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**TEXAS STATE SOIL AND WATER CONSERVATION BOARD**  
*Protecting and Enhancing Natural Resources for Tomorrow*

**Records Management and Retention Policy**

The Texas State Soil and Water Conservation Board (TSSWCB) recognizes the need for orderly management and retrieval of all official records. In accordance with the Texas Administrative Code (Title 13, Chapter 6, Section 6.8), all official records will be retained for the minimum periods stated in the TSSWCB's Records Retention Schedule (RRS) as certified by the Texas State Library and Archives Commission on June 2, 2022. After the specified period of time for retention, official records must be disposed of in a manner that is consistent with, and systematically carried out in accordance with state guidelines and procedures.

The TSSWCB's Records Retention Schedule provides a list of official records and prescribes the periods of authorized retention. The attached schedule may be revised periodically to include a newly created record series or to delete a record series that has become obsolete. All records are to be kept for the minimum periods as listed on the schedule. **Official state records whose retention period has expired may not yet be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the records has been initiated.** If no action has been taken, then records may be destroyed in accordance with the approved retention periods as shown in the Agency's Records Retention Schedule.

Should you have any questions on this Policy or the Retention Schedule, please contact Shirley Brister at [sbrister@TSSWCB.Texas.gov](mailto:sbrister@TSSWCB.Texas.gov) or call (254) 773-2250, X 252.