



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Compliance Division/Architectural Barriers

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REGISTERED ACCESSIBILITY SPECIALIST BULLETIN

RAS Bulletin 019
July 10, 2009

**RE: Five Year Retention Period - Closed File Transfer Form/Attachment
Expired RAS Bulletin 002, Project File Maintenance**

The Department has initiated the following procedure and issued a Closed File Transfer Form and Closed File Transfer Form Attachment to facilitate the return of project files that have reached the five year retention period established by former RAS Procedures which were effective January 1, 2002 until April 1, 2007.

The file retention period applies only to approved or closed projects. Projects overdue for inspection or pending verification of corrections for more than 270 days should be transferred to the Department in accordance with the file transfer requirements of the current RAS Procedures, Section V.

Therefore, if you have approved or closed project files that meet or exceed the retention period criteria, you are now required to return these files to the Department in accordance with the following procedure:

- Download the Closed File Transfer Form/Attachment from "RAS Forms" on the TDLR website. (Note: The forms are available in PDF format only)
- Complete the form(s). Use as many Attachment forms as necessary.
- Mail, ship, or hand-deliver the form(s) to TDLR and wait for written authorization.
- TDLR will verify that the status of each project is consistent with TDLR records and once verification is complete, sign the TDLR written authorization section of the form(s) and return.
- Package file(s) in boxes in numerical order and as listed on the form(s).
- Include the form (or a copy) in each box.
- Ship, mail, or hand deliver the files to TDLR to the following locations:

Austin: TDLR Headquarters
920 Colorado
Austin, Texas 78701

Fort Worth: TDLR Regional Office
1501 Circle Drive, Suite 215
Ft. Worth, Texas 76119

Houston: TDLR Regional Office
5425 Polk Avenue, Suite G40
Houston, Texas 77023

****Important Information****

- **Do not return any closed project files until you receive written authorization from TDLR.**
- **The Closed File Transfer Form/Attachment are the ONLY documents that will be accepted.**

This Bulletin replaces the following bulletin which is now expired and no longer in effect. This expiration does not alleviate compliance with the file transfer requirements of the current RAS Procedures, Sec. V.

RAS Bulletin 002: Project File Maintenance

Frank S. Denton, Chair – Conroe, Texas

LuAnn Morgan – Midland, Texas

Fred Moses – Plano, Texas

Mike Arismendez – Shallowater, Texas

Lilian Norman-Keeney – Taylor Lake Village, Texas

Lewis Benavides – Oak Point, Texas

Deborah A. Yurco – Austin, Texas



TEXAS DEPARTMENT OF LICENSING AND REGULATION
COMPLIANCE DIVISION - ARCHITECTURAL BARRIERS

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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 not be returned at this time.

_____ TDLR Representative Signature

_____ Title

_____ Date

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.

TEXAS DEPARTMENT OF LICENSING AND REGULATION

Code Review and Inspections

ARCHITECTURAL BARRIERS

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**REGISTERED ACCESSIBILITY SPECIALIST
BULLETIN**

RAS Bulletin 002

July 18, 2002

Re: Project File Maintenance

Section V of the Registered Accessibility Specialist Procedures requires that the RAS establish and maintain the project files. A number of RAS are not following these procedures. Consequently, the Department is still receiving project files, construction documents, and other correspondence that are **required** to be maintained by the RAS. This bulletin shall serve as a formal reminder that projects registered on or after January 1, 2002 **and** project files assigned to a RAS on or after January 1, 2002 must be maintained (by the RAS) in accordance with established procedures. If a RAS fails to follow these procedures, remedial action will be pursued by the Department. **NOTE:** Project files and associated correspondence received by the Department in error will be returned to the RAS.