

Changes to State Records Retention Schedule (RRS)

Section	Staff Comments
All	Fixed formatting and grammar for consistent paragraph spacing and capitalization.
All	Fixed formatting to create consistent cross-references.
All	Corrected all page numbers references.
Code Footer	Removed field number references from footer retention code chart.
Table of Contents	Fixed page numbers and added new sections.
Introduction	Updated date of last approved revised schedule.
Summary of Important Points	Fixed formatting to create consistently spaced bulleted list; added third party disposition issue language to introduction.
Explanation of Fields	Fixed formatting to create consistently spaced list; changed "COMMENTS" to "REMARKS".
Explanation of Codes	Added archival review clarification to introduction.
Explanation of Terms	Added the term "websites" to the definition of State Publication; added Transitory Information examples.
Amendment Notice	Removed references to "bullets" which denote updated series; removed chart of deleted RSINs.

Changes to State Records Retention Schedule (RRS)
CATEGORY 1

Record Number	Record Series Title	Staff Comments
1.1.002	Audits	Removed archival code and modified archives note per ARIS; added acronym; added cross-references to RSIN 5.4.018 and 5.4.019.
1.1.004	Legislative Appropriation Requests	Added acronym; updated formatting of legal citation in Archives Note.
1.1.006	Complaint and Feedback Records	Fixed typo; clarified description to include other unsolicited feedback and comments received; revised retention period.
1.1.007	Correspondence – Administrative	Changed "High Level" in title from early draft back to "Administrative"; clarified description to include "substantive".
1.1.008	Correspondence - General	Added "in any media including electronic communication" to the description.
1.1.013	Calendars, Appointment, and Itinerary Records	Fixed typo; removed reference to purchase with state funds, as it contradicted the retention note.
1.1.014	Legal Opinions and Advice	Revised Caution Note for clarification; added Archives Note to clarify archival requirement; fixed page number reference.
1.1.019	Public Relations Records	Added "marketing files and collateral" to the description.
1.1.020	Public Information Requests - Not Excepted	Revised title and description to match language in statute; added withdrawn requests to series, based upon series GR1000-34a; fixed typo and citation.
1.1.021	Public Information Requests - Excepted	Revised title and description to match language in statute; fixed typo and citation.
1.1.023	Organization Charts	Added description and Archives Note; fixed TSLAC reference.
1.1.024	Plans and Planning Records	Clarified description.
1.1.038	Customer Surveys	Revised description for clarification and to distinguish from 1.1.006; clarified AC Definition.
1.1.040	Speeches, Papers, and Presentations	Revised retention period and AC Definition to allow destruction of non-executive records. Added Archives Note to clarify archival requirement.
1.1.041	Suggestion System Records	Withdrawn from schedule. Obsolete record series. Related records should be classified under other records series (e.g. complaints, grievances, correspondence, as applicable).
1.1.043	Training Materials	Clarified description to only include external training and add records related to individual course registrations; clarified retention period and AC Definition; added cross-reference to RSIN 3.3.030 added Caution Note from RSIN 3.3.030.
1.1.048	Litigation Files	Clarified archives note and added additional information to Archival Retention Codes section.
1.1.053	Registration Logs	Added acronym; revised AC Definition to clarify retention period.
1.1.055	Strategic Plans	Clarified description to include working files and related documentation; removed archival code and revised Archives Note to clarify that working files and related documentation are not archival per ARIS; updated formatting of legal citation in Archives Note.
1.1.057	Transitory Information	Revised description and Caution Note for clarification and redundancy.
1.1.058	Meetings, Agenda and Minutes of Open	Fixed typo; revised description for language consistency with other meeting related records series
1.1.059	Meetings, Agendas, Minutes, or Audiovisual Recordings of Closed	Added "minutes" to title and description.
1.1.060	Meetings, Audiovisual Recordings of Open	Revised title and description. Revised AC Definition for consistency with related record series. Revised Caution Note due to OAG Opinion that TSLAC does not have authority to require specific medium for minutes.
1.1.061	Meeting - Notes	Revised AC Definition for consistency with related record series.
1.1.062	Meetings - Supporting Documentation	Revised description to include public comment forms.
1.1.064	Agency Performance Measures Documentation	Added cross-reference to RSIN 1.1.068; fixed grammatical error in caution note.
1.1.065	Reports and Studies (Non-Fiscal)	Added cross-reference to RSIN 1.1.067.
1.1.066	Reports – Biennial or Annual Agency (Narrative)	Removed archival code; updated formatting of legal citation; modified Archives Note per ARIS and removed reference to "archival requirement."
1.1.067	Reports and Studies (Non-Fiscal)	Added cross-reference to RSIN 1.1.065; clarified Archives Note; fixed page number.
1.1.068	Reports on Performance Measures	Added cross-reference to RSIN 1.1.064.
1.1.069	Reports - Activity	Revised Caution Note for clarification.
1.1.070	Agency Rules, Policies, and Procedures	Removed word "Final" from title; revised description to include working files and related documentation; clarified AC Definition per ARIS; revised Archives Note to clarify that working files and related documentation are not archival.
1.1.071	Agency Rules, Policies, and Procedures - Working Files	Withdrawn from schedule. These records are to be included and classified under RSIN 1.1.070.
1.1.072	Public Information Reports	Clarified description.
1.1.073	Administrative Hearings	Revised description and added a caution note.
1.1.074	Sunset Review Report and Documentation	Modified title; added description.
1.1.075	Alternative Dispute Resolutions - Final Agreement	Fixed grammatical errors in description and legal citation.
1.1.076	Subpoenas	New series.
1.1.077	Release of Records Documentation	New series; added clarifying caution note.
1.1.078	Waivers of Liability	New series; changed "Retention Note" to "CAUTION".
1.2.001	Destruction Authorizations	Revised retention period to 3 years instead of FE requirement - TSLAC should not dictate disposition cycle; added caution note to reference related records series, Records Disposition Logs, to note if records maintained together, then longer retention period applies; revised description for consistency and to include authorizations approved by TSLAC.

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CATEGORY 1

Record Number	Record Series Title	Staff Comments
1.2.003	Forms History and Maintenance	Revised title and description to include forms inventory.
1.2.004	Forms Inventory	Withdrawn from schedule. These records are to be included and classified under RSIN 1.2.003.
1.2.005	Records Retention Schedule	Revised description to provide more clarity and to include working files; revised Remarks to include period of time original schedules are maintained by TSLAC.
1.2.006	Records Transmittal Forms	Obsolete record - no longer created with the implementation of TexLinx - agencies keep as long as administratively valuable; changed description to make more broad and applicable to transfers outside TexLinx.
1.2.008	Request for Authority to Dispose of State Records (RMD 102)	Withdrawn. Records combined with 1.2.001 Destruction Authorizations.
1.2.010	Records Disposition Logs	Revised description to change language to "disposed" instead of destroyed or transferred to Archives and Information Services - disposition captures destruction or transferred out of the legal custody of an agency (this could be ARIS or another entity); changed "Retention Note" to "CAUTION".
1.2.011	Record Center Storage Approval Forms (RMD 106)	Obsolete record. No longer created with the implementation of TexLinx. Agencies keep as long as administratively valuable.
1.2.012	Records Inventory Worksheets	Added description; changed title to Records Inventories.
1.2.013	Records Access and Locator Aids	Revised title, description, and AC Definition to combine and incorporate withdrawn series, RSIN 2.1.011 Finding Aids, Indexes, and Tracking Systems.
1.2.014	Records Management Plans	Revised title.
1.2.015	Disaster Recovery Service Transmittals (RMD 109)	Clarified title and description; fixed typo in retention period; note about obsolete record has been removed, as this is meant to be a generic series.
1.2.016	Disaster Recovery Service Approval Form (RMD 113)	Clarified title and description.
1.3.002	Publication Development Files	Clarified description; added cross-reference to RSIN 1.3.001; added Archives Note to provide clarification on archival requirement.

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CATEGORY 2

Record Number	Record Series Title	Staff Comments
2.1.001	Processing Files	Withdrawn. To be classified under RSIN 2.1.002 Master Files and Application Data and RSIN 2.1.007 Computer Software Programs.
2.1.002	Master Files and Application Data	Revised title and description for clarification and to include processing files; revised AC Definition and caution note for clarity and accuracy.
2.1.007	Software Programs	Revised title and description for clarification and to include processing files.
2.1.008	Computer Hardware Documentation	Revised title to include "Computer" and description to include processing files.
2.1.009	Hardware and Software Technical Documentation	Revised title and description for clarification.
2.1.010	Audit Trail Records	Revised description for clarification.
2.1.011	Finding Aids, Indexes, and Tracking Systems	Withdrawn. Combined with RSIN 1.2.013 Records Control Locator Aids.
2.1.012	Biennial Information Security Plan	New record series.
2.2.001	System or Computer Monitoring Records	Revised title and description for clarification; added retention note advising that disposal of automatically overwritten monitoring logs need not be documented on disposition logs.
2.2.002	Chargeback Records to Data Processing Services Users	Revised description for clarification.
2.2.004	Computer Job Schedules and Reports	Withdrawn. To be classified as RSIN 1.1.069 Activity Reports.
2.2.011	Data Input Documents	Revised title, description, and AC Definition for clarification.
2.2.012	Output Records for Computer Production	Withdrawn. To be classified as RSIN 1.1.069 Activity Reports.
2.2.013	Quality Assurance Records	Revised description for clarification; added cross-reference to RSIN 5.2.018.
2.2.014	Internet Browser Files	Revised title, description, and Remarks to combine with RSIN 2.2.015 History Files.
2.2.015	History Files - Web Sites	Withdrawn. Combined with RSIN 2.2.014 Internet Browser Files.
2.2.016	Software Registrations, Warranties, and License Agreements	Added description.
2.2.017	Help Desk Tickets	New record series.
2.2.018	Biennial Information Security Plan	Changed RSIN to from 2.1.012 to 2.2.018; moved from Section 2.1 to 2.2.

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CATEGORY 3

Record Number	Record Series Title	Staff Comments
3.1.001	Applications for Employment - Not Hired	Retention period amended to AC+2, where AC= Date of the making of the record or the personnel action involved, whichever occurs later; added cross-reference to 3.1.042.
3.1.013	Employment Contracts	Deleted "blank title" series.
3.1.013a	Employment Contracts - 9/1/2015 and After	Gave series a unique title; added effective date to citation.
3.1.013b	Employment Contracts - 8/31/2015 and Prior	Gave series a unique title; added effective date to citation.
3.1.014	Employment Selection Records	Retention period amended to AC+2, where AC= Date of the making of the record or the personnel action involved, whichever occurs later; amended description, added caution note, and added cross-references to RSINs 3.1.026, 3.1.040a/b/c, 3.3.027, and 3.3.028.
3.1.011	Employee Insurance Records	Title changed to "Employee Benefits"; combined with RSIN 3.1.031; description edited for clarification.
3.1.013	Employment Contracts	Added description to incorporate employee performance bonds; separated different requirements for retention into subseries.
3.1.013a	Employment Contracts – 9/1/2015 and After	Added description to incorporate employee performance bonds; gave series a unique title; clarified legal citation.
3.1.013b	Employment Contracts – 8/31/2015 and Prior	Added description to incorporate employee performance bonds; gave series a unique title; clarified legal citation.
3.1.018	Grievance Records	Added the term "employee complaints" to the description to broaden the series; added acronym.
3.1.019	Performance Appraisals	Added description.
3.1.024	Physical Examinations/Medical Reports	Added cross-reference to RSIN 5.4.016a/b.
3.1.027	Training and Educational Achievement Records (Individual)	Revised description to include certifications and licenses required for employment.
3.1.029	Employment Eligibility, Documentation or Verification	Revised title and description; revised retention period and clarified AC Definition.
3.1.031	Employee Benefits - Other than Health Insurance	RSIN deleted and series combined with RSIN 3.1.031.
3.1.035	Performance Bonds	Withdrawn. To be classified as RSIN 3.1.013a/b Employee Contracts.
3.1.036	Apprenticeship Records	Clarified description.
3.1.038	Public Access Option Records	Clarified title; removed citation symbol in description for consistency; fixed grammatical error in caution note.
3.1.039	Ombudsman Records	Fixed grammatical error in description; clarified caution note.
3.1.040	Employee Drug Testing and Screening Records	Deleted "blank title" series.
3.1.040a	Employee Drug Testing and Screening Records - Positive Results and Calibration	New record series; gave series a unique title.
3.1.040b	Employee Drug Testing and Screening Records - Collection Records	New record series; gave series a unique title.
3.1.040c	Employee Drug Testing and Screening Records - Negative Results	New record series; gave series a unique title.
3.1.041	Employee Acknowledgement and Agreement Forms	New proposed record series.
3.1.042	ADA Accommodation Requests	New record series; clarified and added acronym to description.
3.2.001	Employee Deduction Authorizations	Clarified AC Definition.
3.2.002	Employee Earnings Records	Added description.
3.2.003	Federal Tax Records	Fixed typo in AC Definition.
3.2.005	W-4 Forms	Clarified AC Definition.
3.2.006	Wage Rate Tables	Added description.
3.2.007	Unemployment Compensation Records	Added acronym to description; added AC Definition.
3.2.008	Direct Deposit Application/Authorizations	Add description; clarified AC Definition.
3.2.009	State Deferred Compensation Records	Added description; reduced retention period and removed AC Definition; removed reference to Benefits Coordinator Manual - manual not freely available for reference.
3.2.010	Human Resources Information System (HRIS) Reports	Withdrawn. To be classified as RSIN 1.1.067 Reports and Studies (Non-Fiscal).
3.3.001a	Affirmative Action Plans - Employees	Separated into two records series for regular employees and apprenticeship programs; revised record description and legal citations.
3.3.003b	Affirmative Action Plans - Apprenticeship Programs	Separated into two records series for regular employees and apprenticeship programs; revised record description and legal citations.
3.3.004	Benefit Plans	Changed retention period to AC+1 to match legal citation.

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Record Number	Record Series Title	Staff Comments
3.3.011	Former Employee Verification Records	Adjusted language in description to "most recent public access election information" since this record is no longer a form, but a record that resides in CAPPS.
3.3.020	Work Schedules/Assignments	Revised retention period to AV - allows agencies more discretion to specify retention for their agency.
3.3.023	Reimbursable Activity Records	Title changed to "Reimbursable Activity Records" from "Reimbursable Activities, Requests and Authorizations to Engage in" for clarity.
3.3.027	Aptitude and Skills Tests	Revised description to include RSIN 3.3.029 Validation Records; revised retention period to AC, AC=US or no longer used by agency; clarified caution note.
3.3.028	Aptitude and Skills Tests (Test Papers)	Clarified description.
3.3.029	Aptitude and Skills Tests (Validation Records)	Withdrawn. Combined with RSIN 3.3.027.
3.3.030	Training Administration Records	Clarified title to only include internal training records and add records related to individual course registrations; clarified retention period and AC Definition; added cross-reference to RSIN 1.1.043.
3.3.031	EEO Reports and Supporting Documentation	Defined acronym in description.
3.3.032	Equal Pay Records	Revised legal citation; revised retention period - regulation requires records to be retained 2 years.
3.3.033	Recruitment Plans	New record series; fixed formatting in legal citation.
3.4.003	Less Than Full-Time Worked Reports	Withdrawn. To be classified as RSIN 3.4.006 Time and Attendance Records.
3.4.004	Overtime Schedules and Authorizations	Combined RSIN 3.4.004 and 3.4.005; updated description and added cross-reference to RSIN 3.4.006.
3.4.005	Overtime Schedules	Withdrawn. Combined with RSIN 3.4.004.
3.4.006	Time and Attendance Records	Revised title; added description.
3.4.007	Time Off and/or Sick Leave Requests	Added description; added legal citations.
3.4.008	Sick Leave Pool Documentation	Added description.

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CATEGORY 4

Record Number	Record Series Title	Staff Comments
4.1.001	Accounts Payable Information	Revised title and description to expand and include other related records series in the schedule.
4.1.002	Billing Detail	Withdrawn. To be classified under RSIN 4.1.001/4.1.009 Accounts Payable/Accounts Receivable.
4.1.003	Canceled Checks/Stubs/Warrants/Drafts	Withdrawn. To be classified under RSIN 4.1.001/4.1.009 Accounts Payable/Accounts Receivable.
4.1.004	Encumbrance Details	Withdrawn. To be classified under RSIN 4.9.001 Budgeting.
4.1.005	Inventory and Other Cost Files	Withdrawn. To be classified under RSIN 4.7.004 Capital Asset Records.
4.1.006	Investment Transaction Files	Clarified description; retention period increased to FE+5.
4.1.007	Transfers or Budget Information	Withdrawn. To be classified under RSIN 4.9.001 Budgeting.
4.1.008	Electronic Funds Transfers	Withdrawn. To be classified under RSIN 4.8.001 Banking.
4.1.009	Accounts Receivable Information	New record series.
4.2.001	Cash Deposit Vouchers	Withdrawn. To be classified under RSIN 4.8.001 Banking.
4.2.002	Cash Receipts	Withdrawn. To be classified under RSIN 4.1.001/4.1.009 Accounts Payable/Accounts Receivable.
4.2.003	Daily Cash Receipt Logs	Withdrawn. To be classified under RSIN 4.1.001/4.1.009 Accounts Payable/Accounts Receivable.
4.2.004	Encumbrance Vouchers	Withdrawn. To be classified under RSIN 4.9.001 Budgeting.
4.2.005	Purchase Vouchers	Withdrawn. To be classified under RSIN 4.1.001 Accounts Payable.
4.2.006	General Journal Vouchers	Withdrawn. To be classified under RSIN 4.1.001/4.1.009 Accounts Payable/Accounts Receivable.
4.2.007	Expenditure Vouchers	Withdrawn. To be classified under RSIN 4.1.001/4.1.009 Accounts Payable/Accounts Receivable.
4.3.001	Sales Journals or Registers	Withdrawn. To be classified under RSIN 4.1.001/4.1.009 Accounts Payable/Accounts Receivable.
4.3.002	Receipts Journals or Registers	Withdrawn. To be classified under RSIN 4.1.001/4.1.009 Accounts Payable/Accounts Receivable.
4.3.003	Expenditure Journals or Registers	Withdrawn. To be classified under RSIN 4.1.001/4.1.009 Accounts Payable/Accounts Receivable.
4.4.001	General and Subsidiary Ledgers	Withdrawn. To be classified under RSIN 4.1.001/4.1.009 Accounts Payable/Accounts Receivable.
4.4.002	Accounts Receivable Ledgers	Withdrawn. To be classified under RSIN 4.1.001/4.1.009 Accounts Payable/Accounts Receivable.
4.4.003	Accounts Payable Ledgers	Withdrawn. To be classified under RSIN 4.1.001/4.1.009 Accounts Payable/Accounts Receivable.
4.4.004	Employee Savings Bond Ledgers	Withdrawn. To be classified under RSIN 4.1.006 Investment Transaction Files
4.5.001	Worksheets for Preparing Fiscal Reports	Withdrawn. To be classified under 4.5.002 Fiscal Management Reports.
4.5.002	Fiscal Management Reports	Revised title and description; retention period increased to FE+5; cross-reference added to RSIN 4.7.008.
4.5.003	Annual Financial Reports	Clarified and added acronym to description; updated formatting of legal citation in Archives Note.
4.5.005	External Fiscal Reports	Withdrawn. To be classified under RSIN 4.5.002 Fiscal Management Reports.
4.5.006	Annual Operating Budgets	Moved to new Section 4.9 Budgeting.
4.5.007	USAS Reports - Daily/Monthly	Clarified title and description; combined with RSIN 4.5.008.
4.5.008	USAS Reports - Monthly	Withdrawn. Combined with RSIN 4.5.007.
4.5.009	USAS Reports - Annual	Retention period changed back to FE+3; clarified and added acronym to description.
4.5.010	Unclaimed Property Reports and Documentation	New record series; clarified description.
4.6.001	Balancing Records	Withdrawn. To be classified under RSIN 4.1.001/4.1.009 Accounts Payable/Accounts Receivable.
4.6.002	Reconciliations	Withdrawn. To be classified under RSIN 4.1.001/4.1.009 Accounts Payable/Accounts Receivable.
4.6.003	Cash Counts	Withdrawn. To be classified under RSIN 4.1.001/4.1.009 Accounts Payable/Accounts Receivable.

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CATEGORY 4

Record Number	Record Series Title	Staff Comments
4.7.001	Accounting Policies and Procedures Manual	Added description.
4.7.002	Bank Statements	Withdrawn. To be classified under RSIN 4.8.001 Banking.
4.7.003	Uncollectible Accounts	Changed spelling of "uncollectible" from British variant; clarified description; clarified AC Definition.
4.7.004	Capital Asset Records	Added description.
4.7.005	Claim Files	Added description.
4.7.006	Comptroller Statements	Withdrawn. To be classified under RSIN 4.5.002 Fiscal Management Reports.
4.7.007	Detail Chart of Accounts	Withdrawn. To be classified under RSIN 4.9.001 Budgeting.
4.7.008	Grant Records	Clarified description; expanded caution note to provide clarity regarding applicability of Government Code 441.1855.
4.7.009	Fixed Asset Sequential Number Logs	Withdrawn. To be classified under RSIN 4.7.004 Capital Asset Records.
4.7.010	Long-Term Liability Records	Revised description.
4.7.011	Texas Facilities Commission (TFC) Statements	Withdrawn. To be classified under 4.1.001 Accounts Payable.
4.7.012	Signature Authorizations	Revised retention period for clarification.
4.7.013	Federal Tax Information (FTI) Audit Logs	New record series.
4.7.014	Indirect Cost Plans	New record series.
4.8.001	Banking Records	New record series.
4.9.001	Annual Operating Budgets	New Section 4.9 Budgeting.

Changes to State Records Retention Schedule (RRS)

CATEGORY 5

Record Number	Record Series Title	Staff Comments
5.1.001	Contract Administration Files	Deleted "blank title" series.
5.1.001a	Contract Administration Files - 9/1/2015 and After	Gave series a unique title to reflect language used by CPA in the Contract Management Guide; added effective date to citation.
5.1.001b	Contract Administration Files - 8/31/2015 and Prior	Gave series a unique title to reflect language used by CPA in the Contract Management Guide; added effective date to citation.
5.1.003	Delivery Reports	Added a description.
5.1.010	Licenses and Permits for Non-vehicles	Fixed typo in title; clarified description; added caution note.
5.1.011	Photocopier and Telefax Usage Logs & Reports	Fixed formatting error in title; added description.
5.1.013	Insurance Policies	Deleted "blank title" series.
5.1.013a	Insurance Policies - 9/1/2015 and After	Gave series a unique title; clarified description; added effective date to citation.
5.1.013b	Insurance Policies - 8/31/2015 and Prior	Gave series a unique title; clarified description; added effective date to citation.
5.1.014	Office Procedures	Changed "for example" to "e.g." for consistency.
5.1.015	Correspondence Tracking Records	Added acronym to description.
5.1.018	Surveillance Videos	Created new series as RSIN 5.1.018 with retention period of AV.
5.2.001	Appraisals - Building or Property	Added description.
5.2.002	Building Construction Project Files	Clarified description; revised Remarks for clarification of references to other records series; added Archives Note per ARIS.
5.2.003	Building Plans and Specifications	Deleted "blank title" series.
5.2.003a	Building Plans and Specifications - State Owned	Gave series a unique title; clarified description.
5.2.003b	Building Plans and Specifications - Leased	Gave series a unique title; clarified description and AC Definition.
5.2.004	Building Space Requests	Added description.
5.2.005	Calibration Records (Equipment or Instrument)	Revised retention period to 2 years - minimum requirement for specific type of equipment calibration is 2 years; added caution note that prescribes agencies to determine appropriate retention period based on type of equipment they use within their agency.
5.2.006	Inventory and Property Control Records	Description amended to include supply usage records; series combined with RSIN 5.2.020; revised description to be more broad and to include related withdrawn records series (5.2.007, 5.2.009, 5.2.014, 5.2.015, 5.2.017, 5.2.023); added cross-reference to RSIN 5.2.008.
5.2.007	Damage Reports	Withdrawn. Classify under revised RSIN 5.2.006 Inventory and Property Control Records.
5.2.008	Inspection, Repair, and Maintenance Records - Equipment	Changed title from "Equipment History File" to "Inspection, Repair, and Maintenance Records - Equipment"; clarified description; added cross-reference to RSIN 5.2.003.
5.2.009	Equipment Inventory Detail Reports Forms	Withdrawn. Classify under revised RSIN 5.2.006 Inventory and Property Control Records.
5.2.012	Estimate Files (Supply and Repair Cost Estimates)	Added a description.
5.2.014	Inventory - Annual Physical	Withdrawn. Classify under revised RSIN 5.2.006 Inventory and Property Control Records.
5.2.015	Inventory, Notice of Equipment Removed from	Withdrawn. Classify under revised RSIN 5.2.006 Inventory and Property Control Records.
5.2.016	Inventory System Update Listings	Added cross-reference to RSIN 5.2.006.
5.2.017	Lost & Stolen Property Reports	Withdrawn. Classify under revised RSIN 5.2.006 Inventory and Property Control Records.
5.2.018	Quality Control Reports	Added description; added cross-reference to RSIN 2.2.013.
5.2.019	Service Orders	Revised description to included both internal and external work.
5.2.020	Supply Usage Records	Series deleted and combined with RSIN 5.2.006.
5.2.021	Surplus Property Sale Reports	Withdrawn. Classify under revised RSIN 5.2.006 Inventory and Property Control Records.
5.2.022	Utility Usage Reports	Added a description and caution note for clarification.
5.2.023	Year-to-Date Activity Inventory Listing	Withdrawn. Classify under revised RSIN 5.2.006 Inventory and Property Control Records.
5.2.024	Material Specifications	Series combined with RSIN 5.2.025; title changed from "Material Specifications" to "Equipment Descriptions and Material Specifications"; added a description.
5.2.025	Equipment Descriptions and Specifications	Series deleted and combined with RSIN 5.2.024.
5.2.027	Space Utilization Reports	Added a description.
5.2.028	Building Construction Contract and Inspection Records	Updated cross-references.
5.2.029	Returned Mail	New record series.
5.3.002	Freight Bills Paid	Withdrawn. Classify under RSIN 4.1.001 Accounts Payable.
5.3.003	Freight Claims	Added description; added legal citations.
5.3.004	Shipping Information	Revised title and description to combine Order Acknowledgements and RSIN 5.3.005 Packing Slips; added caution note.
5.3.005	Packing Slips	Withdrawn. Combined with RSIN 5.3.004 Shipping Information.
5.3.007	Bid Documentation	Deleted "blank title" series.
5.3.007a	Bid Documentation - 9/1/2015 and After	Gave series a unique title; added citation with effective date.
5.3.007b	Bid Documentation - 8/31/2015 and Prior	Gave series a unique title; added citation with effective date.
5.3.007c	Bid Documentation - Invalid Bids	Gave series a unique title.
5.3.009	Requests for Information	Added cross-reference to RSIN 1.1.020 and 1.1.021; updated cross-reference to Bid Documentation series.
5.3.010	Vendor Records/W-9	New record series; defined "IRS" in description.
5.4.001	Occupational Accident Reports and Associated Documentation	Revised title and description to clarify for employees; changed to State Office of Risk Management, agency that receives such reports; added cross-reference to RSIN 5.4.014a/b; added legal citation.
5.4.003	Inspection Records	Revised description to include orders.
5.4.004	Fire Orders	Withdrawn. Incorporated into RSIN 5.4.003 Inspection Records.
5.4.007	Hazardous Materials Training Records	Clarified description; added cross-reference to RSIN 3.1.027.
5.4.008	Hazard Communication Plans	Added description.
5.4.009	Workplace Chemical Lists	Added description.
5.4.010	Material Safety Data Sheets	Clarified description; fixed formatting in caution note; corrected citation.
5.4.013	Continuity of Operations Plans (COOP)	Acronym added to title; citation added to description.
5.4.014	Accident Reports	Deleted "blank title" series.
5.4.014a	Accident Reports - Adults	New record series; gave series a unique title; clarified description and AC Definition.

Changes to State Records Retention Schedule (RRS)
CATEGORY 5

Record Number	Record Series Title	Staff Comments
5.4.014b	Accident Reports - Minors	New record series; gave series a unique title; clarified description and AC Definition.
5.4.015	Hazardous Materials – Administrative Records	New record series; added cross-reference to RSIN 5.4.016a/b.
5.4.016	Hazardous Materials - Exposure/ Survey Records	Deleted "blank title" series.
5.4.016	Hazardous Materials - Exposure/ Survey Records	New record series; gave series a unique title; clarified description; fixed typo in legal citations; removed irrelevant legal citation.
5.4.016	Hazardous Materials - Exposure/ Survey Records	New record series; gave series a unique title; clarified description; fixed typo in legal citations; removed irrelevant legal citation.
5.4.017	Emergency Response and Recovery Records	New record series; added cross-reference to RSIN 5.4.013.
5.4.018	Annual Audit Plan	New record series; added cross-reference to RSIN 1.1.002.
5.4.019	Audit Peer Review – Working Papers	New record series; added cross-reference to RSIN 1.1.002.
5.5.001	Billing Detail – Telecommunications	Deleted series and combined with RSIN 5.5.002.
5.5.002	Telephone Activity Records	Combined with RSIN 5.5.001, 5.5.003, and 5.5.004; clarified description; added cross-reference to RSIN 4.1.001.
5.5.003	Station Activity Reports	Withdrawn. Incorporated into RSIN 5.5.002 Telephone Activity Records.
5.5.004	System Activity Reports	Withdrawn. Incorporated into RSIN 5.5.002 Telephone Activity Records.
5.5.006	Billing Detail - Telecommunications (Tex-AN)	Withdrawn. Combined with RSIN 5.5.002.
5.5.007	Disputed Call Documentation	Changed retention period from FE+3 to AC+3 to be more precise.
5.6.001	Aircraft Flight Logs	Deleted "blank title" series.
5.6.001a	Aircraft Flight Logs - State Owned	Gave series a unique title; clarified description.
5.6.001b	Aircraft Flight Logs - Leased	Gave series a unique title; clarified description.
5.6.002	Aircraft Passenger Lists	Revised title and added description.
5.6.003	Inspection, Repair, and Maintenance Records - Vehicles	Fixed grammatical errors in title; added description; added cross reference to RSIN 5.2.008.
5.6.007	Vehicle Titles & Registrations	Fixed formatting in title; clarified description by adding "manuals".
5.6.008	Pilot License Verifications	Withdrawn. To be classified as RSIN 3.1.027 Training Educational and Achievement Records
5.6.009	Parking Permits or Assignments	New record series.