

From Texas State Records Retention Schedule 3<sup>rd</sup> Edition, effective June 1, 2005  
(found at <http://www.tsl.state.tx.us/slr/recordspubs/rrs3changes.html> under Category 3:  
Personnel Records, Section 3.1: Employee)

3.1.039 Ombudsman Records. Consultation records, notes, letters, memos, emails, reports and other documentation maintained by Ombudsman. AC. AC = Final decision or matter closed.  
CAUTION: Does not include formal complaint filed with EEO. If matter becomes a grievance or the subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate records series. SEE 1.1.048, 3.1.006, 3.1.018, 3.1.020, and 3.1.021.

**AC - After Closed (or terminated, completed, expired, or settled):** The record is related to a function or activity with a finite closure date.