



Welcome to

Retention Schedule Updates



About Us

- Texas State Library & Archives Commission (TSLAC)
- 6 analysts – records management assistance and training
- 150 state agencies
- 10,000+ local governments



Agenda

- Records Management Laws
- Schedule Revision Process
- Changes that might impact your records
- Resources



Why Records Management?

- Timely response to information
- Records protection
- Timely disposition
- Legal requirements



Records Laws

- Bulletin A: Microfilming Standards and Procedures
- Bulletin B: Electronic Records Standards and Procedures
- Bulletin C: Inventorying and Scheduling Records
- Bulletin D: Local Government Records Act



Local Government Record

- Created or received by a local government, officer, or employee in transaction of public business
- Any medium – paper, letter, book, map, photograph, sound, video, microfilm, magnetic tape, electronic
- Open or restricted information



Does Not Include:

- Convenience copies
- Copies of documents furnished to the public (Public Information Act)
- Blank forms/stocks of publications
- Library or museum materials
- Alternative Dispute Resolution working files



3 Elements of Compliance

1. Approved records management policy/order/ordinance on file with TSLAC
2. Records Management Officer (RMO) appointment on file with TSLAC
3. Create records control schedule or adopt state schedules



Fast Track to Compliance

1. Records Management Policy

- ✓ Policy Models

2. RMO Appointment

- ✓ SLR 504

3. Declaration of Compliance

- ✓ SLR 508



SCHEDULE REVISION PROCESS



History of Local Schedules

- 1970s: Texas County Records Manual
- 1980s: Revisions to Manual
- Sept 1, 1989: Local Gov't Records Act goes into effect
- 1990s: Retention schedules created
- 2000: Revisions begin
- 2006: Public comments on website



Obstacles

- Staff turnover during project
- Loss of Michael Heskett, State and Local Records Management Division Director and State Records Administrator
- Continual changes and additions
- Law process



Law Process

- Analysts present schedules to TSLAC Commission
- If Commission requests changes...
 1. Analysts research and make changes as requested
 2. Analysts present schedule to Commission at the next meeting for approval



Law Process

- If Commission approves schedule...
 1. The schedule is posted in Texas Register for 30-days for public comment



Law Process

- If public comments are made...
 1. Analysts address public comments and make changes as needed
 2. Once changes are complete, schedule is presented to Commission for approval
 3. If significant changes are made, schedule must be posted in Texas Register for public comment for an additional 30-days



Law Process

- If no public comments are made...
 1. Analysts present schedule to Commission for final approval
 2. Schedule goes back into Texas Register for additional 20-day viewing period (no comments)
 3. Schedule is made into law



After Approval

- If your government has adopted the state retention schedules...
 1. TSLAC will immediately replace all old editions with new versions on our website
 2. From schedule approval date on, must follow new retention periods



After Approval

- If your government has created its own retention schedule...
 1. Longer retention period automatically applies, unless law states “must destroy”
 2. File an amendment (Form SLR 520 and SLR 540) to officially update retention schedule



Local Retention Schedules

- CC – County Clerk
- DC – District Clerk
- EL – Elections/Voter
- GR – General Records
- HR – Health Agencies
- JC – Junior Colleges
- LC – Justice and Municipal Courts
- PS – Public Safety
- PW – Public Works
- SD – Schools
- TX – Taxation
- UT – Utility Services

www.tsl.state.tx.us/slr/recordspubs/localretention.html



Status Update

- SD and JC have been approved
- CC, DC, GR, LC, PS, and PW will be posted in the Texas Register for public comment in July or August
- EL, HR, TX, and UT will be presented to Commission during the October Meeting



PROPOSED CHANGES



Disclaimer

- These proposed changes have not been officially approved by TSLAC, and therefore cannot be used in any way as a local government's approved retention schedule.
- All of the listed proposed revisions are subject to change due to public comment or TSLAC discretion



Reasons for Retention Changes

- Change in statutory code (TAC, CFR, Local Government Code, etc)
- State agency recommended retention period
- Audit requirement
- Matches retention period in State Records Retention Schedule (RRS)
- Industry standard
- Statute of limitations or legal reason



General Changes

- Deletion of “exempt from destruction request” statement
- Social media reminder in Schedule GR introduction
- Format change
- Asterisk by all changes
- Schedule abbreviation added to Record Series Number



Old Schedule View

Record Series Number

Record Series Title

Retention

1000-31 LITIGATION CASE FILES (including all cases to which a local government is a party unless the case file is of a type noted elsewhere in this or other commission schedules). **RETENTION: AV after final disposition of the case.** (Exempt from destruction request requirement)

***Retention Note:** Review before disposal; some case files may merit permanent retention for historical reasons.*

Retention Note



New Schedule View


| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|----------------------------|---------------------------|------------------|--|
| *GR1000-40a | Records Management Records | Records Control Schedules | US | Retention Note: Original is retained by SLRM, TSLAC. |



GR1000-26 Correspondence and Internal Memoranda

- Current Retention Period
 - a) Policy and Program Development: 5yrs
 - b) Administrative: 2yrs
 - c) Routine: AV

- Proposed Retention Period
 - a) Administrative: 3yrs
 - b) General: 1yr
 - c) Routine : AV



GR1000-40a Records Management Records

Government's copy of approved records retention schedule and amendments

- Current Retention Period
 - Permanent
- Proposed Retention Period
 - Until Superseded



GR1050-08a Employee Pension and Benefits Records

- Current Retention Period
 - Termination of Plan + 1 year
- Proposed Retention Period
 - Termination of Plan + 4 years



GR1050-12 Employee Service Records

- Current Retention Period
 - Permanent
- Proposed Retention Period
 - Date of separation + 75 years



GR1000-37 Photos, Recordings, and Non-textual media

- Current Retention Period
 - Permanent, with retention note
- Proposed Retention Period
 - AV, with retention note “review for historical value, may merit Permanent retention”



GR1025-01 Audit Records

- Current Retention Period
 - a) Cumulative audit: Permanent
 - b) Periodic audit (if included in cumulative audit): 2 years
 - c) Periodic audit (if not included in cumulative audit): Permanent
 - d) Special audits: Permanent
 - e) Working papers: 3 years after all questions resolved



GR1025-01 Audit Records

- Proposed Retention Period
 - Title changed to Fiscal Audit Records
 - Deleted section b-d, and combined into section a
 - a) Annual, biennial, or other periodic audit of any department, fund, account, or activity of a local government: Permanent
 - b) Working papers: 7 years after all questions resolved



PW5250-01 Blueprints and Specifications

- Current Retention Period
 - LA
- Proposed Retention Period
 - LA + 3 years
- Addition to Record Series
 - Subsection (d) Properties with historic designation Retention: Permanent



PW5300-03 Traffic Count Reports

- Current Retention Period
 - 1 year
- Proposed Retention Period
 - 10 years



PS4125-04 DWI Video Tapes

- Current Retention Period
 - a) Charges not filed: 30 days
 - b) Charges filed: Upon return of tape by court or state's attorney
- Proposed Retention Period and title change
 - Video and Audio Recordings from Police Vehicles
 - a) Charges not filed: 90 days
 - b) Charges filed:
 - 1) Class C-90 days after date of stop
 - 2) Greater than Class C-30 days after entry of judgment



NEW RECORD SERIES



Schedule GR

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|----------------------|---|---------------------------|---|----------------|
| GR1000-43 | Conflict of Interest Questionnaires | | Date of filing + 3 years | |
| GR1000-45 | Calendars, Appointment, and Itinerary Records | | CE + 1 year | |
| GR1000-46 | Insurance Claims | | Settlement or denial of claim + 3 years | |



Schedule GR

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|----------------------------------|--|--|---------|
| GR1000-50 | Transitory Information | | AV | |
| GR1025-10 | Charge Schedules/ Price Lists | | US + 3 years | |
| GR1050-22d | Medical and Exposure Reports | Controlled Substance and Alcohol Testing | 1) Positive: 5yrs 2) Collection Process: 2yrs 3) Negative: 1yr | |



Schedule GR

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|----------------------------|--------------------|------------------------------|--|
| GR1050-34 | Public Access Option Forms | | US | Last public access option form must be held with GR1050-12 |
| GR1050-35 | Employee Exit Interviews | | Date of separation + 2 years | |
| GR1050-39 | Volunteer Service Files | | Date of separation + 3 years | |



Schedule GR

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|----------------------------------|--------------------|---|---------|
| GR1050-36 | Criminal History Checks | | End of probation period or after immediate purpose filled | |
| GR1050-37 | Employee Acknowledgement Forms | | US or date of separation + 2 years | |
| GR1075-24 | Vehicle Titles and Registrations | | LA | |



Schedule GR

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|------------------------------------|--------------------------|------------------------------|--|
| GR1075-25 | Surveillance Videos | | AV | If part of investigation, retain with PS4125-05 |
| GR1075-41c | Telephone Logs or Activity Reports | Internal phone directory | US, expired, or discontinued | |
| GR5825-18 | Internet Cookies | | AV | Establish internal procedures governing disposal |



Schedule GR

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|--|--------------------|------------------|--|
| GR5825-19 | History Files – Web Sites | | AV | Establish internal procedures governing disposal |
| GR5825-20 | Software Registrations, Warranties, and License Agreements | | LA + 3 years | |



Resources

- Texas Administrative Code
 - <http://www.sos.state.tx.us/tac/>
- Code of Federal Regulations
 - <http://www.gpoaccess.gov/cfr/>
- Local Government Code
 - <http://www.statutes.legis.state.tx.us/>
- Texas Register
 - <http://www.sos.state.tx.us/texreg/>



Contact TSLAC

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 - www.tsl.state.tx.us/slrn
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