Agreements		LA	3						
10A-08	4.7.004	Capital Asset Records		LA	3						



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition  
 AV – Administratively valuable  
 CE – Calendar year end

FE – Fiscal year end  
 LA – Life of Asset  
 PM – Permanent  
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist  
 R/O – Review by State/University Archivist

1. Agency Code: <b>930</b>			2. Agency Name: <b>Texas Treasury Safekeeping Trust Company</b>								
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
10A-09	4.7.009	Fixed Asset Sequential Number Logs		US	3						
10A-10	5.4.012	Security Access Records		AC	2			Until superseded, date of expiration, or date of termination, whichever sooner.			
10A-11	5.4.013	Disaster Preparedness and Recovery Plans		US							