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| **ELECTION RECORDS** |
| EL3100-01 | EARLY, ABSENTEE AND RESTRICTED BALLOT VOTING RECORDS [see also item number EL3100-10(b)] |  |  |  |
| EL3100-01a | EARLY, ABSENTEE, AND RESTRICTED BALLOT VOTING RECORDS  | All of the following: absentee ballot requests and applications (except federal post card applications), cancellation of absentee ballot requests, notices of denial of cancellation requests, branch voting schedules and daily registers, lists of corrected ballots sent, untimely and rejected ballots, jacket envelopes (unless for use in subsequent election), carrier envelopes, early voting and absentee rosters, early voting and absentee election returns, voted early voting and absentee ballots, statements of challenge to early and absentee voters, notices of non-acceptance of early voting and absentee ballots, orders for the appointment of signature verification committees, late absentee ballot applications, disabled voter applications and affidavits, applications to vote restricted ballot, restricted ballot rosters, and presidential mail ballot applications.  | Follow retention periods for Precinct Election Records [EL3100-10a].  | By law -Election Code, Sections 84.010, 84.037, 85.072(d), 86.009(d), 86.011(c), 87.043(c), 87.044(b), 87.121(e), 87.123(2), and 87.124. |
| EL3100-01b | EARLY, ABSENTEE, AND RESTRICTED BALLOT VOTING RECORDS  | Precinct early voting list (listing voters in each precinct who have voted early or who have been mailed absentee ballots).  | Follow retention periods for Precinct Election Records [EL3100-10a].  | By law - Election Code, Section 66.058(a).Retention Note: It is an exception to the retention period given for this record that one copy of each precinct early voting list prepared for a general election must be retained by the early voting clerk for 2 years after election day. By law - Election Code, Section 87.122(d). |
| EL3100-01c | EARLY, ABSENTEE, AND RESTRICTED BALLOT VOTING RECORDS  | Federal post card applications requesting absentee ballot. | Follow retention periods for Precinct Election Records [EL3100-10a].  | By law - Election Code, Section 66.058(a).Retention Notes: a) An application requesting a ballot for more than one election shall be preserved for the period for preserving the precinct election records for the last election for which the application is effective. By law – Election Code, Section 101.054(d). b) If the federal postcard application is used as a voter registration document follow the retention period for EL3150-03(a). |

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| EL3100-02 | ELECTION CONTRACTS | Contracts, leases, or agreements for election services or the use of voting machines, including written approvals from the Secretary of State, if such approval is required.  | 4 years after the expiration or termination of the instrument according to its terms. | Retention Note: In counties, the retention period applies only to the copy of the contract maintained by the county elections officer. Copies of the contract filed with and maintained by the county treasurer, county auditor, or the county judge need only be retained as long as administratively valuable. |
| EL3100-03 | ELECTION MINUTES, NOTICES, AND ORDERS |  |  |  |
| EL3100-03a | ELECTION MINUTES, NOTICES, AND ORDERS | Minutes of governing body concerning elections.  | PERMANENT. |  |
| EL3100-03b | ELECTION MINUTES, NOTICES, AND ORDERS | Posted or published notices of election, including records (e.g., affidavits of publication, record of posting locations, or lists of voters to whom notices are mailed) which document the time, place, and manner of notice.  | Follow retention periods for Precinct Election Records [EL3100-10a].  | By law - Election Code, Section 4.005(d). |
| EL3100-03c | ELECTION MINUTES, NOTICES, AND ORDERS  | Election orders and proclamations.(1) Ordering an election.(2) Relating to multiple elections or election procedures (e.g., order adopting a voting system; order appointing a county elections administrator). | 1)Follow retention periods for Precinct Election Records [EL3100-10a]. 2) AV if recorded in the minutes of the governing body; PERMANENT if not recorded.  | By law - Election Code, Section 3.008(a).Retention Note: Election Code Section 3.008(b) requires that the date and nature of an election ordered by a political subdivision be entered in the minutes of its governing body. |
| EL3100-04 | ELECTION OFFICER RECORDS  |  |  | Retention Note: Records in this group include any records of the types listed relating to early voting.For certificates of appointment of watchers see item number EL3100-10(a). |
| EL3100-04a | ELECTION OFFICER RECORDS  | Orders of appointment of election judges, including memoranda of emergency appointments, if applicable.(1) Single election appointments.(2) Term appointments.  | Follow retention periods for Precinct Election Records [EL3100-10a]. Retain until end of term for which the appointment is made or follow the retention periods for Precinct Election Records [EL3100-10a] in the last election in which the appointee serves under the order, whichever later.  | By law - Election Code, Sections 32.007(c) and 32.008(c).By law - Election Code, Section 32.008(c). |

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| EL3100-04b | ELECTION OFFICER RECORDS  | Lists of recommended election judges or other officers. | AV after appointments made.  |  |
| EL3100-04c | ELECTION OFFICER RECORDS  | Statements of compensation due election officers.(1) Originals.(2) Copies. | FE + 3 years.Follow retention periods for Precinct Election Records [EL3100-10a].  | By law -Election Code, Section 32.094(e). |
| EL3100-05 | ELECTION PETITIONS |  | 2 years after election day if petition results in an election or 2 years after date of filing if no election results. | Retention Notes: a) This record group includes petitions for the formation of governments, local option elections (including applications), and such other issues permitted by law. It does not include petitions for a place on the ballot; see item number EL3125-02(a).b) Some election petitions presented to commissioners’ courts are required by law to be recorded by county clerks. The retention period applies only to filed copies of petitions. The retention period for recorded copies is that assigned in the Local Schedule CC (Records of County Clerks) to the record in which the petition is recorded. |
| EL3100-06 | ELECTION RETURN RECORDS |  |  | See item number EL3100-10 for precinct level election returns. |
| EL3100-06a | ELECTION RETURN RECORDS | County election returns (copies of reports submitted by county clerks or county election administrators to the Secretary of State). | Follow retention periods for Precinct Election Records [EL3100-10a].  | By law - Election Code, Sections 67.007(e) and 67.008(d). |
| EL3100-06b | ELECTION RETURN RECORDS | Election return record or register maintained by local canvassing authorities. | PERMANENT. | By law - Election Code, Section 67.006(e).Retention Note: If the tabulation of election returns by a canvassing authority is done in a separate document rather than being entered directly into the election record or register, the separate tabulation must be retained for 22 months after election day in accordance with Election Code, Section 67.004(e). |
| EL3100-07 | FRAUD IN CONSTITUTIONAL AMENDMENT ELECTIONS, REPORTS OF | Reports filed with county clerks of alleged fraud, misconduct, or irregularity in constitutional amendment elections. | PERMANENT. | Obsolete record. |
| EL3100-08 | PRECINCT BOUNDARY RECORDS |  |  |  |
| EL3100-08a | PRECINCT BOUNDARY RECORDS | Notices of changes to precinct boundaries, including those filed with and maintained by voter registrars. | Effective date of change + 1 year.  | By law - Election Code, Section 42.036(g), for those maintained by issuing authority in counties with a population of one million or more; by authority of this schedule for those in all other counties and for those maintained by voter registrars.  |
| EL3100-08b | PRECINCT BOUNDARY RECORDS | Maps of precinct boundary changes.  | One copy of each PERMANENT. |  |
| EL3100-09 | PRECINCT CONVENTION RECORDS | Records of the proceedings, lists of persons in attendance at precinct conventions, and lists of delegates chosen to represent the precinct at county or senatorial district conventions. | AV. | Obsolete record maintained by county clerks. |
| EL3100-10 | PRECINCT ELECTION RECORDS |  |  |  |
| EL3100-10a | PRECINCT ELECTION RECORDS | All of the following: signature rosters; combination forms; provisional ballot lists; provisional ballot affidavit envelopes; summaries of provisional ballots cast; certificates of appointment of watchers; precinct returns; ballot registers/tally lists; voted, spoiled, defective, unused, undistributed, and specimen ballots; record of incorrect ballots destroyed; redistributed ballot receipts; ballot distribution record; unofficial tabulation of ballot results; official tabulation of precinct results; voting machine inspection and testing records; notice of voting machine inspections; voting machine opening and closing certificates; paper ballot write-in affidavits; voting machine printouts; ballot box seal record; ballot box certificates and seals; ballot box receipts; certificate of successful and records of unsuccessful tests of automatic tabulating equipment; testing ballots, and requests for and retractions of, if applicable, extension of security period on voting machines. This series includes any records of the types listed relating to early voting.1) In an election involving a federal office. 2) In an election not involving a federal office.  | Election day + 22 months.Election day + 6 months.  | In addition to the general retention period set for precinct election records in Election Code, Section 66.058 (see retention note on page 5), the following provisions affirm the same retention period: Election Code, Sections 51.007(b), 51.008(d), 52.0064(d), 52.007(c), 66.056(d), 67.004(f), 125.064, 127.064(c), 127.068(a, d), 127.099(b), 146.031(e), and 172.116(e).Retention Note: If new ballots are prepared to correct mistakes, the incorrect ballots must be destroyed in accordance with the provisions of Election Code, Section 52.0064. |
| EL3100-10b | PRECINCT ELECTION RECORDS | Voter registration lists (original, revised original, and supplemental) and registration corrections lists, including those used in early voting.(1) Arising from elections held prior to March 1, 1986.(2) Arising from elections held on March 1, 1986 or later. | AV.Returned to voter registrar. | See Part 3 of this schedule.Retention Note: Lists of registered voters used in primary elections prior to September 1, 1987 and maintained by the general custodian of election records may be destroyed at option. Such lists used in primary elections after September 1, 1987 are returned to the voter registrar. See item number EL3150-06(d). |
| EL3100-10c | PRECINCT ELECTION RECORDS | Poll lists. | Follow retention periods for Precinct Election Records [EL3100-10a]. | By law - Election Code, Section 66.058 (a, g).Retention Note: It is an exception to the retention period given for this record that one copy of each poll list used in a primary election held in 1986 and subsequent years must be retained by the general custodian of election records until the end of the year in which the primary election is held. By law - Election Code, Section 172.114.  |
| EL3100-10d | PRECINCT ELECTION RECORDS | Mechanical machine ballot labels. | AV. | Obsolete record. |
| EL3100-10e | PRECINCT ELECTION RECORDS | Lists of certified write-in candidates.  | Follow retention periods for Precinct Election Records [EL3100-10a]. | By law - Election Code, Section 146.031(e). |
| EL3100-10f | PRECINCT ELECTION RECORDS | Election stub box certificates maintained by district clerks. | AV. | Obsolete record. |

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| EL3100-11 | RECOUNT RECORDS |  |  |  |
| EL3100-11a | RECOUNT RECORDS | Recount reports (of both recount committees and recount supervisors, including associated tally lists). | Follow retention periods for Precinct Election Records [EL3100-10a]. | By law - Election Code, Sections 213.012(c) and 213.055(c). |
| EL3100-11b | RECOUNT RECORDS | Records relating to the request for and conduct of a recount, including all of the following: initial, expedited, and supplementary recount petitions, with associated amendments, affidavits, and certifications; applications for inclusion of remaining paper ballot precincts; recount notices and other notices involved in the conduct of recounts; requests for specific counting method; records of recount costs; and recount cost statements.(1) Records of the type described maintained by a person servingonly as recount coordinator or by a person serving as both recount coordinator and recount supervisor.(2) Records of the type described maintained by a person serving as recount supervisor only. | Follow retention periods for Precinct Election Records [EL3100-10a], or 60 days after recount canvass completed, or 30 days after assessed recount costs settled, or 30 days after outstanding costs referred for collection, whichever longer.Follow retention periods for Precinct Election Records [EL3100-10a], or 60 days after recount costs for payment of claimants certified, or 6 months after cost statement is delivered to recount coordinator if assessed against a person, whichever longer.  | By law - Election Code, Section 211.007(b-c).By law - Election Code, Section 211.007(d). |
| **RECORDS OF CANDIDACY AND CAMPAIGN FINANCE** |
| EL3125-01  | CAMPAIGN FINANCE REPORTS AND FILINGS |  |  |  |
| EL3125-01a | CAMPAIGN FINANCE REPORTS AND FILINGS | Campaign contribution and expenditure statements (including annual reports of unexpended contributions).  | Date of filing + 2 years. | By law - Election Code, Section 254.040. |
| EL3125-01b | CAMPAIGN FINANCE REPORTS AND FILINGS | Designations of campaign treasurers, including notices of termination.  | 2 years after appointment terminated.  | By law - Election Code, Section 252.014.Retention Note: See Election Code, Section 252.0131, for a procedure that clerks may use to terminate the campaign treasurer appointment of an inactive candidate or political committee. |
| EL3125-02  | CANDIDACY APPLICATIONS AND CERTIFICATIONS |  |  |  |
| EL3125-02a | CANDIDACY APPLICATIONS AND CERTIFICATIONS | Applications and any accompanying petitions for place on ballot, including any rejection notices and withdrawal of petition signature requests.  | Election day + 2 years. | By law - Election Code, Section 141.036. |
| EL3125-02b | CANDIDACY APPLICATIONS AND CERTIFICATIONS | Certifications of candidates (including certifications of replacement nominees by party executive committees).(1) Copy maintained by authority to whom application for a place on ballot is made.(2) Copy maintained by authority responsible for preparation of official ballot.  | AV after election day.Election day + 2 years. |  |
| EL3125-02c | CANDIDACY APPLICATIONS AND CERTIFICATIONS | Declarations of intent to run as an independent candidate.  | Day after general election day. | By law - Election Code, Section 142.003.  |
| EL3125-02d | CANDIDACY APPLICATIONS AND CERTIFICATIONS | Declarations of write-in candidacy. | Election day + 2 years. | By law - Election Code, Section 146.028. |
| EL3125-02e | CANDIDACY APPLICATIONS AND CERTIFICATIONS | Withdrawal of candidacy requests. | Election day + 2 years. |  |
| EL3125-03 | PARTY CERTIFICATIONS AND NOTICES |  |  |  |
| EL3125-03a | PARTY CERTIFICATIONS AND NOTICES | Lists and certifications of party candidates in primary elections. | Day after the general primary election day. |  |
| EL3125-03b | PARTY CERTIFICATIONS AND NOTICES | Notices or lists of persons elected as party officers. | US. | By law - Election Code, Section 172.118(c).  |
| EL3125-04 | FINANCIAL DISCLOSURE STATEMENTS OF LOCAL GOVERNMENT OFFICERS | Financial statements of local government officers or candidates of local government offices required to be filed with the county or city clerk, as applicable.  | Date of termination as officer or candidate, as applicable + 2 years. | By law – Local Government Code, Section 145.007(c); 159.007(c). |
| EL3150-09 | PRECLEARANCE RECORDS | All preclearance submission documentation including, but not limited to, changes in election precincts, polling places, and voting procedures. | PERMANENT. | By law - Voting Rights Act of 1965, Section 5. |
| EL3150-10 | SUSPENSE LIST | A list maintained by the voter registrar of each county that contains the names of (1) voters that failed to respond to the confirmation notice, (2) voters whose renewal certificate was returned to the registrar as undeliverable, and (3) those individuals that were excused or disqualified from jury service because they were not a resident of that county, state on the juror summons notice that the individual no longer resides in the county, or whose jury summons were returned to the district clerk as undeliverable. | US. |  |
| EL3150-11 | CHAPTER 19 FUND RECORDS | Records documenting funds received under Chapter 19, Election Code to finance voter registration.  | 3 state fiscal years after the fiscal year in which the funding lapses.  | By regulation – 1 TAC 81.21(a).  |
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| **LOCAL GOVERNMENT RECORDS** |
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| **ADMINISTRATIVE RECORDS** |
| **RECORDS OF GOVERNING BODIES** |
| GR1000-01   | AGENDAS |  |  |  |
| GR1000-01a | AGENDAS | Open meetings.1) If the minutes describe each matter considered by the governing body and reference to an agenda is not required.2) If the minutes do not describe each matter considered by the governing body and reference to an agenda is required.  | 2 years.PERMANENT. |  |
| GR1000-01b | AGENDAS | Certified agendas of closed meetings. | 2 years. | By law - Government Code, Section 551.104(a). |
| GR1000-02 | DEDICATIONS  |  | PERMANENT. |  |
| GR1000-03 | MINUTES  |  |  | Retention Note: The use of the term “audiovisual recordings” in (c)-(f) means any medium on which audio or a combination of audio and video is recorded. |
| GR1000-03a | MINUTES | Written minutes.  | PERMANENT. |  |
| GR1000-03b | MINUTES | Notes taken during meetings from which written minutes are prepared.  | 90 days after approval of minutes by the governing body.  |  |
| GR1000-03c | MINUTES | Audiovisual recordings of open meetings, except as described in (d), for which written minutes arenot prepared.  | PERMANENT. |  |
| GR1000-03d | MINUTES | Audiovisual recordings of workshop sessions of governing bodies in which votes are not made and written minutes are not required by law to be taken.  | 2 years. |  |
| GR1000-03e | MINUTES | Audiovisual recordings of open meetings for which written minutes are prepared.  | 90 days after approval of minutes by the governing body.  |  |
| GR1000-03f | MINUTES | Certified audiovisual recordings of closed meetings.  | 2 years.  | By law - Government Code, Section 551.104(a). |
| GR1000-03g | MINUTES | Supporting documentation - One copy of each document of any typesubmitted to a meeting of a governing body for consideration, approval, or other action; ifsuch action is reflected in the minutes of the meeting.  | 2 years. | Retention Notes: a) The retention periods for many of the documents submitted to a governing body for action are established elsewhere in this or other commission schedules and are often longer than the 2-year retention period for supporting documentation set here. The 2-year retention requirement does not override a longer retention requirement set elsewhere, but rather is meant to ensure that all documents presented for action by a governing body are retained at least two years. This schedule does not require that supporting documentation be maintained together, but the retention by the clerk or secretary to the governing body of one set of the documents submitted at each meeting (often called "council packets" in municipalities) for two years would ensure satisfaction of the minimum retention requirement. Clerks or secretaries to governing bodies should exercise caution in disposing of supporting documentation to avoid destruction of the record copy of a document for which they are custodian before the expiration of its retention period.b) Review before disposal; some supporting documentation, not already required to be maintained PERMANENTLY elsewhere in this or other commission schedules, may merit PERMANENT retention for historical reasons.  |
| GR1000-04 | OPEN MEETING NOTICES |  | 2 years. |  |
| GR1000-05 | ORDINANCES, ORDERS, AND RESOLUTIONS |  | PERMANENT. | Retention Note: Includes ordinances, orders, or resolutions that have been repealed, revoked, or amended. |
| GR1000-06 | PETITIONS | Petitions from the public to the governing body or subsidiary boards or commissions of a local government. | Final action on the petition + 2 years. | Retention Notes: a) Does not include petitions noted elsewhere in this or other commission schedules or any petition presented to a commissioners court that state law requires a county clerk to record. See Local Schedule CC (Records of County Clerks).b) “Final action” includes a decision to take no further action on a petition. |
| GR1000-07 | PROCLAMATIONS |  | 2 years. |  |
| GR1000-08 | SPEECHES, PAPERS, AND PRESENTATIONS– ELECTED OFFICIALS | Notes or text of speeches, papers, presentations or reports delivered in conjunction with government work by elected officials. | End of term in office or termination of service in that position. | Retention Notes: a) For speeches, papers, and presentations of other local government staff see GR1000-51.b) Review before disposal; some records may merit PERMANENT retention for historical reasons. |
| GR1000-09 | PUBLIC COMMENT FORMS | Public comment forms, citizen comment forms, registration cards, or other similar documents filled out by members of the public wishing to speak at an open meeting. | 2 years. | Retention Note: If all information from the public comment form is documented in written minutes of the meeting, the public comment form need only be retained for the retention period listed in GR1000-03b. |
| **GENERAL RECORDS** |
| GR1000-20 | ACCIDENT REPORTS | Reports of accidents to persons on local government property or in any other situation in which a local government could be party to a lawsuit. |  | Retention Note: For reports of work-related injuries and illnesses to employees see GR1050-32. |
| GR1000-20a | ACCIDENT REPORTS | Reports of accidents to adults. | 3 years from date of report if no claim is filed; 3 years after settlement or denial of the claim if a claim is filed, whichever applicable. |  |
| GR1000-20b | ACCIDENT REPORTS | Reports of accidents to minors. | Date minor reaches majority age + 3 years, if no claim filed; 3 years after settlement or denial of claim if a claim is filed, whichever applicable. |  |
| GR1000-21 | AFFIDAVITS OF PUBLICATION | Affidavits of Publication, including any accompanying clipping proofs or tear sheets. |  |  |
| GR1000-21a | AFFIDAVITS OF PUBLICATION  | Publication of municipal ordinances. | PERMANENT. | Retention Note: It is an exception to the permanent retention period that affidavits of publication and associated documentation for ordinances that are codified or re-codified may be disposed of after the effective date of the new code. |
| GR1000-21b | AFFIDAVITS OF PUBLICATION  | Election notices.1) In an election involving a federal office.2) In an election not involving a federal office. | Election day + 22 months.Election day + 6 months. | By law – Election Code, Sections 4.005(d) and 66.058(a).  |
| GR1000-21c | AFFIDAVITS OF PUBLICATION  | All other published legal notices.  | 2 years. |  |
| GR1000-22 | ANNEXATION, DISANNEXATION, ABOLITION, AND OTHER JURISDICTIONAL RECORDS | Records relating to the annexation or disannexation of territory to or from a local government, to its abolition, or to other actions which affect its territorial jurisdiction or service area, including reports, correspondence, records of public hearings, agreements, and similar records. | PERMANENT. | Retention Note: A contract or agreement relating to territorial jurisdiction or the delivery of services between two or more governments (e.g., between a city and a county for fire services in an unincorporated area) must be kept for the retention period in item number GR1000-25. |
| GR1000-23 | CHARTERS | Charters, Articles of Incorporation, Orders of Incorporation, Orders of Change, or other similar documents used to establish or modify the administration of a local government. | PERMANENT. |  |
| GR1000-24 | COMPLAINTS | Complaints received from the public by a governing body or any officer or employee of a local government relating to government employees, policies, etc. | Resolution or dismissal of complaint + 2 years. | Retention Notes: a) The 2-year retention period applies only to complaints of a general nature that do not fall into a different category of complaint noted in this or other commission schedules. For example, complaints from the public about potential fire hazards are scheduled in Local Schedule PS (Records of Public Safety Agencies) and have a longer retention period.b) For complaints received from local government employees see GR1050-20. |
| GR1000-25 | CONTRACTS, LEASES, AND AGREEMENTS | Contracts, leases, and agreements, including reports, correspondence, performance bonds, certificates of liability, and similar records relating to their negotiation, administration, renewal, or termination, except construction contracts (see item number GR1075-16). | 4 years after the expiration or termination of the instrument according to its terms. | Retention Note: Review before disposal; some records of this type may merit PERMANENT retention for historical reasons. |
| GR1000-26 | CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES  |  |  | Retention Note: The minimum retention period for correspondence or internal memoranda in categories (a) and (b) directly linked to another record series or group listed in this or other commission schedules is that assigned to the other group or series. For example, a letter from an external auditor regarding an audit of a local government’s financial records should be retained for the retention period given under item number GR1025-01(e); a letter concerning a workers compensation claim should be retained for the period given under item number GR1050-32, etc. The retention periods that follow are for correspondence and internal memoranda that do not readily fall within other record groups.  |
| GR1000-26a | CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES  | Administrative – Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, modification, or redefinition of the programs, services, or projects of a local government and the administrative regulations, policies, and procedures that govern them. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.  |  4 years. | Retention Note: Review before disposal; some correspondence of this type may merit PERMANENT retention for historical reasons. |
| GR1000-26b | CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES  | General – Incoming/outgoing and internal correspondence pertaining to the regular operation of the policies, programs, services, or projects of a local government. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.  |  2 years. | Retention Note: Records management officers should use caution before disposal of these records to ensure the records should not be classified under administrative correspondence (GR100-26a). |
| GR1000-26c | CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES  | Routine - Correspondence and internal memoranda such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.  | AV.  |  |
| GR1000-27 | DEEDS | Deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and similar records evidencing public ownership of real property. | PERMANENT. |  |
| GR1000-28 | EASEMENTS | Documentation relating to easements and rights-of-way for public works or other local government purposes, including releases. | PERMANENT. |  |
| GR1000-29 | INSURANCE POLICIES | Liability, theft, fire, health, life, automobile, and other policies for local government property and personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies. | 4 years after expiration or termination of the policy according to its terms and all rights granted under it.  |  |
| GR1000-30 | LEGAL OPINIONS | Formal legal opinions rendered by counsel or the Attorney General for a local government, including any written requests for opinions, concerning the governance and administration of a local government.  | PERMANENT. | Retention Note: For retention of opinions rendered for a Public Information Act Request see GR1000-34.For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26a. |
| GR1000-31 | LITIGATION CASE FILES |  | AV after decision of a local government not to file a lawsuit or decision that a lawsuit will not be filed against it; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit. | Retention Notes: a) Includes all cases to which a local government is a party unless the case file is of a type noted elsewhere in this or other commission schedules.b) Review before disposal; some case files may merit PERMANENT retention for historical reasons. |
| GR1000-32 | MINUTES (STAFF) | Minutes of internal staff meetings.  | AV.  | Retention Note: For minutes of governing bodies of local governments see GR1000-03. |
| GR1000-33 | PUBLIC RELATIONS RECORDS | News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records. |  2 years. | Retention Note: Review before disposal; some records may merit PERMANENT retention for historical reasons. |
| GR1000-34 | PUBLIC INFORMATION ACT REQUESTS | Includes all correspondence and documentation relating to requests for records under the Public Information Act (Chapter 552, Government Code). |  |  |
| GR1000-34a | PUBLIC INFORMATION ACT REQUESTS | Non-exempted records and withdrawn requests.  | Date request for records fulfilled or withdrawn + 1 year. |  |
| GR1000-34b | PUBLIC INFORMATION ACT REQUESTS | Exempted records. | Date of notification that records requested are exempt from disclosure + 2 years. |  |
| GR1000-35 | ORGANIZATIONAL CHARTS |  | US. | Retention Note: Review before disposal; some records may merit PERMANENT retention for historical reasons. |
| GR1000-36 | PERMITS AND LICENSES | Records documenting the application for and the issuance of permits and licenses (including certificates of liability and other required documentation) by a local government for sales, solicitation, facility usage, and similar activities. Does not include permits and licenses issued for the construction of or alterations to real property, for those relating to health and sanitation, or for those issued by police or fire departments listed in other commission schedules. | Expiration, cancellation, revocation, or denial + 2 years. |  |
| GR1000-37 | PHOTOGRAPHS, IMAGES, RECORDINGS, AND OTHER NON-TEXTUAL MEDIA | Photographs, photographic scrapbooks, slides, sound recordings, videotapes, posters, and other non-textual media that document the history and activities of a local government or any of its departments, programs, or projects exceptsuch records noted elsewhere in this or other commission schedules. |  AV. | Retention Note: Review before disposal, some records may merit PERMANENT retention for historical reasons. Local governments should consult with local historical or genealogical societies to assist with the appraisal. Be certain that photographs and other non-textual media do not fall within other records series. For example, mug shots and photographs of fire damage are listed in Local Schedule PS (Records of Public Safety Agencies) under police and fire department records respectively. |
| GR1000-38 | POLICY AND PROCEDURE DOCUMENTATION | Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing the operations or activities of a local government as a whole or any of its departments, programs, services, or projects. | US, expired, or discontinued + 5 years. | Retention Note: Review before disposal; some records may merit PERMANENT or long-term retention for historical or legal reasons. |
| GR1000-39 | PUBLICATIONS | Pamphlets, reports, studies, proposals, and similar material printed by or for a local government or any of its departments, subdivisions, or programs and distributed to or intended for distribution to the public on request and departmental or program newsletters designed for internal distribution. | One copy of each PERMANENT. | Retention Note: The following categories of printed material, whether distributed publicly or internally, are exempted from the retention period and may be disposed of at option; (a) educational matter provided by charitable or public awareness organizations (e.g., United Way, American Heart Association); and (b) public service leaflets or flyers whose contents are of a general nature and not specific to the government distributing them, beyond the inclusion of an address, telephone number, office hours, and similar information (e.g., a flyer detailing water conservation tips sent to customers of a municipal water utility; a pamphlet explaining the appraisal review board process sent to taxpayers by an appraisal district). |
| GR1000-40 | RECORDS MANAGEMENT RECORDS |  |  |  |
| GR1000-40a | RECORDS MANAGEMENT RECORDS | Records control schedules (including all successive versions of and amendments to schedules). |  US. | Retention Note: Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission. |
| GR1000-40b | RECORDS MANAGEMENT RECORDS | Records documenting the disposition of records under records control schedules, including requests submitted to the Texas State Library and Archives Commission for authorization to destroy unscheduled records or the originals of permanent records that have been microfilmed. | PERMANENT.  |  |
| GR1000-40c | RECORDS MANAGEMENT RECORDS | Lists or inventories of the active and inactive records created or received by a local government.  | US, expired, or discontinued. |  |
| GR1000-40d | RECORDS MANAGEMENT RECORDS | Plans and similar documents establishing the policies and procedures under which a records management program operates. | US, expired, or discontinued + 5 years. |  |
| GR1000-40e | RECORDS MANAGEMENT RECORDS | Records transmittal forms or similar records documenting transfer of records to or from a records storage facility. | Date of disposition or return of records from storage, whichever sooner, +2 years. |  |
| GR1000-41 | REPORTS AND STUDIES (NON-FISCAL) |  |  |  |
| GR1000-41a | REPORTS AND STUDIES (NON-FISCAL) | Annual, sub-annual, or irregularly prepared reports, performance audits, or planning studies submitted to the governing body or chief administrative officer of a local government or by the local government to a state agency, as may be required by law or regulation, on the non-fiscal performance of a department, program, or project or for planning purposes, including those prepared by consultants under contract with a local government, except documents of similar types noted in this or other commission schedules.(1) Annual reports.(2) Special reports or studies prepared by order or request of the governing body or considered by the governing body (as reflected in its minutes) or ordered or requested by a state agency or a court.(3) Special reports or studies prepared by order or request of the chief administrative officer.(4) Monthly, bimonthly, quarterly, or semi-annual reports.(5) Working papers and raw data used to create any report for (1) and (2) above.(6) Working papers and raw data used to create any report for (3) and (4) above.  | PERMANENT.PERMANENT.5 years.3 years.3 years.1 year. | Retention Note: Review before disposal; some records may merit PERMANENT retention for historical reasons. |
| GR1000-41b | REPORTS AND STUDIES (NON-FISCAL) | Activity reports compiled on a daily or other periodic basis pertaining to workload measures, time studies, number of public contacts, etc., exceptreports of similar types noted in this or other commission schedules. | 1 year. |  |
| GR1000-42 | WAIVERS OF LIABILITY  | Waivers of liability, including statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies, etc. | 3 years from date of cessation of activity for which the waiver was signed. | Retention Note: If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports. See item number GR1000-20 in this schedule. |
| GR1000-43  | CONFLICTS DISCLOSURE STATEMENTS AND CONFLICT OF INTEREST QUESTIONNAIRES | Conflicts disclosure statements and conflict of interest questionnaires submitted by local government officers or vendors and other persons for filing with a local government in accordance with the requirements of Chapter 176, Local Government Code. | Date of filing + 3 years. |  |
| GR1000-44 | LOCAL GOVERNMENT OFFICERS, LISTS OF | Lists of local government officers prepared and made available to the public by the local government officer with whom conflicts disclosure statements and conflict of interest questionnaires are filed in accordance with the requirements of Chapter 176, Local Government Code. | US + 1 year. |  |
| GR1000-45 | CALENDARS, APPOINTMENT AND ITINERARY RECORDS | Calendars, appointment books or programs, and scheduling or itinerary records, purchased with local government funds or maintained by staff during business hours that document appointments, itineraries and other activities of agency officials or employees. | CE + 1 year. | Retention Note: A record of this type purchased with personal funds, but used by a public official or employee to document his or her work activities may be a local government record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Texas Attorney General. |
| GR1000-46 | INSURANCE CLAIMS | Claims related to liability, theft, fire, health, life, automobile, and other insurance policies. | Settlement or denial of claim + 3 years. |  |
| GR1000-47 | CUSTOMER SURVEYS | Surveys returned by the customers or clients of a local government, and the statistical data maintained rating a government’s performance. | Issuance of report on results of the survey + 3 years. |  |
| GR1000-50 | TRANSITORY INFORMATION | Records of temporary usefulness that are not an integral part of a records series of a local government, that are not regularly filed within a local government’s recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the local government or in the preparation of an ongoing records series.Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of government functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are drafts and working papers; routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific government transaction. | AV. | Retention Note: Records management officers should use caution in assigning this record series to records of a local government to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions.The disposal of transitory information need not be documented through destruction authorizations or in records disposition logs, but local governments should establish procedures governing disposal of these records. |
| GR1000-51 | SPEECHES, PAPERS, AND PRESENTATIONS | Notes or text of speeches, papers, presentations, or reports delivered in conjunction with government work by staff of a local government. | End of event, US, or discontinued + 2 years. | Retention Notes: a) For speeches, papers, and presentations of elected officials see GR1000-08.b) For materials developed for in-house training of staff see GR1050-28c. |
| GR1000-52 | SUBPOENAS | Subpoenas for production of evidence produced for litigation in which the local government is not a party. | AV after fulfilled. | Retention Notes: a) For subpoenas received for litigation in which the local government is a party see GR1000-31.b) For subpoenas requesting personally identifiable information of students see SD3225-02 (for school districts) or JC3775-02 (for junior colleges). |
| GR1000-53 | RELEASE OF RECORDS DOCUMENTS | Records that document the release of records or information through any method other than a Public Information Act request or subpoena (including employment verification). | Date records produced + 1 year. | Retention Notes: a) For records released under the Public Information Act see GR1000-34.b) For records produced for a subpoena where the local government is not a party, see GR1000-52.c) For records produced for a subpoena where the local government is a party, see GR1000-31.  |
| GR1000-54 | COMMITTEE RECORDS | Records of committees, councils, boards, or commissions which are not subject to the Texas Open Meetings Act. Records may include, but are not limited to, member lists, officer election records, agendas, meeting minutes, and related documentation and correspondence. | 2 years. | Retention Notes: a) For records of committees, councils, boards, or commissions which are subject to the Texas Open Meetings Act see Section 1-1 of this schedule.b) Review before disposal; some records may merit PERMANENT retention for historical reasons. |
| GR1000-55 | LOBBYIST REGISTRATION DOCUMENTATION | Forms, reports, or other similar documents submitted to local governments documenting lobbying activities as required by local regulations. | Date of filing + 3 years. |  |
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| **FINANCIAL RECORDS** |
| **Fiscal Administration & reporting Records** |
| GR1025-01 | FISCAL AUDIT RECORDS  | Records of fiscal audits conducted by internal or external auditors. |  | Caution: See note (a) at the beginning of Part 2 of this schedule. |
| GR1025-01a | FISCAL AUDIT RECORDS | Annual, biennial, or other periodic audit of any department, fund, account, or activity of a local government. | PERMANENT. |  |
| GR1025-01b | FISCAL AUDIT RECORDS  | Annual, biennial, or other periodic audit of a department, program, fund, or account if included in a cumulative audit under (a). | 2 years. |  |
| GR1025-01c | FISCAL AUDIT RECORDS  | Annual, biennial, or other periodic audit of a department, program, fund, or account if not included in a cumulative audit under (a). | PERMANENT. |  |
| GR1025-01d | FISCAL AUDIT RECORDS  | Special audits ordered by a governing body, a court or grand jury, or mandated by administrative rules of a state or federal agency. | PERMANENT. |  |
| GR1025-01e | FISCAL AUDIT RECORDS  | Working papers, summaries, and similar records created for the purposes of conducting an audit. | 3 years after all questions arising from the audit have been resolved. |  |
| GR1025-02 | BANK SECURITY RECORDS | Records documenting the pledging of bonds or securities by banks serving as depositories for public funds including depository contracts, security pledges and statements, surety bonds, and similar records. | 4 years after termination, expiration, or release of contractual obligations. |  |
| GR1025-03 | BOND RECORDS  |  |  | Retention Note: For investment transaction records of bonds see item number GR1025-09b. |
| GR1025-03a | BOND RECORDS  | Bond administrative records consisting of preliminary studies, proposals and prospectuses, authorizations and certifications for issuance or cancellation, and related policy correspondence. | PERMANENT. |  |
| GR1025-03b | BOND RECORDS  | Bond certificates and redeemed coupons. | 1 year after payment. | By law - Government Code, Section 1302.003 for counties (see statute for procedural instructions for destruction) and by authority of this schedule for all other local governments. |
| GR1025-03c | BOND RECORDS  | Bond registers. | PERMANENT. |  |
| GR1025-03d | BOND RECORDS  | Records relating to the exchange, conversion, or replacement of bonds by bondholders. | 1 year if information is contained in a bond register; PERMANENT if information is not contained in a bond register. |  |
| GR1025-04 | BUDGETS AND BUDGET DOCUMENTATION |  |  |  |
| GR1025-04a | BUDGETS AND BUDGET DOCUMENTATION | Annual budgets (including amendments). | PERMANENT. |  |
| GR1025-04b | BUDGETS AND BUDGET DOCUMENTATION | Special budgets (includes budgets for capital improvement projects, grant-funded projects, or other projects prepared on a special or emergency basis and not included in an annual budget). | PERMANENT. |  |
| GR1025-04c | BUDGETS AND BUDGET DOCUMENTATION | Working papers created exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents. | 3 years. |  |
| GR1025-04d | BUDGETS AND BUDGET DOCUMENTATION | Encumbrance and expenditure reports (status reports showing expenditures and encumbrances against a budget). | 2 years. |  |
| GR1025-04e | BUDGETS AND BUDGET DOCUMENTATION | Budget change documentation, including line item or contingency/reserve fund transfers and supplemental budget requests. | 2 years. |  |
| GR1025-05 | CAPITAL ASSETS RECORDS | Documentation relating to the capital and fixed assets of a local government. |  |  |
| GR1025-05a | CAPITAL ASSETS RECORDS | Equipment or property history cards or similar records containing data on initial cost, including disposal authorizations when disposed of. | FE of date of disposal + 5 years for school districts; FE of date of disposal + 3 years for other governments. | Retention Note: Review before disposal; property history cards documenting the original construction and additions to or renovations of structures may merit PERMANENT retention for historical reasons. |
| GR1025-05b | CAPITAL ASSETS RECORDS | Equipment or property cost and depreciation schedules or summaries used for capital outlay budgeting or other financial or budget control purposes.  | FE + 5 years for school districts; FE + 3 years for other governments. |  |
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| GR1025-05c | CAPITAL ASSETS RECORDS | Equipment or property inventories (including sequential number property logs). | US + 3 years. |  |
| GR1025-05d | CAPITAL ASSETS RECORDS | Property sale, auction, or disposal records of government-owned equipment or property. | 1 year. | By law - Local Government Code, Section 263.155(b) for counties and by authority of this schedule for all other local governments.Retention Note: Property sale or auction records do not include records arising from the sale or auction of property foreclosed or seized by a taxing unit for failure to pay property taxes or for the sale or auction of property seized by law enforcement officers. For such records use Local Schedule TX (Records of Property Taxation) or Local Schedule PS (Records of Public Safety Agencies) respectively*.* |
| GR1025-06 | FEDERAL REVENUE SHARING RECORDS | Records concerning the use of federal revenue sharing funds by a local government, including revenue and expenditure summaries; status, budget, and audit reports; and other reports or documentation required by federal law or regulation. |  AV. |  Obsolete record. |
| GR1025-07 | FINANCIAL REPORTS | Annual, sub-annual, or irregularly prepared financial reports or statements on the accounts, funds, or projects of a local government created either for internal use or for submission to state agencies as may be required by law or regulation, exceptreports of similar types noted in this or other commission schedules. |  |  |
| GR1025-07a | FINANCIAL REPORTS | Monthly, bimonthly, quarterly, or semi-annual reports. | FE + 3 years. |  |
| GR1025-07b | FINANCIAL REPORTS | Annual reports. | PERMANENT. |  |
| GR1025-07c | FINANCIAL REPORTS | Long range fiscal planning reports.  | PERMANENT. |  |
| GR1025-07d | FINANCIAL REPORTS | Capital improvement reports.  | PERMANENT. |  |
| GR1025-08 | GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS |  |  | Retention Note: If grant is for construction of a local government owned facility or part of the infrastructure, follow retention for GR1075-16. |
| GR1025-08a | GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS | Successful grant applications and proposals and any documentation that modifies the terms of a grant. | FE + 5 years for school districts; FE + 3 years for other governments. | Retention Note: See note (b) at beginning of Part 2 of this schedule. |
| GR1025-08b | GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS | Financial, performance, and compliance reports submitted to grantor or sub-grantor agencies. | FE + 5 years for school districts; FE + 3 years for other governments. | Retention Note: See note (b) at beginning of Part 2 of this schedule. |
| GR1025-08c | GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS | Reports, planning memoranda, studies, correspondence, and similar records created for and used in the development of successful grant proposals. | 3 years. |  |
| GR1025-08d | GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS | Any records of the type noted in (a) or (b) relating to unsuccessful grant proposals. | AV. |  |
| GR1025-09 | INVESTMENT TRANSACTION RECORDS |  |  |  |
| GR1025-09a | INVESTMENT TRANSACTION RECORDS | Documentation relating to the investment of public funds (e.g., certificates of deposit) that evidences the investment of funds, the performance or return of investments, the cancellation or withdrawal of investments, and similar activity. | FE + 5 years. |  |
| GR1025-09b | INVESTMENT TRANSACTION RECORDS | Documentation related to the calculation of arbitrage rebate amounts, if any, on proceeds from the sale of tax-exempt bonds. | Retirement of the last obligation of the bond issue + 6 years. |  |
| GR1025-10 | CHARGE SCHEDULES/ PRICE LISTS | Schedules of prices charged by a local government for services to the public or other governments, including any documentation used to determine the charges. | US + 3 years. |  |
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| **ACCOUNTING** |
| GR1025-25 | ACCOUNTING POLICIES AND PROCEDURES DOCUMENTATION | Policy and procedure directives and similar records documenting accounting methodology. | US, expired, or discontinued + 5 years. |  |
| GR1025-26 | ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS |  |  |  |
| GR1025-26a | ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS | Claims, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other employment-related expenses. | FE of date of final payment + 5 years for school districts; FE of date of final payment + 3 years for other governments.  | Retention Note: Accounts payable and disbursement records for bond-funded projects must be maintained according to the retention period listed in GR1025-26d. |
| GR1025-26b | ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS | Accounts payable records sufficient to document the purchase costs of capital equipment or other fixed assets.  | FE of date of disposal + 5 years for school districts; FE of date of disposal + 3 years for other governments. |  |
| GR1025-26c | ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS | Reports accompanying the transmittal of funds to federal, state, or other local government agencies (e.g., sales tax to the State Comptroller of Public Accounts); to retirement systems, or to other entities if the funds are collected, in whole or in part, on behalf of other agencies or individuals (e.g., retirement deductions of employees). | FE of period covered by report + 3 years. | Retention Note: For reports accompanying the transmittal of federal and state payroll and unemployment taxes see item number GR1050-53(b). |
| GR1025-26d | ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS | Accounts payable records for bond-funded projects.  | FE of date of last bond payment + 5 years for school districts; FE of date of last bond payment + 3 years for other governments.  |  |
| GR1025-27 | ACCOUNTS RECEIVABLE RECORDS |  |  | Retention Note: For accounts receivable records associated with the collection of property taxes, all local governments, including school districts, should use Local Schedule TX (Records of Property Taxation). |
| GR1025-27a | ACCOUNTS RECEIVABLE RECORDS | Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records (such as returned checks and associated fees) that serve to document money owed to or received by a local government and its collection or receipt. | FE of date of receipt + 5 years for school districts; FE of date of receipt + 3 years for other governments. |  |
| GR1025-27b | ACCOUNTS RECEIVABLE RECORDS | Accounts receivable records documenting the receipt of any monies by any local government that are remittable to the State Comptroller of Public Accounts (e.g., court costs in criminal cases, sales tax). | Remittance due date + 5 years. |  |
| GR1025-27c | ACCOUNTS RECEIVABLE RECORDS | Account card or similar records documenting payments to a local government in which the government holds a property lien until the debt is satisfied (e.g., liens arising from demolition, lot cleaning), including original liens and lien releases. | FE of date of final payment and release of lien + 3 years. |  |
| GR1025-27d | ACCOUNTS RECEIVABLE RECORDS | Account card or similar records relating to the receipt of cash deposits as sureties for the delivery of services (e.g., water and wastewater). | FE of termination of service or refund of deposit + 3 years. |  |
| GR1025-27e | ACCOUNTS RECEIVABLE RECORDS | Records of accounts deemed uncollectable, including write-off authorizations. | FE of write-off date + 5 years for school districts; FE of write-off date + 3 years for other governments. |  |
| GR1025-28 | BANKING RECORDS | Bank statements, credit card statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, monetary transport records (including armored car pickup logs) etc. | FE + 5 years. |  |
| GR1025-29 | COST ALLOCATION AND DISTRIBUTION RECORDS | Records created to document the allocation of costs among accounts and funds of a local government, including records relating to chargebacks and other interdepartmental or interfund accounting transactions. | FE + 5 years for school districts; FE + 3 years for other governments. | Retention Note: If any of the records in this group are used as ledger and journal entry documentation, they must be retained for FE + 5 years (see item number GR1025-30) by all local governments. |
| GR1025-30 | LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION |  |  | Retention Note: Be certain to verify before the disposal of any ledger or journal under this item number that the ledger or journal does not serve to document financial activities that require a longer retention period (e.g. investment documentation of proceeds of tax exempt bonds under item number GR1025-09). |
| GR1025-30a | LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION | General ledger showing receipts and expenditures from all accounts and funds of a local government.(1) For fiscal years for which an annual financial audit report (see item number GR1025-01) exists.(2) For fiscal years for which an annual financial audit report (see item number GR1025-01) does not exist. | FE + 5 years.PERMANENT. | Retention Note: Review before disposal; some ledgers may merit PERMANENT retention for historical reasons. |
| GR1025-30b | LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION | Subsidiary ledgers. | FE + 5 years. | Retention Note: Review before disposal; some ledgers may merit PERMANENT retention for historical reasons. |
| GR1025-30c | LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION | Receipt, disbursement, general, or subsidiary journals. | FE + 5 years. | Retention Note: Review before disposal; some journals may merit PERMANENT retention for historical reasons. |
| GR1025-30d | LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION | Journal vouchers and entries or similar posting control forms (including supporting documentation such as correspondence and auditor adjustments that evidence journal entries and amendments). | FE + 5 years. | Retention Note: If bill stubs (see item number GR1025-27a) are used as entry documentation for account journals, they must be retained by all local governments for FE + 5 years rather than the FE + 3 year retention period for accounts receivable records. |
| GR1025-30e | LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION | Perpetual care fund registers of government-owned cemeteries. | PERMANENT. | By law - Health and Safety Code, Section 713.005(a). |
| GR1025-31 | TRANSACTION SUMMARIES | Periodic summaries or reports of accounting transactions or activity by department, budget code, program, account, fund, or type of activity, including trial balances, unless the summary is of a type noted elsewhere in this part. |  |  |
| GR1025-31a | TRANSACTION SUMMARIES | Daily.  | 30 days.  |  |
| GR1025-31b | TRANSACTION SUMMARIES | Weekly.  | 90 days. |  |
| GR1025-31c | TRANSACTION SUMMARIES | Monthly, bimonthly, quarterly, or semi-annual. | 2 years. |  |
| GR1025-31d | TRANSACTION SUMMARIES | Annual.  | FE + 5 years for school districts; FE + 3 years for other governments. | Retention Note: If an annual trial balance is not maintained, then the least frequent sub-yearly trial balance must be retained for FE + 5 years by school districts and FE + 3 years by all other local governments. |
| GR1025-32 | UNCLAIMED PROPERTY DOCUMENTATION | Any form of record sufficient to verify information on unclaimed property previously reported to the State Treasurer showing the name and last known address of the apparent owner of reportable unclaimed property, a brief description of the property, and the balance of each unclaimed account, if appropriate. | Date on which property is reportable + 10 years. | By law - Property Code, Section 74.103(b). |
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| **PERSONNEL & PAYROLL RECORDS** |
| **Personnel records** |
| GR1050-01 | AFFIRMATIVE ACTION PLANS |  |  |  |
| GR1050-01a | AFFIRMATIVE ACTION PLANS | Reports, analyses, and statistical data compiled from source documentation used to develop, implement, and monitor affirmative action plans. | 5 years. | By regulation - 29 CFR 30.8(e). |
| GR1050-01b | AFFIRMATIVE ACTION PLANS | Affirmative action plans. | US + 5 years. | By regulation - 29 CFR 30.8(e). |
| GR1050-02 | APTITUDE AND SKILLS TEST RECORDS | Records relating to aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer, including civil service examinations. |  |  |
| GR1050-02a | APTITUDE AND SKILLS TEST RECORDS | Validation studies. | Life of test + 2 years. |  |
| GR1050-02b | APTITUDE AND SKILLS TEST RECORDS | Tests. | US + 2 years. | By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.Retention Note: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated. |
| GR1050-02c | APTITUDE AND SKILLS TEST RECORDS | Test papers or results of persons taking tests. | Date of creation or personnel action involved, whichever later, + 2 years. | By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. |
| GR1050-02d | APTITUDE AND SKILLS TEST RECORDS | Records, other than those noted (a)-(c), relating to the planning and administration of tests. | 3 years. |  |
| GR1050-03 | AWARDS AND COMMENDATIONS | Individual award, honor, or commendation bestowed on an employee. | Date of separation + 5 years. | Retention Notes: a) For administrative records of awarding committees, see item number GR1050-09.b) Refer to Retention Note (f) on page 1 of this schedule for awards bestowed on certain Sheriff’s office employees. |
| GR1050-04 | CERTIFICATES AND LICENSES | Certificates, licenses, or permits required of employees to qualify for or remain eligible to hold a position requiring certification or licensing. | US or separation of employee + 5 years. | Retention Note: If the submission of copies of certificates, licenses, or permits is required of all applicants for a position, those of applicants not hired must be retained for 2 years under item number GR1050-14. |
| GR1050-05 | CONFLICT OF INTEREST AFFIDAVITS |  | 5 years after leaving position for which the affidavit was filed. |  |
| GR1050-06 | COUNSELING PROGRAM RECORDS |  |  |  |
| GR1050-06a | COUNSELING PROGRAM RECORDS | Reports of interviews, analyses, and similar records relating to the counseling of an employee for work-related, personal, or substance abuse problems, including any warnings associated with the counseling. Usually maintained at the supervisory level or by human resources departments. | 3 years after termination of counseling. | Retention Note: For records retained by professional therapists; refer to Local Schedule HR for patient records. |
| GR1050-06b | COUNSELING PROGRAM RECORDS | Records relating to the planning, coordination, implementation, direction, and evaluation of an employee counseling program. | 3 years. |  |
| GR1050-07 | DISCIPLINARY AND ADVERSE ACTION RECORDS | Records created by civil service boards or by personnel or supervisory officers in considering, or reconsidering on appeal, an adverse action (e.g., demotion, probation, termination, suspension, leave without pay) against an employee, including, as applicable, witness and employee statements, interview reports, exhibits, reports of findings, and decisions and judgments.(1) All employees of sheriff’s departments in counties with a population of 3.3 million or more.(2) Police and fire department personnel in municipalities with a population of 10,000 or more that have established civil service boards under Local Government Code, Chapter 143.(3) All other local government employees. | PERMANENT.PERMANENT.2 years after case closed or action taken, as applicable. | Retention Note: Refer to Retention Note (f) on page 1 of this schedule for disciplinary records of certain Sheriff’s office employees.By law – Local Government Code, Section 157.904.By law – Local Government Code, Section 143.011(c).By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. |
| GR1050-08 | EMPLOYEE PENSION AND BENEFITS RECORDS |  |  | For records of pension and deferred compensation deductions from payroll see GR1050-52(b). |
| GR1050-08a | EMPLOYEE PENSION AND BENEFITS RECORDS | Employee benefit plans such as pension; life, health, and disability insurance; seniority and merit systems; and deferred compensation plans, including amendments. | Termination of plan + 1 year. | By regulation - 29 CFR 1627.3(b)(2).Retention Note: If the plan or system is not in writing, a memorandum fully outlining the terms of the plan or system and the manner in which it has been communicated to affected employees, together with notations relating to any revisions, must be retained for the same period as written plans. |
| GR1050-08b | EMPLOYEE PENSION AND BENEFITS RECORDS | Enrollment forms providing personal identifying data, beneficiary information, option selection, acknowledgement forms, and similar information.(1) If the official record is maintained by the retirement system of which the local government is a member or by the service provider.(2) If the official record is maintained by the local government. (A) Pension and deferred compensation.   (B) Life, health, accidental death, and  disability insurance.  (C) Any benefit other than those noted  in (A) or (B). | AV.Date of separation + 75 years.Termination of coverage + 4 years.US or separation + 2 years, as applicable. | Retention Note: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number GR1050-50. |
| GR1050-08c | EMPLOYEE PENSION AND BENEFITS RECORDS | Annual reports from a pension system or fund.  | PERMANENT. |  |
| GR1050-09 | EMPLOYEE RECOGNITION RECORDS | Award committee reports, selection criteria, nominations, and similar administrative records of employee award or incentive programs. | 2 years. | Retention Note: For records of an award/commendation given to an individual employee, see item number GR1050-03. |
| GR1050-10 | EMPLOYEE SECURITY RECORDS |  |  |  |
| GR1050-10a | EMPLOYEE SECURITY RECORDS | Records created to control and monitor the issuance of keys, identification cards, passes, or similar instruments of identification and access. | US, date of expiration, or date of separation + 2 years, as applicable. |  |
| GR1050-10b | EMPLOYEE SECURITY RECORDS | Records relating to the issuance of parking permits. | US.  |  |
| GR1050-11 | EMPLOYEE SELECTION RECORDS | Notes of interviews with candidates; audio and videotapes of job interviews; applicant rosters; eligibility lists; test ranking sheets; justification statements for violating eligibility or ranking sequence; and previous injury checks; offers of employment letters; and similar records documenting the filling of a vacant position. | 2 years from the creation (or receipt) of the record or the personnel action involved, whichever later. | By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.Retention Note: See GR1050-36 for background and criminal history checks. |
| GR1050-12 | EMPLOYEE SERVICE RECORDS | Summary employment history record for each employee maintained on one or more forms, containing the following minimum information: name; sex; date of birth; social security number; positions held with dates of hire, promotion, transfer, or demotion; dates of leaves of absence or suspension that affect computation of length of service; wage or salary rate for each position held, including step or merit increases within grades; most recent public access option form; and date of separation. | Date of separation + 75 years. | For other information on employees that must also be retained either as part of this record or in another form, see item numbers GR1050-52(b) and GR1050-54(a).Retention Notes: a) This schedule does not require the creation of an employee service record of the type described, but the creation of the record is strongly recommended to allow frequent disposal of documents from which information has been summarized. If an employee service record is not maintained, documents (e.g., employment applications, personnel action forms) containing the prescribed information must be retained date of separation + 75 years. More than one document providing the same element of required information need not be retained.b) The Teacher Service Record (Texas Education Agency Form FIN-115 or its equivalent), containing information required by statute or regulation, shall be considered an employee service record of the type described and must be retained date of separation + 75 years. c) Salary or wage data on an employee service record may be indicated by grade and step numbers if all corresponding wage rate tables (see item number GR1050-59) applicable to a person’s employment history are retained date of separation + 75 years. |
| GR1050-13 | EMPLOYMENT ADVERTISEMENTS OR ANNOUNCEMENTS | Advertisements or postings relating to job openings, promotions, training programs, or overtime opportunities, including jobs orders submitted to employment agencies. | 2 years.  | By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. |
| GR1050-14 | EMPLOYMENT APPLICATIONS |  |  |  |
| GR1050-14a | EMPLOYMENT APPLICATIONS | Applications, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions (both hired and not hired) or for promotion, transfer, or training opportunity (both selected and not selected) is required on the application form, by application procedures, or in the employment advertisement. | 2 years from the creation (or receipt) of the record or the personnel action involved, whichever later. | By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. |
| GR1050-14b | EMPLOYMENT APPLICATIONS | Samples of publications, artwork, or other products of prior achievement not returned to applicants. | AV. |  |
| GR1050-14c | EMPLOYMENT APPLICATIONS | Transcripts of persons hiredif state or federal law or regulation mandates a level of education needed to qualify for employment (e.g., school district professional and paraprofessional personnel). See also item number GR1050-28(a). | Date of separation + 5 years. | Retention Note: If applicant screening or hiring decisions are based on resumés, with only successful or interviewed candidates completing employment applications, then resumés of persons not hired must be kept for the same period as employment applications. If resumés are supplemental to employment application forms, they need only be retained as long as administratively valuable. |
| GR1050-15 | EMPLOYMENT CONTRACT/COLLECTIVE BARGAINING RECORDS |  |  |  |
| GR1050-15a | EMPLOYMENT CONTRACT/COLLECTIVE BARGAINING RECORDS | Contracts and agreements, including collective bargaining agreements, between a local government and an employee or a group of employees, including written acceptances of such contracts. | Last effective date of contract + 4 years. |  |
| GR1050-15b | EMPLOYMENT CONTRACT/COLLECTIVE BARGAINING RECORDS | Records relating to the negotiation of collective bargaining agreements or similar group contracts, including reports; correspondence; mediation or arbitration agreements; the proceedings, findings, and awards of arbitration boards; and similar records. | Last effective date of contract + 4 years or, if no agreement or contract results, 4 years. |  |
| GR1050-16 | EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS |  |  |  |
| GR1050-16a | EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS | Reports, analyses, or statistical data compiled from source documentation used to complete EEO reports. | 3 years. | By regulation - 29 CFR 1602.30, 1602.39, and 1602.48. |
| GR1050-16b | EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS | EEO-1, EEO-4, EEO-5, and EEO-6 reports. | 3 years. | By regulation - 29 CFR 1602.32, 1602.41, and 1602.50. |
| GR1050-16c | EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS | Case files relating to discrimination complaints, including complaints, legal and investigative documents, exhibits, related correspondence, withdrawal notices, and decisions or judgments. | Resolution of case + 3 years. |  |
| GR1050-17 | EQUAL PAY RECORDS | Reports, studies, aggregated or summarized data, and similar documentation compiled to monitor and demonstrate compliance with the Equal Pay Act. | 2 years. | By regulation - 29 CFR 1620.32(c). |
| GR1050-18 | FIDELITY BONDS |  | Effective life of bond + 5 years. | Retention Note: Does not include the Official Bond Record maintained by county clerks, which must be retained PERMANENTLY. |
| GR1050-19 | FINGERPRINT CARDS |  | Date of separation + 5 years. | Retention Note: If fingerprint cards are created for all applicants for a position, those of persons not hired must be retained 2 years under item number GR1050-14. |
| GR1050-20 | GRIEVANCE RECORDS | Records relating to the review of employee grievances against personnel policies, working conditions, etc. | Final decision on the grievance + 2 years. | Retention Note: Do not confuse these records with those involving EEO complaints [see item number GR1050-16(c)]. |
| GR1050-21 | JOB EVALUATIONS | Job evaluations, performance appraisals, or other similar documents used to evaluate the performance of employees. | US + 2 years or date of separation + 2 years, whichever sooner. | By regulation – 29 CFR 1620.32(c). Retention Notes: a) Refer to SD3575-05 pertaining to evaluations on school teachers. b) Refer to Retention Note (f) on page 1 of this schedule for evaluations of certain Sheriff’s office employees. |
| GR1050-22 | MEDICAL AND EXPOSURE REPORTS |  |  |  |
| GR1050-22a | MEDICAL AND EXPOSURE REPORTS | Health, physical or psychological examination reports or certificates of all job applicants if physical or psychological condition is a factor in hiring decisions, including the promotion, transfer, or selection for training of current personnel. | 2 years from the date of creation or personnel action involved, whichever is later. | By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. |
| GR1050-22b | MEDICAL AND EXPOSURE REPORTS | Health or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.(1) For employees exposed in the course of their work to toxic substances, harmful physical agents, or bloodborne pathogens.(2) For all other employees. | Date of separation + 30 years.US + 2 years. | By regulation - 29 CFR 1910.1020(d)(1)(i)-(iii). |
| GR1050-22c | MEDICAL AND EXPOSURE REPORTS | Environmental, biological, and material safety monitoring reports concerning toxic substances and harmful physical agents in the workplace, including analyses derived from such reports. | 30 years. | By regulation - 29 CFR 1910.1020(d)(1)(ii). See Local Schedule PW 5450-01 for Asbestos Management Records. |
| GR1050-22d | MEDICAL AND EXPOSURE REPORTS | Records of controlled substances and alcohol use and testing.(1) Records of driver alcohol test results indicating an alcohol concentration of 0.02 or greater; records of driver verified positive controlled substances test results; documentation of refusals to take required alcohol and/or controlled substances tests; driver evaluation and referrals; calibration documentation; records related to the administration of the alcohol and controlled substances testing programs; copy of each annual calendar year summary required by 49 CFR 382.403.(2) Records related to the alcohol and controlled substances collection process.(3) Records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02. | 5 years.2 years.1 year. | By regulation – 49 CFR 382.403. |
| GR1050-23 | OATHS OF OFFICE | Any oaths or affirmations required of local government employees or officers. Includes the Statement of Elected Officer (Secretary of State Form 2201). | US + 5 years or 5 years after leaving position for which oath required, whichever is applicable. |  |
| GR1050-24 | PERSONNEL ACTION OR INFORMATION NOTICES | Documents used by personnel officers to create or change information in the personnel records of individual employees concerning hiring, termination, transfer, pay grade, position or job title, leaves of absence, name changes, and similar personnel actions except those noted elsewhere in this part. | 2 years from the date of creation or the personnel action involved, whichever is later. | By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. |
| GR1050-25 | PERSONNEL STUDIES AND SURVEYS | Studies, statistical reports, surveys, cost analyses and projections, and similar records, exceptthose noted elsewhere in this part*,* on any aspect of the personnel management or administration of a local government. | 3 years. | Retention Note: Review before disposal; some documents may merit PERMANENT retention for historical reasons. |
| GR1050-26 | POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS |  |  |  |
| GR1050-26a | POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS | Job descriptions, including any associated task or skill statements. Also includes documentation concerning the development and analysis of job descriptions and classification systems, including survey, review and audit reports; classification standards and guidelines; selection criteria; determination of classification appeals; etc. | US or position abolished + 4 years. | By regulation - 40 TAC 815.106(i). |
| GR1050-26b | POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS | Position staffing and vacancy reports. | US. |  |
| GR1050-26c | POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS | Personnel requisitions. | 2 years. |  |
| GR1050-27 | REDUCTION IN FORCE PLANS  | Reduction in force plans and any related documentation.  | US, or if implemented, 2 years from date of last reduction in force action under the plan. |  |
| GR1050-28 | TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS |  |  | For other records relating to aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer see item number GR1050-02. |
| GR1050-28a | TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS | Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee if such training or testing is required for the position held or if the educational or skill attainment or enhancement affects or could affect career advancement in the local government or, in the case of licensed or certified personnel (e.g., school professionals, firefighters, police officers, health care professionals), in other governments or the private sector. | Date of separation + 5 years. | Retention Note: If information concerning training or testing (e.g., test scores) is transferred to an Employee Service Record (item number GR1050-12), the document from which the information is taken need be retained for only 2 years. |
| GR1050-28b | TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS | Records documenting the planning, development, implementation, administration and evaluation of in-house training programs. |  2 years. |  |
| GR1050-28c | TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS | Training manuals, syllabuses, course outlines, and similar training aids used in in-house training programs. | US, expired, or discontinued + 2 years. |  |
| GR1050-28d | TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS | Skill or achievement measurement records of a training group or class as a whole (e.g., rosters with scores). | 2 years. | Retention Note: If the only information documenting the in-house training of an employee of the types described in (a) is contained in the measurement records of a group or class as a whole, the group records must be retained for the date of separation + 5 years for all employees included in the group records. |
| GR1050-29 | UNEMPLOYMENT COMPENSATION CLAIMS RECORDS | Unemployment claims, pertinent correspondence, and similar records documenting unemployment compensation cases. | After closed + 5 years. |  |
| GR1050-30 | VERIFICATIONS OF EMPLOYMENT ELIGIBILITY ( Form I-9) |  | 3 years from hire or 1 year after separation, whichever later. | By regulation - 8 CFR 274a.2(b)(2)(i)(A) and (c)(2)Retention Note: If a former employee is rehired and a Form I-9 is still on file for the employee, the 3-year retention period dates from date of first hire. |
| GR1050-31 | WORK SCHEDULES | Work, duty, shift, crew, case schedules, rosters, or assignments exceptwork schedules includable in item number GR1050-56. | 1 year.  |  |
| GR1050-32 | WORKERS COMPENSATION CLAIM RECORDS | Records of accidents to or job-related illnesses of employees. |  | Retention Note: Refer to GR1050-22b(1) for any medical or exposure records created or collected. |
| GR1050-32a | WORKERS COMPENSATION CLAIM RECORDS | Initial and supplemental incident forms, reports, or logs. | CE + 5 years. | By regulation - 29 CFR 1904.33. Retention Note: If a claim is filed as a result of the accident or illness any forms or reports related to the incident must be retained under GR1050-32b. |
| GR1050-32b | WORKERS COMPENSATION CLAIM RECORDS | Records of workers compensation claims filed by employees, including any reports or investigations used to determine eligibility.(1) If the local government is self-insured.(2) If the local government is not self-insured. | CE of closure of claim + 50 years.CE + 5 years. |  |
| GR1050-33 | FINANCIAL DISCLOSURE STATEMENTS | Financial disclosure statements of officers and/or employees of a local government required by Local Government Code Section 145.007(c) or 159.007(c). | Date of separation + 2 years. | By law – Local Government Code, Section 145.007(c); 159.007(c).Retention Notes: a) For campaign contribution and expenditure statements see item number EL3125-01 in Local Schedule EL (Records of Elections and Voter Registration).b) See item number EL3125-04 for financial disclosure statements of local government candidates. |
| GR1050-34 | PUBLIC ACCESS OPTION FORMS | Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024. | US. | Retention Note: The last public access option form completed by an employee prior to termination of employment must be retained as part of the Employee Service Record (see record number GR1050-12 in this schedule). |
| GR1050-35 | EMPLOYEE EXIT INTERVIEWS | Records of interviews and other supporting documentation conducted at time of employee termination. | Date of separation + 2 years. |  |
| GR1050-36 | CRIMINAL HISTORY CHECKS | Used for condition of or in conjunction with employment application. | End of employee’s probationary period or after immediate purpose has been fulfilled, as applicable. | By law - Government Code, Chapter 411 Subchapter F for certain education institutions and fire departments, and by authority of this schedule for all other local governments.Retention Note: A local government that is authorized to obtain criminal history recorded information from the Texas Department of Public Safety must refer to Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information. |
| GR1050-37 | EMPLOYEE ACKNOWLEDGEMENT FORMS | Employee acknowledgement forms or other documentation that show proof of receipt and awareness of local government policies and procedures. | US or date of separation +2 years, as applicable. | Retention Note: See item number GR1050-08b for acknowledgement forms of pension and deferred compensation policies and procedures. |
| GR1050-38 | UNSOLICITED RÉSUMÉS  | Unsolicited résumés received by local governments not used in the employment selection process. | AV. | Retention Note: See item number GR1050-14 for résumés, whether solicited or unsolicited, that are used in any way in the employment selection process. |
| GR1050-39 | VOLUNTEER SERVICE FILES | Information about individual volunteers and duties they perform. | US or date of separation + 3 years. |  |
| GR1050-40 | APPLICATIONS FOR PERMANENT EMPLOYMENT CERTIFICATION (ETA Form 9089) | Includes applications and supporting documentation, including employment applications, summaries of recruitment efforts, job postings, newspaper advertisements, job orders with the Texas Workforce Commission, and correspondence with the U.S. Department of Labor and attorneys. | Date of filing of application + 5 years. |  |
| GR1050-41 | OUTSIDE/SECONDARY EMPLOYMENT AUTHORIZATIONS | Personnel forms requesting permission to perform at a job outside of the local government. | Date of separation or until superseded + 2 years, as applicable. |  |
| GR1050-42 | LICENSE AND DRIVING RECORD CHECKS |  | US or date of separation. | Retention Note: See item number SD3500-03c for driving record checks of school bus drivers. |
| GR1050-43 | LABOR STATISTICS REPORTS | Reports providing statistical information on labor force. | 3 years. |  |
| GR1050-44 | AMERICANS WITH DISABILITIES ACT (ADA) DOCUMENTATION | Self evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act. | 3 years. | By regulation - 28 CFR 35.105(c). |
|  |  |  |  |  |
| **PAYROLL RECORDS** |
| GR1050-50 | DEDUCTION AUTHORIZATIONS | Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including orders of garnishment or other court-ordered attachments. | 4 years after separation or 4 years after amendment, expiration, or termination of authorization, whichever sooner. |  |
| GR1050-51 | DIRECT DEPOSIT APPLICATIONS/ AUTHORIZATIONS |  | US or date of separation, as applicable. |  |
| GR1050-52 | EARNINGS AND DEDUCTION RECORDS |  |  |  |
| GR1050-52a | EARNINGS AND DEDUCTION RECORDS | A record containing the following payroll information on each employee: name, last known address and social security number, amount of wages paid to the employee for each payroll period, including all deductions, and date of payment. | Retention of any one of the following records for 5 years by school districts or 4 years by other local governments will satisfy the retention requirement:1) Individual employee earnings card or record that shows earnings and deductions for each pay period.2) Master payroll register which shows earnings and deductions for each pay period. | By regulation - 20 CFR 404.1225(b) (3) and 40 TAC 815.106(i). |
| GR1050-52b | EARNINGS AND DEDUCTION RECORDS | A record containing the following minimum pension and deferred compensation information on each employee: name, date of birth, social security number, and amount of pension and deferred compensation deductions. | The retention of any one of the following for date of separation + 75 years will satisfy the retention requirement:1) Individual employee earnings card or record as in (a)(1).2) Employee Service Record (see item number GR1050-12) if it contains the prescribed pension and deferred compensation deduction data. 3) Master payroll register, or the final year-to-date register of each calendar year, if the register shows all persons employed during the year from whose wages, pension, and deferred compensation deductions were made. |  |
| GR1050-52b(continued) | EARNINGS AND DEDUCTION RECORDS |  | 4) Pension and deferred compensation deduction register, or the final year-to-date pension deduction register of each calendar year, if the register lists all persons employed during the year from whose wages pension and deferred compensation deductions were made.5) Copies of annual or other periodic statements furnished to each employee detailing the deductions and contributions to a pension or deferred compensation plan during the past year or period. |  |
| GR1050-52c | EARNINGS AND DEDUCTION RECORDS | Master payroll register, including year-to-date registers, if not used to satisfy either of the retention requirements set in (a) or (b). | FE + 5 years for school districts; FE + 3 years for other governments. |  |
| GR1050-52d | EARNINGS AND DEDUCTION RECORDS | Subsidiary payroll registers, if not used to satisfy either of the retention requirements set in (a) or (b).(1) If data contained in the subsidiary payroll register is not contained in the master payroll register.(2) If data contained in the subsidiary payroll register iscontained in the master payroll register. | FE + 5 years for school districts; FE + 3 years for other governments.AV. |  |
| GR1050-52e | EARNINGS AND DEDUCTION RECORDS | Copies of annual or other periodic statements furnished to each employee detailing the deductions and contributions to a pension or deferred compensation plan during the past year or period, if not used to satisfy the retention requirement set in (b).  | 2 years. |  |
| GR1050-52f | EARNINGS AND DEDUCTION RECORDS | Payroll adjustment records, including transaction registers, authorizations, and similar records authorizing and detailing adjustments to payroll records because of overpayment, underpayment, etc. | FE + 5 years for school districts; FE + 3 years for other governments. |  |
| GR1050-53 | FEDERAL AND STATE TAX FORMS AND REPORTS |  |  |  |
| GR1050-53a | FEDERAL AND STATE TAX FORMS AND REPORTS | Forms used to determine withholding from wages and salaries for payroll tax purposes (W-4 Forms).  | 4 years after separation or 4 years after form amended, whichever sooner. | By regulation - 20 CFR 404.1225(b) (3), 26 CFR 31.6001-1(e) (2) for federal forms and by authority of this schedule for any state forms. |
| GR1050-53b | FEDERAL AND STATE TAX FORMS AND REPORTS | Forms and reports used to report the collection, distribution, deposit, and transmittal of payroll or unemployment taxes (W-2, 1099). | 4 years after tax due date or date tax paid, whichever later. | By regulation - 20 CFR 404.1225(b) (3), 26 CFR 31.6001-1(e) (2) for federal forms and by authority of this schedule for state forms. |
| GR1050-54 | LEAVE RECORDS |  |  |  |
| GR1050-54a | LEAVE RECORDS | A record containing a record of the unused accumulated sick leave of each employee if(1) all or a percentage of accumulated sick leave is used to calculate length of service and/or (2) accumulated sick leave is creditable to an employee if rehired. | The retention of any one of the following for date of separation + 75 years will satisfy the retention requirement:1) Individual employee earnings card or record as described in item number GR1050-52a if it also contains accumulated sick leave data. 2) Employee Service Record (see item number GR1050-12) if it contains the accumulated sick leave data prescribed.3) Copy of the final time summary or leave status report, as noted in (d), of each separated employee. |  |
| GR1050-54b | LEAVE RECORDS | Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), and other types of authorized leave, and supporting documentation. | FE + 5 years for school districts; FE + 3 years for other governments. | By regulation – 29 CFR 825.500. |
| GR1050-54c | LEAVE RECORDS | Leave or hours-to-date registers. | FE + 5 years for school districts; FE + 3 years for other governments. |  |
| GR1050-54d | LEAVE RECORDS | Copies of periodic time summary or leave status reports furnished to each employee containing information on vacation, sick, compensatory, or other leave earned and used, including the final report of separated employees if they are not used to satisfy the retention requirement set in (a). | 2 years. |  |
| GR1050-55 | PAYROLL ACTION OR INFORMATION NOTICES | Documents used by payroll officers to create or change information in the payroll records of individual employees exceptdeduction authorizations (see item number GR1050-50) and federal tax forms [see item number GR1050-53(a)]. |  |  |
| GR1050-55a | PAYROLL ACTION OR INFORMATION NOTICES | Documents concerning hiring, termination, transfer, pay grade, position or job title, name changes, etc. | 2 years from the date of creation or personnel action involved, whichever is later. | By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. Retention Note: Refer to GR1050-12 in this schedule as some information must be kept in Employee Service Record. |
| GR1050-55b | PAYROLL ACTION OR INFORMATION NOTICES | Documents concerning adjustments to payroll and leave status. | FE + 3 years. | Retention Note: Refer to GR1050-12 in this schedule as some information must be kept in Employee Service Record. |
| GR1050-56 | TIME AND ATTENDANCE REPORTS | Time cards or sheets, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules. | 4 years. | By regulation - 40 TAC 815.106(i). |
| GR1050-57 | TIME CHANGE RECORDS | Requests and authorizations for overtime, time trading, and other actions that affect normal work time exceptleave requests [see item number GR1050-54(c)]. | 2 years. |  |
| GR1050-58 | REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS TO ENGAGE IN  | Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other *bona fide* work-related activities in which the expenses of an employee are defrayed or reimbursed. | FE + 5 years for school districts; FE + 3 years for other governments. |  |
| GR1050-59 | WAGE AND SALARY RATE TABLES |  |  |  |
| GR1050-59a | WAGE AND SALARY RATE TABLES | If wage or salary rate for each position listed on an Employee Service Record (see item number GR1050-12) is expressed in dollars. | 2 years after last effective date. | By regulation - 29 CFR 516.6(a)(2). |
| GR1050-59b | WAGE AND SALARY RATE TABLES | If wage or salary rate for each position listed on an Employee Service Record (see item number GR1050-12) is indicated by grade or step number only. | Date of separation + 75 years. |  |
| **SUPPORT SERVICES RECORDS** |
| **PURCHASING RECORDS** |
| GR1075-01 | BIDS AND BID DOCUMENTATION |  |  |  |
| GR1075-01a | BIDS AND BID DOCUMENTATION | Successful bids and requests for proposals, including invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation. | FE of award + 5 years for school districts; FE + 3 years for other governments. | Retention Note: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. See item number GR1000-25. |
| GR1075-01b | BIDS AND BID DOCUMENTATION | Unsuccessful bids. | 2 years. |  |
| GR1075-01c | BIDS AND BID DOCUMENTATION | Requests for informal bid estimates, quotes, or responses from providers for the procurement of goods or services for which state law or local policy does not require the formal letting of bids. | 1 year. |  |
| GR1075-01d | BIDS AND BID DOCUMENTATION | Requests for information (RFI) preliminary to the procurement of goods or services by direct purchase or bid. | AV after date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable. |  |
| GR1075-02 | PARTS AND SUPPLIES INVENTORY RECORDS  | Inventories of parts and supplies.  | 1 year.  |  |
| GR1075-03 | PURCHASE ORDER AND RECEIPT RECORDS |  |  |  |
| GR1075-03a | PURCHASE ORDER AND RECEIPT RECORDS | Purchase orders, requisitions, and receiving reports. | FE + 5 years for school districts; FE + 3 years for other governments. |  |
| GR1075-03b | PURCHASE ORDER AND RECEIPT RECORDS | Purchasing log, register, or similar record providing a chronological record of purchase orders issued, orders received, and similar data on procurement status. | FE + 3 years. |  |
| GR1075-03c | PURCHASE ORDER AND RECEIPT RECORDS | Packing slips and order acknowledgments. | AV. |  |
| GR1075-03d | PURCHASE ORDER AND RECEIPT RECORDS | Vendor and commodity lists. | US. |  |
| GR1075-04 | W-9 FORM - REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (TIN) AND CERTIFICATION | W-9 IRS Form used to request a taxpayer identification number (TIN) for reporting information to IRS. This includes W-9 forms received by local governments from vendors.  | Date account is opened or date instrument purchased + 3 years.  | By regulation - 26 CFR 31.3406(h)-3(g). |
| **FACILITY, VEHICLE, & EQUIPMENT MANAGEMENT** |
| GR1075-15 | ACCIDENT AND DAMAGE REPORTS (PROPERTY) | Reports of accidents or damage to facilities, vehicles, or equipment ifno personal injury is involved. | 3 years. | Retention Note: For accident reports involving personal injury see item numbers GR1000-20 and GR1050-32. |
| GR1075-16 | CONSTRUCTION PROJECT RECORDS |  |  |  |
| GR1075-16a | CONSTRUCTION PROJECT RECORDS | Records concerning the planning, design, construction, conversion, or modernization of local government-owned facilities, structures, infrastructure (i.e. electrical lines, underground water lines), and systems, including feasibility, screening, and implementation studies; topographical and soil surveys and reports; architectural and engineering drawings, elevations, profiles, blueprints, and as-builts; inspection and investigative reports; laboratory test reports; environmental impact statements; construction contracts and bonds; correspondence; and similar documentation except as described in (b), (c) or (d). | LA + 10 years.  | Retention Notes: a) Review before disposal; some records may merit PERMANENT retention for historical reasons. b) If a structure, facility, or system is sold or transferred to another person or entity, the local government must retain the original records relating to its construction to fulfill retention requirements. Copies of the records may be given to the person or entity to which the structure, facility, or system is sold or transferred.c) Records of the types described relating to places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY. |
|  GR1075-16b | CONSTRUCTION PROJECT RECORDS | Records of the types described in GR1075-16a relating to the construction of prefabricated storage sheds, bus shelters, parking lot kiosks, non-structural recreational facilities such as baseball diamonds and tennis courts, and similar structures and facilities. | Completion of the project + 10 years. | Retention Notes: a) Review before disposal; some records may merit PERMANENT retention for historical reasons. Records relating to construction of some of the described structures will have historical value if they are closely associated with a major structure as described in GR1075-16a. For example, records relating to the construction of gazebos, fountains, walls, or statuary located on the grounds of a county courthouse are part of the landscape of the courthouse and its grounds and should be retained PERMANENTLY.b) Records of the types described relating to places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY.c) If the construction of a structure described in GR1075-16b includes infrastructure (i.e. electrical lines, underground water lines, etc.), records of the infrastructure must be maintained Life of Asset + 10 years.  |
| GR1075-16c | CONSTRUCTION PROJECT RECORDS | Records relating to construction projects described in GR1075-16a and GR1075-16b, that are transitory or of ephemeral relevance, and are not required for maintaining, modifying, and repurposing the building or structure. Records may include, but are not limited to, records of architectural and engineering draft design plans and specifications that precede the signed and sealed versions, , delivery tickets for expendable products, daily work reports, etc. | 5 years. | Retention Note: Records of the types described relating to places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY. |
| GR1075-16d | CONSTRUCTION PROJECT RECORDS | Line Locate Requests, Call Before You Dig records, or other similar records documenting requests for information regarding locations of the underground cable or utility lines. | Completion of project requiring the locate request + 2 years. | Retention note: If damage to utility lines becomes subject to litigation, the locate records must be retained in accordance with GR1000-31 (Litigation Case Files). |
| GR1075-17 | LOST AND STOLEN PROPERTY REPORTS |  | FE + 3 years. |  |
| GR1075-18 | MAINTENANCE, REPAIR, AND INSPECTION RECORDS | Records documenting the maintenance, repair, and inspection of facilities, vehicles, and equipment. |  | Retention Note: This record group schedules records of maintenance and repair to general-purpose vehicles, office equipment, and office facilities. For retention requirements for the maintenance and repair of specialized vehicles (e.g., police cars, fire trucks, school buses), equipment (e.g., airport runway beacons, traffic lights), or facilities (e.g., wastewater treatment plants) see other commission schedules. |
| GR1075-18a | MAINTENANCE, REPAIR, AND INSPECTION RECORDS | Vehicles and equipment.(1) Routine inspection records.(2) Maintenance and repair records. | 1 year.Life of asset. | Retention Note: If a vehicle is salvaged as the result of an accident, the maintenance and repair records for the vehicle must be retained for date of salvage + 1 year. |
| GR1075-18b | MAINTENANCE, REPAIR, AND INSPECTION RECORDS | Facilities.(1) Routine cleaning, janitorial, and inspection work. (2) All other facility maintenance, repair and inspection records (including those relating to plumbing, electrical, fire suppression, and other infrastructural systems).  | 1 year.5 years. | Retention Note: Records of the types described relating to government-owned structures or places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY. |
| GR1075-19 | SERVICE REQUESTS/WORK ORDERS | Requests or work order for repairs or maintenance to facilities, vehicles, or equipment. | 2 years. | Retention Note: If work orders serve as the only form of record documenting repairs to vehicles or equipment [see item number GR1075-18(a)] they must be retained for the life of the vehicle or equipment. |
| GR1075-20 | USAGE REPORTS | Reports of usage of facilities, vehicles, and equipment. |  |  |
| GR1075-20a | USAGE REPORTS | Any type of usage report (e.g., mileage, fuel consumption, copies run) if such reports are the basis for allocating costs, for determining payment under rental or lease agreements, etc. | FE + 5 years for school districts; FE + 3 years for other governments. |  |
| GR1075-20b | USAGE REPORTS | Reservation logs or similar records relating to the use of facilities such as meeting rooms, auditoriums, etc. by the public or other governmental agencies. | 2 years. |  |
| GR1075-20c | USAGE REPORTS | Usage reports compiled for purposes other than those noted in (a) or (b). | 1 year. |  |
| GR1075-21 | VEHICLE OR EQUIPMENT ASSIGNMENT RECORDS | Assignment logs, authorizations, and similar records relating to the assignment and use of government-owned vehicles or equipment by employees. | After return or reassignment + 2 years. |  |
| GR1075-22 | VISITOR CONTROL REGISTERS | Logs, registers, or similar records documenting visitors to limited access or restricted areas. | 3 years. | Retention Note: If the visitor control register is needed as part of an investigation it should be retained with the investigation case file PS4125-05. |
| GR1075-23 | VEHICLE AND EQUIPMENT WARRANTIES | Warranties for vehicles and equipment. | Expiration of warranty + 1 year.  |  |
| GR1075-24 | VEHICLE TITLES AND REGISTRATIONS | Vehicle titles and registrations of government- owned vehicles. | LA. |  |
| GR1075-25 | SURVEILLANCE VIDEOS | Video surveillance for, but not limited to, security of property and persons. | AV. | Retention Note: If the surveillance video is needed as part of an investigation it should be retained with the investigation case file PS4125-05.  |
| GR1075-26 | EQUIPMENT MANUALS | Equipment manuals, owner’s manuals, instructional manuals, or other similar documentation for government owned equipment, except for equipment manuals noted elsewhere in this schedule or other schedules adopted by the commission. | LA. |  |
| **COMMUNICATION RECORDS** |
| GR1075-40 | POSTAL AND DELIVERY SERVICE RECORDS |  |  |  |
| GR1075-40a | POSTAL AND DELIVERY SERVICE RECORDS | Meter and permit usage records. | 1 year. |  |
| GR1075-40b | POSTAL AND DELIVERY SERVICE RECORDS | Registered, certified, insured, and special delivery mail receipts and similar records of transmittal by express or delivery companies. | 1 year. |  |
| GR1075-41 | TELEPHONE LOGS OR ACTIVITY REPORTS | Registers or logs of telephone calls and fax transmissions made and similar activity reports. |  |  |
| GR1075-41a | TELEPHONE LOGS OR ACTIVITY REPORTS | If the log, report, or similar record is used for cost allocation purposes. | FE + 5 years for school districts; FE + 3 years for other governments. |  |
| GR1075-41b | TELEPHONE LOGS OR ACTIVITY REPORTS | If the log, report, or similar record is used for internal control purposes other than cost allocation. |  1 year. |  |
| GR1075-41c | [WITHDRAWN –SEE GR1075-43] |  |  |  |
| GR1075-42 | E-RATE RECORDS | E-Rate is the Schools and Libraries Program of the Universal Service Fund that provides discounts to schools and libraries for telecommunications and Internet access. E-Rate is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communication Commission (FCC).All records related to the application for, receipt, and delivery of discounted telecommunications and other supported services. | FE + 10 years. | By regulation - 47 CFR 54.516. |
| GR1075-43 | DIRECTORY INFORMATION | Mailing addresses, telephone or fax numbers, or email addresses, or other contact information maintained by a local government on its employees or persons it serves. | US, expired, or discontinued. |  |
| **WORKPLACE SAFETY RECORDS** |
| GR5750-01 | BLOODBORNE PATHOGEN TRAINING RECORDS | Records of training given to employees with exposure to bloodborne pathogens showing the dates of training sessions, contents or summaries of the sessions, names and job titles of those who received training, and names and qualifications of instructors. | 3 years. |  |
| GR5750-02 | FACILITY CHEMICAL LISTS | Copies of tier two forms containing information of hazardous chemicals present in local government facilities submitted to the fire chief of the fire department having jurisdiction over the facilities and to the Texas Department of State Health Services as required by Health and Safety Code, Section 506.006. | 30 years. |  |
| GR5750-03 | HAZARD COMMUNICATION PLANS | Plans describing how criteria of the Hazard Communications Act (Chapter 502, Health and Safety Code) with regard to the education and training of employees will be met. | US + 5 years. | By law - Health and Safety Code, Section 502.009(g). |
| GR5750-04 | HAZARDOUS MATERIALS TRAINING RECORDS | Records of training given to employees in a hazard communications program showing the date of each training session, subjects covered during the session, rosters of employees who attended, and the names of instructors.  | 5 years. | By law - Health and Safety Code, Section 502.009(g). |
| GR5750-05 | MATERIAL SAFETY DATA SHEETS (MSDS) | Material safety data sheets (MSDS) supplied to local government employers by manufacturers or distributors of hazardous chemicals. | AV after receipt of updated sheet or the hazardous chemical is no longer present in the local government, as applicable. |  |
| GR5750-06 | WORKPLACE CHEMICAL LISTS | Lists of hazardous chemicals, including superseded lists, compiled and maintained by local governments in accordance with the Health and Safety Code, Section 502.005. | 30 years. | By law - Health and Safety Code, Section 502.005(d).Retention Note: State law (Health and Safety Code, Section 502.005(d)) provides that if a local government is dissolved (e.g., a municipality through disincorporation), it shall send the workplace chemical lists in its possession to the director of the Texas Department of State Health Services. |
| GR5750-07 | DISASTER PREPAREDNESS AND RECOVERY PLANS | Disaster preparedness, continuity of operations, business continuity, or other plans used to prepare for or respond to emergencies or disasters. | US. |  |
| **INFORMATION TECHNOLOGY RECORDS** |
| **RECORDS OF AUTOMATED APPLICATIONS** |
| GR5800-01 | AUDIT TRAIL RECORDS | Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs. | Until audit requirements met. |  |
| GR5800-02 | FINDING AIDS, INDEXES, AND TRACKING SYSTEMS | Automated indexes, lists, registers, and other finding aids used to provide access to the hard copy and electronic records. | Until the related hard copy or electronic records have been destroyed. |  |
| GR5800-03 | HARDWARE DOCUMENTATION | Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems. | Until electronic records are transferred to and made usable in a new hardware environment, or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. | Retention Note: If the retention period of electronic records is extended to meet requirements of an audit, litigation, Public Information Act request, etc., any hardware documentation required to retrieve and read the records must also be retained for the same period. |
| GR5800-04 | INFORMATION SYSTEM/Database RECORDS | Relatively long-lived computer files, including databases, containing organized and consistent sets of complete and accurate electronic records. | Until electronic records are transferred to and made usable in a new system environment, or the files have met a retention period established in this or other commission schedule, whichever sooner. | Retention Notes: a) The need to retain "snapshots" of some continuing information systems or databases should be carefully evaluated. For example, if a Geographic Information System has only current mapping information, historical versions of zoning changes would need to be maintained for long-term legal and historical value.b) Records managers should ensure that snapshots which support records on this or other commission schedules are retained for the full retention period of the records they support.  |
| GR5800-05 | processing RECORDS | Electronic files used to produce or modify an information system or database, including, but not limited to, work files, maintenance and test files, print files, and intermediate input/output records. | Until electronic records are transferred to and made usable in a new system environment, or the files have met a retention period established in this or other commission schedule, whichever sooner. | Retention Note: Routine or benchmark files used to test system performance and files which facilitate processing of a particular job or system run, but which do not add to, delete from, or substantially modify information in an information system or database need be retained only as long as administratively valuable. |
| GR5800-06 | SOFTWARE PROGRAMS | Automated software applications and operating system files including job control language, etc. | Until electronic records are transferred to and made usable in a new software environment, or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. | Retention Note: If the retention period of electronic records is extended to meet requirements of an audit, litigation, Public Information Act request, etc. any software program required to retrieve and read the records must also be retained for the same period. |
| GR5800-08 | TECHNICAL DOCUMENTATION | Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition. Includes documentation describing how a system operates and which is necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements. | Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation, or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. | Retention Note: If the retention period of electronic records is extended to meet requirements of an audit, litigation, open records action, etc. any technical documentation required to retrieve and read the records must also be retained for the same period. |
| GR5800-09 | AUTOMATED PROGRAM LISTING / SOURCE CODE | Automated program code and builds which generate the machine-language instructions used to operate software programs. | Until superseded or software program no longer used, whichever sooner. |  |
| **COMPUTER OPERATIONS & TECHNICAL SUPPORT** |
| GR5825-01 | SYSTEM SECURITY RECORDS |  | . |  |
| GR5825-01a | SYSTEM SECURITY RECORDS | Records created for security purposes to control or monitor individual access to a system and its data, including but not limited to user account records, security login information, and password files. | US, date of expiration, or date of separation + 2 years, as applicable. |  |
| GR5825-01b | SYSTEM SECURITY RECORDS | Records used to control and monitor the security of a system and its data, including vulnerability scans, intrusion tests, malicious code detection tests, threat and risk assessments, technical security reviews, patch management logs, intrusion detection logs, firewall logs, and related records. Records documenting incidents and investigations involving unauthorized attempted entry, probes and/or attacks on information systems or networks. | AV.  |  |
| GR5825-02 | BATCH DATA ENTRY CONTROL RECORDS | Forms and logs used to reconcile batches submitted for processing against batches received and processed. | AV after reconciliation confirmed. |  |
| GR5825-03 | CHARGEBACK RECORDS TO DATA PROCESSING SERVICES USERS | Records used to document, calculate costs, and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes. | FE + 5 for school districts; FE + 3 years for other local governments. |  |
| GR5825-04 | COMPUTER JOB SCHEDULES AND REPORTS | Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed. | 90 days. |  |
| GR5825-06 | DATA PROCESSING PLANNING RECORDS | Reports, studies, analyses, projections, and similar records concerning the creation, development, or modification of data processing systems and services. | 5 years. | Retention Note: Review before disposal; some records of this type may merit PERMANENT retention for historical reasons. |
| GR5825-07 | [WITHDRAWN – SEE GR5750-07] |  |  |  |
| GR5825-08 | ELECTRONIC MEDIA LIBRARY SYSTEM RECORDS | Records used to control the location, maintenance, and disposition of media in an electronic media library except for records destruction documentation that is maintained permanently (see item number GR1000-40). | Until related records or media are destroyed or withdrawn from the library. |  |
| GR5825-09 | DATA ENTRY DOCUMENTS | Records or forms designed and used solely for data input and control except for data entry documents noted elsewhere in this schedule or other schedules adopted by the commission. | Until all data has been entered into the system and, if required, verified. |  |
| GR5825-10 | NETWORK CIRCUITS INVENTORIES | Records containing information on network circuits used by the government including circuit number, vendor, type of connection, terminal series, software, contact person, and other relevant information about the circuit. | US. |  |
| GR5825-11 | NETWORK IMPLEMENTATION RECORDS | Records used to implement a computer network including reports, diagrams of network, and wiring schematics. | US. |  |
| GR5825-12 | Operating system and hardware conversion plans | Records relating to the replacement of equipment or computer operating systems not included elsewhere in this schedule. | 2 years after completion of conversion. |  |
| GR5825-13 | OUTPUT RECORDS FOR COMPUTER PRODUCTION | Reports showing transactions that were accepted, rejected, suspended, and/or processed. | AV. |  |
| GR5825-14 | QUALITY ASSURANCE RECORDS | Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy. | Until no longer needed as an audit trail.  |  |
| GR5825-15 | PROJECT RECORDS | Records created and used in the development, redesign, or modification of automated systems or applications. |  | Retention Note: Does not include purchasing records for computer software or hardware such as individual personal computers, which are covered in Part 4 of this schedule. |
| GR5825-15a | PROJECT RECORDS | Project management records, design documentation, feasibility studies, justifications, user requirements, etc. | 3 years after completion of project. |  |
| GR5825-15b | PROJECT RECORDS | Routine status reports, memos, and correspondence. | AV. |  |
| GR5825-16 | SYSTEM ACTIVITY MONITORING RECORDS | Records or logs that monitor and report levels and patterns of individual and organizational usage of system hardware, software application, and internet resources, including but not limited to log in files, system usage files, application usage files, data entry logs, print spool logs, and records of individual computer usage. May also include levels of storage and network/bandwidth traffic and other documentation related to activities for monitoring and ensuring optimal efficiency of system resource use. | AV. |  |
| GR5825-17 | [WITHDRAWN – SEE GR1050-28] |  |  |  |
| GR5825-18 | INTERNET COOKIES | Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user’s computer so that the information might be available for later access by itself or other servers. | AV. | Retention Note: The disposal of Internet cookies need not be documented through destruction authorizations (GR1000-40(b)), but governments should establish procedures governing disposal of these records as part of its records management plan (GR1000-40(d)). |
| GR5825-19 | HISTORY FILES – WEB SITES | A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of a user’s progress. | AV. | Retention Note: The disposal of Internet history files need not be documented through destruction authorizations (GR1000-40(b)), but governments should establish procedures governing disposal of these records as part of its records management plan (GR1000-40(d). |
| GR5825-20 | SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS |  | LA + 3 years. |  |
| **POLICE & SECURITY RECORDS** |
| **GENERAL OPERATIONS** |
| PS4025-01 | [WITHDRAWN – SEE GR1000-41] |  |  |  |
| PS4025-02  | DAILY BULLETINS | Daily bulletins created by a public safety agency providing data on officers or personnel on duty, tasks and vehicles assigned, information concerning special procedures or information (e.g., missing persons, be-on-the-lookout-for, hazardous fire conditions), and other information customary to the operations of a public safety agency.  | 1 year. |   |
| PS4025-03  | GENERAL AND EMERGENCY ORDERS AND RELATED DOCUMENTATION |  |  |  |
| PS4025-03a  | GENERAL AND EMERGENCY ORDERS AND RELATED DOCUMENTATION | Orders issued by the head of a public safety agency, or deputies possessing requisite authority, establishing policy or standard operating procedures. | US + 5 years. | Retention Note: Prior to disposal, orders under (a) and (b) shall be appraised by the records management officer for historical value, and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY. |
| PS4025-03b  | GENERAL AND EMERGENCY ORDERS AND RELATED DOCUMENTATION | Special orders issued by the head of a public safety agency, or deputies possessing requisite authority, declaring emergencies, ordering evacuations, and similar extraordinary directives.  | 3 years. | Retention Note: Prior to disposal, orders under (a) and (b) shall be appraised by the records management officer for historical value, and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY. |
| PS4025-03c  | GENERAL AND EMERGENCY ORDERS AND RELATED DOCUMENTATION | Codes of conduct.  | PERMANENT. |  |
| PS4025-04  | OPERATIONAL PERMITS AND CERTIFICATIONS | Permits and certifications from federal or state agencies as required by law or regulation for public safety activities and equipment, and any reports, correspondence, or other documentation bearing on the application for the issuance of or renewal of a permit or certification. |  |  |
| PS4025-04a  | OPERATIONAL PERMITS AND CERTIFICATIONS | Granted permits and certifications, and associated documentation. | Expiration or cancellation + 3 years. |  |
| PS4025-04b  | OPERATIONAL PERMITS AND CERTIFICATIONS | Documentation concerning denied permits. | AV. |   |
| PS4025-05 | [WITHDRAWN – SEE GR1000-41] |  |  |  |
|  |  |  |  |  |
| **VEHICLE, EQUIPMENT, & ANIMAL RECORDS** |
| PS4050-01  | AIRCRAFT HISTORY AND MAINTENANCE RECORDS |  |  |  |
| PS4050-01a  | AIRCRAFT HISTORY AND MAINTENANCE RECORDS | Records maintained on each helicopter or fixed-wing aircraft used to document the total time in service of the airframe, each engine, each propeller, and each rotor; the current status of life-limited parts of each airframe, engine, propeller, rotor, and appliance; any major alterations to such engines and devices; when inspections and overhauls last occurred; and documentation of compliance with Federal Aviation Administration (FAA) airworthiness directives. | LA, but see retention note.  | By regulation - 14 CFR §91.417(b)(2). Retention Notes: a) When an aircraft is sold, all records relating to the aircraft described in (a) must be transferred to the new owner by FAA regulation [14 CFR §91.417(b)(2)].b) If an aircraft is involved in an accident or incident subject to investigation by the National Transportation Safety Board (NTSB), all records described in (a), and those described in (b) below that have not been destroyed according to the retention period given, must be retained until the NTSB takes custody of the records or a release is granted by an authorized representative of the NTSB. In addition, any records or reports, including internal memoranda, dealing with the accident or incident must be retained until authorized by the NTSB to the contrary [49 CFR §830.10]. |
|  PS4050-01b  | AIRCRAFT HISTORY AND MAINTENANCE RECORDS | Records of maintenance, preventative maintenance, alteration, and the 100-hour, annual, progressive, and other FAA-required or -approved inspections. | Until the work is repeated or superseded by other work, or for 1 year after the work is performed, as applicable. | By regulation - 14 CFR §91.417(b)(1).  |
| PS4050-01c | [WITHDRAWN – SEE PS4050-01b] |  |  |  |
| PS4050-02  | ANIMAL RECORDS | Records concerning horses, dogs, or other animals owned by public safety agencies, including records of the acquisition of the animal, its registration and pedigree papers (if applicable), records of training, and its veterinary history. | Until the retirement or sale of the animal + 2 years. |  |
| PS4050-03  | VEHICLE ASSIGNMENT RECORDS |  |  |  |
| PS4050-03a  | VEHICLE ASSIGNMENT RECORDS | Logs, registers, or similar records documenting the sign-out and use of public safety vehicles by personnel.  | 2 years.  |  |
| PS4050-03b | VEHICLE ASSIGNMENT RECORDS | Authorizations for the home storage of public safety vehicles. | Expiration of authorization + 2 years. |  |
| PS4050-04  | VEHICLE HISTORY AND MAINTENANCE RECORDS |  |  |  |
| PS4050-04a  | VEHICLE HISTORY AND MAINTENANCE RECORDS | Master record on each public safety vehicle (including watercraft) and its apparatus, containing the following: complete description including identification and license numbers; title and registration papers; annual beginning and ending odometer readings; total annual fuel, maintenance, labor, and parts costs; and complete maintenance and inspection history (in summary form showing date and nature of inspection, service, and repair).  | LA. | Retention Notes: a) This schedule does not require the creation of a vehicle master record of the type described, but if a vehicle master record is not maintained, records containing the prescribed information must be retained for the life of the vehicle. For example, if work orders in (b) are the only record maintained of repairs to public safety vehicles, they must be retained for the life of the vehicle.b) If a public safety vehicle is salvaged as the result of an accident, the vehicle master record or, if one is not created, documents providing the types of information prescribed must be retained for LA + 3 years.c) If a public safety vehicle is sold or given to another public safety agency for use as a public safety vehicle, the vehicle master record may be transferred with the vehicle. |
| PS4050-04b  | VEHICLE HISTORY AND MAINTENANCE RECORDS | Service requests, work orders, and daily or other periodic activity, inspection, testing, calibration, or inventory reports for public safety vehicles (including watercraft and aircraft), stocks of supplies, and installed equipment. | 3 years. |  |
| PS4050-04c-e | [WITHDRAWN – SEE PS4050-04b] |  |  |  |
| PS4050-04f  | VEHICLE HISTORY AND MAINTENANCE RECORDS | Specifications, circuit diagrams, and similar documents relating to vehicles and their apparatus. | LA. |  |
| PS4050-05  | WEAPONS RECORDS |  |  |  |
| PS4050-05a  | WEAPONS RECORDS | Records of issuance of weapons to public safety personnel. | Until return of weapon + 3 years. |  |
| PS4050-05b | WEAPONS RECORDS | Records of inspection and repair of weapons. | LA. |  |
| PS4050-05c  | WEAPONS RECORDS | Records documenting the sale, gift, loss, or destruction of public safety weaponry. | 3 years. |  |
| PS4050-05d  | WEAPONS RECORDS | Inventories of weapons. | US + 3 years. |  |
| PS4050-06 | SURVEILLANCE VIDEOS | Video surveillance for, but not limited to, security of property and persons. | AV. |  |
| PS4050-07 | GPS TRACKING RECORDS | Global Positioning System (GPS) data used to track locations of a government fleet vehicle when such tracking is part of standard operating procedure. | 30 days. | Retention Note: If used as part of an investigation, retain as part of item number PS4075-01 or PS4125-05. |
| PS4050-08  | PROTECTIVE CLOTHING RECORDS | Includes bullet-resistant and stab-resistant vests, SWAT equipment, fireproof clothing, and other protective and safety wear. |  | Retention Note: Use GR1075-21 for other personal equipment assigned if it is not listed elsewhere in this schedule. |
| PS4050-08a  | PROTECTIVE CLOTHING RECORDS | Daily or other periodic reports on the inspection of protective clothing.  | 3 years. |  |
| PS4050-08b | PROTECTIVE CLOTHING RECORDS | Inventories of protective clothing.  | US. |   |
| **PERSONNEL RECORDS** |
| PS4075-01  | INTERNAL AFFAIRS INVESTIGATION RECORDS | Records documenting the initiation, investigation, and disposition of internal affairs investigations of alleged misconduct by law enforcement officers, fire department personnel, emergency medical services personnel, and other employees subject to internal affairs investigations.  |  | Retention Notes: a) Retention periods for this record group date from the completion of the investigation.b) Use GR1050-07 for investigations and reviews conducted by a Firefighters’ and Police Officers’ Civil Service Commission. |
| PS4075-01a  | INTERNAL AFFAIRS INVESTIGATION RECORDS | Records of investigation of law enforcement shooting incidents that result in death or injury to any person, including a police officer. | PERMANENT. |  |
| PS4075-01b  | INTERNAL AFFAIRS INVESTIGATION RECORDS | Records of investigations that find an officer engaged in misconduct and penalize the officer at or above the level of a written reprimand. | 15 years. |  |
| PS4075-01c  | INTERNAL AFFAIRS INVESTIGATION RECORDS | Records of investigations that find an officer engaged in misconduct and penalize the officer below the level of a written reprimand, or of investigations whose findings are inconclusive.  | 5 years, provided a 1 year infraction-free period precedes the date of destruction. |  |
| PS4075-01d  | INTERNAL AFFAIRS INVESTIGATION RECORDS | Records of investigations whose allegations are not sustained, or in cases where accusations are determined to be unfounded or the accused is exonerated. | 3 years. |  |
| PS4075-01e  | INTERNAL AFFAIRS INVESTIGATION RECORDS | Written complaints and records of oral complaints received from the public concerning the conduct of law enforcement officers, fire department personnel, and emergency medical personnel that do not lead to an internal affairs investigation. | Determination not to initiate an internal affairs investigation + 2 years. |  |
| PS4075-02  | OFF-DUTY ASSIGNMENT RECORDS | Records concerning off-duty assignments of public safety personnel, including applications for such assignments. | 2 years. |  |
| PS4075-03 | CRIMINAL HISTORY CHECKS | Pre-employment background checks of persons with law enforcement licenses hired as law enforcement officers. | Date of separation + 5 years | By regulation – 37 TAC §217.7(h).Retention Note: See GR1050-36 for all other employment related criminal history checks.  |
| PS4075-04  | APPLICATIONS FOR DEPUTIES | Copies of applications submitted to a commissioners court for deputies, assistants, or clerks. | AV. |   |
|  |  |  |  |  |
| **EMERGENCY COMMUNICATION RECORD** |
|  PS4100-01  | 9-1-1 MASTER FILES | Master file on residents in a 9-1-1 service area containing name, address, 9-1-1 address, telephone number, and other information needed to provide service. | US. |   |
|  PS4100-02  | MASTER FILE SOURCE DOCUMENTATION | Documentation received from telephone companies or other sources used to update information in 9-1-1 master files (see item number PS4100-01). | AV. |   |
|  PS4100-03  | ANTENNA ILLUMINATION AND TRANSMITTER MEASUREMENT AND REPAIR RECORDS | Records documenting (1) the monitoring, inspection, and repair of illuminated antenna and antenna-supporting structures; or (2) the repair of transmitters and the measurement of frequency tolerances, power output, and modulation on transmitters authorized to operate with a power output in excess of 2 watts. | 1 year. | By regulation - 47 CFR §90.447 (retention); 47 CFR §73.213 (antenna); 47 CFR §90.215 (transmitter).  |
|  PS4100-04  | COMMUNICATION TAPES AND PRINTOUTS | Audio recordings and printouts of incoming and outgoing telephone and radio communications. | 30 days. | Retention Note: Policies and procedures should be in place to identify 9-1-1 recordings with legal or historical value, and either reclassify them into the appropriate records series or retain them PERMANENTLY for historical reasons. |
| PS4100-05  | DISPATCH REPORTS | Records created by dispatcher on each call for service, showing date and time call was received, nature of call, and details of action taken in response to call. | 2 years. | Retention Note: Prior to disposal, dispatch records shall be appraised by the records management officer for historical value, and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY. |
| PS4100-06  | RADIO AND PAGING LOGS | Listing of each radio call or page from or to a dispatcher, showing date, time, and location of call. | 1 year. |   |
| PS4100-07 | [WITHDRAWN – SEE PS4100-03] |  |  |  |
| **MISCELLANEOUS RECORDS** |
| PS4105-09 | PROTECTED HEALTH INFORMATION REQUESTS | Authorizations for release of Protected Health Information, including requests by attorneys using the Protected Health Information Form to request run sheets and/or billing sheets for their clients. | Expiration of authorization + 6 years. | By regulation – 45 CFR §164.508; 45 CFR §512(e), (f), (g), and (k)(5). |
| **LAW ENFORCEMENT RECORDS** |
| **ARREST & OFFENSE RECORDS** |
| PS4125-01  | ACTIVITY LOGS OR DOCKETS | Logs or equivalent records, usually arranged chronologically or by case, court, or citation number, providing summary data on complaints investigated by law enforcement officers, arrests made, citations issued, accidents investigated, court arraignments, court appearances by officers, and similar activities relating to the arrest or citation of persons or the investigation of offenses. | 2 years; or 2 years after last entry if in bound volume. | Retention Note: Prior to disposal, activity logs or dockets that are kept in a bound volume shall be appraised by the records management officer for historical value, and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY. |
| PS4125-02  | ARREST REPORTS | Arrest reports and fingerprints for each person arrested by the law enforcement agency and charged with a felony or a misdemeanor. (1) Class C misdemeanors and unclassified violations of state law or local ordinance punishable by fine only.(2) All other offenses. | 6 months.75 years, or date of death of individual, if known, whichever sooner. | Retention Note: If the arrest report lacks any information listed in Code of Criminal Procedure §60.051(a)(1)-(3) and (b)(1), (3)-(8), documents from PS4125-05 sufficient to provide the missing information must be kept for as long as the retention period of this series.If the person arrested is a juvenile, the law enforcement agency should use item numbers PS4225-06, PS4225-08, or PS4225-10. |
| PS4125-03  | BAIL BOND RECORDS | Record of bail or recognizance bonds taken by a sheriff or other peace officer pursuant to Code of Criminal Procedure. §§17.20-17.22 and as required by §17.39. | 3 years; or 3 years after last entry if in bound volume.  |  |
| PS4125-04  | VIDEO AND AUDIO RECORDINGS  | Video or audio recordings captured by police officers or as part of an automated enforcement program.  |  | For security camera videos, see GR1075-25. |
| PS4125-04a | VIDEO AND AUDIO RECORDINGS  | Video or audio recordings from police vehicles of persons on whom charges are not filed.  | 90 days after the date of the stop. |  |
| PS4125-04b  | VIDEO AND AUDIO RECORDINGS  | Video or audio recordings from police vehicles of persons on whom charges are filed or related to an administrative investigation of an officer.  | Follow retention period for item number PS4125-05b if charges filed or item number PS4075-01 if officer subject to internal affairs investigation. |  |
| PS4125-04c | VIDEO AND AUDIO RECORDINGS | Red-light camera videos that do not capture a violation, or for which a notice of violation is not mailed. | 30 days. | By law - Transportation Code §707.011(b). |
| PS4125-04d | VIDEO AND AUDIO RECORDINGS | Red-light camera videos that capture a violation. | Date civil penalty paid or 31 days after judgment, whichever sooner. | By law - Transportation Code §707.016. |
| PS4125-04e | VIDEO AND AUDIO RECORDINGS | Officer-worn camera videos that do not capture a violation, use of deadly force by an officer, or are otherwise unrelated to an administrative or criminal investigation of an officer. | 90 days. | By law - Occupations Code §1701.655(b)(2). |
| PS4125-04f | VIDEO AND AUDIO RECORDINGS | Officer-worn camera videos that capture use of deadly force by an officer, are otherwise related to an administrative or criminal investigation of an officer, or capture a violation by any person. | Follow retention periods for items PS4075-01 or PS4125-05, as appropriate, but not less than 90 days. | By law - Occupations Code §1701.660(a). |
| PS4125-05  | OFFENSE INVESTIGATION RECORDS | Offense and supplemental offense reports; investigation reports and notes; witness statements; latent fingerprints; results of chemical analysis and polygraph tests; crime scene, mug shot, and other photographs; laboratory reports; arrest reports (Class C misdemeanors only); citations; affidavits; criminal processes; victim impact statements; subpoenas; and other records of a law enforcement agency relating and customary to the investigation of criminal offenses or other violations of state law or local ordinance. |  |  |
| PS4125-05a  | OFFENSE INVESTIGATION RECORDS | Cases not cleared. | Until the statute of limitations has expired. | By law – Code of Criminal Procedure, Chapter 12. |
| PS4125-05b  | OFFENSE INVESTIGATION RECORDS | Cases in which an arrest is made or a citation issued, and a law enforcement agency has certain knowledge of the pretrial or adjudicated disposition of an arrested or cited person, and considers the case to have been cleared by the conviction or acquittal of the person arrested or cited, by the dismissal of charges against the person, or by the entry on the record of a court by a prosecuting attorney of a nolle prosequi.Copies of notices or other processes that provide certain knowledge of the pretrial or adjudicated disposition to the law enforcement agency should be kept with the offense investigation report for the full retention period.(1) Class C misdemeanors and unclassified violations of state law or local ordinance punishable by fine only (including arrest reports and citations).(2) Class A and B misdemeanors and state jail felonies.(3) Second- and third-degree felonies.(4) First-degree and capital felonies.  | 6 months.2 years.10 years.50 years. | Retention Note: a) Retention periods date from date of arrest or citation, and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification.b) Copies of documents in offense investigation records, the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency, need be retained only as long as administratively valuable. c) For any classification of offense, records can be destroyed after death of individual if death occurs before retention period expires.  |
| PS4125-06  | RAP SHEETS | Copies of rap sheets received from the Texas Department of Public Safety or other law enforcement agencies.  | AV. |  |
| PS4125-07  | STATUTORY WARNING TAPES | Tapes of appearances of arrested persons before magistrates via two-way closed circuit television for the purposes of statutory warnings in accordance with Code of Criminal Procedure §15.17.  | The date the pretrial hearing ends; the 91st day after the date on which the recording was made if the person is charged with a misdemeanor; or the 120th day after the date on which the recording was made if the person is charged with a felony, whichever soonest. | By law - Code of Criminal Procedure §15.17(a). |
| **INCIDENT RECORDS** |
| PS4150-01  | ACCIDENT REPORTS | Records relating to traffic accidents, including accident reports, supplemental accident reports, photographs, correspondence, and related documentation. |  |  |
| PS4150-01a | ACCIDENT REPORTS | Originals. | Send to the Texas Department of Transportation. | By law - Transportation Code §550.062. |
| PS4150-01b | ACCIDENT REPORTS | Copies.1) Accident reports in which no arrest is made.2) Accident reports in which an arrest is made. | AV.A copy of the accident report must be retained for the appropriate retention period under item number PS4125-05(b). |  |
| PS4150-02 | [WITHDRAWN – SEE PS4150-07] |  |  |  |
| PS4150-03  | DEATH IN CUSTODY REPORTS | Copies of reports submitted by a sheriff or the director of a law enforcement agency to the Attorney General concerning the deaths of persons while in the custody of a peace officer or while confined in jail.  | 3 years. |  |
| PS4150-04 | [WITHDRAWN – SEE PS4150-07] |  |  |  |
| PS4150-05  | FIELD INTERROGATION REPORTS | Reports on persons stopped and interrogated in the field because of suspicious behavior. | AV. |   |
| PS4150-06 | [WITHDRAWN – SEE PS4150-07] |  |  |  |
| PS4150-07  | INCIDENT REPORTS | Reports created or received by law enforcement agencies concerning incidents or complaints that do not become part of arrest and offense investigation reports (see item numbers PS4125-02 and PS4125-05). This series includes: copies of child abuse reports; family violence reports; gunshot wound reports; and other incident reports that, after investigation, do not appear to involve the commission of a crime.  | 3 years. |  |
| PS4150-08  | MISSING AND UNIDENTIFIED PERSONS FILES | Reports on missing children and adults, requests for investigation, photographs, fingerprints, dental records, x-rays, notifications of possible matches, and similar documents relating to the location of missing children and adults, including similar records relating to unidentified bodies found and reported to the law enforcement agency.  | Date person located or body identified + 3 years. | Retention Note: If the location of the person or the identification of a body leads to a criminal investigation by the law enforcement agency, the records described must be retained for the same period as arrest and offense investigation records (see item numbers PS4125-02 and PS4125-05). |
| PS4150-09  | WARNING CITATIONS | Warning citations issued for violations of motor vehicle laws or for those violations of the penal code (e.g., criminal trespass) in which the issuance of warning citations is customary.  | AV. |   |
| PS4150-10 | INCIDENTS ON DUTY REPORTS | Records related to incidents that occur on duty and require the officer to file a report, such as use of force, fleet accident, or pursuit reports. | 3 years or, if applicable, include in PS4075-01 or PS4125-01. | Retention Note: For officer-worn camera videos showing use of deadly force by an officer, must use PS4125-04f. |
| PS4175-01 | CHEMICAL BREATH TEST RECORDS | Logs, test records, operational checklists, and similar records relating to the administration of chemical breath tests.  | 2 years. |  |
| PS4175-02 | CRIMINAL INTELLIGENCE AND ANALYSIS FILES | Records created and maintained to anticipate, prevent, or monitor possible criminal activity, including crime pattern, crime analysis, and modus operandi reports; forecasts; evaluation reports; investigation recommendations; reports on movements of known offenders; information on confidential informants; and messages and alerts from other agencies.  |   |  |
| PS4175-02a | CRIMINAL INTELLIGENCE AND ANALYSIS FILES | Information related to the investigation or prosecution of criminal activity engaged in by a person, other than a child, who has not been arrested for criminal activity reportable to the Texas Department of Criminal Justice under Code of Criminal Procedure, Chapter 60. | AV, but not longer than 5 years. | By law - Code of Criminal Procedure§61.06. Retention Note: In determining whether information is required to be removed, the 5 year period does not include any period during which the individual who is the subject of the information is confined in a correctional facility of the Texas Department of Criminal Justice, the Juvenile Justice Department, or in a county jail or a facility operated by a juvenile board in lieu of confinement in a TDCJ or JJD facility. |
| PS4175-02b | CRIMINAL INTELLIGENCE AND ANALYSIS FILES | Information related to the investigation or prosecution of criminal activity engaged in by a child who has not been arrested for criminal activity reportable to the Texas Department of Criminal Justice under Code of Criminal Procedure, Chapter 60, or taken into custody for delinquent conduct reported to the department under Family Code, Chapter 58. | AV, but not longer than 2 years. | By law – Code of Criminal Procedure §61.07.Retention Note: In determining whether information is required to be removed, the 2-year period does not include any period during which the subject of the information is committed to the JJD for conduct that violates a penal law of the grade felony or is confined by the TDCJ. |
| PS4175-02c | CRIMINAL INTELLIGENCE AND ANALYSIS FILES | Lists of known modus operandi, dossiers of known offenders, and similar compilations of criminal intelligence prepared by local law enforcement. | AV. |  |
|  PS4175-03 | FINGERPRINTS – OTHER THAN ARREST RECORDS AND OFFENSE INVESTIGATIONS | Fingerprint records, maintained in paper or on automated systems, of suspects, known offenders, persons submitting fingerprints as part of a professional license application, etc. | AV. | Retention Note: For fingerprint records that are part of an arrest report, see item number PS4125-02. |
| PS4175-04 | FUGITIVE REPORTS | Certified reports submitted by a sheriff to the Adjutant General (1887-1965) or to the Texas Department of Public Safety (1965-current) on persons who have fled the jurisdiction and are under indictment for a felony.  | AV. | Retention Note: Prior to disposal, fugitive reports shall be appraised by the records management officer for historical value, and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY. |
| PS4175-05 | LAW ENFORCEMENT INFORMATION DISSEMINATION, INQUIRY, AND RECEIPT RECORDS | Reports, logs, and other records pertinent to documenting the dissemination of criminal histories and other information to law enforcement or other agencies through crime information networks (e.g., TCIC, NCIC), or by other methods, and similar records documenting inquiries for and the receipt of information. |  |  |
| PS4175-05a | LAW ENFORCEMENT INFORMATION DISSEMINATION, INQUIRY, AND RECEIPT RECORDS | Records of the dissemination of criminal histories. | 3 years. |  |
| PS4175-05b | LAW ENFORCEMENT INFORMATION DISSEMINATION, INQUIRY, AND RECEIPT RECORDS | Records of communication between law enforcement agencies by teletype and other means that are not made part of an offense investigation report (PS4125-05) or other series on this schedule. Examples include: records of the dissemination of information other than criminal histories (e.g. missing persons, stolen property); records of inquiries for and receipt of information, including criminal histories; records received on persons wanted by other law enforcement agencies; and administrative messages received through TCIC/NCIC or other networks.  | AV. |   |
| PS4175-05c-d | [WITHDRAWN – SEE PS4175-05b] |  |  |  |
|  PS4175-06 | MUG BOOKS | Photographs or photograph albums of known offenders used by crime victims or witnesses for identification.  | AV. |  |
|  PS4175-07 | PAWN SHOP TICKETS  | Copies of pawn shop tickets provided to a law enforcement agency.  | AV. |   |
| PS4175-08 | POLYGRAPH EXAMINATION RECORDS | Polygraph charts, question sheets, reports of examination results, data sheets, films, audio and video of examinations, opinions from the examiner of chart analysis, and other records pertinent to a polygraph examination.  | 2 years. | By regulation - 16 TAC §88.79(a).Retention Note: If a report of the results of a polygraph examination is placed in offense investigation records (see item number PS4125-05), it must be retained for the retention period for those records. |
| PS4175-09 | PROPERTY RECORDS | Reports, logs, property cards, receipts, notices, and similar records documenting the receipt, processing, chain of custody, and disposition by return, destruction, or sale of evidential, stolen, abandoned, unclaimed, impounded, or recovered property, including motor vehicles, by a law enforcement agency.  | FE of return or disposal of property + 3 years. | Retention Notes: a) Any records in this series must be retained for FE + 5 years if they serve to document the collection of sales tax due to the State Comptroller of Public Accounts.b) Pursuant to Code of Criminal Procedure §47.04, some stolen property may be returned to its owner by court order, on the condition the property is made available for evidentiary purposes. Retain records of such property for FE of final adjudication + 3 years. |
| PS4175-10 | SEX OFFENDER REGISTRATION RECORDS | All documentation relating to the registration with a municipal police department or a sheriff’s office of sex offenders for reportable convictions or adjudication pursuant to the Texas Code of Criminal Procedure, Chapter 62. | Until duty to register expires or sex offender’s death, whichever sooner. | Retention Note: Expiration of duty to register is described in Code of Criminal Procedure §62.101. Early termination of the duty for certain persons is described in §§62.401-62.408. When a person is no longer required to register as a sex offender, all information about the person must be removed from the sex offender registry. Code of Criminal Procedure §62.251. |
| PS4175-11 | SPECIAL WATCH RECORDS | Informational forms or lists provided to officers of businesses or residences needing special watch, including requests from the public for such watches.  | AV. |   |
| PS4175-12 | STOLEN PROPERTY RECORDS | Cards, lists, or logs providing an abstract record of stolen property, including stolen vehicles, usually including a description of the item or vehicle, place and date stolen, serial numbers, and similar information.  | AV. |   |
| PS4175-13 | [WITHDRAWN – SEE PS4175-05b] |  |  |  |
| PS4175-14 | UNIFORM CRIME REPORTS | Copies of uniform crime reports submitted to the Texas Department of Public Safety. |  |  |
| PS4175-14a | UNIFORM CRIME REPORTS | Monthly reports.  | 3 years. |  |
| PS4175-14b | UNIFORM CRIME REPORTS | Annual reports.  | PERMANENT. |  |
| PS4175-16 | PROTECTIVE ORDERS |  |  |  |
| PS4175-16a | PROTECTIVE ORDERS | Emergency protective orders issued by magistrates under authority of Code of Criminal Procedure §17.292. | Date order expires according to its terms. | By law - Code of Criminal Procedure §17.292(j). |
| PS4175-16b  | PROTECTIVE ORDERS | Protective orders (original and modified) issued pursuant to Family Code, Chapter 85, including notices of vacation of orders. | Date of receipt of notice of vacation of order, or date order expires according to its terms, whichever sooner. | By law - Family Code §85.025. Retention Note: If the person who is the subject of the protective order is confined or imprisoned on the date the order would expire, the order is extended and expires on: 1) the 1st anniversary of the date the person is released from confinement or imprisonment if sentenced to a period of more than 5 years, or 2) the 2nd anniversary of the date the person is released if sentenced to a period of 5 years or less.  |
| PS4175-16c  | PROTECTIVE ORDERS | Periodic lists of persons under protective orders.  | US. |   |
| PS4175-17  | STATEMENTS AND REPORTS OF HANDGUN SALES | Statements made by persons who wish to have handguns sold, transferred, or delivered to them. |  |  |
| PS4175-17a  | STATEMENTS AND REPORTS OF HANDGUN SALES | Statements and any associated documentation of those to whom the sale, transfer, or delivery of a handgun would not violate federal or state law.  | Must be destroyed within 20 business days from the date the statement was signed.  | By law - 18 USC. §922(s)(6)(B)(i). |
| PS4175-17b | STATEMENTS AND REPORTS OF HANDGUN SALES | Statements and any associated documentation of those to whom the sale, transfer, or delivery of a handgun would violate federal or state law. | 3 years. |  |
| PS4175-17c | STATEMENTS AND REPORTS OF HANDGUN SALES | Includes ATF Forms 5300.35 and 3310.4 reporting to law enforcement the ownership and transfer of handguns. | Date notice of intent forwarded to chief law enforcement officer or date of the sale of disposition + 5 years. | By regulation – 27 CFR §478.129(c). |
| PS4175-18  | CONCEALED HANDGUN RECORDS |  |  |  |
| PS4175-18a  | CONCEALED HANDGUN RECORDS | Lists of persons who possess concealed handgun permits submitted by the Texas Department of Public Safety to county sheriffs and other law enforcement agencies on request.  | US or obsolete. |   |
| PS4175-18b  | CONCEALED HANDGUN RECORDS | Copies of reports submitted by law enforcement agencies to the Texas Department of Public Safety as required by 37 TAC §6.119 regarding reportable incidents involving holders of concealed handgun permits that do not become part of arrest and offense investigation records (see item numbers PS4125-02 and PS4125-05).  | 2 years. | Obsolete record. 37 TAC §6.119 was repealed on 12/25/2003. These records are no longer required to be submitted to the Texas Department of Public Safety. |
| PS4175-19  | HELP END AUTO THEFT (HEAT) RECORDS | Records of persons enrolling in the Help End Auto Theft (HEAT) program, including registration forms and written notices of cancellation from participants indicating that the title to a registered vehicle has been transferred or that they no longer wish to participate in the program. | 4 years or upon receipt of cancellation notice, whichever sooner. | Obsolete record. HEAT program discontinued 12/31/2013. Registrants instructed to remove HEAT decals from vehicles immediately. |
| PS4175-20 | DNA COLLECTION RECORDS | DNA records of a person released on bail and those charged with, placed on community supervision for, or convicted of certain offenses. | Date of collection + three years, unless a court orders differently. | By regulation – 37 TAC §28.127(c).Retention Note: See 37 TAC §28.123 for a complete list of individuals eligible for DNA collection. |
| PS4175-21 | AUTOMATED LICENSE PLATE READER (ALPR) INFORMATION | Records related to the use of Automated License Plate Reader Information mobile or stationary camera systems to read and crosscheck license plates against warrant and stolen vehicle reports, track vehicle movements, and other functions. | AV. |  |
| **PERSONNEL & TRAINING RECORDS** |
| PS4325-01  | POLICE ACADEMY RECORDS | Includes records relating to academic and skills training, Texas Commission on Law Enforcement (TCOLE) inspections and follow-up inspections, and meeting minutes of academy advisory boards of licensed academies and other local government entities under agreement with TCOLE to provide training. | 5 years. | By regulation – Title 37, Chapter 215 of the Texas Administrative Code.Retention Note: There is an exception to the retention periods given in this records group. Records documenting the training and educational achievement of police officers and recruits employed by the local government that operates the police academy or conducts the training program under agreement with the Texas Commission on Law Enforcement must be retained for date of separation + 5 years. See item number GR1050-28(a). |
| PS4325-01a-c | [WITHDRAWN – SEE PS4325-01] |  |  |  |
| PS4325-02  | WEAPONS PROFICIENCY TESTS | Reports of weapons proficiency tests administered to peace officers (includes hardship waivers for recertification). | Active:US; or date of separation + 5 years, whichever sooner.Retired:Date of issuance or denial + 2 years. | By regulation – 37 TAC §217.3 (proof of licensing requirements) and §218.9 (hardship waiver).By law – Occupations Code §1701.357. |
| PS4325-03  | RESIGNATION OR TERMINATION, REPORTS OF | Copies of reports from a law enforcement agency to the Texas Commission on Law Enforcement on the resignation or termination of persons from the agency who are licensed by the commission.  | Date of separation + 5 years. | By regulation - 37 TAC §217.7(h). For reporting requirements, see Texas Occupations Code §1701.452. |
| PS4350-01 | [WITHDRAWN – SEE PS4075-04] |  |  |  |
| PS4350-02  | CONVICT LABOR RECORD | Register of convicts hired out to individuals and firms for private work, showing name of convict, offense, amount of fines or costs, to whom hired, details of surety bond, type of labor, rate of pay, date contracted, date discharged, and similar information. | PERMANENT. | Obsolete record created by county judges or sheriffs from 1875 to 1925. |
| PS4350-03  | ESTRAY RECORDS | Copies of estray reports, affidavits from owners, reports of injury to or the escape of an estray, notices of impoundment, and reports of sale of estray maintained by sheriffs or constables. | AV after filing of original records with county clerk. |   |
| PS4350-04  | GAMBLING DEVICE RECORDS | Documentation on the ownership or transfer of ownership of antique gambling devices furnished to sheriffs pursuant to Penal Code, Section 47.06(d).  | PERMANENT, but see retention note. | Retention Note: If a sheriff's department receives notice from the former owner of an antique gambling device that the device has been transferred to a new owner, documentation submitted previously by the former owner concerning the device, including the notice of transfer of ownership, need be retained only as long as administratively valuable and is exempt from the destruction request requirement. |
| PS4350-05  | BINGO LICENSE NOTIFICATIONS | Notifications submitted to sheriff’s and municipal police departments by bingo licensees that they have been issued a license to conduct bingo in the law enforcement agency’s jurisdiction.  | 1 year. |   |
| PS4350-06 | COMMERCIAL MOTOR VEHICLE INSPECTION REPORTS | Records documenting activities to reduce commercial motor vehicle accidents under agreement with the Texas Department of Public Safety to implement its Motor Carrier Safety Assistance Program. | CE + 2. | Per Memorandum of Agreement between Texas Department of Public Safety and municipalities and sheriffs. |
| PS4350-07 | CRIME VICTIM SERVICES FILES | Records for administering the Crime Victims’ Compensation program, including applications for compensation and supporting documents, under Chapter 56, Subchapter B of the Texas Code of Criminal Procedure. | 5 years from the last date of service for adult clients, or 5 years beyond the age of 18 for minor clients.  |  |
| APPARATUS & EQUIPMENT RECORDS |
| PS4500-01a   | ALARM AND HYDRANT RECORDS | Reports on the inspection, testing, and maintenance of agency alarm and alarm boxes (including private alarms linked to department master systems) and fire hydrants.  | US + 3 years. |  |
| PS4500-01b  | ALARM AND HYDRANT RECORDS | Inventories of alarms and hydrants, showing location, type of equipment, etc.  | US. |  |
| PS4500-02  | BREATHING APPARATUS INSPECTION RECORDS | Reports, as required by the Texas Commission on Fire Protection, of the inspection and testing of self-contained breathing apparatus, including reports of all tests required by the commission.  | 3 years. | By regulation - 37 TAC §435.3(4). |
| PS4500-03 | [WITHDRAWN – SEE PS4050-08] |  |  |  |
| PS4500-04  | TEXAS COMMISSION ON FIRE PROTECTION RECORDS | Copies of inspection and follow-up inspection reports by inspectors of the Texas Commission on Fire Protection, including notices of non-compliance with commission standards.  | 5 years. |  |
| **ADMINISTRATIVE & FINANCIAL RECORDS** |
| PS2600-03  | CONTRABAND FORFEITURE FUND DOCUMENTATION | Records of property and proceeds that are seized and forfeited under Chapter 59, Code of Criminal Procedure, including receipts and disbursements to benefitting funds. | FE + 5 years. |  |
| PS2600-04 | [WITHDRAWN – SEE GR1025-07] |  |  |  |
| PS2600-05  | HOT CHECK FUND DOCUMENTATION | Record of receipts and disbursements to or from a fund established under Code of Criminal Procedure §102.007, relating to fees for collecting and processing sight orders. | FE + 5 years. |  |
| **SCHOOL DISTRICT RECORDS** |
| **STUDENT ACADEMIC RECORDS** |
| SD3200-01 | ACADEMIC RECORDS |  |  |  |
| SD3200-01a | ACADEMIC RECORDS | The academic achievement record or its equivalent used to record academic achievement in grades 9-12.  | PERMANENT. | By regulation – 19 TAC §74.5.  |
| SD3200-01b | ACADEMIC RECORDS | Cumulative record of achievement in grades Pre-K through 8.  | Date of withdrawal + 5 years. | Retention Note: Academic records of K-8 student receiving 9-12 course credit must be maintained PERMANENTLY.  |
| SD3200-02  | BIRTH DATE DOCUMENTATION | Copies of birth certificates, church records, bible records, passport or immigration records, or other documents used to establish a date of birth.  | AV. |  |
| SD3200-03  | CUSTODY DOCUMENTS  | Copies of court instruments relating to adoption, guardianship, or custody.  | Until the student is 18 or date of withdrawal + 2 years, whichever sooner. | Retention Note: It is an exception to the retention period given that a court order superseded by a subsequent order (e.g., a change in guardianship) need be retained only as long as administratively valuable. |
| SD3200-04  | ENROLLMENT OR REGISTRATION FORMS | Enrollment or registration forms used to enroll or register students.  | US or date of withdrawal + 5 years, whichever sooner.  | See retention note (b) on page 6. |
| SD3200-05  | HOME LANGUAGE SURVEYS  | Survey administered to each student to establish the student’s language classification for determining whether the school district is required to provide bilingual education or English as a second language program.  | Date of withdrawal + 5 years. | By regulation – 19 TAC §89.1215(a). |
| SD3200-06  | MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS |  |  |  |
| SD3200-06a  | MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS | Fingerprint cards.  | Date of withdrawal. |  |
| SD3200-06b  | MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS | Photographs. | US, or 3 years, whichever is sooner.  | Retention Note: A Texas Education Agency regulation (19 TAC 61.1041) requires that at withdrawal a student's fingerprints and photograph taken as part of a Missing Child Prevention and Identification Program be returned to the student's parent or guardian. If a district is unable to return the fingerprints and photograph, they must be destroyed. |
| SD3200-06c  | MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS | Parental consents.  | AV after fingerprints and/or photograph taken.  |  |
| SD3200-07  | PARENTAL PERMISSION RECORDS  | Parental consents for a student to engage in school activities or programs, *except* consents noted elsewhere in this schedule.  | Until cessation of activity for which consent granted + 2 years; or, if annually renewable, US + 2 years. | Retention Note: If a student is involved in an accident while engaged in an activity for which parental consent was granted, the consent form or statement must be retained for the same period as Accident Reports (see item number SD3300-01). |
| SD3200-08  | STUDENT WITHDRAWAL/RECORD TRANSFER FORM |  | AV. | Applies to both sending and receiving districts. |
| SD3200-09  | TEST AND ACADEMIC MEASUREMENT REPORTS |  |   |  |
| SD3200-09a | TEST AND ACADEMIC MEASUREMENT REPORTS | Reports of results of TAAS, TEAMS, TABS, TAKS, STAAR, and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc.  | 1 year after recording of data in the academic achievement or cumulative record. | Retention Note: a) If testing results of the types described are not recorded on the academic achievement or cumulative record (see item number SD3200-01) either manually or by affixing labels, the results must be retained PERMANENTLY for grades 9-12 and until the date of withdrawal + 5 years for all other grades.b) Test results for K-8 student testing for 9-12 credit, must be retained PERMANENTLY.  |
| SD3200-09b | TEST AND ACADEMIC MEASUREMENT REPORTS | Reports of results of other tests or measurements (e.g., reading/mathematics profiles).  | Date of withdrawal + 5 years.  | See retention note (b) on page 6. |
| SD3200-09c | TEST AND ACADEMIC MEASUREMENT REPORTS | District summaries on a group basis of the results of standardized testing.  | 3 years. |  |
| SD3200-09d | TEST AND ACADEMIC MEASUREMENT REPORTS | Testing administration records may include but not limited to, testing irregularity and investigations documentation, inventory and shipping records, signed security oaths for testing personnel, and seating charts.  | Date test administered + 5 years.  | 19 TAC §101.3031(d) and TEA Student Assessment Division: Test Security Supplement. |
| SD3200-10 | ETHNICITY FORMS | Student and Staff Ethnicity and Race Data Questionnaire. | 3 years or until litigation, claim, or audit is complete, whichever is later. | By Regulation - 2 CFR 200.333. |
| SD3200-11 | STATEMENT OF ASSURANCE FOR STUDENTS WHO ARE VICTIMS OF A VIOLENT CRIMINAL ACT | School Safety Choice Option (SSCO) Transfer Policy Statement of Assurance includes date the incident occurred, incident number, identity of perpetrator, if known, etc. | 5 years. | Texas Education Agency Guidance Relating to a Student Who Is a Victim of a Violent Criminal Offense, Section III, (d). |
| SD3200-12 | STUDENT TESTING AND ASSESSMENT ACCOMMODATION RECORDS | Records of accommodation requests and supporting documentation. Accommodations, or designated supports, or changes to materials or procedures that enable students to access learning and testing.  | 1 year.  | Per published TEA guidelines for requesting an accommodation, all approved accommodation requests will expire on December 31st of the year the request was approved. A new accommodation request must be submitted each calendar year if the student continues to need that accommodation. |
| **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT RECORDS (FERPA)** |
| SD3225-01  | ACCESS POLICIES  | Written policies and procedures demonstrating how a district meets the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, and federal rules adopted under the act.  | US. | By regulation - 34 CFR 99.32. |
| SD3225-02  | ACCESS TO INFORMATION, RECORDS OF | Record of each request for access to and each disclosure of personally identifiable information from the educational records of a student. |  |  |
| SD3225-02a   | ACCESS TO INFORMATION, RECORDS OF | Documentation of requests from and disclosures to the parent or eligible student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the parent or eligible student, or to a party seeking directory information.  | Date records produced + 1 year. | By law and regulation – 20 USC 1232g, and 34 CFR 99.32.  |
| SD3225-02b  | ACCESS TO INFORMATION, RECORDS OF | Documentation of requests from and disclosures to any party not included in (a).  | Retain with the education records of the student as long as the records are maintained.  | By regulation and law –34 CFR 99.32(a)(2) and Texas Family Code 58.0051(c). |
| SD3225-02c   | ACCESS TO INFORMATION, RECORDS OF | Written consents from the parent or eligible student for information disclosure.(1) From the parent. (2) From the eligible student.  | Until the student is 18.Expiration, termination, or revocation of consent +2 years, or destruction of all records to which consent applies + 2 years, whichever sooner.  |  |
| SD3225-02d | ACCESS TO INFORMATION, RECORDS OF | Written refusals from the parent or eligible student to the disclosure of directory information.(1) If refusals are valid as long as the student is in attendance. (2) If refusals must be renewed each academic year.  | AV after date of withdrawal. US or AV after date of withdrawal, as applicable. |  |
| SD3225-03  | PROTEST OF RECORD STATEMENTS | Statements by parents or eligible students commenting on contested information in a student record, or stating why they disagree with a district's decision not to amend a record, or both. | For as long as the record containing the contested information is maintained.  | By regulation - 34 CFR 99.21(c)(1). |
| SD3225-04  | RECORD AMENDMENT REQUESTS AND RELATED DOCUMENTATION | Requests from parents or eligible students to amend student records, notices by the district of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners. | Date of final resolution +2 years. |  |
| **SPECIAL POPULATIONS & SERVICES RECORDS** |
| **SPECIAL EDUCATION RECORDS** |
| SD3250-01  | ENROLLMENT LISTS AND ROSTERS |  | 5 years.  | See retention note (b) on page 6. |
| SD3250-02  | STUDENT RECORDS  | Records of each student referred to or receiving special education services, including referral, assessment, and reevaluation reports; enrollment and eligibility forms; admission, review, and dismissal (ARD) and transitional planning committee documentation; individual educational plans (IEP) and individual transitional plans (ITP); parental consent forms for testing and placement; and other records of services required under federal and state regulation. Includes records of students receiving School Health and Related Services (SHARS), see Texas Medicaid Provider Procedures Manual.  | Cessation of services + 5 years, *but see retention note (a).*  | Retention Notes: a) It is an exception to the retention period given for this record group, that the following information must be retained PERMANENTLY in some form on each student in grades 9-12 participating in a special education program: name, last known address, student ID or Social Security number, grades, classes attended, and grade level and year completed. If an academic achievement record [see item number SD3200-01(a)] is created for the student and maintained among those for students in the regular population, it is not necessary for special education records custodians to maintain the prescribed information beyond 5 years after the cessation of services, provided that it is contained in the Academic Achievement Record.b) Prior to the destruction of any records in this record group, the eligible student or the parents of the student, as applicable, must be notified in accordance with federal regulation.c) See retention note (b) on page 6. |
| SD3250-03 | VIDEO SURVEILLANCE, SPECIAL EDUCATION SETTINGS | Any video and audio recorded from a camera placed in a classroom or other special education setting. | 3 months. | By law – Texas Education Code, Section 29.022(e) and (e-1).  |
| **BILINGUAL PROGRAM RECORDS** |
| SD3250-08  | STUDENT RECORDS  | Records of each student referred to or receiving bilingual or special language services, including recommendations from parents or teachers for bilingual instruction, student interview documentation, notifications to parents, parental consents or denials, language proficiency assessment committee (LPAC) reports, exit reports, follow-up study reports, and other records of services required by state regulation or pertinent to the identification of students for bilingual education or special language programs.  | Cessation of services + 5 years.  | See retention note (b) on page 6. |
| **GIFTED & TALENTED PROGRAM RECORDS** |
| SD3250-16 | STUDENT RECORDS | Records of each student referred to or receiving services in a gifted/talented program, including nomination and observation documentation, testing results, parental consents, committee reports and recommendations, and other records of services required under state regulation or pertinent to the identification of students for participation in gifted/talented programs.  | Cessation of services + 5 years. |  |
| **SECTION 504 PROGRAM RECORDS** |
| SD3250-20  | STUDENT RECORDS  | Records of each student referred to or receiving services under Section 504, including referral, pre-placement, and reevaluation reports, parental notices; group and impartial hearing deliberations; and other records of services required under Section 504 regulations.  | Cessation of services + 5 years.  | See retention note (b) on page 6. |

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| **DYSLEXIA PROGRAM RECORDS** |
| SD3250-26  | ENROLLMENT LISTS AND ROSTERS  |  | Cessation of services + 5 years. |  |
| SD3250-27 | STUDENT RECORDS | Records of each student referred to or receiving dyslexia program services, including referral and assessment reports; group deliberations; parental notices; and other records of services required under state regulation.  | Cessation of services + 5 years. | Retention Note: This record group does not include the special education records of students with dyslexia or related disorders receiving special education services. See item number SD3250-02. |
| **MIGRANT STUDENT RECORDS** |
| SD3250-33 | DAILY NGS LOGS  |  | 10 years.  |  |
| SD3250-34  | ENROLLMENT AND WITHDRAWAL REPORTS  |  | 10 years. |  |
| SD3250-35  | MONITORING DOCUMENTATION | Summaries of eligibility verifications and validations, parent/guardian questionnaires, copies of validated certificates of eligibility, and copies of any correspondence from a school district to a regional educational service center requesting deletion of ineligible children from the NGS.  | 10 years. |  |
| SD3250-36  | RECRUITING RECORDS  | Recruiter logs, questionnaires, and similar records documenting efforts of recruiters to identify and enroll currently and formerly migrant students. | 10 years.  |  |
| SD3250-37  | STUDENT RECORDS |  |  |  |
| SD3250-37a | STUDENT RECORDS | Certificates of eligibility (COE). This includes all changes, corrections, additions and residency verification documentation.  | Qualifying Arrival Date (QAD) + 10 years.  |  |
| SD3250-37b | STUDENT RECORDS | Copies of most current educational and health records or forms providing educational and health updates, information from which is transmittable to regional educational service centers for data entry. | US.  | Retention Note: Program regulations require that an active file be maintained on each migrant child identified for the current school year in a project district or cooperative project district. The file must include, in addition to the certificate of eligibility, a copy of each of the most current educational and health records of the student. Although the minimum retention period is set as US, superseded records should not be disposed of until notification that all required data from the superseded records has been accurately reflected in NGS records in Little Rock. If original student educational and health records, rather than copies, are the source for NGS data, the records must be retained for the periods established in Parts 1 and 5 of this schedule. |
| SD3250-37c | STUDENT RECORDS | Data verification reports from the NGS center in Little Rock.  | AV.  |  |
| **OTHER SPECIAL POPULATIONS RECORDS** |
| SD3250-43  | FEDERAL IMPACT AID SURVEY FORMS |  Locally designed form used to survey parents to determine eligibility for federal impact aid under P.L. 81-874. |  |  |
| SD3250-43a  | FEDERAL IMPACT AID SURVEY FORMS | Survey forms of students determined to be eligible and used to complete district applications for school assistance in federally affected areas. | 5 years. | See retention note (b) on page 6. |
| SD3250-43b | FEDERAL IMPACT AID SURVEY FORMS | Survey forms of students determined not to be eligible.  | AV.  |  |
| SD3250-44  | McKINNEY HOMELESS ASSISTANCE ACT STUDENT RECORD  |  | 5 years.  | See retention note (b) on page 6. |
| SD3250-45 | CIVIL RIGHTS DATA COLLECTION (CRDC) | The Civil Rights Data Collection (CRDC) is a biennial (i.e., every other school year) survey of public schools required by Office of Civil Rights (OCR) since 1968. The CRDC collects a variety of information including student enrollment and educational programs and services, most of which is dis-aggregated by race/ethnicity, sex, limited English proficiency, and disability. Information is reported electronically through the CRDC Data Entry Tool. | After submission of data + 5 years.  |  |
| **ATTENDANCE RECORDS** |
| SD3275-01  | ATTENDANCE CONTROL DOCUMENTATION |  |  |  |
| SD3275-01a | ATTENDANCE CONTROL DOCUMENTATION | Correspondence to and from parents or guardians concerning absences and tardiness.  | AV. |  |
| SD3275-01b | ATTENDANCE CONTROL DOCUMENTATION | Correspondence with law enforcement or other agencies concerning violations of the compulsory school attendance law, including all associated documentation.  | 2 years. |  |
| SD3275-01c | ATTENDANCE CONTROL DOCUMENTATION | Attendance officer's logs and reports used to track activities related to student attendance and absences, including contacts with parents or guardians.  | 2 years. |  |
| SD3275-01d | ATTENDANCE CONTROL DOCUMENTATION | Documents relating to student attendance hearings and appeals. | Date of decision + 2 years. |  |
| SD3275-02  | ATTENDANCE REPORTS |  |  |  |
| SD3275-02a  | ATTENDANCE REPORTS | Copies of attendance and enrollment reports submitted to the Texas Education Agency, including those term and period reports submitted to the superintendent by principals for the purposes of compiling state-mandated reports.  | 5 years. |  |
| SD3275-02b | ATTENDANCE REPORTS | Daily Registers of Pupil Attendance (or an equivalent locally-designed record) and similar daily or periodic reports used to document the attendance and absence of students.  | 5 years. |  |
| SD3275-03  | SCHOLASTIC CENSUS RECORDS | Census cards or rolls of school age children residing in the county or district. These are records of the abolished offices of county superintendent of schools.  | PERMANENT. |  |
| SD3275-04  | TRANSFER, APPLICATIONS FOR, AND ASSOCIATED REPORTS | Documentation concerning the transfer and enrollment of students in districts other than those in which they are a resident. | 5 years.  | See retention note (b) on page 6. |
| **STUDENT HEALTH RECORDS** |
| SD3300-01  | ACCIDENT REPORTS | Reports of accidents to students.  | Date minor reaches majority age + 3 years, if no claim filed; 3 years after settlement or denial of claim if a claim is filed, whichever applicable. |  |
| SD3300-02 | [WITHDRAWN – SEE GR1000-41] |  |  |  |
| SD3300-03 | [WITHDRAWN – SEE SD3300-04 or GR1000-26, AS APPLICABLE] |  |  |  |
| SD3300-04  | CUMULATIVE HEALTH CARD OR RECORD | Health and medical records of students in public school districts.  | Date of withdrawal + 7 years, or until the student’s 21st birthday, whichever later. | By regulation - 22 TAC 165.1(b). |
| SD3300-05  | EMERGENCY CARDS  | Card or other form of record providing information on whom to contact in case of accident or illness to a student. | US or date of withdrawal, whichever sooner.  |  |
| SD3300-06  | EXCLUSION AND VERIFICATION DOCUMENTATION  | Affidavits or similar documents seeking the exclusion of students from participation in immunization or other health care programs for medical or religious reasons, or verifications of previous illness or health testing. |  |  |
| SD3300-06a  | EXCLUSION AND VERIFICATION DOCUMENTATION  | Exclusion documentation.(1) Affidavits of medical reasons. (2) Affidavits of conscience-based exclusions. | 1 year from date signed by physician, or date of withdrawal if contraindication is lifelong. Date affidavit notarized + 2 years, or date of withdrawal, whichever sooner.  | By law and regulation – Texas Education Code 38.002(a) and 25 TAC 97.62(1). By regulation – 25 TAC 97.62(2).  |
| SD3300-06b | EXCLUSION AND VERIFICATION DOCUMENTATION  | Confirmations or statements of immunity, infection, or positive history of illness permitted by law to except students from state immunization requirements. | Date of withdrawal + 2 years. | Retention Note: If data from the verification documentation is recorded on the cumulative health card (see item number SD3300-04), the documentation need be retained only as long as administratively valuable after recording. |
| SD3300-06c  | EXCLUSION AND VERIFICATION DOCUMENTATION  | Verifications from physicians or health agencies of prior testing of sight, hearing, and spinal curvature.  | 2 years. | By regulation – 25 TAC 37.22(13), 25 TAC 37.26(b) (vision, hearing), 25 TAC 37.145(b) (spinal). |
| SD3300-07  | HEALTH SCREENING DOCUMENTATION |  |  |  |
| SD3300-07a  | HEALTH SCREENING DOCUMENTATION | Worksheets, checklists, examination forms, and similar documents used in student health screening.  | AV after entry of information on Cumulative Health Record. |  |
| SD3300-07b  | HEALTH SCREENING DOCUMENTATION | Vision, hearing, and spinal screening reports submitted to the Texas Department of State Health Services.  | 2 years. |  |
| SD3300-08  | IMMUNIZATION RECORDS |  |  |  |
| SD3300-08a  | IMMUNIZATION RECORDS | Immunization record (either separate or in combination with a cumulative health card as in item number 3300-04).  | Date of withdrawal + 2 years. | Retention Note: It is an exception to the retention period given for the immunization record that if immunizations are performed by school nurses or other medical technicians employed by the school district, the immunization record and parental consent forms for the administration of vaccine must be retained by the school until the person receiving the vaccine is 20 years old or 10 years after the consent form was signed, whichever later. |
| SD3300-08b  | IMMUNIZATION RECORDS | Annual reports of immunization status.  | 3 years. |  |
| SD3300-09  | PHYSICIAN REFERRALS AND REPORTS | Copies of referrals to physicians, including any attached screening worksheets, and reports from physicians on referred health matters.  | AV after entry of information on Cumulative Health Record. |  |
| SD3300-10  | REPORTS TO ENFORCEMENT AGENCIES  | Copies of reports on child abuse or neglect, communicable disease, dog bites, drug offenses, missing children, or sexually transmitted disease submitted to the Texas Department of State Health Services, the Texas Health and Human Services Commission, or local law enforcement and animal control agencies.  | 2 years. |  |
| SD3300-11  | SPECIAL HEALTH CARE RECORDS |  |  |  |
| SD3300-11a  | SPECIAL HEALTH CARE RECORDS | Logs or reports of medications or treatment administered to students on a group or individual basis.  | 3 years. |  |
| SD3300-11b  | SPECIAL HEALTH CARE RECORDS | Parent's requests and physician's authorizations for specialized health care.  | End of validity of request or authorization + 2 years. |  |
| **INSTRUCTION & GRADE REPORTING** |
| SD3325-01  | CURRICULUM GUIDES  | A set of high level instruction guidelines that integrate TEKS and standardized testing (STAAR, TAKS) expectations into a broad outline of what will be taught.  | US.  |  |
| SD3325-02  | GRADE BOOKS  | Instructor’s records documenting individual grades earned by a student and any corresponding average(s) of individual grades used to make entries in the academic achievement or cumulative record. | 1 year after entry of grades in the academic achievement or cumulative record. |  |
| SD3325-03  | GRADE REPORTS | Periodic grade reports created for internal administrative purposes, providing data on grades or grade rankings by class, teacher, campus, course, population, ethnic breakdown, etc. *except* reports of the type noted in item number SD3325-05.  | AV.  |  |
| SD3325-04  | LESSON PLANS  | Teacher-specific documents regarding implementation of curriculum guide, selection of classroom materials and homework.  | Until end of school year. |  |
| SD3325-05  | REPORT CARDS  | Copies of report cards or grade reports or a comparable record evidencing the grades that have been reported for a student to the student's parents.  | 1 year after entry of grades in the academic achievement or cumulative record.  | Retention Note: If copies of report cards or grade reports are the only record of grades received in K-8, follow SD3200-01b. If they are the only record of grades received in 9-12, follow SD3200-01a). |
| **DISCIPLINE & COUNSELING RECORDS** |
| SD3350-01  | DISCIPLINE RECORDS | Records relating to the discipline, corporal punishment, suspension, and expulsion of students maintained by superintendents, principals, and counselors, including parental conference reports and correspondence with parents. |  |  |
| SD3350-01a  | DISCIPLINE RECORDS | Records relating to removal to a Disciplinary Alternative Education Program, suspension, or expulsion.  |  5 years. |  |
| SD3350-01b  | DISCIPLINE RECORDS | Records relating to forms of discipline other than removal to a Disciplinary Alternative Education Program, suspension, or expulsion.  | AV.  |  |
| SD3350-02  | STUDENT GUIDANCE AND COUNSELING FILES  | Individual student counseling files maintained by school counselors, including parental conference reports.  | AV.  | Retention Note: Guidance and counseling records created by participation in special programs described in Part 3 of this schedule must be retained for the same period as Student Records in the appropriate section. If the records created in a federally funded project or program, the retention period is instead cessation of services + 5 years.  |
| SD3350-03 | LAW ENFORCEMENT NOTIFICATIONS | Notification from a law enforcement agency of the arrest of a student enrolled in a public primary or secondary school in accordance with Code of Criminal Procedure, art. 15.27. | Destroy at the end of the school year in which notification was issued.  | By law – Texas Education Code, 37.017. Retention Note: Texas Education Code §37.017 prohibits law enforcement notification to be attached to student’s permanent academic record (SD3200-01a). |

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| **ADULT EDUCATION RECORDS** |
| SD3375-01  | CLASS ORGANIZATION REPORTS AND ROSTERS  |  | 5 years.  | See retention note (b) on page 6. |
| SD3375-02  | CURRICULUM PLANNING DOCUMENTATION | Project and study plans developed by instructors in vocational education, including those for vocational summer work.  | 5 years.  | See retention note (b) on page 6. |
| SD3375-03  | FOLLOW-UP REPORTS  | Reports on post-instructional experience of leavers and completers of vocational education programs.  | 5 years.  | See retention note (b) on page 6. |
| SD3375-04  | STUDENT RECORDS  | Cooperative training plans; applications for participation in work study programs; student rating forms, progress reports, and record cards; individual follow-up records; and similar records of assignments to and the completion by a student of vocational education projects and tasks.  | End of enrollment + 5 years.  | See retention note (b) on page 6. |
| **ACCREDITATION RECORDS** |
| SD3425-01  | ACCREDITATION REPORTS |  |  |  |
| SD3425-01a  | ACCREDITATION REPORTS | Reports to the Texas Education Agency on accreditation planning or the self-monitoring of progress toward the achievement of goals.  | AV after subsequent accreditation.  |  |
| SD3425-01b  | ACCREDITATION REPORTS | Accreditation investigative reports from the Texas Education Agency to the board of trustees of a school district.  | PERMANENT. |  |
| SD3425-02  | [WITHDRAWN – SEE GR1000-41] |  |  |  |
| SD3425-03 | DISTRICT IMPROVEMENT PLAN | Plan and supporting documentation developed, evaluated, and revised annually, in accordance with district policy, by the superintendent.  | US + 5 years.  |  |
| SD3425-04 | CAMPUS IMPROVEMENT PLAN | Plan and supporting documentation developed, reviewed, and revised each school year by the principal of each school campus for the purpose of improving student performance for all student populations.  | US + 2 years.  |  |
| **FOOD SERVICES RECORDS** |
| SD3450-01  | CERTIFICATES OF AUTHORITY | Authorizations for persons to act on behalf of a school district in school lunch matters.  | Date rescinded or terminated + 5 years. |  |
| SD3450-02  | DAILY FOOD SERVICE RECORDS | Daily record of full-price, reduced-price, and free breakfasts and lunches served.  | End of program year + 5 years. |  |
| SD3450-03  | FOOD AND FOOD EQUIPMENT INVENTORY RECORDS  | Inventory records of food and food equipment.  | End of program year + 5 years. |  |
| SD3450-04  | FREE OR REDUCED-PRICE MEAL RECORDS |  |  |  |
| SD3450-04a  | FREE OR REDUCED-PRICE MEAL RECORDS | Applications from parents for free or reduced-price breakfasts or lunches, and rosters or lists of eligible students.  | End of program year + 5 years. |  |
| SD3450-04b  | FREE OR REDUCED-PRICE MEAL RECORDS | Policy statements on free and reduced-price meals.  | US + 5 years. |  |
| SD3450-05  | HEALTH INSPECTION REPORTS  |  | End of program year + 5 years. |  |
| SD3450-06  | MENU RECORDS | Daily menus and related planning records.  | End of program year + 5 years.  |  |
| **TEXTBOOK RECORDS** |
| SD3475-01  | ANNUAL MEMBERSHIP REPORT  |  | AV.  |  Obsolete record.  |
| SD3475-02  | LOCAL TEXTBOOK COMMITTEE REPORT  |  | AV. |  Obsolete record.  |
| SD3475-03  | [WITHDRAWN – SEE GR1000-25] |  |  |  |
| SD3475-04  | TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS |  |  |  |
| SD3475-04a  | TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS | Inventories. | US + 1 year.  |  |
| SD3475-04b  | TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS | Book cards or records comparable in function documenting what books were distributed to each student and similar records documenting their return or non-return.  | End of school year or date of withdrawal, + 3 years. |  |
| SD3475-04c  | TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS | Records documenting the distribution, transfer, and return of textbooks on a campus by campus basis.  | End of school year.  |  |
| SD3475-04d  | TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS | Notification or reports of state-owned textbooks that have been destroyed.  | 2 years. |  |
| SD3475-05  | TEXTBOOK PROCUREMENT RECORDS |  |  |  |
| SD3475-05a  | TEXTBOOK PROCUREMENT RECORDS | Requisitions and supplemental requisitions for textbooks, learning systems, and related materials, including those for use by visually disabled students, placed with the Texas Education Agency (TEA), the Texas Instructional Materials Center for the Visually Impaired, or other vendors as may be permitted by law or regulation, including supporting documentation such as statements of charges, packing slips, freight bills, and shipment-error reports. | FE + 2 years. |  |
| SD3475-05b  | TEXTBOOK PROCUREMENT RECORDS | Order notifications from the Texas Education Agency (TEA) concerning processing of textbook orders.  | AV.  | Obsolete record.  |
| SD3475-05c  | TEXTBOOK PROCUREMENT RECORDS | Documentation relating to the procurement of sample textbooks, learning systems, and related materials.  | AV after receipt and reconciliation of shipment.  |  |
| SD3475-06  | TEXTBOOK SALES AND DISPOSITION RECORDS |  |  |  |
| SD3475-06a  | TEXTBOOK SALES AND DISPOSITION RECORDS | State textbook sales invoices and acknowledgment statements, logs (district and campus) of textbooks paid for, payment or reduced payment waivers, payment account cards, and any district forms used for the transmittal of textbook funds from campuses to the textbook coordinator.  | FE + 2 years. |  |
| SD3475-06b  | TEXTBOOK SALES AND DISPOSITION RECORDS | Records relating to the disposition by donation or destruction of textbooks and other instructional materials after discontinued for use in public schools.  | AV.  |  |
| **TRANSPORTATION RECORDS** |
| SD3500-01  | APPLICATIONS FOR NEW TRANSPORTATION PROGRAMS | Requests to the Texas Education Agency for approval of state funds for eligible student transportation services.  | FE + 5 years. |  |
| SD3500-02  | CONTRACTS FOR TRANSPORTATION SERVICES  | Contracts with public or commercial companies for pupil transportation services, including copies of applications to the Texas Education Agency (TEA) for contract approval.  | 4 years after the expiration or termination of the contract according to its terms. |  |
| SD3500-03  | DRIVERS RECORDS (see also Section 3-1 of Local Schedule GR) |  |  |  |
| SD3500-03a  | DRIVERS RECORDS (see also Section 3-1 of Local Schedule GR) | Medical examination reports.  | US + 3 years. |  |
| SD3500-03b  | DRIVERS RECORDS (see also Section 3-1 of Local Schedule GR) | School bus driver training certification verifications.  | US, expires, or termination + 5 years. |  |
| SD3500-03c  | DRIVERS RECORDS (see also Section 3-1 of Local Schedule GR) | Driver's license record checks.  | US or date of separation + 2 years, as applicable. |  |
| SD3500-04  | ELIGIBLE RIDER DOCUMENTATION  | Documentation, maintained in the form of lists of actual bus riders by name and route number, including all associated records providing source information needed to complete ridership sections of state-required pupil transportation reports (see item number SD3500-05).  | 3 years. |  |
| SD3500-05  | PUPIL TRANSPORTATION REPORTS | Annual reports to the Texas Education Agency on the number of pupils transported by school bus or private means (including route mileage), used by the agency to determine transportation allotments.  | 3 years. | Retention Note: This record group includes requests for approval of bus routes, now part of the Regular Pupil Transportation Report, but submitted separately in prior years. |
| SD3500-06  | ROUTE DESCRIPTIONS  | A turn-by-turn accounting for each approved route, specifying road designations and corresponding mileages.  | US + 3 years. |  |
| SD3500-07  | SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS |  |  |  |
| SD3500-07a  | SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS | Vehicle master record containing the following: complete description including identification and license numbers; title and registration papers; annual beginning and ending odometer readings; total annual fuel, maintenance, labor, and parts costs; and complete maintenance and inspection history (in summary form showing date and nature of inspection, service, and repair).  | LA. | Retention Notes: a) This schedule does not require the creation of a vehicle master record of the type described, but if a vehicle master record is not maintained, records containing the prescribed information must be retained for the life of the vehicle. For example, if work orders in SD3500-07b are the only record maintained of repairs to school buses, they must be retained for the life of the vehicle. b) If a school bus is salvaged as the result of an accident, the vehicle master record or, if one is not created, documents providing the types of information prescribed, must be retained for LA + 1 year.  |
| SD3500-07b  | SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS | Service requests/work orders.  | 2 years. |  |
| SD3500-07c  | SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS | Daily activity reports compiled by vehicle shop personnel and/or drivers showing fuel and oil consumption, odometer readings, routine inspections, etc., from which data is derived for operating cost reports and the vehicle master record.  | 2 years. |  |
| SD3500-07d  | SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS | School bus usage reports for extracurricular activities, field trips, or for private purposes under contract needed for compiling annual operating costs reports under (e).  | 2 years. |  |
| SD3500-07e  | SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS | Annual operation cost reports submitted to the Texas Education Agency.  | FE + 5 years. |  |
| SD3500-08  | [WITHDRAWN – SEE GR1075-03a] |  |  |  |
| SD3500-09  | SCHOOL BUS SURVEILLANCE VIDEO |  |  |  |
| SD3500-09a  | SCHOOL BUS SURVEILLANCE VIDEO (no incident) | Video recorded where no incident occurs. | AV. | Retention Note: The Texas State Library and Archives Commission strongly urges, but does not require, retaining school bus surveillance videos for a minimum of ten school days as recording technology permits. |
| SD3500-09b  | SCHOOL BUS SURVEILLANCE VIDEO (incident) | Video that records an incident. | 30 days after incident resolved or verdict is rendered.  |  |
| **SCHOOL SAFETY RECORDS** |
| SD3525-01  | EVACUATION AND FIRE EXIT PLANS  |  | US.  |  |
| SD3525-02  | FIRE DRILL RECORDS  | Records of fire drills, including schedules, reports, correspondence with fire departments, and associated documentation.  | 3 years. |  |
| SD3525-03  | FIRE SAFETY INSPECTION REPORTS  |  | 5 years. |  |
| **FINANCIAL RECORDS** |
| SD3550-01  | [WITHDRAWN – SEE LOCAL SCHEDULE GR, PART 2] |  |  |  |
| SD3550-02  | [WITHDRAWN – SEE GR1000-41] |  |  |  |
| SD3550-03  | [WITHDRAWN – SEE LOCAL SCHEDULE GR, PART 2] |  |  |  |
| **PERSONNEL & STAFFING RECORDS** |
| **INDIVIDUAL EMPLOYEE RECORDS** |
| SD3575-01  | ABSENCE FROM DUTY REPORTS  |  | 4 years. |  |
| SD3575-02  | APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF | Copies of applications/recommendations endorsed by the superintendent or other authorized school official and forwarded by the district or the applicant to the Texas Education Agency for the purposes of certification or review of qualifications. |  |  |
| SD3575-02a  | APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF | Application for Nonrenewable Permit.  | Date of expiration or denial of permit + 1 year.  |  |
| SD3575-02b  | APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF | All others.  | AV.  |  |
| SD3575-03  | AUDIT VERIFICATION CARDS  |  | US, but see retention note.  | Retention Note: The most recent audit verification card present in his or her personnel file upon separation of an employee must be retained PERMANENTLY and should be considered an addendum to the Teacher Service Record (see item number GR1050-12 in Local Schedule GR)*.* |
| SD3575-04  | TEMPORARY TEACHING STATUS AUTHORIZATIONS  | Out of state certificates, deficiency plans, and other documents temporarily authorizing a person to teach in the district until a Texas teaching certificate is obtained.  | Until replaced by Texas teaching certificate or date of separation +5 years, as applicable.  |  |
| SD3575-05  | PERFORMANCE APPRAISAL RECORDS  | Records related to evaluating the performance of a teacher. Currently, teachers are evaluated under T-TESS or a locally developed appraisal system as required by Texas Education Code, Chapter 21, subchapter H. This series also includes records in prior systems: the Professional Development and Appraisal System (PDAS) and its local equivalent implemented on a statewide basis in the 1997-1998 school year; the Texas Teacher Appraisal System (TTAS) implemented on a statewide basis in the 1986-1987 school year and used through the 1996-1997 school year for the career ladder appraisal process; and TTAS functional equivalents used in districts for teacher performance appraisals for the 1983-1984, 1984-1985, and 1985-1986 school years. |  | Retention Notes: For teacher appraisal records prior to the 1983-1984 school year see item number GR1050-21 in Local Schedule GR. |
| SD3575-05a | PERFORMANCE APPRAISAL RECORDS  | Appraisal record (including documentation submitted by the teacher).  | PERMANENT. |  |
| SD3575-05b | PERFORMANCE APPRAISAL RECORDS  | Observation/evaluation forms (including documentation submitted by the teacher).  | US + 2 years or date of separation + 2 years, whichever sooner.  | By regulation – 29 CFR 1620.32(c).  |
| SD3575-05c | PERFORMANCE APPRAISAL RECORDS  | Notes taken by appraisers during observations or similar written documentation created by the teacher's supervisor that, in combination with the formal observation, is used to determine credit for the criteria and indicators on the observation/evaluation forms.  | Date teacher signs for receipt of observation/evaluation form + 2 years.  |  |
| SD3575-05d | PERFORMANCE APPRAISAL RECORDS  | Teacher assessments of instructional goals and outcomes.  | AV.  |  |
| SD3575-05e | PERFORMANCE APPRAISAL RECORDS  | Professional growth plans.  | 4 years. |  |
| SD3575-05f  | PERFORMANCE APPRAISAL RECORDS  | Grievance and response documents.  | For the same period as the appraisal record to which they relate. | Retention Note: For employee grievance records other than those relating to performance appraisals see item number GR1050-20 in Local Schedule GR. |
| SD3575-06  | SERVICE RECORD AFFIDAVITS | Affidavits attached to teacher service record claiming months served prior to the 1949-50 school year. | PERMANENT. |  |
| SD3575-07  | [WITHDRAWN – SEE SD3575-04] |  |  |  |
| SD3575-09  | TEACHER CERTIFICATE REGISTERS  | Abstracts or record copies of teacher certificates of teachers working in the district. This was a standard record of county superintendents of schools.  | PERMANENT. | Retention Note: For current Teacher Service Record, see GR1050-12.  |
| SD3575-11 | CRIMINAL HISTORY CHECKS |  | Must be destroyed 1 year after received or date information used for the authorized purpose, whichever sooner.  | By law – Government Code §411.097(d)(3) and Texas Education Code 22.08391(a)(3). Retention Note: This record series is only for public school employees; for all other government employees, see item number GR1050-36 in Local Schedule GR.  |
| SD3575-12 | ALTERNATIVE CERTIFICATION PROGRAMS (ACPs) | Certification to become a teacher documents include applications to the program, transcripts, observation notes for student teachers. | Date of completion, withdrawal, discharge, or release from program + 5 years.  | By regulation – 19 TAC 228.40(f). |
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| **STAFFING RECORDS** |
| SD3575-16  | PERSONNEL ROSTERS  | Including those detailing assignments to grades, courses, etc.  | 3 years. |  |
| SD3575-17  | PERSONNEL UNIT REQUIREMENT CALCULATION WORKSHEETS  |  | AV.  |  |
| SD3575-18  | SUBSTITUTE TEACHING ROSTERS |  |  3 years. |  |
| **MISCELLANEOUS REPORTS & SURVEYS** |
| SD3600-01  | PUBLIC EDUCATION INFORMATION MANAGEMENT SYSTEM (PEIMS) DATA SUBMISSIONS  |  | 5 years.  |  |
| SD3600-02  | DATA VERIFICATION REPORTS  | Data printouts or reports from the Texas Education Agency (TEA) or other agencies provided for informational purposes showing data received and entered in Texas Education Agency (TEA) or other agency databases. For example, reports sent by Texas Education Agency (TEA) or an educational service center showing data received and entered as the result of Public Education Information Management System (PEIMS) data submissions fall under this record group as well as any retained copies of data verification reports returnable to Texas Education Agency (TEA), such as forms used to confirm and/or update data for the Texas School Directory.  | AV.  | Retention Note: Records management officers should use caution in assigning this record series to records of a local government to make certain they are not part of another records series listed in this schedule or, for records series unique to a government, are not part of a records series that documents the fulfillment of the statutory obligations of the government or the documentation of its functions.  |
| SD3600-03  | SURVEYS | Surveys, questionnaires, opinion polls, and similar documents received from the Texas Education Agency or other agencies, completed and returned by the superintendent or other school official, and used by the surveying agency for the preparation of needs assessments or statistical reports and not for the specific purpose of monitoring compliance with a required or grant-funded program in the respondent district. 1) Education Service Centers 2) School districts   | 5 years. AV.  |  |
| **MISCELLANEOUS** |
| SD3625-01  | PROGRAM APPROVAL APPLICATIONS  | Applications and supporting documentation for local programs that must be approved by the Texas Education Agency before implementation but which do not involve the allocation of state or federal funds controlled by the agency. |  |  |
| SD3625-01a  | PROGRAM APPROVAL APPLICATIONS  | Applications approved.  | US + 5 years or life of program + 5 years, whichever applicable. |  |
| SD3625-01b  | PROGRAM APPROVAL APPLICATIONS  | Applications not approved.  | AV.  |  |
| SD3625-02  | REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES  | Requests and renewals of requests for waivers of Texas Education Agency policies and rules, including any attached documentation. |  |  |
| SD3625-02a  | REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES  | Requests granted.  | 5 years. |  |
| SD3625-02b  | REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES  | Requests not granted.  | AV.  |  |
| SD3625-03  | SCHOOL CALENDAR  |  | US + 2 years. |  |
| SD3625-04  | UNIVERSITY INTERSCHOLASTIC LEAGUE RECORDS  | Correspondence, schedules, rosters, reports, records of participation, and similar documentation, *except* financial records (see Local Schedule GR), concerning the participation of a district in academic, music, and athletic contests and programs governed by the University Interscholastic League.  | 2 years. |  |
| SD3625-05 | EXTRACURRICULAR ACTIVITY RECORDS | Application, selection, and evaluation records for participation in extracurricular activities (cheerleading, National Honor Society, student council, etc.) | 2 years. |  |
| SD3625-06 | STUDENT DRUG/ALCOHOL TEST RESULTS |  |  | Retention Note: TSLAC recommends districts maintain these records separate from student cumulative folder. Follow all applicable state and federal laws controlling access and sharing of this information. |
| SD3625-06a | STUDENT DRUG/ALCOHOL TEST RESULTS (negative results) | Negative Results. | 1 year. |  |
| SD3625-06b | STUDENT DRUG/ALCOHOL TEST RESULTS (positive results) | Positive Results or Refusal Form. | Date of withdrawal, or 5 years, whichever sooner. |  |
| SD3625-07 | VISITOR LOGS | Logs, registers, or similar records documenting visitors.  | 3 years. |  |
| SD3625-08 | PARKING DECAL/PERMIT RECORDS |  | US or expiration of permit. |  |
| **LIBRARY RECORDS** |
| SD3650-01 | ACCESSION/DEACCESSIONRECORDS | Records used to update library catalogs or inventory records of the accession throughpurchase or gift or the deaccession through loss or withdrawal of library and museum materials. | AV. | Retention Note: This record series does not include the record copy of purchase requisitions or orders or accounts payable documentation. See item numbers GR1025-26 and GR1075-03 in Local Schedule GR.  |
| SD3650-02 | BORROWER REGISTRATIONRECORDS | Records documenting the registration ofborrowers. | AV. |  |
| SD3650-03 | CIRCULATION RECORDS | Records documenting the circulation of library materials to individual borrowers. | AV. |  |
| SD3650-04 | INTERLIBRARY LOANRECORDS | Records relating to the lending and borrowing of library materials through interlibrary loan. | AV. | Retention Note: It is an exception to the retention period for this item that if interlibrary loan services are funded by indirect grants from the U.S. Department of Education, the record copy of documents evidencing interlibrary loan activity must be retained for FE + 7 years. See introductory retention note concerning grant records in Part 2 of Local Schedule GR.  |
| SD3650-05  | INVENTORY RECORDS | Shelf lists or equivalent records showing current library and museum holdings. | US. |  |
| SD3650-06 | LIBRARY CATALOGS |  | US. |  |
| **TAX RECORDS** |
| **APPRAISAL RECORDS** |
| TX2950-01  | APPEAL RECORDS | Notices of appeal of a final order of an appraisal review board to a district court; and, if the appeal is being made by a chief appraiser, a taxing unit, or a county, notices of pending appeal sent to property owners whose property is involved in the appeal.  | PERMANENT. | By regulation - 34 TAC 9.803(g). |
| TX2950-02  | HEARING RECORDS | Case papers arising from appraisal review board hearings or meetings including, but not limited to, protests and challenge petitions; oaths and affidavits; hearing notices and hearing notice waivers; subpoenas; documents submitted in evidence by taxpayers or taxing units; motions for hearing; notices of change in appraisal records that affect tax liability; orders determining protests, challenges, and accompanying notices of final order; correspondence; and similar documentation relating to the powers and duties of an appraisal review board established in law or regulation.  | End of calendar year in which hearing or meeting held + 4 years. | Retention Note: For additional records of appraisal review board hearings see item number TX2975-06. |
| TX2950-03 | MINUTES | Including those of agricultural appraisal advisory boards and governing bodies of taxing units sitting as boards of equalization under prior law.  | PERMANENT. | Retention Note: For audiotapes and other records associated with the creation of minutes see item number GR1000-03. |
| TX2950-04 | OPEN MEETING NOTICES AND HEARING SCHEDULES. |  | 2 years. |  |
| TX2950-05 | ARBITRATION RECORDS | All records associated with a request for, the conduct of, and the result of a binding arbitration procedure under Property Tax Code, Chapter 41A. |  |  |
| TX2950-05a | ARBITRATION RECORDS | Arbitration award. | End of calendar year in which hearing held + 4 years. |  |
| TX2950-05b | ARBITRATION RECORDS | All other records associated with a binding arbitration request procedure. | End of calendar year in which hearing held + 4 years, but see retention note. | Retention Note: The definition of a local government record in Local Government Code, §201.003(8)(G) specifically excludes the following from the definition: “any records, correspondence, notes, memoranda, or documents, other than a final written agreement described by Section 2009.054(c), Government Code, associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state department or institution, local government, special district, or other political subdivision of the state participated as a party, facilitated as an impartial third party, or facilitated as the administrator of a dispute resolution system or organization.”As a consequence, the retention period shown is recommended to local governments, but is not required. |
| TX2950-06 | ARBITRATORS, REGISTER OF  | Register, created and maintained by chief appraisers, of persons qualified and willing to be arbitrators for the purposes of Property Code, Chapter 41A.  | US. |  |
| **POPERTY TAX COLLECTION RECORDS** |
| TX3000-01 | APPRAISAL DISTRICT BUDGETS  | Including amendments. | 3 years. | Retention Note: Do not confuse this record with annual budgets and budget amendments maintained PERMANENTLY by appraisal districts as required by item number GR1025-04(a). |
| TX3000-02 | APPRAISAL ROLLS, AMENDMENTS, AND NOTICES | Appraisal rolls, supplemental appraisal rolls, orders to correct appraisal rolls after certification, lists of pending protests, lists of late-filed homestead exemptions, reports of apportioned value of transportation business intangibles, and any accompanying certifications submitted by chief appraisers or the State Property Tax Board or its successor to taxing units. | 3 years. | Retention Notes: a) Preliminary appraisal rolls furnished to taxing units prior to receipt of the certified appraisal or supplemental appraisal roll need be retained only as long as administratively valuable and are exempt from the destruction request requirement.b) Do not confuse the appraisal roll in this record group with appraisal rolls maintained by appraisal districts (see item number TX2975-06). |
| TX3000-03 | BANKRUPTCY RECORDS | Records relating to the collection of taxes on property involved in bankruptcy cases. | AV after settlement of claim. | Retention Note: Any record that is customarily maintained in bankruptcy files in a taxing unit that is of a type noted elsewhere in this schedule must be retained for the retention period of that type; e.g., a tax receipt issued for the payment of taxes on property involved in bankruptcy proceedings must be retained for FE + 3 years as required under item number TX3000-16. |
| TX3000-04 | CHALLENGE RECORDS | Records, maintained by a taxing unit, of challenges made to the appraisal review board (ARB) by the taxing unit. | AV after decision of ARB. |  |
| TX3000-05 | DELINQUENT TAX ROLLS  | Both current and cumulative. |  |  |
| TX3000-05a | DELINQUENT TAX ROLLS | If record of payment is entered in the tax roll or a register of taxes collected (see item number TX3000-18) for the tax year for which the tax was delinquent.  | AV after preparation of cumulative tax roll for the following tax year. |  |
| TX3000-05b | DELINQUENT TAX ROLLS | If a record of payment is entered in this record, but is not entered in the tax roll or a register of taxes collected (see item number TX3000-18) for the tax year for which the tax was delinquent. | Real property rolls - 20 years; personal property rolls - 10 years. |  |
| TX3000-05c | DELINQUENT TAX ROLLS | Lists of delinquent or insolvent taxpayers (State Comptroller of Public Accounts Form 16 or its equivalent). | AV. | Obsolete record. |
| TX3000-06 | ERRORS IN ASSESSMENT, LISTS OF |  | AV. | Obsolete record of county tax assessor-collectors. |
| TX3000-07 | PAYMENT OPTIONS OR POSTPONEMENT, REQUESTS FOR | Requests or applications from taxpayers to be allowed to pay taxes by installment or in other manners permitted by law or for the postponement of tax bills. | AV.  |  |
| TX3000-08 | SPECIAL ASSESSMENT ROLLS | Rolls, schedules, ledgers, or similar records listing property owners and amount of assessment for streets, sidewalks, or other special assessment projects. | Expiration of the assessment + 10 years. |  |
| TX3000-09 | TAX BILLS OR STATEMENTS | Current, delinquent, special valuation rollback, and special assessment levy tax bills or notices. | AV. | Retention Note: Tax bills or statements returned by the post office or other mail delivery service must be retained for 1 year after return. |
| TX3000-10 | TAX CERTIFICATE RECORDS |  |  |  |
| TX3000-10a | TAX CERTIFICATE RECORDS | Tax certificates. | 2 years. |  |
| TX3000-10b | TAX CERTIFICATE RECORDS | Requests for tax certificates. | AV. |  |
| TX3000-11 | TAX COLLECTION, DELINQUENCY, AND PROPERTY VALUE REPORTS |  |  |  |
| TX3000-11a | TAX COLLECTION, DELINQUENCY, AND PROPERTY VALUE REPORTS | Reports to governing body of taxing unit.(1)Monthly.(2)Quarterly.(3)Annual. | FE + 3 years.AV.PERMANENT. | Retention Notes: A monthly or annual tax collection report need be retained only as long as administratively valuable by a tax collector if the record copy of the report is maintained by the clerk or secretary to the governing body of the taxing unit for the retention period indicated.Review before disposal; some monthly reports of county tax assessor-collectors, especially from the early to mid 20th century, contain lists of persons paying poll or occupation taxes and, consequently, may merit PERMANENT retention for historical reasons.Obsolete record. |
| TX3000-11b | TAX COLLECTION, DELINQUENCY, AND PROPERTY VALUE REPORTS | Reports to state agencies.(1) Annual reports to the State Property Tax Board or its successor.(2) Quarterly reports to the State Property Tax Board and annual, quarterly, and monthly reports to the State Comptroller of Public Accounts on state and county taxes collected. | PERMANENT.AV. | Obsolete record.Retention Note: Many county tax assessor-collectors customarily presented the same annual reports submitted to the State Comptroller of Public Accounts to their commissioners courts. In such instances, the reports must be retained PERMANENTLY as provided in TX3000-11a(3). |
| TX3000-12 | TAX CORRESPONDENCE | Correspondence between a taxing unit and a taxpayer concerning payment problems and similar subjects relating to the assessment and collection of property taxes and special assessments. | 2 years. | Retention Notes: a) All correspondence between a taxing unit and taxpayers must be retained for a minimum of 2 years except as noted in (b), but care should be taken in disposing of tax correspondence at the expiration of the 2-year period to make certain that it does not serve as documentation for other record series with longer retention periods noted in this section. b) Routine letters of transmittal (e.g., a letter indicating that payment is enclosed) need be retained only as long as administratively valuable. |
| TX3000-13 | TAX LIEN TRANSFER RECORD |  | AV.  |  |
| TX3000-14 | TAX LIENS AND LIEN RELEASES ON MANUFACTURED HOMES |  | Until release of lien. |  |
| TX3000-15 | TAX RATE CALCULATION WORKSHEETS AND NOTICES  | Including both effective and rollback tax rates. | 3 years. |  |
| TX3000-16 | TAX RECEIPTS | Copies or stubs of receipts issued for the payment of current or delinquent property taxes, special assessments, or for redemption of real property sold at a tax sale, including those for split, partial, installment, and conditional payments and for payments under protest. | FE + 3 years. | Retention Notes: a) Retrospective tax receipts issued under Texas Tax Code, Section 31.075 showing that taxes have been paid for one or more previous tax years need be retained only as long as administratively valuable unless the retrospective information is included on a receipt for the payment of current taxes, in which case the receipt must be retained for 3 years.b) This record group includes the following receipts or certificates, once widely used by county tax offices: insolvent receipts (Form 2P40-2.24), judgment receipts (Form 2P40-7.29), supplemental receipts (Form 2P40-2.25), redemption receipts (Form V-2.333 and 2P40-7.333), corrections receipts (Form 2P40-2.112 and 2P40-2.116), and cancellation receipts (Form 2P40-7.99) or their equivalent.c) In tax offices in which multi-copy tax receipts are used and more than one copy is kept by the collector for administrative purposes, only one copy must be retained for the 3-year retention period. The other copy or copies need be retained only as long as administratively valuable. |
| TX3000-17 | TAX REFUND, APPLICATIONS FOR |  | FE + 3 years. |  |
| TX3000-18 | TAX ROLLS | Consolidated tax roll and any supplemental tax roll for both rendered and unrendered property for each tax year or, if a consolidated tax roll is not maintained, all component tax rolls for each tax year, including summaries and recapitulations. (See item number TX3000-05 for delinquent tax rolls; item number TX3000-08 for special assessment rolls.) | Real property rolls - 20 years; personal property rolls - 10 years, *subject to the exceptions noted in the Appendix on page 25.* | Retention Notes: a) In any taxing unit, if a record of the payment of property taxes is not posted in the tax roll, but in a separate register of taxes collected, the register must be retained for the same period as the tax roll.b) Consolidated rolls detailing both real and personal property taxes due must be retained for 20 years.c) Preliminary drafts and proofs of a tax roll need be retained only as long as administratively valuable after approval of the final roll by the governing body. |
| TX3000-19 | TAX SEIZURE AND FORECLOSURE RECORDS | Records relating to the seizure of personal property or the institution of delinquent tax suits. |  |  |
| TX3000-19a | TAX SEIZURE AND FORECLOSURE RECORDS  | Tax warrants, petitions, citations, surety bonds, notices of sale, pertinent correspondence, and similar documentation. | AV from, as applicable,1) date of sale.2) date of resale if property purchased by taxing unit.3) date of final court judgment if no sale ordered.4) from date of dismissal if suit dismissed on motion of plaintiff. | Retention Note: Any record that is customarily maintained in tax seizure and foreclosure files in a taxing unit that is of a type noted elsewhere in this schedule must be retained for the retention period of that type; e.g., a tax receipt issued for the payment of taxes on property involved in a seizure or foreclosure action must be retained for FE + 3 years as required under item number TX3000-16. |
| TX3000-19b | TAX SEIZURE AND FORECLOSURE RECORDS  | A record in some form listing property sold at tax sale and its purchaser or purchasers; or, if purchased by a taxing unit, at resale. | PERMANENT. | Retention Note: Records of sale under this subgroup include obsolete State Comptroller of Public Accounts Form 93 (Report of Land Sold Under Judgment and Redeemed) or its equivalent and Form 20 (Report of Land Sold Under Judgment) or its equivalent, formerly required of county tax assessor-collectors. |

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