

[Records Center] Public Information Request :: R003318-012220

TEXAS AG Public Information <texasag@govqa.us>

Mon 1/27/2020 4:58 PM

To: AO Records <records@americanoversight.org>

**Attachments:**

[RIM\\_Month\\_Training\\_Session\\_Final.pdf](#)  
[RIM\\_Month\\_Training\\_Handout\\_Storage\\_Guidelines.pdf](#)  
[RIM\\_Month\\_Training\\_Handout\\_Procedure.pdf](#)  
[Assigning\\_Cart\\_File\\_Location\\_Final\\_FY14.pdf](#)  
[Cart\\_Box\\_Proc\\_Instr\\_Final\\_FY14.pdf](#)  
[EmailRetention\\_2013.pdf](#)  
[External\\_MRS\\_procedure\\_Final.pdf](#)  
[OAG\\_RecordsRetentionSchedule.pdf](#)

--- Please respond above this line ---

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January 27, 2020

Mr. Austin Evers  
American Oversight  
records@americanoversight.org  
VIA E-MAIL ONLY

Re: Public Information Request No. R003318

Dear Mr. Evers:

This e-mail is in response to your public information request to the Office of the Attorney General ("OAG"), received by the OAG on January 21, 2020.

The OAG has reviewed its files and has located the attached documents that are responsive to your request. Although the Public Information Act allows a governmental body to charge for copying documents, the attached documents are being provided to you at no charge.

If you have any questions, please contact me at [publicrecords@oag.texas.gov](mailto:publicrecords@oag.texas.gov).

Sincerely,

Lauren Downey  
Assistant Attorney General  
Public Information Coordinator  
Office of the Attorney General

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To monitor the progress or update this request please log into the [Public Records Center](#)

 GovQA logo

**Common Name:  
ASSIGNING CART FILE LOCATION**

 <p align="center"><b>OFFICE OF THE ATTORNEY GENERAL</b></p> <p align="center"><b>STANDARD OPERATING PROCEDURE</b></p>	Previous Revision: N/A	Effective Date: 7-23-2014
	Owner(s): RECORD CENTER SUPERVISOR	Next Review Date:
	Agency/Division: RECORDS MANAGEMENT DIVISION	
Official Procedure Title: <b>ASSIGNING CART FILE LOCATION</b>		

**PURPOSE**

The purpose of this procedure is to outline the steps taken when assigning a cart file location for case files that do not completely fill a box on their own.

**SCOPE**

This procedure is for the Records Management Division employees who work at the OAG Record Center location.

**RESPONSIBILITIES**

- 1) The employee who assigns the case to a cart location is responsible for placing the case in the cart box.

**KEY WORDS:** Cart, re-file, relocate, partial, location

**RESOURCES:** N/A

**DEFINITIONS**

- 1) Cart Files – case files that do not completely fill a box on their own such as new cases, parts of files too large to be merged with the original case box, re-files that have been reopened and closed (with a new case closure year).
- 2) New case closure year – year that a case is being closed again after having been reopened.
- 3) Re-files – closed case files that a division checked out that have been returned to the Records Center to be filed again.
- 4) Cart Box – box used to store Cart files.
- 5) Full box – identified as a box with a space remaining that is the width of a ream of paper (as required by TSL).
- 6) TSL – Texas State Library Records Center

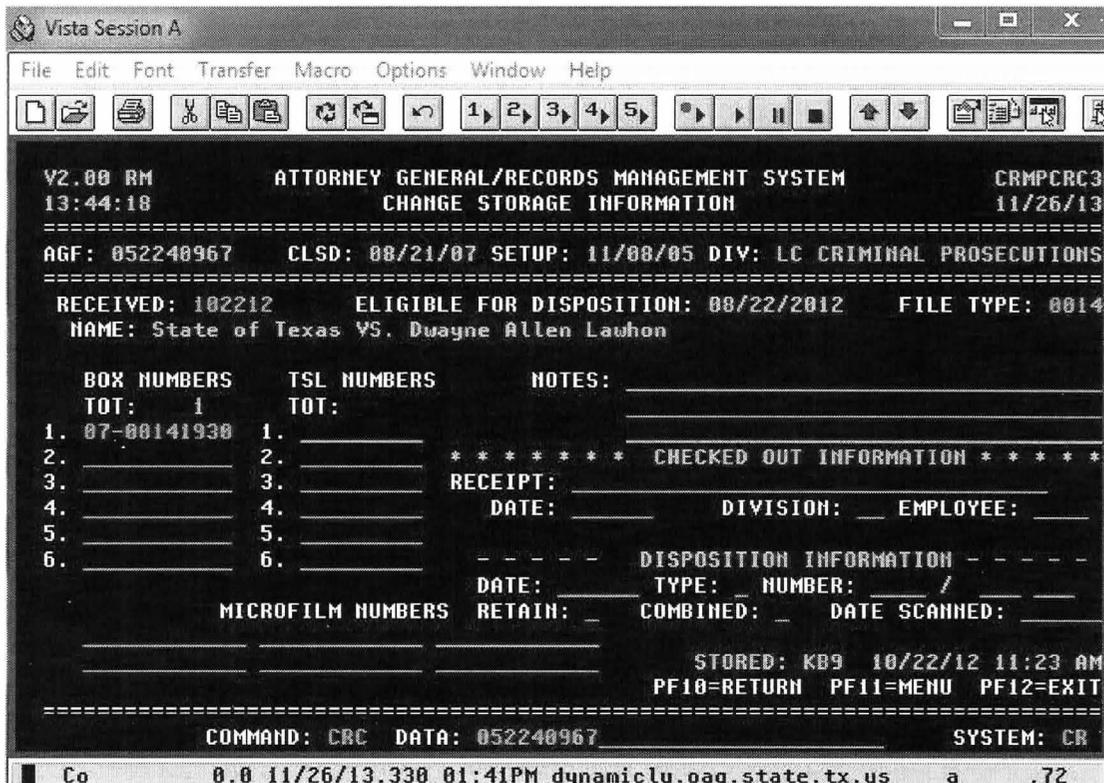
Revision: N/A	<b>Hard copies of this document are for REFERENCE ONLY and should not be considered the latest revision beyond the date of printing.</b>	Printed Date: 7/23/14
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**PROCEDURE**

This procedure provides the steps for assigning a location and storing files for Litigation and Investigation cases that do not completely fill a box.

- 1) Case files that are received from the division that will not completely fill a box are classified as 'cart files' and entered into Vista with a cart location for the following situations:
  - A. Individual, new case file(s) sent by division.
  - B. Case files being relocated due to the case being reopened and now being closed in a new year.
  - C. Case files being relocated due to additional items added to the case file, while checked out to the division, and no longer fitting in the original box.
- 2) To assign cart files to a cart location, follow the steps in the 'Vista – RM Maintenance Menu' procedure for the command 'CRC' to add/change storage information.
  - A. When at the 'CRC' screen, go to the 'File Type' field and type the appropriate number for the case file record series.
    1. For litigation cases, type 0014.
    2. For investigation cases, type 0019.



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- B. Next, tab to the field under 'Box Numbers' and type the cart location in the following format: Last 2 digits of year case closed-Cart then 'L' for Litigation or 'I' for Investigation.
1. For litigation cases closed in 2012, the cart location would be 12-Cart L.
  2. For investigation cases closed in 2013, the cart location would be 13-Cart I.
- 3) Remove the original copy of the closing sheet from the case file (original and copy of closing sheet are generated and placed in the case file by the division prior to sending to RC) and write the assigned cart location in the 'RM Use Only' area at the top.
- 4) Place the original copy of the closing sheet back in the case file prior to placing the file in its designated cart box.
- 5) Once the cart location has been assigned, the employee must note this on their re-file spreadsheet, located in path: G:\RecordsMgmt.
- A. In the 'Type' column of the refile sheet, enter the code to reflect what is being refiled:
1. 'N' - for 'new' case file(s).
  2. 'REC' – for the case file(s) being 'relocated' as a result of the case having been reopened and closed in a new year, the case file(s) that were checked out by the division and the case grew so file(s) will no longer fit in original location, or having the record series number changed. Include the reason for the relocation in the comments section of the re-file sheet.
  3. 'P' - For case file(s) that are 'part of files' stored at TSL that have grown and will no longer fit in the original box. Make a note in 'Comment' column that files are stored in two locations.
- 6) When a case file has been entered into Vista with a cart location, the case file is to be immediately placed into its assigned cart box location.
- 7) If you place a file in a cart box, and doing so makes the box full, the box must be processed immediately (see Cart Box Processing Instructions procedure).

**RECORDS MANAGEMENT:** N/A

**TOOLS and EQUIPMENT:** N/A

**SAFETY INFORMATION**

- 1) Lift boxes with your knees and not your back.
- 2) Do not pick up a box and twist at the same time.
- 3) Use a step ladder if necessary to place a box on a shelf.

**SPECIAL INSTRUCTIONS/NOTES:** N/A

**RELATED STATUTES:** N/A

**RELATED POLICIES**

- 1) Cart Box Processing Instructions Procedure

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N/A

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7/23/14

**Common Name:  
ASSIGNING CART FILE LOCATION**

- 2) Vista – RM Maintenance Menu Procedure
- 3) Vista – RM System Rapid Entry Menu Procedure

**RELATED RECORDS: N/A**

Record ID	Division Owner	Location	Record Media	Retention/Disposition

**REVISION HISTORY: N/A**

Revision	Date of Last Revision	Last Approved Date
Author	Manager	

**REASON FOR CHANGE: N/A**

Revision	Section Changed	Change Made	Retention-Disposition

**ELECTRONIC NOTIFICATION LIST: N/A**

**APPROVAL**

Printed Name: April Norris

Signature: *April Norris*  
Deputy Division Chief

Date of Approval: 7/23/2014

Revision: N/A	<b>Hard copies of this document are for REFERENCE ONLY and should not be considered the latest revision beyond the date of printing.</b>	Printed Date: 7/23/14
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 <p align="center"><b>OFFICE OF THE ATTORNEY GENERAL</b></p> <p align="center"><b>STANDARD OPERATING PROCEDURE</b></p>	Previous Revision: N/A	Effective Date: 7-1-2014
	Owner(s): RECORD CENTER SUPERVISOR	Next Review Date:
	Agency/Division: RECORDS MANAGEMENT DIVISION	
Official Procedure Title: <b>CART BOX PROCESSING INSTRUCTIONS</b>		

**PURPOSE**

The purpose of this procedure is to outline the steps taken to process a full cart box.

**SCOPE**

This procedure is for the Records Management employees at the Records Center location.

**RESPONSIBILITIES**

- 1) The employee that fills the cart box with the last cart file is responsible for processing the cart box immediately.

**KEY WORDS:** Cart, re-file, partial box, new case

**RESOURCES:** N/A

**DEFINITIONS**

- 1) Cart Files – case files that do not completely fill a box on their own such as new cases, parts of files too large to be merged with the original case, re-files that have reopened and closed into a new closure year.
- 2) New closure year – year that a case is being closed again after having been reopened.
- 3) Re-files – case files that divisions previously requested to have checked back out to them that have been returned to the Records Center to be filed again.
- 4) Cart Box – box used to store Cart Files.
- 5) Full box – identified as a box with a space remaining that is the width of a ream of paper (as required by TSL).
- 6) TSL – Texas State Library Records Center
- 7) Locator Assignment Log – binder containing a list of box numbers that are available to be used when assigning a box of records to a pallet.

Revision: N/A	<b>Hard copies of this document are for REFERENCE ONLY and should not be considered the latest revision beyond the date of printing.</b>	Printed Date: 6/27/14
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## PROCEDURE

This procedure provides the instructions for processing a cart box when the box is full.

- 1) Create a box inventory for the box to be processed.
  - A. Follow steps in the 'Vista – Records Management Maintenance' procedure for the command 'CRL' to view case numbers in a box.
  - B. Print the CRL screen for the cart box being processed by clicking the printer icon on the top, left of the toolbar on the Vista screen.
- 2) Verify the physical contents of the box against the box inventory screen print for any discrepancies.
  - A. If there is a case in the box that is not on the screen print, the employee will follow the 'Assigning Cart File Location' procedure to ensure all of these steps were followed.
- 3) Assign a locator number to the Cart Box.
  - A. In the appropriate locator assignment log, initial and date next to the box number assigned to the box that is being processed.
    1. There is a locator log for each year for each record series number.
    2. Each page of the locator assignment log has 48 box numbers to be assigned to one pallet. The processed cart box will be stored on the pallet for the assigned box number.
    3. Write 'CART' in the column labeled 'Division'.
- 4) Add/Change storage information
  - A. Follow steps in the 'Vista – Records Management Maintenance' procedure for the command 'CRC' to add/change storage information.
  - B. Enter assigned box number over the existing cart location for each case in the box.
  - C. Update closing sheets, both original and copy, by marking through cart location written at the top and write in the new box number assigned.
  - D. Place original, updated closing sheet in the case file and give the updated copy of closing sheet to RC Supervisor.
- 5) Verify all applicable cart location numbers have been removed and new box number is accurate
  - A. Follow steps in the 'Vista – Records Management Maintenance' procedure for the command 'CRL'.
  - B. In step 2 of the instructions, type the cart location number in the 'Data' field to verify no cases remaining.
  - C. In step 2 of the instructions, type the box number in the 'Data' field to verify all cases are listed.
- 6) Write assigned box number on the box and stage for storage on applicable pallet (see step 3A above).

Revision:  
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6/27/14

- 7) Replace cart box on shelf with an empty box that has been labeled with year/record series for new cart files to be placed into. (Do not place an empty cart box on the shelf until the cart box being processed is complete.)
- A. For example, litigation cases (Record Series 14) closed in 2012, the box would be labeled in this format: 12-0014.
  - B. For example, investigation cases (Record Series 19) closed in 2013, the box would be labeled in this format: 13-0019.

**TOOLS and EQUIPMENT:** N/A

**SAFETY INFORMATION**

- 1) Lift boxes with your knees and not your back.
- 2) Do not pick up a box and twist at the same time.
- 3) Use a step ladder if necessary to place box on shelf.

**SPECIAL INSTRUCTIONS/NOTES:** N/A

**RELATED STATUTES:** N/A

**RELATED POLICIES**

- 1) Assigning Cart File Location Procedure
- 2) Vista – Records Management Maintenance Procedure

**RELATED RECORDS:** N/A

Record ID	Division Owner	Location	Record Media	Retention/Disposition

**REVISION HISTORY:** N/A

Revision	Date of Last Revision	Last Approved Date
Author	Manager	

**REASON FOR CHANGE:** N/A

Revision	Section Changed	Change Made	Retention-Disposition

**ELECTRONIC NOTIFICATION LIST:** N/A

**APPROVAL**

Printed Name: April Norris

Signature: *April Norris*  
Deputy Division Chief

Date of Approval: 6/27/2014

Revision: N/A	<b>Hard copies of this document are for REFERENCE ONLY and should not be considered the latest revision beyond the date of printing.</b>	Printed Date: 6/27/14
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# Email Management

## Responsibility for Managing Email

- ▶ Every OAG employee who uses email to send or receive information in the course of conducting State business is responsible for properly managing email as records.
- ▶ Please refer to the Scope and the Responsibilities sections of the agency's Records and Information Management Policy.
- ▶ Email that document government transactions are considered records and must be filed, retained and appropriately disposed of according the OAG Records Retention Schedule (RRS).



# Email Management

## Email Classification and Retention

- ▶ Different types of records may be located in email; therefore, email may be classified into many different records series on the OAG Records Retention Schedule.
- ▶ Email classification begins with determining what function a specific email documents.
- ▶ Determining the function or purpose of the email allows the email to be classified into an appropriate record series.
- ▶ Each records series has a specific retention period, and all records classified as that records series must be kept according to that retention period.



# Email Management

## Email Classification and Retention (continued)

- ▶ Examples of Common Email Records Series
  - Correspondence – Administrative (RSIN 1.1.007)
  - Correspondence – General (RSIN 1.1.008)
  - Complaint Records (RSIN 1.1.006)
  - Directives (RSIN 1.1.010)
  - Plans and Planning Records (RSIN 1.1.024)
  - Staff Meeting Notes (1.1.063)
  - Transitory (RSIN 1.1.057)
  
- ▶ Convenience Copy (not a records series, but a common type of email)



# Email Management

## Transitory Email Review

- ▶ Transitory email are those which are not essential to the fulfillment of statutory obligations or to the documentation of agency functions.
- ▶ Email that meet these criteria and contain only content which is needed for a limited time with temporary usefulness would be considered transitory.



# Email Management

## Transitory Email Review (Continued)

- ▶ These email are not an integral part of a records series of the agency. For example email that:
  - Only contain content about what time to have a meeting or internal meeting notices
  - Only contain content about meeting for lunch
  - Only contain personal non-work related information
- ▶ Once the temporary usefulness or administrative need is fulfilled, employees may appropriately dispose of these email.



# Email Management

## Convenience Copy Email Review

- ▶ Convenience copies are typically:
  - Extra copies of information maintained for reference.
  - Needed for a limited time with temporary usefulness.
  - For example, agency wide announcements that are not policy related. Typically, the sender has the record copy for records retention purposes. The receiver's copy is a convenience copy.
  
- ▶ Once the temporary usefulness or administrative need is fulfilled, employees may appropriately dispose of these email. They do not need to be retained for records retention purposes.



# Email Management

## Email Retention in Outlook

- ▶ To assist agency personnel with email management and classification, four “big bucket” retention rules have been created in Outlook.
  
- ▶ These retention rules are:
  - 3 Days
  - 30 Days (automatic roll-off)
  - 2 Years
  - 4 Years
  - Permanent (PM)



# Email Management

## Email Retention in Outlook

- ▶ **3 Days**
- ▶ This rule is applied to the Deleted Items folder.
- ▶ How it works:
  - Email moved to the Deleted Items folder by the user will be automatically deleted after 3 days.



# Email Management

## Email Retention in Outlook

- ▶ **30 Days (aka automatic 30-day roll off)**
- ▶ This rule is applied to the Inbox and Sent Items.
- ▶ Examples of email that may have this retention
  - Transitory
  - Convenience Copies
  - Correspondence – No Action Required
- ▶ How the retention rule works:
  - Email left by the user in the Inbox and Sent folders will be automatically deleted after 30 days.



# Email Management

## Email Retention in Outlook

- ▶ **2 Years**
- ▶ This rule is applied to an email by the employee.
- ▶ Email assigned this retention will be automatically deleted after 2 years.
- ▶ Examples of email that may be assigned this retention rule
  - Correspondence – General
  - Directives
  - Reports - Activity
- ▶ How it works:
  - The user will chose this retention rule from three retention rule options, tagging an individual email with a 2 year retention.



# Email Management

## Email Retention in Outlook

- ▶ **4 Years**
- ▶ This rule is applied to an email by the employee.
- ▶ Email assigned this retention will be automatically deleted after 4 years.
- ▶ Examples of email that may be assigned this retention rule
  - Correspondence – Administrative
  - Reports and Studies (Non-fiscal)
  - Audit Trail Records
- ▶ How it works:
  - The user will chose this retention rule from three retention rule options, tagging an individual email with a 4 year retention.



# Email Management

## Email Retention in Outlook

- ▶ **Permanent (PM)**
- ▶ This rule is applied to an email by the employee.
- ▶ Email assigned this retention will not be deleted.
- ▶ Examples of email that may be assigned this retention rule
  - Plans and Planning Records
  - Investigation – Not Litigated
  - Agency Rules, Policies, and Procedures – Working Files
- ▶ How it works:
  - The user will chose this retention rule from three retention rule options, tagging an individual email with a permanent retention.



# Email Management

- ▶ **TIP:** On a daily or weekly basis, delete transitory and convenience copy email that no longer have usefulness.
- ▶ **TIP:** File email with content that facilitates and/or documents the business of the agency. Email may be filed into electronic email folders according to related records series.
  - This will assist in retaining the email for the length of time prescribed by the OAG Records Retention Schedule.
- ▶ **TIP:** All email in the same folder should have the same retention rule.
- ▶ **TIP:** Apply a retention rule to every email in every folder.



# Email Management

## Helpful Resources

- ▶ Email Management Resources and Training Intranet Page
- ▶ Records Management Division Intranet Page
  - Located under Division Information/ Administration
  - Contains for example:
    - Records and Information Management Policy
    - Records Retention Schedule
    - Training



## **OFFICE OF THE ATTORNEY GENERAL INFORMATION GOVERNANCE DIVISION**

### **MEDIA RETENTION STORAGE PROCEDURE**

**PURPOSE:** To ensure compliance with OAG Records and Information Management (RIM) Guidelines and OAG Records Center storage procedures, as well as maintain the cost-effectiveness of retention storage practices.

**SCOPE:** This procedure may be followed by any agency personnel submitting digital media to the OAG Records Center for retention storage.

**RESPONSIBILITIES:** The employee responsible for preparing records for retention storage with the OAG Records Center shall separate all media from the hardcopy records, and prepare the records for storage as prescribed below.

**KEY CONTACTS:** Division Records Management Liaison (RML), Records Center Coordinator, and Record Services Manager

**RESOURCES:** OAG Records Retention Schedule, OAG Records Center Storage Guidelines, and the OAG Supply Catalog

**DEFINITIONS:**

**Media** – audio and video tapes, CD/DVDs, and USB flash drives

**SUPPLIES:**

- CD/DVD sleeve (QC 1963)
- Envelope – size 7 ½ x 10 ½ (QC 119)
- Envelope – size 9 ½ x 12 ½ (QC 120)
- Banker box – (QC 30)

**PROCEDURE:**

**MEDIA ENVELOPE PREPARATION**

- Label media with case number & closing date.
- Insert media into a protective cover/sleeve.
- Insert media into an envelope (QC 119 or 120). One case per envelope. Multiple media may be placed into one envelope.
- Seal the envelope.
- In black permanent marker, legibly write the case number and closing date in the front left corner of the envelope. Front = opposite side of envelope closure.
- For cases with multiple media envelopes, use black permanent marker to label the front of the envelopes with a numerical series (e.g. 1 of 3, 2 of 3, etc.).

**BANKER BOX (AKA RECORDS BOX) PREAPRATION**

**One Case, One Box: For a case with only one box of hardcopy records**

- Prepare records box with hardcopy records following established Records Center guidelines.
- Prepare media envelope(s) following the Media Envelope Preparation procedure above.
- Place envelopes in the box in front of the hardcopy records.
- In black permanent marker, legibly write "MEDIA" across the bottom of the hand inventory sheet attached to the side of the box.

**One Case, Multiple Boxes: For cases with multiple boxes of hardcopy records**

- Prepare records boxes with hardcopy records following established Records Center guidelines.
- Prepare media envelope(s) following the Media Envelope Preparation procedure above.
- Place media envelopes in the last box of the case.
- In black permanent marker, legibly write "MEDIA" across the bottom of the hand inventory sheet attached to the last box of the case.

**Multiple Cases, One Box: When multiple cases are placed in one box**

- Prepare records box with hardcopy records following established Records Center guidelines.
- Prepare media envelopes following the Media Envelope Preparation procedure above.
- Place media envelopes in a separate banker box (the "media box").
- Create a hand inventory sheet for the media box as you would for a standard storage box. Include on the hand inventory the number of envelopes per case.
- In black permanent marker, legibly write "MEDIA" across the bottom of the hand inventory sheet attached to the side of the media box.



**Office of the Attorney General**

# **Records Retention Schedule**

## **2013 Recertification**

**Records Management Administration**  
**PO Box 12548**  
**Austin TX 78711-2548**

**Revision Date: May 28, 2013**

**Last Amendment Date: March 28, 2017**

## Table of Contents

Introduction

Amendment Notice

Explanation of Fields

Explanation of Codes

Explanation of Terms

### **Category 1: Administration Records**

Section 1.1 General

Section 1.1A Child Support

Section 1.2 Records Management

Section 1.3 State Publications

### **Category 2: Electronic Data Processing Records**

Section 2.1 Automated Applications

Section 2.2 Computer Operations and Technical Support

### **Category 3: Personnel Records**

Section 3.1 Employee

Section 3.2 Payroll

Section 3.3 Personnel Administration

Section 3.4 Time and Leave

#### **Category 4: Fiscal Records**

Section 4.1 Worksheets, Detail Information on Financial Event or Transaction

Section 4.2 Documents of Original Entry

Section 4.3 Journals or Registers

Section 4.4 Ledgers

Section 4.5 Reports

Section 4.6 Documents Showing Compliance with System of Internal Control

Section 4.7 Other Fiscal

#### **Category 5: Support Services Records**

Section 5.1 General

Section 5.2 Facility Management

Section 5.3 Purchasing

Section 5.4 Risk Management

Section 5.5 Telecommunications

Section 5.6 Vehicles

## Introduction

A Records Retention Schedule (Schedule) is a timetable that identifies the length of time a records series must be retained in active and inactive storage before destruction or archival preservation. If a state or federal statute or regulation specifies a longer retention period for any records series received, created, or maintained by our agency, the federal or state statute or regulation shall override this schedule. Please notify the Records Management Officer of any such requirements or regulations.

Some records in this Schedule must be transferred to the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation or reviewed for historical value after they are no longer needed in the agency. Please contact the Records Management Officer for instructions on all records with an archival requirement prior to disposition.

## 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.

## Amendment Notice

“\*” An asterisk preceding the Records Series Item Number denotes the addition or a revision to a records series requested by the Office of the Attorney General (OAG).

“•” A bullet preceding the Records Series Item Number denotes a change to a records series as it appeared in the 3<sup>rd</sup> edition of the Texas State Records Retention Schedule, issued as an administrative rule of the Texas State Library and Archives Commission.

## Explanation of Fields

<b>Records Series Item Number (Field 4):</b>	Numerical sequence assigned by the State and Local Records Management Division of the Texas State Library and Archives Commission.
<b>Agency Item Number (Field 5):</b>	Numerical sequence assigned by the Office of the Attorney General to identify and track records series internally.
<b>Records Series Title (Field 6):</b>	The most general titles possible have been chosen. Short explanations are provided for those titles which are not self-explanatory.
<b>Retention Period (Field 7):</b>	<b>Agency:</b> The period of time that the records series is to be kept onsite in the agency. <b>Storage:</b> The period of time the records series is to be kept in inactive storage at the State Records Center or other storage facility. <b>Total:</b> The total of “agency” and “storage.” The total amount of time a records series must be retained before destruction or archival preservation.
<b>Archival (Field 8):</b>	Those records series that must be transferred, or evaluated, for archival preservation. Archival codes are listed at the bottom of each page.
<b>Remarks (Field 9):</b>	This column contains citations to applicable federal or state laws or regulations or other information regarding records retention requirements, or record storage approval numbers.
<b>106 Number (Field 10):</b>	The storage approval number assigned by the Texas State Library and Archives Commission for records stored at the State Records Center.

# Explanation of Codes

## ARCHIVAL CODES:

- A The records must be transferred to the Archives and Information Services Division of the Texas State Library and Archives Commission.
- R The Archives and Information Services Division must be contacted for an archival review of the records before disposition. Those records determined to be archival must be transferred to the Archives and Information Services Division for long-term preservation.

**Special Note:** Staff of the Texas State Library and Archives Commission, Archives and Information Services Division conduct archival appraisals on a series by series basis. As a result of these appraisals, one or more records series of an agency bearing the Archival Code R may be found to lack sufficient archival value to merit transfer to the Archives and Information Services Division. In such instances, the agency will be instructed to use a special Archival Code E for the record series.

## 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 agency, 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 disposal of the asset.
- PM Permanent: A record that possesses enduring legal, fiscal, or administrative value and must be preserved permanently by the agency.
- 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. For example, an authorization for direct deposit (see Records Series Item Number 3.2.008) would be superseded on the date the last deposit is made under the authorization.

# Explanation of Terms

<b>ARCHIVES NOTE:</b>	<b>Emphasizes the need for action/attention by agency to ensure records with archival value are properly maintained/retained.</b>
<b>CFR:</b>	Code of Federal Regulations. Regulations of federal agencies adopted under authority of laws enacted by the U.S. Congress.
<b>EEOC:</b>	Equal Employment Opportunity Commission
<b>FMLA:</b>	Family Medical Leave Act
<b>IRS:</b>	Internal Revenue Services
<b>OAG:</b>	Office of the Attorney General
<b>Record Copy:</b>	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,” which is a duplicate used for reference purposes.
<b>Records Series:</b>	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.
<b>Retention Period:</b>	The amount of time a records series must be retained before destruction or archival preservation.
<b>RMD 106:</b>	State Record Center’s storage approval numbers.
<b>State Publication:</b>	Information in any format that is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency, and is publicly distributed. The term does not include information the distribution of which is solely limited to contractors with or grantees of the agency, staff persons within the agency 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 an electronic external storage device; an on-line publication which is an index to other on-line publications, one or more text, graphic, or other digital files, or a user interface to a computer database.
<b>TAC:</b>	Texas Administrative Code
<b>TCHR:</b>	Texas Commission on Human Rights
<b>TSLAC:</b>	Texas State Library and Archives Commission
<b>TXDOT:</b>	Texas Department of Transportation
<b>UIFSA:</b>	Uniform Interstate Family Support Act
<b>URES:</b>	Uniform Reciprocal Enforcement Support Act
<b>USAS:</b>	Uniform Statewide Accounting System



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 1 of 100

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.002	2	<b>Audits</b> Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC + 7		AC + 7		AC = Publication or release of final audit findings.  The State Auditor's Office retains any copies of its audits performed on Texas state agencies.		
1.1.004	4	<b>Legislative Appropriation Requests</b> Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC + 6		AC + 6	A	AC = September 1 of odd-numbered calendar years.  ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **2** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1.1	5A	<b>Consumer Complaint Files</b> Consumer complaints received by the OAG, Consumer Protection and Public Health Division, and documents related to the consumer complaint. Complaint data maintained in the consumer complaint database.	AC + 5		AC + 5	AC = Final disposition of the complaint.		
1.1	383	<b>CAFA Notifications – No Action</b> Notifications sent to OAG in fulfillment of the Class Action Fairness Act (CAFA) where no action is taken by OAG.	1		1	CAUTION: If OAG does take action, this notification becomes part of the case file and is retained according to that records series.		
1.1.006	6	<b>Complaint Records</b> Complaints received about an agency from the public concerning the agency and complaints from the public made under the Public Information Act, including records pertaining to the resolution of the complaint.	AC + 2		AC + 2	AC = Final disposition of the complaint.  The term “received” includes when the agency is sent a courtesy copy, a convenience copy or is listed as Cc:  CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.		

Retention Codes (Field 7)						Archival Codes (Field 8)		
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives				
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist				



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **3** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

●1.1.007	7	<b>Correspondence - Administrative</b> 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	R	<p>Restricted Access. Non-restricted documents transferred to the State Archives for review.</p> <p>ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods.</p> <p>CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.</p>		
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Retention Codes (Field 7)

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

CE – Calendar Year End  
FE – Fiscal Year End

LA – Life of Asset  
MO – Months

PM – Permanent  
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives  
R – Review by State Archivist



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 4 of 100

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				
•1.1.008	8	<b>Correspondence - General</b> 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.			
1.1	305	<b>Correspondence/Contents - No Action Required</b> Non-Administrative correspondence and/or contents received from clients and/or the general public that require no action be taken.	AC		AC	AC = This includes such materials as pamphlets and informational packets. It may include packages whose contents are trash. Some packages may be a health risk and must be disposed immediately. Purge date set by individual division.			
1.1	306	<b>Phone Log Database</b> Database of incoming/outgoing phone calls. Information may include name, telephone number, reason for the call and/or action taken.	AC		AC	AC = purge date set by internal division policy, but not less than 1 year.			
1.1.010	9	<b>Directives</b> Any document that officially initiates, rescinds, or amends general office procedures.	US + 1		US + 1				

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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STATE OF TEXAS  
**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **5** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			
1.1.011	10	<b>Executive Orders</b> Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US + 3		US + 3	A			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **6** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks				

1.1.013	12	<b>Calendars, Appointment and Itinerary Records</b> 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	R	ARCHIVES 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. Refer to the Archival Appraisal Report for this record series for specific list of which have been declared archival by TSLAC. The report is located online at <a href="http://tsl.state.tx.us/arc/appraisal/attorneygeneralcalendars.html">http://tsl.state.tx.us/arc/appraisal/attorneygeneralcalendars.html</a>  Contact the State Archives 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 record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.		
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Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **7** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1.1	359	<b>Formal Legal Opinions</b> Formal opinions, issued under section 402.042 or Chapter 552 of the Texas Government Code, from agency legal counsel or the Attorney General, including any requests eliciting the opinions.	PM		PM	A	Original retained permanently by OAG. Archival requirement to be met by providing a copy to the State Archives.		
1.1	13A	<b>Formal Legal Opinion Work Files</b> Records that are an integral part of the preparation of formal legal opinions, that are regularly place in the formal legal opinions work files, and that are required for more than a limited period of time for the completion of a task related to the preparation of formal legal opinions.	PM		PM	R	Original retained permanently by OAG. To be recommended for Archives by State Archivist & OAG staff upon annual review.		
1.1	13	<b>Legal Opinions and Advice Provided</b> Provided from agency legal counsel, including any requests eliciting the opinions or 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 number 1.1.048) or formal legal opinions issued under section 402.042 of the Government Code (SEE agency item number 359).		

Retention Codes (Field 7)						Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives					
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist					



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **8** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1	415	<b>Informal Open Records Letter Rulings</b> Informal open records letter rulings issued under Chapter 552 of the Texas Government Code.	PM		PM	A	Original retained permanently by OAG.		
1.1	416	<b>Informal Open Records Letter Ruling- Work Files</b> Work files related to open records letter rulings issued under Chapter 552 of the Texas Government Code.	AC+10		AC+10		AC = Date of issuance of final ruling.  CAUTION: Does not include formal legal opinions issued under section 402.042 of the Gov't Code or section 552.021 of the Gov't Code. Previous determinations and Open Records Decisions need to be filed under Formal Legal Opinions (see Agency Item Number 359). Does not include "previous determinations" as defined by Open Records Decision No. 673. If a letter ruling becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.		

Retention Codes (Field 7)						Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives					
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist					



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **9** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1	384	<b>Attorney Notes, Drafts and Working Papers</b> Materials prepared by or for an attorney in the course of business that include handwritten notes, draft documents, research, and working papers that are not essential to the fulfillment of statutory obligations or to document agency functions.	AV		AV	CAUTION: An attorney may elect to retain notes, drafts or working papers where in his or her judgment it is desirable for convenience. However in most cases the administrative value of such materials is temporary as the materials tend to lose meaning over time as the creator has diminished ability to place the materials in proper context. A better practice is to either discard the materials once they have lost their administrative value or to have them properly transcribed into a clearly written memorandum.  This records series does not include notes that may appropriately be part of another records series, such as item numbers 1.1, 1.1.061, 1.1.063, 3.1.006, 3.1.014, and 3.1.039.		
1.1	16	<b>Custodial Death Reports</b>	PM		PM	Original retained permanently by OAG.		
1.1	17	<b>Election Violations</b>	AC+5		AC+5	AC = Closure of Case.		

Retention Codes (Field 7)					Archival Codes (Field 8)		
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **10** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total					

1.1	19	<b>Investigations - General</b>	AC+1Mo	4Yr/11Mo	AC+5Yr	<p>AC = Closure of Case.</p> <p>NOTE: OAG has been granted a permitted exception by the Texas State Library and Archives Commission for this records series, pursuant to Government Code, Section 441.191(a). The permitted exception authorizes the OAG to return original records received by the OAG pursuant to civil investigative demand (CID) under Texas Business and Commerce Code, Section 17.61 or Texas Human Resource Code Section 36.054 to the provider. Records received by the OAG pursuant to CID that are not necessary to conduct agency business may be returned to the provider without making copies of these records. Records necessary to conduct agency business are to be copied, and the copies are to be retained by the agency according to the OAG RRS. Once copies have been made, the originals of the records necessary to conduct agency business may be returned to the provider.</p>	94-302-070	
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Retention Codes (Field 7)

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

CE – Calendar Year End  
 FE – Fiscal Year End

LA – Life of Asset  
 MO – Months

PM – Permanent  
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives  
 R – Review by State Archivist



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **11** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1	371	<b>Civil Investigations – Interview Notes</b> Working notes preliminary to a case, where does not result in litigation.	AC+1MO	1Yr/11Mo	AC+2	AC = At the time of the decision to not try a case.		
1.1	19A	<b>Internal &amp; Non-Criminal Investigations/Incidents</b> Internal Security Section.	AC+3		AC+3	AC = Closure of Case.  Paper, electronic, voice and video recordings.		
1.1	351	<b>Investigations (US Dept. of Treasury – FinCEN)</b> Information provided by the Financial Crimes Enforcement Network (FinCEN) that pertains to the investigation of a crime or potential crime.	AC+6		AC+6	Information restricted pursuant to the Bank Secrecy Act (BSA)		
1.1	20	<b>Crime Victims' Claim Files</b>	FE+2	18	FE+20	Last paper file VC01059160.	<b>94-302-071</b>	
1.1	20A	<b>Crime Victims' Electronic Claim Files</b>	PM		PM	Paper medium retained AC+3 mo. after electronic scanning, then shredded. Includes: Crime Victims' Compensation Program (CVC) and Address Confidentiality Program (ACP).		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **12** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1	352	<b>Sexual Assault Exam Reimbursement Claims</b> Claims for reimbursement of sexual assault exam expenses submitted to the Crime Victims' Compensation Program by law enforcement agencies throughout the state.	FE+3		FE+3	Paper medium retained AC+3 mo. after electronic scanning, then shredded.  Texas Code of Criminal Procedure, Chapter 56, Article 56.06		
1.1	21	<b>Investigations - Workers Compensation</b>	AC+2		AC+2	AC = Closure of Case.		
1.1	22	<b>Theft by Fiduciary</b>	AC+5		AC+5	AC = Closure of Case.		
1.1	23	<b>990PF, Private Foundation Electronic Tax Form</b>	AC+5		AC+5	AC = end of designated form year. Paper medium shredded after electronic scanning		
1.1	24	<b>Docket Sheets</b>	5		5	Record must be kept for the duration of the retention of the corresponding litigation file.		
1.1	26	<b>Denial of Assistance Form #4399</b>	AC+5		AC+5	AC = Date of Denial.		
1.1	27	<b>Collections - Bankruptcy</b>	AC+1Mo	4Yr/11Mo	AC+5	AC = Closure of Case.	<b>94-302-072</b>	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **13** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

*1.1	29	<b>Collections - Judgments</b>	AC + 20		AC + 20	AC = Closure of Case. Sec. 52.006. DURATION OF LIEN (B) of the Texas Property Code.	94-302-073	
1.1	30	<b>Collections - Litigation</b> Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC + 1Mo	4Yr/ 11Mo	AC + 5	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. Collection-Litigation cases have been determined to have no Archival or Historical Value.		
1.1	31	<b>Reading Files</b>	AV		AV	Synopsis of several cases of a similar nature.		
1.1	32	<b>Civil Suits, Form #1521C</b> Copy of any complaint filed by any person or governmental entity under an antitrust statute.	FE + 2		FE + 2	R 15 USC §15.21(c)		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **14** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1.1.019	36	<b>Public Relations Records</b> News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	2		2	R			
1.1.020	37	<b>Public Information Requests - Not Exempted</b> Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code).	AC + 1		AC + 1		AC = Date request fulfilled.		
1.1.021	38	<b>Public Information Requests - Exempted</b> 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	40	<b>Organization Charts</b>	US		US	A	ARCHIVES NOTE: Organizational charts for a single division, which identify individual positions but are not reflective of the overall agency organization, are not archival.		

Retention Codes (Field 7)						Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives					
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **15** of **100**

2. Agency Code		3. Agency Name								
302		OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1.024	41	<b>Plans and Planning Records</b> Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule.	AC + 3		AC + 3	R	AC = Decision made to implement or not to implement result of planning process.  ARCHIVES NOTE: Data processing planning records are not archival.			
1.1.026	43	<b>Texas Register Submissions</b> Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC + 1		AC + 1		AC = Date of publication in the Texas Register.			
1.1.027	44	<b>Proposed Legislation</b> Drafts of proposed legislation and related correspondence.	AV		AV					
1.1	376	<b>Legislatively Required Reports and/or Information Received – No Action Required</b> Reports and/or information (correspondence) required to be sent to OAG by statute or rule, but which require no action on the part of OAG. Caution Note: Follow statute or rule if a longer retention is required.	2		2		Reports and/or information (correspondence) required to be sent to OAG by statute or rule, but which require no action on the part of OAG. Caution Note: Follow statute or rule if a longer retention is required.			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	R – Review by State Archivist
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded		



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **16** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.038	54	<b>Customer Surveys</b> Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.	AC		AC		AC = Final disposition of summary report.  SEE item number 1.1.067 for summary reports compiled from customer surveys.		
1.1.040	56	<b>Speeches, Papers and Presentations</b> Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC		AC	R	AC = End of term in office or termination of service in a state position.		
1.1.041	57	<b>Suggestion System Records</b> Suggestions submitted by agency personnel and responses.	1		1				
1.1.043	59	<b>Training Materials</b> Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US + 1		US + 1				
1.1.048	61	<b>Amicus Files</b> Amicus briefs on cases that we were asked to join by another state or our agency filed.	AC+1 Mo	4Yr/11 Mo	AC+5	R	AC = After brief has been filed. Assessed for archival value. Cases known to have archival value will be flagged by division, prior to storage.	<b>10-302-087</b>	

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **17** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				
1.1	386	<b>Information Gathered and Not Used</b> Information received in the information gathering or discovery process that was not used in the case or investigation.	AC		AC	AC = This information must be retained until the case or investigation is final. For cases, this includes through the appeals process until all timelines for appeal have expired. Once the case or investigation is closed, this information may be processed through the appropriate disposition process.			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **18** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.048	14	<b>Litigation Files</b> Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit. (Including but not limited to, civil rights cases filed by inmates [excepting the <u>Ruiz</u> case], probate proceedings, contested elections, medical malpractice suits, employee disciplinary cases, cases involving the custody of minor children, nursing home enforcement cases, litigation related to contested cases, lawsuits relating to client-agency rule making, non-capital criminal cases, tort claims, bond approvals, routine consumer protection cases, open records litigation, and other routine litigation handled by the OAG.)	AC + 1 Mo	4Yr/11 Mo	AC + 5	R	AC = Closure of Case. Assessed for archival value. Cases known to have archival value will be flagged by division, prior to storage.  ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation. Cases known to have archival value will be flagged by division, prior to storage.	90-302-059	
1.1.048	15	<b>Litigation Microfilm</b>		50	50	R	Original microfilm stored at TSLAC, duplicate retained in agency.	91-302-060	
1.1.048	354	<b>Litigation Microfilm - Duplicate</b>	50		50		Original microfilm stored at TSLAC, duplicate retained in agency.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	R – Review by State Archivist		
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded				



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **19** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1	34	<b>Natural Resources Litigation Files</b> Files dealing with Land and/or Oil Disputes with Statewide or Multi-State Impact, including River Compact Commission files and related "Water Rights" cases and Open Beaches cases.	PM		PM	A	If the agency decides the files are no longer of permanent value, the records will be assessed for long-term value and then transferred to the State Archives provided their retrieval rate can be accommodated.		
1.1	39	<b>Environmental Enforcement Cases Concerning Contaminated Sites</b>	AC+1 Mo	19Yr/11Mo	AC+20	R	AC = Closure of Case. Assessed for archival value. Cases known to have archival value will be flagged by division, prior to storage.	<b>04-302-085</b>	
1.1	47	<b>Capital Litigation Files and Corresponding Habeas Corpus Files</b>	PM		PM	A	If the agency decides the files are no longer of permanent value, the records will be assessed for long-term value and then transferred to the State Archives provided their retrieval rate can be accommodated.		
1.1	49	<b>Non-Capital Habeas Corpus Files</b>	AC+1 Mo	9Yr/11Mo	AC+10	R	AC = Closure of Case. Assessed for archival value. Cases known to have archival value will be flagged by division, prior to storage.	<b>04-302-084</b>	

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **20** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1	50	<b>Litigation - TXDOT Collection/Judgment/Abstract</b> Cases wherein the defendant owes money to the Texas Department of Transportation. A Judgment is filed with the Court and an Abstract of Judgment is filed with the County Clerk. The Judgment Lien will remain active for a period of 20 years with the option to renew for one additional 20 year period.	AC+1 Mo	19Yr/11 Mo	AC+20	AC = Closure of Case.  Texas Property Code, Section 52.006(6).	10-302-086			
1.1	390	<b>Litigation - TXDOT Collection/Judgment/Abstract - PAID</b>	AC+1 Mo	4 Yr/11 Mo	AC+5	AC = After the Release of Judgment is filed and/or the final payment has been made on a Judgment.  Texas Property Code, Section 52.005  NOTE: Case must be re-opened and re-closed in the Mainframe.				

Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **21** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1	52	<b>Investigation and/or Litigation Involving Elected Officials</b>	PM		PM	A	If the agency decides the files are no longer of permanent value, the records will be assessed for long-term value and then transferred to the State Archives provided their retrieval rate can be accommodated.		
1.1	55	<b>Litigation in State or Federal Court Declaring a Law Unconstitutional or Upholding a Law as Constitutional</b>	PM		PM	A	If the agency decides the files are no longer of permanent value, the records will be assessed for long-term value and then transferred to the State Archives provided their retrieval rate can be accommodated.		
1.1	65	<b>Murder Litigation</b>	AC+1 Mo	49Yr/11Mo	AC+50		AC = Closure of Case.	<b>10-302-088</b>	
1.1	66	<b>Murder Investigations</b> Pre-conviction murder investigations.	AC+1 Mo	49Yr/11Mo	AC+50		AC = Closure of Case.	<b>10-302-089</b>	

Retention Codes (Field 7)						Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives					
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist					



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **22** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1.1	67	<b>Litigation – Environmental Protection/Abstracts and Permanent Injunctions</b> Cases wherein the defendant owes money to the state, an abstract of judgment is on file, and/or a permanent injunction is in a judgment.	AC+1 Mo	19Yr/ 11Mo	AC+20	AC = Closure of Case.  Texas Property Code, Section 52.006		
1.1	401	<b>Crimes Against Children: Criminal Litigation</b> Litigation that involves crimes against children.	AC + 1Mo	24 Yrs/ 11Mo	AC+25	AC = Closure of Case		
1.1.053	344	<b>Registration Logs</b> Logs or similar records used to register persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission.	AC		AC	AC = Report filed with the Texas Ethics Commission.		

Retention Codes (Field 7)						Archival Codes (Field 8)		
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist				



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **23** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.055	61D	<b>Strategic Plans</b> Information resources and operational strategic plans prepared in accordance with 2054.095 and 2056.002, Government Code.	AC + 6		AC + 6	A	AC = September 1 of odd-numbered calendar years.  ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
1.1.056	362	<b>ADA (Americans with Disabilities Act) Documentation</b> Self evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act.	3		3		28 CFR 35.105(c).		

Retention Codes (Field 7)						Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **24** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.057	61F	<p><b>Transitory Information</b></p> <p>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 ongoing records series.</p> <p>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; 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 agency transaction.</p>	AC		AC	<p>AC = Purpose of record 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.</p> <p>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).</p>		
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Retention Codes (Field 7)						Archival Codes (Field 8)		
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives				
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **25** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.058	33	<b>Meeting Agenda and Minutes</b> Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551.	PM		PM	A	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.  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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Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **26** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.059	345	<b>Meetings, Certified Agendas or Tape Recordings of Closed Meetings</b> Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils.	AC + 2		AC + 2	AC = The date of the meeting or completion of pending action involving the meeting, whichever is later.  Government Code, 551.104(a). SEE caution comment at item number 1.1.058.		
1.1.060	346	<b>Meetings, Audio or Videotapes of Open Meetings</b> 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 caution comment at item number 1.1.058.		

Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **27** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total					
1.1.061	347	<b>Meeting - Notes</b> Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC + 90 days		AC + 90 days	AC = Approval of the formal minutes by the governing body. SEE caution comment at item number 1.1.058.				
1.1.062	348	<b>Meetings - Supporting Documentation</b> Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.	2		2	A SEE caution comment at item number 1.1.058.				
1.1.063	35	<b>Staff Meeting Minutes and Notes</b> Minutes or notes, and supporting documentation, taken at internal agency staff meetings.	1		1	Intended for meeting summaries, substantive notes or reports and supporting documentation from meetings. Individual reminder notes or reference notes made by individuals may possibly be transitory or reference material. Please see records series 1.1.057 AIN 61F Transitory Information.				

Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **28** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.064	61G	<b>Agency Performance Measures Documentation</b> Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	FE + 3		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.		
1.1.065	53	<b>Reports and Studies (Non-Fiscal) - Raw Data</b> Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV		AV		CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number 1.1.064.		
1.1.066	48	<b>Reports - Biennial or Annual Agency (Narrative)</b> 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	A	AC = September 1 of odd-numbered calendar years.  ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		

Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **29** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1.067	47A	<b>Reports and Studies (Non-Fiscal)</b> Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	3		3	R	ARCHIVES NOTE: For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E.			
1.1.068	61A	<b>Reports on Performance Measures</b> Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC + 6		AC + 6		AC = September 1 of odd-numbered calendar years.			
1.1.068	61B	<b>Key Performance Target - Annual Report</b>	PM		PM		Agency of origin retains the permanent Record Copy and sends required copies to the Texas State Publications Depository Program, TSLAC and the Legislative Budget Board.			

Retention Codes (Field 7)						Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives					
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **30** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total					
1.1.068	61C	<b>Key Performance Target - Quarterly Report</b>	AC+6		AC+6	AC = September 1 of odd-numbered calendar years. Send required copies to the Texas State Publications Depository Program, TSLAC and the Legislative Budget Board.				
1.1.069	51	<b>Reports - Activity</b> Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.	1		1	CAUTION: SEE item number 1.1.064.				
1.1.070	307	<b>Agency Rules, Policies, and Procedures - Final</b> 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	R AC = Completion or termination of program, rules, policies, or procedures.  SEE ALSO Agency Rules, Policies and Procedures - Working Files, 1.1.071.				

Retention Codes (Field 7)				Archival Codes (Field 8)	
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **31** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total				9. Remarks	
1.1.071	308	<b>Agency Rules, Policies, and Procedures - Working Files</b> Working files used in the development of 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	R	AC = Completion or termination of program, rules, policies, or procedures.  SEE ALSO Records Series Item Number 1.1.070.			
1.1.072	309	<b>Public Information Reports</b> Reports made to the Office of the Attorney General on an agency's Public Information Act activities.	2		2					
1.1.073	310	<b>Administrative Hearings</b> Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.	AC + 3		AC + 3	R	AC = Last action.			

Retention Codes (Field 7)				Archival Codes (Field 8)			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **32** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1.074	311	<b>Sunset Review Report and Documentation</b>	AC + 3		AC + 3	R	AC = After the subsequent Sunset Review.			
1.1.075	312	<b>Alternative Dispute Resolutions - Final Agreement</b> Final agreement described by Government Code 2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf.	AC + 4		AC + 4		AC = Date of final agreement. Texas Civil Practice and Remedies Code , Chapter 154.071.			
1.1	360	<b>Q Transcript Files</b> Records of "717Q" proceedings dated prior to Texas Government Code Section Chapter 1371.057.	0	50	50		These are now delivered to the State Comptroller per Gov't Code section 1371.057. But those dated prior to the amendment of Chapter 1371 are still to be retained by OAG until the end of the 50 year retention period.			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **33** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1	361	<b>Public Security Work Files</b> Work papers involving the Public Finance Division's review and approval of public security transcripts.	AV		AV	Records must be retained a minimum of 15 years. Controversial bond financings may have administrative need and value beyond 15 years. If the administrative value is determined to not be beyond the 15 year minimum, these records may be stored in OAG RC storage for the last 5 years of the minimum retention, after having been in the division 10 years. Gov't Code section 1202.003		
1.1	367	<b>Public Finance Monthly Transcript Activity Reports</b> Reports compiled on a monthly basis pertaining to the fees and the number of public security transcripts received by the Public Finance Division.	AV		AV	Records must be retained a minimum of 5 years.  Government Code, Section 1202.004		
1.1	368	<b>Public Finance Division Opinion Books</b> Hardbound compilations of opinions issued by the Public Finance Division approving the transcripts of proceedings authorizing bonds or similar obligations.	PM		PM	Government Code, Section 1202.003		

Retention Codes (Field 7)						Archival Codes (Field 8)		
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives				
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist				



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **34** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total					

1.1	369	<b>Public Finance Division Research Files</b> Legal memoranda and related materials pertaining to the Public Finance Division's review and approval of transcripts of proceedings authorizing bonds or similar obligations.	AV		AV	Records must be retained a minimum of 10 years.		
1.1	370	<b>All Bond Counsel Letters</b> Notebook containing hardcopies of All Bond Counsel letters issued by the Public Finance Division. These letters are also maintained on the Texas Attorney Generals website.	AV		AV	Records must be retained a minimum of 10 years.		
1.1	372	<b>Public Finance Transcript Records (Datatop)</b> Electronic set of data pertaining to the transcripts of proceedings submitted to the Public Finance Division.	AV		AV	Records must be retained a minimum of 20 years.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **35** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total					
1.1	374	<b>Public Finance Division Correspondence Files</b> Incoming/outgoing and internal correspondence pertaining to the Public Finance Division's review and approval of transcripts of proceedings authorizing bonds or similar obligations.	AV		AV	Records must be retained a minimum of 10 years.				
1.1	350	<b>Child Support - Appellate Cases</b> Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit with the Court of Appeals or Supreme Court of Texas.	AC+ 3Mo	2 Yr/ 9Mo	AC+3	AC = Decision not to file a lawsuit or decision that a lawsuit will not be filed against the agency 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. Child Support - Appellate Cases have been determined to have no archival or historical value.				

Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **36** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1	425	<b>Child Support Case Files</b> All Title ID-D case files. Includes both the Paternity and the Non-Paternity case files.	AC+ 3Mo	4 Yr/ 9Mo	AC+5	AC= Closure of Case.	Both the previous Paternity records series (was AIN 62) and the Non Paternity records series (was AIN 63) have been combined into this one records series with the same retention now applied to both. These records are imaged and stored in the Virtual Case File (VCF) system. Federal law requires a three year retention. See 45 CFR 74.53(b)(3) and 303.11(14)(d)		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **37** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks				

1.1	64	<b>Investigations - Not Litigated</b>	AC+1Yr	4Yr	AC+5Yr	<p>AC = Closure of Case.</p> <p>NOTE: OAG has been granted a permitted exception by the Texas State Library and Archives Commission for this records series, pursuant to Government Code, Section 441.191(a). The permitted exception authorizes the OAG to return original records received by the OAG pursuant to civil investigative demand (CID) under Texas Business and Commerce Code, Section 17.61 or Texas Human Resource Code Section 36.054 to the provider. Records received by the OAG pursuant to CID that are not necessary to conduct agency business may be returned to the provider without making copies of these records. Records necessary to conduct agency business are to be copied, and the copies are to be retained by the agency according to the OAG RRS. Once copies have been made, the originals of the records necessary to conduct agency business may be returned to the provider.</p>	90-302-004	
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Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **38** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1	379	<b>Genetic Exclusion Result Records (Not filed with District Clerks)</b> Genetic test(s) results excluding the individual from parentage and/or Genetic Order(s) filed separately.	AC+5		AC+5	AC = Date of test results excluding them from parentage.  Texas Family Code 160.309		
1.1	380	<b>Release of Information (RINF) Records – Full Service (IV-D) Cases</b> Full Service (IV-D) cases: Forms 1A004 and 1A005.	AC		AC	AC = Case File Closure  Texas Family Code 231.108(f) and 234.010; Texas Administrative Code 55.501(a)  NOTE: This form must be maintained in accordance with case file retention and destroyed according to retention periods for: 1.1.62 PAT or 1.1.63 NPT  See also: 1.1/AIN 381		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **39** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1	381	<b>Release of Information (RINF) Records – RO (non-IV-D) Cases</b> Form 1A004 and Form 1A005, Authorization for Release of Information submitted to OAG CSD for RO (non-IV-D) cases.	3		3		CAUTION: These are non-IV-D cases; refer to AIN 380 for IV-D cases.		
1.1	69	<b>Collections Reports</b> Batch sheets manual, automated collections, and automated collections - monthly reconciliation summaries.	FE+1	4	FE+5			<b>90-302-008</b>	
1.1	378	<b>Volunteer AOP Training Program Records</b> Records include but are not limited to training records: rosters, materials, test results and other records that govern the hospital-based programs and State birth record agencies.	AC+5		AC+5		AC = Update of training materials or completion of training with positive test results.  NOTE: Formally known as Volunteers In Paternity (VIP)  45 CFR 302.70		
1.1	382	<b>Payment Records</b> Records include Child Support payments under court order or voluntary payments.	PM		PM		Texas Family Code 234.009		

Retention Codes (Field 7)						Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives					
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist					



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **40** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS				
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.2	70	<b>Child Support Money Handling Documents</b> Forms 1731 (Mailed Payments Logs) and 1781 (Payment Receipt)	3 Mo		3 Mo			
1.1	71	<b>PW 326-01, Collection Notice</b>	FE+3		FE+3			
1.1	72	<b>Interstate Collection Report</b>	FE+5		FE+5			
1.1	73	<b>D-41, Client Inquiry</b>	FE+5		FE+5			
1.1	74	<b>Administrative Review Hearing Cases</b>	AC+1	3	AC+4	AC = Closure of Case.	<b>90-302-013</b>	
*1.1	77	<b>Contract Related Documents</b> Contract Management Reports, Quality Control Samples, Controlled Correspondence, and invoices related to Medical Support, New Hire Reporting, Data Management, Verification of Employment, Financial Institution Data Match, Child Support Lien and Quarterly Wage contracts.	AC+7		AC+7	AC = Expiration or termination of the contract according to its terms.		
1.1.027	78	<b>Federal Register</b>	AV		AV	Agency submission. Must be retained for a minimum of 1 year.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **41** of **100**

2. Agency Code		3. Agency Name								
302		OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1	80B	<b>Support Payments</b> Cash control checks and child support coupons.	5		5		Paper medium scanned into the CSD Contract Systems, to be maintained as a digital record for the appropriate retention period for this records series. After scanning, the hardcopy check is deposited into the State Treasury. No duplicate is sent to the State Records Center.	Note: No longer need this 106# which is <b>96-302-079</b> . TSLAC approved the removal of this number from the OAG RRS. OAG coordinated with the State Records Center regarding this matter.		
1.1	82	<b>FACTS</b> Financial Accounting and Control for Texas System.	5		5					

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **42** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS				
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1	90	<b>MR1020, Collection and Disbursement Detail (State)</b> Report includes MR1010R3, Collections and Disbursement Detail by State and MR1030R3, Caseload Detail: State Total	5		5			
1.1	90A	<b>MR1020, Collection and Disbursement Detail (Region)</b> This report is primarily used by the Regional and Field Offices.	AV		AV			
1.1	91	<b>MR1010, Goals and Production Report</b>	5		5			
1.1	91G	<b>MR2050R4, Legal Action: State Total</b>	5		5			
1.1	91I	<b>MR3010R1, Case Load and Disbursement by County</b>	5		5	Electronic Format only.		
1.1	91J	<b>MR5157R1, OCSE-157</b> Child Support Enforcement Annual Data Report. OCSE=Child Support Enforcement.	10		10	Electronic Format only.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **43** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.7	97	<b>IRS Reports</b> CS00I005-1-IRS Update Validation Report, CSRD1L4-3-IRS Collection Report, PW805-01-IRS Accounting Report, CSDRIC2-IRS Tax Offset Adjustment Report, CSPRIC3-5-IRS Merged Report (Collections), PW 376-01- IRS Intercept Merged Submission Report, CSRD1C1-IRS Tax Offset Collection Report, PW324-01-SAS Run Report (IRS Intercept Report), PW 328-02-IRS Collections Report, IF0093R1 IRS Tax Adjustments, CL2019R1 IRS Regular Collection (Rejected Receipts), PW 326-02 Invalid County Codes, PW 368 IRS Intersubmission Summary.	FE+4	6	FE+10		Please Note: These records constitute official IRS agency records and may not be disclosed outside of the agency. Any request for the release of IRS records is subject to disclosure restrictions under the federal law and IRS rules and regulations.	90-302-034	
4.3	99	<b>PW 213-01, Post and Non-Post Warrant Register</b> Daily listing of warrants mailed for post and non-post AFDC Clients.	AC+20		AC+20		AC = Date of microfilming/CD-Rom.  Paper medium retained for AC+1 Mo. Upon microfilm/CD-ROM completion, paper documents are destroyed. Record series no longer needed after 9/1/2017.		

Retention Codes (Field 7)						Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives					
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist					



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **44** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS				
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1	99A	<b>Automated County Referral Reports</b> Monitoring and referral.	FE+5		FE+5			
1.1	100	<b>Funds 1741, Report for Pay Tapes</b>	FE+5		FE+5			
1.1	101	<b>RP 28, Internal Collections Report</b>	FE+10		FE+10			
1.1	102	<b>Daily Adds and PEEKS</b> Corrections to CS database.	FE+4		FE+4	Modifications in the CS Database using PEEK software.		
4.6	102A	<b>Suspense</b> Monthly reconciliations, drops, clean-up and case I.D.'s.	FE+5		FE+5			
4.2	102B	<b>USAS Monthly Records</b> Daily vouchers processed to maintain daily cash balances.	FE+5		FE+5	45 CFR 307.10(b)(16).		
4.3	205	<b>PW 027-03, URESA/UIFSA Warrant Register</b> Daily listing of URESA/UIFSA Child Support warrants mailed out of state.	AC+20		AC+20	AC = Date of microfilming/CD-Rom.  Paper medium retained for AC+1 Mo. Upon microfilm/CD-ROM completion, paper documents are destroyed. Record series no longer needed after 9/1/2017.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **45** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.2.001	103	<b>Destruction Authorizations</b> Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE + 10		FE + 10			
1.2.003	105	<b>Forms History File</b> Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests.	AC + 1		AC + 1	AC = Discontinuance of use of form.		
1.2.004	106	<b>Forms Inventory</b> Any periodic listing of all forms used internally or externally by an agency.	US		US			
1.2.005	107	<b>Records Retention Schedule (SLR 105)</b> Agency copy. Formerly RMD 105. Includes documentation of certification and approval - forms SLR 105C (formerly RMD 105C), and/or other forms designated by the State Records Administrator.	PM		PM	Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission. The OAG Records Management Officer will retain current and superceded versions of the agency's records retention schedule to provide a history of the agency's records.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **46** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.2.006	108	<b>Records Transmittal Forms</b> Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC + 10		AC + 10	AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer.		
1.2	110	<b>Opinion/Case Request</b> Documentation showing requests - taken, canceled or processed.	CE+1		CE+1			
1.2	111	<b>Microfilm Log</b> Log listing documents that have been microfilmed and the location of the document on each reel.	AC		AC	AC = Life of Microfilm original.		
1.2.008	111A	<b>Request for Authority to Dispose of State Records (RMD 102)</b> Agency copy.	FE + 3		FE + 3	Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **47** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS				
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.2.010	111B	<b>Records Disposition Logs</b> Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	PM		PM			
1.2.011	112A	<b>Record Center Storage Approval Forms (RMD 106)</b> Agency copy.	US		US			
1.2.012	112B	<b>Records Inventory Worksheets</b>	US		US			
1.2.013	112C	<b>Records Control Locator Aids</b> Includes indexes, card files, shelf lists, registers, guides, etc.	AC		AC	AC = When control aid is updated, revised, or no longer needed.  CAUTION: These records must carry the same retention period and archival code of the records they support.		
1.2.014	112D	<b>Records Management Plans</b> Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	US + 1		US + 1			

Retention Codes (Field 7)					Archival Codes (Field 8)		
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **48** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			
1.2.015	333	<b>Disaster Recovery Service Transmittals (RMD 109)</b> Also includes documentation for disaster recovery services provided by other entities.	FE + 1		FE + 1				
1.2.016	313	<b>Disaster Recovery Service Approval Form (RMD 113)</b> Agency copy of form.	AC		AC		AC = Until superseded or termination of service.		

Retention Codes ( <i>Field 7</i> )				Archival Codes ( <i>Field 8</i> )	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **49** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.3.001	46	<p><b>State Publications</b> One copy of each state publication as defined on page v of this schedule, except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (see item number 1.1.058) also meets the definition, but it must be retained permanently; item numbers 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.</p>	AC + 2		AC + 2	<p>AC = Until superseded or obsolete.</p> <p>CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.</p> <p>For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.16).</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **50** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				9. Remarks
1.3.002	45	<b>Publication Development Files</b> Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV		AV	R			
2.1.001	113	<b>Processing Files</b> Machine-readable files used in the creation, utilization, and updating of master files.	AC		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.  CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	R – Review by State Archivist		
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**  
*Form SLR 105C must accompany this form.*

1. Page **51** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

2.1.002	114	<b>Master Files</b> Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC	3	AC+3	AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.  <b>CAUTION:</b> Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.	93-302-063	
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Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **52** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
2.1.007	119	<b>Software Programs</b> Automated software applications and operating 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 require 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.			

Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **53** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
2.1.008	119A	<b>Hardware Documentation</b> 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 hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 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.			

Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **54** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

2.1.009	119B	<b>Technical Documentation</b> 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 a 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.	AC		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. 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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Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **55** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

2.1.010	119C	<b>Audit Trail Records</b> Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC		AC	AC = All audit requirements have been met.		
2.1.010	426	<b>IRS – Electronic Security Audit Trail Logs</b> Computer generated records that must contain information that establishes what type of event occurred, when the event occurred, where the event occurred, the source of the event, the outcome of the event, and the identity of any individual or subjects associated with the event. Records must contain details to facilitate the reconstruction of events if unauthorized activity or a malfunction occurs or is suspected in the audit records for audit events indented by type, location, or subject.	AC+7		AC+7	AC = All audit requirements have been met.  Texas Code of Criminal Procedure, Chapter 56, Article 56.06.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **56** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
2.1.011	119D	<b>Finding Aids, Indexes, and Tracking Systems</b> Automated indexes, lists, registers, and other finding aids used to provide access to records.	AC		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.			
2.2.001	120	<b>System Monitoring Records</b> Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	AV		AV				
2.2.002	121	<b>Chargeback Records to Data Processing Services Users</b> Records used to document, calculate costs, and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes.	FE + 3		FE + 3				

Retention Codes (Field 7)				Archival Codes (Field 8)	
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **57** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS				
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

2.2.004	123	<b>Computer Job Schedules and Reports</b> Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.	3 MO		3 MO				
2.2.010	125A	<b>Data Processing Policies and Procedures</b> 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		US + 3		CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number 2.1.009.		
2.2.011	115	<b>Batch Data Entry Control Records</b> Forms and logs used to reconcile batches submitted for processing against batches received and processed.	FE+3		FE+3		Retention established by agency directive.		
2.2	115A	<b>Natural Moves</b> Reference mainframe program jobs. Natural request for production changes. Natural Program listings.	FE+3		FE+3				

Retention Codes (Field 7)				Archival Codes (Field 8)			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **58** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

2.2.012	116	<b>Output Records for Computer Production</b> Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV		AV			
2.2.013	125B	<b>Quality Assurance Records</b> Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	AC		AC	AC = No longer needed as an audit trail for any records modified.		
2.2.014	314	<b>Internet Cookies</b> Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV		AV	The disposal of Internet cookies 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 (1.2.014).		

Retention Codes (Field 7)						Archival Codes (Field 8)		
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives				
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **59** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

2.2.015	315	<b>History Files - Web Sites</b> A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV		AV	The disposal of history files 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 (1.2.014).		
2.2.016	316	<b>Software Registrations, Warranties and License Agreements</b>	LA + 3		LA + 3			
3.1	6A	<b>Discrimination Complaints (EEOC/TCHR Charges)</b> EEOC/TCHR notice of discrimination requested information, correspondence, agency's position statement/response, supporting documentation.	AC+5		AC+5	AC = Final disposition of the complaint. CFR 29 1602.31		

Retention Codes (Field 7)						Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives					
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **60** of **100**

2. Agency Code		3. Agency Name								
302		OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
3.1.001	127	<b>Applications for Employment - Not Hired</b> 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. Applicant Tracking Form, Aptitude and Skills Tests.	AC	2	AC+2	AC = All job jackets that have been filled or canceled as of June 30 or December 31.  29 CFR 1602.31				
3.1	128	<b>Master Personnel Files</b> Employee Application, Performance Appraisals, Personnel Disciplinary Action Documentation, Personnel Information or Action Forms, Personnel Data Change Form, Applicant Acknowledgment, New Employee Information, Verification of Employment Eligibility, Employee Clearance Check List, Personnel File Release, Aptitude and Skills Tests (Test Papers).	AC + 3	2	AC + 5	AC = Termination of employment.  29 CFR 1620.32(c) 29 CFR 1602.31(a) 26 CFR 31.6001-5 8 CFR 274a.2(b)(2)(i)(A) and (c)(2) 29 CFR 31.6001-1(e)(2) 29 CFR 1602.31 Retained in Human Resources Division				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **61** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				
3.1.006	132	<b>Employee Counseling Records</b> Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisory level except in those agencies with counseling staff.	AC + 3		AC + 3	AC = Termination of counseling. Retained at divisional level.			
3.1.011	134	<b>Employee Insurance Records</b> Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.	AC		AC	AC = Until superseded or termination of employment.  CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.			
3.1	136	<b>Confidential Personnel Records</b> Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees. Includes Workers Compensation, FMLA and Sick Leave Pool Documentation.	AC+3	2	AC+5	AC = 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.			

Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **62** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.1.012	137	<b>Employment Opportunity Announcements</b> Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2		2	29 CFR 1602.31		
*3.1.013	334	<b>Employment Contracts: On or before 8/31/2015</b> Executed, renewed, or amended on or before August 31, 2015.	AC+4		AC+4	AC = Expiration or termination of the contract according to its terms.  Executed, renewed, or amended on or after September 1, 2015: AC + 7. See RSIN 3.1.013\AIN 334A.  Government Code, 4441.1855		
*3.1.013	334A	<b>Employment Contracts: On or after 9/1/2015</b> Executed, renewed, or amended on or after September 1, 2015.	AC+7		AC+7	AC = Expiration or termination of the contract according to its terms.  Executed, renewed, or amended on or before August 31, 2015: AC + 4. See RSIN 3.1.013\AIN 334.  Government Code, 4441.1855		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **63** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.1.014	139	<b>Employment Selection Records</b> Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results; and all other records that document the selection process.	2		2	29 CFR 1602.31  Retained at divisional level.  CAUTION: Does not include criminal history checks. SEE item number 3.1.026.		
3.1.018	140	<b>Grievance Records</b> Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC + 2		AC + 2	AC = Final decision on the grievance.  CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U. S. Department of Labor. SEE item number 1.1.048.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **64** of **100**

2. Agency Code	302	3. Agency Name				OFFICE OF THE ATTORNEY GENERAL OF TEXAS			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.1.020	363	<b>Personnel Corrective Action Documentation</b> Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC+5		AC+5	AC = Termination of Corrective Action  CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under state item number 3.1.021 (AIN 128), all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by state item number 3.1.021 (AIN 128), which is AC+5 where AC=Termination of employment.  Retained at division level.		
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Retention Codes (Field 7)				Archival Codes (Field 8)			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **65** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total					
3.1.023	145	<b>Position/Job Descriptions</b> Job descriptions, including all associated task or skill statements, for positions in an agency.	AC + 4		AC + 4	AC = Until superseded or job eliminated. 40 TAC 815.106(i).				
3.1.024	317	<b>Physical Examinations/Medical Reports</b> Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC + 2		AC + 2	AC = Until superseded or termination of employment.  CAUTION: Does not include pre-employment physical examinations. SEE item number 3.1.014.				
3.1.026	145A	<b>Criminal History Checks</b> Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC		AC	AC = The criminal history record has served the immediate purpose for which it was obtained.  CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.				

Retention Codes (Field 7)						Archival Codes (Field 8)	
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **66** of **100**

2. Agency Code	302	3. Agency Name				OFFICE OF THE ATTORNEY GENERAL OF TEXAS			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.1.027	146	<b>Training and Educational Achievement Records (Individual)</b> Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.	AC + 5		AC + 5	AC = Termination of employment.		
3.1.029	364	<b>Verification of Employment Eligibility</b> Federal reporting form (INS I-9).	AC+1		AC+1	AC = Termination of Employment  CAUTION: Federal regulation requires that INS I-9 forms be retained for 3years from date of hire or 1year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3years from date of hire are kept for the 3year retention period.  8 CFR 274a.2(b)(2)(i)(A) and (c)(2).		

Retention Codes (Field 7)						Archival Codes (Field 8)		
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives				
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist				



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **67** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total					
3.1.031	355	<b>Employee Benefits - Other than Insurance</b> Agency copies of information relating to the selection of available benefit options other than insurance.	AC + 2		AC + 2	AC = Until superseded or termination of employment  CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.				
3.1.034	318	<b>Resumes - Unsolicited</b> Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur.	AV		AV	SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.				
*3.1.035	58	<b>Performance Bonds: On or before 8/31/2015</b> Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency. Executed, renewed, or amended on or before August 31, 2015.	AC + 4		AC + 4	AC = Expiration or termination of the bond according to its terms.  CAUTION: Does not include construction or architectural surety bonds. SEE item number 5.2.028. SEE related item 5.1.001 Contracts and Leases.  Government Code, 4441.1855				

Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **68** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total					
*3.1.035	58A	<b>Performance Bonds: On or after 9/1/2015</b> Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency. Executed, renewed, or amended on or after September 1, 2015.	AC + 7		AC + 7	AC = Expiration or termination of the bond according to its terms.  CAUTION: Does not include construction or architectural surety bonds. SEE item number 5.2.028. SEE related item 5.1.001 Contracts and Leases.  Government Code, 4441.1855				
3.1.036	338	<b>Apprenticeship Records</b> Summary of applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants.	5		5	29 CFR 30.8(e).				

Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **69** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.1.037	375	<b>Employee Recognition Records</b> Awards, incentives, tenure, or related.	AC+5		AC+5	AC = Termination of employment.		
3.1	155	<b>Exit Questionnaire</b> Voluntary comments on reason for leaving employment.	AV		AV			
3.1	156A	<b>Volunteer/Internship Applications</b> Voluntary information asked of volunteers and/or interns.	AC + 2		AC + 2	AC = Termination of volunteer/ internship assignment.		
3.1.038	319	<b>Public Access Option Form</b> Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code §552.024.	US		US	SEE item number 3.3.011.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **70** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total					
3.1.039	320	<b>Ombudsman Records</b> Consultation records, notes, letters, memos, emails, reports and other documentation.	AC		AC	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 (AIN128).				
3.2.001	157A	<b>Employee Deduction Authorizations</b> Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC + 4		AC + 4	AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.				
3.2.002	158	<b>Employee Earnings Records</b>	4		4	40 TAC 815.106(i).				
3.2.003	159	<b>Federal Tax Records</b> Includes 1099, W2, FICA, and other tax records.	AC + 4		AC + 4	AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.  26 CFR 31.6001 - 1(e)(2).				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **71** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.2.004	160	<b>Income Adjustment Authorizations</b> Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	2		2	29 CFR 516.6(c).		
3.2.005	365	<b>W-4 Forms</b> Employer's copy of "Employee's Withholding Exemption Certificate."	AC+4		AC+4	AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2).		
3.2.006	162	<b>Wage Rate Tables</b>	2		2	29 CFR 516.6(a)(2).		
3.2.007	162A	<b>Unemployment Compensation Records</b> Notice of application for unemployment benefits, determination on payment of unemployment, wage verification notices.	AC + 5		AC + 5	AC = Date of determination.		
3.2.008	163	<b>Direct Deposit Application/Authorizations</b>	US		US			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **72** of **100**

2. Agency Code		3. Agency Name							
302		OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.2.009	164	<b>State Deferred Compensation Records</b> 457 & 401(k) agreements, policies, etc.	AC + 5		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 <i>Benefits Coordinator Reference Manual</i> issued by the Employees Retirement System of Texas.			
3.2.010	164A	<b>Human Resources Information System (HRIS) Reports</b> Includes supporting documentation.	AC + 4		AC + 4	AC = Last day of the period covered in report.  Agency copy is original; must remain on file at agency.			
3.3	165	<b>Temporary Staffing Documents</b> Documents pertaining to the hiring of temporary staff.	FE + 1	2	FE + 3	General Appropriations Act (H.B. No. 1) Article 9, Section 9-11.18. (76th Legislative Regular Session). Civil Rights Act of 1964-Title VII, as amended. 42. U.S.C. §2000e, et seq.			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **73** of **100**

2. Agency Code		3. Agency Name								
302		OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
3.3.001	349	<b>Affirmative Action Plans</b> Affirmative action plans for both regular employees and apprenticeship programs.	5		5		29 CFR 30.8(e) for apprenticeship plans.			
3.3.004	335	<b>Benefit Plans</b> Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	US + 1		US + 1		29 CFR 1627.3(b)(2).			
3.3.010	356	<b>Labor Statistics Reports</b> Reports providing statistical information on labor force.	3		3					
3.3.011	174	<b>Former Employee Verification Records</b> Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	AC + 75		AC + 75		AC = Termination of employment.  See item number 3.1.038.			
3.3.015	178	<b>Positions/Job Classification Review File</b> Records relating to review and monitoring of job classifications within an agency. Fair Labor & Standards Questionnaire.	US + 1	2	US + 3					

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **74** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS				
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.3.020	182	<b>Work Schedules/Assignments</b> Work, duty, shift, crew, or case schedules, rosters, or assignments.	1		1		Retained at divisional level.		
3.3.022	183A	<b>Texas Workforce Commission (TWC) Reports</b> Reports to the agency from TWC or its predecessor pertaining to employees.	3		3				
3.3.023	60	<b>Reimbursable Activities, Requests and Authorizations to Engage in</b> Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE + 3		FE + 3				
3.3.024	183B	<b>Personnel Policies and Procedures</b> 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				

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **75** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.3.025	336	<b>Job Procedure Records</b> Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.	US + 3		US + 3				
3.3.026	181	<b>Agency Staffing Reports</b> Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US + 3		US + 3				
3.3.027	357	<b>Aptitude and Skills Tests</b> Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	US + 2		US + 2	29 CFR 1602.31	CAUTION: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.		

Retention Codes (Field 7)						Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives					
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist					



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **76** of **100**

2. Agency Code	302	3. Agency Name				OFFICE OF THE ATTORNEY GENERAL OF TEXAS			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.3.029	358	<b>Aptitude and Skills Tests (Validation Records)</b> Records of the validation of aptitude and skills tests.	AC + 2	AC + 2	AC = As long as the test is used by an agency.  29 CFR 1602.31		
3.3.030	183C	<b>Training Administration Records</b> 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 an agency's programs, services, or projects.	US + 2	US + 2	CAUTION: Does not include hazardous material training records. SEE item number 5.4.007.		
3.3.031	133	<b>EEO Reports and Supporting Documentation</b> Includes documentation used to complete EEO reports.	3	3	29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.		
3.3.032	321	<b>Equal Pay Records</b> Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the federal Equal Pay Act.	3	3	29 CFR 1620.32.		

<b>Retention Codes (Field 7)</b>  AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset MO – Months PM – Permanent US – Until Superseded	<b>Archival Codes (Field 8)</b>  A – Transfer to State Archives R – Review by State Archivist
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **77** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

3.4.001	184	<b>Accumulated Leave Adjustment Requests</b> Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE + 3		FE + 3				
3.4.002	185	<b>Leave Forms, Documentation and Status Reports</b> Leave Requests, Form 19-018, Time Summaries and documentation to correct errors on leave accumulations, entry changes or errors.	FE + 3		FE + 3		Paper medium retained AC+1 mo. after electronic scanning, and then they are shredded.		
3.4.003	186	<b>Less Than Full-Time Worked Reports</b> Dates and hours.	4		4		40 TAC 815.106(i).		
3.4.004	187	<b>Overtime Authorizations</b>	2		2				
3.4.005	337	<b>Overtime Schedules</b>	2		2				
3.4.006	188	<b>Time Cards and Time Sheets</b>	FE + 1	3	FE + 4		40 TAC 815.106(i).		
3.4.007	400	<b>Time off and Sick Leave Requests</b>	FE + 3		FE + 3				

Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **78** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

4.1.002	191	<b>Billing Detail</b>	FE + 1	2	FE + 3	CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001, 5.5.006, and 5.5.007.			
4.1.003	192	<b>Canceled Checks/Stubs/Warrants/Drafts</b>	FE + 1	2	FE + 3				
4.1.004	193	<b>Encumbrance Detail</b>	FE + 1	2	FE + 3				
4.1.005	194	<b>Inventory and Other Cost Files</b> Production, job, labor, quotes, pricing, specifications, etc.	FE + 1	2	FE + 3				
4.1.006	195	<b>Investment Transaction Files</b>	FE + 1	2	FE + 3				
4.1.007	195A	<b>Transfers or Budget Revisions</b> Transfers or adjustment to budgets.	FE + 3		FE + 3				

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **79** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

*4.2	200	<b>Vouchers</b> Requisitions, Receiving Orders, Receiving Reports, Invoices, Travel, Spot Purchase, Return Check, Expense, Operating Fund Deposit, Suspense Fund Deposit, and Suspense/Clearance best value determination, Accounts Payable Information, Electronic Fund Transfers, Cash Deposit Vouchers, Cash Receipts, Daily Cash Receipts Logs, General Journal Vouchers, Expenditure Vouchers, Texas Facilities Commission Statements, etc.	FE + 3		FE + 3				
4.2.004	199	<b>Encumbrance Vouchers</b> Orders, statements, change orders, etc.	FE + 1	2	FE + 3				
4.3.001	202	<b>Sales Journals or Registers</b>	FE + 1	2	FE + 3				
4.3.002	203	<b>Receipts Journals or Registers</b>	FE + 1	2	FE + 3				
4.3.003	204	<b>Expenditures Journals or Registers</b>	FE + 1	2	FE + 3				
4.4.001	211	<b>General and Subsidiary Ledgers</b>	FE + 1	2	FE + 3				
4.4.002	212	<b>Accounts Receivable Ledgers</b>	FE + 1	2	FE + 3				
4.4.003	213	<b>Accounts Payable Ledgers</b>	FE + 1	2	FE + 3				

Retention Codes (Field 7)				Archival Codes (Field 8)			
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **80** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

4.4.004	214	Employee Savings Bond Ledgers	FE + 1	2	FE + 3			
4.5.001	215	Worksheets for Preparing Fiscal Reports	FE + 1	2	FE + 3			
4.5.002	216	Internal Fiscal Management Reports Includes agency monthly budget reports.	FE + 1	2	FE + 3			
4.5.003	216A	Annual Financial Reports Required by the General Appropriations Act (100 Day Report).	AC + 6		AC + 6	AC = September 1 of odd-numbered calendar years.  CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **81** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

4.5.005	217A	<b>External Fiscal Reports</b> Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	FE + 3		FE + 3				
4.5.006	217B	<b>Annual Operating Budgets</b> Required by the General Appropriations Act.	FE + 3		FE + 3				
4.5.007	323	<b>USAS Reports – Daily</b>	AC		AC		AC = Receipt and reconciliation of monthly report.		
4.5.008	324	<b>USAS Reports - Monthly</b>	AC		AC		AC = Receipt and reconciliation of annual report.		
4.5.009	325	<b>USAS Reports - Annual</b>	FE + 3		FE + 3				
4.6.001	218	<b>Balancing Records</b>	FE + 1	2	FE + 3				
4.6.002	219	<b>Reconciliations</b>	FE + 1	2	FE + 3			<b>93-302-068</b>	
4.6.003	220	<b>Cash Counts</b>	FE + 1	2	FE + 3				
4.7.001	222	<b>Accounting Policies and Procedures Manual</b>	US + 1	2	US + 3				
4.7.002	223	<b>Bank Statements</b>	FE + 1	2	FE + 3				

Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **82** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
4.7.003	224	<b>Returned Checks/Warrants/Drafts (Uncollectable)</b>	AC + 1	2	AC + 3		AC = After deemed uncollectable.			
4.7.004	225	<b>Capital Asset Records</b>	LA +3		LA +3					
4.7.005	226	<b>Claim Files</b>	AC + 1	2	AC + 3		AC = Resolution of claim.			
4.7.006	227	<b>Comptroller Statements</b>	FE + 1	2	FE + 3					
4.7.007	228	<b>Detail Chart of Accounts</b> One for all accounts in use for a fiscal year.	FE + 1	2	FE + 3					
*4.7.008	229	<b>Grant Records: On or before 8/31/2015</b> This series documents state and federal grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by agencies. Associated with a grant executed, renewed, or amended on or before August 31, 2015.	AC + 3		AC + 3		AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).  CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.			

Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **83** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

*4.7.008	229B	<b>Grant Records: On or after 9/1/2015</b> This series documents state and federal grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by agencies. Associated with a grant executed, renewed, or amended on or after September 1, 2015.	AC + 7		AC + 7	AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).  CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.		
4.7	229A	<b>Grants Contracts and Grant Files, including Applications, etc.</b>	AC+2	5	AC+7	AC = After close of grant contract.		
4.7.009	230	<b>Fixed Asset Sequential Number Logs</b>	US + 3		US + 3			
4.7.010	231	<b>Long-Term Liability Records</b> Bonds, etc.	AC + 1	2	AC + 3	AC = Retirement of debt.		
4.7.012	232A	<b>Signature Authorizations</b> Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	AC + 3		AC + 3	AC = End of fiscal year in which record is superseded.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **84** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
*5.1.001	233	<b>Contracts and Leases: On or before 8/31/2015</b> 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, performance bonds, contracts, purchase requests, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Executed, renewed, or amended on or before August 31, 2015.	AC + 4		AC + 4	AC = Expiration or termination of the instrument according to its terms.  SEE related item numbers 3.1.035 Performance Bonds and 5.3.007 Bid Documentation. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.  Government Code, 441.1855			

Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **85** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

*5.1.001	233A	<b>Contracts and Leases: On or after 9/1/2015</b> 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, performance bonds, contracts, purchase requests, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Executed, renewed, or amended on or after September 1, 2015.	AC + 7		AC + 7	AC = Expiration or termination of the instrument according to its terms.  SEE related item numbers 3.1.035 Performance Bonds and 5.3.007 Bid Documentation. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.  Government Code, 441.1855		
5.1.003	235	<b>Delivery Reports</b>	2		2			
5.1.004	236	<b>Mail and Telecommunications Listings</b> Any mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves.	US		US			
5.1.005	237	<b>Postage Records</b> Records and reports of postage expenses, including postal meter usage.	FE + 3		FE + 3			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **86** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS				
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

5.1.007	239	<b>Requisitions for In-Agency or Inter-Agency Copy/Printing Service</b> Includes word processing and data processing.	AV		AV			
5.1	240	<b>Mail Processing Slip</b>	AV		AV			
5.1	241	<b>Certified Mail Log</b>	1		1			
5.1	242	<b>Express Mail Receipt</b>	1		1			
5.1.010	247	<b>Licenses and Permits for Non-vehicles</b> Does not include licenses and permits issued by an agency as part of its statutory responsibilities.	AC + 2		AC + 2	AC = Expiration date of license or permit.		
5.1.011	248	<b>Photocopier and Telefax Usage Logs &amp; Reports</b>	AV		AV			
5.1.012	5	<b>Charge Schedules/Price Lists</b> Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US + 3		US + 3			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **87** of **100**

2. Agency Code		3. Agency Name							
302		OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
*5.1.013	11	<b>Insurance Policies: On or before 8/31/2015</b> For vehicles, equipment, etc. Executed, renewed, or amended on or before August 31, 2015.	AC + 4		AC + 4		AC = Expiration or termination of the policy according to its terms.  Government Code, 441.1855		
*5.1.013	11A	<b>Insurance Policies: On or after 9/1/2015</b> For vehicles, equipment, etc. Executed, renewed, or amended on or after September 1, 2015.	AC + 7		AC + 7		AC = Expiration or termination of the policy according to its terms.  Government Code, 441.1855		
5.1.014	248A	<b>Office Procedures</b> Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.	US + 1		US + 1				
5.1.015	234	<b>Correspondence Tracking Records</b> Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers. Includes courier requests.	1		1				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **88** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.1.017	327	<b>Contract Log</b> List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE + 3		FE + 3				
5.2.001	249	<b>Appraisals - Building or Property</b>	AV		AV	R			
5.2.002	250	<b>Building Construction Project Files</b> Planning, design, and construction records; accepted and rejected bids; correspondence; etc.	AC + 10		AC + 10	R	AC = Completion of project.  SEE ALSO item numbers 5.2.003 and 5.2.028.  Texas Civil Practice & Remedies Code 16.008 - 16.009.		
5.2.003	251A	<b>Building Plans and Specifications</b> Includes architectural and engineering drawings, profiles, and blueprints.	State owned: LA  Leased: AC+2		State owned: LA  Leased: AC+2	R	AC = Termination or cancellation of lease (for leased buildings).  SEE ALSO item numbers 5.2.002 and 5.2.028.  ARCHIVES NOTE: Archival review designation is for state-owned buildings only.		

Retention Codes (Field 7)						Archival Codes (Field 8)			
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist					



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **89** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

5.2.004	252	<b>Building Space Requests</b>	1		1			
5.2.005	253	<b>Calibration Records (Equipment or Instrument)</b>	10		10			
5.2.006	254	<b>Property Destruction, Certificates of</b>	FE + 3		FE + 3			
5.2.007	255	<b>Damage Reports</b> Reports of damage to state property.	FE + 3		FE + 3			
*5.2.008	256	<b>Equipment History File</b> Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA + 3		LA + 3	For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.001.		
5.2.009	257	<b>Equipment Inventory Detail Report Forms</b> Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE + 3		FE + 3			
5.2.010	258	<b>Equipment Manuals</b>	LA		LA			
5.2.011	259	<b>Equipment Warranties</b>	AC + 1		AC + 1	AC = Expiration of Warranty.		
5.2.012	260	<b>Estimate Files (Supply and Repair Cost Estimates)</b>	1		1			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **90** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

5.2.014	262	<b>Inventory - Annual Physical</b> Property, equipment, supply verification.	FE + 3		FE + 3				
5.2.015	263	<b>Inventory, Notices of Equipment Removed From</b>	FE + 3		FE + 3				
5.2.016	264	<b>Inventory System Update Listings</b> Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC		AC	AC = Transfer of information into annual listing.			
5.2.017	265	<b>Lost &amp; Stolen Property Reports</b>	FE + 3		FE + 3				
5.2.018	266	<b>Quality Control Reports</b>	2		2				
5.2.019	267	<b>Service Work Orders</b> Agency copy of forms completed by personnel for pick-up, delivery, installation or repair. Includes billing code, service, labor, parts, and remarks.	1		1				
5.2.020	268	<b>Supply Usage Records</b> Supply orders, reports, etc.	FE + 1		FE + 1				
5.2.021	269	<b>Surplus Property Sale Reports</b>	FE + 3		FE + 3				
5.2.022	270	<b>Utility Usage Reports</b>	AV		AV				

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **91** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

5.2.023	271	<b>Year-to-Date Activity (Inventory Listing)</b> Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.	FE + 3		FE + 3			
5.2	273	<b>Capital and Controlled Equipment Accountability Form (CCEAR)</b>	US		US			
5.2.024	328	<b>Material Specifications</b>	AC + 2		AC + 2	AC = Material is no longer in the agency.		
5.2.025	329	<b>Equipment Descriptions and Specifications</b>	AC + 2		AC + 2	AC = Equipment is no longer in the agency.		
5.2.026	330	<b>Facilities Reservation Logs</b> Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.	2		2			
5.2.027	331	<b>Space Utilization Reports</b>	AV		AV			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **92** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.2.028	274A	<b>Building Construction Contract and Inspection Records</b> Building construction contracts, surety bonds, and inspection records.	LA + 10		LA + 10	R	SEE ALSO item numbers 5.2.002 and 5.2.003.		
5.3.002	276	<b>Freight Bills Paid</b>	FE + 3		FE + 3				
5.3.003	277	<b>Freight Claims</b>	AC + 2		AC + 2		AC = Resolution of claim.		
5.3.004	278	<b>Order - Acknowledgments</b>	AV		AV				
5.3.005	279	<b>Packing Slips</b>	AV		AV				
*5.3.007	281	<b>Bid Documentation: On or before 8/31/2015</b> Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. Associated with a contract executed, renewed, or amended on or before August 31, 2015.	AC + 3		AC + 3		AC= Expiration or termination of the contract according to its terms or decision not to proceed with the bid.  CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item number 5.1.001 and 5.2.028.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **93** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total					
*5.3.007	281B	<b>Bid Documentation: On or after 9/1/2015</b> Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. Associated with a contract executed, renewed, or amended on or after September 1, 2015.	AC + 7		AC + 7	AC= Expiration or termination of the contract according to its terms or decision not to proceed with the bid.  CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item number 5.1.001 and 5.2.028.				
5.3.008	280A	<b>Purchasing Logs</b> Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE + 3		FE + 3					
*5.3.009	281A	<b>Requests for Information</b> Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC		AC	AC = Decision not to proceed with the procurement.  CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with item number 5.3.007.				

Retention Codes (Field 7)						Archival Codes (Field 8)		
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives				
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **94** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.4.001	282	<b>Accident Reports and Associated Documentation</b> Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	CE + 5		CE + 5		29 CFR 1904.33.  The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.		
5.4.002	283	<b>Evacuation Plans</b> Plans for evacuation of agency facilities in cases of emergency.	US		US				

Retention Codes (Field 7)				Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **95** of **100**

2. Agency Code		3. Agency Name							10.		11.
302		OFFICE OF THE ATTORNEY GENERAL OF TEXAS							106 No.		<b>TSLAC ONLY</b> Amend. No.
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						
5.4.003	284	<b>Inspection Records</b> Fire, safety, and other inspection records of agency facilities and equipment. IRS requires documented inspections to include Inspection Cycle, Safeguard Security Report (SSR) and a record of corrective actions, if any.	AC + 3		AC + 3	AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency. IRS requires all inspections with corrective actions be maintained for five (5) years after close. IRS Publication 1075 (Dec. 2013), Section 6.4.  CAUTION: Does not include inspection reports of building construction. SEE item number 5.2.028.  Please Note: These records constitute official IRS agency records and may not be disclosed outside of the agency. Any request for the release of IRS records is subject to disclosure restrictions under the federal law and IRS rules and regulations.					
5.4.004	285	<b>Fire Orders</b> Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC + 3		AC + 3	AC = Deficiency corrected.					

Retention Codes (Field 7)					Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives		
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist		



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **96** of **100**

2. Agency Code		3. Agency Name								
302		OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total				9. Remarks	
5.4.007	339	<b>Hazardous Materials Training Records</b> Records of training given employees in an agency hazard communications program.	5		5	Texas Health and Safety Code, 502.009(g).				
5.4.008	340	<b>Hazard Communication Plans</b>	US + 5		US + 5	Texas Health and Safety Code, 502.009(g).				
5.4.009	341	<b>Workplace Chemical Lists</b>	30		30	Texas Health and Safety Code, 502.005(d).				
5.4.010	287A	<b>Material Safety Data Sheets</b>	AC		AC	AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.				
5.4.011	287B	<b>Visitor Control Registers</b> Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	3		3					
5.4.012	246	<b>Security Access Records</b> 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 + 2	AC = Until superseded, date of expiration, or date of termination, whichever sooner.				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **97** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

5.4	366	<b>Employee ID Card/Key Card Data</b> The data related to employee ID Cards/Key Cards is retained in the system AC+3 months.	AC+3 MO		AC+3 MO	AC = Until superseded, date of expiration or date of termination, whichever sooner.		
5.4	18	<b>Security Guard Reports</b> Daily/weekly intelligence logs.	US		US			
5.4	353	<b>IRS - FTI Access Records and Logs</b> Records include but are not limited to: • logs tracking the location of electronic and non-electronic records with FTI • logs tracking records with FTI disclosed outside of agency • Visitor and Building Access Logs including Authorized Access List (AAL) Disclosure Awareness Certification	AC + 5		AC + 5	AC = Until superseded, date of expiration, or date of termination, whichever sooner.  IRS Publication 1075, Sections 3.2, 3.3, 3.4, 4.3.1.		
5.4.013	104	<b>Disaster Preparedness and Recovery Plans</b>	US		US			

Retention Codes (Field 7)				Archival Codes (Field 8)			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **98** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
5.5.001	288	<b>Billing Detail - Telecommunications (Other Than TEX-AN)</b> In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE + 3		FE + 3		SEE item number 5.5.006 for TEX-AN billing detail.			
5.5.002	289	<b>Long Distance Telephone Logs</b> Long distance logs created by agencies for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions.	AV		AV					
5.5.003	342	<b>Station Activity Reports</b> Internal listing of incoming/outgoing telephone activity to individual telephone stations.	AV		AV					
5.5.004	343	<b>System Activity Reports</b> Internal listing of all incoming/outgoing agency telephone activity.	AV		AV					

Retention Codes (Field 7)				Archival Codes (Field 8)			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **99** of **100**

2. Agency Code	302	3. Agency Name	OFFICE OF THE ATTORNEY GENERAL OF TEXAS			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.5.006	332	<b>Billing Detail - Telecommunications (TEX-AN)</b> In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE + 3		FE + 3	The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE item number 4.7.011.  SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.		
5.5.007	290	<b>Disputed Call Documentation</b> Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.	FE + 3		FE + 3			
5.6.003	294	<b>Inspection Repair and Maintenance Records - Vehicles</b>	LA + 1		LA + 1			
5.6.004	295	<b>License and Driving Record Checks</b>	AC		AC	AC = Until superseded or until termination of employment.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **100** of **100**

2. Agency Code 302		3. Agency Name OFFICE OF THE ATTORNEY GENERAL OF TEXAS								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks				
5.6.005	296	<b>Vehicle Use Reports</b> Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE + 3		FE + 3					
5.6.007	298	<b>Vehicle Titles &amp; Registrations</b>	LA		LA					
5.6.009	299	<b>Parking Permits or Assignments</b>	US		US					

Retention Codes (Field 7)				Archival Codes (Field 8)	
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## **MEDIA RETENTION STORAGE PROCEDURE**

RIM Month 2019 Training  
Information Governance Division  
Office of the Attorney General of Texas

**PURPOSE:** To ensure compliance with OAG Records and Information Management (RIM) Guidelines and OAG Records Center storage procedures, as well as maintain the cost-effectiveness of retention storage practices.

**SCOPE:** This procedure may be followed by any agency personnel submitting digital media to the OAG Records Center for retention storage.

**RESPONSIBILITIES:** The employee responsible for preparing records for retention storage with the OAG Records Center shall separate all media from the hardcopy records, and prepare the records for storage as prescribed below.

**KEY CONTACTS:** Division Records Management Liaison (RML), Records Center Coordinator, and Record Services Manager

**RESOURCES:** OAG Records Retention Schedule, OAG Records Center Storage Guidelines, and the OAG Supply Catalog

### **DEFINITIONS:**

**Media** – audio and video tapes, CD/DVDs, and USB flash drives

### **SUPPLIES:**

CD/DVD sleeve (QC #1963)

Envelope – size 7 ½ x 10 ½ (QC #119)

Envelope – size 9 ½ x 12 ½ (QC #120)

Banker box – (QC #30)

## **PROCEDURE:**

### MEDIA ENVELOPE PREPARATION

- Label media with case number & closing date.
- Insert media into a protective cover/sleeve.
- Insert media into an envelope (QC 119 or 120). One case per envelope. Multiple media may be placed into one envelope.
- Seal the envelope.
- In black permanent marker, legibly write the case number and closing date in the front left corner of the envelope. Front = opposite side of envelope closure.
- For cases with multiple media envelopes, use black permanent marker to label the front of the envelopes with a numerical series (e.g. 1 of 3, 2 of 3, etc.).

### BANKER BOX (AKA RECORDS BOX) PREAPRATION

#### One Case, One Box: For a case with only one box of hardcopy records

- Prepare records box with hardcopy records following established Records Center guidelines.
- Prepare media envelope(s) following the Media Envelope Preparation procedure above.
- Place envelopes in the box in front of the hardcopy records.
- In black permanent marker, legibly write "MEDIA" across the bottom of the hand inventory sheet attached to the side of the box.

#### One Case, Multiple Boxes: For cases with multiple boxes of hardcopy records

- Prepare records boxes with hardcopy records following established Records Center guidelines.
- Prepare media envelope(s) following the Media Envelope Preparation procedure above.
- Place media envelopes in the last box of the case.
- In black permanent marker, legibly write "MEDIA" across the bottom of the hand inventory sheet attached to the last box of the case.

#### Multiple Cases, One Box: When multiple cases are placed in one box

- Prepare records box with hardcopy records following established Records Center guidelines.
- Prepare media envelopes following the Media Envelope Preparation procedure above.
- Place media envelopes in a separate banker box (the "media box").
- Create a hand inventory sheet for the media box as you would for a standard storage box. Include on the hand inventory the number of envelopes per case.
- In black permanent marker, legibly write "MEDIA" across the bottom of the hand inventory sheet attached to the side of the media box.



APRIL IS  
**RECORDS & INFORMATION  
MANAGEMENT MONTH**



**GROWING  
AGENCY RIM  
AWARENESS**

# Growing Agency RIM Awareness

RIM Training: Media Retention Storage  
2019 Records and Information Management (RIM) Month

Presented by  
The Information Governance Division

In Collaboration With  
OAG-A&L Information Security



Views expressed are those of the presenters, do not constitute legal advice,  
and are not official opinions of the Office of the Texas Attorney General. [MULTI-TX-AG-20-0066-A-000133](#)



# Today's Agenda

- ▶ Today's training is a collaboration between IGD & ISO
- ▶ Training will cover 3 topics:
  - Information Security Awareness
  - Records Center Storage Guidelines
  - Media Retention Storage Procedures



# Today's Agenda

APRIL IS  
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MANAGEMENT MONTH**



**GROWING  
AGENCY RIM  
AWARENESS**

## Topic 1: Information Security Awareness



# Today's Agenda

APRIL IS  
**RECORDS & INFORMATION  
MANAGEMENT MONTH**



**GROWING  
AGENCY RIM  
AWARENESS**

## Topic 2: Records Center Storage Guidelines



# Training: Records Center Storage

- ▶ The OAG Records Center provides a number of services:
  - Records Storage
  - Records Circulation
  - Records Disposition
  - Secured Shred Bins
  - Archival Collections



# Training: Records Center Storage

**RIM**

RECORDS &  
INFORMATION  
MANAGEMENT  
MONTH 2019

- ▶ The OAG Records Center provides a number of services:
  - Records Storage
  - Records Circulation
  - Records Disposition
  - Secured Shred Bins
  - Archival Collections



# Training: Records Center Storage

- ▶ Records Storage
  - Divisions may store **inactive, infrequently accessed records** with the Records Center
  - Record **formats accepted** for storage are paper, photograph, x-ray, microfilm, and **digital storage media**
  - To be stored with the Records Center, records
    - **must be classified** according to the OAG Records Retention Schedule, and
    - **prepared according** to established **guidelines**
- ▶ IGD Intranet Page for **Records Center Guidelines**:
  - <https://intranet.oag.state.tx.us/divisions/records-storage-center>



# Today's Agenda

APRIL IS  
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**GROWING  
AGENCY RIM  
AWARENESS**

## Topic 3: Media Retention Storage Procedures



# Training: Media Retention Storage

- ▶ **Purpose:** Why media retention storage service?
  - To **ensure compliance** with:
    - Agency Records and Information Management (RIM) **policies & guidelines**, and
    - OAG Records Center storage **procedures**
  - Maintain the **cost-effectiveness of retention** storage practices
  
- ▶ **Scope:** The media retention storage service is a new initiative that will provide
  - Cost-effective retention storage option
  - Insight into developing agency practice & need



# Training: Media Retention Storage

- ▶ Media Envelope Preparation
  - Label media with case number & closing date
  - Insert media into a protective cover/sleeve
  - Insert media into an envelope (QC #119 or #120)
    - One case per envelope
    - Multiple media may be placed into one envelope
  - Seal the envelope
  - In black permanent marker, legibly write the case number and closing date in the front left corner of the envelope
    - Front = opposite side of envelope closure
  - For cases with multiple media envelopes, use black permanent marker to label the front of the envelopes with a numerical series (e.g. 1 of 3, 2 of 3, etc.)



# Training: Media Retention Storage

- ▶ Banker Box (aka Records Box) Preparation
- ▶ **One Case, One Box:** For a case with only one box of hardcopy records
  - Prepare records box with **hardcopy records** following established Records Center guidelines
  - Prepare **media envelope(s)** following the Media Envelope Preparation procedure above
  - Place **media** envelopes in the box in **front of the hardcopy records**
  - In black permanent marker, **legibly write** "**MEDIA**" across the bottom of the **hand inventory sheet** attached to the side of the box



# Training: Media Retention Storage

- ▶ Banker Box (aka Records Box) Preparation
- ▶ **One Case, Multiple Boxes:** For cases with multiple boxes of hardcopy records
  - Prepare records boxes with **hardcopy records** following established Records Center guidelines
  - Prepare **media envelope(s)** following the Media Envelope Preparation procedure above
  - Place **media** envelopes in the **last box of the case**
  - In black permanent marker, **legibly write “MEDIA”** across the bottom of the **hand inventory sheet** attached to the **last box of the case**



# Training: Media Retention Storage

- ▶ Banker Box (aka Records Box) Preparation
- ▶ **Multiple Cases, One Box:** When multiple cases are placed in one box
  - Prepare records box with **hardcopy records** following established Records Center guidelines
  - Prepare **media envelopes** following the Media Envelope Preparation procedure above



# Training: Media Retention Storage

- ▶ Banker Box (aka Records Box) Preparation
- ▶ Multiple Cases, One Box: Continuation
  - Place media envelopes in a dedicated records box (the “media box”)
  - Create a hand inventory sheet for the media box as you would for a standard storage box
    - Include on the hand inventory the number of envelopes per case
  - In black permanent marker, legibly write “MEDIA” across the bottom of the hand inventory sheet attached to the side of the media box.



# RIM Month **Announcement**

- ▶ **REMINDER: RIM Training for Media Retention Storage**
  - **Two Sessions Offered**
    - April 11<sup>th</sup> (Thurs) from 10:00 to 11:00 AM
    - April 17<sup>th</sup> (Wed) from 2:30 to 3:30 PM
- ▶ No registration needed.
- ▶ All RMLs, RML Backups, Office Managers, and “Case Closers” are welcome!



APRIL IS  
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MANAGEMENT MONTH**



**GROWING  
AGENCY RIM  
AWARENESS**

**Thank You!**  
Questions?

Have a great RIM Month!



## **RECORDS STORAGE GUIDELINES**

RIM Month 2019 Training  
Information Governance Division  
Office of the Attorney General of Texas

To store records with the OAG Records Center, the records must be classified according to the agency's Records Retention Schedule, and prepared for storage according to established procedures. Record formats accepted for storage are paper, photographs, x-ray, microfilm, and digital storage media. When arranging to send records to the Records Center for storage, a Records Storage Transmittal form may be necessary. The current version of this form is located on the OAG Forms page.

Please note:

- Records intended for storage should be placed in a new banker box (aka records box). Boxes (QC# 30) may be ordered from Supply Operations.
- Do not over pack record boxes. Records should be placed in each box allowing for at least one inch of space between the files and the inside edge of the box. This allows use of the built-in handles when lifting and moving the boxes.
- Records in each box should be organized alphabetically, chronologically or numerically, according to division procedure.
- Multiple cases may be filed in the same box when the cases are classified as the same records series and the cases are closed in the same year.
- A printed case closing sheet should be provided for each case sent for storage.
- For cases with one to multiple boxes, the closing sheet should be the first item located inside the first box.
- For a box with multiple cases, the closing sheets should be placed in the front of each of the case files.
- Each box sent to storage should have a complete hand inventory.
- The hand inventory should list records as they are organized inside each box (e.g. alphabetically, chronologically or numerically)
- Crosscheck the hand inventory against the records in each box before sending records to storage.
- Tape the hand inventory to the outside of the box. Please use scotch tape only.
- For cases with multiple boxes, use a permanent black marker to write a numerical series at the bottom of the hand inventory sheet for each box (e.g. 1 of 3, 2 of 3, etc.).
- Separate digital storage media from paper records and follow the procedure for Media Retention Storage.