



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	360	3. Agency Name							STATE OFFICE OF ADMINISTRATIVE HEARINGS		
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					

p	1	6	7	7	7	8	10	11
	1.1.002	1	Audits	AC+7		AC+7		
	1.1.004	2	Legislative Appropriation Requests	AC+1	5	AC+6	A	
	1.1.006	3	Complaint Records	AC+2		AC+2		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist



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2. Agency Code	360	3. Agency Name						STATE OFFICE OF ADMINISTRATIVE HEARINGS					
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.				
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1.1.007	4	Correspondence - Administrative	3		3	R	Paper/Electronics. Incoming/outgoing and internal correspondence, in any format, 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.		
1.1.008	5	Correspondence - General	1		1		Paper/Electronics. General correspondence such as memoranda and incoming/outgoing letters relating to routine correspondence, general inquiries kept by Chief Judge, office admin and secretaries.		
1.1.010	6	Directives	US+1		US+1		Paper/Electronic.		
1.1.013	7	Desk Calendars/Appointment Books	CE+1		CE+1	R	Paper/Electronic. Desk calendars, appointment books, and similar records, purchased with state funds, that document appointments, itineraries, and other activities of an agency official or employee.		
1.1.014	8	Legal Opinions and Advice	AV		AV	R	From agency legal counsel or the Attorney General, including any requests eliciting the opinions.		
1.1.020	9	Open Records Request - Not Exempted	AC+1		AC+1		AC = Date Request Fulfilled.		

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			Agency	Storage	Total	9. Remarks							

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
1.1.021	10	Open Records Request - Exempted	AC+2		AC+2		AC = Date of Denial of Request.		
1.1.023	11	Organization Charts	US		US	A			
1.1.070	12a	Agency Rules, Policies and Procedures - Final	AC+3		AC+3	R	Paper/Electronic. AC= Completion or termination of program, rules, policies and procedures. SOAH's Employee Handbook. Manuals, guidelines, administrative rules or similar records distributed internally for the use of employees or externally to the public. Also refer to record series 3.3.024 Personnel Policies & Procedures.		
1.1.071	12b	Agency, Rules, Policies and Procedures - Working Files	AC+3		AC+3	R	Paper/Electronic. AC= Completion or termination of program, rules, policies and procedures.		
1.1.026	13	Texas Register Submissions	AC+1		AC+1		AC = Date of Publication in the Texas Register.		
1.1.027	14	Proposed Legislation	AV		AV		Drafts of proposed legislation and related correspondence.		

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1.1.038	15	Customer Surveys	AC+3		AC+3		AC = Completion of survey with final results. Surveys returned by the customers of an agency rating an agency's performance.		
1.1.043	16	Training Materials	US+1		US+1		Paper/Electronics. Instructional materials developed by an agency for training entities or individuals it regulates or serves.		
1.1.048	17	Litigation Files	AC+1		AC+1	R	AC=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. Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.		
1.1.055	18	Strategic Plan	AC+2	4	AC+6	A	AC = September 1 of odd-numbered calendar years. The archival requirement is met by sending the required copies of the plan to the Texas state Publications Depository Program, Texas State Library and Archives Commission.		

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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
1.1.056	19	ADA (American with Disabilities Act) Documentation	AC+3		AC+3		AC=Completion of document. Self evaluations and plans documenting compliance with the requirements of ADA. 28 CFR 35.105(c).		
1.1.057	20	Transitory Information	AC		AC		Paper/Electronic. AC = Purpose of record has been fulfilled. Records of temporary usefulness that are not an integral part of a records series of an agency, that are required only for a limited period of time for the completion of an action by an official or employee of the agency.		
1.1.064	21	Agency Performance Measures Documentation	FE+1	5	FE+6		Any records needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan.		
1.1.067	22	Reports and Studies (Non-Fiscal)	3		3	R	Paper/Electronic. Proposal for Decision Reports that track which PFDs have been sent and the billing report.		
1.1.068	23	Reports - Reports on Performance Measures	AC+1	5	AC+6		Paper/Electronics. AC = September 1 of odd-numbered calendar years.		
1.2.005	24	Records Retention Schedule	US		US		(SLR 105) Original is retained by the RRD, Texas State Library. Records Administrator of SOAH retains copy.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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			Agency	Storage	Total			

1.2.006	25	Records Transmittal Forms	AC+2		AC+2	RMD 101. AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records administrator.		
1.2.008	26	Request for Authority to Dispose of State Records	FE+3		FE+3	(RMD 102) Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		
1.2.010	27	Records Disposition Logs	10		10	Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library, showing records series title, dates of records, and date destroyed or transferred.		
1.2.011	28	Record Center Storage Approval Forms	US		US	(RMD 106)		
1.2.012	29	Records Inventory Worksheets	US		US	Paper/Electronic.		
1.2.014	30	Records Management Plans	US+1		US+1	Paper/Electronic.		
1.2.015	31	Disaster Recovery Services Transmittals	FE+1		FE+1			

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1.3.001	32	State Publications	AC+5		AC+5	Paper/Electronic. AC = Until supersede or obsolete. Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Govt.. Code 441.101)		
2.1.002	33	Master Files	AC		AC	AC = Completion of 3rd update cycle except for: data files which replace or serves in lieu of a textual record or output data files extracted from system solely to produce printed reports or other publications.		
2.1.007	34	Software Programs	AC		AC	AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period.		
2.1.008	35	Hardware Documentation	AC		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.		
2.2.010	36	Data Processing Policies and Procedures	US+3		US+3	Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.		

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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
3.1.001	37	Applications for Employment - Not Hired	FE+6 mos	1yr, 6 mos	FE+2	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. Records are kept with a selection folder. Refer to record series 3.1.012, 3.1.014. 29 CFR 1602.31		
3.1.002	38	Applications for Employment - Hired	AC+2 yrs, 6 mos	2 yrs, 6 mos	AC+5	AC = Termination of Employment. 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. Records are maintained in the Employee Master File.		
3.1.006	39	Employee Counseling Records	AC+3		AC+3	AC = Termination of counseling. Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisory level except in those agencies with counseling staff.		
3.1.011	40	Employee Insurance Records	AC+2 yrs, 6 mos	2 yrs, 6 mos	AC+5	AC = Until superseded or termination of employment. CAUTION: Documents that serve as payroll deduction authorizations must be retained as prescribed in 3.2.001. Records are maintained in Employee Benefits Folder and a copy with the Payroll File.		

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Archival Codes (Field 8)

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3.1.012	41	Employment Opportunity Announcements	FE+2 yrs, 6 mos	2 yrs, 6 mos	FE+5		Paper/Electronics. Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime. Note: records series number 3.1.012, 3.1.002, 3.3.027 and 3.3.028 are maintained in the Posting/Applicant folder for each job announcement. 29 CFR 1602.31		
3.1.013	42	Employment Contracts	AC+4		AC+4		AC=Expiration or termination of the contract according to its terms.		
3.1.014	43	Employment Selection Records	FE+2 yrs, 6 mos	2 yrs, 6 mos	FE+5		Includes interview notes and documentation of selection process. Note: records series number 3.1.012, 3.1.002, 3.3.027 and 3.3.028 are maintained in the Posting/Applicant folder for each job announcement. 29 CFR 1602.31		
3.1.018	44	Grievance Records	AC+2		AC+2		AC = Final decision on the grievance.		
3.1.019	45	Performance Appraisals	FE+2 yrs, 6 mos	2 yrs, 6 mos	FE+5		Records are maintained in the employee master file. 29 CFR 1620.32(c).		

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3.1.020	46	Personnel Corrective Action Documentation	AC+5		AC+5		AC= Termination of corrective action. CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by item number 3.1.021.		
3.1.021	47	Personnel Disciplinary Action Documentation	AC+2 yrs, 6 mos	2 yrs, 6 mos	AC+5		AC = Termination of employment. Disciplinary actions which may affect pay, status, or tenure. Employees conduct that is harmful to the best interest of the state, the agency, or the employee work force, and for failure to improve performance or conduct following imposition of corrective action.		
3.1.022	48	Personnel Information or Action Forms	FE+2 yrs, 6 mos	2 yrs, 6 mos	FE+5		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. Records are maintained in the Employee Master File. 29 CFR 1602.31(a).		
3.1.023	49	Position/Job Descriptions	AC+4		AC+4		Paper/Electronic. AC = Until superseded or job eliminated. 40 TAC 815.106(i). Job descriptions, including all associated task or skill statements, for positions in an agency.		

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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
3.1.027	50	Training and Educational Achievement Records (Individual)	AC+2 yrs, 6 mo	2 yrs, 6 mo	AC+5	Paper/Electronic. AC=Termination of Employment. Certificates of completion, transcripts, test scores or similar records documenting the training, testing or continuing education achievements of an employee.		
3.1.029	51	Documentation or Verification of Employment Eligibility	AC+1		AC+1	AC=Termination of employment. Federal reporting form (INS 1-9). Caution: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period. Note: I-9 forms are filed separate from the Employee Master file. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2)		
3.1.031	52	Employee Benefits - Other than Insurance	AC+2		AC+2	AC=Until Superseded or termination of employment. Agency copies of information relating to the selection of available benefit options other than insurance i.e., Long Term Care, Workers Assistance, etc.		
3.1.034	53	Resumes - Unsolicited	AV		AV	Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur.		
3.1.035	54	Performance Bonds	AC+4		AC+4	AC=Expiration or termination of the bond according to its term. Copy of surety bond issued by Universal Surety of America. Correspondence relating to bond.		

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3.2.001	55	Employee Deduction Authorization	AC+2 yrs, 6 mos	2 yrs, 6 mos	AC+5		AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner. Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments. Original record is maintained in the Employee Master File and a copy kept with Payroll Files.		
3.2.002	56	Employee Earning Records	4		4		40 TAC 815. 106(i)		
3.2.003	57	Federal Tax Records	AC + 4		AC+4		Paper/Electronic. AC = Tax due date, date the claim is filed, or date tax is paid whichever is later. Quarterly to IRS. 26 CFR 31.6001 - 1(e)(2). Includes FICA records		
3.2.004	58	Income Adjustment Authorizations	2		2		Paper/Electronic. 29 CFR 516.6(c). Increase or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.		
3.2.005	59	W-4 Forms + W-5 Forms	AC+2 yrs, 6 mos	2 yrs, 6 mos	AC+5		AC=Until superseded, obsolete, or upon separation of employee. Original form maintained in the Employee Miscellaneous File and a copy with monthly payroll files. 29 CFR 31.6001-5. Employer's copy of "Employees' Withholding Exemption Certificate."		

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3.2.006	60	Wage Rate Tables	2		2		29 CFR 516.6(a)(2).		
3.2.007	61	Unemployment Compensation Records	AC+2 yrs, 6 mos	2 yrs, 6 mos	AC+5		AC=Fiscal Year End		
3.2.008	62	Direct Deposit Application/Authorizations	US+2 yrs, 6 mos	2 yrs, 6 mos	US+5		US=Fiscal Year End and term of employment. Original form maintained in the Employee Miscellaneous File and a copy with monthly payroll.		
3.2.009	63	State Deferred Compensation Records	AC+5		AC+5		Paper/Electronic. AC=All accounts with a vendor or vendors for the individual participant have been closed.		
3.2.010	64	Human Resources Information System (HRIS) (USPS) Reports	AC+4		AC+4		AC=Expired. Includes supporting documentation.		
3.3.001	65	Affirmative Action Plans	5		5		29 CFR 30.8(e) for apprenticeship plans.		

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3.3.024	72	Personnel Policies and Procedures	US+3		US+3	Paper/Electronic. Any internally distributed manuals, guidelines or similar records that define agency wide policies and procedures concerning the personnel of an agency. Note: Record series 1.1.025 references SOAH's Employee Handbook.		
3.3.025	73	Job Procedure Records	US+3		US+3	Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.		
3.3.026	74	Agency Staffing Reports	US+3		US+3	Paper/Electronic. Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name; staff hired during a month; detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.		
3.3.027	75	Aptitude and Skills Tests	US+6 mos	1 yr, 6 mos	US+2	Paper/Electronic. Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer. 29 CFR 1602.31 Note: Records are kept with a selection folder. Refer to record series 3.1.012 and 3.1.014.		
3.3.028	76	Aptitude and Skills Tests (Test Papers)	FE+6 mos	1 yr, 6 mos	FE+2	Paper/Electronic/Computer Print-Out. Aptitude and skills test papers of job applicants or of current personnel taking a test to qualify for promotion or transfer. 29 CFR 1602.31. Note: Records are kept with a selection folder. Refer to record series 3.1.012 and 3.1.014.		

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			Agency	Storage	Total	9. Remarks					

3.3.030	77	Training Administration Records	US+2		US+2		Paper/Electronic. Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects. CAUTION: Does not include hazardous material training records. See item number 5.4.007.		
3.3031	78	EEO Reports and Supporting Documentation	FE+10		FE+10		Includes documentation used to verify EEO reports by state and local governments. 29 CFR 1602.32, 1602.39, 1602.41, 1602.48 and 1602.50.		
3.4.001	79	Accumulated Leave Adjustment Requests	FE+1 yr, 6 mos.	1 yr, 6 mos.	FE+3		Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.		
3.4.002	80	Leave Status Reports	FE+ 3 yrs, 4 mos.		FE+3 yrs, 4 mos.		Cumulative report is issued each pay cycle and provides employee leave status information for each position.		
3.4.006	81	Time Cards/Sheets	4		4		40 TAC 815.106(i)		
3.4.007	82	Time Off and/or Sick Leave Requests	FE+1 yr, 6 mos.	1 yr, 6 mos.	FE+3		Employee weekly time reports.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	AV – Administrative Value	CE – Calendar Year End	FE – Fiscal Year End	LA – Life of Asset	MO – Months
				PM – Permanent	US – Until Superseded
				A – Transfer to State Archives R – Review by State Archivist	



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Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code	360	3. Agency Name						STATE OFFICE OF ADMINISTRATIVE HEARINGS					
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							

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
3.4.008	83	Sick Leave Pool Documentation	FE+3		FE+3	Paper/Electronic. Requests submitted, approvals, number of hours transferred in and out, etc.		
4.1.002	84	Billing Detail	FE+1	2	FE+3	Paper/Electronic. Monthly and credit vouchers sent to agencies under SOAH's jurisdiction and related supporting documentation.	01-360-006	
4.2.001	85	Cash Deposit Vouchers	FE+1	2	FE+3	Copies of deposit vouchers for receipts from state agencies paying by check instead of ITV.	01-360-009	
4.2.005	86	Purchase Vouchers	FE+1	2	FE+3	Requisitions, orders, receiving reports, invoices, or statements, change orders, etc.	01-360-008	
4.2.006	87	General Journal Vouchers	FE+1	2	FE+3	Journal Vouchers.	01-360-011	
4.2.007	88	Expenditure Vouchers	FE+1	2	FE+3	Paper/Electronic. Travel, payroll, etc.	01-360-010	
4.3.002	89	Receipts Journals and Registers	FE+1	2	FE+3	Paper/Electronic		
4.5.001	90	Worksheets for preparing fiscal reports	FE+3		FE+3			
4.5.002	91	Internal Fiscal Management Reports	FE+3		FE+3	SOAH monthly budget reports.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



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Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code	360	3. Agency Name							STATE OFFICE OF ADMINISTRATIVE HEARINGS		
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					

4.5.003	92	Annual Financial Report	AC+1	5	AC+6	AC= September 1 of odd-numbered calendar years. Original at SOAH, copies to Publications Clearinghouse, Tx. State Library. Required by the General Appropriations Act (100 Day Report).		
4.5.005	93	External Fiscal Reports	FE+1	2	FE+3	Harp reports and other miscellaneous reports as requested.	01-360-013	
4.5.006	94	Annual Operating Budget	FE+1	2	FE+3	Paper/Electronic.		
4.6.002	95	Reconciliations	FE+1	2	FE+3	Paper/Electronic.		
4.7.004	96	Capital Asset Records	LA+3		LA+3	Inventory of SOAH's furniture and fixtures. Invoices of purchased furniture.		
4.7.006	97	Comptroller Statements	FE	3	FE+3			

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
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LA – Life of Asset MO – Months	



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2. Agency Code		360		3. Agency Name							STATE OFFICE OF ADMINISTRATIVE HEARINGS	
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				

4.7.012	98	Signature Authorization	US+F		US+F	USAS signature cards		
5.1.001	99	Contracts and Leases	AC+4		AC+4	AC=Expiration or termination of the instrument according to its terms. Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted and rejected bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence.		
5.1.003	100	Delivery Reports	2		2	Delivery receipt forms which show receipt of various correspondence from SOAH to various agencies/persons kept in Docketing.		
5.1.004	101	Mail and Telecommunications Listings	US		US	Paper/Electronics. Any mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves.		
5.1.005	102	Postage Records	FE+3		FE+3	Paper/Electronics. Records and reports of postage expenses, including postal meter usage.		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist



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Records Retention Schedule

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2. Agency Code	360	3. Agency Name							STATE OFFICE OF ADMINISTRATIVE HEARINGS		
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					

5.1.014	103	Office Procedures	US+1		US+1		Paper/Electronic. Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, prints shop and photocopy ordering instructions.		
5.2.002	104	Building Construction Project Files	AC+1 0		AC+1 0	R	AC=Completion of Project.		
5.2.003	105	Building Plans and Specifications	LA		LA	R	State Owned.		
5.2.003	106	Building Plans and Specifications	AC+2		AC+2		AC= End of Lease. Leased: Includes architectural and engineering drawings, profiles and blueprints.		
5.2.004	107	Building Space Requests	1		1				
5.2.008	108	Equipment History File; Equipment Service Agreements	LA+3		LA+3		Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation , moves, services, etc.; and service/repair logbooks, etc.		
5.2.009	109	Equipment Inventory Detail Report Forms	FE+3		FE+3		Paper/Electronics. Updates agency portion of the inventory listing and adds, changes, transfers or deletes items from inventory.		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
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Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist



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Records Retention Schedule

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2. Agency Code 360		3. Agency Name STATE OFFICE OF ADMINISTRATIVE HEARINGS							
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			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
5.2.010	110	Equipment Manuals	LA		LA				
5.2.014	111	Inventory - Annual Physical	FE+3		FE+3				
5.2.016	112	Inventory System Updates	AC+3		AC+3		AC = Transfer of information into annual listing. Documentation for changes to inventory (example: change of responsible party, deletes, adds, etc.)		
5.2.017	113	Lost and Stolen Property Reports	FE+3		FE+3				
5.2.019	114	Service Orders	1		1		Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.		
5.2.021	115	Surplus Property Sale Reports	FE+3		FE+3		Paper/Electronic.		
5.2.023	116	Year to Date Activity (Inventory Listing)	FE+3		FE+3		SPA Reports		
5.2.027	117	Space Utilization Reports	AV		AV				
5.3.008	118	Purchasing Log	FE+3		FE+3		Paper/Electronic. Log of purchase orders issued and numbers assigned kept by Admin. Assist. This is a record copy.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code	360	3. Agency Name						STATE OFFICE OF ADMINISTRATIVE HEARINGS					
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							

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
5.4.001	119	Accident Reports and Associated Documentation	CE+5		CE+5	Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Worker's Comp. Commission. 29 CFR 1904.33		
5.4.002	120	Evacuation Plans	US		US	Plans for evacuation of agency facilities in cases of emergency.		
5.4.003	121	Inspection Records	AC+3		AC+3	AC=Date of correction of the deficiency, in the inspection report reveals a deficiency.		
5.4.004	122	Fire Orders	AC+3		AC+3	AC=Deficiency corrected.		
5.4.012	123	Security Access Records	AC+2		AC+2	Paper/Electronic. AC=Until superseded, date of expiration or date of termination, whichever sooner.		
5.4.013	124	Disaster Preparedness and Recovery Plans	US		US	Paper/Electronic.		
5.5.001	125	Billing Detail - Telecommunications (Other Than TEX-AN)	FE+3		FE+3			
5.5.002	126	Long Distance Telephone Log	FE	3	FE+3		01-360-012	

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code 360		3. Agency Name STATE OFFICE OF ADMINISTRATIVE HEARINGS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
5.6.005	127	Mileage Reports	FE+3	FE+3	Travel vouchers pertaining to mileage of SOAH's messenger.		
5.6.009	128	Parking Permits or Assignments	US	US	Incoming correspondence from DPS relating to parking, updates on SOAH's parking assignments, copies of applications for assignments.		
	129	Docketing Control Logs/Calendars/Confirmation weekly Dockets	AC+1	AC+1	Paper/Electronics. AC = Until superseded. Calendar, weekly dockets for use in controlling docket for SOAH. Located in Docketing.		
	130	New ALR Cases From DPS	AC	AC	Paper/Electronic. AC=Create case file. Printed Download Report from DPS. The Electronic record is updated daily from DPS.		
	131	ALR Case Files & Tapes (non-appealed)	AC+2mo	AC+2 mo.	Paper/Electronic. AC=Issuance of Judge's Final Order.	96-360-001	
	132	ALR Appealed Case Files & Tapes - Closed	AC+3	AC+3	Paper/Electronic. AC= Three years after notice of an appeal is filed, SOAH will maintain the file and original recording of proceedings. A copy of the file and recording will be made available for review by the parties or a reviewing court, if necessary.	96-360-003	

Retention Codes (Field 7)

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Archival Codes (Field 8)

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 R – Review by State Archivist



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2. Agency Code	360	3. Agency Name						STATE OFFICE OF ADMINISTRATIVE HEARINGS					
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					

4.	5.	6.	7.	8.	9.	10.	11.	
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Remarks	106 No.	TSLAC ONLY Amend. No.
	132a	ALR Final Orders	AC+1		AC+1	Paper/Electronic. AC=Issuance of ALJs Final Order.		
	133	Case File - Agency File	AC		AC	Paper/Electronic. AC=After case is closed case record is sent back to Agency. Parts of this agency number may be confidential.		
	134	Case Files (Closed CHP) SOAH's File Includes PFD	AC	10	AC+10	Paper/Electronic. AC=Judge's orders, PFD and final order received from agency's board. Parts of this agency number may be confidential and subject to legal review. 97-360-004 (will be phased out).	97-360-004	
	135	Case Files (Closed) SOAH's File Includes PFD	AC	10	AC+10	Paper/Electronic. AC=Judge's orders, PFD and final order received from agency's board. Parts of this agency number may be confidential and subject to legal review.	00-360-005	
	136	Natural Resources Case Files(Closed-Judge Hearing File)	AC		AC	AC=Judge's Hearing File is sent back to TNRCC upon resolution, remand or PFD(with exhibits and transcripts where appropriate). Parts of this agency number may be confidential and subject to legal review.		
	137	Utility Case File (Closed - Judge Hearing File)	AC		AC	AC=PUC's Final Order(s) issued.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code 360		3. Agency Name STATE OFFICE OF ADMINISTRATIVE HEARINGS						
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			
	138	Legislative Inquires	AC + 2		AC + 2		AC=Final SOAH response.	

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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