TEXAS DEPARTMENT OF LICENSING AND REGULATION
COMPLIANCE DIVISION - ARCHITECTURAL BARRIERS
P.O. Box 12157 • Austin, Texas 78711 • (512) 539-5669 • (877) 278-0999 • FAX (512) 539-5690
architectural.barriers@license.state.tx.us • www.license.state.tx.us

CLOSED FILE TRANSFER FORM

The former Registered Accessibility Specialist (RAS) Procedures that became effective on January 1, 2002 required a RAS to retain a project file for a period of five (5) years from the date the project was inspected. This file retention period applied only to approved or closed projects.

A RAS with approved or closed project files that meet or exceed the five (5) year retention period criteria, may return them to the department as follows: 1) submit this completed form (and attachment, if needed) to TDLR, 2) await receipt of written authorization from TDLR, and 3) return files in accordance with RAS Bulletin 019**.**

Important Information: This form is the only documentation that will be accepted for the transfer of closed project files. Other files must be transferred to the department in accordance with the RAS Procedures and may not be included.

****DO NOT RETURN ANY CLOSED FILES UNTIL YOU RECEIVE WRITTEN AUTHORIZATION FROM TDLR****

1. RAS Name:(Last)		(First)	RAS #:
2. Phone Number:	3. Fax Number:	4. Email Address:	

PLEASE PRINT OR TYPE

	EABPRJ # (List in numerical order)	**PROJECT NAME**	**CLOSED ACTION** (Approved, Duplicate, etc.)	**TDLR** Use Only
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FOR DEPARTMENT USE ONLY

Project files referenced on this form with a check (√) in the "TDLR Use Only" column may now be transferred in accordance with RAS Bulletin 016. Projects indicated with an (X) in the "TDLR Use Only" column may <u>not</u> be returned at this time.

TDLR Representative Signature	**Title**	**Date**

TDLR FORM AB0047 07-09

NOTE: An individual who completes and files this form with the Texas Department of Licensing and Regulation (the Dept.) is entitled to the following:
1) to be informed about the information that the Dept. collects about the individual, upon their request and subject to a few exceptions;
2) to receive and review the information, under Sections 552.021 and 552.023 of the Texas Govt. Code; and
3) have the Department correct information about the individual that is incorrect, under Section 559.004 of the Texas Govt. Code.

**The Department may add your address to the Architectural Barriers email notification list, which automatically provides Department information on matters affecting Architectural Barriers. Your email address is confidential pursuant to the Texas Public Information Act; the Department will not share it with the public. For additional information link to: http://www.license.state.tx.us/newsletters/TDLRnotificationLists.asp

ATTACHMENT
CLOSED FILE TRANSFER FORM

This form must be used in conjunction with the Closed File Transfer Form and may be used as many times as necessary to list all approved or closed project files that meet or exceed the five (5) year retention period. See RAS Bulletin 019 for additional information.

****DO NOT RETURN ANY CLOSED FILES UNTIL YOU RECEIVE WRITTEN AUTHORIZATION FROM TDLR****

1. RAS Name:(Last)	(First)	RAS #:

PLEASE PRINT OR TYPE

	EABPRJ # (List in numerical order)	**PROJECT NAME**	**CLOSED ACTION** (Approved, Duplicate, etc.)	**TDLR** Use Only

FOR DEPARTMENT USE ONLY

Project files referenced on this form with a check (√) in the "TDLR Use Only" column may now be transferred in accordance with RAS Bulletin 016. Projects indicated with an (X) in the "TDLR Use Only" column may <u>not</u> be returned at this time.

TDLR Representative Signature	**Title**	**Date**