

APPROVED SEP 3 1999

STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105 (3/93)

(Replace RMD 105)
Texas State Library
State and Local Records
Management Division

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Form SLR 105C MUST accompany
all submissions of this form
Indicate Use of Form

☐	ORIGINAL SUBMISSION
☒	RECERTIFICATION
☐	REPLACEMENT PAGE
☐	ADDENDUM PAGE

2. Agency Code; 405

3. Agency: TEXAS DEPARTMENT OF PUBLIC SAFETY -COMMON SERIES

4. RECORD SERIES ITEM NUMBER	5. AGENCY ITEM NUMBER	6. RECORDS SERIES TITLE	7. RETENTION PERIOD			8. SECURITY	9. ARCHIVAL	10. MEDIUM	11. VITAL	12. REMARKS
			AGENCY	STORAGE	TOTAL					
5.5.006	DPS.0242	BILLING DETAIL - TELECOMMUNICATIONS (TEX-AN): RETENTION PERIOD APPLIES ONLY TO TEXAN BILLING DETAIL RECEIVED BY DPS FROM THE GENERAL SERVICES COMMISSION BEFORE JUNE 1, 1994. IN ADDITION TO SUMMARY DETAIL INCLUDES ANY ACCOMPANYING DETAILED LISTING OF LONG DISTANCE CALLS. SEE ITEM #5.5.001 FOR BILLING DETAIL FROM CARRIERS OTHER TEX-AN.	FE+3		FE+3	O		P		PURSUANT TO 1 TAC 121.5(c)(1), ADOPTED MAY 17, 1994, THE GENERAL SERVICES COMMISSION WILL MAINTAIN ALL LONG DISTANCE TEX-AN RECORDS FOR 4 YEARS AND WILL PROVIDE EACH USING AGENCY ITS BILL SUMMARY OF CENTRALIZED CAPITOL COMPLEX TELEPHONE SERVICE WITHOUT CALL DETAIL RECORDS, FOR THESE BILL SUMMARIES, SEE ITEM #4.7.011.
5.5.007	DPS.0243	DISPUTED CALL DOCUMENTATION: DOCUMENTATION RELATING TO DISPUTED LONG DISTANCE CALLS, INCLUDING DOCUMENTS EVIDENCING REPAYMENT BY EMPLOYEES FOR PERSONAL LONG DISTANCE USE.	FE+3		FE+3	O		P		

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SECURITY CODES (For Field 8)

O - Open Record
C - Confidential Record

ARCHIVAL CODES (For Field 9)

A - Transfer to State Archive
R - Review by State Archives

MEDIUM CODES (For Field 10)

P - Paper
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VITAL CODE (For field 11)

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SECTION 5.6: VEHICLES

5.6.001	DPS.0244	AIRPLANE FLIGHT LOGS-OWNED	LA +3		LA+3	O		P		
5.6.001	DPS.0245	AIRPLANE FLIGHT LOGS- LEASED	FE+3		FE+3	O		P		
5.6.002	DPS.0246	AIRPLANE PASSENGER LISTS	FE+3		FE+3	O		P		
5.6.003	DPS.0247	INSPECTION REPAIR AND MAINTENANCE RECORDS - VEHICLES	LA+1		LA+1	O		P		
5.6.004	DPS.0248	LICENSE AND DRIVING RECORDS CHECKS	US		US	C		P		
5.6.005	DPS.0249	MILEAGE REPORTS	FE+3		FE+3	O		P		STATUTORY REQUIREMENT
5.6.006	DPS.0250	OPERATIONS LOGS - VEHICLES	1		1	O		P		
5.6.007	DPS.0251	VEHICLE TITLES & REGISTRATIONS	AC		AC	O		P	X	
5.6.008	DPS.0252	PILOT LICENSE VERIFICATIONS	AC+5		AC+5					AC= TERMINATION OF EMPLOYMENT

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AIRCRAFT SECTION

1.1	AIR.001	FAA RECORDS	LA		LA	O		P		IF AIRCRAFT SOLD, ALL RECORDS RELATING TO AIRCRAFT MUST BE TRANSFERRED TO NEW OWNER BY FAA REG. 14 CFR 91.417(b)(2)
5.6	AIR.002	AIRCRAFT EQUIPMENT EVALUATIONS	LA		LA	O		P		SAME AS AIR.001

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3.1.027	DPS.0049	TRAINING FILES	AC+5		AC+5	O		P		AC=TERMINATION OF EMPLOYMENT

TRAINING ACADEMY

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DIVISION OF EMERGENCY MANAGEMENT

1.1	DEM.001	DEM DISASTER RECOVERY FILES	AC+1	3	AC+4	O		O		NATURAL DISASTERS OUTSIDE OF DPS. PAPER AND ELECTRONIC
1.1	DEM.002	EMERGENCY MANAGEMENT ASSISTANCE JURISDICTIONS RECORDS	AC+1	3	AC+4	O		P		
1.1	DEM.003	NON-EMERGENCY MANAGEMENT ASSISTANCE JURISDICTIONS RECORDS	AC+1	3	AC+4	O		P		
1.1	DEM.004	EMERGENCY OPERATING CENTER ACTIVATION RECORDS	PM		PM	O		P		

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PUBLIC INFORMATION OFFICE

1.1	PIO.001	DPS PRESS CARDS	FE+3		FE + 3	O		P		
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DIRECTOR'S OFFICE

1.1	DIR.001	SPECIAL RANGER FILE	AV		AV	C		P		
1.1	DIR.002	RAILROAD PEACE OFFICERS FILE	AV		AV	C		P		

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OFFICE OF THE GENERAL COUNSEL

1.1.007	DPS.0015	CORRESPONDENCE - ADMINISTRATIVE INCOMING/OUTGOING LETTERS AND INTERNAL MEMORANDA RELATING TO THE DEVELOPMENT AND ADMINISTRATION OF DPS POLICIES, PROCEDURES, PROGRAMS AND OTHER MAJOR TRANSACTIONS	AV+3		AV+3	C	R	P	X	REQUESTS FOR ACCESS EVALUATED ON AN INDIVIDUAL BASIS. OPEN RECORDS SENT TO ARCHIVES.*
1.1.008	DPS.0016	CORRESPONDENCE - GENERAL INCOMING/OUTGOING LETTERS AND INTERNAL MEMORANDA RELATING TO ROUTINE MATTERS, GENERAL INQUIRIES AND REQUESTS FOR MATERIALS	3		3	O		O		MICROFILM AND PAPER, RMD 106# 91 405-025
1.1.014	DPS.0022	LEGAL OPINIONS AND ADVICE - AG	AV		AV	C	R	P		
1.1.014	DPS.0023	LEGAL OPINIONS AND ADVICE DPS OPINIONS FROM DPS LEGAL COUNSEL	AV		AV	C	R	P		RECORDS FOR ACCESS EVALUATED ON AN INDIVIDUAL BASIS. OPEN RECORDS SENT TO ARCHIVES.*
1.1.020	DPS.0028	OPEN RECORDS REQUESTS - APPROVED INCLUDES ALL CORRESP. AND DOCUMENTATION RELATING TO REQUESTS FOR REC.	AC+1		AC+1	O		O		PAPER AND MICROFILM. RMD 106 NO. 98-405-040 AC=AFTER CLOSED

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1.1.021	DPS.0029	OPEN RECORDS REQUESTS - DENIED	AC+2		AC+2	O		P		AC= DATE OF DENIAL OF REQUEST.
1.1.048	DPS.0050	LITIGATION FILES	AC+2		AC+2	C		P		AC = AFTER CLOSED
1.1	DPS.0253	TORT CLAIMS	CE+1		CE+1	C		P		
1.1	DPS.0254	SUBPOENAS HANDLED BY THE OFFICE OF THE GENERAL COUNSEL	AC		AC	C		P		AC = AFTER CLOSED
1.1	DPS.0255	EEOC/TCHR COMPLAINTS	AC+2		AC+2	C		P		
1.1	DPS.0256	MISCELLANEOUS CLAIM/POTENTIAL LITIGATION	AC		AC	C		P		AC = AFTER CLOSED

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INTERNAL AFFAIRS

1.1	IA.001	LEGAL LOG	AV		AV	C		P		
1.1	IA.002	FIREARM DISCHARGE FILE - FATALITY OR INJURY	PM		PM	C		P		
1.1	IA.003	FIREARM DISCHARGE FILE - NON-INJURY	AC+ 5		AC+5	C		P		AC=AFTER CLOSED
1.1.006	IA.004	COMPLAINT (C-1) FILE FORMAL COMPLAINTS AGAINST DPS PERSONNEL. RETENTION PERIOD IS DETERMINED BY FINDINGS	AC+2		AC+2	C		P		AC= FINAL DISPOSITION OF THE COMPLAINT
1.1.006	IA.004A	1. EXONERATED, NOT SUSTAINED, OR UNFOUNDED	AC+5		AC+5	C		P		AC= FINAL DISPOSITION OF THE COMPLAINT
1.1.006	IA.004B	2. SUSTAINED COMPLAINTS	AC+15		AC+15	C		P		AC= FINAL DISPOSITION OF THE COMPLAINT

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