

August 20, 2020



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

Dear Mr. McHargue,

**Amendment 2** of the 9th recertification of your agency's records retention schedule is approved for use as of **8/4/2020** and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. 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 rules (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:

Erica Siegrist  
[esiegrist@tsl.texas.gov](mailto:esiegrist@tsl.texas.gov)  
512-463-6623

Sincerely,

A handwritten signature in black ink, appearing to read "C Kelso".

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](http://www.tsl.texas.gov)

*Commission Chair*  
Martha Wong

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*Assistant State Librarian*  
Gloria Meraz

**TSLAC**

*Preserving yesterday  
Informing today  
Inspiring tomorrow*



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   
 Name *(Print or type)* Mark McHargue  
 Date July 8, 2020

**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 \_\_\_\_\_  
 Name *(Print or type)* \_\_\_\_\_  
 Date \_\_\_\_\_

**Not Required at This Time**

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

Signature   
 Name *(Print or type)* Gloria Meraz  
 Date 8-4-2020

Cert/Recert No. 9 Amendment No. 2

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# CAUTION

A state record with an expired retention period 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 with a retention period that 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.

Amendment Note: If this schedule is amended at any point after certification, updated records series will be indicated by an asterisk (\*) preceding the Agency Item Number (AIN).

State and Local Records Management Division  
Texas State Library and Archives Commission  
(Rev. 7/20)





**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition  
 AV – Administratively valuable  
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Archival Codes (Field 10)

A/I – Transfer to State/University Archivist  
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3. Agency It	4. Record Series	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
1	1.1.002	Audits - External and Internal		AC	7			AC = Publication or release of final audit findings.			
2	1.1.004	Legislative Appropriation Request		AC	6			AC = September 1 of odd-numbered calendar years. Archival requirement met by filing required copies with the Texas State Publications Depository Program, Texas State Library and Archives Commission (TSLAC).	A		
3	1.1.006	Complaint Records		AC	2			AC = Final disposition of complaint.		If subject to litigation, see 1.1.048. Additionally, if complaint investigation records are used to support personnel disciplinary action, see 56-1.	
4	1.1.007	Correspondence - Administrative			4				R	Only administrative correspondence of executive staff, division directors, and program heads require archival review. CAUTION: Use only for correspondence not directly related to another record series. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by 1.1.004; a letter concerning an audit for that prescribed by 1.1.002, etc. See also 1.1.011.	



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					Years	Months	Days				
5	1.1.008	Correspondence - General			2					See comment to 1.1.007. See also 1.1.010.	
6	1.1.010	Directives		US	1						
7	1.1.011	Executive Orders		US	3				A		
8	1.1.013	Calendars, Appointment, and Itinerary Records		CE	1				R	Only the calendars, appointment, and itinerary records of executive staff, board or commission members, division directors, and program heads require archival review. (See Open Records Decision (ORD) No. 635) 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 ORD 635)	
9	1.1.014	Legal Opinions and Advice	From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV					R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. See 1.1.048.	
10	1.1.019	Public Relations Records			2				R		
11	1.1.020	Public Information Request – Not Exempted		AC	1			AC = Date request filled.			Texas Government Code, Ch. 552.
12	1.1.021	Public Information Request – Exempted		AC	2			AC = Date notified records are exempt.			Texas Government Code, Ch. 552.



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13	1.1.023	Organization Charts		US					A		
14	1.1.024	Plans and Planning Records	Related to the process of planning new or redefined programs, services, or projects that are not included in or directly related to other records series in this schedule.	AC	3			AC = Decision made to implement or not to implement result of planning process.	R	ARCHIVES NOTE: Data processing planning records are not archival.	
15	1.1.026	Texas Register Submissions		AC	1			AC = Date published in Texas Register.			
16	1.1.027	Proposed Legislation		AV							
17	1.1.038	Customer Surveys		AC				AC = Final disposition of summary report.		See also 1.1.067	
*17-1	1.1.040	Speeches, Papers and Presentations		AC	2			AC=End of event, until superseded, or obsolete.	R		
18	1.1.041	Suggestion System Records	Suggestions submitted by agency personnel and responses.		1						
18-1	1.1.043	Training Materials		US	1						
19	1.1.048	Litigation Files		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.	R	ARCHIVES NOTE: Cases that set legal precedent or exhibit historical values will be evaluated by the TSLAC Information Services Division for archival preservation.	



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20	1.1.055	Strategic Plans		AC	6			AC = September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, TSLAC.	
20-1	1.1.056	ADA (Americans with Disabilities Act) Documentation	Self evaluations and plans documenting compliance with the requirements of the ADA.		3						28 CFR 35.105(c).
21	1.1.057	Transitory Information		AC				AC = Purpose of record has been fulfilled.		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 signoffs (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).	



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					Years	Months	Days				
22	1.1.058	Meeting Agenda & Minutes		PM					A	Agency retains permanent record copy. The archival requirement will be met by sending a copy to the TSLAC Archives and Information Services Division. 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.	
23	1.1.059	Meetings, Certified Agendas or Tape Recordings of Closed Meeting		AC	2			AC = The date of the meeting or completion of pending action involving the meeting, whichever is later.			Texas Government Code, § 551.104(a).
24	1.1.060	Meetings, Audio or Video-tapes of Open Meetings		AC			90	AC = Official approval of written minutes of the meeting by the governing body of an agency.		See also 1.1.058.	





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					Years	Months	Days				
25	1.1.061	Meeting - Notes	Notes taken during open meetings from which minutes are prepared.	AC			90	AC = Approval of the formal minutes by the governing body		See also 1.1.058.	
26	1.1.062	Meetings – Supporting Documentation			2				A	See also 1.1.058.	
27	1.1.063	Staff Meeting, Minutes & Notes			1						
28	1.1.064	Agency Performance Measure Documentation		FE	3					CAUTION: The FE+3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.	
29	1.1.065	Reports & Studies (Non-Fiscal) Raw Data		AV						Excludes source documentation used for information or data included in or directly related to another records series in this schedule. See also 1.1.064.	
30	1.1.066	Reports – Biennial or Annual Agency (narrative) Master Plan .		AC	6			AC = September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, TSLAC; Texas Government Code, Ch. 431	
31	1.1.067	Reports & Studies (Non-Fiscal)			3				R		
32	1.1.068	Reports on Performance Measures		AC	6			AC = September 1 of odd-numbered calendar years.			



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33	1.1.069	Reports - Activity	Monthly Time Reimbursement for Construction Projects; workload monitoring; etc.		1					See also 1.1.064.	
34	1.1.070	Agency Rules, Policies & Procedures (final)		AC	3			AC = completion of program, rules, policies or procedures.	R		
35	1.1.071	Agency Rules, Policies & Procedures (working files)		AC	3			AC = completion of program, rules, policies or procedures.	R		
36	1.1.072	Public Information Reports	Reports made to Office of the Attorney General on an agency's Public Information Act activities.		2						
36-1	1.1.073	Administrative Hearings	Transcripts and final decisions of hearings conducted as part of the regulator process, and hearings on proposed rules and changes	AC	3			AC=Last action.	R		
37	1.1.074	Sunset Review Report & Documents		AC	3			AC = After subsequent Sunset Review	R		
37-1	1.1.075	Alternative Dispute Resolutions - Final Agreements		AC	4			AC = Date of final agreement. Tx Civ Rra & Rem Code §154.071		Final Agreement described by Govt Code §2009.054[c]	
	--	Section 1.2: Records Management									
38	1.2.001	Destruction Authorizations		FE	3						
*39	1.2.003	Forms History File		AC	2			AC = Use of form discontinued			
41	1.2.005	Records Retention Schedule (SLR 105)		US						Agency copy. Original retained by the State and Local Management Division, TSLAC.	





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					Years	Months	Days				
48	1.3.001	State Publications AC+2		AC	2			AC = Until superseded or obsolete.		Excludes a publication that is subject to a different retention period in this schedule. See 1.1.058, 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, TSLAC, by law (Government Code §§ 441.101-441.106).	
49	1.3.002	Publication Development Files		AV					R		
50	2.1.001	Processing Files		AC				AC = Completion of 3rd 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.			



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51	2.1.007	Software Programs		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 require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
52	2.1.008	Hardware Documentation		AC				AC = Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
52-1	2.1.009	Technical Documentation		AC				AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94
53	2.1.010	Audit Trail Records		AC				AC = All audit requirements met			



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53-1	2.1.011	Finding Aids, Indexes, and Tracking Systems		AC				AC = The related records have been destroyed.		CAUTION: These records must carry the same retention period and archival code of the records they support.	
53-2	2.2.010	Data Processing Policies and Procedures	Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US	3					Do not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number 2.1.009.	
54	2.2.016	Software Registrations, Warranties & License Agreements		LA	3						
55	3.1.001	Applications for Employment – Not Hired			2						29 CFR 1602.31
*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	



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					Years	Months	Days				
57	3.1.006	Employee Counseling Records		AC	3			AC = Termination of counseling			
58	3.1.011	Employee Insurance Records		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.	
59	3.1.012	Employment Opportunity Announcements			2						29 CFR 1602.31(a)
59-1	3.1.013	Employment Contracts	a) executed, renewed, or amended on or after Sept 1, 2015. b) executed, renewed, or amended on or before August 31, 2015.	AC	7			AC = Expiration or termination of contract.			Gov't Code 441.1855
60	3.1.014	Employment Selection Records			2					CAUTION: Does not include criminal history checks. See item number 3.1.026	29 CFR 1602.31
61	3.1.018	Grievance Records		AC	2			AC = Final decision on grievance.		CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U. S. Department of Labor. See 1.1.048.	
66	3.1.023	Position/Job description		AC	4			AC = Until superseded or job eliminated.			40 TAC 815.106(i).
67	3.1.024	Physical Examinations/Medical Reports		AC	2			AC = Superseded or termination.		CAUTION: Does not include preemployment physical examinations See 3.1.014.	



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67-1	3.1.026	Criminal History Checks		AC				AC = After used for the immediate purpose for which it was obtained.			Texas Government Code, Chapter 411, Subchapter F.
69	3.1.029	Employment Eligibility/Verification		AC	1			AC = Termination of employment.		CAUTION: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Make certain that INS I-9 forms for employees who terminate from the 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).
70	3.1.031	Employee Benefits-Other than Insurance		AC	2			AC = Superseded or termination		CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for 3.2.001.	
71-1	3.1.038	Public Access Option Form		US							Government Code § 552.024. See 3.3.011.





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71-2	3.1.039	Ombudsman Records		AC						Final decision or matter closed. Caution: Does not include formal complaint filed with EEO. If matter becomes a grievance or the subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate records series. SEE 1.1.048, 3.1.006, 3.1.018, 3.1.020, and 3.1.021.	
72	3.2.001	Employee Deduction Authorization		AC	4			AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.			
73	3.2.002	Employee Earnings Records			4						40 TAC 815.106(i)
74	3.2.003	Federal Tax Records (FICA, 1099 and W-2 forms)		AC	4			AC = Date tax is due, claim is filed or tax is paid, whichever is later.			26 CFR 31.6001-1(e)(2)
75	3.2.004	Income Adjustment Authorizations			2						29 CFR 516.6(c)
76	3.2.005	W-4 Forms		AC	4			AC = Superseded, obsolete or separation of employee.			26 CFR 31.6001-1(e)(2)
77	3.2.007	Unemployment Compensation Records		AC	5			AC = Termination of employment			
78	3.2.008	Direct Deposit Applications and Authorizations		US							



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

Retention Codes (field 7)

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					Years	Months	Days				
79	3.2.009	State Deferred Compensation Records		AC	5			AC= All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employee Retirement System of Texas.			
80	3.2.010	Human Resources Info (HRIS) Reports		AC	4						
81	3.3.004	Benefit Plans		US	1						29 CFR 1627.3(b)(2)
82	3.3.010	Labor Statistics Reports			3						
83	3.3.011	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. See 3.1.038.	AC	75			AC = Termination of Employment			
84	3.3.015	Positions/Job Classification Review File		US	3						
85	3.3.020	Work Schedules/Assignments			1						



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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					Years	Months	Days				
86	3.3.022	Texas Workforce Commission Reports			3						
87	3.3.023	Reimbursable Activities, Requests and Authorizations to Engage In		FE	3						
88	3.3.024	Personnel Policies & Procedures		US	3						
89	3.3.025	Job Procedure Records		US	3						
90	3.3.026	Agency Staffing Reports		US	3						
91	3.3.027	Aptitude & Skills Tests		US	2					CAUTION: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.	29 CFR 1602.31
92	3.3.028	Aptitude & Skills Test (Test Papers)			2						29 CFR 1602.31
92-1	3.3.029	Aptitude and Skills Test (Validation records).	Records of the validation of aptitude and skills test	AC	2					AC = As long as test is used by Agency.	29 CFR 1602.31
92-2	3.3.030	Training Administration Records	Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern agency programs, services, or projects	US	2					CAUTION: Does not include hazardous material training records. See 5.4.007	
93	3.3.031	EEO Reports & Supporting Documents			3						29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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					Years	Months	Days				
94	3.4.001	Accumulated Leave Adjustment Request		FE	3						
95	3.4.002	Leave Status Reports		FE	3						
96	3.4.003	Less Than Full-Time Worked Reports			4						40 TAC 815.106(i)
97	3.4.004	Overtime Authorizations			2						
98	3.4.006	Time Cards & Time Sheets			4						40 TAC 815.106(i)
99	3.4.007	Time Off and/or Sick Leave Request		FE	3						
100	3.4.008	Sick Leave Pool Documentation		FE	3						
101	4.1.001	Accounts Payable Information		FE	3						
102	4.1.002	Billing Detail		FE	3						
103	4.1.003	Cancelled Checks, Stubs, Warrants, Drafts		FE	3						
104	4.1.004	Encumbrance Detail		FE	3						
104-1	4.1.005	Inventory and Other Cost Files		FE	3						
*105	4.1.006	Investment Transaction Files		FE	5						
106	4.1.007	Transfers or Budget Revisions		FE	3						
107	4.1.008	Electronic Fund Transfers, Direct Deposit Registers		FE	3						
108	4.2.001	Cash Deposit Voucher		FE	3						
109	4.2.002	Cash Receipts		FE	3						
110	4.2.003	Daily Cash Receipts Logs		FE	3						



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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111	4.2.004	Encumbrance Vouchers		FE	3						
112	4.2.005	Purchase Vouchers		FE	3						
113	4.2.006	General Journal Vouchers		FE	3						
114	4.2.007	Expenditure Vouchers		FE	3						
115	4.3.002	Receipts, Journals or Registers		FE	3						
116	4.3.003	Expenditures, Journals or Registers		FE	3						
117	4.4.001	General Ledgers		FE	3						
118	4.4.002	Accounts Receivable Ledgers		FE	3						
119	4.4.003	Accounts Payable Ledgers		FE	3						
*120	4.4.004	Employee Savings Bond Ledgers		FE	5						
*121	4.5.001	Worksheet for Preparing Fiscal Reports		FE	5						
*122	4.5.002	Fiscal Management Reports		FE	5						
122-1		Special Funds: Unit/Company Fund Reports		FE	3						AGTX Reg. 230-2; Texas Government Code, §431.014
123	4.5.003	Annual Financial Reports		AC	6			AC = September 1 of odd numbered calendar years			General Appropriations Act
*124	4.5.005	External Fiscal Reports		FE	5						
125	4.5.006	Annual Operating Budgets		FE	3						Required by the General Appropriations Act



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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					Years	Months	Days				
126	4.5.007	USAS Reports - Daily		AC				AC = Receipt and reconciliation of monthly report.			
127	4.5.008	USAS Reports - Monthly		AC				AC = Receipt and reconciliation of annual report.			
128	4.5.009	USAS Reports - Annual		FE	3						
		Section 4.6. Documents Showing Compliance with System of Internal Control									
129	4.6.001	Balancing Records		FE	3						
130	4.6.002	Reconciliations		FE	3						
		Section 4.7. Other Fiscal Records									
131	4.7.001	Accounting Policies & Procedures		US	3						
132	4.7.002	Bank Statements		FE	3						
133	4.7.004	Capital Asset Records		LA	3						
134	4.7.005	Claim Files		AC	3			AC = Resolution of claim			
*135	4.7.006	Comptroller Statements		FE	5						
136	4.7.007	Detail Chart of Accounts		FE	3						
136-1	4.7.008	Federal Grant Records		AC	3			AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments		CAUTION: Retention requirements may vary depending on the specific federal funding agency. Must ensure that records are retained for the appropriate retention period	



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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137	4.7.009	Fixed Asset Sequential Number Logs		US	3						
138	4.7.010	Long Term Liability Records (Bonds)		AC	3			AC = Retirement of debt			
139	4.7.011	Texas Facilities Commission (TFC) Statements.		FE	3						
*140	4.7.012	Signature Authorizations		AC	4			AC=Until Superseded, date of expiration, or termination of employee, whichever is sooner			
141	5.1.001	Contracts and Leases	a) executed, renewed, or amended on or after Sept 1, 2015. b) executed, renewed, or amended on or before August 31, 2015.	AC	7			AC = Expiration or termination of the instrument according to its terms.		Building construction contracts. See 5.2.028 and 5.1.017.	
142	5.1.003	Delivery Reports, Janitorial Supplies			2						
143	5.1.004	Mail and Telecommunications Listing		US							
144	5.1.005	Postage Records		FE	3						
145	5.1.007	Requisitions for In-Agency/Inter-Agency Copy/Printing Service		AV							
146	5.1.011	Photocopier and Telefax Usage Logs		AV							
147	5.1.012	Charge Schedules/Price Lists		US	3						
148	5.1.013	Insurance Policies	a) executed, renewed, or amended on or after Sept 1, 2015. b) executed, renewed, or amended on or before August 31, 2015.	AC	7			AC = Expiration or termination of policy.			Gov't Code 441.1855



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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					Years	Months	Days				
149	5.1.014	Office Procedures		US	1						
	5.1.015	Correspondence Tracking Records	Any record created by the agency to track any type of incoming and outgoing correspondence		1						
150	5.1.017	Contract Log		FE	3						
151	5.2.001	Appraisals – Building or Property		AV					R		
152		Real Property Historical Listing		PM					R		
153		General Land Office (GLO) State Real Property Listing		US							
154		Deeds for Real Estate		LA	3				R		
155		Real Estate Correspondence		LA	3						
156		Easements		LA	3						
156		Easements		AC	5			AC = Easement Expired or Terminated			
157	5.2.002	Building Construction Project Files		AC	10					*State-owned only. See also 5.2.003 and 5.2.028	
158		Building Construction Files for Leases		AC	10			AC = Lease expired or terminated			
159	5.2.003	Building Plans and Specifications		LA	10				R*	*State-owned only.	
160		Leased Building Plans and Specifications		AC	2			AC = Termination or cancellation of lease.			
160-1	5.2.006	Property Destruction, Certificates of		FE	3						
161	5.2.007	Damage Reports		FE	3						
162	5.2.008	Equipment History File/Service Agreements		LA	3						





**STATE OF TEXAS**  
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SLR 105  
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					Years	Months	Days				
163		Computer Hardware Maintenance		LA	3						
164	5.2.009	Equipment Inventory Detail Report		FE	3						
165	5.2.010	Equipment Manuals		LA							
166	5.2.011	Equipment Warranties		AC	1			AC = Expiration of Warranty			
166-1	5.2.012	Estimate Files (Supply and Repair Cost Estimates)			1						
167	5.2.014	Inventory – Annual Physical		FE	3						
167-1	5.2.015	Inventory, Notices of Equipment Removed From		FE	3						
167-2	5.2.016	Inventory System Update Listings		AC				AC = Transfer of information into annual listings.			
168	5.2.017	Lost and Stolen Property Reports		FE	3						
168-1	5.2.018	Quality Control Reports			2						
169	5.2.019	Service Orders, Maintenance Work Orders			1						
169-1	5.2.020	Supply Usage Records		FE	1						
170	5.2.021	Surplus Property Sale Reports		FE	3						
171	5.2.022	Utility Usage Reports		AV							
172	5.2.023	Year-to-date Activity (Inventory Listing)		FE	3						
173	5.2.026	Facilities Reservation Logs			2						
	5.2.027	Space Utilization Reports			AV						



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
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174	5.2.028	Building Construction Contract and Inspection Records		LA	10				R	See also 5.2.002 and 5.2.003.	
175	5.3.002	Freight Bills Paid		FE	3						
176	5.3.003	Freight Claims		AC	2			AC = Resolution of Claim			
177	5.3.004	Order - Acknowledgments		AV							
178	5.3.005	Packing Slips		AV							
179	5.3.007	Bid Documentation	a) associated with a contract executed, renewed, or amended on our after September 1, 2015 b) Associated with a contract executed, renewed, or amended on or before August 31, 2015. c) Unsuccessful bids that do not meet agency submission requirements and are not included in bid evaluation (e.g. withdrawn, missed submission deadline, incomplete submission, etc.)	AC	7					Includes bid requisitions/authorizations, invitations to bid or purpose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations.	
180	5.3.008	Purchasing Logs		FE	3						
181	5.3.009	Request for Information		AC				AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.			
182	5.4.001	Accident Reports & Documents		CE	5						29 CFR 1904.33
183	5.4.002	Evacuation Plans		US							



**STATE OF TEXAS**  
**Records Retention Schedule**

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184	5.4.003	Inspection Records		AC	3			AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency		CAUTION: Does not include inspection reports of building construction. See 5.2.028.	
185	5.4.004	Fire Orders	Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC	3			AC = Deficiency corrected			
186	5.4.007	Hazardous Materials Training Records			5						Health and Safety Code, §502.009(g)
186-1	5.4.008	Hazardous Communications Plans		US	5						Health and Safety Code, §502.009(g)
187	5.4.009	Workplace Chemical List			30						Health and Safety Code, §502.005(d)
188	5.4.010	Material Safety Data Sheets		AC	2			AC = After sheets are updated or hazardous chemicals are no longer stored by the agency, as applicable.			
188-1	5.4.011	Visitor Control Registers			3						
189	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment or automated systems.	AC	2			AC = Until superseded, expired or termination, whichever sooner.			
190	5.4.013	Disaster Preparedness & Recovery Plan		US							
191	5.5.001	Billing Detail – Telecommunications (Other than TEX-AN)		FE	3						



**STATE OF TEXAS**  
**Records Retention Schedule**

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192	5.5.002	Long Distance Telephone Logs	Long distance logs created by the agency for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions.	AV							
193		Communication Service, Authorization Request		AV							
194		New Defense Switched Network (DSN) Request		AC	1			AC = Until superseded or until termination			
195		Radio Information File		US							
196		Radio License		US							
197		Projects, AGD		AV	1						
198	5.5.007	Disputed Call Documentation		FE	3						
199	5.6.003	Inspection Repair and Maintenance Records - Vehicles		LA	1						
200	5.6.004	Licensing and Driving Record Checks		AC				AC = Until superseded or until termination			
201	5.6.005	Vehicle Use Reports (mileage, etc.)		FE	3						
202	5.6.007	Vehicle Titles & Registrations		LA							
PT-1	1.1.010	Directives: General/Permanent/Letter /Special Orders		PM						Microfilm after calendar year plus 1 year. Paper copy to be destroyed after microfilming. Original microfilm stored at the Texas State Library, copy stored in Building 34, Camp Mabry.	



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
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					Years	Months	Days				
PT-2	1.1.010	AGTX General Orders		PM						Microfilm after calendar year plus 1 year. Paper copy to be destroyed after microfilming. Original microfilm stored at the Texas State Library, copy stored in Building 34, Camp Mabry.	
PT-3	3.3	Individual Military Personnel Records (Discharged) Army & Air Guard, 1-15th Filming		PM						Paper & microfilm of records are kept by order of the Adjutant General. Some documents may be confidential/restricted. Paper copy stored in State Records Center for Military Records, Building 71, Camp Mabry.	
PT-4	3.3	Individual Military Personnel Records (Discharged) Army & Air Guard, 1-15th Filming		PM						Original microfilm stored at the Texas State Library. Microfilm processed in-house and through the Texas State Library.	
PT-7	3.3	Militia Muster Rolls		PM						Some info may be confidential. Original microfilm stored at the Texas State Library. Transferred ownership of paper records to Texas Military Forces Museum.	



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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					Years	Months	Days				
M-1	1.1.004	Adjutant General's Department (AGD) Appropriations – Texas Military Forces Museum		PM					A	ARCHIVES NOTE: Includes AGD appropriations, ledgers, vouchers, and other records, 1915-1943, maintained by the Texas Military Forces Museum. Transfer to State Archives if museum is disbanded. CAUTION: For Legislative Appropriations Requests maintained elsewhere in the agency, see Agency Item Number 2.	
M-2	1.1.007	AGD Correspondence, Forms, and Letters – Texas Military Forces Museum		PM					A	ARCHIVES NOTE: Includes AGD correspondence, forms and letters maintained by the Texas Military Forces Museum. Transfer to State Archives if museum is disbanded. CAUTION: For Administrative Correspondence maintained elsewhere in the agency, see Agency Item Number 4	
M-3	1.1.010	Directives: General/Permanent/Letter /Special Orders – Texas Military Forces Museum		PM					A	ARCHIVES NOTE: Includes Texas Organization, Lineage, and special Orders maintained by the Texas Military Forces Museum. Transfer to State Archives if museum is disbanded. CAUTION: For Directives maintained elsewhere in the agency, see Agency Item Number 6.	



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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					Years	Months	Days				
M-4	1.1.066	AGD General Reports and National Guard Bureau Annual Reports and Reviews – Texas Military Forces Museum		PM					A	ARCHIVES NOTE: Includes AGD General Reports and Annual Reports, 1950-1997 maintained by the Texas Military Forces Museum. Transfer to State Archives if museum is disbanded. See WebCat. CAUTION: For Biennial or Annual (Narrative) Reports maintained elsewhere in the agency, see Agency Item Number 30.	
M-5	3.3	Militia Muster Rolls		PM					A	ARCHIVES NOTE: Includes militia muster rolls maintained by the Texas Military Forces Museum. Transfer to State Archives if museum is disbanded.	
M-6	3.3	Texas State Guard Files		PM					A	ARCHIVES NOTE: Includes Texas State Guard Files maintained by the Texas Military Forces Museum.	
M-7	3.3.030	Texas Military Training Records		PM					A	ARCHIVES NOTE: Includes Texas Military training records, Texas Cavalry Units Training Bases records, and other materials 1957-1963, maintained by the Texas Military Forces Museum.	



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 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/I – 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	4. Record Series	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
M-8	4.5.003	AGD Finances – Texas Military Forces Museum		PM					A	ARCHIVES NOTE: Includes financial reports maintained by the Texas Military Forces Museum. Transfer to State Archives if museum is disbanded. CAUTION: For Annual Financial Reports maintained elsewhere in the agency, see Agency Item Number 123.	
M-9	5.2.002	Armory Acquisition and Construction Files – Texas Military Forces Museum		PM					A	ARCHIVES NOTE: Includes armory acquisition and construction files maintained by the Texas Military Forces Museum. Transfer to State Archives if museum is disbanded. CAUTION: For Building Construction Project Files maintained elsewhere in the agency, see Agency Item Number 157.	
M-10	5.2.003	Rifle Range Plans, Photographs, and Blueprints – Texas Military Forces Museum		PM					A	ARCHIVES NOTE: Includes rifle range plans, photographs, and blueprints maintained by the Texas Military Forces Museum. Transfer to State Archives if museum is disbanded. CAUTION: For Building Plans and Specifications maintained elsewhere in the agency, see Agency Item Number 157.	





**STATE OF TEXAS**  
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Archival Codes (Field 10)

A/I – 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	4. Record Series	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
M-11	5.4.012	Texas State Guard Officer ID Cards – Texas Military Forces Museum		PM					A	ARCHIVES NOTE: Includes Officer identification (ID) cards of Texas State Guard officers maintained by the Texas Military Forces Museum. Transfer to State Archives if museum is disbanded. CAUTION: For Security Access Records maintained elsewhere in the agency, see Agency Item Number 189.	
M-12		Assorted Non-Record Holdings of the Texas Military Forces Museum		PM					A	ARCHIVES NOTE: Includes magazines, historical files, registers, lists of casualties, the LTC John Morley Collection, the Military Law Collection, and any other collection not meeting the definition of a state record as defined by Section 441.180(11), Texas Government Code. Transfer to State Archives if museum is disbanded.	