

November 14, 2018



Mark McHargue
Attorney
Texas Military Department
2200 W. 35th St., Bldg. 8, Rm. C280
Austin, TX 78703

Re: Agency records retention schedule amendment approved for use.

Dear Mr. McHargue:

Amendment 1 to your agency's 9th recertification of your records retention schedule is approved for use as of November 7, 2018. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/sirm/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state regulations (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Benjamin Barlow at 512-463-5448 or bbarlow@tsl.texas.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "CK", written over a white background.

Craig Kelso
Director and State Records Administrator

cc: Agency head

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

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

www.tsl.texas.gov

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STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 401
Agency Name Texas Military Department

(Check one)

- Initial Certification - Form SLR 105
- Recertification - Form SLR 105
- Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
- Records Management Officer

Signature

Mark McHargue

Name (Print or type) Mark McHargue

Date August 1, 2018

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office
(For the exclusive use of the State Auditor's Office)

Signature

-Not Required at This Time-

Name (Print or type)

Date

Texas State Library and Archives Commission
(For the exclusive use of the State Library and Archives Commission)

Signature

Alana Jurek

Name (Print or type)

Gloria McCarz

Date

11/7/18

Cert/Recert No.

9

Amendment No.

1

CAUTION

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.



STATE OF TEXAS
Records Retention Schedule

SLR 122
Rev. 2017-07

Retention Codes (Field 7)
AC - See Field 9 for specific records series definition
AV - Administratively valuable
CE - Calendar-year end

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

Archival Codes (Field 10)
A/ - Transfer to State/University Archivist
R/O - Review by State/University Archivist

| 1. Agency Code: 401 | | 2. Agency Name: Texas Military Department | | | | | | | | | | | |
|---------------------|---------------------------|---|--|--------------|---------------------|--------|------|---|--------------|--|---------------------|-------------|-----------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations | 13. N, C, O | 14. Current AIN |
| | | | | | Years | Months | Days | | | | | | |
| 56-1 | 3.1 | Personnel File | Includes: Applications for employment (hired); employment opportunity announcements (convenience copy); performance appraisals; personnel corrective action documentation; personnel disciplinary action documents; personnel information or action forms; position/job description (convenience copy); training and education achievement records (individual); and employee recognition records. | AC | 5 | | | AC = after termination of employment. | | Includes other HR records: 3.1.002, 3.1.012, 3.1.019, 3.1.020, 3.1.021, 3.1.022, 3.1.023, 3.1.027, and 3.1.037 | | N | |
| 56 | 3.1.002 | Applications for Employment (Hired) | Applications of individuals who are hired | AC | 5 | | | AC = after termination of employment. | | | | D | 56 |
| 62 | 3.1.019 | Performance Appraisals | | | 2 | | | | | | 29 CFR 1620.3(c) | D | 62 |
| 63 | 3.1.020 | Personnel Corrective Action Documentation | | AC | 5 | | | AC = after termination of corrective action (or termination of employment if used to support disciplinary action under 3.1.021) | | Corrective Actions are those actions that do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance | | D | 63 |
| 64 | 3.1.021 | Personnel Disciplinary Action Documentation | | AC | 5 | | | AC = Termination of Employment | | | | D | 64 |
| 65 | 3.1.022 | Personnel Information or action forms | | | 2 | | | | | | 29 CFR 1620.31 | D | 65 |
| 68 | 3.1.027 | Training and education achievement records (individual) | | AC | 5 | | | AC = Termination of Employment | | | | D | 68 |
| 71 | 3.1.037 | Employee Recognition Records | | AC | 5 | | | AC = Termination of Employment | | | | D | 71 |