

Section Records Retention 101

STATE BAR OF TEXAS ARCHIVES DEPARTMENT

Your Records Compliance Obligations

State Bar of Texas
records are subject
to Texas state
agency records laws.

Government Code, Chapter 441, Subchapter L
Preservation and Management of State Records and
other Historical Resources

"Section 441.180. Definitions

(9) '**State agency**' means:

(A) any department, commission, board,
office, or other agency in the executive,
legislative, or **judicial branch** of state government
created by the constitution or a **statute** of this
state...

...

(D) any **public nonprofit corporation created
by the legislature** whose responsibilities and
authority are **not limited to a geographical area
less than that of the state.**"

Records Retention Schedule

Each state agency, including the State Bar of Texas, is required to follow a **Records Retention Schedule** that is regularly certified by the Texas State Library and Archives Commission.

The records retention schedule lists the state records created and received by the agency and specifies a minimum time period each type of record must be retained.

STATE OF TEXAS Records Retention Schedule										SLR 105 <i>Form SLR 105C must accompany this form.</i>
										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 Archival No.		
			Agency	Storage	Total					
Agency-Wide Record Series for the State Bar of Texas										
1.1.007	SBOT-01	Correspondence - Administrative 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				
1.1.008	SBOT-02	Correspondence - General 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					

Retention Codes (Field 7) Time is given in YEARS				Archival Codes (Field 8)			
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AV - Administrative Value	FE - Fiscal Year End	MO - Months	US - Until Superseded	O - Review by Agency Archivist			
SLR 105 Rev. 06/05							

Records Retention Schedule




The basis for the lawful destruction of State Bar records.

State Bar Records

Any recorded information, regardless of format, created or received by or on behalf of the Bar that documents activities in the conduct of Bar business or the use of Bar funds.

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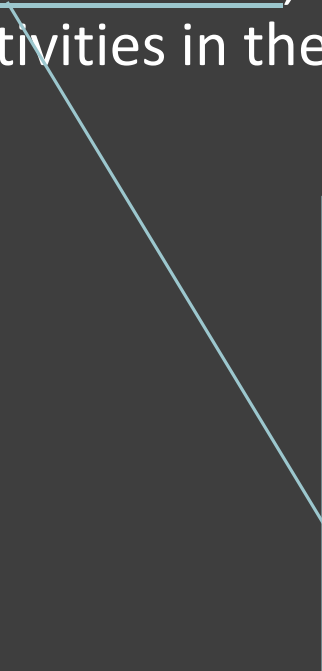


A diagram consisting of a light blue square box. To the left of the box is a vertical line. A diagonal line extends from the underlined text 'recorded information' in the paragraph above, pointing towards the vertical line. Inside the light blue box, the following text is listed vertically: Text, Photograph, Audio, and Video.

Text
Photograph
Audio
Video

State Bar Records

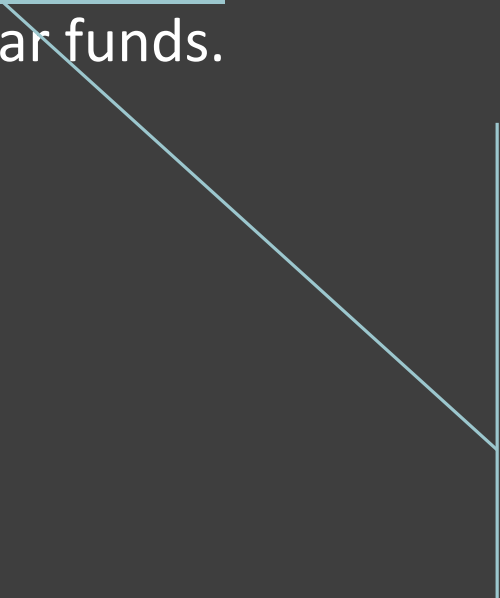
Any recorded information, regardless of format, created or received by or on behalf of the Bar that documents activities in the conduct of Bar business or the use of Bar funds.



Paper files
Electronic files
Emails
Database contents

State Bar Records

Any recorded information, regardless of format, created or received by or on behalf of the Bar that documents activities in the conduct of Bar business or the use of Bar funds.



Includes records of
contractors, vendors, or
volunteers doing work on
Bar projects

Common Section Record Types

Correspondence (i.e. your sent and received emails related to Section business)

- Administrative correspondence: Big picture, related to programs & policies
- General correspondence: Related to routine operations
- Transitory correspondence: Only temporarily useful

Financial records

Contracts and related bid documents

Meeting documentation:

- Agendas
- Minutes
- Reports/Packets

Common Section Record Types

RETENTION PERIODS – How long must you keep each record type?

Correspondence (i.e. your sent and received emails related to Section business)

- Administrative correspondence: Big picture, related to programs & policies – 4 years
- General correspondence: Related to routine operations – 2 years
- Transitory correspondence: Only temporarily useful – Until resolved

Financial records – 3 years

Contracts and related bid documents – 7 years

Meeting documentation: - PERMANENT

- Agendas
- Minutes
- Reports/Packets



Circumstances Halting Destruction

Even if records have met their minimum retention period, there is a possibility there are other circumstances that prevent their destruction, including:

- Litigation
- Public Information Act request
- Audit
- Other pending action involving the records

The State Bar's Legal Department will let you know if there are any holds on records destruction affecting your Section records.

Document Any Records Destruction

You may use our **Disposition Log**:

1414 Colorado St. Austin, TX 78701	State Bar of Texas Archives Department	archives@texasbar.com 512.427.1311
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Records Disposition Log

State Bar of Texas Department	Employee Name	Employee Title	Year

This form serves to officially track the **disposition** (destruction or transfer to Archives) of State Bar of Texas operating records, in order to fulfill records management requirements. It is intended to be used in conjunction with the State Bar's **RECORDS RETENTION SCHEDULE** and should be retained for 10 years after most recent entry. If a field below does not apply to a particular disposition action, enter n/a in that field.

Disposition Action Codes: TTA = Transferred to archives, SH = Shredded, RC = Recycled, DE = Deleted

Disposition Date	Records Series Item No.*	Agency Item No.*	Record Series Title/Description of Records*	Retention period*	Date Range of Records	Volume of Materials (pages, inches, megabytes)	Signature Authorizing Disposition	Disposition Action Taken (Use code)

Records Disposition Log _____ pg. of _____

* These fields are defined by the Records Retention Schedule

Form updated 5/20/2014

Or, document it any way that works best for you!

Just be sure to include:

- Date records were destroyed
- Type of records
- Date range
- Approximate volume

Permanent Retention

Keep an eye out for records with
**PERMANENT HISTORICAL
VALUE**

Indications in the Records
Retention Schedule to consider
sending records to Archives:

- Retention Period PM = **PERMANENT**
- Archival Codes
 - I = Transfer to Archives
 - O = Review by SBOT Archivist

When in doubt, send it to the Archives!

The State Bar of Texas Archives Department is the official home for all permanently valuable State Bar records, including Section records

- Section meeting minutes, agendas, and packets
- Section publications
- Public relations and outreach materials
- Event photos and programs
- Evidence of changes

Records Destruction

If a State Bar record is **not** covered in the Records Retention Schedule, you **cannot destroy** it without special permission from the State Library.



Pardon our Dust

DISCLAIMER:

The State Bar's records retention schedule is under construction.

If you notice anything missing from the schedule, please get in touch so we can fix it!



The Records Retention Schedule is your FRIEND



Contact us with any questions!



Archives Department
512.427.1311
archives@texasbar.com