**ADMINISTRATION RECORDS**  
*Section 1.3 - Publications*

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Agency Code</th>
<th>Record Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
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</thead>
</table>
| 1.3.001  | 01.300.10   | State Publications - One copy of each state publication except a publication that is subject to a different retention period in this schedule. | AC+2            | AC+2     | AC=Until Superseded or obsolete.  
CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.  
For those publications meant to be distributed in a first published version without subsequent revision, the date decision is made within an agency to no longer make the publication available for | Director of Library |

**Retention Codes**  
AC – After Closed, Terminated, Completed, Expired, Settled  
AV – Administrative Value  
CE – Calendar Year End  
FE – Fiscal Year End  
LA – Life of Asset  
MD – Months  
MO – Months  
PM – Permanent  
US – Until Superseded

**Archival Codes**  
A – Retain in Archives  
R – Review by Archivist
<table>
<thead>
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<td>Code</td>
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<td>Agency</td>
<td>Storage</td>
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<td>1.3.002</td>
<td>01.301.10</td>
<td>Publication Files – Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.</td>
<td>AV</td>
<td>AV</td>
<td>R</td>
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