



December 17, 2013

Ms. Alexandra Myers Swast  
Director of Archives  
State Bar of Texas  
1414 Colorado  
Austin, TX 78701

RE: Agency records retention schedule approved for use

Dear Ms. Myers Swast:

Your agency's records retention schedule is approved for use as of December 9, 2013. Your currently approved records retention schedule is available on our website at <https://www.tsl.state.tx.us/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

Your approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state regulations (13 TAC §6.8) require documentation of the final disposition of records by your agency. This requirement may be met by maintaining a disposition log or other evidence of the records series titles, dates covered, volume, and date of disposition. We urge on you the importance of disposing of the records of your agency in a timely manner in accordance with the retention periods on your schedule. The destruction of any records of your agency not on your schedule requires special authorization from us.

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and triennially thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **December 2016**.

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Michael Reagor, at 512-463-5494 or [mreagor@tsl.texas.gov](mailto:mreagor@tsl.texas.gov).

Your efforts in developing a records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program.

Sincerely,

Craig Kelso  
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist  
cc: (without enclosure) Michelle Hunter

State and Local  
Records Management

P.O. Box 12927  
Austin, Texas  
78711.2927

4400 Shoal Creek Blvd.  
Austin, Texas  
78756

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

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Edward Seidenberg

*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

R01.202/20



Texas  
State Library  
and Archives  
Commission

# STATE OF TEXAS

## Records Retention Schedule Certification

SLR 105C

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

### Section 1. Agency Information

*(Submitting agencies complete this section only)*

Agency Code 202

Agency Name State Bar of Texas

*(Check one)*

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

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

*(Check one)*

- Agency Head
- Records Management Officer

Signature Alexandra Myers Swast

Name (Print or type) Alexandra Myers Swast

Date 12/21/2012

### Section 2. Approvals

*(Submitting agencies do not write in this section)*

#### State Auditor's Office

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

Signature \_\_\_\_\_

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

Date \_\_\_\_\_

Not Required at This Time

#### Texas State Library and Archives Commission

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

Signature E. Hildner

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

Date 12-09-2013

Cert/Recert No. 5 Amendment No. —

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## CAUTION

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

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





# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 1 of 50

2. Agency Code 202		3. Agency Name State Bar 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					
<b>Agency-Wide Record Series for the State Bar of Texas</b>										
1.1.007	SBOT-01	<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	O	State 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. 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.			
1.1.008	SBOT-02	<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.			

<b>Retention Codes (Field 7)</b> Time is given in YEARS AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value						<b>Archival Codes (Field 8)</b> I – Transfer to Archives O – Review by Agency Archivist			
CE – Calendar Year End		LA – Life of Asset		PM – Permanent		I – Transfer to Archives		O – Review by Agency Archivist	
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 **2** of **50**

2. Agency Code 202		3. Agency Name State Bar of Texas							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.057	SBOT-03	<b>Transitory Information</b> 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. 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.	AC		AC		AC = Purpose of record has been fulfilled.  Caution: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions.  The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		
5.1.015	SBOT-04	<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 courier.	1		1				
	SBOT-05	<b>Returned Mail</b>	1		1				
5.3.004	SBOT-06	<b>Order Acknowledgments</b>	AV		AV				

**Retention Codes (Field 7)**

Time is given in YEARS

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)**

I – Transfer to Archives  
 O – Review by Agency Archivist



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **3** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
5.3.005	SBOT-07	<b>Packing Slips</b>	AV		AV				
	SBOT-08	<b>Requests for Information</b>	2		2		General customer service related inquiries for records, outside the scope of a Public Information Request.		
1.1.006	SBOT-09	<b>Complaint Records</b> Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.	AC + 2		AC + 2		AC = Final disposition of the complaint. 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.		
5.1.004	SBOT-10	<b>Address Books, Email Lists (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				
1.1.010	SBOT-11	<b>Directives</b> Any document that officially initiates, rescinds, or amends general office procedures.	US + 1		US + 1				
5.1.014	SBOT-12	<b>Internal 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				

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **4** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
1.1.043	SBOT-13	<b>Training Materials</b> Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US + 1		US + 1				
1.1.023	SBOT-14	<b>Organization Charts</b>	US		US	I			
1.1.063	SBOT-15	<b>Staff Meeting Minutes and Notes</b> Minutes or notes, and supporting documentation, taken at internal agency staff meetings.	1		1				
1.1.062	SBOT-16	<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	I	See caution comment at item number 1.1.058 [ <b>Open Meeting Agenda and Minutes</b> ].		
1.1.071	SBOT-17	<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	O	AC = Completion or termination of program, rules, policies, or procedures.  See also Records Series Item Number 1.1.070.		

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **5** of **50**

2. Agency Code		3. Agency Name		7. Retention Period		8. Archival		10.	11.
202		State Bar of Texas							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	Agency	Storage	Total	9. Remarks	106 No.	TSLAC ONLY Amend. No.	
1.1.013	SBOT-18	<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	O	State 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. 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.		
1.1.040	SBOT-19	<b>Speeches, Papers and Presentations</b> Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC		AC	O	AC = End of term in office or termination of service in a state position.		
1.1.069	SBOT-20	<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 [ <b>Agency Performance Measures Documentation</b> ].		
3.4.004	SBOT-21	<b>Overtime Authorizations</b>	2		2				
3.4.005	SBOT-22	<b>Overtime Schedules</b>	2		2				

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **6** of **50**

2. Agency Code 202		3. Agency Name State Bar 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	SBOT-23	<b>Employee Counseling Records</b> Notes, memoranda, or reports relating to the counseling of an employee for work-related problems.	AC + 5		AC + 5		AC = Termination of counseling. Records of personal and substance abuse problems are maintained by the Employee Assistance Program administered by the Texas Lawyers Assistance Program (TLAP) Department. See TLAP-04.			
3.3.023	SBOT-24	<b>Requests and Authorizations for Out of State Travel</b> Requests and authorizations for work-related travel; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE + 3		FE + 3		Note: record copy stays with Department Director. Requests and authorizations for Reimbursable Education and Training are retained by Human Resources, see HR-28.			
1.1.024	SBOT-25	<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	O	AC = Decision made to implement or not to implement result of planning process.  State Archives Note: Data processing planning records are not archival.			
1.1.019	SBOT-26	<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	O				
1.2.003	SBOT-27	<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.			

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**Archival Codes (Field 8)**

I – Transfer to Archives  
O – Review by Agency Archivist



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **7** of **50**

2. Agency Code 202		3. Agency Name State Bar 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					
1.3.002	SBOT-28	<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	O				
1.2.004	SBOT-29	<b>External and Internal Forms Inventory</b> Any periodic listing of all forms used internally or externally by an agency.	US		US					
5.1.012	SBOT-30	<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					
1.1.038	SBOT-31	<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.			
1.1.065	SBOT-32	<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 [Agency Performance Measures Documentation].			

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **8** of **50**

2. Agency Code		3. Agency Name		7. Retention Period		8. Archival		10.	11.
202		State Bar of Texas							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			9. Remarks	10. No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				
1.1.067	SBOT-33	<b>Reports and Studies (Non-Fiscal) – Final Copy</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	O			
1.1.002	SBOT-34	<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.		
1.1.014	SBOT-35	<b>Legal Opinions and Advice</b> From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	O	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.		
1.1.041	SBOT-36	<b>Internal Suggestion System Records</b> Suggestions submitted by agency personnel and responses.	1		1				
	SBOT-37	<b>Award Files, Given and Received by Agency</b>	5		5				
1.1.074	SBOT-38	<b>Sunset Review Report and Documentation</b>	AC + 3		AC + 3	O	AC = After the subsequent Sunset Review.		

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **9** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
1.2.011	SBOT-39	<b>Record Center Storage Approval Forms (RMD 106)</b> Agency copy.	US		US				
1.2.010	SBOT-40	<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.	10		10				
1.2.012	SBOT-41	<b>Records Inventory Worksheets</b>	US		US				
1.2.013	SBOT-42	<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.		
	SBOT-43	<b>Standing Committee Meeting Agendas and Minutes</b> Agendas, minutes and supporting documents of State Bar standing committees. Includes documents sent in advance of the meeting for briefing purposes, some of which may not be submitted at an actual meeting.	2		2				

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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1. Page **10** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
<b>Accounting (ACC) and Finance</b>									
1.1.002	ACC-01	<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		Does not include the Texas Workforce Commission Equal Employment Opportunity Audit or other non-financial audits. AC = Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies.		
3.2.002	ACC-02	<b>Employee Earnings Records</b>	4		4		40 TAC 815.106(i).		
3.2.003	ACC-03	<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).		
3.2.004	ACC-04	<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	ACC-05	<b>W-4 Forms</b> Employer's copy of "Employees' Withholding Exemption Certificate."	AC + 4		AC + 4		AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2).		
3.2.008	ACC-06	<b>Direct Deposit Application/Authorizations</b>	US		US				

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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1. Page **11** of **50**

2. Agency Code		3. Agency Name		7. Retention Period		8. Archival		10.	11.
202		State Bar of Texas						106 No.	TSLAC ONLY Amend. No.
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title		Agency	Storage	Total	9. Remarks		
3.2.009	ACC-07	<b>State Deferred Compensation Records</b>		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.		
3.3.022	ACC-08	<b>Texas Workforce Commission (TWC) Reports</b> Reports sent to the agency from TWC pertaining to employees, or reports sent by the Bar.		3		3			
3.4.003	ACC-09	<b>Less Than Full-Time Worked Reports</b> Dates and hours.		4		4	40 TAC 815.106(i).		
4.1.001	ACC-10	<b>Accounts Payable Information</b>		FE + 3		FE + 3			
4.1.002	ACC-11	<b>Billing Detail</b>		FE + 3		FE + 3	Caution: Does not include long distance telephone billing detail. SEE item numbers 5.5.001, 5.5.006, and 5.5.007.		
4.1.005	ACC-12	<b>Inventory and Other Cost Files</b> Production, job, labor, quotes, pricing, specifications, etc.		FE + 3		FE + 3			
4.1.006	ACC-13	<b>Investment Transaction Files</b>		FE + 3		FE + 3			
4.1.007	ACC-14	<b>Transfers or Budget Revisions</b> Transfers or adjustment to budgets.		FE + 3		FE + 3			
4.1.008	ACC-15	<b>Electronic Fund Transfers</b> Direct Deposit Registers.		FE + 3		FE + 3			

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LA – Life of Asset

MO – Months

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US – Until Superseded

**Archival Codes (Field 8)**

I – Transfer to Archives

O – Review by Agency Archivist



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **12** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
4.2.001	ACC-16	<b>Cash Deposit Vouchers</b> Cash deposit slips.	FE + 3		FE + 3				
4.2.002	ACC-17	<b>Cash Receipts</b> Includes receipts for fees (permits, licenses, renewals, etc.).	FE + 3		FE + 3				
4.2.005	ACC-18	<b>Purchase Vouchers</b> Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE + 3		FE + 3				
4.2.006	ACC-19	<b>General Journal Vouchers</b>	FE + 3		FE + 3				
4.2.007	ACC-20	<b>Expenditure Vouchers</b> Travel, payroll, etc.	FE + 3		FE + 3				
4.3.001	ACC-21	<b>Sales Journals or Registers</b>	FE + 3		FE + 3				
4.3.003	ACC-22	<b>Expenditures Journals or Registers</b>	FE + 3		FE + 3				
4.4.001	ACC-23	<b>General and Subsidiary Ledgers</b>	FE + 3		FE + 3				
4.4.002	ACC-24	<b>Accounts Receivable Ledgers</b>	FE + 3		FE + 3				
4.4.003	ACC-25	<b>Accounts Payable Ledgers</b>	FE + 3		FE + 3				
4.5.002	ACC-26	<b>Internal Fiscal Management Reports</b> Includes agency monthly budget reports.	FE + 3		FE + 3				
4.5.005	ACC-27	<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	ACC-28	<b>Annual Operating Budgets</b>	FE + 3		FE + 3				
4.6.001	ACC-29	<b>Balancing Records</b>	FE + 3		FE + 3				

**Retention Codes (Field 7)**

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **13** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
4.6.002	ACC-30	<b>Reconciliations</b>	FE + 3		FE + 3				
4.6.003	ACC-31	<b>Cash Counts</b>	FE + 3		FE + 3				
4.7.001	ACC-32	<b>Accounting Policies and Procedures Manual</b>	US + 3		US + 3				
4.7.002	ACC-33	<b>Bank Statements</b>	FE + 3		FE + 3				
4.7.003	ACC-34	<b>Returned Checks/Warrants/Drafts (Uncollectable)</b>	AC + 3		AC + 3		AC = After deemed uncollectable.		
4.7.004	ACC-35	<b>Capital Asset Records</b>	LA + 3		LA + 3				
4.7.007	ACC-36	<b>Detail Chart of Accounts</b> One for all accounts in use for a fiscal year.	FE + 3		FE + 3				
4.7.010	ACC-37	<b>Long-Term Liability Records</b> Bonds, etc.	AC + 3		AC + 3		AC = Retirement of debt.		
4.7.012	ACC-38	<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.	US + FE + 3		US + FE + 3				
<b>Advertising Review (ADV)</b>									
	ADV-01	<b>Closed Files (Advertising Review)</b>	4		4				
<b>Archives (ARC)</b>									
	ARC-01	<b>Archival Deed of Gift</b>	PM		PM	O			
	ARC-02	<b>Accession and Holding Records</b>	PM		PM	O			

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **14** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
	ARC-03	<b>Loan Documentation</b>	AC	2	AC + 2		AC = after loan concluded and item returned		
	ARC-04	<b>Archival Research Requests</b>	5		5				
	ARC-05	<b>Patron Registration Logs</b>	5		5				
<b>Board of Directors (BOD)</b>									
1.1.026	BOD-01	<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.		
1.1.058	BOD-02	<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	I	State 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.		

<p><b>Retention Codes (Field 7)</b> Time is given in YEARS</p> <p>AC – After Closed, Terminated, Completed, Expired, Settled          AV – Administrative Value          CE – Calendar Year End          FE – Fiscal Year End</p>	<p><b>Archival Codes (Field 8)</b></p> <p>I – Transfer to Archives          O – Review by Agency Archivist</p>
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **15** of **50**

2. Agency Code 202		3. Agency Name State Bar 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	BOD-03	<b>Meetings, Certified Agendas or Tape Recordings of Closed</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	BOD-04	<b>Meetings, Audio or Videotapes of Open</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 [Minutes].		
1.1.061	BOD-05	<b>Meetings – Notes Taken to Prepare Minutes</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.		
1.1.073	BOD-06	<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	O	AC = Last action.		

**Retention Codes (Field 7)**

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**Archival Codes (Field 8)**

I – Transfer to Archives

O – Review by Agency Archivist



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **16** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
<b>Client/Attorney Assistance Program (CAAP)</b>									
	CAAP-01	<b>Client Files</b>	AC	6 months	AC + 6 months		AC = termination of active relationship with client. Note: These records are confidential and non-transferrable to the CDC.		
	CAAP-02	<b>Case Management Log</b>	3		3				
<b>Chief Disciplinary Counsel (CDC)</b>									
<i>CDC Administrative</i>									
	CDC-01	<b>CDC Correspondence, Non-Grievance</b>	AC+2		AC + 2		AC = termination of active relationship with client (response letter mailed or the date of the letter for correspondence not requiring a response.)		
	CDC-02	<b>Ethics Attorney Records</b> Notes and Phone Records	CE + 1		CE + 1				
1.1.014	CDC-03	<b>Legal Opinions and Advice</b> From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	O	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.		
1.1.048	CDC-04	<b>Litigation Files</b> Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC + 1		AC + 1	O	AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.		

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **17** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
3.3.024	CDC-05	<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				
1.1.020	CDC-06	<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	CDC-07	<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.		
1.1.067	CDC-08	<b>Reports and Studies (Non-Fiscal) – Final Copy</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	O			

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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1. Page **18** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
	CDC-09	<b>Assumption - Client Files</b>	AC + 2		AC + 2	O	AC=after all attempts have been made to contact the client(s). These are kept in regional office storage. Special circumstances may justify permanent safekeeping (if a Will & Testament is in the file).		
	CDC-10	<b>Disability Records</b>	AC + 2		AC + 2		AC = from the date the disability suspension was lifted and the attorney reinstated to practice law.		
1.1.070	CDC-11	<b>Agency Rules, Policies, and Procedures – Final</b> Manuals, guidelines, administrative rules, or similar records distributed <u>internally for the use of employees or externally to the public</u> 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	O	AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Agency Rules, Policies and Procedures - Working Files, 1.1.071.		
<i>CDC Board of Directors' Client Security Fund Committee</i>									
	CDC-12	<b>Client Security Fund File Contents</b>	AC + 1	14	AC+15		AC = claimant has been paid or claim denied. Record of application filing kept permanently in database for stat purposes. Portions are confidential.		
<i>CDC Commission for Lawyer Discipline</i>									
1.1.058	CDC-13	<b>Official Meeting Agenda and Minutes</b>	PM		PM	I	The Commission is not a "governmental body" and not subject to the provisions of the Open Meetings Act or the Open Records Act. The Agenda and Minutes of its meetings are confidential accordance with Rule 4.09 T.R.D.P.		
	CDC-14	<b>Annual Reports</b>	3	5	8	O			

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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1. Page **19** of **50**

2. Agency Code 202		3. Agency Name State Bar of Texas								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
	CDC-15	<b>Reports to the State Bar of Texas Board of Directors</b>	2		2		Note: official copy appears in the Permanent Minutes of the State Bar of Texas Board of Directors.			
1.1.062	CDC-16	<b>Meetings - Supporting Documentation (Meeting Packet Materials)</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.	3		3	I	SEE caution comment at item number 1.1.058 [Meeting Agenda, Minutes and Disciplinary Case-Specific Information]. Portions are confidential.			
<i>CDC Grievance Committee</i>										
	CDC-17	<b>Nomination Forms</b>	3	6	9	I				
	CDC-18	<b>Rosters</b>	FE + 1	3	FE + 4	I	Archival copy stored in agency archives.			
3.3.030	CDC-19	<b>Training Materials</b>	US + 2		US + 2					
<i>CDC Grievance Intake</i>										
	CDC-20	<b>Inquiries</b>	AC + 180 days		AC + 180 days		AC=180 days from dismissal date. The content of inquiry files is confidential, pursuant to Rule 2.16 T.R.D.P. A record of grievance filing kept permanently in database for statistical purposes			
	CDC-21	<b>Screening Action Report</b>	PM		PM					
	CDC-22	<b>Grievance Questions and Surveys</b>	FE + 1		FE+1					

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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1. Page **20** of **50**

2. Agency Code 202		3. Agency Name State Bar of Texas							
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			Agency	Storage	Total				
<i>CDC Grievance Upgrade</i>									
	CDC-23	<b>Investigation Records - No Just Cause, Summary Disposition Dismissal Files</b>	AC + 180 days		AC + 180 days		AC=180 days from dismissal date, pursuant to Rule 2.13 T.R.D.P. The content of the no just cause dismissal files is confidential, pursuant to Rule 2.16 T.R.D.P. A record of grievance filing kept permanently in database for statistical purposes		
	CDC-24	<b>Investigator's Reports</b>	PM		PM		Confidential document, pursuant to Rule 2.16 T.R.D.P.		
	CDC-25	<b>Summary Disposition Hearing Reports</b>	PM		PM		Confidential document, pursuant to Rule 2.16 T.R.D.P.		
	CDC-26	<b>Grievance Questionnaires/Surveys</b>	FE + 1		FE+1				
<i>CDC Litigation</i>									
	CDC-27	<b>Closed Disciplinary File Records - No Sanction / Non-Suits and Dismissals</b>	AC	2	AC+2		AC = the date that either the Non-Suit was entered or the date the case was dismissed. Portions of these records may be confidential, pursuant to Rule 2.16 T.R.D.P.		
	CDC-28	<b>Closed Disciplinary File Records - Disbarments and Resignations in Lieu of Discipline</b>	AC	PM	PM		AC=the date the final judgment is entered. Portions of these records may be confidential, pursuant to Rule 2.16 T.R.D.P.		
	CDC-29	<b>Closed Disciplinary File Records - With Sanctions (except disbarments and resignations in lieu of discipline)</b>	AC	2	AC+2		AC = the completion of any terms and conditions are met. Portions of these records may be confidential, pursuant to Rule 2.16 T.R.D.P.		
	CDC-30	<b>Judgment Files - Final Public Judgment, Disciplinary Petition, Findings of Fact (a/k/a "Closing Packet")</b>	AC	PM	PM	I	AC=the date the final judgment is entered.		

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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1. Page **21** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
	CDC-31	<b>Judgment Files - Final Private Judgment, Disciplinary Petition, Findings of Fact (a/k/a "Closing Packet")</b>	AC	PM	PM	I	AC=the date the final judgment is entered. These records are confidential, pursuant to Rule 2.16 T.R.D.P.		
	CDC-32	<b>Grievance Questionnaires/Surveys</b>	FE+1	-	FE+1				
<i>CDC Compliance</i>									
	CDC-33	<b>Compliance Records-Case Files</b>	AC	2	AC + 2		AC = the date that all conditions of the disciplinary judgment have been met. Portions of these records may be confidential, pursuant to Rule 2.16 T.R.D.P..		
	CDC-34	<b>Grievance Referral Program Records-Case Files</b>	AC	2	AC + 2		AC = the date that all conditions of Program compliance have been met. Portions of these records may be confidential, pursuant to Rule 2.16 T.R.D.P.		
<b>Customer Service (CUST)</b>									
5.2.026	CUST-01	<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				
5.5.001	CUST-02	<b>Billing Detail - Telecommunications (Other Than TEX-AN)</b> In addition to summary detail, includes any detailed listing of long distance calls.	FE + 3		FE + 3		See item number 5.5.006 for TEX-AN billing detail.		
5.5.002	CUST-03	<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				

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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2. Agency Code 202		3. Agency Name State Bar of Texas							
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			Agency	Storage	Total				
5.5.003	CUST-04	<b>Telephone Station Activity Reports</b> Internal listing of incoming/outgoing telephone activity to individual telephone stations.	AV		AV				
5.5.004	CUST-05	<b>Telephone System Activity Reports</b> Internal listing of all incoming/outgoing agency telephone activity.	AV		AV				
5.5.006	CUST-06	<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 4.7.011. See item 5.5.001 for billing detail from carriers other than TEX-AN.		
5.5.007	CUST-07	<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				

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# STATE OF TEXAS

## Records Retention Schedule

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1. Page **23** of **50**

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			Agency	Storage	Total				
<b>Executive (EXEC)</b>									
1.1.011	EXEC-01	<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	I			
1.1.070	EXEC-02	<b>Agency Rules, Policies, and Procedures – Final</b> Manuals, guidelines, administrative rules, or similar records distributed <u>internally for the use of employees or externally to the public</u> 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	O	AC = Completion or termination of program, rules, policies, or procedures. See also 1.1.071 [Agency Rules, Policies and Procedures - Working Files].		
1.2.001	EXEC-03	<b>Destruction Authorizations</b> Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE + 3		FE + 3				
1.2.005	EXEC-04	<b>Records Retention Schedule (SLR 105)</b> Agency copy. Includes documentation of certification and approval (SLR 105C) and/or other forms designated by the State Records Administrator.	US		US		Formerly RMD 105 and 105C. Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		
1.2.014	EXEC-05	<b>Records Management Plans</b> Records management plans and similar records that establish the policies and procedures under which records and information are managed.	US + 1		US + 1				

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **24** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
<b>Facilities and Purchasing (FAC)</b>									
5.1.003	FAC-01	<b>Delivery Reports</b>	2		2				
5.1.005	FAC-02	<b>Postage Records</b> Records and reports of postage expenses, including postal meter usage.	FE + 3		FE + 3				
5.1.007	FAC-03	<b>Requisitions for In-Agency or Inter-Agency Copy/Printing Service</b> Includes word processing and data processing.	AV		AV				
5.1.011	FAC-04	<b>Photocopier and Telefax Usage Logs &amp; Reports</b>	AV		AV				
5.1.013	FAC-05	<b>Insurance Policies</b> For vehicles, equipment, etc.	AC + 4		AC + 4		AC = Expiration or termination of the policy according to its terms.		
5.2.001	FAC-06	<b>Appraisals - Building or Property</b>	AV		AV	O			
5.2.002	FAC-07	<b>Building Construction Project Files</b> Planning, design, and construction records; accepted and rejected bids; correspondence; etc.	AC + 10		AC+10	O	AC = Completion of project. SEE ALSO item numbers 5.2.003 and 5.2.028.		
5.2.003	FAC-08	<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	O	AC: For leased buildings, AC = Termination or cancellation of lease. See Also: item numbers 5.2.002 and 5.2.028. State Archives Note: Archival review designation is for state-owned buildings only.		
5.2.004	FAC-09	<b>Building Space Requests</b>	1		1				
5.2.005	FAC-10	<b>Calibration Records (Equipment or Instrument)</b>	10		10				
5.2.006	FAC-11	<b>Property Destruction, Certificates of</b>	FE + 3		FE + 3				

**Retention Codes (Field 7)**

Time is given in YEARS

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)**

I – Transfer to Archives

O – Review by Agency Archivist



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 202		3. Agency Name State Bar 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				
5.2.007	FAC-12	<b>Damage Reports</b> Reports of damage to state property.	FE + 3		FE + 3				
5.2.008	FAC-13	<b>Equipment History File; Equipment Service Agreements</b> Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA + 3		LA + 3				
5.2.009	FAC-14	<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	FAC-15	<b>Equipment Manuals</b>	LA		LA				
5.2.011	FAC-16	<b>Equipment Warranties</b>	AC + 1		AC + 1	AC = Expiration of Warranty.			
5.2.012	FAC-17	<b>Estimate Files (Supply and Repair Cost Estimates)</b>	1		1				
5.2.014	FAC-18	<b>Inventory - Annual Physical</b> Property, equipment, supply verification.	FE + 3		FE + 3				
5.2.017	FAC-19	<b>Lost &amp; Stolen Property Reports</b>	FE + 3		FE + 3				
5.2.018	FAC-20	<b>Quality Control Reports</b>	2		2				
5.2.019	FAC-21	<b>Service Orders</b> Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.	1		1				

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **26** of **50**

2. Agency Code 202		3. Agency Name State Bar 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					
5.2.020	FAC-22	<b>Supply Usage Records</b>	FE + 1		FE + 1					
5.2.022	FAC-23	<b>Utility Usage Reports</b>	AV		AV					
5.2.023	FAC-24	<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					
5.2.024	FAC-25	<b>Material Specifications</b>	AC + 2		AC + 2		AC = Material is no longer in the agency.			
5.2.025	FAC-26	<b>Equipment Descriptions and Specifications</b>	AC + 2		AC + 2		AC = Equipment is no longer in the agency.			
5.2.027	FAC-27	<b>Space Utilization Reports</b>	AV		AV					
5.2.028	FAC-28	<b>Building Construction Contract and Inspection Records</b> Building construction contracts, surety bonds, and inspection records.	LA + 10		LA+10	O	SEE ALSO item numbers 5.2.002 and 5.2.003.			
5.3.003	FAC-29	<b>Freight Claims</b>	AC + 2		AC + 2		AC = Resolution of claim.			
5.3.007	FAC-30	<b>Bid Documentation</b> Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations.	FE + 3		FE + 3		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 items 5.1.001 and 5.2.028.			
5.3.008	FAC-31	<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					

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **27** of **50**

2. Agency Code 202		3. Agency Name State Bar 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					
5.3.009	FAC-32	<b>Requests for Information</b> Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC		AC		AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.			
5.4.002	FAC-33	<b>Evacuation Plans</b> Plans for evacuation of agency facilities in cases of emergency.	US		US					
5.4.003	FAC-34	<b>Inspection Records</b> Fire, safety, and other inspection records of agency facilities and equipment.	AC + 3		AC + 3		AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency. Caution: Does not include inspection reports of building construction. See Item 5.2.028.			
5.4.004	FAC-35	<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.			
5.4.007	FAC-36	<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	FAC-37	<b>Hazard Communication Plans</b>	US + 5		US + 5		Texas Health and Safety Code, 502.009(g).			
5.4.009	FAC-38	<b>Workplace Chemical Lists</b>	30		30		Texas Health and Safety Code, 502.005(d).			
5.4.010	FAC-39	<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	FAC-40	<b>Visitor Control Registers</b> Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	3		3					

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# STATE OF TEXAS

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*Form SLR 105C must accompany this form.*

1. Page **28** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
5.4.012	FAC-41	<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.		
5.6.003	FAC-42	<b>Inspection Repair and Maintenance Records - Vehicles</b>	LA + 1		LA + 1				
5.6.005	FAC-43	<b>Vehicle Use Reports</b> Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE + 3		FE + 3				
5.6.007	FAC-44	<b>Vehicle Titles &amp; Registrations</b>	LA		LA				
5.6.009	FAC-45	<b>Parking Permits or Assignments</b>	US		US				
<b>Governmental Relations (GVRL)</b>									
1.1.027	GVRL-01	<b>Proposed Legislation</b> Drafts of proposed legislation and related correspondence.	AV		AV				

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **29** of **50**

2. Agency Code 202		3. Agency Name State Bar 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					
<b>Human Resources (HR)</b>										
1.1.056	HR-01	<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		See: US Department of Labor, Code of Federal Regulations, 28 CFR 35.105(c).			
3.1.001	HR-02	<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.	2		2		United States, Code of Federal Regulations, 29 CFR 1602.31 [State Agencies].			
3.1.002	HR-03	<b>Applications for Employment - 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.	AC + 5		AC + 5		AC = Termination of employment.			
3.1.011	HR-04	<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.			

<b>Retention Codes (Field 7)</b> Time is given in YEARS				<b>Archival Codes (Field 8)</b>			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Archives	O – Review by Agency Archivist		
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **30** of **50**

2. Agency Code 202		3. Agency Name State Bar 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					
3.1.012	HR-05	<b>Employment Opportunity Announcements</b> Internal or external announcements or advertisements of job openings, promotions, training programs.	2		2		29 CFR 1602.31 [State Agencies].			
3.1.014	HR-06	<b>Employment Selection Records</b> Includes notes of interviews with candidates, questions asked of applicants and all other records that document the selection process.	2		2		29 CFR 1602.31 [State Agencies]. Caution: Does not include criminal history checks. See item number 3.1.026.			
3.1.018	HR-07	<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.			
3.1.019	HR-08	<b>Performance Appraisals</b>	2		2		29 CFR 1620.32(c).			
3.1.020	HR-09	<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 item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the the minimum retention period described by item number 3.1.021.			

<b>Retention Codes (Field 7)</b> Time is given in YEARS 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> I – Transfer to Archives O – Review by Agency Archivist	
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# STATE OF TEXAS

## Records Retention Schedule

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1. Page **31** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
3.1.021	HR-10	<b>Personnel Disciplinary Action Documentation</b> Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the agency, or the employee work force; and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication.	AC + 5		AC + 5		AC = Termination of employment.		
3.1.022	HR-11	<b>Personnel Information or Action Forms</b> Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment.	AC + 5		AC + 5		AC = termination of employment 29 CFR 1602.31 [State Agencies].		
3.1.023	HR-12	<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).		

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## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 202		3. Agency Name State Bar 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					
3.1.026	HR-13	<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.				
3.1.027	HR-14	<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	HR-15	<b>Employment Eligibility, Documentation or Verification of</b> Federal reporting form (INS I-9).	AC + 5		AC + 5	AC = Termination of employment. Caution: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever is later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).				
3.1.031	HR-16	<b>Employee Benefits - Other than Insurance</b> Agency copies of information relating to the selection of available benefit options other than insurance.	AC + 5		AC + 5	AC = Until superseded or termination of employment. Caution: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.				

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2. Agency Code 202		3. Agency Name State Bar 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					
3.1.034	HR-17	<b>Resumes - Unsolicited</b> The State Bar of Texas does not accept unsolicited resumes.	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.				
3.1.037	HR-18	<b>Employee Recognition Records</b> Awards, incentives, tenure, etc.	AC + 5		AC + 5	AC = Termination of employment.				
3.1.038	HR-19	<b>Public Access Option Form</b> Form completed and signed by employee or official, or former employee 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.	AC + 5		AC + 5	AC = Termination of employment. See item number 3.3.011 [ <b>Former Employee Verification Records</b> ].				
3.2.001	HR-20	<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 + 5		AC + 5	AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.				
3.2.004	HR-21	<b>Income Adjustment Authorizations</b> Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	AC + 5		AC + 5	AC = Termination of employment. 29 CFR 516.6(c).				
3.2.006	HR-22	<b>Wage Rate Tables</b>	2		2	29 CFR 516.6(a)(2).				
3.2.007	HR-23	<b>Unemployment Compensation Records</b>	AC + 5		AC + 5	AC = Termination of employment.				

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# STATE OF TEXAS

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2. Agency Code		3. Agency Name		7. Retention Period		8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
202		State Bar of Texas		Agency	Storage	Total	9. Remarks		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title							
3.3.004	HR-24	<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). These records are maintained online with the Employee Retirement System (ERS).		
3.3.010	HR-25	<b>Labor Statistics Reports</b> Reports providing statistical information on labor force.		3		3			
3.3.011	HR-26	<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	HR-27	<b>Positions/Job Classification Review File</b> Records relating to review and monitoring of job classifications within an agency.		US + 3		US + 3			
3.3.023	HR-28	<b>Requests and Authorizations to Engage in Reimbursable Education and Training</b> Requests and authorizations to attend college classes or equivalent training for which the expenses of the employee are defrayed or reimbursed.		FE + 3		FE + 3	Note that Requests and Authorizations for Out of State Travel (SBOT-24) are retained by Department Directors.		

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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.
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3.3.024	HR-29	<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				
3.3.025	HR-30	<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	HR-31	<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	HR-32	<b>Job-Related Skills Tests</b> Job-related skills tests required of job applicants for an open position or of current personnel to qualify for promotion or transfer.	US + 2		US + 2		29 CFR 1602.31 [State Agencies]. Caution: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.		
3.3.028	HR-33	<b>Job-Related Skills Test Results</b> Job-related skills test papers of job applicants for an open position or of current personnel taking a test to qualify for promotion or transfer.	2		2		29 CFR 1602.31 [State Agencies].		

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2. Agency Code 202		3. Agency Name State Bar 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				
3.3.030	HR-34	<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	HR-35	<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	HR-36	<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.		
3.4.001	HR-37	<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 May 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE + 3		FE + 3				
3.4.002	HR-38	<b>Leave Status Reports</b> Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE + 3		FE + 3				
3.4.006	HR-39	<b>Time Cards and Time Sheets</b>	4		4		40 TAC 815.106(i).		

**Retention Codes (Field 7)**

Time is given in YEARS

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)**

I – Transfer to Archives  
O – Review by Agency Archivist



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **37** of **50**

2. Agency Code		3. Agency Name		7. Retention Period		8. Archival		10.	11.
202		State Bar of Texas						106	TSLAC
4.	5.	6.		Agency	Storage	Total	9.	No.	Amend.
Records Series Item No.	Agency Item No.	Record Series Title					Remarks	No.	No.
3.4.007	HR-40	<b>Time Off and/or Sick Leave Requests</b>		FE + 3		FE + 3			
3.4.008	HR-41	<b>Sick Leave Pool Documentation</b> Requests submitted, approvals, number of hours transferred in and out, etc.		FE + 3		FE + 3			
5.4.001	HR-42	<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	United States, Code of Federal Regulations. 29 CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.		

**Retention Codes (Field 7)**

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AC – After Closed, Terminated, Completed, Expired, Settled

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **38** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
<b>Information Technology (IT)</b>									
2.1.001	IT-01	<b>Computer Processing Files</b> Machine-readable files used in the creation or updating of master files.	AC		AC		AC = Completion of data content verification, or confirmation of successful transaction processing, or required audit trail maintenance, or after the need to restore or migrate when errors are detected has passed, or when hardware or software changes occur. Automated processing files that fall under records series listed elsewhere must be maintained in accordance with most restrictive applicable retention schedule.		
2.1.002	IT-02	<b>Computer 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		AC		AC = Completion of data content verification, or completion and confirmation of 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. Automated processing files that fall under records series listed elsewhere must be maintained in accordance with most restrictive applicable retention schedule.		
2.1.007	IT-03	<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.		

<b>Retention Codes (Field 7)</b> Time is given in YEARS						<b>Archival Codes (Field 8)</b>			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Archives					
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Agency Archivist					



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **39** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
2.1.009	IT-04	<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 hardware or software 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, to the extent such documentation is not readily available from the original provider/originator (e.g. software/hardware vendor). 13 TAC 6.94.		
2.1.010	IT-05	<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.		

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**Archival Codes (Field 8)**

I – Transfer to Archives  
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **40** of **50**

2. Agency Code 202		3. Agency Name State Bar 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	IT-06	<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 = When the related records have been destroyed, or when superceded by other aids, indexes or tracking systems, or when the reasonable need to access the supported subject records via the specific finding aide, index or tracking system no longer exists.		
2.2.001	IT-07	<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	IT-08	<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				
2.2.004	IT-09	<b>Computer Backup 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		Retain until all audit requirements have been met; or when necessity of such data records for backup / recovery purposes no longer exists.		

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **41** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
2.2.010	IT-10	<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				
2.2.012	IT-11	<b>Output Records for Computer Production</b> Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV		AV				
2.2.013	IT-12	<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	IT-13	<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). AV = ends upon browser exit; this does not apply to such records that may have been captured or retained for investigative or human resource actions and as such are subject to further retention.		

**Retention Codes (Field 7)**

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AC – After Closed, Terminated, Completed, Expired, Settled

AV – Administrative Value

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **42** of **50**

2. Agency Code 202		3. Agency Name State Bar 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	IT-14	<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). AV = ends upon or within 20 days of browser exit; this does not apply to such records that may have been captured or retained for investigative or human resource actions and as such are subject to further retention.		
2.2.016	IT-15	<b>Software Registrations, Warranties and License Agreements</b>	LA + 3		LA + 3				
5.4.013	IT-16	<b>Disaster Preparedness and Recovery Plans</b>	US		US				
<b>Lawyer Referral Service (LRS)</b>									
	LRS-01	<b>Current Applications, Lawyer Referral</b>	US + 1		US + 1				
	LRS-02	<b>Non-current Applications, Lawyer Referral</b>	AC + 2		AC + 2		AC = last application date		
	LRS-03	<b>Referral Records</b> Client's name, attorney's name and location, case number, if client consulted with attorney	AC + 1		AC + 1		AC = after consultation has been made, or if not made, after client has received referral and assigned a case number		
	LRS-04	<b>LRS Certification Applications</b> Local service contact information, program, and membership details	US + 5		US + 5				

**Retention Codes (Field 7)**

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I – Transfer to Archives

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **43** of **50**

2. Agency Code	202	3. Agency Name	State Bar 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				

**Legal Counsel (LEGL)**

1.1.020	LEGL-01	<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	LEGL-02	<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.		
1.1.048	LEGL-03	<b>Litigation Files</b> Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC + 1		AC + 1	O	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. State 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.		
1.1.055	LEGL-04	<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	I	AC = June 1 of odd-numbered calendar years. State 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.		

<b>Retention Codes (Field 7)</b> Time is given in YEARS 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> I – Transfer to Archives O – Review by Agency Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **44** of **50**

2. Agency Code 202		3. Agency Name State Bar 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	LEGL-05	<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.		
1.1.072	LEGL-06	<b>Public Information Reports</b> Reports made to the Office of the Attorney General on an agency's Public Information Act activities.	2		2				
1.1.075	LEGL-07	<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.		
5.1.001	LEGL-08	<b>Contracts and Leases</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, accepted bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence.	AC + 4		AC + 4		AC = Expiration or termination of the instrument according to its terms. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.		

**Retention Codes (Field 7)**

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AV – Administrative Value

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**Archival Codes (Field 8)**

I – Transfer to Archives

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **45** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
5.1.017	LEGL-09	<b>Contract Log</b> List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE + 3		FE + 3				
5.4.001	LEGL-10	<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		United States, Code of Federal Regulations. 29 CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.		
<b>Legal Services Support Division (LSSD)</b>									
	LSSD-01	<b>Affidavits to Join the Pro Bono College</b>	5		5				
<b>Membership (MBR)</b>									
	MBR-01	<b>iMIS, Record Keeping Transactional Data Base</b> Manages Membership Records for Attorney Dues and Taxes	PM		PM				
	MBR-02	<b>New Attorney Registration</b>	PM		PM				
	MBR-03	<b>Elections, Referendum</b>	PM		PM				
	MBR-04	<b>Elections, Judicial Polls</b>	PM		PM				
	MBR-05	<b>Elections, Bar Leadership (President, Board of Directors)</b>	PM		PM				

**Retention Codes (Field 7)**

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 202		3. Agency Name State Bar 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	MBR-06	<b>Correspondence, Membership, Dues Updates</b> Functions and correspondents include: Law Student, 3 <sup>rd</sup> Year Trial Cards, Paralegal, Supreme Court Orders, Certificates, Disciplinary Records, CDC Judgment Files, Address or Name Changes, Requests for Letters of Good Standing, Bar Cards, Non Attorney adds, Subscriber Adds, Delete Requests, Deceased Reports, (TGSLC) Texas Guaranteed Student Loan Corporation Records, Suspensions, Reinstatements	2		2				
1.1.007	MBR-07	<b>Membership, Status Changing Correspondence</b> Administrative Reports and associated correspondence. Inactive Status, Age Exempt Attorneys, Reinstatements, New Attorney	4		4				
1.1.007	MBR-08	<b>Administrative Correspondence, Board of Law Examiners</b>	4		4	O			
	MBR-09	<b>Administrative Reports, Membership Dues</b> Minimum Continuing Legal Education (MCLE) Ordered Suspension, Reinstatement, Probationary, Military Waivers, Dues Monthly and Year End Reports	4		4				
	MBR-10	<b>Uniform State Wide Accounting System (USAS), Comptroller</b> Record Keeping Transactional Data Base. Tracks Deposits, Refunds, NSF Checks, Month End Reports	PM		PM				

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **47** of **50**

2. Agency Code 202		3. Agency Name State Bar 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				
4.5.007	MBR-11	<b>USAS Reports, Daily (includes tax lock box)</b>	AC		AC		AC = Receipt and reconciliation of monthly report		
4.5.008	MBR-12	<b>USAS Reports, Monthly (includes tax lock box)</b>	AC		AC		AC = Receipt and reconciliation of monthly reports		
1.1.008	MBR-13	<b>Correspondence, Membership, Occupational Tax Exemption Claim Forms, Exemption Removal Requests, Invoices to Attorneys, Out of State Removal Reports, MCLE non-practicing Exemption</b>	2		2				
4.3.002	MBR-14	<b>Receipts Journals or Registers</b>	FE + 3		FE + 3		Paper version destroyed when minimum retention is met, electronic version endures in permanent iMIS database		
4.2.003	MBR-15	<b>Daily Cash Receipts Logs</b>	FE + 3		FE + 3				
<b>Minimum Continuing Legal Education (MCLE)</b>									
	MCLE-01	<b>Credit Input Forms</b>	1		1				
	MCLE-02	<b>Attendance Records, MCLE Approved Courses</b>	6 months		6 months				
	MCLE-03	<b>Course Approval Applications, Approved</b>	13 months		13 months				
	MCLE-04	<b>Course Approval Applications, Denied</b>	1	2	3				
	MCLE-05	<b>Suspension / Re-instatement Files</b>	5	75	80				

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **48** of **50**

2. Agency Code	202	3. Agency Name	State Bar 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			

**Texas Bar Books (TBB)**

1.3.001	TBB-01	<b>Publications</b>	AC + 2		AC + 2	I	AC = Until superseded or obsolete. When the retention has been met, this record is transferred to agency archives. <b>Caution:</b> 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. 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).		
3.3.027	TBB-02	<b>Job-Related Skills Tests</b>	US + 2		US + 2		One clean copy of test used and one answer key of each test used retained for the period indicated. Copies of tests taken by candidates delivered to Human Resources.		
5.1.012	TBB-03	<b>Price Lists for Published Works</b>	US + 3		US + 3				
	TBB-04	<b>Register of Copyright</b>	AC+95		AC+95		AC = Completion of copyright registration.		

<p><b>Retention Codes (Field 7)</b>          Time is given in YEARS          AC – After Closed, Terminated, Completed, Expired, Settled          AV – Administrative Value          CE – Calendar Year End          FE – Fiscal Year End</p>	<p><b>Archival Codes (Field 8)</b>          I – Transfer to Archives          O – Review by Agency Archivist          PM – Permanent          MO – Months          US – Until Superseded</p>
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# STATE OF TEXAS

## Records Retention Schedule

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*Form SLR 105C must accompany this form.*

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2. Agency Code 202		3. Agency Name State Bar 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				
	TBB-05	<b>Documentation of Literary Rights - includes agreements with authors and licensing agreements</b>	AC+95		AC+95		AC = Publication of work		
1.3.002	TBB-06	<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	O			
<b>Texas Bar CLE (TxBarCLE)</b>									
	TxBar CLE-01	<b>Course Development Financial Reports</b>	7		7		Distinct from records sent to Accounting		
	TxBar CLE-02	<b>Registration and Marketing Lists</b>	6 months		6 months				
<b>Texas Lawyers Assistance Program (TLAP)</b>									
	TLAP-01	<b>Case Files</b> Includes case number, date, location of attorney, problem, referral source, age, gender, and action taken	1		1		These records are confidential and private. See Texas Health and Safety Code, Chapter 467 and Texas Government Code, Section 522.101		
	TLAP-02	<b>Monitoring Records</b> Name of attorney, name of monitoring agency, oath, attorney agreement, reports, logs of meetings attended, results of drug testing, documentation of release from program.	AC		AC		AC = attorney has completed the monitoring process. These records are confidential and private. See Texas Health and Safety Code, Chapter 467 and Texas Government Code, Section 522.101		

**Retention Codes (Field 7)**

Time is given in YEARS

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)**

I – Transfer to Archives

O – Review by Agency Archivist



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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

2. Agency Code 202		3. Agency Name State Bar 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					
	TLAP-03	<b>Volunteer Files</b> Contact information and questionnaire responses.	AC		AC	AC = Until superseded or after volunteer terminates relationship with TLAP. These records are confidential and private. See Texas Health and Safety Code, Chapter 467 and Texas Government Code, Section 522.101				
	TLAP-04	<b>Employee Assistance Program Counseling Records</b>	AC + 5		AC + 5	AC = termination of counseling. These records are confidential, and are created by a licensed mental health counselor. See also: SBOT-23 for Employee Counseling Records for work-related problems.				
<b><i>End of Record Schedule for the State Bar of Texas</i></b>										

**Retention Codes (Field 7)**

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**Archival Codes (Field 8)**

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