

Records Disposition Log

HR

total Boxes: 3

Prepared by Records Liaison: Tracey Vasquez Date 03/25/2021

Director Approval Signature: _____ Date _____

RMO Approval Signature: *J. Palmaraz* Date 7/14/2021

Information from the Records Retention Schedule					Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att	
1	GR1000-29 2014-2015 TMLIRP Policy	4 years	2014-2015	S					
	GR1050-14 Employment Applications	2 years	2016, 17,18	S					
	GR 1050-08 TMRS Contribution letters, acceptances	AV	2012-2016	S					
	GR1000-46 Insurance Claims	3 years	2018	S					
	GR 1000-46 TMLIRP Summary Reports	AV	2018	S					
	Toll Statements	CE	2018-2020	S					
	TMLHealth & TASC Enrollment Forms	CE	2017-2020	S					
	GR1075-15 Accident/Damage Reports(AT&T 2017 Cable,AT&T Hinson Litigation)	3 years	2017,2018	S					
	GR1050-32 Worker's Comp Claims Records	CE+5years	2014-16	S					
	GR1075-24 Vehicle Registration/Titles	LA	1997-2006	S					
	GR1075-18A Vehicle Service Records 1997-2006	1 year	1997-2006	S					
	APL Enrollment Forms	CE	2018	S					

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent
Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed
Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives
See Att (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.

Records Disposition Log

Prepared by Records Liaison: Tracey Vasquez Date 6/30/2021

Director Approval Signature: _____ Date _____

RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
2	GR1000-46 TMLIRP Insurance Claims	3 years	2016,2017	S				
	TASC Open Enrollment Forms	CE	2017	S				
	GR1000-25 TMLIEBP Agreement	CE+ 4years	2015-2017	S				
	GR1050-14 Employment Applications	2 years	2017-2018	S				
	GR1050-14 Employment Applications	2 years	2007	S				
	GR1000-29 2001-2005 TMLIRP Policy	4 years	2001-2005	S				
	GR1075-18A Vehicle Service Records	1 year	1999	S				
	Insurance Benefits Guides	1 year	2007	S				
	GR1075-15 Accident/Damage Reports(AT&T 2007) Eggleston/Wheeler	3 years	2007	S				
	GR 1050 Texas Law Handbook	3 years	1990-1993	S				
3	GR1000-29 1990-1997 TMLIRP Policy	4 years	1990-1997	S				
	GR1000-29 TMLIRP Benefit Plans Amendment	4 years	1990-1996	S				

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent
Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed
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