

Retention Schedule Recertification Checklist

Action Items:

- Retention schedules use form SLR 105 in Excel format. Do not alter the template
 - see **Instructions for Completing Form SLR 105** included in this packet for specific guidance.
- Follow the **minimum retention periods** set forth by the current edition of the *Texas State Records Retention Schedule* (RRS): <https://www.tsl.texas.gov/slr/recordspubs/rrs4.html>
- Incorporate any changes (additions, changes, or deletions) made to the schedule through amendments since the previous recertification, as applicable.
- Use the State Records Series Review Checklist included in this packet, which lists series common to all state agencies. Add any missing common records series to the agency's schedule.
- Check Agency Item Numbers (AINs): Each record series must have a unique AIN assigned in Field 3.
 - AINs cannot be repeated or reassigned. TSLAC RSINs cannot be used as AINs.
- Ensure that archival codes (A, R, and E) are assigned correctly and match the RRS.
 - For universities and agencies with their own archives, use archival codes I and O.
- Copy definitions, citations, and Archives Notes as written in the RRS.
- Check for typos, spelling errors, and inconsistencies in capitalization and punctuation.
- Spell out all acronyms the first time they are used; afterwards use the acronym only.
- Submit form SLR 105 with a signed copy of the form SLR 105C to your analyst via email.

Tips:

- For series with multiple retention periods (e.g. 5.1.001 Contracts and Leases), create a new line with a different AIN for each retention period.
- For any compound retention codes (e.g. US+FE), use retention code AC and define AC in Field 9 as the compound (e.g. AC = US+FE)
- If agency departments correspond to AINs (e.g. AIN A100 through A200 equals Accounting department records and AIN T100 through T200 equals IT department records), please include a departmental index for the review process.
- Adhere to character limits guide in this packet to ensure all information is captured.