



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

12/20/20

Date



LEGISLATIVE REFERENCE LIBRARY

Records Retention Schedule

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|----------------------------|--------------------|------------------------------------|---------------------|---------|-------|-------------|--|--------------|--------------|
| 2. Entity Code 101 | | 3. Entity Name Texas Senate | | | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Reserved | | 10. Reserved | 11. LRL Only |
| | | | Agency | Storage | Total | 9. Remarks | | | |

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 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.

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- **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.

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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.

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 lieutenant governor and members of the Texas Senate 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 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).

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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).

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;

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- (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:

(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.

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(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).

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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| LT. GOVERNOR'S OFFICE | | | | | | | | | |
|------------------------------|--------|---|------|--|------|--|---|--|--|
| 1.1.007 | LTG-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 agency and the administrative regulations, policies, and procedures that govern them. | 4 | | 4 | | 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. | | |
| 1.1.008 | LTG-2 | Correspondence-General | 2 | | 2 | | SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010. | | |
| 1.1.010 | LTG-3a | Directives | US+1 | | US+1 | | Closed through the retention period. | | |
| 1.1.011 | LTG-3b | Executive Orders | US+3 | | US+3 | | | | |

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| 1.1.013 | LTG-4 | Calendars, Appointment and Itinerary Records | CE+1 | | CE+1 | 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. 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 records and subject to this retention period. SEE Open Records Decision 635 issues in December 1995 by the Attorney General. | | |
| 1.1.014 | LTG-5 | Legal Opinions and Advice | AV | | AV | CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item 1.1.048. | | |
| 1.1.019 | LTG-6 | Public Relations Records | 2 | | 2 | | | |
| 1.1.020 | LTG-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 or withdrawn. | | |

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| 1.1.021 | LTG-8 | Public Information Requests – Exempted Includes all correspondence and documentation relating to requests that are exempt under the Public Information Act (Chapter 552, Government Code). | AC+2 | | AC+2 | AC=Date of notification that records are exempt. | | |
| 1.1.023 | LTG-9 | Organization Charts Notes or text of speeches, papers, or reports delivered in conjunction with agency work. | US | | US | | | |
| 1.1.040 | LTG-10 | Speeches, Papers, and Presentations Notes or text of speeches, papers, or reports delivered in conjunction with agency work. | AC | | AC | AC=End of term of office or termination of service in a state position. | | |
| 1.1.048 | LTG-11 | Litigation Files Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit. | AC+1 | | AC+1 | AC=As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit. | | |

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| 1.1.057 | LTG-12 | <p>Transitory Information Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series.</p> | AC | | AC | <p>AC=Purpose of record has been fulfilled. Includes paper and electronic routing slips, messages, correspondence attachment requests; phone messages, internal staff meeting notices, tracking and approval routing slips for correspondence.</p> <p>CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan.</p> | | |
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| 1.1.070 | LTG-13 | Agency Rules, Policies, and Procedures | AC+3 | | AC+3 | AC=Completion or termination of program, rules, policies, or procedures. | | |
| 1.2.005 | LTG-15 | Records Retention Schedule (SLR 105) | US | | US | Original is retained by the LRL. | | |
| 3.3.020 | LTG-16 | Work Schedules/Assignments | 1 | | 1 | | | |
| 3.3.024 | LTG-17 | Personnel Policies and Procedures Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of any agency. | US+3 | | US+3 | | | |
| 5.4.011 | LTG-18 | Visitor Control Registers Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities. | 3 | | 3 | Government Code, Section 306.003. | | |
| 5.5.002 | LTG-19 | Long Distance Telephone Logs | AV | | AV | | | |
| | LTG-20 | Special Project Files Includes documents generated from legislative management system. | 3 | | 3 | | | |

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| SENATE OFFICES | | | | | | | | |
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| | SPR1 | Senate Journal Manuscripts | 1 | 3 | 4 | | 90-101-001 | |
| | SPR2 | Committee Working Files Committee files may include meeting files, bill files, reports and studies, administrative correspondence, project files, resident/constituent casework and correspondence, and administrative files. | AV | 4 | AV+4 | CAUTION: Official committee working files must remain separate from the office records of senators serving on the committee. SEE ALSO remark for SPR3. | 90-101-002 | |
| | SPR3 | Senators Legislative Working Files Senators files may include administrative correspondence, resident/constituent casework and correspondence, proposed legislation, committee files, press releases, district files, photographs, and clippings, calendars, and schedules. | AV | AC | AV+ AC | AC=term of office. CAUTION: Senators' own working files must remain separate from the official working files of the committees on which they serve. SEE ALSO remark for SPR2. | 91-101-005 90-101-003 | |

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| 3.1 | SPR4a | Personnel Files – 2005 and earlier only Includes: 3.1.002 Applications for employment – hired 3.1.022 – Personnel Action Forms 3.1.029 – Employment Eligibility 3.1.037 – Employee Recognition 3.4.002 – Leave Status and Reports 3.4.006 – Time Cards and Time Sheets 3.4.007 – Time Off and/or Sick Leave | AC+1 | 4 | AC+5 | AC=Termination of employment. | 91-101-007 | |
| 3.1 | SPR4b | Personnel Files 2006 and after Includes: 3.1.002 – Applications for employment – hired 3.1.037 – Employee Recognition Records | AC+5 | | AC+5 | AC=Termination of employment. | | |
| | SPR5 | Reports – Administrative | AV | 3 | AV+3 | | 97-101-013 | |
| 1.1.002 | SA1 | Audits Audits and reviews performed by an agency on external entities, on the agency by other entities, or on the agency by internal auditors. | AC+7 | | AC+7 | AC=Publication or release of final audit findings. The record copy of any audit performed by the State Auditor’s Office is retained permanently by that agency. | | |

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| 1.1.007 | SA2 | 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 agency and the administrative regulations, policies, and procedures that govern them. | 4 | | 4 | LIBRARY NOTE: Only the administrative correspondence of 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. CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriation request must be retained for the minimum retention period prescribed by item number 1.1.004. SEE ALSO item number 1.1.011. | | |
| 1.1.008 | SA3 | 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 agency. | 2 | | 2 | SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010. | | |

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| 1.1.013 | SA4 | Calendars, Appointment and Itinerary Records Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees. | CE+1 | | CE+1 | 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. 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 records and subject to this retention period. SEE Open Records Decision 635 issues in December 1995 by the Attorney General. | | |
| 1.1.014 | SA5 | Legal Opinions & Advice From agency legal counsel or the Attorney General, including any requests eliciting the opinions. | AV | | AV | CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048. | | |

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| 1.1.020 | SA6 | 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 or withdrawn. | | |
| 1.1.021 | SA7 | 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. | | |
| 1.1.023 | SA8 | Organization Charts | US | | US | | | | |
| 1.1.027 | SA9 | Proposed Legislation and Legislative Documents Includes proposed legislation, committee printings, engrossed bills, enrolled bills, amendments offered, resolutions, and related correspondence. | AC | | AC | | AC=At the completion of the legislative session, documents are transferred to the LRL. | | |
| 1.1.040 | SA10 | Speeches, Papers, Presentations Notes or text of speeches, papers, or reports delivered in conjunction with agency work. | AC | | AC | | AC=End of term in office or termination of service in a state position. | | |

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| 1.1.057 | SA11 | <p>Transitory Information Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.</p> | AC | | AC | <p>AC=After 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 agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction sign offs) 1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).</p> | | |
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| 1.1.058 | SA12 | Meeting Agenda & Minutes Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551. | PM | | PM | LIBRARY NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the LRL. CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency. | | |
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| 1.1.060 | SA20 | Meetings, Audio or Videotapes of Open Audio or videotapes of open meetings of state boards, commissions, committees, and councils. | AC + 90 days | | AC + 90 days | AC=Official approval of written minutes of the meeting by the governing body of an agency. CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE ALSO caution comment at item 1.1.058. | | |
| 1.1.066 | SA13 | Reports – Biennial or Annual Agency Narrative Biennial narrative reports to the governor and legislature as required by an agency’s enabling statutes, including annual narrative reports if they are required by statute. | AC+6 | | AC+6 | AC=September 1 of odd-numbered calendar years. The archival requirement is met by sending the required copies of the reports to the LRL. | | |

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| 1.1.070 | SA14 | Agency 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 agency that sets out the rules, policies and procedures that govern an agency's programs, services, or projects. | AC+3 | | AC+3 | | AC=Completion or termination of program, rules, policies, or procedures. | | |
| 1.2.005 | SA16 | Records Retention Schedule Entity copy. Includes documentation of certification and approval. | US | | US | | Original is retained by the LRL. | | |
| 1.2.010 | SA17 | 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 | | | | |

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| 1.2.011 | SA18 | Records Center Storage Approval Forms (RMD 106) Agency Copy. | US | | US | Obsolete record. | | |
| 1.3.001 | SA21 | State Publications One copy of each state publication, except a publication that is subject to a different retention period in this schedule. | AC+2 | | AC+2 | AC=Until superseded or obsolete. 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. | | |
| 1.3.002 | SA19 | Publication Development Files Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency. | AV | | AV | | | |

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| 2.1.007 | SE1 | Software Programs Automated software applications and operative system files including job control language, program listing/source code, etc. | AC | | AC | AC=Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that requires the software to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. | | |
| 2.1.008 | SE2 | 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. | AC | | AC | AC=Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that requires the software to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. | | |

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| 2.1.009 | SE3 | <p>Technical Documentation Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, 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 in an automated system such as data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.</p> | AC | | AC | <p>AC=Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that requires the software to be retrieved and read. 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 the records.</p> | | |
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| 3.1.001 | SP1 | 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 | | |
| 3.1.002 | SP2 | 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. | | |
| 3.1.011 | SP3 | Employee Benefits Records Agency copies of information relating to the selection by employees of life, disability, health, vision, dental, disability, and other types of insurance or benefits 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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| 3.1.022 | SP4 | Personnel 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, and termination of employment. | 2 | | 2 | | 29 CFR 1602.31 | | |
| 3.1.023 | SP5 | Position/Job Descriptions Job descriptions, including all associated task for skill statements, for positions in an agency. | AC+4 | | AC+4 | | AC=Until superseded or job eliminated. 40 TAC 815.106(i) | | |
| 3.1.029 | SP6 | Employment Eligibility, Documentation or Verification of Federal reporting form (INS 1-9). | AC+1 | | AC+1 | | AC=3 years after date of hire or 1 year after termination of employment, whichever is later. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2) | | |
| 3.1.037 | SP8 | Employee Recognition Records Awards, incentives, tenure, etc. | AC+5 | | AC+5 | | AC=Termination of employment. | | |
| 3.2.001 | SP9 | 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 is sooner. | | |

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| 3.2.002 | SP10 | Employee Earnings Records | 4 | | 4 | 40 TAC 815.106(i) | | |
| 3.2.003 | SP11 | Federal Tax Records Includes 1099, W2, FICA, and other tax records. | AC+4 | | AC+4 | AC=Tax due date, date claim is filed, or date tax is paid, whichever is later. | | |
| 3.2.005 | SP12 | W-4 Forms Employer's copy of "Employee's Withholding Exemption Certificate." | AC+4 | | AC+4 | AC=Until superseded, obsolete, or upon separation of employment. 26 CFR 31.6001-1(e)(2) | | |
| 3.2.007 | SP21 | Unemployment Compensation Records | AC+5 | | AC+5 | AC=Resolution of claim. | | |
| 3.2.008 | SP13 | Direct Deposit Application/Authorizations | AC | | AC | AC= Until superseded, cancelled, or last payment deposited after termination of employment, whichever is applicable. | | |
| 3.2.009 | SP14 | State Deferred Compensation Records | 4 | | 4 | | | |

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|---|--|-----------------------------------|---|--|
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Records Retention Schedule

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|----------------------------|--------------------|------------------------------------|---------------------|---------|-------|-------------|--|--------------|--------------|
| 2. Entity Code 101 | | 3. Entity Name Texas Senate | | | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Reserved | | 10. Reserved | 11. LRL Only |
| | | | Agency | Storage | Total | 9. Remarks | | | |

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|---------|------|---|-------|--|-------|--|--------------------------------------|--|--|
| 3.3.011 | SP15 | 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. | | |
| 3.3.022 | SP22 | Texas Workforce Commission (TWC) Reports. Reports to the agency from TWC or its predecessor pertaining to employees. | 3 | | 3 | | | | |
| 3.3.024 | SP16 | Personnel Policies and Procedures Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency. | US+3 | | US+3 | | | | |
| 3.3.031 | SP17 | EEO Reports and Supporting Documentation Includes documentation used to complete EEO reports. | 3 | | 3 | | 29 CFR 1602.32, 1602.48, and 1602.50 | | |

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| 3.4.002 | SP18 | Leave Status Reports Cumulative report is issued each pay cycle and provides employee leave status information for each position. | FE+3 | | FE+3 | | | |
| 3.4.006 | SP19 | Time Cards and Time Sheets | 4 | | 4 | 40 TAC 815.106(i) | | |
| 3.4.007 | SP20 | Time Off and/or Sick Leave Requests | FE+3 | | FE+3 | | | |
| 4.1.001 | SP23 | Accounts Payable Information | FE+3 | | FE+3 | | | |
| 4.5.007 | SP26 | USAS Reports--Daily/Monthly | AC | | AC | AC=Receipt and reconciliation of annual report. | | |
| 4.5.009 | SP28 | USAS Reports--Annual | FE+3 | | FE+3 | | | |
| 4.1.001 | SF1 | Accounts Payable Information | FE+3 | | FE+3 | | | |
| 4.1.009 | SF6 | Accounts Receivable Information | FE+3 | | FE+3 | | | |
| 4.5.002 | SF8 | Fiscal Management Reports Includes agency monthly budget reports. | FE+3 | | FE+3 | | | |
| 4.5.003 | SF9 | Annual Financial Reports Required by the General Appropriations Act (100 Day Report). | AC+6 | | AC+6 | AC=September 1 of odd-numbered calendar years. | | |
| 4.7.004 | SF11 | Capital Asset Records | LA+3 | | LA+3 | | | |

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|----------|------|---|------|--|------|---|--|--|
| 5.1.001a | SS1a | Contracts & Leases -- 9/1/15 and After 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+7 | | AC+7 | AC=Expiration or termination of the instrument according to its terms. SB 20, 84th Legislature | | |
| 5.1.001b | SS1b | Contracts & Leases -- 8/31/15 and Prior 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 or termination of the instrument according to its terms. SB 20, 84th Legislature | | |
| 5.1.005 | SS2 | Postage Records Records and reports of postage expenses, including postal meter usage. | FE+3 | | FE+3 | | | |
| 5.2.006 | SS4 | Inventory – Annual Physical Property, equipment, supply verification. | FE+3 | | FE+3 | | | |

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| 5.2.008 | SS3 | Equipment History File Includes requests for installation, moves, service, etc.; and service/repair log books, etc. | LA+3 | | LA+3 | | For service agreements or contracts related to equipment repairs and service, retain in accordance with RSIN 5.1.001. | | |
| 5.4.007 | SS5 | Hazardous Materials Training Records Records of training given employees in an agency hazard communications program. | 5 | | 5 | | Health and Safety Code, 502.009(g) | | |
| 5.4.013 | SS6 | Continuity of Operations Plans (COOP) | US | | US | | | | |

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