

# Section Records Retention 101

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STATE BAR OF TEXAS ARCHIVES DEPARTMENT

# Your Records Compliance Obligations

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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.**”

# Why does the state government care about our records?

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Producing records is one of the ways we prove that we're doing the work the Supreme Court and our members expect of us.

# Records Retention Schedule

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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.



# Records Retention Schedule\*


|   |                           |   |                            |                |              |                    |  |   |                   |
|---|---------------------------|---|----------------------------|----------------|--------------|--------------------|--|---|-------------------|
|  |                           | <p align="center"><b>STATE OF TEXAS</b></p> <p align="center"><b>Records Retention Schedule</b></p>   |                            |                |              |                    |  | <p><b>SLR 105</b></p> <p><i>Form SLR 105C must accompany this form.</i></p> |                   |
|   |                           | <p>1. Page <b>1</b> of <b>50</b></p>  |                            |                |              |                    |  |   |                   |
| <p>2. Agency Code      202</p>  |                           | <p>3. Agency Name      State Bar of Texas</p>   |                            |                |              |                    |  |   |                   |
| <p>4. Records Series Item No.</p>   | <p>5. Agency Item No.</p> | <p>6. Record Series Title</p>   | <p>7. Retention Period</p> |                |              | <p>8. Archival</p> | <p>10. 106 No.</p>   | <p>11. TSLAC ONLY Amend. No.</p>  |                   |
|   |                           |   | <p>Agency</p>              | <p>Storage</p> | <p>Total</p> |                    |  |   | <p>9. Remarks</p> |
| <p><b><i>Agency-Wide Record Series for the State Bar of Texas</i></b></p>           |                           |   |                            |                |              |                    |  |   |                   |
| <p>1.1.007</p>  | <p>SBOT-01</p>            | <p><b>Correspondence - Administrative</b><br/>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.</p> | <p>4</p>                   |                | <p>4</p>     | <p>O</p>           | <p>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.</p> |   |                   |
| <p>1.1.008</p>  | <p>SBOT-02</p>            | <p><b>Correspondence - General</b><br/>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.</p>  | <p>2</p>                   |                | <p>2</p>     |                    | <p>See comment to item number 1.1.007. See Also item number 1.1.010.</p>   |   |                   |

|  |                        |                    |                       |  |  |  |  |
|--|------------------------|--------------------|-----------------------|--|--|--|--|
| <p><b>Retention Codes (Field 7)</b><br/>Time is given in YEARS</p> |                        |                    |                       | <p><b>Archival Codes (Field 8)</b></p> |  |  |  |
| 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

\* Available in your meeting materials or by contacting the Archives Department

# Records Retention Schedule\*

|   |                    |   |  |  |                     |         |       |   |   |                           |  |
|---|--------------------|---|--|--|---------------------|---------|-------|---|---|---------------------------|--|
|  |                    | <p align="center"><b>STATE OF TEXAS</b></p> <p align="center"><b>Records Retention Schedule</b></p>   |  |  |                     |         |       | <p><b>SLR 105</b></p> <p><i>Form SLR 105C must accompany this form.</i></p> |   |                           |  |
| 2. Agency Code  |                    | 3. Agency Name  |  |  |                     |         |       |   |   | 1. Page 1 of 50           |  |
| 202   |                    | State Bar of Texas  |  |  |                     |         |       |   |   |                           |  |
| 4. Records Series Item No.  | 5. Agency Item No. | 6. Record Series Title  |  |  | 7. Retention Period |         |       | 8. Archival   | 10. 106 No.   | 11. TSLAC ONLY Amend. No. |  |
|   |                    |   |  |  | Agency              | Storage | Total | 9. Remarks  |   |                           |  |
| <b>Agency-Wide Record Series for the State Bar of Texas</b>                         |                    |   |  |  |                     |         |       |   |   |                           |  |
| 1.1.007   | SBOT-01            | <b>Correspondence - Administrative</b><br>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><br>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><br>Time is given in YEARS<br>AC – After Closed, Terminated, Completed, Expired, Settled<br>AV – Administrative Value |  |  |  | CE – Calendar Year End<br>FE – Fiscal Year End | LA – Life of Asset<br>MO – Months | PM – Permanent<br>US – Until Superseded | <b>Archival Codes (Field 8)</b><br>I – Transfer to Archives<br>O – Review by Agency Archivist |
|---|--|--|--|--|-----------------------------------|---|---|

SLR 105  
Rev. 06/05

\* Available in your meeting materials or by contacting the Archives Department

# Records Retention Schedule\*

|   |                           |   |                            |         |       |                            |  |   |  |
|---|---------------------------|---|----------------------------|---------|-------|----------------------------|--|---|--|
|  |                           | <p align="center"><b>STATE OF TEXAS</b></p> <p align="center"><b>Records Retention Schedule</b></p>   |                            |         |       |                            |  | <p><b>SLR 105</b></p> <p><i>Form SLR 105C must accompany this form.</i></p> |  |
|   |                           |   |                            |         |       |                            |  | <p>1. Page <b>1</b> of <b>50</b></p>  |  |
| <p>2. Agency Code      202</p>  |                           | <p>3. Agency Name      State Bar of Texas</p>   |                            |         |       |                            |  |   |  |
| <p>4. Records Series Item No.</p>   | <p>5. Agency Item No.</p> | <p>6. Record Series Title</p>   | <p>7. Retention Period</p> |         |       | <p>8. Archival Remarks</p> | <p>10. 106 No.</p>   | <p>11. TSLAC ONLY Amend. No.</p>  |  |
|   |                           |   | Agency                     | Storage | Total |                            |  |   |  |
| <p><b>Agency-Wide Record Series for the State Bar of Texas</b></p>                  |                           |   |                            |         |       |                            |  |   |  |
| 1.1.007   | SBOT-01                   | <p><b>Correspondence - Administrative</b><br/>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.</p> | 4                          |         | 4     | O                          | <p>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.</p> |   |  |
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|   |  |  |  |   |  |  |  |
|---|--|--|--|---|--|--|--|
| <p><b>Retention Codes (Field 7)</b><br/>Time is given in YEARS</p> <p>AC – After Closed, Terminated, Completed, Expired, Settled</p> <p>AV – Administrative Value</p> |  |  |  | <p>CE – Calendar Year End</p> <p>FE – Fiscal Year End</p> | <p>LA – Life of Asset</p> <p>MO – Months</p> | <p>PM – Permanent</p> <p>US – Until Superseded</p> | <p><b>Archival Codes (Field 8)</b></p> <p>I – Transfer to Archives</p> <p>O – Review by Agency Archivist</p> |
|---|--|--|--|---|--|--|--|

SLR 105  
Rev. 06/05

\* Available in your meeting materials or by contacting the Archives Department

# Records Retention Schedule

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The basis for the lawful destruction of State Bar records.

# State Bar Records


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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.

# State Bar Records

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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.



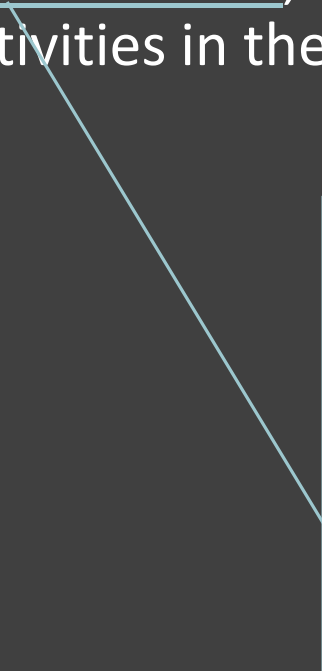
A diagram consisting of a light blue square box. To the left of the box is a vertical line. A diagonal line extends from the underlined text 'recorded information' in the paragraph above, ending at the vertical line. Inside the light blue box, the following text is listed vertically: Text, Photograph,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

Text  
Photograph  
Audio  
Video

# State Bar Records

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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.

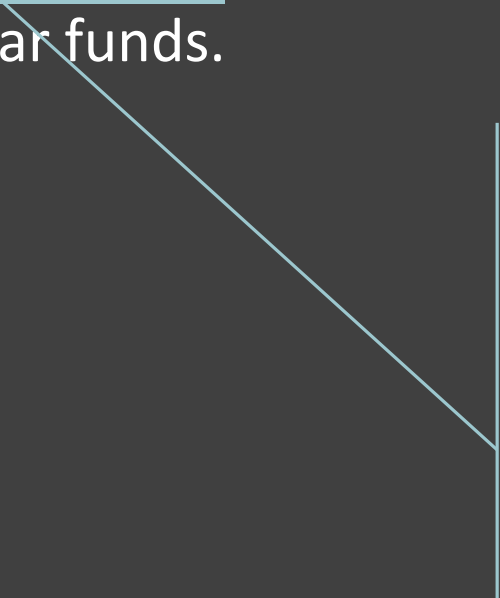


Paper files  
Electronic files  
Emails  
Database contents

# State Bar Records

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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

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

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

Financial records

Contracts and related bid documents

Meeting documentation:

- Agendas
- Minutes
- Reports/Packets

# Common Section Record Types

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

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

- General correspondence: Related to routine operations – 2 years
- Administrative correspondence: Big picture, related to programs & policies – 4 years
- Transitory correspondence: Only momentarily useful – Until you no longer need them

Financial records – 3 years

Contracts and related bid documents – 2-7 years, based on outcome

Meeting documentation: – 2 years, then transfer to Archives

- Agendas
- Minutes
- Reports/Packets



# Circumstances Halting Destruction

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Before destroying records that have met their retention period, be aware of any circumstances that prevent their destruction, including:

- Public Information Act request involving the records
- Litigation – in progress, pending, or even anticipated – on the subject matter
- Audit

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



# Log 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

### 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

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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

# Permanent Retention

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

## Examples:

- Meeting Minutes
- Publications (final version):
  - Section Journals and newsletters
  - Public information pamphlets
  - CLE articles
  - Reports
- Bylaws and other governing/policy documents

# When in doubt, send it to the Archives!

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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

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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

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## DISCLAIMER:

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

We should have a new Records Retention Schedule approved in the next few months. When we have it, we'll be sure to distribute it to you.



# The Records Retention Schedule is your FRIEND

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Following the Records Retention Schedule will:

- Help you stay in compliance with State Agency records laws
- Save records storage space
- Make information easier to find
- Cut down on the amount of work necessary to thoroughly respond to Public Information Act requests

# Contact us with any questions!

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Archives Department  
512.427.1311  
[archives@texasbar.com](mailto:archives@texasbar.com)