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Legislative Records Retention Schedule Approval

This legislative records retention schedule is approved for use. It is effective as of:

November 1, 2024.

This version of the schedule supersedes any prior approved schedules. A copy of the schedule is available on the Legislative Reference Library's website at:
https://lrl.texas.gov/records/TexasSenateRetentionSchedule_Aproved20241101.pdf.

Mary Camp, Director
Legislative Reference Library

10/25/2024

Date



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CAUTION

A legislative 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 legislative 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.



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Explanation of Fields

The following fields appear within the records retention schedule.

Agency Item No.	Unique number for a record type assigned by the legislative agency.
Records Series Title	The official title of a group of records created by the agency that have a similar function or subject and also have the same retention period.
Description	A short description of the record series or record type.
Retention	Retention is expressed in years unless otherwise noted. Retention codes are listed in the lower right corner of each page of the schedule. See below for an explanation of the retention codes.
Archival	Provides an archival code indicating which records may be archival or require review by the LRL. See below for an explanation of the archival codes.
Remarks	This column contains citations to applicable federal or state laws or regulations or other information regarding records retention requirements.

Explanation of Retention Codes

The following codes are used within the *Retention* field to indicate how long they should be retained by the agency. All numbers used with retention periods are expressed in years unless otherwise indicated.

- AC** After Closed (or terminated, completed, expired, or settled). The record is related to a function or activity with a finite closure date.
- AV** As Long as Administratively Valuable. The immediate purpose for which the record was created has been fulfilled and any subsequent need for the record to conduct the operations of the entity, if any, has been satisfied.
- CE** Calendar Year End: December 31.
- FE** Fiscal Year End: August 31.
- LA** Life of Asset. The record is retained until the disposal of the asset.



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PM Permanent. A record that possesses enduring legal, fiscal, or administrative value and must be preserved permanently by the entity.

US Until Superseded. The record is replaced by an updated version. If a record subject to this retention period is discontinued or is no longer required by law, the date of supersession is the date the decision to discontinue the record is made or the law takes effect. If the record relates to an employee, the date of supersession is the date of termination or the last date the record is needed with reference to the employee, as applicable.

Explanation of Archival Codes

The following codes within the retention schedule indicate whether records require archival review or are archival. The Legislative Reference Library can be contacted for more information on transferring or reviewing records.

A Records should be transferred to the Legislative Reference Library once retention has been met.

R Records should be reviewed by the Legislative Reference Library once retention has been met in order to determine if the materials are archival.

Explanation of Terms

The following terms and abbreviations appear with the retention schedule.

Archives Note Emphasizes the need for action/attention by entity to ensure records with archival value are properly maintained/retained.

CFR Code of Federal Regulations. Regulations of federal agencies adopted under authority of laws enacted by the U.S. Congress.

Record Copy The document which is kept on file as an original or official record for the total retention period. It is distinct from a “working” or “convenience” copy, which is a duplicate used for reference purposes. Care must be taken by records management officers in determining if duplicate records are, indeed, convenience copies or if two or more copies of the same document must be considered record copies. It is very possible for the same document to be present in two or more units of an entity and be the record copy in each unit if it serves a different function in each of those units.



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Records Series A group of identical or related records with the same function and the same retention period that is evaluated as a unit for retention scheduling purposes.

Retention Period The amount of time a records series must be retained before destruction or archival preservation.

State Publication Information in any format that is publicly distributed and produced by the authority of or at the total or partial expense of an entity or is required to be distributed under law by the entity. The term does not include information the distribution of which is solely limited to contractors with or grantees of the entity, staff persons within the entity or within other government agencies, or members of the public under a request made under the Public Information Act, Government Code, Chapter 552. The term includes but is not limited to: a publication distributed in print; on microform; as audiovisual material; as interactive media or on electronic external storage device; as an online publication (including websites); which is an index to other online publications; as one or more text, graphic, or other digital files; or as a user interface to a computer database.

TAC Texas Administrative Code. Regulations of state agencies adopted under authority of laws enacted by the Texas Legislature.

Transitory Information Records of temporary usefulness that are not an integral part of a records series of an entity and are not essential to the fulfillment of statutory obligations or to the documentation of entity 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 entity transaction.

Amendment Notice

Occasionally, a records series will be deleted from this schedule because it has been determined that it is not a record maintained in most entities, but it may remain a specialized record in some entities.

Missing numbers in the Records Series Item Number sequence indicate that in prior editions of this schedule a records series was eliminated, combined with another records series, or was re-numbered.

Applicable Texas Statutes

In accordance with Texas Government Code Chapters 301, 306, 323, 325, and 552, the lieutenant governor and members of the Texas Senate and its departments will comply as follows:



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Sec. 301.041. COMMUNICATIONS WITH PARLIAMENTARIANS. (a) Communications, including conversations, correspondence, and electronic communications, between a member, officer, or employee of the legislative branch and a parliamentarian appointed by the presiding officer of either house that relate to a request by the member, officer, or employee for information, advice, or opinions from a parliamentarian are confidential and subject to legislative privilege. Information, advice, and opinions given privately by a parliamentarian to a member, officer, or employee of the legislative branch, acting in the member's, officer's, or employee's official capacity, are confidential and subject to legislative privilege. However, the member, officer, or employee of the legislative branch may choose to disclose all or a part of the communications, information, advice, or opinions to which this section applies, and such disclosure does not violate the law of this state.

(b) Records relating to requests made of a parliamentarian appointed under Subsection (a) for assistance, information, advice, or opinion are not public information and are not subject to Chapter [552](#).

(c) In this section:

(1) "Member, officer, or employee of the legislative branch" includes:

- (A) a member, member-elect, or officer of either house of the legislature or of a legislative committee;
- (B) an employee of the legislature, including an employee of a legislative agency, office, or committee; and
- (C) the lieutenant governor.

(2) "Parliamentarian" includes an employee of a parliamentarian.

Added by Acts 2019, 86th Leg., R.S., Ch. 1250 (H.B. [4181](#)), Sec. 13, eff. June 14, 2019.

Sec. 301.042. COMMUNICATIONS WITH ENGROSSING AND ENROLLING DEPARTMENT. (a) In this section, "department" means an engrossing and enrolling department maintained by either house of the legislature.

(b) Communications, including conversations, correspondence, and electronic communications, between a member of the legislature or the lieutenant governor, an officer of the house or senate, a legislative agency, office, or committee, or a member of the staff of any of those officers or entities and an assistant or employee of a department that relate to a request by the officer or entity for information, advice, or opinions from an assistant or employee of the department are confidential and subject to legislative privilege.

(c) A communication described by Subsection (b) is subject to attorney-client privilege if:

- (1) the assistant or employee of the department who is a party to the communication is a department attorney or is working at the direction of a department attorney;
- (2) the communication is given privately; and
- (3) the communication is made in connection with the department attorney's provision of legal advice or other legal services.



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- (d) Information, advice, and opinions given privately by an assistant or employee of a department to a member of the legislature or the lieutenant governor, an officer of the house or senate, a legislative agency, office, or committee, or a member of the staff of any of those officers or entities, when acting in the person's official capacity, are confidential and subject to legislative privilege.
- (e) The member of the legislature, lieutenant governor, house or senate officer, or legislative agency, office, or committee may choose to disclose all or a part of the communications, information, advice, or opinions to which this section applies and to which the individual or entity was a party.
- (f) This section does not affect the authority of a court to analyze and apply attorney-client privilege under the applicable rules of evidence governing a judicial proceeding.

Added by Acts 2019, 86th Leg., R.S., Ch. 1250 (H.B. [4181](#)), Sec. 13, eff. June 14, 2019.

Sec. 301.043. ENGROSSING AND ENROLLING DEPARTMENT RECORDS OF DRAFTING AND OTHER REQUESTS. (a) In this section, "department" has the meaning assigned by Section [301.042](#)(a).

- (b) Records relating to requests of department staff for the drafting of proposed legislation or for assistance, information, advice, or opinion are:
 - (1) subject to legislative privilege; and
 - (2) not public information and not subject to Chapter [552](#).

Added by Acts 2019, 86th Leg., R.S., Ch. 1250 (H.B. [4181](#)), Sec. 13, eff. June 14, 2019.

Sec. 306.003. CONFIDENTIAL RECORDS. (a) Records of a member of the legislature or the lieutenant governor that are composed exclusively of memoranda of communications with residents of this state and of personal information concerning the person communicating with the member or lieutenant governor are confidential. However, the member or the lieutenant governor may disclose all or a part of a record to which this subsection applies, and that disclosure does not violate the law of this state.

- (b) The method used to store or maintain a record covered by Subsection (a) does not affect the confidentiality of the record.
- (c) If a member of the legislature or the lieutenant governor discloses to the Department of Family and Protective Services or a governmental unit that is a "covered entity" under Section 181.001(b), Health and Safety Code, all or part of a record to which Subsection (a) applies or communicates to the department or governmental unit a description of the information contained in the record that identifies or would tend to identify the resident of this state who communicated with the member or lieutenant governor, the record or the described information, as applicable, in the possession of the department or governmental unit is subject to and confidential under Subsection (a) and may be disclosed to any other person only to the extent that the member of the legislature or lieutenant governor elects to disclose the record or the described information.
- (d) If the department or governmental unit that is a "covered entity" under Section 181.001(b), Health and Safety Code, receives a request for public information under Chapter 552, and information subject to the request is information described by Subsection (c), the department or governmental unit shall promptly



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notify, in writing or by electronic means, the member of the legislature or the lieutenant governor, as applicable, that the department or governmental entity received the request. The notification must specify the type of information that is requested and include a copy of the request.

Added by 1987 Laws, ch. 167, Sec. 2.05(a) (eff. Sept. 1, 1987); amended by 2013 Laws ch. 633, Sec. 1 (eff. June 14, 2013).

Sec. 306.004. PUBLIC DISCLOSURE PROHIBITED. (a) To ensure the right of the citizens of this state to petition state government, as guaranteed by Article I, Section 27, of the Texas Constitution, by protecting the confidentiality of communications of citizens with a member of the legislature or the lieutenant governor, the public disclosure of all or part of a written or otherwise recorded communication from a citizen of this state received by a member or the lieutenant governor in his official capacity is prohibited unless:

(1) the citizen expressly or by clear implication authorizes the disclosure;

(2) the communication is of a type that is expressly authorized by statute to be disclosed; or

(3) the official determines that the disclosure does not constitute an unwarranted invasion of personal privacy of the communicator or another person.

(b) This section does not apply to a communication to a member of the legislature or the lieutenant governor from a public official or public employee acting in an official capacity.

(c) A member or the lieutenant governor may elect to disclose all or part of a communication to which this section applies, and that disclosure does not violate the law of this state.

(d) If a member of the legislature or the lieutenant governor discloses to the Department of Family and Protective Services or a governmental unit that is a “covered entity” under Section 181.001(b), Health and Safety Code, a communication to which this section applies or communicates to the department or governmental unit a description of the information contained in the communication that identifies or would tend to identify the citizen of this state who communicated with the member or lieutenant governor, the communication or the described information, as applicable, in the possession of the department or governmental unit is subject to and confidential under this section and may be disclosed to another person only to the extent that the member of the legislature or lieutenant governor elects to disclose the communication or the described information.

(e) If the department or governmental unit that is a “covered entity” under Section 181.001(b), Health and Safety Code, receives a request for public information under Chapter 552, and information subject to the request is information described by Subsection (d), the department or governmental unit shall promptly notify, in writing or by electronic means, the member of the legislature or the lieutenant governor, as applicable, that the department or governmental entity received the request. The notification must specify the type of information that is requested and include a copy of the request.

Added by 1987 Laws ch. 167, Sec. 2.05(a) (eff. Sept. 1, 1987); amended by 2013 Laws ch. 633, Sec. 2 (eff. June 14, 2013).



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Sec. 306.008. LEGISLATIVE PRIVILEGE. (a) To protect the public's interest in the proper performance of the deliberative and policymaking responsibilities of the legislature and to preserve the legislative branch's independence under the fundamental principle of separation of powers, as guaranteed by Article II and Section 21, Article III, Texas Constitution, a communication is confidential and subject to legislative privilege if the communication:

- (1) is given privately;
- (2) concerns a legislative activity or function; and
- (3) is among or between any of the following:
 - (A) a member of the house or senate;
 - (B) the lieutenant governor;
 - (C) an officer of the house or senate;
 - (D) a member of the governing body of a legislative agency; or
 - (E) a legislative employee.

(b) A communication described by Subsection (a) is subject to attorney-client privilege if:

- (1) one of the parties to the communication is a legislative attorney or a legislative employee working at the direction of a legislative attorney; and
- (2) the communication is made in connection with the legislative attorney's provision of legal advice or other legal services.

(c) A member of the house or senate, the lieutenant governor, or an officer of the house or senate may choose to disclose all or part of a communication to which Subsection (a) or (b) applies and to which the individual or a legislative employee acting on behalf of the individual was a party.

(d) This section does not affect the authority of a court to analyze and apply legislative or attorney-client privileges under the applicable rules of evidence governing a judicial proceeding.

(e) In this section:

- (1) "Legislative agency" means a board, commission, committee, council, department, office, or any other agency in the legislative branch of state government. The term does not include the Texas Ethics Commission.
- (2) "Legislative attorney" means an attorney employed or engaged by the house, the senate, a member of the house or senate, the lieutenant governor, an officer of the house or senate, a house or senate committee, a joint committee, or a legislative agency.
- (3) "Legislative employee" means:
 - (A) an employee of, assistant to, or credentialed intern for any part of the legislative branch of state government, including the house, the senate, a member of the house or senate, the lieutenant governor, an officer of the house or senate, a house or senate committee, a joint committee, or a legislative agency; or
 - (B) a person performing services under a contract entered into with the house, the senate, a house or senate committee, or a legislative agency.

Added by 2019 Laws ch. 1250, Sec. 19 (eff. June 14, 2019).



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Sec. 323.017. CONFIDENTIAL AND PRIVILEGED COMMUNICATIONS. (a) Communications, including conversations, correspondence, and electronic communications, between a member of the legislature or the lieutenant governor, an officer of the house or senate, a legislative agency, office, or committee, or a member of the staff of any of those officers or entities and an assistant or employee of the council that relate to a request by the officer or entity for information, advice, or opinions from an assistant or employee of the council are confidential and subject to legislative privilege.

(b) A communication described by Subsection (a) is subject to attorney-client privilege if:

- (1) the assistant or employee of the council who is a party to the communication is a council attorney or is working at the direction of a council attorney;
- (2) the communication is given privately; and
- (3) the communication is made in connection with the council attorney's provision of legal advice or other legal services.

(c) Information, advice, and opinions given privately by an assistant or employee of the council to a member of the legislature or the lieutenant governor, an officer of the house or senate, a legislative agency, office, or committee, or a member of the staff of any of those officers or entities, when acting in the person's official capacity, are confidential and subject to legislative privilege.

(d) The member of the legislature, lieutenant governor, house or senate officer, or legislative agency, office, or committee may choose to disclose all or a part of the communications, information, advice, or opinions to which this section applies and to which the individual or entity was a party.

(e) This section does not affect the authority of a court to analyze and apply attorney-client privilege under the applicable rules of evidence governing a judicial proceeding.

Added by 1987 Laws ch. 1053, Sec. 2 (eff. June 20, 1987); renumbered from Sec. 323.016 by 1989 Laws ch. 2, Sec. 16.01(25) (eff. Aug. 28, 1989); amended by 2001 Laws ch. 1420, Sec. 9.002 (eff. Sept. 1, 2001); 2019 Laws ch. 1250, Sec. 22 (eff. June 14, 2019).

Sec. 323.018. RECORDS OF DRAFTING AND OTHER REQUESTS. Records relating to requests of council staff for the drafting of proposed legislation or for assistance, information, advice, or opinion are:

- (1) subject to legislative privilege; and
- (2) not public information and not subject to Chapter 552.

Added by 1995 Laws ch. 877, Sec. 4 (eff. Sept. 1, 1995); amended by 2019 Laws ch. 1250, Sec. 22 (eff. June 14, 2019).

Sec. 325.0195. RECORDS PROTECTED FROM DISCLOSURE. (a) A working paper, including all documentary or other information, prepared or maintained by the commission staff in performing its duties under this chapter or other law to conduct an evaluation and prepare a report is excepted from the public disclosure requirements of Section [552.021](#).

(b) A record held by another entity that is considered to be confidential by law and that the commission receives in connection with the performance of the commission's functions under this chapter or another law remains confidential and is excepted from the public disclosure requirements of Section [552.021](#).



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(c) A state agency that provides the commission with access to a privileged or confidential communication, record, document, or file under Section [325.019](#) for purposes of a review under this chapter does not waive the attorney-client privilege, or any other privilege or confidentiality requirement protected or required by the Texas Constitution, common law, statutory law, or rules of evidence, procedure, or professional conduct, with respect to the communication, record, document, or file provided to the commission. For purposes of this subsection, a communication includes a discussion that occurs at a meeting or proceeding of the state agency that is closed to the public.

(d) The state agency may require the commission or the members of the commission's staff who view, handle, or are privy to information, or who attend a meeting that is not accessible to the public, to sign a confidentiality agreement that covers the information and requires that:

- (1) the information not be disclosed outside the commission for purposes other than the purpose for which it was received;
- (2) the information be labeled as confidential;
- (3) the information be kept securely; and
- (4) the number of copies made of the information or the notes taken from the information that implicate the confidential nature of the information be controlled, with all copies or notes that are not destroyed or returned to the governmental body remaining confidential and subject to the confidentiality agreement.

(e) A person who obtains access to confidential information in connection with the performance of the commission's duties under this chapter or another law commits an offense if the person knowingly:

- (1) uses the confidential information for a purpose other than the purpose for which the information was received or for a purpose unrelated to the law that permitted the person to obtain access to the information, including solicitation of political contributions or solicitation of clients;
- (2) permits inspection of the confidential information by a person who is not authorized to inspect the information; or
- (3) discloses the confidential information to a person who is not authorized to receive the information.

Acts 2003, 78th Leg., ch. 1112, Sec. 7.01, eff. Sept. 1, 2003.

Amended by:

Acts 2013, 83rd Leg., R.S., Ch. 1279 (H.B. [1675](#)), Sec. 7.03, eff. June 14, 2013.

Sec. 552.116. EXCEPTION: AUDIT WORKING PAPERS. (a) An audit working paper of an audit of the state auditor or the auditor of a state agency, an institution of higher education as defined by Section [61.003](#), Education Code, a county, a municipality, a school district, a hospital district, or a joint board operating under Section [22.074](#), Transportation Code, including any audit relating to the criminal history background check of a public school employee, is excepted from the requirements of Section [552.021](#). If information in an audit working paper is also maintained in another record, that other record is not excepted from the requirements of Section [552.021](#) by this section.



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(b) In this section:

- (1) "Audit" means an audit authorized or required by a statute of this state or the United States, the charter or an ordinance of a municipality, an order of the commissioners court of a county, the bylaws adopted by or other action of the governing board of a hospital district, a resolution or other action of a board of trustees of a school district, including an audit by the district relating to the criminal history background check of a public school employee, or a resolution or other action of a joint board described by Subsection (a) and includes an investigation.
- (2) "Audit working paper" includes all information, documentary or otherwise, prepared or maintained in conducting an audit or preparing an audit report, including:
 - (A) intra-agency and interagency communications; and
 - (B) drafts of the audit report or portions of those drafts.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993. Amended by Acts 1997, 75th Leg., ch. 1122, Sec. 10, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 1319, Sec. 8, eff. Sept. 1, 1999; Acts 2003, 78th Leg., ch. 379, Sec. 1, eff. June 18, 2003.

Amended by:

- Acts 2005, 79th Leg., Ch. 202 (H.B. [1285](#)), Sec. 1, eff. May 27, 2005.
- Acts 2005, 79th Leg., Ch. 202 (H.B. [1285](#)), Sec. 2, eff. May 27, 2005.
- Acts 2007, 80th Leg., R.S., Ch. 1372 (S.B. [9](#)), Sec. 24, eff. June 15, 2007.
- Acts 2007, 80th Leg., R.S., Ch. 1372 (S.B. [9](#)), Sec. 25, eff. June 15, 2007.
- Acts 2011, 82nd Leg., R.S., Ch. 1170 (H.B. [2947](#)), Sec. 1, eff. June 17, 2011.
- Acts 2011, 82nd Leg., R.S., Ch. 1170 (H.B. [2947](#)), Sec. 2, eff. June 17, 2011.

Sec. 552.146. EXCEPTION: CERTAIN COMMUNICATIONS WITH ASSISTANT OR EMPLOYEE OF LEGISLATIVE BUDGET BOARD. (a) All written or otherwise recorded communications, including conversations, correspondence, and electronic communications, between a member of the legislature or the lieutenant governor and an assistant or employee of the Legislative Budget Board are excepted from the requirements of Section [552.021](#).

(b) Memoranda of a communication between a member of the legislature or the lieutenant governor and an assistant or employee of the Legislative Budget Board are excepted from the requirements of Section [552.021](#) without regard to the method used to store or maintain the memoranda.

(c) This section does not except from required disclosure a record or memoranda of a communication that occurs in public during an open meeting or public hearing conducted by the Legislative Budget Board.

Added by Acts 2005, 79th Leg., Ch. 741 (H.B. [2753](#)), Sec. 9, eff. June 17, 2005.

Legislative Records Retention Schedule

Agency Code: 101		Agency Name: Texas Senate				
Agency Item No.	Record Series Title	Description	Retention	Archival	Remarks	Citations

LT. GOVERNOR'S OFFICE						
LTG-1	Correspondence – Administrative	Incoming/outgoing and internal leadership, supervisory, managerial, executive, administrative, substantive, and other high-level correspondence in any media, including electronic communication, 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	R	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 <i>Correspondence – General</i> should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule.	
LTG-2	Correspondence – General	Non-administrative incoming/outgoing and internal correspondence, in any media, including electronic communication, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	2		CAUTION: This records series and the record series <i>Correspondence – Administrative</i> should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule.	
LTG-22	Correspondence – Memorials and Petitions	Written request for aid or action by the Member or the Legislature. May include enclosures that provide supporting documentation.	2	A		
LTG-3a	Directives	Any document that officially initiates, rescinds, or amends general office procedures.	US+1			

Retention Codes

AC After Closed
 AV Administratively Valuable
 CE Calendar Year End

FE Fiscal Year End

LA Life of Asset
 PM Permanent
 US Until Superseded

Archival Codes

A Archival → LRL
 R Archival Review → LRL

Legislative Records Retention Schedule

Agency Code: 101		Agency Name: Texas Senate				
Agency Item No.	Record Series Title	Description	Retention	Archival	Remarks	Citations
LTG-3b	Executive Orders	Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US+3	A		
LTG-4	Calendars, Appointment, and Itinerary Records	Calendars, appointment books or programs and scheduling, or itinerary records maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE+1	R	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, agency heads, and board or commission members 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.	
LTG-5	Legal Opinions and Advice	From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV	R	CAUTION: Does not include legal opinions or advice rendered on a matter related to litigation or public information requests. ARCHIVES NOTE: Opinions and advice that set legal precedent or exhibit historical value will be evaluated for archival preservation.	

Retention Codes

AC After Closed
 AV Administratively Valuable
 CE Calendar Year End

FE Fiscal Year End

LA Life of Asset
 PM Permanent
 US Until Superseded

Archival Codes

A Archival → LRL
 R Archival Review → LRL

Legislative Records Retention Schedule

Agency Code: 101		Agency Name: Texas Senate				
Agency Item No.	Record Series Title	Description	Retention	Archival	Remarks	Citations
LTG-6	Public Relations Records	News, press releases, marketing files and collateral, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	2	R		
LTG-7	Public Information Requests – Not Excepted	Includes all correspondence and documentation relating to requests for records that are furnished to the public under the Public Information Act (Chapter 552, Government Code). Also includes withdrawn requests.	AC+1		AC = Date request fulfilled or withdrawn.	
LTG-8	Public Information Requests – Excepted	Includes all correspondence and documentation relating to requests for records that are excepted under the Public Information Act (Chapter 552, Government Code), including records provided to the legislature under section 552.008.	AC+2		AC = Date of notification that records are excepted.	
LTG-9	Organization Charts	Charts or diagrams that show the structure of an agency and the relationships and relative ranks of its departments and job positions.	US	A	ARCHIVES NOTE: Only charts showing the overall arrangement and administrative structure of the state agency need to be transferred to the Legislative Reference Library. Organizational charts showing division/department level detail are not considered archival.	

Retention Codes

AC After Closed
 AV Administratively Valuable
 CE Calendar Year End

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Agency Code: 101		Agency Name: Texas Senate				
Agency Item No.	Record Series Title	Description	Retention	Archival	Remarks	Citations
LTG-10	Speeches, Papers, and Presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC+2	R	AC = End of event, until superseded, or obsolete. ARCHIVES NOTE: Only speeches, papers, and presentations given by or on behalf of executive staff, board or commission members, division directors and program heads require archival review.	
LTG-11	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC+1	R	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. ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated for archival preservation.	

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Agency Code: 101		Agency Name: Texas Senate				
Agency Item No.	Record Series Title	Description	Retention	Archival	Remarks	Citations
LTG-12	Transitory Information	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.	AV		CAUTION: Records management officers should make certain records 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.	
LTG-13	Agency Rules, Policies, and Procedures	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. Includes working files and related documentation used in creating rules, policies, and procedures.	AC+3	R	AC = Until superseded, or termination of program, rules, policies, or procedures, whichever applicable. ARCHIVES NOTE: Working files and related documentation used in creating the final rules, policies, and procedures, are not subject to archival requirement and may be disposed of at the expiration of the retention period.	
LTG-15	Records Retention Schedule	Identifies the records that are created and maintained by an agency, provides the minimum timeframes the records must be retained. Includes documentation of certification and approval.	US		Agency copy. The original is retained by the Legislative Reference Library.	

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Agency Code: 101		Agency Name: Texas Senate				
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LTG-22	State Publications	One copy of each state publication, except a publication that is subject to a different retention period in this schedule.	AC+2		AC = Until superseded or obsolete. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission. For additional information and requirements concerning state publications made available to the public through the internet, consult the administrative code for the Texas State Publications Depository Program.	Government Code, Section 441.103, 441.104, and 441.105; 13 TAC §§ 3.1-3.8
LTG-16	Work Schedules/Assignments	Work, duty, shift, crew, or case schedules, rosters, or assignments.	AV			
LTG-17	Personnel Policies and Procedures	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US+3			
LTG-18	Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	3			
LTG-19	Telephone Activity Records	Telephone logs created for internal documentation purposes; station activity reports of internal listings of incoming/outgoing telephone activity to individual telephone stations; operator call transfers; summary detail reports; and system activity reports of internal listings of all incoming/outgoing agency telephone activity.	AV		See SF1 for Senate telephone bills.	

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LTG-20	Special Project Files	Includes documents generated from legislative management system.	3	R		
LTG-21	Lieutenant Governor's Legislative Working Files	Lieutenant Governor's legislative working files may include: • Resident/constituent casework or correspondence • Project files • Issue or subject files • Photographs • Newspaper clippings				
SENATE OFFICES						
SPR1	Journal Manuscripts	Manuscript or draft copy of the Senate Journal, the official proceedings of each legislative day within the Texas Senate.	4			
SPR2	Committee Legislative Working Files	Committee legislative working files may include: • Meeting files • Bill files • Reports and studies • Administrative correspondence • Project files, including interim charge research • Issue or subject files • Resident/constituent casework or correspondence • Administrative files	AV+4	A	CAUTION: Official committee working files must remain separate from the office records of senators serving on the committee. SEE ALSO note for SPR3.	

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Agency Code: 101		Agency Name: Texas Senate				
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SPR3	Senators' Legislative Working Files	Senators' legislative working files may include: • Administrative correspondence • Resident/constituent casework or correspondence • Proposed legislation • Committee files • Project files • Issue or subject files • Press releases • District files • Photographs • Calendars and appointment books • Speeches • General office files	AV+ AC	A	AC = Term of office. CAUTION: Senators' own working files must remain separate from the official working files of the committees on which they serve. SEE ALSO note for SPR2.	
SPR5	Reports and Studies (Non-Fiscal)	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	A	ARCHIVES NOTE: Reports are archival when they deal with significant aspects of the agency's programs.	
SA1	Audits	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 = Publication or release of final audit findings. The State Auditor's Office (SAO) retains any copies of its audits performed on Texas state agencies.	

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SA2	Correspondence – Administrative	Incoming/outgoing and internal leadership, supervisory, managerial, executive, administrative, substantive, and other high-level correspondence in any media, including electronic communication, 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	R	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 the record series <i>Correspondence – General</i> should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule.	
SA3	Correspondence – General	Non-administrative incoming/outgoing and internal correspondence, in any media, including electronic communication, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	2		CAUTION: This records series and the record series <i>Correspondence – Administrative</i> should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule.	
SA22	Correspondence – Memorials and Petitions	Written request for aid or action by the Member or the Legislature. May include enclosures that provide supporting documentation.	2	A		

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SA4	Calendars, Appointment, and Itinerary Records	Calendars, appointment books or programs and scheduling, or itinerary records maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE+1	R	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, agency heads, and board or commission members 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.	
SA5	Legal Opinions and Advice	From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV	R	CAUTION: Does not include legal opinions or advice rendered on a matter related to litigation or public information requests. ARCHIVES NOTE: Opinions and advice that set legal precedent or exhibit historical value will be evaluated for archival preservation.	
SA6	Public Information Requests – Not Excepted	Includes all correspondence and documentation relating to requests for records that are furnished to the public under the Public Information Act (Chapter 552, Government Code). Also includes withdrawn requests.	AC+1		AC = Date request fulfilled or withdrawn.	

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Agency Code: 101		Agency Name: Texas Senate				
Agency Item No.	Record Series Title	Description	Retention	Archival	Remarks	Citations
SA7	Public Information Requests – Excepted	Includes all correspondence and documentation relating to requests for records that are excepted under the Public Information Act (Chapter 552, Government Code), including records provided to the legislature under section 552.008.	AC+2		AC = Date of notification that records are excepted.	
SA8	Organization Charts	Charts or diagrams that show the structure of an agency and the relationships and relative ranks of its departments and job positions.	US	A	ARCHIVES NOTE: Only charts showing the overall arrangement and administrative structure of the state agency need to be transferred to the Legislative Reference Library. Organizational charts showing division/department level detail are not considered archival.	
SA9	Proposed Legislation	Drafts of proposed legislation and related correspondence.	AV	A	AC = At the completion of the legislative session, documents are transferred to the Legislative Reference Library.	
SA10	Speeches, Papers, and Presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC+2	R	AC = End of event, until superseded, or obsolete. ARCHIVES NOTE: Only speeches, papers, and presentations given by or on behalf of executive staff, board or commission members, division directors and program heads require archival review.	

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SA11	Transitory Information	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.	AV		CAUTION: Records management officers should make certain records 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.	
SA12	Meetings, Open – Agendas and Minutes	Agendas and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Chapter 551, Government Code.	PM	A	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Legislative Reference Library.	
SA20	Meetings, Open – Audiovisual Recordings	Audiovisual recordings of open meetings of state boards, commissions, committees, and councils.	PM	R	AC = Approval of written minutes of the meeting by the governing body of an agency.	
SA24	Meetings – Supporting Documentation	Documents submitted at meetings of state boards, commissions, committees, and councils, including exhibit items, documentation for agenda items, public comment forms, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting. Also includes witness affirmations.	2	A		

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SA14	Agency Rules, Policies, and Procedures	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. Includes working files and related documentation used in creating rules, policies, and procedures.	AC+3	R	AC = Until superseded, or termination of program, rules, policies, or procedures, whichever applicable. ARCHIVES NOTE: Working files and related documentation used in creating the final rules, policies, and procedures, are not subject to archival requirement and may be disposed of at the expiration of the retention period.	
SA16	Records Retention Schedule	Identifies the records that are created and maintained by an agency, provides the minimum timeframes the records must be retained. Includes documentation of certification and approval.	US		Agency copy. The original is retained by the Legislative Reference Library.	
SA17	Records Disposition Logs	Logs or similar records listing records disposed of by an agency, which might include records series title, dates of records, and date of disposition.	10		CAUTION: Disposition can mean destroyed or transferred.	

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SA21	State Publications	One copy of each state publication, except a publication that is subject to a different retention period in this schedule.	AC+2		AC = Until superseded or obsolete. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission. For additional information and requirements concerning state publications made available to the public through the internet, consult the administrative code for the Texas State Publications Depository Program.	Government Code, Section 441.103, 441.104, and 441.105; 13 TAC §§ 3.1-3.8
SA19	Publication Development Files	Physical and digital development and design files used to create State Publications, including but not limited to background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV	R	See SA21 for final State Publications created from development files. ARCHIVES NOTE: Successive and substantive drafts of major publications may be archival. Major is defined by both the publication's authorship and its impact on Texas and Texans. Original artwork, including photo prints and negatives that have significant value as evidence of agency programs as well as the potential for re-use, may be archival.	

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Agency Item No.	Record Series Title	Description	Retention	Archival	Remarks	Citations
SA22	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC+1	R	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. ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated for archival preservation.	
SE1	Computer Software Programs	Agency-developed automated software applications, operating system files, and associated processing files, including job control language, programs, applications, scripts, source code, etc.	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. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC § 6.94

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SE2	Computer Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, equipment control systems, and associated processing files.	AC		AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. ⚠AUTION: Hardware needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC § 6.94
SE3	Hardware and Software Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing electronic records; to document modifications to computer programs; to access, retrieve, manipulate, and interpret data in an automated system; and allow for their timely, authorized disposition. Records include but are not limited to: user guides, system or sub-system definitions, system specifications, input and output specifications, system flow charts, program flow charts, program maintenance logs, change notices, data element dictionaries, file layouts, code books or tables, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	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. ⚠AUTION: Hardware and software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC § 6.94

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SP1	Applications for Employment – Not Hired	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+2		AC = Date of the making of the record or the personnel action involved, whichever occurs later. Includes ADA Accommodation Requests.	29 CFR 1602.31
SP2	Applications for Employment – Hired	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 = Termination of employment. Includes ADA Accommodation Requests.	
SP3	Employee Benefits	Agency copies of information relating to the selection by employees of life, health, vision, dental, disability, and other types of insurance or benefits offered by the State of Texas to its employees.	AC		AC = Until superseded or termination of employment. CAUTION: Documents that serve as payroll deduction authorizations are maintained under SP9.	
SP29	Benefit Plans	Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	AC+1		AC = Until superseded or plan terminated.	29 CFR 1627.3(b)(2)
SP30	Employment Opportunity Announcements	Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2			29 CFR 1602.31

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SP31	Employment Contracts – 9/1/2015 and After	Includes a contract or agreement regarding the terms and conditions of employment of an individual and a contract with a vendor for temporary staffing services. Executed, renewed, or amended on or after September 1, 2015.	AC+7		AC = Expiration or termination of the contract according to its terms.	Government Code, Section 441.1855
SP32	Employment Contracts – 8/31/2015 and Prior	Includes a contract or agreement regarding the terms and conditions of employment of an individual and a contract with a vendor for temporary staffing services. Executed, renewed, or amended on or before August 31, 2015.	AC+4		AC = Expiration or termination of the contract according to its terms.	Government Code, Section 441.1855
SP33	Employment Selection Records	Includes notes of interviews with candidates; questions asked of applicants; audio and videotapes of job interviews; driving record and previous injury checks; pre-employment physical examinations; and all other records that document the selection process, except for those noted in Remarks.	AC+2		AC = Date of the making of the record or the personnel action involved, whichever occurs later.	29 CFR 1602.31
SP34	Grievance Records	Records relating to the review of employee grievances or complaints against personnel policies, working conditions, etc.	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 (DOL). See <i>Litigation Files</i> .	

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SP4	Personnel Information or Action Forms	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.	2			29 CFR 1602.31
SP5	Position/Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC+4		AC = Until superseded or job eliminated.	40 TAC § 815.106(i)
SP6	Employment Eligibility Documentation	Federal reporting form (Form I-9).	AC		AC = Three years after date of hire or one year after termination of employment, whichever later.	8 CFR 274a.2(b)(2)(i)(A) and (c)(2)
SP8	Employee Recognition Records	Awards, incentives, tenure, etc.	AC+5		AC = Termination of employment.	
SP35	Public Access Option Records	Form completed and signed by an employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under Government Code, Section 552.024.	US		CAUTION: Most recent public access election information must be kept as long as the former employee verification records. See SP15.	
SP9	Employee Deduction Authorizations	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC+4		AC = After termination of employment or after amendment, expiration, or termination of authorization, whichever sooner.	

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SP10	Employee Earnings Records	Payroll records and registers documenting employee earnings, wages, and pay. This may include but is not limited to payroll input records, summary statements, payroll vouchers, payroll detail sheets, and payroll history.	4			40 TAC § 815.106(i)
SP11	Federal Tax Records	Includes 1099, W2, FICA, and other tax records.	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)
SP12	W-4 Forms	Employer's copy of "Employee's Withholding Exemption Certificate."	AC+4		AC = Until superseded, obsolete, or termination of employment.	26 CFR 31.6001-1 (e)(2)
SP21	Unemployment Compensation Records	Records and documentation relating to unemployment compensation claims, including reimbursement of funds disbursed by Texas Workforce Commission (TWC).	AC+5		AC = Resolution of the claim.	
SP13	Direct Deposit Application/Authorizations	Forms used to deposit employee's earnings into a specified personal account.	AC		AC = Until superseded, cancelled, or last payment deposited after termination of employment, whichever applicable.	
SP14	State Deferred Compensation Records	Records documenting the amount of pension or deferred compensation earned by individual employees.	4			
SP15	Former Employee Verification Records	Minimum information needed to verify employment. Includes: name; social security number; exact dates of employment; last known address; and most recent public access authorization.	AC+75		AC = Termination of employment. See SP35.	
SP36	Work Schedules/Assignments	Work, duty, shift, crew, or case schedules, rosters, or assignments.	AV			

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SP22	Texas Workforce Commission (TWC) Reports	Reports to the agency from TWC or its predecessor pertaining to employees.	3			
SP16	Personnel Policies and Procedures	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US+3			
SP17	EEO Reports and Supporting Documentation	Includes documentation used to complete EEO (Equal Employment Opportunity) reports.	3			29 CFR 1602.32, 1602.48, and 1602.50
SP18	Leave Status Reports	Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE+3			
SP19	Time and Attendance Records	Records documenting individual employee's hours worked, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules.	4			40 TAC § 815.106(i)
SP20	Time Off and/or Sick Leave Requests	Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), sick pool leave, and other types of authorized leave, and supporting documentation.	FE+3			Government Code, Section 661.152(d); 29 CFR 825.500(b).
SP26	USAS Reports – Daily/Monthly	Periodic reports compiled from information entered into the Uniform Statewide Accounting System (USAS).	AC		AC = Receipt and reconciliation of annual report.	
SP28	USAS Reports - Annual	Yearly report compiled from information entered into the Uniform Statewide Accounting System (USAS).	FE+3			

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Agency Code: 101		Agency Name: Texas Senate				
Agency Item No.	Record Series Title	Description	Retention	Archival	Remarks	Citations
SF1	Accounts Payable Information	Claims; invoices; statements; copies of checks and purchase orders; expenditure authorizations; ledgers; encumbrance, purchase, general journal, expenditure, and special vouchers; and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other expenses.	FE+3			
SF6	Accounts Receivable Information	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipts books, cash transfers, daily cash reports, reconciliations, general journal vouchers, special vouchers, and similar records that serve to document money owed to or received by a state agency and its collection or receipt.	FE+3			
SF8	Fiscal Management Reports	Internal and external periodic fiscal management reports and associated worksheets, including federal financial reports, salary reports, HUB reports, investment performance reports, etc.	FE+5			

Retention Codes

AC After Closed
 AV Administratively Valuable
 CE Calendar Year End

FE Fiscal Year End

LA Life of Asset
 PM Permanent
 US Until Superseded

Archival Codes

A Archival → LRL
 R Archival Review → LRL

Legislative Records Retention Schedule

Agency Code: 101		Agency Name: Texas Senate				
Agency Item No.	Record Series Title	Description	Retention	Archival	Remarks	Citations
SF9	Annual Financial Reports	Annual Financial Reports (AFR) required by the General Appropriations Act (100 Day Report).	AC+6	A	AC = September 1 of odd-numbered calendar years. ARCHIVES NOTE: The final version of Annual Financial Reports must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(2)(a). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period. CAUTION: If an agency does not produce a biennial or annual narrative report as described in RSIN 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	13 TAC § 3.3(a)(2)(a)
SF10	Annual Operating Budgets	Required by the General Appropriations Act. Includes encumbrances and documentation about budget transfers and revisions, as well as detail charts of accounts.	FE+3			

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Agency Item No.	Record Series Title	Description	Retention	Archival	Remarks	Citations
SF11	Capital Asset Records	Documentation relating to the capital and fixed assets of a state agency, including equipment or property history cards containing data on initial cost, depreciation schedules or summaries used for capital outlay budgeting, and property sale, auction, or disposal records of agency owned equipment and property.	LA+3			
SF12	Banking Records	Bank statements, credit card statements, cancelled checks, check registers, deposit slips, debit and credit notices, reconciliations, and other banking related records.	FE+3			
SS1a	Contract Administration Files - 9/1/2015 and After	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Executed, renewed, or amended on or after September 1, 2015.	AC+7		AC = Expiration or termination of the instrument according to its terms.	Government Code, 441.1855

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Legislative Records Retention Schedule

Agency Code: 101		Agency Name: Texas Senate				
Agency Item No.	Record Series Title	Description	Retention	Archival	Remarks	Citations
SS1b	Contract Administration Files - 8/31/2015 and Prior	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Executed, renewed, or amended on or before August 31, 2015.	AC+4		AC = Expiration or termination of the instrument according to its terms.	Government Code, Section 441.1855
SS2	Postage Records	Records and reports of postage expenses, including postal meter usage.	FE+3			
SS4	Inventory and Property Control Records	Records documenting the inventorying, maintenance, usage, checkout, and disposal of supplies, equipment, and property of a state agency. Includes lost, stolen, and damage reports.	FE+3		See SS3 for the maintenance logs of individual pieces of equipment.	
SS3	Inspection, Repair, and Maintenance Records – Equipment	Equipment history file, which may include logbooks and requests for installation, moves, service, repair, etc.	LA+3		For service agreements or contracts related to equipment repairs and service, retain in accordance with SS1a and SS1b.	
SS5	Hazardous Materials Training Records	Records of training given to employees in an agency hazard communications program. May include but is not limited to date of class, roster of attendees, subjects covered, and instructors.	5			Texas Health and Safety Code, Section 502.009(g)

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Agency Item No.	Record Series Title	Description	Retention	Archival	Remarks	Citations
SS6	Continuity of Operations Plans (COOP)	Plans developed to mitigate the damage of potential events that could endanger an agency's ability to function. Includes disaster preparedness, response, and recovery plans.	US			Texas Labor Code, Section 412.054
SS8	Occupational Accident Reports and Associated Documentation	Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the State Office of Risk Management (SORM) or its predecessors or maintained internally on accident frequency.	CE+5			29 CFR 1904.33; 28 TAC § 120.1(c).
SS9	Mail and Telecommunications Listings	Any mailing address, telephone or fax number, or email address records maintained by an agency on its employees or on entities or persons it serves.	US			
SS10	Charge Schedules/Price Lists	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			

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