



TABC

TEXAS ALCOHOLIC BEVERAGE COMMISSION

service ★ courtesy ★ integrity ★ accountability

Records Retention Schedule

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US – Until Superseded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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **2** of **26**

2. Agency Code 458		3. Agency Name Texas Alcoholic Beverage Commission						
4. Records Series Item No.	5. Agency Item No.	6. Business Services Division	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.004	BSD1	Legislative Appropriation Requests	AC+6		AC+6	A	AC=September 1 of odd-numbered calendar years.		
1.1.002	BSD2	Audits	AC+7		AC+7		AC=Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies.		
1.1.064	BSD3	Performance Measures	FE+3		FE+3		Vital		
1.1.068	BSD4	Reports on Performance Measures	AC+6		AC+6		AC=Sept 1 odd numbered years		
1.1.053	BSD5	Registration Logs	AC		AC		AC=Report filed with the Texas Ethics Commission.		
1.2.012	BSD6	Records Inventory Worksheets	US		US				
3.2.001	BSD7	Employee Deduction Authorization	AC+4		AC+4		AC=After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner. Vital		
3.2.002	BSD8	Payroll	4		4		Vital 40TAC 815.106(i)		
3.2.008	BSD9	Direct Deposit Authorization	US		US		Vital		

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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	458	3. Agency Name					Texas Alcoholic Beverage Commission				
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4. Records Series Item No.	5. Agency Item No.	6.	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
		Business Services Division						

3.4.006	BSD10	Time and Leave Reports	4		4	40 TAC 815.106(i)		
3.4.002	BSD11	Leave Status Reports	FE+3		FE+3	Vital		
4.2.002	BSD12	Cash Receipts	FE+3		FE+3			
4.2.005	BSD13	Purchase Voucher Requests and Requisition Books	FE+3		FE+3			
4.2.005	BSD14	Divisional Purchase Requests	FE+3		FE+3	Includes supporting information		
4.5.006	BSD15	Annual Operating Budget	FE+3		FE+3			
4.2.007	BSD16	Payment Voucher (Includes Travel Vouchers)	FE+3		FE+3			
4.5.009	BSD17	USAS Reports	FE+3		FE+3			
4.5.001	BSD18	Worksheets for Preparing Fiscal Reports	FE+3		FE+3			
4.5.002	BSD19	Internal Fiscal Management Reports	FE+3		FE+3			
5.2.020	BSD20	Supply Usage Records	FE+1		FE+1			

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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	PM – Permanent US – Until Superseded
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2. Agency Code 458		3. Agency Name Texas Alcoholic Beverage Commission						
4. Records Series Item No.	5. Agency Item No.	6. Business Services Division	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4.7.008	BSD21	Federal Grant Records	AC+3	AC+3	AC=Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule). Vital		
5.1.001	BSD22	Contracts & Leases	AC+4	AC+4	AC=Expiration or termination of the instrument according to its terms. Vital		
5.1.005	BSD23	Postage Records	FE+3	FE+3			
5.2.009	BSD24	Equipment Inventory Reports	FE+3	FE+3			
5.2.021	BSD25	Surplus Property Sale Reports	FE+3	FE+3			
5.4.001	BSD26	Accidents – Vehicles	CE+5	CE+5	29 CFR 1904.33 The Texas Department of Insurance retains copies of the reports submitted to it for 50 years. Vital		

Retention Codes (Field 7)

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Archival Codes (Field 8)

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 458		3. Agency Name Texas Alcoholic Beverage Commission						
4. Records Series Item No.	5. Agency Item No.	6. Business Services Division	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

5.4.012	BSD27	Security Access Records	AC+2		AC+2	AC=Until superseded, date of expiration, or date of termination, whichever sooner. Vital		
5.4.013	BSD28	Disaster Preparedness and Recovery Plan	US		US	Vital		
5.6.005	BSD29	Vehicle Use Reports	FE+3		FE+3			
5.6.007	BSD30	Vehicle Titles & Registration	LA		LA	Vital		

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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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SLR 105

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2. Agency Code	458	3. Agency Name					Texas Alcoholic Beverage Commission				
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4. Records Series Item No.	5. Agency Item No.	6. Compliance Division (Headquarters)	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1	AD1	Excise Audits	AC+3		AC+3	AC=Publication or release of final audit findings. Vital (Wholesaler, Distributor, Private Club and Seller Trainer Audits)		
1.1.008	AD2	General Correspondence	1		1			
1.1.064	AD3	DISTRICT OFFICE Monthly Performance Reports	FE+3		FE+3			
1.1.069	AD4	Reports – Activity	1		1	(Credit Law Notice of Defaults, Payments and Delinquent List; Cash Law Affidavits and Admin. Notification Letters)		
1.1.070	AD5	Procedures Manual	AC+3		AC+3	R AC=Completion or termination of program, rules, policies or procedures.		
1.1	AD6	Local Distributor's Audits	AC+3		AC+3	AC=Publication or release of final audit findings.		
1.1	AD7	Bridge Audits	AC+3		AC+3	AC=Publication or release of final audit findings.		

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Archival Codes (Field 8)

A – Transfer to State Archives
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SLR 105

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2. Agency Code 458		3. Agency Name Texas Alcoholic Beverage Commission						
4. Records Series Item No.	5. Agency Item No.	6. Field Operations Enforcement Division (Districts)	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1	FS1	Pending License and Permit Applications (Accounts Examiners)	AV		AV	Discard convenience copies after original scanned at headquarters.		
1.1	FS2	Withdrawn License and Permit Applications (Accounts Examiners)	FE+1		FE+1	If protest filed send original to HQ. see Code §11.13, 11.44		
1.1	FS3	Denied License or Permit Applications	AC		AC	AC=receipt of application through date denial order entered. Send original with order to Licensing Headquarters		
1.1	FS4	Citations Issued to Juveniles	AC		1			
1.1	FS5	Search Warrants (Sgt.)	AC+2		AC+2			
1.1	FS6	Final Court Disposition Cards (Sgt.)	AC+FE		AC+FE	AC=criminal case closed		
1.1	FS7	Complaints	FE+2		FE+2			
1.1.069	FS8	Pending Criminal Case Reports (Sgt/Sup)	US		US			
1.1.069	FS9	Private club and exempt private club permit – Active and Dormant	FE+3		FE+3	Convenience copies only originals maintained at HQ		
1.1.069	FS10	Excise Tax – Active and Dormant	FE+3		FE+3	Convenience copies only originals maintained at HQ		

Retention Codes (Field 7)

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Archival Codes (Field 8)

A – Transfer to State Archives
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2. Agency Code		3. Agency Name Texas Alcoholic Beverage Commission							
4. Records Series Item No.	5. Agency Item No.	6. Field Operations Enforcement Division (Districts)	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				9. Remarks

1.1.069	FS11	Airline Beverage Permit – Active and Dormant	FE+3		FE+3	Convenience copies only originals maintained at HQ		
1.1.069	FS12	Local Distributor's Permit – Active and Dormant	FE		FE+3	Convenience copies only originals maintained at HQ		
5.2.016	FS13	District Employee Sheets for State Property	US		US			
1.1.008	FS14	District Correspondence	1		1			
1.2.013	FS15	Compliance Administrative Cash/Credit Law Log	AC		AC	AC=When log is updated, revised, or no longer needed.		
5.2	FS16	Radio Log	FE+2		FE+2			
5.2.020	FS17	Supply Usage Records	FE+1		FE+1			

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code	458	3. Agency Name	Texas Alcoholic Beverage Commission		
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4. Records Series Item No.	5. Agency Item No.	6. Enforcement Division (HQ)	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.006	EH1	Complaint Records	AC+2	AC+2	AC=Final disposition of the complaint. CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048. Vital		
1.1.008	EH2	General Correspondence	1	1			
1.1.043	EH3	Training Material	US+1	US+1			
1.1.070	EH5	Enforcement Policy and Procedures Manual	US	US	Vital		
1.2.004	EH6	Enforcement Forms	US	US			
1.2.013	EH7	Expunction Order Log	AC	AC	AC=When log is updated, revised, or no longer needed.		
5.1.001	EH8	Contracts	AC+4	AC+4	AC=Expiration or termination of the instrument according to its terms.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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STATE OF TEXAS Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code	3. Agency Name Texas Alcoholic Beverage Commission
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4. Records Series Item No.	5. Agency Item No.	6.	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
		Executive Division						

1.1.007	EXE1	Administrator/Executive Administrative Correspondence	3	3	R	Vital on executive level requires archival review CAUTION: This record series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another record series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc.		
1.1.058	EXE2	Commission Meeting Agenda and Minutes	PM		PM	A		
1.1.059	EXE3	Commission Meetings, Certified Agendas or Tape recordings of closed meetings	AC+2		AC+2		AC=date of meeting or action	
1.1.060	EXE4	Commission Meetings, Audio or Video of open meetings	AC+90 days		AC+90 days		AC=approval of written minutes	
1.1.061	EXE5	Commission meeting notes	AC+90 days		AC+90 days		AC=approval of written minutes	

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
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2. Agency Code	3. Agency Name Texas Alcoholic Beverage Commission				
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4. Records Series Item No.	5. Agency Item No.	6.	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
		Executive Division						

1.1.062	EXE6	Commission meeting supporting documents	2		2	A		
1.1.063	EXE7	Staff meeting minutes and notes	1		1			
1.1.065	EXE8	Reports and Studies (non-fiscal) Raw Data	AV		AV			
1.1.066	EXE9	Reports—Biennial or Annual Agency	AC+6		AC+6	A	AC=Sept 1 odd years	
1.1.067	EXE10	Reports and Studies (non-fiscal)	3		3	R		
1.1.070	EXE11	Agency Policies and Procedures—Final	AC+3		AC+3	R	Vital AC=completion or termination of program policy or procedure	
1.1.071	EXE12	Agency Policies and Procedure—Working Files	AC+3		AC+3	R	Vital AC=completion or termination of program policy or procedure	
1.1.074	EXE13	Sunset Review Report and Documentation	AC+3		AC+3	R	AC=after subsequent sunset	
1.1.075	EXE14	Alternate Dispute Resolution Final Agreements	AC+4		AC+4		AC=date of final agreement	
1.1.002	EXE15	Internal Audits	AC+7		AC+7		AC=date of final audit findings	
1.1.008	EXE16	Correspondence General	1		1			
1.1.010	EXE17	Directives	US+1		US+1			
1.1.011	EXE18	Executive Orders	US+3		US+3	A	Vital	
1.1.019	EXE19	Public Relations Records	2		2	R		

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code		3. Agency Name Texas Alcoholic Beverage Commission							
4. Records Series Item No.	5. Agency Item No.	6. Executive Division	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks	Remarks		

1.1.023	EXE20	Organization Charts	US		US	A			
1.1.024	EXE21	Plans and Planning Records	AC+3		AC+3	R	AC=decision to implement or not implement results of plan		
1.1.027	EXE22	Proposed Legislation	AV		AV				
1.1.038	EXE23	Customer Surveys	AC		AC		AC=final disposition of summary report		
1.1.040	EXE24	Speeches, Papers and Presentations	AC		AC	R	AC=End of term of office or employment by person presenting		
1.1.055	EXE25	Strategic Plans	AC+6		AC+6	A	AC=Sept 1 odd years send plan to State Library satisfies archive req.		
1.1.057	EXE26	Transitory Information	AC		AC		AC=Purpose of record served. Records used for routine communication or preparation of another record		

Retention Codes (Field 7)

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Archival Codes (Field 8)

A – Transfer to State Archives
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STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	458	3. Agency Name					Texas Alcoholic Beverage Commission				
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4. Records Series Item No.	5. Agency Item No.	6.	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
		Human Resources Department						

3.1.001	HR1	Application for Employment - Not hired	2		2	29 CFR §1602.31		
3.1.002	HR2	Personnel File	AC+5		AC+5	Vital AC is termination of employment may include other HR item*		
3.1.006	HR3*	Employee Counseling Records	AC+3		AC+3	AC = Termination of counseling		
3.1.011	HR4	Employee Insurance Records	AC		AC	AC = Until superseded or termination of employment		
3.1.012	HR5	Employment Opportunity Announcements	2		2	29 CFR 1602.31		
3.1.013	HR6*	Employment Contracts	AC+4		AC+4	Vital* AC = Expiration or termination of the contract according to its terms.		
3.1.014	HR7*	Employment Selection Records	2		2	Vital 29 CFR 1602.31		
3.1.018	HR8	Grievance Records	AC+2		AC+2	Vital AC = Final decision on the grievance.		
3.1.019	HR9*	Performance Appraisals	2		2	29 CFR 1602.32(c)		
3.1.020	HR10*	Personnel Corrective Action Documentation	AC+5		AC+5	AC = Termination of corrective action.		
3.1.021	HR11*	Personnel Disciplinary Action Documentation	AC+5		AC+5	AC=Termination of employment		
3.1.022	HR12*	Personnel Information or Action Forms	2		2	29 CFR 1602.31		

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2. Agency Code 458		3. Agency Name Texas Alcoholic Beverage Commission						
4. Records Series Item No.	5. Agency Item No.	6. Human Resources Department	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.1.023	HR13*	Job Descriptions	AC+4		AC+4	Vital AC =until superseded or job eliminated.		
3.1.026	HR14	Criminal History Check	AC		AC	AC=Destroy after immediate purpose		
3.1.029	HR15*	Employment Eligibility INS I-9	AC+5 AC+1		AC+5 AC+1	AC=Termination of employment AC+5 for CPO AC+1 all others Vital		
	HR16	Training Records (Automated Series)	AC+2		AC+2			
3.1.031	HR17	Employee Benefits – Other than Insurance	AC+2		AC+2	Vital AC = Until Superseded or termination of employment		
3.1.038	HR18*	Public Access Option Form	US		US	Vital		
3.2.010	HR19	Human Resources Information System (HRIS) Reports	AC+4		AC+4	Vital		
3.3.001	HR20	Affirmative Action Plan	5		5	Recruitment plan		
3.3.011	HR21	Former Employee Verification Records	AC+75		AC+75	Vital AC = Termination of employment.		
3.3.015	HR22	Positions / Job Classification Review File	US+3		US+3			
3.3.024	HR24	Human Resources Manual	US+3		US+3			

Comment [s1]: RSIN 3.1.030 is no longer a record series item number.

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Archival Codes (Field 8)

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2. Agency Code 458		3. Agency Name Texas Alcoholic Beverage Commission						
4. Records Series Item No.	5. Agency Item No.	6. Human Resources Department	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
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3.3.027	HR25*	Aptitude and Skills Tests	US+2		US+2	29 CFR §1602.31		
3.3.028*	HR26*	Aptitude and Skills Test (Test Papers)	2		2	29 CFR §1602.31		
3.3.030	HR27	Training Administration Records	US+2		US+2			
3.3.031	HR28	EEO Reports and Supporting Documentation	3		3	29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.		
3.3.031	HR29	EEOC Complaint	3		3	Response to complaint		
3.3	CPO1	Texas Commission on Law Enforcement Officer Standards and Education Training Records	FE+5		FE+5	Records maintained in Enforcement for all Certified Peace Officers.		

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2. Agency Code 3. Agency Name **Texas Alcoholic Beverage Commission**

4. Records Series Item No.	5. Agency Item No.	6. Information Resources Division	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

2.1.001	IRD1	Processing Files	AC		AC	AC=Completion of 3 rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		
2.1.002	IRD2	Master Files	AC		AC	AC=Completion of 3 rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. Vital		
2.1.007	IRD3	Software Programs	AC		AC	AC=Until electronic records are transferred to and make usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94 Vital		

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Archival Codes (Field 8)

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2. Agency Code 458		3. Agency Name Texas Alcoholic Beverage Commission						
4. Records Series Item No.	5. Agency Item No.	6. Information Resources Division	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

2.1.009	IRD4	Technical Documentation	AC		AC	AC=Until electronic records are transferred to and make usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94 Vital		
2.2.010	IRD5	IRD Policies and Procedures	US	3	US+3	Vital; Project Management Records		
2.2.010	IRD6	Documentation — Automated Applications	US	3	US+3	Vital		
2.2.016	IRD7	Software Licensing and Registration	LA+3		LA+3	Vital		

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **18** of **26**

2. Agency Code	458	3. Agency Name	Texas Alcoholic Beverage Commission						
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4. Records Series Item No.	5. Agency Item No.	6. Legal Division	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.007	LG1	Correspondence, Administrative	3		3	R	Vital. Contact State Archives after retention period met.		
1.1.008	LG2	Correspondence, General	1		1				
1.1.013	LG3	Calendars, appointments and Itinerary	CE+1		CE+1	R	Division director only. Contact State Archives after retention period met.		
1.1.010	LG4	Directives	US+1		US+1				
1.1.014	LG5	Legal Opinions & Advice	AV		AV	R	State Archives review before disposal		
1.1.020	LG6	Public Information Requests-not exempt	AC+1		AC+1		AC=date request fulfilled		
1.1.021	LG7	Public Information Requests- exempt	AC+2		AC+2		AC=date of exemption		
1.1.072	LG8	Public Information Reports to OAG	2		2				
1.1.026	LG9	Texas Register Submissions	AC+1		AC+1		AC=date of publication in TexReg		
1.1.040	LG10	Speeches, Papers and Presentations	AC		AC	R	AC=end of employment		
1.1.043	LG11	Training Materials	US+1		US+1				
1.1.048	LG12	Litigation Files	AC+1		AC+1	R	AC=final disposition		
1.1.048	LG13	Contested Case Files	AC+1		AC+1		AC=final disposition		

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	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **19** of **26**

2. Agency Code 458		3. Agency Name Texas Alcoholic Beverage Commission						
4. Records Series Item No.	5. Agency Item No.	6. Legal Division	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.070	LG14	Agency Rules, Policies and Procedures, Final	AC+3		AC+3	R	Vital AC=completion or termination of program rules or procedures. Contact State Archives after retention schedule met.		
1.1.071	LG15	Agency Rules, Policies and Procedures working files	AC+3		AC+3	R	Vital. Kept with 1.1.070		
1.2.005	LG16	Records Retention Schedule	US		US		Original retained by State Library. Tracking and destruction forms electronic in Lotus Notes maintained by BSD.		
1.2.014	LG17	Records Management Plan	US+1		US+1				
5.1.014	LG18	Legal Division Policies and Procedures Manual	US+1		US+1				

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	



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **20** of **26**

2. Agency Code	458	3. Agency Name	Texas Alcoholic Beverage Commission					
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4. Records Series Item No.	5. Agency Item No.	6.	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
		Licensing Division						

1.1	LD1	Actual Voided Permits and Licenses	1		1			
1.1	LD2	Temporary Licenses	FE		FE			
1.1.008	LD3	General Correspondence	1		1			
1.1	LD4	License & Permit Files	AC+1	2	AC+3	Vital Paper scanned and maintained electronically. AC is expiration or cancellation of license or permit. 106 No.91-458-015		
1.2.012	LD5	Record Inventory Worksheets	US		US			
1.2.013	LD6	Records Control Locator Aids	AC+1		AC+1	AC=When control aid is updated, revised, or no longer needed. Vital searchable electronic database		
1.2	LD7	Administrative Alert List	5		5	Vital bank information/ management halt / maintained electronically		
3.3.030	LD8	Procedures Manual – Training Administration Records	US	2	US+2	Electronic paper convenience copy		
4.1.002	LD9	Tax Assessor Billings	FE	3	FE+3			
4.7	LD10	Tax Assessor 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
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **21** of **26**

2. Agency Code 458		3. Agency Name Texas Alcoholic Beverage Commission						
4. Records Series Item No.	5. Agency Item No.	6.	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
1.1.008	MP1	General Correspondence	1		1			
1.1.057	MP2	Industry Promotions - Approval Requests	AC		AC	AC=Purpose of record has been fulfilled.		
1.1.070	MP3	Marketing Practices Policy Bulletins and Statements	US+3		US+3	Vital Public access through agency website		

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **22** of **26**

2. Agency Code 458		3. Agency Name Texas Alcoholic Beverage Commission							
4. Records Series Item No.	5. Agency Item No.	6. Office of Professional Responsibility	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				

1.1	OPR1	Complaint Logs and Card Files	AV		AV			
1.1	OPR2	Complaint Statistical Reports	AV		AV			
1.1	OPR3	Minor incident/courtesy complaint Logs	AV		AV			
1.1.006	OPR4	Exonerated, Not Sustained, or Unfounded (Certified Peace Officers Only)	AC+2		AC+2	AC = Final Disposition of the Complaint		
1.1.006	OPR5	Sustained Complaints (Certified Peace Officers Only)	AC+2		AC+2	AC = Final Disposition of the Complaint		
1.1.006	OPR6	Exonerated, Not Sustained, or Unfounded – all other employees	AC+2		AC+2	AC = Final Disposition of the Complaint		
1.1.006	OPR7	Sustained Complaints – all other employees	AC+2		AC+2	AC = Final Disposition of the Complaint		
3.1.039	OPR8	Minor incident/courtesy complaints	AC+1		AC+1	AC=Complaint closed. Similar to complaints except minor complaint will not result in disciplinary action.		

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **23** of **26**

2. Agency Code	458	3. Agency Name	Texas Alcoholic Beverage Commission						
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4. Records Series Item No.	5. Agency Item No.	6.	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
		Seller Server Training						

5.1	SST1	School Program Records	1	3	4			
5.1	SST2	Seller/Server Certificates Issued	1	3	4			
4.7.008	SST3	Grant Program Records	AC	3	AC+3	AC=Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		
1.1.057	SST4	Notices of Scheduled Training Sessions	AC+6MO		AC+6MO	AC=Completion of training.		
1.1.008	SST5	Seller Training General Correspondence	1		1			
1.1.006	SST6	Seller Training Incident and Complaint File	AC+2		AC+2	AC=Final disposition of the complaint.		
1.1.043	SST7	Seller Training D.P. Users Guide	US +1		US +1			
1.1	SST8	Seller Training Procedures Manual	US		US			
1.1.043	SST9	Seller Training D.P. Users Guide	US +1		US+1			

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	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **24** of **26**

2. Agency Code	458	3. Agency Name					Texas Alcoholic Beverage Commission				
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4. Records Series Item No.	5. Agency Item No.	6. Tax Division	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

4.5.005	TD1	Industrials - Form C-214	FE+3		FE+3				
4.5.005	TD2	Direct Shippers - Form C-240	FE+3		FE+3				
4.5.005	TD3	Carriers - Form C-220	FE+3		FE+3				
4.5.005	TD4	Nonresident Sellers - Form C-205	FE+3		FE+3				
4.5.005	TD5	Nonresident Manufacturers - Form C-231	FE+3		FE+3				
4.5.005	TD6	Air/Train - Form C-212	FE+3		FE+3				
4.5.005	TD7	Brewers - Form C-236	FE+3		FE+3				
4.5.005	TD8	Wholesalers Ale - Form C-233	FE+3		FE+3				
4.5.005	TD9	Distributors - Form C-230	FE+3		FE+3				
4.5.005	TD10	Wholesalers - Form C-210	FE+3		FE+3				
4.5.005	TD11	Sacramental - Form C-39	FE+3		FE+3				
4.5.005	TD12	Manufacturers - Form C-235	FE+3		FE+3				
4.5.005	TD13	Warehouse - Form C-200	FE+3		FE+3				
4.5.005	TD14	Winery - Form C-215	FE+3		FE+3				
4.6.002	TD15	Audits and Inspections	FE+3		FE+3	Vital			
4.5.005	TD16	Forwarding Centers - Form C-206	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
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **25** of **26**

2. Agency Code 458		3. Agency Name Texas Alcoholic Beverage Commission						
4. Records Series Item No.	5. Agency Item No.	6. Tax Division	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4.5.005	TD17	Brewpubs - Form C-234	FE+3		FE+3			
4.5.005	TD18	Distillers - Form C-212	FE+3		FE+3			
4.5	TD19	Label Applications	6 MO	PM	PM			
1.1	TD20	Lab Records	FE+3		FE+3			
1.1	TD21	Destructions of Tested Products	FE+3		FE+3			

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	

Instructions for Completing Form SLR 105

Forms SLR 105 must be used by all state agencies to submit the agency records retention schedule (Texas Government Code, Chapter 441, §441.185). See Form SLR 105C instructions for submission procedures. If you have any questions relating to completion of this form or SLR 105C, please contact the State and Local Records Management Division at 512-421-7200.

Formatting: When duplicating this form electronically, leave at least a ¾ inch in the top and left margins. Use 10 point font and larger for the data entered into the schedule.

Field 1 Enter the page number and the total number of pages in the retention schedule (i.e., 1 of 15).

Field 2 Enter the 3-digit Agency Code assigned by the Comptroller of Public Accounts.

Field 3 Enter the complete name of your agency.

Field 4 Enter the item number for the records series from the *State Records Retention Schedule* (RRS). If the records series title is not included in the RRS, enter the numbers of the appropriate "Category" and "Section" from the RRS where it should be listed. Category and Section Numbers are at the top of the page in the RRS. If the records series cannot be matched to a category and section, then leave Field 4 blank.

Field 5 Enter the number that has been assigned by your agency to the corresponding records series. If numbers have not been assigned, then begin with number 1 for the first listing and continue in numerical order.

Field 6 Enter the official title of the records series (i.e., W-4 Forms, Labor Statistics Report, Surety Bonds). The official title that you assign to the records series does not have to be the same as the records series title listed in the RRS.

Field 7 Enter the retention period the records series is to be retained in active use at the agency, the number of years it is to be retained in an inactive storage facility, such as the State Records Center, and the total of the two amounts. If a retention period is less than one year, enter the number of months. Refer to the retention codes at the bottom of the form.

Field 8 Using the archival codes at the bottom of the form, indicate the archival value, if applicable, of the records series:
A - Used with records series that will be transferred to the State Archives and do not require a prior review by the State Archivist.
R - Used with records series that have undetermined archival value, and require a review by the State Archivist prior to being transferred to the State Archives.

Field 9 Enter any statute references, other legal citations, or agency policy used as a basis for the retention period.

Field 10 If this records series is stored at the State Records Center, enter the RMD 106 Storage Approval Number.

Field 11 DO NOT WRITE IN THIS FIELD. TSLAC USE ONLY.