



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

LOCAL SCHEDULE GR (Revised Fourth Edition)

RETENTION SCHEDULE FOR RECORDS COMMON TO ALL LOCAL GOVERNMENTS

This schedule establishes mandatory minimum retention periods for records that are usually found in all local governments, regardless of type. No local government office may dispose of a record listed in this schedule prior to the expiration of its retention period. A records control schedule of a local government may not set a retention period that is less than that established for the record in this schedule. Original paper records may be disposed of prior to the expiration of their minimum retention periods if they have been microfilmed or electronically stored pursuant to the provisions of the Local Government Code, Chapter 204 or Chapter 205, as applicable, and rules of the Texas State Library and Archives Commission adopted under those chapters. Actual disposal of such records by a local government is subject to the policies and procedures of its records management program.

Destruction of local government records contrary to the provisions of the Local Government Records Act of 1989 and administrative rules adopted under it, including this schedule, is a Class A misdemeanor and, under certain circumstances, a third degree felony (Penal Code, Section 37.10). Anyone destroying local government records without legal authorization may also be subject to criminal penalties and fines under the Public Information Act (Government Code, Chapter 552).

INTRODUCTION

The Government Code, Section 441.158, provides that the Texas State Library and Archives Commission shall issue records retention schedules for each type of local government, including a schedule for records common to all types of local government. The law provides further that each schedule must state the retention period prescribed by federal or state law, rule of court, or regulation for a record for which a period is prescribed; and prescribe retention periods for all other records, which periods have the same effect as if prescribed by law after the records retention schedule is adopted as a rule of the Commission.

The retention period for a record applies to the record regardless of the medium in which it is maintained. Some records listed in this schedule are maintained electronically in many offices, but electronically stored data used to create in any manner a record or the functional equivalent of a record as described in this schedule must be retained, along with the hardware and software necessary to access the data, for the retention period assigned to the record, unless backup copies of the data generated from electronic storage are retained in paper or on microfilm for the retention period. This includes electronic mail (e-mail), websites, and electronic publications.

The use of social media applications may create public records. Any content (messages, posts, photographs, videos, etc.) created or received using a social media application may be considered records and should be managed appropriately. The retention of social media records is based on content and function. Local governments will need to consult the relevant records retention schedule for the minimum retention periods.

Unless otherwise stated, the retention period for a record is in calendar years from the date of its creation. The retention period, applies only to an official record as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, each local government should decide which shall be the official record and in which of its divisions or departments it will be maintained. Local governments in their records management programs should establish policies and procedures to provide for the systematic disposal of copies.

A local government record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A local government record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

If a record described in this schedule is maintained in a bound volume of a type in which pages were not meant to be removed, the retention period, unless otherwise stated, dates from the date of last entry.

If two or more records listed in this schedule are maintained together by a local government and are not severable, the combined record must be retained for the length of time of the component with the longest retention period. A record whose minimum retention period on this schedule has not yet expired and is **less than permanent** may be disposed of if it has been so badly damaged by fire, water, or insect or rodent infestation as to render it unreadable, or if portions of the information in the record have been so thoroughly destroyed that remaining portions are unintelligible. If the retention period for the record is **permanent** in this schedule, authority to dispose of the damaged record must be obtained from the Director and Librarian of the Texas State Library and Archives Commission. A Request for Authority to Destroy Unscheduled Records (Form SLR 501) should be used for this purpose.

Certain records listed in this schedule are assigned the retention period of AV (as long as administratively valuable). This retention period affords local governments the maximum amount of discretion in determining a specific retention period for the record described.

Use of Asterisk (*)

The use of an asterisk in this fourth edition of Local Schedule GR indicates that the record is either new to this edition, the retention period for the record has been changed, or amendments have been made to the description of or remarks concerning the record. An asterisk is not used to indicate minor amendments to grammar or punctuation.

ABBREVIATIONS USED IN THIS SCHEDULE

AV - As long as administratively valuable
FE - Fiscal year end
TAC - Texas Administrative Code
US - Until superseded
LA – Life of asset
CE – Calendar year end

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PART 1: ADMINISTRATIVE RECORDS

SECTION 1-1: RECORDS OF GOVERNING BODIES

Retention Note: SCOPE OF SECTION - The retention periods established in this section also apply to the records of subsidiary boards, bureaus, commissions, or committees established by the governing body of a local government that have rulemaking or quasi-judicial authority over any activity or program of the government or that were established by ordinance, order, or resolution for the purposes of advising the governing body or a subsidiary body on policy. Consequently, the use of the term “governing body” in a records description includes the corresponding records of those subsidiary bodies.

Record Number	Record Title	Record Description	Retention Period	Remarks
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 (the use of the term audiotape in (c)-(f) includes videotapes with sound).			
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	Audiotapes of open meetings, except as described in (d), for which written minutes are not prepared.	PERMANENT.	
GR1000-03d	MINUTES	Audiotapes 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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-03e	MINUTES	Audiotapes of open meetings for which written minutes are prepared.	90 days after approval of minutes by the governing body.	
GR1000-03f	MINUTES	Certified audiotapes of closed meetings.	2 years.	By law - Government Code, Section 551.104(a).

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-03g	MINUTES	Supporting documentation - One copy of each document of any type submitted to a meeting of a governing body for consideration, approval, or other action; if such action is reflected in the minutes of the meeting.	2 years.	<p>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.</p> <p>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.</p>
GR1000-04	OPEN MEETING NOTICES		2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-05	ORDINANCES, ORDERS, RESOLUTIONS (including those that have been repealed, revoked, or amended).		PERMANENT.	
*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	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 Note: Review before disposal; some records may merit PERMANENT retention for historical reasons.

SECTION 1-2: GENERAL RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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.		
*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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*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.	By law – Civil Practice and Remedies Code, Section 16.001.
GR1000-21	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 and they are exempt from the destruction notice requirement.
*GR1000-21b	AFFIDAVITS OF PUBLICATION	Election notices.	Election day + 22 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 Notes: a) 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		PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-24	COMPLAINTS	Complaints received from the public by a governing body or any officer or employee of a local government relating to government policy.	Resolution or dismissal of complaint + 2 years.	Retention Note: 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.
GR1000-25	CONTRACTS, LEASES, AND AGREEMENTS	Contracts, leases, and agreements, including reports, correspondence, performance bonds, 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.	
*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.

Record Number	Record Title	Record Description	Retention Period	Remarks
*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 and routine 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.	
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 (including 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.	
GR 1000-28	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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*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 (including 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)		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 Note: Review before disposal; some case files may merit PERMANENT retention for historical reasons.
GR1000-32	MINUTES (STAFF)	Minutes of internal staff meetings.	AV.	
*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.	Date request for records fulfilled + 1 year.	Government Code, Chapter 552.
*GR1000-34b	PUBLIC INFORMATION ACT REQUESTS	Exempted records.	Date of notification that records requested are exempt from disclosure + 2 years.	Government Code, Chapter 552.
GR1000-35	ORGANIZATIONAL CHARTS		US.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-36	PERMITS AND LICENSES	Records documenting the application for and the issuance of permits and licenses 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 except such records noted elsewhere in this or other commission schedules.	AV.	Retention Note: Review before disposal, some records may merit PERMANENT retention for historical reasons. Some photographs and other non-textual media of the types described should be retained PERMANENTLY for historical reasons, but latitude is allowed to the records management officer and the custodians of records in a local government to determine to what extent a particular photograph, for example, documents the history and activities of the local government. Local governments should consult with local historical or genealogical societies to assist with the appraisal. If it is determined that it does not, it need be kept only as long as administratively valuable. 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.

Record Number	Record Title	Record Description	Retention Period	Remarks
*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 prepared by a local government or others 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 destruction 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 .	

Record Number	Record Title	Record Description	Retention Period	Remarks
*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, including records protection and disaster and preparedness recovery plans.	US, expired, or discontinued + 5 years.	
GR1000-41	REPORTS AND STUDIES (NON-FISCAL)			

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-41a	REPORTS AND STUDIES (NON-FISCAL)	<p>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.</p> <p>(1) Annual reports.</p> <p>(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.</p> <p>(3) Special reports or studies prepared by order or request of the chief administrative officer.</p> <p>(4) Monthly, bimonthly, quarterly, or semi-annual reports.</p> <p>(5) Working papers used to create any report for (1) and (2) above.</p> <p>(6) Working papers used to create any report for (3) and (4) above.</p>	<p>PERMANENT.</p> <p>PERMANENT.</p> <p>5 years.</p> <p>3 years.</p> <p>3 years.</p> <p>1 year.</p>	<p>Retention Note: Review before disposal; some records may merit PERMANENT retention for historical reasons.</p>
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., except reports of similar types noted in this or other commission schedules.	1 year.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-42	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	Caleendars, 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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-50	TRANSITORY INFORMATION	<p>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.</p> <p>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 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.</p>	AV.	<p>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.</p> <p>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.</p>

PART 2: FINANCIAL RECORDS

Retention Notes: a) **AUDIT REQUIREMENTS** - Most local governments are required by state law to conduct annual or biennial audits of their records and accounts. These audit requirements were taken into account in setting the retention periods in this schedule. The following retention rules also apply:

- 1) In any local government for which there is no statutory audit requirement and audits are conducted irregularly or in a local government in which a statutorily required audit is delayed, any record in this schedule whose retention period dates from the end of a fiscal year (FE) must be retained for the retention period stated or one year after audit, whichever later.

2) With regard to any special fund of a local government or elective county office for which there is no statutory audit requirement and the fund is not audited, any records listed under item numbers GR1025-26, GR1025-27, GR1025-28, and GR1025-30 associated with receipts and disbursements from or to the fund must be retained for FE + 10 years.

* b) GRANT OR LOAN RECORDS - Subsections (1)-(3) apply to any local government, except school districts, receiving federal, state, or private grants; subsection (4) applies to school districts only. If a grant or loan requires a longer retention period than those stated in this schedule, the associated records must be retained for the full retention period required by the terms of the grant or loan.

1) Direct Federal Grants - This subsection applies to grants received by a local government **directly** from a federal grantor agency.

i) Federal grantor agencies require that grant-related records be retained for audit purposes for 3 years from the filing of required expenditure reports.

ii) In addition to item number GR1025-08(a)-(b), financial and programmatic records of grant-funded projects, including copies or documentation of relevant accounting, banking, purchasing, and payroll records, and other documents and working papers associated with the financial and programmatic administration of the grant funds or used to prepare reports or forms required by federal law or regulation must be retained for the following periods:

(A) For grants continued or renewed annually or at other intervals except quarterly that are not part of a multi-year funding cycle - 3 years from the date of submission of the annual or other periodic expenditure report.

B) For grants continued or renewed annually or at other intervals except quarterly that are a part of a multi-year funding cycle - 3 years from the date of submission of the annual or other periodic expenditure report for the final reporting period of the grant cycle.

C) For grants continued or renewed quarterly - 3 years from the date of submission of the expenditure report for the last quarter of the federal fiscal year.

D) For grants for which the requirement of a final expenditure report has been waived - 3 years from the date the report would have been due.

E) For all other grants - 3 years from the date of submission of the final expenditure report.

iii) The retention periods for the following types of records are exceptions to the periods noted above:

A) Records of non-expendable property or equipment acquired with grant funds - 3 years from the date of transfer, replacement, sale, or junking of the item.

B) Cost allocation plans and indirect cost records - 3 years from date of submission or, for plans prepared and retained by the grantee, from the close of the fiscal year covered by the plan.

C) Income records - 3 years from the end of the fiscal year in which the income is used.

iv) If any litigation or audit commences before the expiration of the 3-year period, the records must be retained until all litigation or audit findings are resolved or until the end of the regular 3-year period, whichever is later.

v) If records are transferred to the grantor agency at its request, copies of the records need not be retained.

2) Indirect Federal Grants - This subsection applies to federal grants received as subgrants from state agencies or other local governments (e.g., regional councils of government).

The expenditure reports are submitted to the federal agency by the state or local subgrantor agency after all subgrantees have submitted reports to the subgrantor. Consequently, records under item number GR1025-08(a)-(b) and records described in section (b) (1) must be retained by local government subgrantees for FE + 5 years. Local governments should consult with the state or local subgrantor agency to determine if there are additional or special requirements associated with a particular grant.

The local government must retain copies of reports or records submitted to the subgrantor agency for the periods indicated.

3) State and Private Grants - This schedule extends the 3-year federal retention requirement described in section (b)(1) to state (excluding federal subgrants) and private grant records unless the state or private grantor agency has established different retention requirements, in which case those requirements shall prevail. It is an exception to the extension of federal grant requirements to state and private grants that for state or private grants renewed quarterly as described in section (b) (1) (ii) (B), the 3-year retention requirement runs from the date of submission of the expenditure report for the last quarter of the state fiscal year for state grants and from the last quarter of the local government's fiscal year for private grants.

4) Grant Records and School Districts (including Educational Service Centers) - See Local Schedule SD (Records of Public School Districts). Because of the difficulty of effectively separating financial data that evidence the expenditure of federal funds from those that document the expenditure of local or state-allocated funds, a 5-year retention period has been adopted for most financial records of school districts. The use of the term "school district" in this schedule includes educational service centers, charter schools, county departments of education, and educational cooperatives.

SECTION 2-1: FISCAL ADMINISTRATION AND REPORTING RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-01	FISCAL AUDIT RECORDS (by both internal and external auditors)			Caution: See note (a) at the beginning of Part 2 of this schedule.
GR1025-01a	FISCAL AUDIT RECORDS (by both internal and external auditors)	Annual, biennial, or other periodic audit of any department, fund, account, or activity of a local government.	PERMANENT.	
GR1025-01b	FISCAL AUDIT RECORDS (by both internal and external auditors)	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 (by both internal and external auditors)	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 (by both internal and external auditors)	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 (by both internal and external auditors)	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			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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	2 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 + 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.	
GR1025-05c	CAPITAL ASSETS RECORDS	Equipment or property inventories (including sequential number property logs).	US + 3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	5 years.	By regulation - 31 CFR 103.38(d).
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, except reports 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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	

SECTION 2-2: ACCOUNTING RECORDS

Retention Notes: a) ACCOUNTING RECORDS OF MOTOR VEHICLE AND BOAT LICENSING AND REGISTRATION - For accounting and banking records relating to motor vehicle licensing not noted in this part, use Part 3 of Local Schedule TX.

Record Number	Record Title	Record Description	Retention Period	Remarks
*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 payment + 5 years for school districts; FE + 3 years for other governments.	Retention Note: Accounts payable and disbursement records for bond-funded projects must be maintained until FE of date of last payment +5 years.
*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 + 3 years for other governments.	
GR1025-26c	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	Fund transmittal 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), except those accompanying the transmittal of federal and state payroll and unemployment taxes [see item number GR1050-53(b)].	FE of period covered by report + 3 years.	
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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
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, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records 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 + 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 + 3 years for other governments.	
*GR1025-28	BANKING RECORDS	Bank statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, 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.

Record Number	Record Title	Record Description	Retention Period	Remarks
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).

Record Number	Record Title	Record Description	Retention Period	Remarks
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).

PART 3: PERSONNEL AND PAYROLL RECORDS

Retention Notes: a) **FEDERAL RETENTION REQUIREMENTS** - Federal retention periods for personnel and payroll records arise principally from the administration of the Civil Rights Act of 1964, Title VII; the Age Discrimination and Employment Act of 1967; the Equal Pay Act; the Fair Labor Standards Act; the Federal Insurance Contribution Act; and the Federal Unemployment Tax Act. Various federal agencies or departments of agencies administer these acts and, because retention periods are set to enable each agency to carry out its particular oversight authority, different retention periods are often established for the same record. In compiling Schedule GR, the longest applicable federal retention period is cited as authority for the retention period indicated. A federal regulation is not cited if a state law or regulation requires a longer retention period. A federal retention period is also not cited if a Texas statute of limitations makes a longer retention period advisable. For example, the federal retention requirement for employment contracts [see item number GR1050-15(a)] is given as 3 years from the last effective date of the contract in 26 CFR 516.5, but suits in Texas may be brought by either party to such a contract within four years of the occurrence of an alleged breach; therefore a retention period of 4 years from the last effective date of the contract is set in this schedule. All retention periods in this part apply, by authority of this schedule, to all local governments, although some of them may be otherwise exempt from the federal requirement cited.

This provision does not require the creation by exempted local governments of any special documentation demonstrating compliance with federal regulations that may be required of non-exempted governments.

b) **PERSONNEL FILES** - The individual employee personnel file is not scheduled as a unit in this section; documents normally placed in such files are scheduled separately.

c) **TERMINATED EMPLOYEES** - Notwithstanding any retention periods in this part, all personnel records existing on the date of termination of an involuntarily terminated employee must be retained for 2 years from the date of termination [29 CFR 1602.31, 1602.40, and 1602.49].

d) **JTPA AND CETA EMPLOYEES** - Any records maintained on applicants for or holders of positions paid in whole or in part from Comprehensive Employees' Training Act (CETA) funds or affirmative action apprenticeship program funds administered by the U. S. Department of Labor must be retained for 5 years from the date of enrollment in the program. [29 CFR 30.8(e)]. This 5-year retention period is extended by authority of this schedule to comparable records on applicants for or holders of positions paid in whole or in part from Job Training Partnership Act (JTPA) funds.

e) **DEFINITION OF EMPLOYEE** - For the purposes of this part, the term "employee" also includes elected or appointed officials of a local government who are paid wages or a salary from any funds of the local government and anyone voluntarily working or not receiving payment or compensation for working.

f) **PERSONNEL RECORDS IN SHERIFF'S DEPARTMENTS IN CERTAIN COUNTIES** - The Local Government Code, Section 157.904, provides that sheriff's departments in counties with a population of 3.3 million or more shall maintain "a permanent personnel file on each department employee." The precise contents of a personnel file are not specified, but three groups of records are expressly mentioned. Consequently, any record in item numbers GR1050-03, GR1050-07, and GR1050-21, all of which are records of a type mentioned in the statute, must be retained permanently. The sheriffs and their legal counsel should determine what other records may be includable in a permanent personnel file in sheriffs' departments subject to the law.

SECTION 3-1: PERSONNEL RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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).

Record Number	Record Title	Record Description	Retention Period	Remarks
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 of persons taking tests.	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		Date of separation + 5 years.	
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.	3 years after termination of counseling.	
*GR1050-06b	COUNSELING PROGRAM RECORDS	Records relating to the planning, coordination, implementation, direction, and evaluation of an employee counseling program.	3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*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 5,000 or more that have established police and fire department civil service boards under Local Government Code, Chapter 143. (c) All other local government employees.	PERMANENT. PERMANENT. 2 years after case closed or action taken, as applicable.	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 + 4 years.	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.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1050-08b	EMPLOYEE PENSION AND BENEFITS RECORDS	<p>Enrollment forms providing personal identifying data, beneficiary information, option selection, and similar information.</p> <p>(1) If the official record is maintained by the retirement system of which the local government is a member or by the service provider.</p> <p>(2) If the official record is maintained by the local government.</p> <p>(A) Pension and deferred compensation.</p> <p>(B) Life, health, accidental death, and disability insurance.</p>	<p>AV.</p> <p>Date of separation + 75 years.</p> <p>Termination of coverage + 4 years.</p>	
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.	
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.	<p>By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.</p> <p>Retention Note: See GR1050-36 for background and criminal history checks.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
*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.	<p>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).</p> <p>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.</p> <p>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.</p> <p>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.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
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	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.
GR1050-14a	EMPLOYMENT APPLICATIONS	Samples of publications, artwork, or other products of prior achievement not returned to applicants.	AV.	
GR1050-14b	EMPLOYMENT APPLICATIONS	Transcripts of persons hired if 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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
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	EE0-1, EEO-4, EE0-5, and EE0-6 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.	2 years.	Retention Note: Do not confuse these records with those involving EEO complaints [see item number GR1050-16(c)].
*GR1050-21	JOB EVALUATIONS (PERFORMANCE APPRAISALS)		US + 2 years; or date of separation + 2 years, whichever is applicable.	By regulation - 29 CFR 1620.32(c). Refer to SD3575-05 pertaining to evaluations on school teachers.
GR1050-22	MEDICAL AND EXPOSURE REPORTS			

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	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 382.401. (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 382.401

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-23	OATHS OF OFFICE		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.	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, except those 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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-27	REDUCTION IN FORCE PLANS (including any related implementation 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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1050-30	VERIFICATIONS OF EMPLOYMENT ELIGIBILITY (INS Form I-9)		3 years from hire or 1 year after separation, whichever later.	By regulation - 8 CFR 1274a.2 (b) (2) (i) (A) and (c) (2). Retention Note: If a former employee is rehired and an INS 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 except work schedules includable in item number GR1050-56.	1 year.	
*GR1050-32	WORKERS COMPENSATION CLAIM RECORDS	Initial and supplemental reports of accidents to or job-related illnesses of employees and documentation relating to any subsequent filing of claims by employees.	CE of closure of claim + 5 years.	By regulation - 29 CFR 1904.33 for accident and illness reports. Retention Note: Refer to GR1050-22b (1) in this schedule. The local governments' insurer and the Texas Department of Insurance keep permanent records of workers compensation related records.
GR1050-33	FINANCIAL DISCLOSURE STATEMENTS	Financial disclosure statements of officers and/or employees of a local government.	2 years.	Retention Note: For campaign contribution and expenditure statements see item number EL3125-01 in Local Schedule EL (Records of Elections and Voter Registration).
*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 552.04.	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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*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.	
*GR1050-38	UNSOLICITED RESUMES	Unsolicited resumes received by local governments not used in the employment selection process.	AV.	Retention Note: See item number GR1050-14 for resumes, 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.	

SECTION 3-2: PAYROLL RECORDS

Retention Note: OTHER ACCOUNTING RECORDS - This section supplements Section 2-2 and schedules financial and accounting records found in most local governments specific to the disbursement of payroll. If a payroll-related record is not scheduled in this section, use Section 2-2 for the comparable record; e.g., payroll fund reconciliations should be retained for FE + 5 years under the retention for Banking Records (see item number GR1025-28).

Record Number	Record Title	Record Description	Retention Period	Remarks
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			

Record Number	Record Title	Record Description	Retention Period	Remarks
*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).

Record Number	Record Title	Record Description	Retention Period	Remarks
*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.	<p>The retention of any one of the following for date of separation + 75 years will satisfy the retention requirement:</p> <p>1) Individual employee earnings card or record as in (a) (1).</p> <p>2) Employee Service Record (see item number GR1050-12) if it contains the prescribed pension and deferred compensation deduction data.</p> <p>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.</p>	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-52b (continued)	EARNINGS AND DEDUCTION RECORDS		<p>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.</p> <p>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.</p>	
*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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*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 is contained 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			

Record Number	Record Title	Record Description	Retention Period	Remarks
*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.	<p>The retention of any one of the following for date of separation + 75 years will satisfy the retention requirement:</p> <p>1) Individual employee earnings card or record as described in item number GR1050-52a if it also contains accumulated sick leave data.</p> <p>2) Employee Service Record (see item number GR1050-12) if it contains the accumulated sick leave data prescribed.</p> <p>3) Copy of the final time summary or leave status report, as noted in (d), of each separated employee.</p>	
*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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
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 except deduction 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.	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 except leave 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 <i>bona fide</i> 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			

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	

PART 4: SUPPORT SERVICES RECORDS

SECTION 4-1: PURCHASING RECORDS

Retention Notes: RELATIONSHIP WITH ACCOUNTS PAYABLE RECORDS - In a local government in which purchasing and accounts payable records (see item number 1025-26) are maintained by the same individual or department, duplicate copies of a record need not be created and/or retained to satisfy the retention requirements of this section if the record is used in documenting both the ordering and procurement of and payment for goods and services. In such instances, retention requirements for accounts payable records prevail over those noted in this section.

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*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	INVENTORY RECORDS (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.	

SECTION 4-2: FACILITY, VEHICLE, AND EQUIPMENT MANAGEMENT RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1075-15	ACCIDENT AND DAMAGE REPORTS (PROPERTY)	Reports of accidents or damage to facilities, vehicles, or equipment if no 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			

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1075-16a	CONSTRUCTION PROJECT RECORDS	Records concerning the planning, design, construction, conversion, or modernization of local government-owned facilities, structures, 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).	PERMANENT.	Retention Note: 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. Copies of the records may be given to the person or entity to whom the structure, facility, or system is sold or transferred.
*GR1075-16b	CONSTRUCTION PROJECT RECORDS	Records of the types described in (a) 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.	<p>Retention Note: 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 (a). 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.</p> <p>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.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1075-16c	CONSTRUCTION PROJECT RECORDS	Records relating to construction projects described in (a) and (b), 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, rejected design plans, delivery tickets for expendable products, daily work reports, etc.	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 .
GR1075-17	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	<p>Vehicles and equipment.</p> <p>(1) Routine inspection records.</p> <p>(2) Maintenance and repair records.</p>	<p>1 year.</p> <p>Life of asset.</p>	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.

Record Number	Record Title	Record Description	Retention Period	Remarks
*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 (for repairs and 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 Reports of usage of facilities, vehicles, and equipment	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 Reports of usage of facilities, vehicles, and equipment	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 Reports of usage of facilities, vehicles, and equipment	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	WARRANTIES (for vehicles and equipment)		Expiration of warranty + 1 year.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*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.

SECTION 4-3: COMMUNICATIONS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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	TELEPHONE LOGS OR ACTIVITY REPORTS	Internal telephone directory of local government employees. Directory may include personal contact information (e.g. personal telephone number, home address, etc.).	US, expired, or discontinued.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1075-42	E-RATE RECORDS	<p>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).</p> <p>All records related to the application for, receipt, and delivery of discounted telecommunications and other supported services.</p>	FE + 5 years.	By regulation - 47 CFR 54.516.

SECTION 4-4: WORKPLACE SAFETY RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	By law -- Health and Safety Code, Section 506.006.
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).

Record Number	Record Title	Record Description	Retention Period	Remarks
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.

PART 5: INFORMATION TECHNOLOGY RECORDS

Retention Notes: (a) This part establishes retention periods for records essential to the creation, maintenance, and use of electronic records (information recorded in a form for computer processing including data, graphics, digital images, multi-media records, etc.) and records related to computer operations/technical support not covered elsewhere in this schedule. Records in this part may be maintained on whatever medium is appropriate including electronic (on-line, magnetic tape, optical disk, CD-ROM, etc.), paper, and microform.

(b) Other types of records may be maintained electronically that are listed elsewhere in this schedule, such as administrative, fiscal, personnel, and support services records, or in other specialized schedules adopted by the Texas State Library and Archives Commission, such as Local Schedule PS (Records of Public Safety Agencies), Local Schedule HR (Records of Public Health Agencies), etc. The retention period for those electronic records will be as specified under the appropriate records series item number according to the function of the information. For example, if an electronic system were used to maintain encumbrance and expenditure reports, the retention period for these electronic records would be 2 years

as specified in item number 1025-04(d). Retention requirements apply to records maintained on all types of electronic systems including mainframe, minicomputer, microcomputer, local-area-network based systems, etc.

c) Administrative rules of the Texas State Library and Archives Commission (13 TAC 7.71-7.79) require that retention procedures for electronic records with an approved retention of 10 years or more must include provisions for scheduling the disposition of the electronic records as well as related software, documentation, and indexes; and for regular recopying, reformatting, and other necessary maintenance or conversion activities to ensure the retention and stability of electronic records until the expiration of their retention periods.

d) If automated information is copied to paper or microform to create the official record, the electronic files do not have to be maintained for the full retention period of the record. The added value of electronic files for facilitating retrieval, making queries, providing for automated audit trails, etc., should be carefully reviewed prior to destruction of the electronic files even though there is an official record in another medium.

SECTION 5-1: RECORDS OF AUTOMATED APPLICATIONS

Record Number	Record Title	Record Description	Retention Period	Remarks
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.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR5800-04	MASTER FILE RECORDS	Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records.	<p>Until completion of 3rd system backup cycle except for:</p> <p>a) Electronic file which replaces or serves in lieu of a textual record - Follow the retention period approved for the equivalent textual record;</p> <p>b) Electronic file containing fiscal information, for which an equivalent textual record exists, but which is also subject to audit - Dispose of after all audit questions have been resolved; and</p> <p>c) Output data file extracted from system solely to distribute data to individuals or program units for reference and use or to produce printed reports or other publications - Dispose of after data is distributed or when no longer needed to create publication.</p>	<p>Retention Note: The need to retain "snapshots" of some continuing master files should be carefully evaluated. For example, if a Geographic Information System has only current mapping information, historical versions of zoning changes would not be available even though these records have long-term legal and historical value.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR5800-05	PROCESSING RECORDS	Electronic files used to produce a master file, including, but not limited to, work files, maintenance and test files, print files, and intermediate input/output records.	<p>Until completion of 3rd system backup cycle except for:</p> <p>a) Routine or benchmark file used to test system performance - AV; and</p> <p>b) File which facilitates processing of a particular job or system run, but which does not add to, delete from, or substantially modify information in a master file - AV.</p>	
*GR5800-06	SOFTWARE PROGRAMS	Automated software applications and operating system files including job control language, program listing/source code, 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.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR5800-08	TECHNICAL DOCUMENTATION	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and 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.

SECTION 5-2: COMPUTER OPERATIONS AND TECHNICAL SUPPORT RECORDS

Retention Note: Not all of the following types of records will be created with all electronic systems. A local government should determine which records are needed according to the type of computer operation in use (mainframe, individual personal computers, networked personal computers, etc.). The records in this section may be maintained electronically (on-line, magnetic tape, optical disk, etc.) or on another medium such as paper or microform provided the approved retention period is met.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR5825-01	ACCESS 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.	Retain until all audit or legal requirements have been met.	
*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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*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 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.	
*GR5825-05	DATA PROCESSING POLICIES AND PROCEDURES	Records of data processing policies and procedures including those covering access and security, systems development, data retention and disposition, and data ownership (records of procedures for data entry, operation of computer equipment, production control, system backup, compliance with electronic records rules, etc). Does not include technical documentation of procedures necessary for reading or processing of electronic records (see item number GR5800-08).	Until superseded, expired, or discontinued + 5 years.	Retention Note: Review before disposal; some records merit PERMANENT or long-term retention for historical or legal reasons.
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 except for disaster recovery plans (see item number GR5825-07).	5 years.	Retention Note: Before disposal appraise for continuing administrative usefulness and historical value. Those records relating to major development projects and other records considered of historical value should be retained PERMANENTLY .
*GR5825-07	NETWORK SYSTEMS DISASTER PREPAREDNESS AND RECOVERY PLANS	Records related to the protection and re-establishment of data processing services and equipment in case of a disaster.	US.	
*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	INPUT DOCUMENTS	Copies of records or forms designed and used solely for data input and control when the data processing unit provides centralized data input services and original records are maintained by the program unit 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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*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.	1 year 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 for records modified.	
*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	Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR5825-17	ELECTRONIC RECORDS TRAINING RECORDS	Memoranda, flyers, catalogues, registration forms, rosters, and other records documenting training courses provided users of electronic records systems. (1) If the training is required to hold or to continue to hold a specific position or if the training is required of all employees. (2) If the training is not required to hold or continue to hold a specific position or if the training is not required of all employees.	Date of separation + 5 years. AV.	
*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.	

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TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

LOCAL SCHEDULE PS (Third Edition)

RETENTION SCHEDULE FOR RECORDS OF PUBLIC SAFETY AGENCIES

This schedule establishes mandatory minimum retention periods for records commonly found in public safety agencies. No local government office may dispose of a record listed in this schedule prior to the expiration of its retention period. A records control schedule of a local government may not set a retention period that is less than that established for the record in this schedule. Original paper records listed in this schedule may be disposed of prior to the expiration of their minimum retention periods if they have been microfilmed or electronically stored pursuant to the provisions of the Local Government Code, Chapter 204 or Chapter 205, as applicable, and rules of the Texas State Library and Archives Commission adopted under authority of those chapters. Actual disposal of such records by a local government is subject to the policies and procedures of its records management program.

Destruction of local government records contrary to the provisions of the Local Government Records Act of 1989 and administrative rules adopted under it, including this schedule, is a Class A misdemeanor and, under certain circumstances, a third degree felony (Penal Code, Section 37.10). Anyone destroying local government records without legal authorization may also be subject to criminal penalties and fines under the Public Information Act (Government Code, Chapter 552).

Introduction

The Government Code, Section 441.158, provides that the Texas State Library and Archives Commission shall issue records retention schedules for each type of local government, including a schedule for records common to all types of local government. The law provides further that each schedule must state the retention period prescribed by federal or state law, rule of court, or regulation for a record for which a period is prescribed; and prescribe retention periods for all other records, which periods have the same effect as if prescribed by law after the records retention schedule is adopted as a rule of the Commission.

The retention period for a record applies to the record regardless of the medium in which it is maintained. Some records listed in this schedule are maintained electronically in many offices, but electronically stored data used to create in any manner a record or the functional equivalent of a record as described in this schedule must be retained, along with the hardware and software necessary to access the data, for the retention period assigned to the record, unless backup copies of the data generated from electronic storage are retained in paper or on microfilm for the retention period. This includes electronic mail (email), websites and electronic publications.

Unless otherwise stated, the retention period for a record is in calendar years from the date of its creation. The retention period applies only to an official record as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, each local government should decide which shall be the official record and in which of its divisions or departments it will be maintained. Local governments in their records management programs should establish policies and procedures to provide for the systematic disposal of copies.

A local government record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A local government record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

If a record described in this schedule is maintained in a bound volume of a type in which pages were not meant to be removed the retention period, unless otherwise stated, dates from the date of last entry.

If two or more records listed in this schedule are maintained together by a local government and are not severable, the combined record must be retained for the length of time of the component with the longest retention period. A record whose minimum retention period on this schedule has not yet expired and is **less than permanent** may be disposed of if it has been so badly damaged by fire, water, or insect or rodent infestation as to render it unreadable, or if portions of the information in the record have been so thoroughly destroyed that remaining portions are unintelligible. If the retention period for the record is **permanent** in this schedule, authority to dispose of the damaged record must be obtained from the Director and Librarian of the Texas State Library and Archives Commission. The Request for Authority to Destroy Unscheduled Records (Form SLR 501) should be used for this

purpose.

Certain records listed in this schedule are assigned the retention period of AV (as long as administratively valuable). This retention period affords local governments the maximum amount of discretion in determining a specific retention period for the record described.

Use of Asterisk (*)

The use of an asterisk in this third edition of Local Schedule PS indicates that the record is either new to this edition, the retention period for the record has been changed, or substantive amendments have been made to the description of or remarks concerning the record. An asterisk is not used to indicate minor amendments to grammar or punctuation.

ABBREVIATIONS USED IN THIS SCHEDULE

AV - As long as administratively valuable
CE - Calendar year end
CFR - Code of Federal Regulations
FE - Fiscal year end
LA - Life of asset
TAC - Texas Administrative Code
U.S.C. - United State Code
US - Until superseded

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RECORDS OF PUBLIC SAFETY AGENCIES

Retention Notes: a) The term “public safety agency” means any local law enforcement, fire fighting, emergency medical services, or emergency communications department, district, or office; and the offices of the county medical examiner, district attorney, county attorney, and community supervision and corrections.

b) For administrative, financial, personnel, and support service records not included in this schedule, see Local Schedule GR (Records Common to All Governments).

PART 1: RECORDS COMMON TO PUBLIC SAFETY AGENCIES

Retention Note: This part provides retention periods for records common to two or more of the public safety agencies included in this schedule.

SECTION 1-1: GENERAL OPERATIONS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4025-01	ACTIVITY AND STATISTICAL REPORTS	Narrative and/or statistical activity reports prepared by shift supervisors, unit heads, or other public safety personnel on daily or other periodic activities, except reports of the types included in other records groups in this schedule.		
PS4025-01a	ACTIVITY AND STATISTICAL REPORTS	Daily and weekly reports.	1 year.	
PS4025-01b	ACTIVITY AND STATISTICAL REPORTS	Monthly, bimonthly, quarterly, or semi-annual reports.	3 years.	
PS4025-01c	ACTIVITY AND STATISTICAL REPORTS	Annual reports.	PERMANENT.	
PS4025-01d	ACTIVITY AND STATISTICAL REPORTS	Chronological logs or registers of activities, usually kept at station, company, or unit level, of daily activities such as roll calls, briefings, visitors, drills, inspections, except for records of similar types noted elsewhere in this schedule.	1 year.	

Record Number	Record Title	Record Description	Retention Period	Remarks
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-look out 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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4025-05	PLANNING STUDIES AND REPORTS	Plans, studies, and analyses relating to public safety strategies, personnel needs assessments, station boundary and manpower distribution studies, contingency plans, and similar planning reports pertinent to fulfilling the duties and responsibilities of a public safety agency.		
PS4025-05a	PLANNING STUDIES AND REPORTS	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.	PERMANENT.	
PS4025-05b	PLANNING STUDIES AND REPORTS	All other planning reports or studies.	5 years.	Retention Note: Prior to disposal, planning reports and studies 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 . See also item number 1000-39 in Local Schedule GR (Records Common to All Local Governments).

SECTION 1-2: VEHICLE, EQUIPMENT, AND ANIMAL RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4050-01	AIRCRAFT HISTORY AND MAINTENANCE RECORDS			

Record Number	Record Title	Record Description	Retention Period	Remarks
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) and (c) 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 board. 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.
PS4050-01b	AIRCRAFT HISTORY AND MAINTENANCE RECORDS	Records of maintenance, preventative maintenance, and alteration.	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	AIRCRAFT HISTORY AND MAINTENANCE RECORDS	Records of 100-hour, annual, progressive, or 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).
PS4050-02	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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	1 year.	
PS4050-03b	VEHICLE ASSIGNMENT RECORDS	Authorizations for the home storage of public safety vehicles.	Expiration of authorization + 1 year.	
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 and 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.	<p>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.</p> <p>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.</p> <p>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.</p>
PS4050-04b	VEHICLE HISTORY AND MAINTENANCE RECORDS	Service requests/work orders.	3 years.	
PS4050-04c	VEHICLE HISTORY AND MAINTENANCE RECORDS	Daily or other periodic activity reports on fuel and oil consumption, odometer readings, etc. from which data is derived for operating cost reports and the vehicle master record.	3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4050-04d	VEHICLE HISTORY AND MAINTENANCE RECORDS	Daily or other periodic inspection reports of vehicles and their apparatus including records relating to the testing and calibration of radar systems and guns and the testing of speedometers in police vehicles.	3 years.	
PS4050-04e	VEHICLE HISTORY AND MAINTENANCE RECORDS	Daily or other periodic inventory reports of vehicle apparatus and supplies, including drug supplies in EMS vehicles and aircraft.	3 years.	
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 police vehicles.	30 days.	Retention Note: If the GPS data are used to establish the location of a police vehicle as part of an investigation they should be retained with the investigation case file.

SECTION 1-3: PERSONNEL RECORDS

Retention Note: This part supplements and should be used in conjunction with Part 3 of Local Schedule GR (Records Common to All Governments).

Record Number	Record Title	Record Description	Retention Period	Remarks
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, and emergency medical services personnel.		<p>Retention Notes: a) As used in the records descriptions for this group, the term "formal discipline" is disciplinary action at or above the level of a written reprimand. The term "informal discipline" is disciplinary action below the level of a written reprimand.</p> <p>b) Retention periods for this record group date from the completion of the investigation.</p>
PS4075-01a	INTERNAL AFFAIRS INVESTIGATION RECORDS	Records of investigation of law enforcement shooting incidents which result in death or injury to any person, including a police officer.	PERMANENT.	
PS4075-01b	INTERNAL AFFAIRS INVESTIGATION RECORDS	Records of investigations that result in sustained formal discipline.	15 years.	
PS4075-01c	INTERNAL AFFAIRS INVESTIGATION RECORDS	Records of investigations that result in sustained informal discipline 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 findings 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.	

SECTION 1-4: EMERGENCY COMMUNICATIONS RECORDS

Retention Note: This part supplements and should be used in conjunction with Part 3 of Local Schedule GR (Records Common to All Governments).

Record Number	Record Title	Record Description	Retention Period	Remarks
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 RECORDS	Records documenting the monitoring, inspection, and repair of illuminated antenna and antenna supporting structures.	1 year.	By regulation - 47 CFR 90.447.
PS4100-04	COMMUNICATION TAPES AND PRINTOUTS	Tapes and printouts of incoming and outgoing telephone and radio communications.	30 days.	
*PS4100-05	DISPATCH REPORTS	Record created by dispatcher on each call for service showing date and time call 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 pages from or to a dispatcher showing date, time, and location of call.	1 year.	
PS4100-07	TRANSMITTER MEASUREMENT AND REPAIR RECORDS	Records documenting 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 two watts.	1 year.	By regulation - 47 CFR 90.447.

PART 2: LAW ENFORCEMENT RECORDS

Retention Note: The minimum retention periods in this part, to the extent the records described are created or maintained by the offices or officers named, are binding on sheriffs; constables; municipal police departments; arson investigating units of municipal and county fire agencies; investigators from the offices of district, criminal district, and county attorneys; county park rangers; municipal park and recreational patrolmen and security officers; airport police and security personnel; and persons commissioned as peace officers by the governing bodies of public school districts, junior colleges, water control and improvement districts, port authorities, metropolitan rapid transit authorities, regional transit authorities, and hospital districts. The term "law enforcement agency," "law enforcement officer," or "peace officer" as used in this schedule, means the offices, departments, or officers noted above.

SECTION 2-1: ARREST AND OFFENSE RECORDS

Retention Notes: a) The record groups described in this section concern adults or juveniles arrested and tried as adults. See Section 2-5 of this schedule for juvenile delinquency records.

b) Arrest and other law enforcement records relating to an individual are subject to expunction under Code of Criminal Procedure, Arts. 55.01 to 55.05. An expunction order overrides any retention period established in this schedule. The destruction of expunged records is exempt from destruction requests to the Texas State Library and Archives Commission.

c) For the purposes of this section the term "person" includes a corporation or association.

Record Number	Record Title	Record Description	Retention Period	Remarks
*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 which 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 .

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4125-02	ARREST REPORTS	Arrest report and fingerprints on each person arrested by the law enforcement agency and charged with a felony or a misdemeanor not punishable by fine only.	75 years, or date of death of individual, if known.	See item number PS4125-05(b)(1) for arrest reports on persons arrested for Class C misdemeanors. Retention Note: If the arrest report does not provide the following information, documents from offense investigation records (see item number 4125-05) sufficient to provide the information must be retained 75 years or until date of death of the individual, if known: the name (including aliases), date of birth, and physical description of the offender; the name of the arresting agency; the arrest charge and whether it is a felony or a misdemeanor; the date of arrest; and the date and exact disposition of the case by the agency.
PS4125-03	BAIL BOND RECORD	Record of bail or recognizance bonds taken by a sheriff or other peace officer pursuant to Code of Criminal Procedure, Arts. 17.20 to 17.22.	3 years; or 3 years after last entry if in bound volume.	
*PS4125-04	VIDEO AND AUDIO RECORDINGS FROM POLICE VEHICLES	Video or audio recordings of persons detained for possible DWI or other violations.		
*PS4125-04a	VIDEO AND AUDIO RECORDINGS FROM POLICE VEHICLES	Video or audio recordings of persons on whom charges are not filed.	90 days after the date of the stop.	By law -Code of Criminal Procedure, art. 2.135-2(b).
*PS4125-04b	VIDEO AND AUDIO RECORDINGS FROM POLICE VEHICLES	Video or audio recordings of persons on whom charges are filed. 1) Class C misdemeanors. 2) Offenses greater than Class C misdemeanors.	90 days after the date of the stop. 30 days after entry of judgment in case.	By law -Code of Criminal Procedure, art. 2.135-2(b).

Record Number	Record Title	Record Description	Retention Period	Remarks
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 process; victim impact statements; and other records 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.	
PS4125-05b	OFFENSE INVESTIGATION RECORDS	<p>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.</p> <p>(1) Class C misdemeanors and unclassified violations of state law or local ordinance punishable by fine only (including arrest reports and citations).</p> <p>(2) Class A and B misdemeanors and state jail felonies.</p> <p>(3) Second and third-degree felonies.</p> <p>(4) First-degree and capital felonies.</p> <p>(5) Driving while intoxicated offenses.</p> <p>(6) Or, for any classification of offense.</p>	<p>6 months.</p> <p>2 years.</p> <p>10 years.</p> <p>50 years.</p> <p>10 years.</p> <p>Date of death of individual, if known.</p>	<p>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.</p> <p>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. Exceptions are copies of notices or other process that provide certain knowledge to the law enforcement agency of the pretrial or adjudicated disposition of a case.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
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, Art. 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, Art. 15.17(a).

SECTION 2-2: INCIDENT RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*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	CHILD ABUSE REPORTS	Copies of child abuse reports received by a law enforcement agency pursuant to Family Code, Sections 261.103 and 261.105, which do not become part of arrest and offense investigation records (see item numbers 4125-02 and 4125-05).	3 years.	
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	FAMILY VIOLENCE REPORTS	Family violence reports that do not become a part of arrest or offense investigation records (see item numbers 4125-02 and 4125-05).	3 years.	
PS4150-05	FIELD INTERROGATION REPORTS	Reports on persons stopped and interrogated in the field because of suspicious behavior.	AV.	
PS4150-06	GUNSHOT WOUNDS, REPORTS OF	Reports received from physicians or other persons as required by Health and Safety Code, Section 161.041 of the treatment, or the request for treatment, of gunshot wounds.	3 years.	
*PS4150-07	INCIDENT REPORTS	Reports concerning incidents or complaints that, after investigation, did not appear to have involved 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 match, and similar documents relating to the location of missing children and adults, including similar records relating to unidentified bodies found in the county and reported to the sheriff.	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).

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	

SECTION 2-3: OPERATIONAL SUPPORT RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4175-01	CHEMICAL BREATH TEST RECORDS	Logs, test records, operational check lists, 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.	AV.	<p>Retention Note: Information compiled by a law enforcement agency pursuant to Chapter 61, Code of Criminal Procedure, concerning criminal combinations or criminal street gangs must be destroyed after 3 years if:</p> <p>(1) the information relates to the investigation or prosecution of criminal activity engaged in by an individual other than a child; and</p> <p>(2) the individual to whom the information relates has not been charged with criminal activity.</p> <p>In determining whether information is required to be removed, the three-year period does not include any period during which the individual who is the subject of the information is confined in the institutional division or the state jail division of the Texas Department of Criminal Justice.</p> <p>By law - Art. 61.06(b), Code of Criminal Procedure.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4175-03	FINGERPRINT RECORDS	Fingerprint records maintained in paper or on automated systems of missing persons, suspects, known offenders, incarcerated persons, etc.	AV.	Retention Note: Fingerprint records of persons arrested for offenses other than Class C misdemeanors must be retained 75 years or until date of death of individual, if known by the arresting agency. 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 county 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 the dissemination of information other than criminal histories (e.g., missing persons, stolen property).	AV.	
PS4175-05c	LAW ENFORCEMENT INFORMATION DISSEMINATION, INQUIRY, AND RECEIPT RECORDS	Records of inquiries for and the receipt of information, including criminal histories.	AV.	
PS4175-05d	LAW ENFORCEMENT INFORMATION DISSEMINATION, INQUIRY, AND RECEIPT RECORDS	Administrative messages received through TCIC/NCIC or other networks.	AV.	
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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
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 from chart analysis, and other records pertinent to a polygraph examination.	2 years.	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. By regulation - 22 TAC 395.4.
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 Note: 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.
*PS4175-10	SEX OFFENDER REGISTRATION RECORDS	All documentation relating to the registration of sex offenders for reportable convictions or adjudication with a municipal police department or a sheriff pursuant to the Texas Code of Criminal Procedure, Chapter 62	75 years, or until sex offender's death, but see retention note.	Retention Note: If the law enforcement agency has certain knowledge that a registrant has moved from its jurisdiction, the registration records of the person need only be retained as long as administratively valuable. All documentation relating to the registration of a sex offender who is required to register for life shall be kept until the death of the sex offender. [28 CFR. 811.6]. 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, Section 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 description of item or vehicle, place and date stolen, serial numbers, and similar information.	AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4175-13	TELETYPE MESSAGES	Teletype messages received from other law enforcement agencies or through crime information networks that are not made part of offense investigation records (see item number PS4125-05) or other records groups in this schedule.	AV.	
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.	
PS4175-15	WANTED PERSONS FILES	Records received on persons wanted by other law enforcement agencies.	AV.	
PS4175-16	PROTECTIVE ORDERS			
*PS4175-16a	PROTECTIVE ORDERS	Emergency protective orders issued by magistrates pursuant to Article 17.292, Code of Criminal Procedure. 1) Issued under authority of Art. 17.272(a), Code of Criminal Procedure. 2) Issued under authority of Art. 17.272(b), Code of Criminal Procedure.	Date of order + 31 days or 61 days, per term of order. Date of order + 61 days or 91 days, per terms of order.	By law Art. 17.292 (j) Code of Criminal Procedures. By law Art. 17.292 (j) Code of Criminal Procedures.
*PS4175-16b	PROTECTIVE ORDERS	Protective orders (original and modified) issued pursuant to Section 3.581 and Chapter 85, Family Code, including notices of vacation of orders.	Date of receipt of notice of vacation of order; date order expires according to its terms; or 1 year, whichever soonest.	
PS4175-16c	PROTECTIVE ORDERS	Periodic lists of persons under protective orders.	US.	
PS4175-17	BRADY BILL HANDGUN STATEMENTS	Statements made by persons who wish to have handguns sold, transferred, or delivered to them.		
PS4175-17a	BRADY BILL HANDGUN STATEMENTS	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 U.S.C. Section 922(s)(6)(B)(i).

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4175-17b	BRADY BILL HANDGUN STATEMENTS	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.	
PS4175-18	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 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.	
*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 117(c).

SECTION 2-4: JAIL RECORDS

Retention Note: Some of the records in this section are maintained by sheriffs only, as chief jailers of a county. The retention periods in this section are binding, however, on other law enforcement agencies if they operate a jail or have holding cells and records of the types described are created and maintained, unless the description of the record clearly confines the application of the retention period to county jails only.

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4200-01	HEADCOUNT REPORTS	Periodic watch reports or checklists of all prisoners incarcerated.	1 year.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4200-02	JAIL INCIDENT REPORTS	Reports of incidents that result in physical harm, or a serious threat of physical harm, to an employee or inmate of a jail or other person, and reports of investigations of such incidents, showing names of persons involved, description of incident, actions taken, and date and time of the occurrence.	5 years.	Retention Note: If a jail incident results in a criminal investigation and arrest, the reports must be retained for the retention periods prescribed in item numbers PS4125-02 and PS4125-05, as applicable.
PS4200-03	JAIL INSPECTION AND OPERATION REPORTS AND LOGS	Inspection reports of a jail and various aspects of its operation and logs or calendars of such inspections, except records of the types described included in other record groups in this part.		
PS4200-03a	JAIL INSPECTION AND OPERATION REPORTS AND LOGS	Daily and weekly reports.	2 years.	
PS4200-03b	JAIL INSPECTION AND OPERATION REPORTS AND LOGS	Monthly or other periodic reports compiled on a sub-annual basis not included in (a).	3 years.	
PS4200-03c	JAIL INSPECTION AND OPERATION REPORTS AND LOGS	Annual reports.	PERMANENT.	
PS4200-04	JAIL OPERATIONAL PLANS	Written plans required of sheriffs by the rules of the Texas Commission on Jail Standards relating to the operations of a county jail on life safety, prisoner classification, the provision of medical services, staffing, sanitation, prisoner discipline, prisoner grievance procedures, prisoner education and rehabilitation, prisoner privileges, the processing of female prisoners, and such other plans as the commission may require.	US + 5 years.	
*PS4200-05	JAIL POPULATION REPORTS	Monthly county jail population reports submitted to a district or county attorney pursuant to Code of Criminal Procedure, Art. 2.19, and to the Texas Commission on Jail Standards, pursuant to Government Code, Section 511.0101.	2 years.	Retention Note: Prior to disposal, jail population 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 .
PS4200-06	JAIL REGISTER	A summary record, in some form, of each person committed to a jail, showing at a minimum, the name and gender of the person, intake number, the reason for their commitment or confinement, and the date of their release or transfer.		

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4200-06a	JAIL REGISTER	County jail registers.	PERMANENT.	
PS4200-06b	JAIL REGISTER	Registers for all other local jails.	2 years.	
PS4200-07	PRISONER CONDUCT AND DISCIPLINARY RECORDS	Records relating to the conduct of, or disciplinary action taken with regard to each prisoner, including records of good-time credit earned and notices and reports issued by a disciplinary hearing panel.	Release or transfer of prisoner + 2 years.	
PS4200-08	PRISONER COUNSELING RECORDS	Records relating to the counseling of prisoners.		
PS4200-08a	PRISONER COUNSELING RECORDS	Records of psychological or psychiatric testing and counseling, of alcohol or substance abuse counseling, or of any counseling concerning medical matters.	Release or transfer of prisoner + 5 years.	
PS4200-08b	PRISONER COUNSELING RECORDS	Records of counseling of individual prisoners not noted in (a).	Release or transfer of prisoner + 2 years.	
PS4200-08c	PRISONER COUNSELING RECORDS	Administrative records of jail counseling programs.	3 years.	
PS4200-09	PRISONER GRIEVANCE RECORDS	Written grievances from prisoners and records of decisions of grievance boards.	Release or transfer of prisoner + 2 years.	
PS4200-10	PRISONER INCARCERATION RECORDS	Documentation on the commitment, transfer, or release of each prisoner incarcerated, including personal and classification data sheets; forms used for booking-in and booking-out; and copies of court commitment, transfer, or release orders or similar documents that purport to legally authorize a person's confinement. (See also item number PS4200-06.)	Release or transfer of the prisoner + 2 years.	
PS4200-11	PRISONER MEDICAL RECORDS	Records relating to the medical condition of and medical treatment given to each prisoner, including medical screening reports, medical isolation reports, reports by physicians or allied health personnel, and records of medications given or medical procedures administered.	Release or transfer of prisoner + 5 years.	
PS4200-12	PRISONER PROPERTY INVENTORIES AND RECEIPTS	Records documenting the receipt or confiscation of personal property from prisoners upon commitment and the return of non-confiscated property to prisoners upon release.	Release or transfer of prisoner + 2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4200-13	PRISONER TELEPHONE AND VISITOR RECORDS			
PS4200-13a	PRISONER TELEPHONE AND VISITOR RECORDS	Logs or similar records of prisoner requests to make phone calls, usually showing date of request, name of prisoner, and whether request granted or denied.	1 year or 1 year after last entry if in bound volume.	
PS4200-13b	PRISONER TELEPHONE AND VISITOR RECORDS	Logs, visitor cards, and similar records documenting visits to prisoners.	1 year or 1 year after last entry if in bound volume.	
PS4200-14	PRISONER TRANSFER RECORDS	Copies retained by a sheriff of any of the documents required to accompany the transfer of a prisoner from a county jail to the Texas Department of Criminal Justice as provided by Code of Criminal Procedure, Art. 42.09(8)(a).	AV.	Retention Note: It is an exception to the retention period for this record group that the original of an arrest report as required by Code of Criminal Procedure, art. 42.09(8)(a)(6) must be retained for the retention periods set out on item number PS4125-02, if the sheriff's department making the transfer made the arrest.
PS4200-15	TEXAS COMMISSION ON JAIL STANDARDS, ANNUAL REPORTS TO	Copies of annual reports on jail conditions submitted by a sheriff to the Texas Commission on Jail Standards.	PERMANENT.	
PS4200-16	TEXAS COMMISSION ON JAIL STANDARDS, INSPECTION REPORTS AND NOTICES OF	Reports, either annual or at more frequent intervals, of inspections of a county jail by representatives of the Texas Commission on Jail Standards and any notices of noncompliance, remedial orders, and copies of deficiency correction reports submitted by a sheriff to the commission.	PERMANENT.	
PS4200-17	VIDEOS OF PRISONERS	Video of prisoners in cells or other areas of a jail or holding facility.	30 days.	

SECTION 2-5: JUVENILE RECORDS

Retention Note: Juvenile court records are subject to sealing under Family Code, Section 58.003. While sealing restricts access to the records, it does not affect the minimum retention periods in this part or the destruction of the records following the expiration of the retention periods.

Records maintained by law enforcement agencies or other agencies relating to the investigation of offenses committed by juveniles or records concerning taking juveniles into custody and their prosecution are subject to sealing under Family Code, Section 58.003. On the entry of a sealing order by a court, law enforcement records or records held by other agencies relating to the case must be transferred to the court issuing the order and all index references to the

records ordered sealed must be deleted. The retention periods in this part apply to unsealed records of juveniles in the possession of law enforcement agencies or other agencies.

Record Number	Record Title	Record Description	Retention Period	Remarks
4225-01 through 4225-04	[WITHDRAWN]			
*PS4225-05	VIDEO RECORDINGS [JUVENILE DETENTION HEARINGS]	Video recordings of detention hearings involving juveniles.	The earlier of (1) the 91st day after the date on which the recording is made if the child is alleged to have engaged in conduct constituting a misdemeanor; (2) the 120th day after the date on which the recording is made if the child is alleged to have engaged in conduct constituting a felony; or (3) the date on which the adjudication hearing ends.	By law - Family Code, section 54.012(c).
*PS4225-06	JUVENILE DELINQUENCY RECORDS [INFORMAL DISPOSITION CASES]	Offense reports, disposition reports, fingerprints, photographs, and other records relating to the investigation of an offense or alleged offense committed by a juvenile and the taking of the juvenile into custody in those instances in which the juvenile is made subject to informal discipline, rather than being referred to a juvenile court or placed in a first offender program.	Must be destroyed upon completion of informal disposition.	By law - Family Code, Section 58.001(c).
*PS4225-07	JUVENILE DELINQUENCY RECORDS [INFORMAL DISPOSITION CASES], REPORT ON	Annual statistical reports from a law enforcement agency to an office of official designated by the juvenile board of a county on the number and kind of dispositions made with regard to juveniles without referral to a juvenile court or a first	2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
		offender program.		
*PS4225-08	JUVENILE DELINQUENCY RECORDS [FIRST OFFENDER PROGRAM]	Reports, photographs, fingerprints, and copies of notices to parents by a law enforcement officer referring a child to a first offender program without referral to a juvenile court.	Must be destroyed after the 90th day after the date the juvenile successfully completes the first offender program.	By law - Family Code, Section 58.001(c). Retention Note: If the child does not successfully complete the program, by his or her own volition, or is withdrawn from the program prior to its completion by the parent, guardian, or other custodian; or if the child is taken into custody before the 90th day after the date the child completes the program for conduct other than the conduct for which the child was referred to the first offender program, the case shall be referred to the juvenile court.
*PS4225-09	JUVENILE DELINQUENCY RECORDS [FIRST OFFENDER PROGRAM] REPORT ON	Annual reports from a law enforcement agency to the juvenile board containing the names and addresses of children taken into custody by the agency, including the gender and ethnicity of each child and the offense committed.	2 years.	
*PS4225-10	JUVENILE DELINQUENCY CASES (NON-REFERRED CASES)	Offense reports, disposition reports, fingerprints, photographs, and other records relating to the investigation of an offense or alleged offense committed by a juvenile and the taking of the juvenile into custody in those instances in which the juvenile is not referred to a juvenile court, placed in a first offender program, or is made subject to informal disposition within 10 days of being taken into custody.	Destroy immediately.	By law - Family Code, Section 58.001(c).
*PS4225-11	VIDEO RECORDINGS OF REQUESTS FOR BREATH SPECIMEN TESTS	Video recordings of children who are requested to take a breath specimen test.	Until the disposition of any proceeding against a child relating to the arrest is final.	By law - Family Code, Section 52.02(d).
*PS4225-12	JUVENILE DELINQUENCY RECORDS [STATUTORY WARNINGS]	Copies of statutory warnings issued to a child and the child's parent, guardian, or custodian in those instances in which a child is not taken into custody, including copies of the notice filed with the law enforcement agency that employs the officer and the office or official designated by the juvenile board.	2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*PS4225-13	JUVENILE CASE PAPERS (JUVENILE PROBATION DEPARTMENTS)	Offense reports, warning notices, fingerprints, photographs, and other records relating to the investigation of an offense committed by a juvenile and the taking of a juvenile into custody in those instances in which a warning notice has been issued and the case has been referred to juvenile court or a first offender program.		
*PS4225-13a	JUVENILE CASE PAPERS (JUVENILE PROBATION DEPARTMENTS)	<p>Cases papers for offenses committed on or before 31 August 1987:</p> <p>1. If the person has not been convicted of a felony as an adult.</p> <p>2. If the person has been convicted of a felony as an adult.</p>	<p>Until the individual is 23.</p> <p>Until the individual is 33.</p>	<p>Retention Note: State law requires that the records can only be destroyed at this point on the motion of a person in whose name files and records are kept or on the court's own motion. Local governments wishing to dispose of juvenile records at the expiration of the retention period prescribed under these circumstances should petition the court for an order directing that the records be destroyed. Local governments may dispose of the juvenile records on their own initiative only according to the retention period set out in PS4225-13(a)(2).</p>
*PS4225-13b	JUVENILE CASE PAPERS (JUVENILE PROBATION DEPARTMENTS)	<p>Case papers for offenses committed between 1 September 1987 and 31 December 1995:</p> <p>1. If the person has not been convicted of a felony as an adult.</p>	Until the individual is 23.	<p>Retention Note: State law requires that the records can only be destroyed at this point on the motion of a person in whose name files and records are kept or on the court's own motion. Local governments wishing to dispose of juvenile records at the expiration of the retention period prescribed under these circumstances should petition the court</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>2. If the person has been convicted of a felony as an adult.</p> <p>3. If the juvenile is found to have engaged in conduct involving a violation of the penal code of the grade of felony.</p>	<p>Until the individual is 33.</p> <p>Date of judgment in disposition hearing + 25 years.</p>	for an order directing that the records be destroyed. Local governments may dispose of the juvenile records on their own initiative only according to the retention period set out in PS4225-13(b)(2).
*PS4225-13c	JUVENILE CASE PAPERS (JUVENILE PROBATION DEPARTMENTS)	<p>Case papers for offenses committed on or after 1 January 1996:</p> <p>1. The most serious allegation adjudicated was conduct indicating a need for supervision;; or the referral or information did not relate to conduct indicating a need for supervision or delinquent conduct and the juvenile court or the court's staff did not take action of the referral or information for that reason.</p> <p>2. The most serious allegation adjudicated was delinquent conduct that violated a penal law of the grade of misdemeanor; or the most serious allegation was delinquent conduct that violated a penal law of the grade of misdemeanor or felony and there was not an adjudication.</p> <p>3. The most serious allegation adjudicated</p>	<p>Until the individual is at least 18 years of age.</p> <p>Until the individual is at least 21 years of age.</p>	

Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>was delinquent conduct that violated a penal law of the grade of felony.</p> <p>4. If the juvenile was tried as an adult or was adjudged delinquent based on the violation of a penal law of the grade of felony and was sentenced to the Texas Youth Commission with a transfer to the Texas Department of Corrections under determinate sentencing procedures.</p>	<p>Until the individual is at least 31 years of age.</p> <p>Follow the retention periods for item number PS4125-05.</p>	
PS4225-14	FINGERPRINTS AND PHOTOGRAPHS OF JUVENILES			
*PS4225-14a	FINGERPRINTS AND PHOTOGRAPHS OF JUVENILES	<p>Fingerprints and photographs for offenses committed on or before 31 August 1987:</p> <p>1. If a petition alleging that the juvenile engaged in delinquent conduct or conduct indicating a need for supervision is not filed, the proceedings are dismissed, the juvenile is found not to have engaged in the alleged conduct, or the juvenile is found to have engaged in the conduct but has reached the age of 18 and there is no record that he or she committed a criminal offense after reaching the age of 17.</p> <p>2. If the juvenile is found to have engaged in the conduct, has reached the age of 18, but there is a record that he or she committed an offense after reaching the age of 17:</p> <p>A) If the person has not been convicted of a felony as an adult.</p>	<p>Must be destroyed immediately upon fulfillment of any of the conditions listed.</p> <p>Until the individual is 23.</p>	<p>Retention Note: State law requires that the records can only be destroyed at this point on the motion of a person in whose name files and records are kept or on the court's own motion. Local governments wishing to dispose of juvenile records at the expiration of the retention period prescribed under these circumstances should petition the court</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
		B) If the person has been convicted of a felony as an adult.	Until the individual is 33.	for an order directing that the records be destroyed. Local governments may dispose of the juvenile records on their own initiative only according to the retention period set out in (2)(B).
*PS4225-14b	FINGERPRINTS AND PHOTOGRAPHS OF JUVENILES	<p>Fingerprints and photographs for offenses committed between 1 September 1987 and 31 December 1995:</p> <p>1. If a petition alleging that the juvenile engaged in delinquent conduct or conduct indicating a need for supervision is not filed, the proceedings are dismissed, or the juvenile is found not to have engaged in the alleged conduct; or the juvenile is found to have engaged in the conduct but has reached the age of 18, is not subject to commitment to the Texas Youth Commission or to transfer under a determinate sentence to the Texas Department of Corrections and there is <i>no</i> record that he or she committed a criminal offense after reaching the age of 17; or person is older than 18 years, at least three years have elapsed after the person's release from commitment, and there is no evidence that he or she committed a criminal offense after the release.</p> <p>2. If the juvenile is found to have engaged in conduct involving a violation of the penal code of a grade other than felony, has reached the age of 18, but there is a record that he or she committed an offense after the age of 17:</p> <p>A) If the person has not been convicted of a felony as an adult.</p>	<p>Must be destroyed immediately upon fulfillment of any of the conditions listed.</p> <p>Until the individual is 23.</p>	<p>Retention Note: State law requires that the records can only be destroyed at this point on the motion of a person in whose name files</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>B) If the person has been convicted of a felony as an adult.</p> <p>3. If the juvenile is found to have engaged in conduct involving a violation of the penal code of the grade of felony.</p>	<p>Until the individual is 33.</p> <p>Date of judgment in disposition hearing + 25 years.</p>	and records are kept or on the court's own motion. Local governments wishing to dispose of juvenile records at the expiration of the retention period prescribed under these circumstances should petition the court for an order directing that the records be destroyed. Local governments may dispose of the juvenile records on their own initiative only according to the retention period set out in (2)(B).
*PS4225-14c	FINGERPRINTS AND PHOTOGRAPHS OF JUVENILES	<p>Fingerprints and photographs for offenses committed on or after 1 January 1996:</p> <ol style="list-style-type: none"> 1. Fingerprints and photographs of juveniles not taken into custody, but with the consent of a parent or guardian to aid future identification if needed. 2. Fingerprints and photographs of juveniles not referred to a juvenile court within 10 days after the date the juvenile is taken into custody unless the juvenile is placed in a first offender program or is on informal disposition 3. Fingerprints and photographs of juveniles undergoing informal disposition. 	<p>Until the juvenile is 18.</p> <p>Must be destroyed immediately.</p> <p>Must be destroyed upon completion of the informal disposition.</p>	

Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>4. Fingerprints and photographs of juveniles placed in first offender programs</p> <p>5. Fingerprints or photographs taken for comparison in the investigation of an offense that do not result in a positive comparison or identification.</p> <p>6. Fingerprints or photographs of juveniles, whose identities are not known, who are taken into custody with probable cause to believe that the juvenile has engaged in conduct indicating a need for supervision.</p>	<p>Must be destroyed after the 90th day after the day the juvenile successfully completes a first offender program.</p> <p>Must be destroyed immediately.</p> <p>Destroy immediately upon identification of the juvenile or upon determination that the juvenile cannot be identified by the fingerprints or photograph.</p>	
PS4225-15	JUVENILE DETENTION REGISTER	Register or roster of juveniles temporarily confined to jail or equivalent detention centers pending disposition.	2 years.	
*PS4225-16	JUVENILE INFORMATION SYSTEMS (LOCAL)	Locally maintained juvenile information databases containing the information required by Family Code, §58.304.	PERMANENT	Retention Note: Data concerning an individual contained in the database may be deleted according to retention periods established for juvenile offenders in records series listed elsewhere in this schedule.
PS4225-17	JUVENILE CASE PAPERS (PROSECUTING ATTORNEYS)	Offense reports, warning notices, fingerprints, photographs, and other records relating to the investigation and prosecution of an offense committed by a juvenile and the taking of a juvenile into custody in those instances in which a warning notice has been issued and the case has been referred to juvenile court.		
*PS4225-17a	JUVENILE CASE PAPERS (PROSECUTING ATTORNEYS)	Cases papers for offenses committed on or before		

Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>31 August 1987:</p> <p>1. If the person has not been convicted of a felony as an adult.</p> <p>2. If the person has been convicted of a felony as an adult.</p>	<p>Until the individual is 23.</p> <p>Until the individual is 33.</p>	<p>Retention Note: State law requires that the records can only be destroyed at this point on the motion of a person in whose name files and records are kept or on the court's own motion. Local governments wishing to dispose of juvenile records at the expiration of the retention period prescribed under these circumstances should petition the court for an order directing that the records be destroyed. Local governments may dispose of the juvenile records on their own initiative only according to the retention period set out in PS4225-17(a)(2).</p>
*PS4225-17b	JUVENILE CASE PAPERS (PROSECUTING ATTORNEYS)	<p>Case papers for offenses committed between 1 September 1987 and 31 December 1995:</p> <p>1. If the person has not been convicted of a felony as an adult.</p>	Until the individual is 23.	<p>Retention Note: State law requires that the records can only be destroyed at this point on the motion of a person in whose name files and records are kept or on the court's own motion. Local governments wishing to dispose of juvenile records at the expiration of the retention period prescribed under these circumstances should petition the court for an order directing that the records be destroyed. Local governments may dispose of the juvenile records on their own initiative only according to the retention period set out in PS4225-17(b)(2).</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>2. If the person has been convicted of a felony as an adult.</p> <p>3. If the juvenile is found to have engaged in conduct involving a violation of the penal code of the grade of felony.</p>	<p>Until the individual is 33.</p> <p>Date of judgment in disposition hearing + 25 years.</p>	
*PS4225-17c	JUVENILE CASE PAPERS (PROSECUTING ATTORNEYS)	<p>Case papers for offenses committed on or after 1 January 1996:</p> <p>1. The most serious allegation adjudicated was conduct indicating a need for supervision;; or the referral or information did not relate to conduct indicating a need for supervision or delinquent conduct and the juvenile court or the court's staff did not take action of the referral or information for that reason.</p> <p>2. The most serious allegation adjudicated was delinquent conduct that violated a penal law of the grade of misdemeanor; or the most serious allegation was delinquent conduct that violated a penal law of the grade of misdemeanor or felony and there was not an adjudication.</p> <p>3. The most serious allegation adjudicated was delinquent conduct that violated a penal law of the grade of felony.</p> <p>4. If the juvenile was tried as an adult or was adjudged delinquent based on the violation of a penal law of the grade of felony and was sentenced to the Texas Youth Commission with a</p>	<p>Until the individual is at least 18 years of age.</p> <p>Until the individual is at least 21 years of age.</p> <p>Until the individual is at least 31 years of age.</p> <p>Follow the retention periods for item number PS2575-01.</p>	<p>By law - Family Code, Section 58.0071(d)(1).</p> <p>By law - Family Code, Section 58.0071(d)(2).</p> <p>By law - Family Code, Section 58.0071(d)(3).</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
		transfer to the Texas Department of Corrections under determinate sentencing procedures.		

SECTION 2-6: RECORDS OF WRITS AND PROCESS

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4250-01	CIVIL WRITS AND PROCESS	Writs, notices, orders, and other civil process issuing from a court or other legally authorized agencies or individuals to be executed, posted, or published by a peace officer, including any attached proofs of service; execution; sale; or publication, and, if required by the type of process, any replevy or indemnity bonds.	Return to issuing court or agency after execution or attempted execution.	
PS4250-02	CRIMINAL PROCESS	Original and copies of criminal process to be executed or used by a peace officer.		
PS4250-02a	CRIMINAL PROCESS	Arrest warrants, capiases of all types, and witness attachments.	Retain until arrest or attachment is made or process is dismissed or recalled, then return to issuing court.	
PS4250-02b	CRIMINAL PROCESS	Search warrants and inventories of property.	Return to court after use.	
PS4250-02c	CRIMINAL PROCESS	All other criminal process.	Return to issuing court after execution or attempted execution.	
PS4250-03	JURY SUMMONS RECORDS	Jury lists or registers of jurors summoned for service on petit or grand juries.	AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4250-04	PROCESS LOGS OR DOCKETS	Logs, dockets, or lists of civil and criminal process received and served by a law enforcement agency.	2 years; or if in bound volume, 2 years after last entry.	Retention Note: It is an exception to the retention period given that if a process log maintained by a sheriff or constable doubles as a fee book (see item number PS4300-04), it must be retained for FE + 5 years.

SECTION 2-7: PERMIT RECORDS AND ASSOCIATED DOCUMENTATION

Retention Note: Any record used to document the receipt of money for the issuance of permits in this section must be retained for the applicable retention periods for item number 1025-27 in Local Schedule GR (Records Common to All Governments).

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4275-01	ALARM PERMITS			
PS4275-01a	ALARM PERMITS	Applications for burglar and similar intruder alarm permits, copies of permits or other documentation evidencing issuance, and any inspection or evaluation reports prepared during a permit period.	Expiration or revocation of permit + 3 years for granted permits; date of denial + 1 year for denied permits.	
PS4275-01b	ALARM PERMITS	Logs or reports of false alarms.	2 years.	
PS4275-02	BLASTER PERMITS	Applications for blaster permits, copies of permits or other documentation evidencing issuance, and any inspection, evaluation, or follow-up reports, prepared during a permit period. (Applicable to sheriffs in counties over 2,000,000 only.)	Expiration or revocation of permit + 3 years for granted permits; date of denial + 1 year for denied permits.	
PS4275-03	TAXI PERMITS	Applications for taxi permits, copies of permits or other documentation evidencing issuance, and any inspection or evaluation reports prepared during a permit period.	Expiration or revocation of permit + 2 years for granted permits; date of denial + 1 year for denied permits.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4275-04	WRECKER PERMITS			
PS4275-04a	WRECKER PERMITS	Applications for wrecker permits, copies of permits or other documentation evidencing issuance, and any inspection or evaluation reports prepared during a permit period.	Expiration or revocation of permit + 3 years for granted permits; date of denial + 1 year for denied permits.	
PS4275-04b	WRECKER PERMITS	Logbooks or similar records documenting the dispatch and/or towing by authorized wreckers.	1 year.	

SECTION 2-8: FINANCIAL RECORDS

Retention Note: For other financial records relating to law enforcement activities, see Part 2 of Local Schedule GR (Records Common to All Governments).

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4300-01	CONTRABAND FORFEITURE FUND DOCUMENTATION	Record of receipts and disbursements to or from funds involving proceeds or property seized and forfeited under Chapter 59, Code of Criminal Procedure.	FE + 5 years.	
PS4300-02	EXPENSE ACCOUNT RECORDS	Documentation of expenses incurred by a sheriff for feeding and lodging jurors, reimbursable mileage for out-county service, housing and feeding of prisoners, conveyance of witnesses, and other expenses permitted by law.	FE + 3 years.	
PS4300-03	EXPENSE AND COLLECTIONS REPORTS	Annual, monthly, or other periodic reports from a sheriff or constable to the commissioners court, the county auditor, or any other county or district official of office expenses incurred or of fines, costs, judgments, claims, and commissions collected for the county.	AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4300-04	FEE BOOK	Record or account of fees collected by a sheriff or constable for the service of civil and criminal process or for other activities for which the officer can collect fees by law.	FE + 5 years.	
PS4300-05	WORK RELEASE SALARY FUND RECORDS			
PS4300-05a	WORK RELEASE SALARY FUND RECORDS	Ledger of receipts and disbursements into or out of the fund.	FE + 5 years.	
PS4300-05b	WORK RELEASE SALARY FUND RECORDS	Payment records of each inmate participating in a work release program, showing name of inmate, salary received, and deductions allowable by law.	FE + 3 years.	

SECTION 2-9: PERSONNEL AND TRAINING RECORDS

Retention Note: This part supplements and should be used in conjunction with Part 3 of Local Schedule GR (Records Common to All Governments).

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4325-01	POLICE ACADEMY RECORDS	(Including both licensed academies and other local government entities under agreement with the Texas Commission on Law Enforcement Officer Standards and Education to provide training.)		Retention Note: It is an exception to the retention periods given in this record group that records documenting the training and educational achievement of employees as described in item number GR1050-28(a) must be retained for date of separation + 5 years for 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 Standards and Education.
*PS4325-01a	POLICE ACADEMY RECORDS	Records relating to the administration and conduct of academic and skills training as required by the policies and rules of the Texas Commission on Law Enforcement Officer Standards and Education.	5 years.	By regulation - 37 TAC 215.1(c).

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4325-01b	POLICE ACADEMY RECORDS	Copies of inspection and follow-up inspection reports by inspectors of the Texas Commission on Law Enforcement Officer Standards and Education, including notices of non-compliance with commission standards.	5 years.	
*PS4325-01c	POLICE ACADEMY RECORDS	Minutes of meetings of academy advisory boards.	5 years.	By regulation - 37 TAC 215.7(e).
PS4325-02	WEAPONS PROFICIENCY TESTS	Reports of weapons proficiency tests administered to peace officers.	US + 3 years; or date of separation + 1 year, whichever sooner.	
*PS4325-03	RESIGNATION OR TERMINATION, REPORTS OF	Copies of reports from a law enforcement agency to the Texas Commission on Law Enforcement Standards and Education 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 (g). Reporting requirements Texas Occupations Code, Section 1701.451.

SECTION 2-10: MISCELLANEOUS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4350-01	APPLICATIONS FOR DEPUTIES	Copies of applications submitted by a sheriff or constable to a commissioners court for deputies, assistants, or clerks.	AV.	
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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	

PART 3: RECORDS OF COUNTY MEDICAL EXAMINERS

Retention Note: For other administrative, financial, and personnel records of medical examiners see Local Schedule GR (Records Common to All Governments).

SECTION 3-1: DEATH INVESTIGATION RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4375-01	DEATHS RESULTING FROM TRAFFIC ACCIDENTS, REPORTS OF	Copies of reports of persons killed in traffic accidents submitted to the Texas Department of Public Safety.	AV.	
PS4375-02	INQUEST CASE FILES	Records relating to inquests or death investigations conducted by a medical examiner for the county or for any county in a medical examiner district headed by the examiner. (See also item number PS4375-06.)		

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4375-02a	INQUEST CASE FILES	Investigative reports by medical examiner, pathologists, or investigators; autopsy reports; toxicology, histology, and similar laboratory reports supportive of an autopsy or used as the basis for determining a cause of death; any affidavits taken during investigation; and copies of death certificates.	PERMANENT.	Retention Note: Copies of death certificates need to be kept only as long as administratively valuable if the information on the certificate is included in one or more of the other reports listed.
PS4375-02b	INQUEST CASE FILES	Photographs and tissue slides.	AV.	Retention Note: The retention period of as long as administratively valuable is assigned to inquest-related documentation under (b) and (c) because the value of the various documents and photographs varies greatly depending on the circumstances of the death investigated. For example, the value of case papers arising from the investigation of a death that is subsequently certified as being from natural causes is generally much less than that in which the certification is homicide. In another example, personal property inventories, of minor value in a case in which the decedent died of natural causes and the property has been claimed, are often of crucial importance in a case in which the decedent has not been identified.
*PS4375-02c	INQUEST CASE FILES	Requests and consents for autopsy; funeral home releases; reports of death; copies of cremation certificates; personal effects inventories; reports from law enforcement agencies, physicians, funeral homes, and hospitals; correspondence, subpoenas and other court-issued process; copies of injury reports submitted to the Texas Department of Health; and similar documents relating to an inquest investigation.	AV.	See retention note for PS4375-02b.
PS4375-02d	INQUEST CASE FILES	Notices of and documentation concerning organ removal for transplant purposes.	3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4375-03	INQUEST AND/OR AUTOPSY LOGS	Logs or lists of deaths investigated and/or autopsies performed.	PERMANENT.	Retention Note: The requirement that a log or list of deaths investigated by a medical examiner be retained PERMANENTLY may be satisfied by the PERMANENT retention of an index to the inquest case files (see item number PS4375-02a).
PS4375-04	MISSING PERSONS DOCUMENTATION	Reports on missing persons received from law enforcement and other agencies.	AV.	
PS4375-05	MORGUE REGISTERS	Registers or log sheets recording the arrival and removal of bodies from the morgue.	AV.	
PS4375-06	OUT-COUNTY AUTOPSY RECORDS	Originals or copies of reports of autopsies performed for other counties on a fee basis, including any associated photographs, tissue slides, and laboratory reports.	5 years.	

SECTION 3-2: LABORATORY RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4400-01	AUTOPSY AND LABORATORY WORK-UP DOCUMENTATION	Laboratory worksheets, notes, sound recordings, and similar records used for recording instrument readings, personal observations, and similar data in order to compile autopsy and laboratory reports.	AV.	Retention Note: The retention and disposition of work-up documentation should be guided by the same considerations discussed in the retention note to item number PS4375-02(b) in this schedule.
PS4400-02	EQUIPMENT REPAIR AND MAINTENANCE RECORD	Record of maintenance, service, and repair to instruments used to conduct toxicology, histology, and other laboratory tests and procedures.	LA.	
PS4400-03	LABORATORY LOGS	Logs or registers of toxicological, histological, or other laboratory tests and procedures performed.	3 years.	
PS4400-04	QUALITY CONTROL TEST REPORTS OR LOGS	Reports or logs of quality tests run on laboratory equipment used for toxicological, histology, or other laboratory tests and procedures.	3 years.	

SECTION 3-3: MISCELLANEOUS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4425-01	APPLICATIONS FOR DEPUTIES	Copies of applications to the commissioners court for deputies, assistants, and clerks.	AV.	
PS4425-02	EXPENSE AND COLLECTIONS REPORTS	Annual, monthly, or other periodic reports to a commissioners court or the county auditor of office expenses incurred or of fines, costs, judgments, claims, and commissions collected for the county.	AV.	

PART 4: RECORDS OF FIRE FIGHTING AND EMERGENCY MEDICAL SERVICE AGENCIES

Retention Note: The term “local policy” as used in this part means an ordinance, order, or resolution of the governing body of a local government or an administrative regulation of a fire fighting or emergency medical services department whose authority derives from the ordinance, order, or resolution.

SECTION 4-1: FIRE AND EMERGENCY MEDICAL RESPONSE RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4450-01	ARSON INVESTIGATION RECORDS	Investigative, laboratory, and insurance reports; affidavits; depositions; photographs; and similar records used to determine the cause, origin, and circumstances of fires or other incidents.		
PS4450-01a	ARSON INVESTIGATION RECORDS	Investigations in which it is determined that a fire was not caused by arson.	Date of determination + 5 years.	
PS4450-01b	ARSON INVESTIGATION RECORDS	Investigations in which it is determined that a fire was caused by arson.	Follow retention periods for item numbers PS4125-02 or PS4125-05, as applicable.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4450-02	EMERGENCY MEDICAL SERVICE RUN REPORTS	Emergency ambulance run activity reports, advanced life-support report forms, and similar records pertinent to documenting the condition and treatment of sick or injured persons by emergency medical personnel.		
*PS4450-02a	EMERGENCY MEDICAL SERVICE RUN REPORTS	Treatment rendered.	6 years, 3 months from date service rendered, or until the patient's 20th birthday, whichever later.	
*PS4450-02b	EMERGENCY MEDICAL SERVICE RUN REPORTS	Treatment refused.	2 years.	
PS4450-03	FIRE RECORD	A log, register, consolidated daily or other periodic report, or any other form of record that provides in summary form information on each fire or other incident to which fire or emergency medical personnel have responded, including at a minimum the date, time, location, and nature of the incident.	2 years; or 2 years after last entry if in bound volume.	
PS4450-04	INCIDENT REPORTS	Reports, including those completed on Texfirs or other incident reporting system forms, of each fire or other incident to which a fire fighting or other fire agency unit has responded, detailing the type of incident, units responding, action taken, equipment used, and other pertinent data.	5 years.	

SECTION 4-2: FIRE PREVENTION AND INSPECTION RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4475-01	ALARM PERMITS AND ASSOCIATED DOCUMENTATION			
PS4475-01a	ALARM PERMITS AND ASSOCIATED DOCUMENTATION	Installation certificates for fire detection and fire alarm devices or systems filed with fire agencies.	Life of device or system.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*PS4475-01b	ALARM PERMITS AND ASSOCIATED DOCUMENTATION	Applications for fire detection and alarm permits and copies of permits or other documentation evidencing issuance.	Expiration or revocation of permit + 3 years for granted permits; date of denial + 1 year for denied permits.	
*PS4475-01c	ALARM PERMITS AND ASSOCIATED DOCUMENTATION	Inspection or evaluation reports prepared during a permit period, if permits are required by local policy.	3 years.	
PS4475-02	AUTOMATIC SPRINKLER SYSTEM PERMITS AND ASSOCIATED DOCUMENTATION			
PS4475-02a	AUTOMATIC SPRINKLER SYSTEM PERMITS AND ASSOCIATED DOCUMENTATION	Automatic sprinkler material and test certificates filed with fire agencies.	Life of system.	
*PS4475-02b	AUTOMATIC SPRINKLER SYSTEM PERMITS AND ASSOCIATED DOCUMENTATION	Applications for automatic sprinkler system permits, copies of permits or other documentation evidencing issuance.	Expiration or revocation of permit + 3 years for granted permits; date of denial + 1 year for denied permits.	
*PS4475-02c	AUTOMATIC SPRINKLER SYSTEM PERMITS AND ASSOCIATED DOCUMENTATION	Inspection or evaluation reports prepared during a permit period, if permits are required by local policy.	3 years.	
PS4475-03	CERTIFICATES OF OCCUPANCY	Copies of certificates of occupancy or record of their issuance used to certify final approval for the occupancy of new structures or old structures that have been remodeled to the extent that a certificate of occupancy is required by local policy.	AV, but see retention note.	Retention Note: In a municipality or in any other local government that has authority to certify occupancy, certificates of occupancy must be retained in accordance with item number PW5250-06, if it is the fire agency rather than a building inspection, planning, or other department that issues the official certificate of occupancy or its equivalent.
PS4475-04	COMPLAINTS	Complaints regarding possible violations of the fire code or potential fire hazards.	Resolution of the complaint + 3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4475-05	CONTROLLED BURN RECORDS	Applications for permits for controlled burning and copies of or comparable record of permits issued.	1 year.	
PS4475-06	DRILL AND SIMULATION RECORDS	Reports and related documentation of drills, simulations, and triage exercises conducted or participated in by fire, emergency medical, or emergency communications personnel.	5 years.	
PS4475-07	HAZARDOUS MATERIALS RECORDS			
PS4475-07a	HAZARDOUS MATERIALS RECORDS	Lists of names of representatives of employers and manufacturing employers knowledgeable about hazardous chemicals used or stored, facility and workplace chemical lists, and material safety data sheets (MSDS) submitted to fire chiefs under authority of Health and Safety Code, Title 6, Subtitle D.	US.	Retention Note: When it is known with reasonable certainty that an employer or manufacturing employer has ceased business and that hazardous chemicals have been removed from the place of former business, the records listed in (a) may be disposed.
PS4475-07b	HAZARDOUS MATERIALS RECORDS	Applications, copies of permits or documentation evidencing issuance, and pertinent supplemental documentation relating to the issuance of permits for the sale, use, storage, manufacture, or transport of flammable, corrosive, explosive, or other hazardous materials and chemicals as may be required by local policy.	Expiration or revocation of permit + 3 years for granted permits; 1 year for denied permits.	
PS4475-08	INSPECTION REPORTS AND LOGS	Documentation concerning the inspection of structures and other property by fire agency personnel for fire hazards, conformity with codes and regulations, and for such other reasons permitted by state law or local policy.		
PS4475-08a	INSPECTION REPORTS AND LOGS	Inspection reports of commercial, mercantile, and industrial structures; day care centers and foster homes; hospitals and nursing homes; schools; and other structures or property whose periodic inspection is required by state law or local policy.	US + 3 years, but see retention note.	Retention Note: If a master record is not maintained, then the inspection reports must be maintained for the life of the structure.
PS4475-08b	INSPECTION REPORTS AND LOGS	Inspection reports on an as-needed basis of any structure or property whose periodic inspection is not required by state law or local policy.	3 years.	
PS4475-08c	INSPECTION REPORTS AND LOGS	Inspection reports of private residences done as part of fire prevention and safety programs.	AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4475-08d	INSPECTION REPORTS AND LOGS	Logs or similar records, arranged by date, address, or name of inspector, listing inspections carried out by the agency.	3 years.	
PS4475-08e	INSPECTION REPORTS AND LOGS	Master card or comparable record on each structure described in (a) providing the location and description of the property and containing summary data on inspections and code violations.	Life of structure.	Retention Note: If a master record is not maintained, then the inspection reports described in (a) must be maintained for the life of the structure.
PS4475-09	NOTIFICATION OF VIOLATIONS RECORDS			
PS4475-09a	NOTIFICATION OF VIOLATIONS RECORDS	Copies of notifications sent or given to the owner, agent, or occupant of a structure or property to correct a violation found during an inspection, including documentation verifying that the violation has been corrected.	Verification of correction + 3 years.	Retention Note: Verification of correction means the date of a follow-up inspection or the receipt of documentation, sufficient in terms of local policy, showing proof of correction.
PS4475-09b	NOTIFICATION OF VIOLATIONS RECORDS	Records relating to the certification of a structure as substandard.	Verification that structure has been brought up to code + 3 years or until demolition + 3 years, as applicable.	
PS4475-10	PLAN REVIEW RECORDS	Documentation relating to the review of construction plans by fire agency personnel as may be required by local policy.	AV.	
PS4475-11	PRE-FIRE PLANNING RECORDS	Planning and survey reports, building plans, and similar records of individual structures or building complexes used to plan fire fighting strategies.	US or AV, as applicable.	

SECTION 4-3: APPARATUS AND EQUIPMENT RECORDS

Retention Note: For aircraft and vehicle maintenance records see Section 1-2 of this schedule.

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4500-01	ALARM AND HYDRANT RECORDS			

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4500-01a	ALARM AND HYDRANT RECORDS	Reports on the inspection, test, and maintenance of agency alarm and alarm boxes (including private alarms linked to department master systems) and of 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	PROTECTIVE CLOTHING RECORDS			
PS4500-03a	PROTECTIVE CLOTHING RECORDS	Daily or other periodic reports on the inspection of protective clothing.	3 years.	
PS4500-03b	PROTECTIVE CLOTHING RECORDS	Inventories of protective clothing.	US.	
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.	

SECTION 4-4: TRAINING RECORDS

Retention Note: This part supplements and should be used in conjunction with Part 3 of Local Schedule GR (Records Common to All Governments).

Record Number	Record Title	Record Description	Retention Period	REMARKS
PS4525-01	EMERGENCY MEDICAL SERVICE TRAINING RECORDS	Records relating to the training (including continuing education) of emergency medical personnel sufficient to document who was trained and when, in what subject, and by whom; scores received in academic achievement and performance tests (including copies of all written tests), and similar records of the training and achievement of individual students.	5 years.	Retention Note: It is an exception to the retention periods given in this record group that records documenting the training and educational achievement of employees as described in item number GR1050-28(a) must be retained for date of separation + 5 years for emergency medical personnel employed by the local government that conducts the training.

Record Number	Record Title	Record Description	Retention Period	REMARKS
PS4525-02	FIREFIGHTER RECRUIT TRAINING FACILITY RECORDS	Records relating to recruit training, certified by the Texas Commission on Fire Protection, for structural fire, aircraft crash, and rescue personnel sufficient to document who was trained and when, in what subject, and by whom; scores received in academic achievement and performance tests (including copies of all written tests); and similar records of the training and achievement of individual students.	3 years.	By regulation - 37 TAC 427.13(b). Retention Note: It is an exception to the retention periods given in this record group that records documenting the training and educational achievement of employees as described in item number GR1050-28(a) must be retained for date of separation + 5 years for fire personnel employed by the local government that operates the training facility.

SECTION 4-5: MISCELLANEOUS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4550-01	COUNTY FIRE MARSHAL EXPENSE AND COLLECTIONS REPORTS	Annual, monthly, or other periodic reports to the commissioners court or the county auditor of office expenses incurred or of fines, costs, judgments, claims, and commissions collected for the county.	AV.	

PART 5: RECORDS OF COMMUNITY SUPERVISION AND CORRECTIONS (ADULT PROBATION) DEPARTMENTS

Retention Note: For administrative, financial, and personnel records of community supervision and corrections departments see Local Schedule GR (Records Common to All Governments).

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4575-01	CASE RECORDS	Case record on each probationer under the direct or indirect supervision of a community supervision and corrections department documenting all significant actions, decisions, and services rendered, including assessment reports, medical and psychological information, case classification forms, supervision plans, periodic evaluations, pre sentence investigation reports (PSIR), criminal history records, court orders, correspondence, and similar records relating to the supervision of the probationer.	Date direct or indirect supervision of the probationer ends + 3 years.	
PS4575-02	CASELOAD RECORDS	Records documenting the distribution of cases among probation officers, including monthly workload summaries	3 years.	

PART 6: RECORDS OF COUNTY, DISTRICT, AND CRIMINAL DISTRICT ATTORNEYS

Retention Notes: a) Attorneys for local governments other than counties should use Local Schedule GR (Records Common to All Governments) for scheduling records.

b) Do not confuse records series in this part with case papers, dockets, and minutes maintained by court clerks.

SECTION 6-1: CASE RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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Record Number	Record Title	Record Description	Retention Period	Remarks
PS2575-01	CASE FILES AND WORKING PAPERS	Closed and pending case files and working papers, including all documents, papers, correspondence, reports, briefs, notes, drafts, photographs, video and sound recordings, and similar records relating to criminal or civil cases, proceedings, actions, or investigations to which the attorney is a party on behalf of the county or the state.	AV after final disposition.	<p>Retention Notes:</p> <p>a) The term "final disposition" in the retention period for this record has the following meanings:</p> <p>1) For unadjudicated matters - Date decision made not to proceed further with the matter in question.</p> <p>2) For any case dismissed for want of prosecution, on the motion of the plaintiff or the state, or for other reasons within the power of a court - Effective date of dismissal.</p> <p>3) Civil cases - Date judgment signed in a court; or if new trial or further proceedings granted on motion or mandated on appeal, date judgment rendered and signed in new trial or further proceedings; or if appealed and judgment of trial court affirmed, modified, or rendered as it should have been rendered, or appeal dismissed, date mandate or notice of dismissal received from appeals court.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
PS2575-01 (continued)	CASE FILES AND WORKING PAPERS			<p>4) Criminal cases - Date judgment signed in a court; or if new trial or further proceedings granted on motion or mandated by reversal on appeal, date judgment rendered and signed in new trial or further proceedings; or if appealed and judgment of trial court affirmed or judgment of acquittal issued or appeal dismissed, date mandate or notice of dismissal received from appeals court.</p> <p>b) Prior to disposal, case and working papers 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.</p>
PS2575-02	CIVIL DOCKET OR CASE LOG	Docket or log of civil cases brought or defended by the attorney.	AV.	
PS2575-03	COURT DOCKET OR CASE LOG	Docket or log of civil and criminal cases, a combination form of item numbers PS2575-02 and PS2575-04.	AV.	
PS2575-04	CRIMINAL DOCKET OR CASE LOG	Docket or log of criminal cases prosecuted by the attorney.	AV.	
PS2575-05	DELINQUENT TAX NOTICES	Copies of notices of delinquent property sent to property owners by the county tax assessor-collector and used by the attorney as the basis for tax suits.		
PS2575-05a	DELINQUENT TAX NOTICES	Notices dated 1979 or earlier.	Destroy at option.	
PS2575-05b	DELINQUENT TAX NOTICES	Notices dated 1980 and after.	Follow retention period for item number 2575-01.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*PS2575-06	GRAND JURY DOCKET OR MINUTES	Minutes or record of proceedings before a grand jury. 1) If not a copy of the grand jury docket in the possession of the county clerk. 2) If a copy of the grand jury docket in the possession of the district clerk.	10 years. AV.	Retention Note: Review before disposal; some records may merit PERMANENT retention for historical reasons.
PS2575-07	JAIL POPULATION REPORTS	Monthly reports submitted by the sheriff showing the names of all inmates housed in the county jail.	AV.	
PS2575-08	LEGAL OPINIONS	Formal legal opinions rendered by the attorney to a county or precinct officer.	PERMANENT.	Retention Note: For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26a.
PS2575-09	MEDICAL EXAMINER RECORDS	Reports and copies of autopsy findings and other records of death investigations conducted by medical examiners and filed with the attorney.	Follow retention period for item number 2575-01.	
PS2575-10	REGISTER OF OFFICIAL ACTS	Register of all official acts as required by Section 41.008, Government Code.	AV.	
PS2575-11	WIRE AND ORAL COMMUNICATIONS INTERCEPTIONS, ANNUAL REPORTS OF	Copies of annual reports submitted by the Attorney to the Administrative Office of the United States Courts and the Director of the Texas Department of Public Safety on activities relating to wire and oral communications interceptions.	AV.	

SECTION 6-2: ADMINISTRATIVE AND FINANCIAL RECORDS

Retention Note: For personnel and other administrative and financial records of county and district attorneys see Local Schedule GR (Records Common to All Governments).

Record Number	Record Title	Record Description	Retention Period	Remarks
PS2600-01	APPLICATIONS FOR DEPUTIES	Copies of applications to the commissioners court for deputies, assistants, and clerks.	AV.	
PS2600-02	ATTORNEY GENERAL, REPORT TO	Copies of periodic or special reports to the Attorney General on such matters as the Attorney General may require.	AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS2600-03	CONTRABAND FORFEITURE FUND DOCUMENTATION	Record of receipts and disbursements to or from proceeds or property seized and forfeited under Chapter 59, Code of Criminal Procedure.	FE + 5 years.	
PS2600-04	EXPENSE AND COLLECTIONS REPORTS	Annual, monthly, or other periodic reports to the commissioners court, the county auditor, the district clerk, or the State Comptroller of office expenses incurred or of fines, costs, judgments, claims, and commissions collected for the county or the state.	AV.	
PS2600-05	HOT CHECK FUND DOCUMENTATION	Record of receipts and disbursements to or from a fund established under Code of Criminal Procedure, art. 102.007, relating to fees for collecting and processing sight orders.	FE + 5 years.	

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TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

LOCAL SCHEDULE SD **(Revised Second Edition)**

RETENTION SCHEDULE FOR RECORDS OF PUBLIC SCHOOL DISTRICTS

This schedule establishes mandatory minimum retention periods for records that are associated with Public School Districts. No local government office may dispose of a record listed in this schedule prior to the expiration of its retention period. A records control schedule of a local government may not set a retention period that is less than that established for the record in this schedule. Original paper records may be disposed of prior to the expiration of their minimum retention periods if they have been microfilmed or electronically stored pursuant to the provisions of the Local Government Code, Chapter 204 or Chapter 205, as applicable, and rules of the Texas State Library and Archives Commission adopted under those chapters. Actual disposal of such records by a local government is subject to the policies and procedures of its records management program.

Destruction of local government records contrary to the provisions of the Local Government Records Act of 1989 and administrative rules adopted under it, including this schedule, is a Class A misdemeanor and, under certain circumstances, a third degree felony (Penal Code, Section 37.10). Anyone destroying local government records without legal authorization may also be subject to criminal penalties and fines under the Public Information Act (Government Code, Chapter 552).

INTRODUCTION

The Government Code, Section 441.158, provides that the Texas State Library and Archives Commission shall issue records retention schedules for each type of local government, including a schedule for records common to all types of local governments. The law provides further that each schedule must state the retention period prescribed by federal or state law, rule of court, or regulation for a record for which a period is prescribed; and prescribe retention periods for all other records, which periods have the same effect as if prescribed by law after the records retention schedule is adopted as a rule of the commission.

Local Schedule SD sets mandatory minimum retention periods for records series (identified in the Records Series Title column) commonly found in local education agencies other than state colleges and universities and junior colleges. Except as noted below, it is for the use of public school districts of all types, regional educational service centers, educational cooperatives for special education or other purposes, rehabilitation districts, county industrial training school districts, and county vocational districts.

Local Schedule SD is also for the use of **active** offices of county superintendents of schools and county departments of education. The retention periods for the records of **abolished** offices of county superintendents of schools, some of which may be in the custody of local education agencies, are given in Part 6 of Local Schedule CC (Records of County Clerks).

This schedule should not be used by the following local education agencies, which are governed by state agencies or state boards, except to the extent permitted by the State and Local Records Management Division of the Texas State Library and Archives Commission: Texas School for the Blind, Texas School for the Deaf, University of North Texas Academy of Mathematics and Science, and any schools governed by state agencies such as Texas Youth Commission, Department of Aging and Disability Services, etc.).

The retention period for a record applies to the record regardless of the medium in which it is maintained. Some records listed in this schedule are maintained electronically in many offices, but electronically stored data used to create in any manner a record or the functional equivalent of a record as described in this schedule must be retained, along with the hardware and software necessary to access the data, for the retention period assigned to the record, unless backup copies of the data generated from electronic storage are retained in paper or on microfilm for the retention period. This includes electronic mail (e-mail), websites and electronic publications.

Unless otherwise stated, the retention period for a record is in calendar years from the date of its creation. The retention period, again unless otherwise noted, applies only to an official record as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, each local government should decide which shall be the official record and in which of its divisions or departments it will be maintained. Local governments in their records management programs should establish policies and

procedures to provide for the systematic disposal of copies.

Section 202.002, Local Government Code, forbids the destruction of a local government record at the expiration of its retention period if the subject matter of the record is known by the custodian to be in litigation or if the record is subject to a pending request for disclosure under the Public Information Act. In addition, a record of a school district may not be destroyed if there is an outstanding request to inspect and review the record under the federal Family Educational Rights and Privacy Act (FERPA). A record of a school district may also not be destroyed, although its retention period has expired, if it is subject to a pending audit by a federal or state grantor or subgrantor agency or if questions remain unresolved from a conducted audit until audit finds are resolved.

A local government record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A local government record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

If a record described in this schedule is maintained in a bound volume of a type in which pages are not designed to be removed, the retention period, unless otherwise stated, dates from the date of the last entry.

If two or more records listed in this schedule are maintained together by a local government and are not severable, the combined record must be retained for the length of time of the component with the longest retention period. A record whose minimum retention period on this schedule has not yet expired and is **less than permanent** may be disposed of if it has been so badly damaged by fire, water, or insect or rodent infestation as to render it unreadable, or if portions of the information in the record have been so thoroughly destroyed that remaining portions are unintelligible. If the retention period for the record is **permanent** in this schedule, authority to dispose of the damaged record must be obtained from the Director and Librarian of the Texas State Library and Archives Commission. A Request for Authority to Destroy Unscheduled Records (Form SLR 501) should be used for this purpose.

Certain records listed in this schedule are assigned the retention period of AV (as long as administratively valuable). This retention period affords local governments the maximum amount of discretion in determining a specific retention period for the record described.

Use of Asterisk (*)

The use of an asterisk (*) in this revised second edition of Local Schedule SD indicates that the record is either new to the second edition, the retention period for the record has been changed for the record, or substantive amendments have been made to the description of or remarks concerning the record. An asterisk is not used to indicate minor amendments to grammar or punctuation.

ABBREVIATIONS USED IN THIS SCHEDULE

AV - As long as administratively valuable
CE - Calendar year end
CFR - Code of Federal Regulations
FE - Fiscal year end
TAC - Texas Administrative Code
US - Until Superseded
LA - Life of Asset

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RECORDS OF PUBLIC SCHOOL DISTRICTS

Retention Notes: a) OTHER SCHEDULES - This schedule should be used by public school districts, regional educational service centers, and other local education agencies (as defined on page 2) in conjunction with Local Schedule GR (Records Common to All Governments) and Local Schedule TX (Records of Property Taxation). In particular, many records maintained by public school districts are includable among the general administrative, financial, and personnel record series in Local Schedule GR, especially those relating to grant allocations, funding, and reporting. In any instances of conflict between retention periods established in this schedule and in Local Schedules GR or TX, the retention periods in this schedule shall prevail.

b) GRANT RECORDS - The 5-year retention period frequently established for records of school districts in this schedule and Local Schedule GR derives from federal requirements in 34 CFR 80.42(a)(1) and (c), which declares the following: "Starting date of retention period—(1) General. When grant support is continued or renewed at annual or other intervals, the retention period for the records of each funding period starts on the day the grantee or subgrantee submits to the awarding agency its single or last expenditure report for that period. However, if grant support is continued or renewed quarterly, the retention period for each year's records starts on the day the grantee submits its expenditure report for the last quarter of the Federal fiscal year. In all other cases, the retention period starts on the day the grantee submits its final expenditure report. If an expenditure report has been waived, the retention period starts on the day the report would have been due." These requirements involve the retention of financial and programmatic records, including supporting documents, statistical reports, and other records pertinent to program regulations or the grant agreement relating to projects or programs funded by the U.S. Department of Education through subgrants using federal funds from the Texas Education Agency.

These federal regulations require that all records of the types mentioned must be available for audit for 3 years after the date of submission of the single or last expenditure report by the Texas Education Agency as subgrantor, **not** by the school district. Because final expenditure reports are submitted by the Texas Education Agency **after** all reports from districts are received, a 5-year retention period for many records of school districts is necessary to satisfy this requirement adequately.

If an audit is pending in which an expenditure or the eligibility of a student to participate in a federal program is questioned, then all records affecting the outcome of the audit must be retained until the audit is settled.

Copies of reports or records submitted to the Texas Education Agency must be retained by school districts in accordance with this schedule.

For additional information on grant records, see pages 15 and 16 of Local Schedule GR.

PART 1: STUDENT ACADEMIC RECORDS

Retention Note: Any records in this part (e.g., enrollment cards) created for students who enroll or register in a school district, but who do not subsequently attend classes need be retained only as long as administratively valuable.

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	
*SD3200-01b	ACADEMIC RECORDS	Cumulative record of achievement in grades Pre-K through 8.	Date of withdrawal + 5 years.	
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.	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		Date of withdrawal + 5 years.	See retention note (b) on page 7.
*SD3200-05	HOME LANGUAGE SURVEYS		Date of withdrawal + 5 years.	See retention note (b) on page 7.
SD3200-06	MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS			

Record Number	Record Title	Record Description	Retention Period	Remarks
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, <i>except</i> 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			

Record Number	Record Title	Record Description	Retention Period	Remarks
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: 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.
*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 7.
SD3200-09c	TEST AND ACADEMIC MEASUREMENT REPORTS	District summaries on a group basis of the results of standardized testing.	3 years.	
*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 - 34 CFR 74.53; 80.42; 71 FR 44866.
*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).

PART 2: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	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.	2 years.	
SD3225-02b	ACCESS TO INFORMATION, RECORDS OF	Documentation of requests from and disclosures to any party not included in (a).	PERMANENT.	By regulation - 34 CFR 99.32(a)(2).
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. PERMANENT.	Retention Note: It is an exception to the retention periods given for parental and eligible student consents that if the only records covered by a consent are those associated with enrollment by a student in grades Pre-K through 8, the consents may be disposed of at the same time the records are destroyed.
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,	

Record Number	Record Title	Record Description	Retention Period	Remarks
			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.	2 years.	

PART 3: RECORDS OF SPECIAL POPULATIONS AND SERVICES

Retention Note: The term "cessation of services" used in the retention periods set in sections 3-1 through 3-5 with reference to records created on students who are referred to but not subsequently enrolled in the special program described, means the date determination against enrollment is made.

SECTION 3-1: SPECIAL EDUCATION PROGRAM RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3250-01	ENROLLMENT LISTS AND ROSTERS		5 years.	See retention note (b) on page 7.
*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.	Cessation of services + 5 years, <i>but see retention note (a).</i>	<p>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.</p> <p>b) Prior to the destruction of any records in this record group, the</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
				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 7.

SECTION 3-2: BILINGUAL AND SPECIAL LANGUAGE PROGRAM RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*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 7.

SECTION 3-3: GIFTED/TALENTED PROGRAM RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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 3-4: SECTION 504 PROGRAM RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*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 7.

SECTION 3-5: DYSLEXIA PROGRAM RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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	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

Record Number	Record Title	Record Description	Retention Period	Remarks
		other records of services required under state regulation.		education services. See item number SD3250-02.

SECTION 3-6: MIGRANT STUDENT RECORD TRANSFER SYSTEM (MSRTS) RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3250-33	DAILY MSRTS LOGS		5 years.	See retention note (b) on page 7.
*SD3250-34	ENROLLMENT AND WITHDRAWAL REPORTS		5 years.	See retention note (b) on page 7.
*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 MSRTS.	5 years.	See retention note (b) on page 7.
*SD3250-36	RECRUITING RECORDS	Recruiter logs, questionnaires, and similar records documenting efforts of recruiters to identify and enroll currently and formerly migrant students.	5 years.	See retention note (b) on page 7.
SD3250-37	STUDENT RECORDS			
*SD3250-37a	STUDENT RECORDS	Certificates of eligibility.	End of eligibility + 5 years.	Retention Note: Eligibility ends 6 years from the qualifying arrival date (QAD) as it appears on the certificate of eligibility. The qualifying arrival date was referred to as the last qualifying move (LQM) on certificates of eligibility prior to 1991. See retention note (b) on page 7.
SD3250-37b	STUDENT RECORDS	Copies of most current educational and health records or forms providing	US.	Retention Note: Program regulations require that an active file

Record Number	Record Title	Record Description	Retention Period	Remarks
		educational and health updates, information from which is transmittable to regional educational service centers for data entry.		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 MSRTS records in Little Rock. If original student educational and health records, rather than copies, are the source for MSRTS 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 MSRTS center in Little Rock.	AV.	

SECTION 3-7: OTHER SPECIAL POPULATIONS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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 7.
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 7.

PART 4: ATTENDANCE RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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 of parents or guardians visited.	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	5 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
		submitted to the superintendent by principals for the purposes of compiling state-mandated reports.		
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.	PERMANENT, <i>but see retention note.</i>	Retention Note: The Local Government Records Act (Section 201.008, Local Government Code) transferred custody of all scholastic census records still in the possession of elected county officials to the custody of the Texas State Library and Archives Commission for preservation as historical records. Some census documents, which were compiled by the office of the county superintendent of schools from 1905 through 1969, may have passed into the custody of independent school districts. These census cards and rolls must be retained PERMANENTLY, as well as those from the state-mandated 1970 enumeration, which was conducted by school districts. Although the Local Government Records Act did not automatically transfer any scholastic census records in the custody of school districts to the Texas State Library and Archives Commission, districts may offer to transfer census records to the commission for preservation. Census cards or rolls compiled by school districts in 1971 and after for local administrative reasons need be retained only as long as

Record Number	Record Title	Record Description	Retention Period	Remarks
				administratively valuable.
*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 7.

PART 5: STUDENT HEALTH RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3300-01	ACCIDENT REPORTS	Reports of accidents to students.	5 years; or 2 years after the student reaches the age of 18, whichever later.	
SD3300-02	ACTIVITY AND STATISTICAL REPORTS	Daily and other periodic activity and statistical reports, <i>except</i> those noted elsewhere in this section, compiled by school nurses or nurse extenders relating to student health matters.	3 years.	
SD3300-03	CORRESPONDENCE WITH PARENTS OR GUARDIANS	Correspondence to and from parents or guardians concerning student health matters.	2 years.	
SD3300-04	CUMULATIVE HEALTH CARD OR RECORD		Date of withdrawal + 2 years.	
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 until student ceases enrollment, 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 contraindications.	1 year, or date of withdrawal + 2	

Record Number	Record Title	Record Description	Retention Period	Remarks
		(2) Affidavits of religious conflicts.	years if contraindication is lifelong. Date of withdrawal + 2 years	
SD3300-06b	EXCLUSION AND VERIFICATION DOCUMENTATION	Verifications of mumps or measles illness.	Date of withdrawal + 2 years.	Retention Note: It is an exception to the retention periods set for subsections (b) and (c) of this group that 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.	Date of withdrawal + 2 years.	
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.

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	

PART 6: INSTRUCTION AND GRADE REPORTING RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3325-01	CURRICULUM GUIDES		US.	
SD3325-02	GRADE BOOKS		1 year after entry of grades in the academic achievement or cumulative record.	Retention Note: If grades are entered in the academic achievement record or the cumulative record (see item number SD3200-01) from reports compiled from grade books, these reports must

Record Number	Record Title	Record Description	Retention Period	Remarks
				be retained for the same minimum period as grade books.
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. <i>except</i> reports of the type noted in item number 3325-05.	AV.	
SD3325-04	LESSON PLANS		AV.	
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 at the K-8 levels they must be retained for date of withdrawal of the student + 5 years. If they are the only record of grades received at the 9-12 levels prior to the use of a standardized academic achievement record, they must be retained PERMANENTLY.

PART 7: DISCIPLINE AND COUNSELING RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	Retention Note: Records for discipline events resulting in the removal of a student from class must be maintained with Public Education Information Management System (PEIMS) data for five 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: It is an exception to the retention period for this record group that guidance and counseling files programmatically associated with participation in special programs as described in Part 3 of this schedule must be retained for the same period as the student records for the special program. In addition, records of counseling in any federally funded special guidance or counseling project or program must be retained for 5 years beyond cessation of counseling services to the student.
*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	End of school year	By law – Texas Education Code, Section 37.017.

Record Number	Record Title	Record Description	Retention Period	Remarks
		with Code of Criminal Procedure, art. 15.27.		Retention Note: State law (Texas Education Code, Section 37.017) directs school districts to retain law enforcement notification separately from a student's permanent academic file and requires destruction of the notification at the end of the school year in which the notification is issued.

PART 8: ADULT AND VOCATIONAL EDUCATION RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3375-01	CLASS ORGANIZATION REPORTS AND ROSTERS		5 years.	See retention note (b) on page 7.
*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 7.
*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 7.
*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 7.

PART 9: DRIVERS EDUCATION RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3400-01	STUDENT RECORDS	Individual records of students enrolled in driver's education.	5 years.	See retention note (b) on page 7.
*SD3400-02	STUDENT ROSTERS		5 years, if used in lieu of individual student records; otherwise AV.	
SD3400-03	INSTRUCTIONAL CHECKLISTS		1 year after entry of scores and other data in student individual record or rosters.	
SD3400-04	LICENSING AND COMPLETION FORMS	Any copies of forms or certificates maintained in student files relating to applications for drivers licenses, course completions, insurance discount forms, and notices of cancellation.	AV.	
SD3400-05	REQUESTS FOR RECOGNITION OF COMPLETION DOCUMENTS		AV.	

PART 10: ACCREDITATION RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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	PLANNING RECORDS	Self studies; planning documents used to establish goals and indicators; achievement reports; documents evidencing parent, community, and staff involvement in the establishment of performance objectives; and similar records created in school districts to plan for and monitor progress during interims between accreditation visits.	AV after subsequent accreditation.	Review before disposal; some records of this type may merit PERMANENT retention for historical reasons.

PART 11: FOOD SERVICE RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3450-01	CERTIFICATES OF AUTHORITY	Authorizations for persons to act on behalf of a school district in school lunch matters.	US + 5 years.	
SD3450-02	DAILY FOOD SERVICE RECORDS	Daily record of full-price, reduced-price, and free breakfasts and lunches served.	FE + 5 years.	
SD3450-03	FOOD AND FOOD EQUIPMENT INVENTORY RECORDS		FE + 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.	FE + 5 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3450-04b	FREE OR REDUCED-PRICE MEAL RECORDS	Rosters or lists of eligible students.	FE + 5 years.	
SD3450-04c	FREE OR REDUCED-PRICE MEAL RECORDS	Policy statements on free and reduced-price meals.	US + 5 years.	
SD3450-05	HEALTH INSPECTION REPORTS		3 years.	
SD3450-06	MENU RECORDS			
SD3450-06a	MENU RECORDS	Menu planning records.	AV.	
SD3450-06b	MENU RECORDS	Daily menus.	5 years.	

PART 12: TEXTBOOK RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3475-01	ANNUAL MEMBERSHIP REPORT		FE + 2 years.	
SD3475-02	LOCAL TEXTBOOK COMMITTEE REPORT		US.	
SD3475-03	TEXTBOOK CUSTODIAN BONDS		US + 2 years.	
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.	FE + 2 years.	
SD3475-04c	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Records documenting the distribution, transfer, and return of textbooks on a campus by campus basis.	FE + 2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3475-04d	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Reports on state-owned textbooks that have been destroyed.	FE + 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 after receipt and reconciliation of shipment.	
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 expiring or out-of-adoption textbooks.	AV.	

PART 13: SCHOOL TRANSPORTATION RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3500-01	APPLICATIONS FOR NEW TRANSPORTATION PROGRAMS	Requests to the Texas Education Agency for approval of state funds for eligible pupil 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.	3 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 3500-05).	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			

Record Number	Record Title	Record Description	Retention Period	Remarks
	RECORDS			
SD3500-07a	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Vehicle master record containing the following: complete description of the vehicle, including vehicle identification and license numbers; annual beginning and ending odometer readings; total annual fuel, maintenance, labor, and parts costs; and complete maintenance history (in summary form showing date and nature of service, repair or state inspection).	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 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 + 3 years.
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 (c).	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	SCHOOL BUS PURCHASE		FE + 5 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
	REQUISITIONS			
*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.	

PART 14: SCHOOL SAFETY RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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		3 years.	

PART 15: FINANCIAL RECORDS

Retention Note: This part supplements and should be used in conjunction with Part 2 of Local Schedule GR.

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3550-01	AGENCY FUND ACCOUNTING RECORDS	Any accounts payable, accounts receivable, or ledgers and journals used to document the receipt and expenditure of local agency funds from clearing accounts that are custodial in nature (e.g., student picture accounts).	FE + 3 years.	Retention Note: Compare item numbers GR1025-26, GR1025-27, and GR1025-30 in Local Schedule GR. The minimum retention period for records of agency funds is an exception to the prevailing FE + 5 year retention period for school district financial records.
SD3550-02	COUNTY AVAILABLE REPORTS		FE + 3 years.	
SD3550-03	SCHOOL BONDS, APPLICATIONS FOR GUARANTY OF		Until receipt of guaranty documentation.	

PART 16: PERSONNEL AND STAFFING RECORDS

Retention Notes: a) This part supplements and should be used in conjunction with Part 3 of Local Schedule GR.

b) If the retention period for a record in this part is given as US or as US + a specific number of years and the person to whom the record relates ceases employment before supercession occurs, the date of separation shall also be considered the date of supercession for records retention purposes.

SECTION 16-1: INDIVIDUAL EMPLOYEE RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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	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

Record Number	Record Title	Record Description	Retention Period	Remarks
				should be considered an addendum to the Teacher Service Record (see item number GR1050-12 in Local Schedule GR).
SD3575-04	DEFICIENCY PLAN		US by a teaching certificate, or separation of employee + 5 years, as applicable.	
*SD3575-05	PERFORMANCE APPRAISAL RECORDS			Retention Notes: The records listed in this group are those currently used in the Professional Development and Appraisal System (PDAS) and its local equivalent implemented on a statewide basis in the 1997-1998 school year; in 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 in TTAS functional equivalents used in districts for teacher performance appraisals for the 1983-1984, 1984-1985, and 1985-1986 school years. 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).	4 years after teacher signs for receipt of appraisal record.	
SD3575-05c	PERFORMANCE APPRAISAL RECORDS	Notes taken by appraisers during observations or similar written	AV after teacher signs for receipt of	

Record Number	Record Title	Record Description	Retention Period	Remarks
		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.	observation/evaluation form.	
*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	STATEMENTS OF COMMITMENT (OUT-OF-STATE CERTIFICATES)		Until receipt by district of Texas certificate or date of separation + 5 years, as applicable.	
*SD3575-08	STATEMENTS OF INTENTION TO BECOME A UNITED STATES CITIZEN		AV.	
SD3575-09	TEACHER CERTIFICATE REGISTERS		PERMANENT.	Retention Note: This was a standard record of county superintendents of schools, but it was also maintained in some independent school districts in years prior to the emergence of a formal Teacher Service Record (see item number GR1050-12 in Local Schedule GR).
*SD3575-10	TUBERCULOSIS CERTIFICATES		AV.	
*SD3575-11	CRIMINAL HISTORY CHECKS		1 year from date obtained or after the	By law - Section 411.084, Local Government Code.

Record Number	Record Title	Record Description	Retention Period	Remarks
			information is used for the authorized purpose, whichever is sooner.	Retention Note: This record series is only for public school employees; for all other government employees, see item number GR1050-11 in Local Schedule GR.

SECTION 16-2: STAFFING RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	

PART 17: MISCELLANEOUS REPORTS AND SURVEYS

Record Number	Record Title	Record Description	Retention Period	Remarks
*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 and similar documents seeking confirmation of the accuracy of current data information.	AV.	Retention Note: 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.
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.	AV.	Retention Note: It is an exception to the retention period given for this record group that records of the type described received by a regional education service center as a surveying agency must be retained by the center for 5 years.

PART 18: MISCELLANEOUS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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, <i>except</i> 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	

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3625-06	STUDENT DRUG/ALCOHOL TEST RESULTS			
*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, graduation, or 5 years, whichever sooner.	Retention Note: All documentation should be maintained separate from the student cumulative folder and only released to student, his/her parent or person in lawful control of student, Superintendent, Head Coach/Sponsor of extracurricular activity, and other school officials with legitimate interest in information. Results shall not be shared with law enforcement except as required by law.
*SD3625-07	VISITOR LOGS		2 years.	
*SD3625-08	PARKING DECAL/PERMIT RECORDS		US or expiration of permit.	

PART 19: LIBRARY RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3650-01	ACCESSION/DEACCESSION RECORDS	Records used to update library catalogs or inventory records of the accession through purchase 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 REGISTRATION RECORDS	Records documenting the registration of borrowers.	AV.	
*SD3650-03	CIRCULATION RECORDS	Records documenting the circulation of library materials to individual borrowers.	AV.	
*SD3650-04	INTERLIBRARY LOAN RECORDS	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.	



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Comments or complaints regarding the programs and services of the Texas State Library and Archives Commission can be addressed to the Director and Librarian, PO Box 12927, Austin, TX 78711-2927.
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