



LEGISLATIVE REFERENCE LIBRARY

RECORDS RETENTION SCHEDULE APPROVAL

This schedule is approved effective on the date written below and supersedes any prior approved schedules.

Mary Camp

Mary Camp
Director, Legislative Reference Library

9/10/20

Date

CAUTION

A legislative 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 legislative 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.

Explanation of Fields

- **RECORDS SERIES ITEM NUMBER** — Records series item numbers are assigned by the Legislative Reference Library.
- **RECORDS SERIES TITLE** — The most general titles possible have been chosen. Explanations are provided for those titles which are not self-explanatory.
- **RETENTION PERIOD** — Retention is expressed in years unless otherwise noted. Retention codes are listed in the lower left corner of each page of the schedule.
- **REMARKS** — This column contains citations to applicable federal or state laws or regulations or other information regarding records retention requirements.

Explanation of Codes

Retention Codes:

All numbers used with retention periods are expressed in years unless otherwise indicated.

- **AC – After Closed (or terminated, completed, expired, or settled):** The record is related to a function or activity with a finite closure date.
- **AV – As Long as Administratively Valuable:** The immediate purpose for which the record was created has been fulfilled and any subsequent need for the record to conduct the operations of the entity, if any, has been satisfied.
- **CE – Calendar Year End:** December 31.
- **FE – Fiscal Year End:** August 31.
- **LA – Life of Asset:** The record is retained until the deposit of the asset.
- **PM – Permanent:** A record that possesses enduring legal, fiscal, or administrative value and must be preserved permanently by the entity.
- **US – Until Superseded:** The record is replaced by an updated version. If a record subject to this retention period is discontinued or is no longer required by law, the date of supersession is the date the decision to discontinue the record is made or the law takes effect. If the record relates to an employee, the date of supersession is the date of termination or the last date the record is needed with reference to the employee, as applicable.

Explanation of Terms

- **LIBRARY NOTE** – Emphasizes the need for action/attention by entity to ensure records with archival value are properly maintained/retained.
- **CFR – Code of Federal Regulations.** Regulations of federal agencies adopted under authority of laws enacted by the U.S. Congress.
- **RECORD COPY** – The document which is kept on file as an original or official record for the total retention period. It is distinct from a “working” or “convenience” copy, which is a duplicate used for reference purposes.
 - **Caution:** Care must be taken by records management officers in determining if duplicate records are, indeed, convenience copies or if two or more copies of the same document must be considered record copies. It is very possible for the same document to be present in two or more units of an entity and be the record copy in each unit if it serves a different function in each of those units.
- **RECORDS SERIES** – A group of identical or related records with the same function and the same retention period that is evaluated as a unit for retention scheduling purposes.
- **RETENTION PERIOD** – The amount of time a records series must be retained before destruction or archival preservation.
- **STATE PUBLICATION** – Information in any format that is publicly distributed and produced by the authority of or at the total or partial expense of an entity or is required to be distributed under law by the entity. The term does not include information the distribution of which is solely limited to contractors with or grantees of the entity, staff persons within the entity or within other government agencies, or members of the public under a request made under the Public Information Act, Government Code, Chapter 552. The term includes but is not limited to: a publication distributed in print; on microform; as audiovisual material; as interactive media or on electronic external storage device; as an online publication (including websites); which is an index to other online publications; as one or more text, graphic, or other digital files; or as a user interface to a computer database.
- **TAC — Texas Administrative Code.** Regulations of state agencies adopted under authority of laws enacted by the Texas Legislature.
- **TRANSITORY INFORMATION** — Records of temporary usefulness that are not an integral part of a records series of an entity and are not essential to the fulfillment of statutory obligations or to the documentation of entity 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 entity transaction.

Amendment Notice

Occasionally, a records series will be deleted from this schedule because it has been determined that it is not a record maintained in most entities, but it may remain a specialized record in some entities.

Missing numbers in the Records Series Item Number sequence indicate that in prior editions of this schedule a records series was eliminated, combined with another records series, or was re-numbered.

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2. Entity Code 102		3. Entity Name Texas House of Representatives							
4. Records Series Item No.	5. Entity Item No.	6. Record Series Title	7. Retention Period			8. Reserved		10. Reserved	11. LRL ONLY Amend. No.
			Entity	Storage	Total	9. Remarks			

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Retention Codes (<i>Field 7</i>)					Fields 8 and 10 reserved for expansion
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		



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Texas Government Code 306.003, 306.004, 306.008, 323.017, and 323.018

In accordance with the Texas Government Code Chapters 306 and 323, the Members of the House of Representatives and its departments will comply as follows:

- Sec. 306.003. CONFIDENTIAL RECORDS. (a) Records of a member of the legislature or the lieutenant governor that are composed exclusively of memoranda of communications with residents of this state and of personal information concerning the person communicating with the member or lieutenant governor are confidential. However, the member or the lieutenant governor may disclose all or a part of a record to which this subsection applies, and that disclosure does not violate the law of this state.
- (b) The method used to store or maintain a record covered by Subsection (a) does not affect the confidentiality of the record.
- (c) If a member of the legislature or the lieutenant governor discloses to the Department of Family and Protective Services or a governmental unit that is a “covered entity” under Section 181.001(b), Health and Safety Code, all or part of a record to which Subsection (a) applies or communicates to the department or governmental unit a description of the information contained in the record that identifies or would tend to identify the resident of this state who communicated with the member or lieutenant governor, the record or the described information, as applicable, in the possession of the department or governmental unit is subject to and confidential under Subsection (a) and may be disclosed to any other person only to the extent that the member of the legislature or lieutenant governor elects to disclose the record or the described information.
- (d) If the department or governmental unit that is a “covered entity” under Section 181.001(b), Health and Safety Code, receives a request for public information under Chapter 552, and information subject to the request is information described by Subsection (c), the department or governmental unit shall promptly notify, in writing or by electronic

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means, the member of the legislature or the lieutenant governor, as applicable, that the department or governmental entity received the request. The notification must specify the type of information that is requested and include a copy of the request.

Added by 1987 Laws, ch. 167, Sec. 2.05(a) (eff. Sept. 1, 1987); amended by 2013 Laws ch. 633, Sec. 1 (eff. June 14, 2013).

Sec. 306.004. PUBLIC DISCLOSURE PROHIBITED. (a) To ensure the right of the citizens of this state to petition state government, as guaranteed by Article I, Section 27, of the Texas Constitution, by protecting the confidentiality of communications of citizens with a member of the legislature or the lieutenant governor, the public disclosure of all or part of a written or otherwise recorded communication from a citizen of this state received by a member or the lieutenant governor in his official capacity is prohibited unless:

- (1) the citizen expressly or by clear implication authorizes the disclosure;
- (2) the communication is of a type that is expressly authorized by statute to be disclosed; or
- (3) the official determines that the disclosure does not constitute an unwarranted invasion of personal privacy of the communicator or another person.

(b) This section does not apply to a communication to a member of the legislature or the lieutenant governor from a public official or public employee acting in an official capacity.

(c) A member or the lieutenant governor may elect to disclose all or part of a communication to which this section applies, and that disclosure does not violate the law of this state.

(d) If a member of the legislature or the lieutenant governor discloses to the Department of Family and Protective Services or a governmental unit that is a “covered entity” under Section 181.001(b), Health and Safety Code, a communication to which this section applies or communicates to the department or governmental unit a description of the information contained in the communication that identifies or would tend to identify the citizen of this state who communicated with the member or lieutenant governor, the communication or the described information, as applicable, in the possession of the department or governmental unit is subject to and confidential under this section and may be disclosed to another person only to the extent that the member of the legislature or lieutenant governor elects to disclose the communication or the described information.

(e) If the department or governmental unit that is a “covered entity” under Section 181.001(b), Health and Safety Code, receives a request for public information under Chapter 552, and information subject to the request is information described by Subsection (d), the department or governmental unit shall promptly notify, in writing or by electronic means, the member of the legislature or the lieutenant governor, as applicable, that the department or governmental entity received the request. The notification must specify the type of information that is requested and include a copy of the request.

Added by 1987 Laws ch. 167, Sec. 2.05(a) (eff. Sept. 1, 1987); amended by 2013 Laws ch. 633, Sec. 2 (eff. June 14, 2013).

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Sec. 306.008. LEGISLATIVE PRIVILEGE. (a) To protect the public's interest in the proper performance of the deliberative and policymaking responsibilities of the legislature and to preserve the legislative branch's independence under the fundamental principle of separation of powers, as guaranteed by Article II and Section 21, Article III, Texas Constitution, a communication is confidential and subject to legislative privilege if the communication:

- (1) is given privately;
- (2) concerns a legislative activity or function; and
- (3) is among or between any of the following:
 - (A) a member of the house or senate;
 - (B) the lieutenant governor;
 - (C) an officer of the house or senate;
 - (D) a member of the governing body of a legislative agency; or
 - (E) a legislative employee.
- (b) A communication described by Subsection (a) is subject to attorney-client privilege if:
 - (1) one of the parties to the communication is a legislative attorney or a legislative employee working at the direction of a legislative attorney; and
 - (2) the communication is made in connection with the legislative attorney's provision of legal advice or other legal services.
- (c) A member of the house or senate, the lieutenant governor, or an officer of the house or senate may choose to disclose all or part of a communication to which Subsection (a) or (b) applies and to which the individual or a legislative employee acting on behalf of the individual was a party.
- (d) This section does not affect the authority of a court to analyze and apply legislative or attorney-client privileges under the applicable rules of evidence governing a judicial proceeding.
- (e) In this section:
 - (1) "Legislative agency" means a board, commission, committee, council, department, office, or any other agency in the legislative branch of state government. The term does not include the Texas Ethics Commission.
 - (2) "Legislative attorney" means an attorney employed or engaged by the house, the senate, a member of the house or senate, the lieutenant governor, an officer of the house or senate, a house or senate committee, a joint committee, or a legislative agency.
 - (3) "Legislative employee" means:

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(A) an employee of, assistant to, or credentialed intern for any part of the legislative branch of state government, including the house, the senate, a member of the house or senate, the lieutenant governor, an officer of the house or senate, a house or senate committee, a joint committee, or a legislative agency; or

(B) a person performing services under a contract entered into with the house, the senate, a house or senate committee, or a legislative agency.
 Added by 2019 Laws ch. 1250, Sec. 19 (eff. June 14, 2019).

Sec. 323.017. CONFIDENTIAL AND PRIVILEGED COMMUNICATIONS. (a) Communications, including conversations, correspondence, and electronic communications, between a member of the legislature or the lieutenant governor, an officer of the house or senate, a legislative agency, office, or committee, or a member of the staff of any of those officers or entities and an assistant or employee of the council that relate to a request by the officer or entity for information, advice, or opinions from an assistant or employee of the council are confidential and subject to legislative privilege.

(b) A communication described by Subsection (a) is subject to attorney-client privilege if:

- (1) the assistant or employee of the council who is a party to the communication is a council attorney or is working at the direction of a council attorney;
- (2) the communication is given privately; and
- (3) the communication is made in connection with the council attorney's provision of legal advice or other legal services.

(c) Information, advice, and opinions given privately by an assistant or employee of the council to a member of the legislature or the lieutenant governor, an officer of the house or senate, a legislative agency, office, or committee, or a member of the staff of any of those officers or entities, when acting in the person's official capacity, are confidential and subject to legislative privilege.

(d) The member of the legislature, lieutenant governor, house or senate officer, or legislative agency, office, or committee may choose to disclose all or a part of the communications, information, advice, or opinions to which this section applies and to which the individual or entity was a party.

(e) This section does not affect the authority of a court to analyze and apply attorney-client privilege under the applicable rules of evidence governing a judicial proceeding.
 Added by 1987 Laws ch. 1053, Sec. 2 (eff. June 20, 1987); renumbered from Sec. 323.016 by 1989 Laws ch. 2, Sec. 16.01(25) (eff. Aug. 28, 1989); amended by 2001 Laws ch. 1420, Sec. 9.002 (eff. Sept. 1, 2001); 2019 Laws ch. 1250, Sec. 22 (eff. June 14, 2019).

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Sec. 323.018. RECORDS OF DRAFTING AND OTHER REQUESTS. Records relating to requests of council staff for the drafting of proposed legislation or for assistance, information, advice, or opinion are:

- (1) subject to legislative privilege; and
- (2) not public information and not subject to Chapter 552.

Added by 1995 Laws ch. 877, Sec. 4 (eff. Sept. 1, 1995); amended by 2019 Laws ch. 1250, Sec. 22 (eff. June 14, 2019).

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ADMINISTRATIVE													
1.1.007	EA.1	CORRESPONDENCE – ADMINISTRATIVE - Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an entity and the administrative regulations, policies, and procedures that govern them.			4		4		<p>LIBRARY NOTE: Only the administrative correspondence of senior staff, board or commission members, division directors and program heads require archival review. Contact the LRL when these records have met their retention periods.</p> <p>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 entity'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.</p>				

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1.1.008	EA.2	CORRESPONDENCE – GENERAL - 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 entity.	2		2		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		
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1.1.013	EA.3	DESK CALENDARS/APPOINTMENT BOOKS – Desk calendars, appointment books, and similar records, purchased with state funds, that document appointments, itineraries, and other activities of an entity official or employee	CE + 1		CE + 1		<p>LIBRARY NOTE: Only the calendars, appointment, and itinerary records of senior staff, board or commission members, division directors, and program heads require archival review. Contact the LRL when these records have met their retention periods. Calendars, appointment, and itinerary records of state representatives fall under series LW.1 and are not transferred to the LRL until at the end of term of office.</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>		
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1.1.069	EA.4	REPORTS – EMPLOYEE REPORTS – ACTIVITY - Reports compiled by entity personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities	1		1				
1.1.020	EA.5	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED - Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code).	AC + 1		AC + 1		AC = Date request fulfilled.		
1.1.021	EA.6	PUBLIC INFORMATION REQUESTS – EXEMPTED - Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code).	AC + 2		AC + 2		AC = Date of notification that records are exempt.		
1.1.043	EA.8	TRAINING MATERIALS - Instructional materials developed by an entity for training entities or individuals it regulates or serves.	US + 1		US + 1				
5.4.013	EA.9	Disaster Preparedness and Recovery Plans	US		US				

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2.1.007	EA.10	SOFTWARE PROGRAMS Automated software applications and operating system files including job control language, program listing/source code, etc. (All information is available with the Legislative Council)	AC		AC	AC = Until electronic records are transferred 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. <i>See</i> 13 TAC 6.94. Caution: Software needed for access to electronic records must be retained for the period of time required to access records.		
2.1.008	EA.11	HARDWARE DOCUMENTATION Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems. (All information is available with the Legislative Council)	AC		AC	AC = Until electronic records are transferred and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. <i>See</i> 13 TAC 6.94. Caution: Software needed for access to electronic records must be retained for the period of time required to access records.		

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2.1.009	EA.12	<p>TECHNICAL DOCUMENTATION Records adequate to specify all technical characteristics necessary for reading or processing electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary material for using the system such a user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flow charts, program maintenance logs, change notices and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data element dictionary, file layout, code book or table, another records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements. (Provided by the Legislative Council)</p>	AC		AC		<p>AC = Until electronic records are transferred to and made usable in a new hardware or 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. <i>See</i> 13 TAC 6.94.</p> <p>Caution: Software needed for access to electronic records must be retained for the period of time required to access records.</p>		
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ACCOUNTING										
4.6.001	A.1	BALANCING RECORDS	FE + 3		FE + 3					
4.7.006	A.2	COMPTROLLER STATEMENTS	FE + 3		FE + 3					
4.3.002	A.3	RECEIPTS JOURNALS OR REGISTERS	FE + 3		FE + 3					
4.4.001	A.4	GENERAL AND SUBSIDIARY LEDGERS	FE + 3		FE + 3					
4.4.002	A.5	ACCOUNTS RECEIVABLE LEDGERS	FE + 3		FE + 3					
4.4.003	A.6	ACCOUNTS PAYABLE LEDGERS	FE + 3		FE + 3					
4.5.001	A.7	WORKSHEETS FOR PREPARING FISCAL RECORDS	FE + 3		FE + 3					
4.5.002	A.8	INTERNAL FISCAL MANAGEMENT REPORTS - Includes entity monthly budget reports.	FE + 3		FE + 3					
4.6.002	A.9	RECONCILIATIONS	FE + 3		FE + 3					
4.2.005	A.10	PURCHASE VOUCHERS – Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE + 3		FE + 3					

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5.1.001	A.11	CONTRACTS AND LEASES – Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspections reports, and correspondence	AC + 4		AC + 4		AC = Expiration or termination of the instrument according to its terms. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.		
5.5.001	A.12	BILLING DETAIL – TELECOMMUNICATIONS (Other than TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE + 3		FE + 3		SEE item number 5.5.006 for TEX-AN billing detail.		
5.5.006	A.13	BILLING DETAIL – TELECOMMUNICATIONS (TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE + 3		FE + 3		The billing entity will maintain all long distance TEX-AN records and will provide each using entity its bill summary of centralized capitol complex telephone service without call detail records. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.		

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

Fields 8 and 10 reserved for expansion



LEGISLATIVE REFERENCE LIBRARY

Records Retention Schedule

2. Entity Code 102		3. Entity Name Texas House of Representatives							
4. Records Series Item No.	5. Entity Item No.	6. Record Series Title	7. Retention Period			8. Reserved		10. Reserved	11. LRL ONLY Amend. No.
			Entity	Storage	Total	9. Remarks			

4.2.007	A.14	EXPENDITURE VOUCHERS – Travel, payroll, etc.	FE + 3		FE + 3			
4.1.001	A.15	ACCOUNTS PAYABLE INFORMATION	FE + 3		FE + 3			
5.2.008	A.16	EQUIPMENT HISTORY FILE; EQUIPMENT SERVICE AGREEMENTS – Agreements or contracts between the entity and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repairs logbooks, etc.	LA + 3		LA + 3			
2.1.001	A.17	PROCESSING FILES – Machine-readable files used in the creation, utilization, and updating of master files, including printing, raw data input, maintenance and test, working, and transactional files.	AC		AC	AC = Completion of 3 rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. CAUTION: Records management officers must be certain before assigning the retention period of AC to entity automated processing files that the files do not fall under records series listed elsewhere.		

Retention Codes (Field 7)

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Records Retention Schedule

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4. Records Series Item No.	5. Entity Item No.	6. Record Series Title	7. Retention Period			8. Reserved		10. Reserved	11. LRL ONLY Amend. No.
			Entity	Storage	Total	9. Remarks	Remarks		

4.5.003	A.18	ANNUAL FINANCIAL REPORTS – Required by the General Appropriations Act (100 Day Report).	AC + 6		AC + 6	AC = September 1 of odd-numbered calendar years.		
4.5.006	A.19	ANNUAL OPERATING BUDGETS – Required by the General Appropriations Act.	FE + 3		FE + 3			
1.1.002	A.20	AUDITS - Audits and reviews performed by or on behalf of an entity, including the working papers that support the audit. Also includes audits performed on the entity.	AC + 7		AC + 7	AC = Publication or release of final audit findings. The State Auditor and Comptroller’s Office retains any copies of its audits performed on entities.		

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Records Retention Schedule

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					Entity	Storage	Total	9. Remarks					

CHIEF CLERK

1.1.027	CC.1	Original file copies of House bills, House joint resolutions, House concurrent resolutions and House resolutions (original documents as filed)	AC		AC	AC = at the conclusion of the legislative session. Documents are transferred to the Legislative Reference Library (LRL) following the Chief Clerk's retention.		
1.1.027	CC.2	Second file copies of House bills, House joint resolutions, House concurrent resolutions and House resolutions (original documents as filed)	AC		AC	AC = when pre-filing begins for the next legislative session. Original filed with LRL.		
1.1.027	CC.3	Bill Stage working files (master files containing various items associated with house measures, mainly produced by the legislative process)	AC		AC	AC = at the conclusion of legislative session. Documents are transferred to the LRL following Chief Clerk's retention.		
1.1.027	CC.4	Co-authorship and joint authorship record sheets	AC		AC	AC = at the conclusion of legislative session. Documents are transferred to the LRL following Chief Clerk's retention.		
1.1.027	CC.5	House sponsor for Senate measures forms	AC		AC	AC = at the end of the term of the current legislature.		
1.1.027	CC.6	Messages from the House and Senate	AC		AC	AC = at the end of the term of the current legislature. Recorded in the permanent House and Senate Journals.		
1.1.027	CC.7	House and Senate record vote sheets from Journal Clerk.	AC		AC	AC = at the end of the term of the current legislature. Original kept by Journal Clerk.		

Retention Codes (<i>Field 7</i>)					Fields 8 and 10 reserved for expansion
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		



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Records Retention Schedule

2. Entity Code		102		3. Entity Name Texas House of Representatives					
4. Records Series Item No.	5. Entity Item No.	6. Record Series Title	7. Retention Period			8. Reserved		10. Reserved	11. LRL ONLY Amend. No.
			Entity	Storage	Total	9. Remarks			

1.1	CC.8	Reserved for expansion						
1.1	CC.9	Legislative routing books	AC + 1		AC + 1	AC = at the end of the term of the current legislature		
1.1	CC.10	Member History Cards	PM		PM			
1.1	CC.11	Member information cards	AV		AV			
1.1	CC.12	Miscellaneous member information	AV		AV			
1.1	CC.13	Resignations, special elections and oath records	PM		PM	Original sent to Governor.		
1.1	CC.14	Reserved for expansion						
1.1	CC.15	Interim charges	AV		AV			
1.1	CC.16	Work history files of office employees	AC		AC	AC = termination of employee. Original copy sent to House Payroll/Personnel.		
1.1	CC.17	Office budget planning files	FE + 3		FE + 3			

Retention Codes (Field 7)

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Records Retention Schedule

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					Entity	Storage	Total	9. Remarks					

COMMITTEE COORDINATOR

Records Series Item No.	Entity Item No.	Record Series Title	Entity	Storage	Total	Remarks	Reserved	LRL ONLY Amend. No.
1.1.058	CD.1	Committee minutes	AC		AC	AC= Original kept in Committee Coordinator for the term of current legislature, then transferred to House Video/Audio. Vernon's Texas Codes Annotated Government Code 306. Refer to 306 on Page 2 of this document.		
1.1.058	CD.2	Witness affirmations	AC		AC	AC= Original kept in Committee Coordinator for the term of current legislature, then transferred to House Video/Audio Department.		
1.1	CD.3	Committee meetings postings	AC		AC	AC = at the end of the term of the current legislature.		
1.1	CD.4	Office Budget Planning Files	FE + 3		FE + 3			
1.1.008	CD.5	Correspondence – general memoranda and incoming/outgoing letters related to routine correspondence, general inquiries, and request for materials.	2		2			
1.1	CD.6	Committee ledger control book	AC + 1		AC + 1	AC = At the end of the term of the current legislature.		

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Records Retention Schedule

2. Entity Code		102		3. Entity Name							Texas House of Representatives		
4. Records Series Item No.	5. Entity Item No.	6. Record Series Title			7. Retention Period			8. Reserved		10. Reserved	11. LRL ONLY Amend. No.		
					Entity	Storage	Total	9. Remarks					

JOURNAL CLERK										
1.3.001	JC.1	Hard-bound permanent journal	PM		PM	Also sent to Texas State Library and Archives Commission and LRL.				
	JC.2	Journal manuscripts and notes	AC + 1		AC + 1	AC = At the end of the term of the current legislature. All information recorded in permanent, hard-bound journal.				
	JC.3	Journal text and appendix	AC + 3		AC + 3	AC = at the end of the term of the current legislature. All information recorded in permanent, hard-bound journal.				
	JC.4	Original record vote printouts	PM		PM	All information recorded in permanent, hard-bound journal.				
1.1.027	JC.5	File copies of bills and resolutions	AC		AC	AC = when pre-filing begins for the next legislative session. Original filed with LRL.				
1.1	JC.6	Office budget planning files	FE + 3		FE + 3					
1.1	JC.7	Work history files of office employees	AC		AC	AC = termination of employee. Original sent to House Payroll/Personnel.				
1.1.008	JC.8	Correspondence – general memoranda and incoming/outgoing letters relating to routine correspondence, general inquiries, and requests for materials	2		2					

Retention Codes (<i>Field 7</i>)						Fields 8 and 10 reserved for expansion	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	US – Until Superseded	AV – Administrative Value		FE – Fiscal Year End



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Records Retention Schedule

2. Entity Code		102		3. Entity Name						Texas House of Representatives	
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					Entity	Storage	Total	9. Remarks			

PAYROLL DEPARTMENT

Item No.	Code	Description	Entity	Storage	Total	Retention Period	Remarks	Reserved	LRL ONLY Amend. No.
3.3.004	PA.1	BENEFIT PLANS – Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc; including amendments.	US + 1		US + 1		29 CFR 1627.3(b)(2)		
3.2.002	PA.2	Employee Earnings Records	4		4		40 TAC 815.106(i)		
3.2.003	PA.3	Federal Tax Records Includes 1099, W2, FICA, and other tax records.	AC + 4		AC + 4		AC = Tax due date, date the claim is filed, or date tax is paid whichever is later. 26 CFR 31.6001 - 1(e)(2).		
3.2.005	PA.4	W-4 FORMS – Employer’s copy of “Employee’s Withholding Exemption Certificate”.	AC + 4		AC + 4		AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2).		
3.2.008	PA.5	DIRECT DEPOSIT APPLICATION/AUTHORIZATIONS	US		US				
3.2.001	PA.6	EMPLOYEE DEDUCTION AUTHORIZATIONS - Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC + 4		AC + 4		AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		

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Records Retention Schedule

2. Entity Code		102		3. Entity Name						Texas House of Representatives					
4. Records Series Item No.	5. Entity Item No.	6. Record Series Title			7. Retention Period			8. Reserved			10. Reserved	11. LRL ONLY Amend. No.			
					Entity	Storage	Total	9. Remarks							

3.3.011	PA.7	FORMER EMPLOYEE VERIFICATION RECORDS – Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	AC + 75		AC + 75		AC = Termination of employment. See item number 3.1.038		
3.2.003	PA.8	IRS & Social Security Reports (Monthly & Quarterly) FEDERAL TAX RECORDS – Includes 1099, W2, FICA and other tax records.	AC + 4		AC + 4		26 CFR 31.6001-1(e)(2). AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.		
4.2.007	PA.9	EXPENDITURE VOUCHERS – Travel, payroll, etc.	FE + 3		FE + 3				
3.1.022	PA.10	PERSONNEL INFORMATION OR ACTION FORMS – Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment	2		2		29CFR 1602.31(a) [State Agencies].		
3.1.011	PA.11	EMPLOYEE INSURANCE RECORDS – Entity copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.	AC		AC		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.		

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			Entity	Storage	Total	9. Remarks			

3.1.031	PA.12	EMPLOYEE BENEFITS – OTHER THAN INSURANCE – Entity 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		
3.2.009	PA.13	STATE DEFERRED COMPENSATION RECORDS.	AC + 5		AC + 5	AC = All accounts with a vendor or vendors for the individual participant have been closed.		
4.4.004	PA.14	EMPLOYEE SAVINGS BOND LEDGERS	FE + 3		FE + 3			
1.1.008	PA.15	CORRESPONDENCE – GENERAL – Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, program, services, or projects of an entity.	2		2	SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		

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Records Retention Schedule

2. Entity Code 102		3. Entity Name Texas House of Representatives							
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			Entity	Storage	Total	9. Remarks			

PERSONNEL DEPARTMENT

Item No.	Entity Item No.	Record Series Title	Retention Period	Reserved	Remarks	Reserved	LRL ONLY Amend. No.
1.1.070	PE.1	ENTITY 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 an entity that sets out the rules, policies, and procedures that govern an entity's program, services or projects	AC + 3	AC + 3	AC = Completion or termination of program, rules, policies or procedures.		
1.1.023	PE.2	ORGANIZATION CHARTS	US	US			
3.3.024	PE.3	PERSONNEL POLICIES AND PROCEDURES Housekeeping Resolution and House Policies and Procedures Manual	US + 3	US + 3			
3.4.006	PE.4	TIME CARDS AND TIME SHEETS	4	4	40 TAC 815.106(i).		
3.4.007	PE.5	TIME OFF AND/OR SICK LEAVE REQUESTS	FE + 3	FE + 3			
3.4.002	PE.6	LEAVE STATUS REPORTS – Cumulative report is issued each pay cycle and provides employee leave status information for each position	FE + 3	FE + 3			

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					Entity	Storage	Total	9. Remarks					

3.1.001	PE.7	APPLICATIONS FOR EMPLOYMENT - NOT HIRED Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	2		2		29 CFR 1602.31 [State Agencies]		
3.1.002	PE.8	APPLICATIONS For EMPLOYMENT – HIRED – Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC + 5		AC + 5		AC = Termination of employment		
3.3.031	PE.9	EEO REPORTS AND SUPPORTING DOCUMENTATION – Includes documentation used to complete EEO reports.	3		3		29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50		
5.4.001	PE.10	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION – Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	CE + 5		CE + 5		29 CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.		

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3.1.012	PE.11	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS – Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2		2		29 CFR 1602.31[State Agencies]		
3.1.014	PE.12	EMPLOYMENT SELECTION RECORDS – Includes notes of interviews with candidates; questions asked of applicants; audio and videotapes of job interviews; driving record and previous injury checks; pre-employment physical examinations; polygraph examination results; and all other records that document the selection process.	2		2		29 CFR 1602.31[State Agencies]		
3.1.018	PE.13	GRIEVANCE RECORDS – Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC + 2		AC + 2		AC = Final decision on the grievance. CAUTION: Does not include formal complaints filed by an entity employee with the Equal Employment Office (EEO) of the U.S. Department of Labor.		
3.3.022	PE.14	TEXAS WORKFORCE COMMISSION (TWC) REPORTS – Reports to the entity from TWC or its predecessor pertaining to employees.	3		3				
3.1.019	PE.15	PERFORMANCE APPRAISALS	2		2		29 CFR 1620.32 (c).		

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3.1.020	PE.16	PERSONNEL CORRECTIVE ACTION DOCUMENTATION – Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee’s job performance.	AC + 5		AC + 5		AC = Termination of corrective action. CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by item number 3.1.021.		
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3.1.021	PE.17	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION – Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the entity, or the employee work force, and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication.	AC + 5		AC + 5		AC = Termination of employment.		
3.1.023	PE.18	POSITION/JOB DESCRIPTIONS – Job Descriptions, including all associated task or skill statements, for positions in an entity.	AC + 4		AC + 4		AC = Until Superseded or job eliminated. 40 TAC 815.106(i).		

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3.1.029	PE.19	EMPLOYMENT ELIGIBILITY, DOCUMENTATION OR VERIFICATION OF – Federal reporting form (INS I-9).	AC + 1		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. Agencies should make certain that the IN I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).		
3.2.010	PE.20	Human Resource Information System (HRIS) Reports Includes supporting documentation	AC + 4		AC + 4	AC = until report is verified		
3.3.026	PE.21	ENTITY STAFFING REPORTS – Any reports compiled by an entity on aspects of personnel staffing, including listings of all staff by program or name; staff hired during a month; detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US + 3		US + 3			

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3.3.011	PE.22	FORMER EMPLOYEE VERIFICATION RECORDS – Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent personal information access option form	AC + 75		AC + 75		AC = Termination of employment See item number 3.1.038		
3.1.022	PE.23	PERSONNEL INFORMATION OR ACTION FORMS – Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment.	2		2		29 CFR 1602.31[State Agencies].		
1.1.008	PE.24	CORRESPONDENCE – GENERAL – 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 entity.	2		2		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		
1.2.006	PE.25	RECORDS TRANSMITTAL FORMS – Entity copy. 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 LRL, by the entity records management officer.		

Retention Codes (Field 7)

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

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FE – Fiscal Year End

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MO – Months

PM – Permanent
US – Until Superseded

Fields 8 and 10 reserved for expansion



LEGISLATIVE REFERENCE LIBRARY

Records Retention Schedule

2. Entity Code 102		3. Entity Name Texas House of Representatives							
4. Records Series Item No.	5. Entity Item No.	6. Record Series Title	7. Retention Period			8. Reserved		10. Reserved	11. LRL ONLY Amend. No.
			Entity	Storage	Total	9. Remarks	9. Remarks		

1.2.005	PE.26	RECORDS RETENTION SCHEDULE – Entity copy. Includes documentation of certification and approval.	US		US		Original is retained by the LRL.		
1.2.010	PE.27	RECORDS DISPOSITION LOGS – Logs or similar records listing records destroyed or transferred to the LRL, showing records series title, dates of records, and date destroyed or transferred.	10		10				
1.2.011	PE.28	RECORD CENTER STORAGE APPROVAL FORMS – Entity copy.	US		US				
5.4.012	PE.29	SECURITY ACCESS RECORDS – Records relating to the issuance of keys, identification cards, building passes, passwords, or similar instruments of access to entity facilities or equipment	AC + 2		AC + 2		AC = Until superseded, date of expiration, or date of termination, whichever sooner.		
3.1.038	PE.30	PUBLIC ACCESS OPTION FORM Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024	US		US		US = Until Superseded		

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Records Retention Schedule

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			Entity	Storage	Total	9. Remarks	9. Remarks		

PHOTOGRAPHY

1.3.002	PH.1	PUBLICATION DEVELOPMENT FILES = Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the entity.	AV		AV				
1.1.008	PH.2	CORRESPONDENCE – GENERAL - 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 entity.	2		2		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		

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			Entity	Storage	Total	9. Remarks	Remarks		

PROPERTY

1.1.008	PR.1	CORRESPONDENCE – GENERAL - 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 entity.	2		2		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		
4.7.004	PR.2	Capital Asset Record	LA + 3		LA + 3				
5.2.014	PR.3	INVENTORY – ANNUAL PHYSICAL – Property, equipment, supply verification	FE + 3		FE + 3				
5.2.009	PR.4	EQUIPMENT INVENTORY DETAIL REPORT FORMS – Updates entity portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE + 3		FE + 3				

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Records Retention Schedule

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4. Records Series Item No.	5. Entity Item No.	6. Record Series Title	7. Retention Period			8. Reserved		10. Reserved	11. LRL ONLY Amend. No.
			Entity	Storage	Total	9. Remarks	Remarks		

POST OFFICE									
1.1.008	HPO.1	CORRESPONDENCE – GENERAL - 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 entity.	2		2		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010		
5.1.005	HPO.2	POSTAGE RECORDS – Records and reports of postage expenses, including postal meter usage.	FE + 3		FE + 3				

Retention Codes (<i>Field 7</i>)				Fields 8 and 10 reserved for expansion
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Records Retention Schedule

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					Entity	Storage	Total	9. Remarks			

PURCHASING AND SUPPLY

Item No.	Entity Item No.	Record Series Title	Entity	Storage	Total	Remarks	Reserved	LRL ONLY Amend. No.
1.1.008	PS.1	CORRESPONDENCE - GENERAL – 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 entity.	2		2	SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		
4.1.005	PS.2	Inventory and Other Cost Files Production, job, labor, quotes, pricing, specifications, etc.	FE + 3		FE + 3			
5.1.012	PS.3	CHARGE SCHEDULES/PRICE LISTS – Schedules of prices charged by an entity for services to the public or other agencies, including any documentation used to determine the charges.	US + 3		US + 3			
5.3.004	PS.4	ORDER- ACKNOWLEDGEMENTS	AV		AV			
4.2.005	PS.5	PURCHASE VOUCHERS – Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE + 3		FE + 3			

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LEGISLATIVE REFERENCE LIBRARY

Records Retention Schedule

2. Entity Code 102		3. Entity Name Texas House of Representatives							
4. Records Series Item No.	5. Entity Item No.	6. Record Series Title	7. Retention Period			8. Reserved		10. Reserved	11. LRL ONLY Amend. No.
			Entity	Storage	Total	9. Remarks	Remarks		

REPRODUCTION

Item No.	Entity Item No.	Record Series Title	Entity	Storage	Total	Remarks	Reserved	LRL ONLY Amend. No.
5.1.001	R.1	CONTRACTS AND LEASES – Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence.	AC + 4		AC + 4	AC = Expiration of termination of the instrument according to its terms. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.		
5.1.007	R.2	REQUISITIONS FOR IN-ENTITY COPY/PRINTING SERVICE – Includes word processing and data processing.	AV		AV			
5.4.007	R.3	Hazardous Materials Training Records Records of training given employees in an agency hazard communications program.	5		5	Texas Health and Safety Code, 502.009 (g)		
1.1.008	R.4	CORRESPONDENCE - GENERAL – 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 entity.	2		2	SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		

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			Entity	Storage	Total	9. Remarks			

SERGEANT-AT-ARMS									
1.1	S.1	DOCUMENTS APPROVED FOR FLOOR DISTRIBUTION	AC		AC		AC = at the end of the term of the current legislature.		
1.1	S.2	OFFICE BUDGET PLANNING FILES	FE + 3		FE + 3				
1.1	S.3	WORK HISTORY FILES OF OFFICE EMPLOYEES	AC		AC		AC = termination of employee. Original copy sent to House Payroll/Personnel.		
1.1.008	S.4	CORRESPONDENCE – GENERAL – Memoranda and incoming/outgoing letters relating to routine correspondence, general inquiries, and requests for materials.	2		2				

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LEGISLATIVE REFERENCE LIBRARY

Records Retention Schedule

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					Entity	Storage	Total	9. Remarks			

SPEAKER'S OFFICE

1.1.007	SP.1	<p>CORRESPONDENCE – ADMINISTRATIVE – Incoming/outgoing and internal correspondence, in any format, pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an entity and the administrative regulations, policies, and procedures that govern them.</p>	4		4		<p>Incoming/outgoing and internal correspondence pertaining to the Speaker of the House may be confidential.</p> <p>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 in this schedule. For example, a memoranda 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.</p> <p>Vernon's Texas Codes Annotated Government Code 306. Refer to 306 on Page 2 of this document.</p>		
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Records Retention Schedule

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			Entity	Storage	Total	9. Remarks			

1.1.008	SP.2	CORRESPONDENCE - GENERAL – 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 entity.	2		2	Incoming/outgoing and internal correspondence pertaining to or arising from routine operations of the office. Records may be confidential. SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		
1.1.010	SP.3	DIRECTIVES – Any document that officially initiates, rescinds, or amends general office procedures.	US + 1		US + 1	Documents that officially initiate, rescind, or amend general office procedures.		

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			Entity	Storage	Total	9. Remarks	9. Remarks		

1.1.013	SP.4	DESK CALENDARS/APPOINTMENT BOOKS – Desk calendars, appointment books, and similar records, purchased with state funds, that document appointments, itineraries, and other activities of an entity official or employee	CE + 1		CE + 1		<p>LIBRARY 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 LRL when these records have met their retention periods. Calendars, appointment, and itinerary records of state representatives fall under series LW.1 and are not transferred to the LRL until at the end of term of office.</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>		
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			Entity	Storage	Total	9. Remarks			

1.1.014	SP.5	LEGAL OPINIONS AND ADVICE – From entity legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	Records may be confidential. CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation.		
1.1.019	SP.6	NEWS OR PRESS RELEASES – News or press releases issued by an entity.	2		2			
1.1.020	SP.7	PUBLIC INFORMATION REQUESTS – Not EXEMPTED – Includes all correspondence and documentation relating to requests for records that are furnished to the public.	AC + 1		AC + 1	AC = Date request fulfilled. Vernon’s Texas Codes Annotated Government Code 306. Refer to 306 on Page 2 of this document.		
1.1.021	SP.8	PUBLIC INFORMATION REQUESTS – EXEMPTED – Includes all correspondence and documentation relating to requests for records that are exempted under exceptions to the Public Information Act (Chapter 552, Government Code).	AC + 2		AC + 2	AC = Date of notification that records are exempt. Vernon’s Texas Code Annotated Government Code 306. Refer to 306 on Page 2 of this document.		

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			Entity	Storage	Total	9. Remarks	9. Remarks		

1.1.070	SP.9	ENTITY RULES, POLICIES, AND PROCEDURES – 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 an entity that sets out the rules, policies, and procedures that govern an entity’s programs, services or projects.	AC + 3		AC + 3		AC = Completion or termination of program, rules, policies or procedures.		
1.1.027	SP.10	PROPOSED LEGISLATION – Drafts of proposed legislation and related correspondence.	AV		AV		<p>Drafts of proposed legislation and related documents.</p> <p>Vernon’s Texas Codes Annotated Government Code 306. Refer to 306 on page 2 of this document.</p> <p>552.016 Exceptions: Certain Legislative Documents</p> <p>A draft or working paper involved in the preparation of proposed legislation is excepted from requirements of Section 552.021</p>		
1.1.040	SP.11	SPEECHES AND PAPERS – Notes or text of speeches, papers, or reports delivered in conjunction with entity work.	AC		AC		AC = End of term in office or termination of service in a state position.		

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					Entity	Storage	Total	9. Remarks			

1.2.005	SP.12	RECORDS RETENTION SCHEDULE – Entity copy. Includes documentation of certification and approval.	US		US		Original is retained by the LRL.		
1.3.001	SP.13	STATE PUBLICATIONS – One copy of each state publication as defined under the heading of “Explanation of Terms” in the introduction of this schedule, except a publication that is subject to a different retention period in this schedule. For example, a news release (see item number 1.1.019) meets the definition of a state publication, but it needs to be retained for only a minimum of 2 years; a meeting agenda (see item number 1.1.058) also meets the definition, but it must be retained permanently; item numbers 1.1.004, 1.1.055, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.	AC + 2		AC + 2		CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code, Section 441.101) and distributed to the LRL (Government Code, Section 324.008). TSLAC and LRL will retain a copy of all state publications submitted or distributed to them on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.		
2.1.011	SP.14	FINDING AIDS, INDEXES, AND TRACKING SYSTEMS – Automated indexes, lists, registers, and other finding aids used to provide access to the hard copy and electronic records.	AC		AC		AC = The related hard copy or electronic records have been disposed in accordance with retention rules. Vernon’s Texas Codes Annotate Government Code 306. Refer to 306 on Page 2 of this document.		

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5.1.004	SP.15	MAIL AND TELECOMMUNICATIONS LISTINGS – Any mailing address, telephone or fax number, or e-mail address records maintained by an entity on its employees or on entities or persons it serves.	US		US		Records may be confidential.		
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					Entity	Storage	Total	9. Remarks			

VIDEO/AUDIO

Item No.	Entity Item No.	Record Series Title	Entity	Storage	Total	Remarks	Reserved	LRL ONLY Amend. No.
1.1	VA.1	VIDEO/AUDIO RECORDINGS OF HOUSE PROCEEDINGS	PM		PM	Video/Audio Recordings – permanent because of historical value.		
1.1.008	VA.2	CORRESPONDENCE - GENERAL – 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 entity.	2		2	SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		
1.1.058	VA.3	Committee Minutes	PM		PM	Vernon’s Texas Codes Annotated Government Code 306. Refer to 306 on page 2 of this document.		
1.1.058	VA.4	Witness affirmations	PM		PM	Original kept in Committee Coordinator for the term of current legislature, then transferred to House Audio/Video.		

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LEGISLATIVE WORKING FILES

	LW.1	<p>Representatives' Legislative Working files (files include working drafts, bill analysis, and correspondence) Typically includes:</p> <ul style="list-style-type: none"> (1) Administrative Correspondence (2) Constituent Case Work (3) Proposed Legislation (4) Committee Files (5) Project/Issue Files (6) Press Releases (7) District Files (8) Photographs (9) Calendars and Appointment Books (10) Speeches (11) General Office Files 	AC		AC		<p>Some records may be open.</p> <p>AC = After closed or at the end of term of office.</p> <p>Vernon's Texas Codes Annotated Government Code 306. Refer to 306 on Page 2 of this document.</p> <p>CAUTION: Official committee working files must remain separate from the office records of representatives serving on the committee. SEE ALSO note for CLW.1.</p>		
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			Entity	Storage	Total	9. Remarks	Remarks		

COMMITTEE LEGISLATIVE WORKING FILES

	CLW.1	Committee Legislative Working Files typically include: (1) Meeting Files (2) Bill Files (3) Reports and Studies (4) Administrative Correspondence (5) Project Files (6) Constituent Case Work (7) Administrative Files	AC		AC		Some records may be open. AC = Term of office of Chair. Vernon's Texas Codes Annotated Government Code 306. Refer to 306 on Page 2 of this document. CAUTION: Representatives' own working files must remain separate from the official working files on the committees on which they serve. SEE ALSO note for LW.1.		
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ALL DEPARTMENTS

1.1.057	AD.1	<p>TRANSITORY INFORMATION – Records of temporary usefulness that are not an integral part of a records series of an entity, that are not regularly filed within an entity’s record keeping system, and that are required for only a limited period of time for the completion of an action by an official or employee of the entity or in the preparation of an on-going records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of entity functions. Examples of transitory information are routine messages (can be recorded on any medium, such as hard copy message slips or in an electronic format on e-mail and voice mail); 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 entity transaction.</p>	AC		AC	<p>AC = Purpose of records has been fulfilled.</p> <p>CAUTION: Records Management Officers should use caution in assigning this records series item number to records of an entity to make certain they are not part of another records series listed in this schedule, or, for records series unique to an entity, are not part of a records series that documents the fulfillment of the statutory obligations of the entity or the documentation of its functions.</p> <p>The disposal of transitory information need not be documented through destruction sign-offs (1.2.001) or in records disposition logs (1.2.010), but entities should establish procedures governing disposal of these records as part of its records management plan (1.2.014).</p>		
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