STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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HUM07	1.1.008	SUGGESTION SYSTEM.	SUGGESTIONS SUBMITTED BY AGENCY PERSONNAL AND RESPONSES.		2					SEE COMMENT TO RSIN 1.1.007. SEE ALSO RSIN 1.1.010	
HUM08	1.1.043	TRAINING MANUALS.	INSTRUCTIONAL MATERIALS DEVELOPED BY AN AGENCY FOR TRAINING ENTITIES OR INDIVIDUALS IT REGULATES OR SERVES.	AC	1			AC=CLOSE OF TRAINING SESSION, AFTER TRAINING MATERIALS SUPERSEDED, OR TERMINATION OF TRAINING PROGRAM, AS APPLICABLE.		SEE RSIN 3.3.030 FOR INTERNAL PERONNEL TRAINING MATERIALS. CAUTION: DOES NOT INCLUDE HAZARDOUS MATERIAL TRAINING RECORDS. SEE RSIN 5.4.007	
HUM9A	3.1	INDIVIDUAL PERSONNEL FILES - RETIRED EMPLOYEE.		AC	75			AC=RETIREMENT DATE.		SEE SUPPLEMENTAL NOTE - PERSONNEL RECORDS IN RETENTION SCHEDULE GUIDELINES.	
HUM10	3.1.001	APPLICATIONS FOR EMPLOYEMENT - 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.		CAUTION: DOES NOT INCLUDE ADA ACCOMMODATION REQUESTS. SEE RSIN 3.1.042	29 CFR 1602.31 [STATE AGENCIES]. 29 CFR 1602.49 [STATE UNIVERSITIES].

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HUM11	3.1.002	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.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS	8 CFR 214.3(g).
HUM15	3.1.011	EMPLOYEE INSURANCE RECORDS.	AGENCY COPIES OF INFORMATION RELATING TO THE SELECTION BY EMPLOYEES OF LIFE, DISABILITY, HEALTH, AND OTHER TYPES OF INSURANCE OFFERED BY THE STATE OF TEXAS TO ITS EMPLOYEES.	AC				AC=UNTIL SUPERSEDED, RETIREMENT DATE, OR TERMINATION OF EMPLOYMENT.		SEE SUPPLEMENTAL NOTE - PERSONNEL RECORDS IN RETENTION SCHEDULE GUIDELINES. CAUTION:DOCUMENTS THAT SERVE AS PAYROLL DEDUCTION AUTHORIZATIONS MUST BE MAINTAINED FOR THE RETENTION PERIOD PRESCIBED FOR RSIN 3.2.001	
HUM16	3.1.012	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS.	INTERNAL OR EXTERNAL ANNOUNCEMENTS OR ADVERTISEMENTS OF JOB OPENINGS, PROMOTIONS, TRAINING PROGRAMS, OR OPPORTUNITIES FOR OVERTIME.		2						29 CFR 1602.31 [STATE AGENCIES]. 29 CFR 1602.49 [STATE UNIVERSITIES].

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HUM17	3.1.013a	EMPLOYMENT CONTRACTS. 9/1/2015 AND AFTER	INCLUDES A CONTRACT OR AGREEMENT REGARDING THE TERMS AND CONDITIONS OF EMPLOYMENT OF AN INFIVIDUAL 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, 441.1855.
HUM18	3.1.013b	EMPLOYMENT CONTRACTS. 8/31/2015 AND PRIOR	INCLUDES A CONTRACT OR AGREEMENT REGARDING THE TERMS AND CONDITIONS OF EMPLOYMENT OF AN INFIVIDUAL AND A CONTRACT WITH A VENDOR FOR TEMPORARY STAFFING SERVICES. EXECUTED, RENEWED, OR AMENDED ON OR BEFORE SEPTEMBER 1, 2015.	AC	4			AC=EXPIRATION OR TERMINATION OF THE CONTRACT ACCORDING TO ITS TERMS.		NOTE: REFER TO SB20 (84TH LEG) FOR RETENTION PERIOD CONTEXT	GOVERNMENT CODE, 441.1855.
HUM19	3.1.018	GRIEVANCE RECORDS.	RECORDS RELATING TO THE REVIEW OF EMPLOYEE GRIEVANCES AGAINST PERSONNEL POLICIES, WORKING CONDITIONS, ETC.	AC	2			AC=FINAL DECISION ON THE GRIEVANCE.		CAUTION: DOES INCLUDE FORMAL COMPLAINTS FILED BY AN AGENCY EMPLOYEE WITH THE EQUAL EMPLOYMENT OFFICE (EEO) OF THE U.S. DEPARTMENT OF LABOR. SEE ITEM NUMBER 1.1.048.	
HUM20	3.1.019	PERFORMANCE APPRAISALS.			2					SEE SUPPLEMENTAL NOTE - PERSONNEL RECORDS IN RETENTION SCHEDULE GUIDELINES.	29 CFR 1620.32 (c).

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TEXAS STATE LIBRARY & ARCHIVES COMMISSION

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HUM22	3.1.021	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION.	DISCIPLINARY ACTIONS OF THOSE ACTIONS WHICH MAY AFFECT PAY, STATUS, OR TENURE. THEY ARE IMPOSED TO DISCIPLINE AN EMPLOYEE WHOSE CONDUCT IS HARMFUL TO THE BEST INTERESTS OF THE STATE, THE AGENCY, OR THE EMPLOYEE WORK FORCE; AND FOR FAILURE TO IMPROVE PERFORMANCE OR CONDUCT FOLLOWING IMPOSITION OF CORRECTIVE ACTION. MAY INCLUDE CAUSE FOR DEMOTION, SUSPENSION, OR DISMISSAL, AND THE REASONS FOR FAILURE TO GIVE WRITTEN NOTICE OF RESIGNATION. MAY ALSO BE USED TO DOCUMENT EVIDENCE OF EMPLOYEE SELF-IMPROVEMENT EFFORTS, AS WELL AS FAVORABLE AND UNFAVORABLE COMMUNICATION.	AC	5			AC=TERMINATION OF EMPLOYMENT.			
HUM23	3.1.022	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 EMPLOYEMENT.		2					SEE SUPPLEMENTAL NOTE - PERSONNEL RECORDS IN RETENTION SCHEDULE GUIDELINES.	29 CFR 1602.31 [STATE AGENCIES]. 29 CFR 1602.49 (a). [STATE UNIVERSITIES].

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HUM30	3.3.026	AGENCY STAFFING REPORTS.	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.	US	3						
HUM32	3.3.010	LABOR STATISTICS REPORTS.	REPORTS PROVIDING STATISCAL INFORMATION ON LABOR FORCE.		3						
HUM33	3.3.011	FORMER EMPLOYEE VERIFICATION RECORDS.	MINIMAL INFORMATION NEEDED TO VERIFY EMPLOYMENT, INCLUDES NAME, SOCIAL SECURITY NUMBER, EXACT DATES OF EMPLOYMENT, LAST KNOWN ADDRESS AND MOST RECENT PUBLIC ACCESS OPTION FORM.	AC	75			AC=TERMINATION OF EMPLOYEE.		SEE ITEM 3.1.038. SEE SUPPLEMENTAL NOTE - PERSONNEL RECORDS IN RETENTION SCHEDULE GUIDELINES.	
HUM34		SCHEDULE OF EMPLOYEES' RETIREMENT DATES.		AV							
HUM36	3.4.001	ACCUMULATED LEAVE ADJUSTMENT REQUEST.	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.	FE	3						

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HUM38	3.4.006	LESS THAN FULL-TIME WORKED REPORTS.	DATES AND HOURS.		4						40 TAC 818.106(i).
HUM48	3.1.029	EMPLOYMENT ELIGIBILITY DOCUMENTATION OR VERIFICATION OF FEDERAL REPORTING FORM INS I-9.	FEDERAL REPORTING FORM (INS 1-9).	AC	2			AC = 3 YEARS AFTER DATE OF HIRE OR 1 YEAR AFTER TERMINATION OF EMPLOYMENT, WHICHEVER LATER.	I	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 EMPLOYEE, WHICHEVER LATER. AGENCIES SHOULD MAKE CERTAIN THAT THE INS 1-9 FORMS FOR EMPLOYEES WHO TERMINATE FROM AN AGENCY LESS THAN 3 YEARS FROM DATE OF HIRE ARE KEPT FOR THE 3 YEAR RETENTION PERIOD.	8 CFR 274a2(b)(2)(i)(A) AND (c)(2).
HUM50	3.4.008	SICK LEAVE POOL DOCUMENTATION.	REQUESTS SUBMITTED, APPROVALS, NUMBER OF HOURS TRANSFERRED IN AND OUT, ETC.	FE	3						
HUM52	3.2.007	UNEMPLOYMENT COMPENSATION RECORDS.	RECORDS AND DOCUMENTATION RELATING TO UNEMPLOYMENT COMPENSATION CLAIMS, INCLUDING REIMBUREMENT OF FUNDS DISBURSED BY TEXAS WORKFORCE COMMISSION (TWC)	AC	5			AC= RESOLUTION OF THE CLAIM			
HUM53	3.3.015	POSITIONS / JOB AUDIT CLASSIFICATION REVIEW.	RECORDS RELATING TO REVIEW AND MONITORING OF JOB CLASSIFICATIONS WITHIN AN AGENCY.	US	3						

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HUM54	3.3.024	PERSONNEL POLICIES AND PROCEDURES.	ANY DOCUMENTS DETAILING THE PROCEDURAL DUTIES AND RESPONSIBILITIES OF AGENCY POSITIONS ON A POSITION-BY-POSITION BASIS.	US	3						
HUM55	3.1	DEPARTMENTAL EMPLOYEE FILE.	(TERMINATION OR TRANSFER. FACULTY AND STAFF).	AC				AC= UPON SEPARATION.		DEPARTMENTAL FILE MUST BE REVIEWED FOR ORIGINAL DOCUMENTS AND ORIGINALS SHOULD BE FORWARDED TO HUMAN RESOURCES, TO BE INCORPORATED WITH HUMAN RESOURCES PERMANENT FILE. COPIES WILL BE DISPOSED ACCORDING TO UNIVERSITY POLICY.	
HUM57	3.2.009	STATE DEFERRED COMPENSATION RECORDS.		AC	4			AC=ALL ACCOUNTS WITH A VENDOR OR VENDORS FOR THE INDIVIDUAL PARTICIPANT HAVE BEEN CLOSED.		FOR INSTRUCTIONS REGARDING THE DETERMINATION OF THE CLOSURE OF ACCOUNTS AND FOR ADDITIONAL INFORMATION REGARDING THE RETENTION PERIOD SEE THE MOST CURRENT EDITION OF THE BENEFITS COORDINATOR REFERENCE MANUAL ISSUED BY THE EMPLOYEES RETIREMENT SYSTEM OF TEXAS.	
HUM58	3.4.007	FAMILY AND MEDICAL LEAVE REQUESTS.	FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA). ELIGIBLE EMPLOYEES LEAVE REQUEST FORMS.	FE	3						GOVERNMENT CODE, SEXTION 661.152(d); 29 CFR 825.500(b).

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HUM59		SELECTIVE SERVICES DOCUMENTS.		AC	1			AC=DATE OF TERMINATION OR SEPARATION.			
HUM60	3.1.037	EMPLOYEE RECOGNITION AWARDS RECORD/TENURE LETTERS, ETC.	AWARDS, INCENTIVES, TENURE, ETC.	AC	5			AC=TERMINATION OF EMPLOYMENT.			
HUM62	3.1.026	CRIMINAL HISTORY CHECKS.	CRIMINAL HISTORY RECORD INFORMATION ON JOB APPLICANTS OR AGENCY EMPLOYEES OBTAINED FROM THE DEPARTMENT OF PUBLIC SAFETY (DPS).	AC				AC=THE CRIMINAL HISTORY RECORD HAS SERVED THE IMMEDIATE PURPOSE FOR WHICH IT WAS OBTAINED.		CAUTION: AN AGENCY THAT IS AUTHORIZED TO OBTAIN A CRIMINAL HISTORY RECORD INFORMATION FROM DPS MUST REFER TO ITS AGENCY'S LEGISLATION OR SEE SUBCHAPTER F, CHAPTER 44, GOVERNMENT CODE FOR APPOPRIATE RETENTION AND USE OF THIS INFORMATION.	