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Hubert Oxford, IV

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January 11, 2018

**Via USPS First Class**

State and Local Records Management Division  
Texas State Library and Archives Commission  
P.O. Box 12927  
Austin, Texas 78711-2927

Re: Winnie Stowell Hospital District Document Retention Program

Dear Sir or Madam,

Enclosed please find copies of the following records being submitted on behalf of Winnie Stowell Hospital District:

1. Amended Order Establishing Records Management Program;
2. Designation of Local Government Records Management Officer; and,
3. Declaration of Compliance.

Should you have any questions or require additional information, please contact us to discuss further.

Sincerely,

**BENCKENSTEIN & OXFORD, L.L.P.**

By:   
Hubert Oxford, IV

HOIV  
Enclosures

**AMENDED ORDER ESTABLISHING  
RECORDS MANAGEMENT PROGRAM**

**THE STATE OF TEXAS**                   §  
  §  
**COUNTY OF CHAMBERS**           §

**WHEREAS**, Title 6, Subtitle C, Local Government Code (Local Government Records Act), provides that each local government must establish an active and continuing records management program; and

**WHEREAS**, Winnie Stowell Hospital District (“DISTRICK”) desires to adopt a plan for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping.

**THEREFORE**, DISTRICK adopts the following:

**SECTION 1. DEFINITION OF RECORDS OF DISTRICK.** All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by DISTRICK or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of DISTRICK and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

**SECTION 2. RECORDS DECLARED PUBLIC PROPERTY.** All records as defined in Sec. 1 of this plan are hereby declared to be the property of DISTRICK. No official or employee of DISTRICK has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

**SECTION 3. POLICY.** It is hereby declared to be the policy of DISTRICK to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice.

**SECTION 4. RECORDS MANAGEMENT OFFICER.** DISTRICK’s District Administrator will serve as records management officer for DISTRICK as provided by law and will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

**SECTION 5. RECORDS CONTROL SCHEDULES.** Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the

records management officer for use in DISTRICT, as provided by law. Any destruction of records of DISTRICT will be in accordance with these schedules and the Local Government Records Act.

Signed this the 10<sup>th</sup> day of January, 2018.

**WINNIE STOWELL HOSPITAL DISTRICT**

By: Edward Murrell  
Edward Murrell, President  
Board of Directors

**SIGN HERE**

**ATTEST:**

Raul Espinoza  
Raul Espinoza, Secretary  
Board of Directors

**SIGN HERE**



SIGNED AND SEALED this 10<sup>th</sup> day of January, 2018.

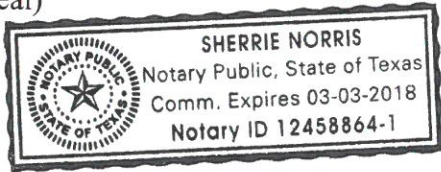
  
Raul Espinoza, Secretary  
Board of Directors

SIGNATURE

THE STATE OF TEXAS           §  
  §  
COUNTY OF CHAMBERS       §

This instrument was acknowledged before me on this 10<sup>th</sup> day of January, 2018, by Raul Espinoza, Secretary of the Board of Directors for Winnie Stowell Hospital District on behalf of said District.

(seal)



  
Notary Public Signature

SIGNATURE



# Designation of Local Government Records Management Officer

**Purpose:** The purpose of this form is to notify the Texas State Library and Archives Commission of a change in Records Management Officer (RMO).

**Instructions:** Elected officials complete Section One **only**; all other local governments complete Section Two **only**.

## Section 1 Elected County Officials **ONLY**

1. County: \_\_\_\_\_
2. Title of Office: \_\_\_\_\_
3. Name of Officeholder: \_\_\_\_\_
4. Address: \_\_\_\_\_
5. City: \_\_\_\_\_ ZIP code: \_\_\_\_\_
6. Telephone: \_\_\_\_\_
7. Email address (optional): \_\_\_\_\_

Please subscribe this email address to *The Texas Record* blog for news and training information.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Section 2 All Other Local Government Offices

Before filling out this form, consult the Records Management policy/order/ordinance ("policy") approved by your governing body. If the position of the RMO has changed, or if the policy names an individual who is no longer serving as RMO, a new policy must be filed along with this form.

1. Government: Winnie Stowell Hospital District
2. Position Designated in Policy: District Administrator
3. Individual's Name: Sherrie Norris
4. Address: P.O. Box 1997 or 538 Broadway
5. City: Winnie ZIP code: 77765
6. Telephone: 409-296-1003
7. Email address (optional): sherrie@wshd-tx.com

Please subscribe this email address to *The Texas Record* blog for news and training information.

Signature *Sherrie Norris* Date: January 10, 2018

**Please return original, signed form within 30 days of RMO change to:**

State and Local Records Management Division  
Texas State Library and Archives Commission  
P.O. Box 12927  
Austin, TX 78711-2927



# Declaration of Compliance

with the Records Scheduling Requirement of the Local Government Records Act  
Submitted pursuant to Local Government Code §203.041(a)(2)

## Section 1 SUBMISSION OF DATA

- Government: Winnie Stowell Hospital District
- Address: P.O. Box 1997 or 538 Broadway  
City: Winnie ZIP code: 77665
- Telephone: 409-296-1003 4. Email (optional): sherrie@wsdh-tx.com

## Section 2 LOCAL GOVERNMENT CERTIFICATION

As records management officer for the local government or elective county office named, I hereby declare, that in lieu of filing records control schedules, we have adopted records control schedules that comply with minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission (as checked below) for use in our records management program. In doing so, I also certify that the administrative rules for electronic records, adopted by the commission under Local Government Code §205.003(a) will be followed for records subject to the rules. I understand that:

- the validity of this declaration is contingent on its acceptance for filing by the commission;
- if we have previously filed documentation with the commission in which we declared our intent to retain all records permanently, we must attach amended documentation to this declaration before it can be accepted for filing;
- the records retention schedules adopted by this declaration may be amended by filing for approval a supplemental Records Control Schedule Amendment (SLR 520) on which are listed proposed retention periods for records that do not appear on schedules issued by the commission (as checked below);
- if a supplemental Records Control Schedule Amendment is not filed, we must file a Request for Authorization to Destroy Unscheduled Records (SLR 501) in order to destroy records that do not appear on schedules issued by the commission (as checked below); and
- the commission will provide us with access to subsequent editions of any schedules issued by the commission.

### 1. I hereby declare that our records control schedules will comply with the following schedules issued by the commission:

- |   |  |
|---|--|
| <input type="checkbox"/> Schedule CC (Records of County Clerks)                     | <input type="checkbox"/> Schedule LC (Records of Justice and Municipal Courts) |
| <input type="checkbox"/> Schedule DC (Records of District Clerks)                   | <input type="checkbox"/> Schedule PS (Records of Public Safety Agencies)       |
| <input type="checkbox"/> Schedule EL (Records of Elections and Voter Registration)  | <input type="checkbox"/> Schedule PW (Records of Public Works and Services)    |
| <input checked="" type="checkbox"/> Schedule GR (Records Common to All Governments) | <input type="checkbox"/> Schedule SD (Records of Public School Districts)      |
| <input checked="" type="checkbox"/> Schedule HR (Records of Public Health Agencies) | <input type="checkbox"/> Schedule TX (Records of Property Taxation)            |
| <input type="checkbox"/> Schedule JC (Records of Public Junior Colleges)            | <input type="checkbox"/> Schedule UT (Records of Utility Services)             |

### 2. If any records control schedules or amendments have been filed with the commission, I also hereby declare that those schedules or amendments:

- are superseded by this declaration.
- are not superseded by this declaration. I understand that, in the event of a conflict between the previously filed records control schedules or amendments and the schedules adopted by this declaration, the longer retention period shall apply.

Name and Title: Sherrie Norris, District Administrator

Signature: *Sherrie Norris* Date: 1/10/2018

## Section 3 TEXAS STATE LIBRARY ACCEPTANCE (to be completed by Texas State Library)

This Declaration of Compliance has been accepted for filing pursuant to Local Government Code §203.043(a). A record appearing on a schedule issued by the commission (as checked above) may be disposed of at the expiration of its retention period without additional notice to the Director and Librarian, subject to the provisions of Local Government Code §203.041(d).

Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Instructions for Completing Form SLR 508

**PURPOSE:** *State law requires that each local government that wishes to have the authority to destroy records must submit to the Texas State Library and Archives Commission records control schedules listing the records created or received by the local government and retention periods for the records. Form SLR 508 may be used by a local government who wishes to adopt the records retention schedules promulgated by the commission in lieu of filing records control schedules with the commission.*

## SECTION 1: SUBMISSION OF DATA

**Field 1** Enter the complete name of the local government (e.g., City of Amarillo, Brownsville ISD, Brazos County, Harris County Municipal Utility District #25, Tarrant County Constable Pct. 4).

**Fields 2-4** Enter the contact information for the Records Management Officer.

## SECTION 2: LOCAL GOVERNMENT CERTIFICATION

**Field 1** Check the boxes next to the Local Schedules with which your government will comply. If you are not sure which Local Schedules to adopt, please contact the State and Local Records Management Division.

**Schedule CC** is for use by county clerks, county surveyors, and local registrars.

**Schedule DC** is for use by district clerks.

**Schedule EL** is for use by any entity with records of elections and voter registration.

**Schedule GR** includes records such as meeting minutes, personnel files, and accounting records, and is for use by all local governments.

**Schedule HR** is for use by local health units and departments, public health districts, public hospitals, animal control departments, and animal shelters.

**Schedule JC** is for use by public junior colleges.

**Schedule LC** is for use by justice and municipal courts.

**Schedule PS** is for use by public safety agencies.

**Schedule PW** is for use by counties, municipalities, and any local government entity with records of public works and other government services (including, but not limited to: veterans service officers, soil and water conservation districts, public libraries, airports, social services, and planning and zoning offices).

**Schedule SD** is for use by public school districts, open-enrollment charter schools, and other educational districts and cooperatives.

**Schedule TX** is for use by appraisal districts and tax offices of taxing units.

**Schedule UT** is for use by public utilities (water districts and local government-owned water and wastewater, solid waste, electric, and gas utility departments).

**Field 2** If no previous records control schedules have been filed with the commission, leave blank.

a. Choose "are superseded" if you would like for this declaration to replace a records control schedule previously filed with the commission.

b. Choose "are not superseded" if you would like any previously filed records control schedule to remain in effect.

**Signature** Declarations must be signed by the designated records management officer of the local government or elective county office. Declarations not signed by the records management officer will be returned for re-submission. Local Government Code, §203.041(a)(2)

**SECTION 3: DO NOT WRITE IN THIS FIELD. TSLAC USE ONLY.**

**SUBMISSION:** Mail to the address at the bottom of the form. The form may not be filed electronically. A copy of this form indicating its acceptance for filing will be returned to the records management officer.





## **LOCAL SCHEDULE GR**

**(Revised Fifth 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. If applicable, the wording of the records series will match that of any federal or state law, rule of court, or regulation, and citation to law, rule, or regulation will be provided in the Remarks section.

Retention periods listed in this schedule apply to records in any medium. If records are stored electronically, they must remain available and accessible until the retention period assigned by this schedule, along with any hardware or software required to access or read them. Electronic records may include electronic mail (e-mail), websites, electronic publications, or any other machine-readable format. Paper or microfilm copies may be retained in lieu of electronic records.

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 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
<b>GR1000-01</b>	<b>AGENDAS</b>			
<b>GR1000-01a</b>	<b>AGENDAS</b>	Open meetings.  1) If the minutes describe each matter considered by the governing body and reference to an agenda <b>is not</b> required.  2) If the minutes <b>do not</b> describe each matter considered by the governing body and reference to an agenda <b>is</b> required.	2 years.  PERMANENT.	
<b>GR1000-01b</b>	<b>AGENDAS</b>	Certified agendas of closed meetings.	2 years.	By law - Government Code, Section 551.104(a).
<b>GR1000-02</b>	<b>DEDICATIONS</b>		PERMANENT.	
<b>*GR1000-03</b>	<b>MINUTES</b>			<b>Retention Note:</b> The use of the term “audiovisual recordings” in (c)-(f) means any medium on which audio or a combination of audio and video is recorded.
<b>GR1000-03a</b>	<b>MINUTES</b>	Written minutes.	PERMANENT.	
<b>GR1000-03b</b>	<b>MINUTES</b>	Notes taken during meetings from which written minutes are prepared.	90 days after approval of minutes by the governing body.	
<b>*GR1000-03c</b>	<b>MINUTES</b>	Audiovisual recordings of open meetings, except as described in (d), for which written minutes <b>are not</b> prepared.	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-03d	MINUTES	Audiovisual recordings of workshop sessions of governing bodies in which votes are not made and written minutes <b>are not</b> required by law to be taken.	2 years.	
*GR1000-03e	MINUTES	Audiovisual recordings of open meetings for which written minutes <b>are</b> prepared.	90 days after approval of minutes by the governing body.	
*GR1000-03f	MINUTES	Certified audiovisual recordings of closed meetings.	2 years.	By law - Government Code, Section 551.104(a).

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-03g	MINUTES	Supporting documentation - One copy of each document <b>of any type</b> submitted to a meeting of a governing body for consideration, approval, or other action; <b>if</b> such action is reflected in the minutes of the meeting.	2 years.	<p><b>Retention Notes:</b> 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 <b>all</b> 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 <b>PERMANENTLY</b> elsewhere in this or other commission schedules, may merit <b>PERMANENT</b> 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, AND RESOLUTIONS		PERMANENT.	<b>Retention Note:</b> Includes ordinances, orders, or resolutions that have been repealed, revoked, or amended.
GR1000-06	PETITIONS	Petitions from the public to the governing body or subsidiary boards or commissions of a local government.	Final action on the petition + 2 years.	<b>Retention Notes:</b> a) Does not include petitions noted elsewhere in this or other commission schedules or any petition presented to a commissioners court that state law requires a county clerk to record. See Local Schedule CC (Records of County Clerks).  b) "Final action" includes a decision to take no further action on a petition.
GR1000-07	PROCLAMATIONS		2 years.	
*GR1000-08	SPEECHES, PAPERS, AND PRESENTATIONS— ELECTED OFFICIALS	Notes or text of speeches, papers, presentations or reports delivered in conjunction with government work by elected officials.	End of term in office or termination of service in that position.	<b>Retention Notes:</b> a) For speeches, papers, and presentations of other local government staff see GR1000-51.  b) Review before disposal; some records may merit <b>PERMANENT</b> retention for historical reasons.
*GR1000-09	PUBLIC COMMENT FORMS	Public comment forms, citizen comment forms, registration cards, or other similar documents filled out by members of the public wishing to speak at an open meeting.	2 years.	<b>Retention Note:</b> If all information from the public comment form is documented in written minutes of the meeting, the public comment form need only be retained for the retention period listed in GR1000-03b.

**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.		<b>Retention Note:</b> For reports of work-related injuries and illnesses to employees see GR1050-32.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-20a	ACCIDENT REPORTS	Reports of accidents to adults.	3 years from date of report if no claim is filed; 3 years after settlement or denial of the claim if a claim is filed, whichever applicable.	
GR1000-20b	ACCIDENT REPORTS	Reports of accidents to minors.	Date minor reaches majority age + 3 years, if no claim filed; 3 years after settlement or denial of claim if a claim is filed, whichever applicable.	
*GR1000-21	AFFIDAVITS OF PUBLICATION	Affidavits of Publication, including any accompanying clipping proofs or tear sheets.		
*GR1000-21a	AFFIDAVITS OF PUBLICATION	Publication of municipal ordinances.	PERMANENT.	<b>Retention Note:</b> It is an exception to the permanent retention period that affidavits of publication and associated documentation for ordinances that are codified or re-codified may be disposed of after the effective date of the new code.
*GR1000-21b	AFFIDAVITS OF PUBLICATION	Election notices.		By law – Election Code, Sections 4.005(d) and 66.058(a).
		1) In an election involving a federal office.	Election day + 22 months.	
		2) In an election <b>not</b> involving a federal office.	Election day + 6 months.	
GR1000-21c	AFFIDAVITS OF PUBLICATION	All other published legal notices.	2 years.	



Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-22	<b>ANNEXATION, DISANNEXATION, ABOLITION, AND OTHER JURISDICTIONAL RECORDS</b>	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.	<b>Retention Note:</b> 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	<b>CHARTERS</b>	Charters, Articles of Incorporation, Orders of Incorporation, Orders of Change, or other similar documents used to establish or modify the administration of a local government.	PERMANENT.	
*GR1000-24	<b>COMPLAINTS</b>	Complaints received from the public by a governing body or any officer or employee of a local government relating to government employees, policies, etc.	Resolution or dismissal of complaint + 2 years.	<b>Retention Notes:</b> a) The 2-year retention period applies only to complaints of a general nature that do not fall into a different category of complaint noted in this or other commission schedules. For example, complaints from the public about potential fire hazards are scheduled in Local Schedule PS (Records of Public Safety Agencies) and have a longer retention period.  b) For complaints received from local government employees see GR1050-20.
*GR1000-25	<b>CONTRACTS, LEASES, AND AGREEMENTS</b>	Contracts, leases, and agreements, including reports, correspondence, performance bonds, certificates of liability, and similar records relating to their negotiation, administration, renewal, or termination, <b>except</b> construction contracts (see item number GR1075-16).	4 years after the expiration or termination of the instrument according to its terms.	<b>Retention Note:</b> Review before disposal; some records of this type may merit <b>PERMANENT</b> retention for historical reasons.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-26	CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES			<p><b>Retention Note:</b> 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.</p>
GR1000-26a	CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES	<p>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.</p>	4 years.	<p><b>Retention Note:</b> Review before disposal; some correspondence of this type may merit <b>PERMANENT</b> retention for historical reasons.</p>
*GR1000-26b	CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES	<p>General – Incoming/outgoing and internal correspondence pertaining to the regular operation of the policies, programs, services, or projects of a local government. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.</p>	2 years.	<p><b>Retention Note:</b> Records management officers should use caution before disposal of these records to ensure the records should not be classified under administrative correspondence (GR100-26a).</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-26c	<b>CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES</b>	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	<b>DEEDS</b>	Deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and similar records evidencing public ownership of real property.	PERMANENT.	
GR1000-28	<b>EASEMENTS</b>	Documentation relating to easements and rights-of-way for public works or other local government purposes, including releases.	PERMANENT.	
*GR1000-29	<b>INSURANCE POLICIES</b>	Liability, theft, fire, health, life, automobile, and other policies for local government property and personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies.	4 years after expiration or termination of the policy according to its terms and all rights granted under it.	
GR1000-30	<b>LEGAL OPINIONS</b>	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.	<p><b>Retention Note:</b> For retention of opinions rendered for a Public Information Act Request see GR1000-34.</p> <p>For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26a.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-31	LITIGATION CASE FILES		AV after decision of a local government not to file a lawsuit or decision that a lawsuit will not be filed against it; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.	<b>Retention Notes:</b> a) Includes all cases to which a local government is a party unless the case file is of a type noted elsewhere in this or other commission schedules.  b) Review before disposal; some case files may merit <b>PERMANENT</b> retention for historical reasons.
*GR1000-32	MINUTES (STAFF)	Minutes of internal staff meetings.	AV.	<b>Retention Note:</b> For minutes of governing bodies of local governments see GR1000-03.
GR1000-33	PUBLIC RELATIONS RECORDS	News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	2 years.	<b>Retention Note:</b> Review before disposal; some records may merit <b>PERMANENT</b> retention for historical reasons.
GR1000-34	PUBLIC INFORMATION ACT REQUESTS	Includes all correspondence and documentation relating to requests for records under the Public Information Act (Chapter 552, Government Code).		
*GR1000-34a	PUBLIC INFORMATION ACT REQUESTS	Non-exempted records and withdrawn requests.	Date request for records fulfilled or withdrawn + 1 year.	
*GR1000-34b	PUBLIC INFORMATION ACT REQUESTS	Exempted records.	Date of notification that records requested are exempt from disclosure + 2 years.	
*GR1000-35	ORGANIZATIONAL CHARTS		US.	<b>Retention Note:</b> Review before disposal; some records may merit <b>PERMANENT</b> retention for historical reasons.

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 (including certificates of liability and other required documentation) by a local government for sales, solicitation, facility usage, and similar activities. <b>Does not include</b> 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 <b>except</b> such records noted elsewhere in this or other commission schedules.	AV.	<b>Retention Note:</b> Review before disposal, some records may merit <b>PERMANENT</b> retention for historical reasons. Local governments should consult with local historical or genealogical societies to assist with the appraisal. <b>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.</b>
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.	<b>Retention Note:</b> Review before disposal; some records may merit <b>PERMANENT</b> or long-term retention for historical or legal reasons.

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	<b>Retention Note:</b> The following categories of printed material, whether distributed publicly or internally, are exempted from the retention period and may be disposed of at option; (a) educational matter provided by charitable or public awareness organizations (e.g., United Way, American Heart Association); and (b) public service leaflets or flyers whose contents are of a general nature and not specific to the government distributing them, beyond the inclusion of an address, telephone number, office hours, and similar information (e.g., a flyer detailing water conservation tips sent to customers of a municipal water utility; a pamphlet explaining the appraisal review board process sent to taxpayers by an appraisal district).
GR1000-40	RECORDS MANAGEMENT RECORDS			
GR1000-40a	RECORDS MANAGEMENT RECORDS	Records control schedules (including all successive versions of and amendments to schedules).	US.	<b>Retention Note:</b> Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.
*GR1000-40b	RECORDS MANAGEMENT RECORDS	Records documenting the disposition of records under records control schedules, including requests submitted to the Texas State Library and Archives Commission for authorization to destroy unscheduled records or the originals of permanent records that have been microfilmed.	PERMANENT.	
GR1000-40c	RECORDS MANAGEMENT RECORDS	Lists or inventories of the active and inactive records created or received by a local government.	US, expired, or discontinued.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
<b>*GR1000-40d</b>	<b>RECORDS MANAGEMENT RECORDS</b>	Plans and similar documents establishing the policies and procedures under which a records management program operates.	US, expired, or discontinued + 5 years.	
<b>*GR1000-40e</b>	<b>RECORDS MANAGEMENT RECORDS</b>	Records transmittal forms or similar records documenting transfer of records to or from a records storage facility.	Date of disposition or return of records from storage, whichever sooner, +2 years.	
<b>GR1000-41</b>	<b>REPORTS AND STUDIES (NON-FISCAL)</b>			

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, <b>except</b> 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 and raw data used to create any report for (1) and (2) above.</p> <p>(6) Working papers and raw data 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><b>Retention Note:</b> Review before disposal; some records may merit <b>PERMANENT</b> retention for historical reasons.</p>



Record Number	Record Title	Record Description	Retention Period	Remarks
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., <b>except</b> reports of similar types noted in this or other commission schedules.	1 year.	
*GR1000-42	WAIVERS OF LIABILITY	Waivers of liability, including statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies, etc.	3 years from date of cessation of activity for which the waiver was signed.	<b>Retention Note:</b> If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports. See item number GR1000-20 in this schedule.
GR1000-43	CONFLICTS DISCLOSURE STATEMENTS AND CONFLICT OF INTEREST QUESTIONNAIRES	Conflicts disclosure statements and conflict of interest questionnaires submitted by local government officers or vendors and other persons for filing with a local government in accordance with the requirements of Chapter 176, Local Government Code.	Date of filing + 3 years.	
GR1000-44	LOCAL GOVERNMENT OFFICERS, LISTS OF	Lists of local government officers prepared and made available to the public by the local government officer with whom conflicts disclosure statements and conflict of interest questionnaires are filed in accordance with the requirements of Chapter 176, Local Government Code.	US + 1 year.	
GR1000-45	CALENDARS, APPOINTMENT AND ITINERARY RECORDS	Calendars, appointment books or programs, and scheduling or itinerary records, purchased with local government funds or maintained by staff during business hours that document appointments, itineraries and other activities of agency officials or employees.	CE + 1 year.	<b>Retention Note:</b> 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	<b>TRANSITORY INFORMATION</b>	<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 drafts and working papers; routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific government transaction.</p>	AV.	<p><b>Retention Note:</b> 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>
*GR1000-51	<b>SPEECHES, PAPERS, AND PRESENTATIONS</b>	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with government work by staff of a local government.	End of event, US, or discontinued + 2 years.	<p><b>Retention Notes:</b> a) For speeches, papers, and presentations of elected officials see GR1000-08.</p> <p>b) For materials developed for in-house training of staff see GR1050-28c.</p>
*GR1000-52	<b>SUBPOENAS</b>	Subpoenas for production of evidence produced for litigation in which the local government <b>is not</b> a party.	AV after fulfilled.	<p><b>Retention Notes:</b> a) For subpoenas received for litigation in which the local government is a party see GR1000-31.</p> <p>b) For subpoenas requesting personally identifiable information of students see SD3225-02 (for school districts) or JC3775-02 (for junior colleges).</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-53	<b>RELEASE OF RECORDS DOCUMENTS</b>	Records that document the release of records or information through any method other than a Public Information Act request or subpoena (including employment verification).	Date records produced + 1 year.	<p><b>Retention Notes:</b> a) For records released under the Public Information Act see GR1000-34.</p> <p>b) For records produced for a subpoena where the local government is <b>not</b> a party, see GR1000-52.</p> <p>c) For records produced for a subpoena where the local government <b>is</b> a party, see GR1000-31.</p>
*GR1000-54	<b>COMMITTEE RECORDS</b>	Records of committees, councils, boards, or commissions which are not subject to the Texas Open Meetings Act. Records may include, but are not limited to, member lists, officer election records, agendas, meeting minutes, and related documentation and correspondence.	2 years.	<p><b>Retention Notes:</b> a) For records of committees, councils, boards, or commissions which are subject to the Texas Open Meetings Act see Section 1-1 of this schedule.</p> <p>b) Review before disposal; some records may merit <b>PERMANENT</b> retention for historical reasons.</p>
*GR1000-55	<b>LOBBYIST REGISTRATION DOCUMENTATION</b>	Forms, reports, or other similar documents submitted to local governments documenting lobbying activities as required by local regulations.	Date of filing + 3 years.	

## 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	Records of fiscal audits conducted by internal or external auditors.		<b>Caution:</b> See note (a) at the beginning of Part 2 of this schedule.
*GR1025-01a	FISCAL AUDIT RECORDS	Annual, biennial, or other periodic audit of any department, fund, account, or activity of a local government.	PERMANENT.	
*GR1025-01b	FISCAL AUDIT RECORDS	Annual, biennial, or other periodic audit of a department, program, fund, or account if included in a cumulative audit under (a).	2 years.	
*GR1025-01c	FISCAL AUDIT RECORDS	Annual, biennial, or other periodic audit of a department, program, fund, or account if not included in a cumulative audit under (a).	PERMANENT.	
*GR1025-01d	FISCAL AUDIT RECORDS	Special audits ordered by a governing body, a court or grand jury, or mandated by administrative rules of a state or federal agency.	PERMANENT.	
*GR1025-01e	FISCAL AUDIT RECORDS	Working papers, summaries, and similar records created for the purposes of conducting an audit.	3 years after all questions arising from the audit have been resolved.	
GR1025-02	BANK SECURITY RECORDS	Records documenting the pledging of bonds or securities by banks serving as depositories for public funds including depository contracts, security pledges and statements, surety bonds, and similar records.	4 years after termination, expiration, or release of contractual obligations.	
GR1025-03	BOND RECORDS			<b>Retention Note:</b> 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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-03b	BOND RECORDS	Bond certificates and redeemed coupons.	1 year after payment.	By law - Government Code, Section 1302.003 for counties (see statute for procedural instructions for destruction) and by authority of this schedule for all other local governments.
GR1025-03c	BOND RECORDS	Bond registers.	PERMANENT.	
GR1025-03d	BOND RECORDS	Records relating to the exchange, conversion, or replacement of bonds by bondholders.	1 year if information is contained in a bond register; <b>PERMANENT</b> if information is <b>not</b> contained in a bond register.	
GR1025-04	BUDGETS AND BUDGET DOCUMENTATION			
GR1025-04a	BUDGETS AND BUDGET DOCUMENTATION	Annual budgets (including amendments).	PERMANENT.	
GR1025-04b	BUDGETS AND BUDGET DOCUMENTATION	Special budgets (includes budgets for capital improvement projects, grant-funded projects, or other projects prepared on a special or emergency basis and not included in an annual budget).	PERMANENT.	
*GR1025-04c	BUDGETS AND BUDGET DOCUMENTATION	Working papers created exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents.	3 years.	
GR1025-04d	BUDGETS AND BUDGET DOCUMENTATION	Encumbrance and expenditure reports (status reports showing expenditures and encumbrances against a budget).	2 years.	
GR1025-04e	BUDGETS AND BUDGET DOCUMENTATION	Budget change documentation, including line item or contingency/reserve fund transfers and supplemental budget requests.	2 years.	
GR1025-05	CAPITAL ASSETS RECORDS	Documentation relating to the capital and fixed assets of a local government.		

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1025-05a	CAPITAL ASSETS RECORDS	Equipment or property history cards or similar records containing data on initial cost, including disposal authorizations when disposed of.	FE of date of disposal + 5 years for school districts; FE of date of disposal + 3 years for other governments.	<b>Retention Note:</b> Review before disposal; property history cards documenting the original construction and additions to or renovations of structures may merit <b>PERMANENT</b> 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.	
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.  <b>Retention Note:</b> Property sale or auction records do not include records arising from the sale or auction of property foreclosed or seized by a taxing unit for failure to pay property taxes or for the sale or auction of property seized by law enforcement officers. For such records use Local Schedule TX (Records of Property Taxation) or Local Schedule PS (Records of Public Safety Agencies) respectively.
*GR1025-06	FEDERAL REVENUE SHARING RECORDS	Records concerning the use of federal revenue sharing funds by a local government, including revenue and expenditure summaries; status, budget, and audit reports; and other reports or documentation required by federal law or regulation.	AV.	Obsolete record.



Record Number	Record Title	Record Description	Retention Period	Remarks
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, <b>except</b> 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.	
GR1025-08	GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS			<b>Retention Note:</b> 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.	<b>Retention Note:</b> 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.	<b>Retention Note:</b> 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			

Record Number	Record Title	Record Description	Retention Period	Remarks
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 Note:** 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 final payment + 5 years for school districts; FE of date of final payment + 3 years for other governments.	<b>Retention Note:</b> Accounts payable and disbursement records for bond-funded projects must be maintained according to the retention period listed in GR1025-26d.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1025-26b	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	Accounts payable records sufficient to document the purchase costs of capital equipment or other fixed assets.	FE of date of disposal + 5 years for school districts; FE of date of disposal + 3 years for other governments.	
*GR1025-26c	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	Reports accompanying the transmittal of funds to federal, state, or other local government agencies (e.g., sales tax to the State Comptroller of Public Accounts); to retirement systems, or to other entities if the funds are collected, in whole or in part, on behalf of other agencies or individuals (e.g., retirement deductions of employees).	FE of period covered by report + 3 years.	<b>Retention Note:</b> For reports accompanying the transmittal of federal and state payroll and unemployment taxes see item number GR1050-53(b).
GR1025-26d	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	Accounts payable records for bond-funded projects.	FE of date of last bond payment + 5 years for school districts; FE of date of last bond payment + 3 years for other governments.	
GR1025-27	ACCOUNTS RECEIVABLE RECORDS			<b>Retention Note:</b> For accounts receivable records associated with the collection of property taxes, all local governments, including school districts, should use Local Schedule TX (Records of Property Taxation).
*GR1025-27a	ACCOUNTS RECEIVABLE RECORDS	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records (such as returned checks and associated fees) that serve to document money owed to or received by a local government and its collection or receipt.	FE of date of receipt + 5 years for school districts; FE of date of receipt + 3 years for other governments.	
GR1025-27b	ACCOUNTS RECEIVABLE RECORDS	Accounts receivable records documenting the receipt of any monies by any local government that are remittable to the State Comptroller of Public Accounts (e.g., court costs in criminal cases, sales tax).	Remittance due date + 5 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-27c	ACCOUNTS RECEIVABLE RECORDS	Account card or similar records documenting payments to a local government in which the government holds a property lien until the debt is satisfied (e.g., liens arising from demolition, lot cleaning), including original liens and lien releases.	FE of date of final payment and release of lien + 3 years.	
GR1025-27d	ACCOUNTS RECEIVABLE RECORDS	Account card or similar records relating to the receipt of cash deposits as sureties for the delivery of services (e.g., water and wastewater).	FE of termination of service or refund of deposit + 3 years.	
*GR1025-27e	ACCOUNTS RECEIVABLE RECORDS	Records of accounts deemed uncollectable, including write-off authorizations.	FE of write-off date + 5 years for school districts; FE of write-off date + 3 years for other governments.	
*GR1025-28	BANKING RECORDS	Bank statements, credit card statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, monetary transport records (including armored car pickup logs) etc.	FE + 5 years.	
GR1025-29	COST ALLOCATION AND DISTRIBUTION RECORDS	Records created to document the allocation of costs among accounts and funds of a local government, including records relating to chargebacks and other interdepartmental or interfund accounting transactions.	FE + 5 years for school districts; FE + 3 years for other governments.	<b>Retention Note:</b> If any of the records in this group are used as ledger and journal entry documentation, they must be retained for FE + 5 years (see item number GR1025-30) by all local governments.
GR1025-30	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION			<b>Retention Note:</b> 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).

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	FE + 5 years.	<b>Retention Note:</b> Review before disposal; some ledgers may merit <b>PERMANENT</b> retention for historical reasons.
		(2) For fiscal years for which an annual financial audit report (see item number GR1025-01) <b>does not</b> exist.	PERMANENT.	
GR1025-30b	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION	Subsidiary ledgers.	FE + 5 years.	<b>Retention Note:</b> Review before disposal; some ledgers may merit <b>PERMANENT</b> retention for historical reasons.
GR1025-30c	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION	Receipt, disbursement, general, or subsidiary journals.	FE + 5 years.	<b>Retention Note:</b> Review before disposal; some journals may merit <b>PERMANENT</b> 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.	<b>Retention Note:</b> If bill stubs (see item number GR1025-27a) are used as entry documentation for account journals, they must be retained by all local governments for FE + 5 years rather than the FE + 3 year retention period for accounts receivable records.
GR1025-30e	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION	Perpetual care fund registers of government-owned cemeteries.	PERMANENT.	By law - Health and Safety Code, Section 713.005(a).
GR1025-31	TRANSACTION SUMMARIES	Periodic summaries or reports of accounting transactions or activity by department, budget code, program, account, fund, or type of activity, including trial balances, <b>unless</b> 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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	<b>Retention Note:</b> 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
<b>GR1050-01</b>	<b>AFFIRMATIVE ACTION PLANS</b>			
<b>GR1050-01a</b>	<b>AFFIRMATIVE ACTION PLANS</b>	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).
<b>GR1050-01b</b>	<b>AFFIRMATIVE ACTION PLANS</b>	Affirmative action plans.	US + 5 years.	By regulation - 29 CFR 30.8(e).
<b>GR1050-02</b>	<b>APTITUDE AND SKILLS TEST RECORDS</b>	Records relating to aptitude or skills tests <b>required</b> of job applicants or of current personnel to qualify for promotion or transfer, including civil service examinations.		
<b>GR1050-02a</b>	<b>APTITUDE AND SKILLS TEST RECORDS</b>	Validation studies.	Life of test + 2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-02b	APTITUDE AND SKILLS TEST RECORDS	Tests.	US + 2 years.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.  <b>Retention Note:</b> One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.
*GR1050-02c	APTITUDE AND SKILLS TEST RECORDS	Test papers or results of persons taking tests.	Date of creation or personnel action involved, whichever later, + 2 years.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-02d	APTITUDE AND SKILLS TEST RECORDS	Records, <b>other</b> than those noted (a)-(c), relating to the planning and administration of tests.	3 years.	
*GR1050-03	AWARDS AND COMMENDATIONS	Individual award, honor, or commendation bestowed on an employee.	Date of separation + 5 years.	<b>Retention Notes:</b> a) For administrative records of awarding committees, see item number GR1050-09.  b) Refer to Retention Note (f) on page 1 of this schedule for awards bestowed on certain Sheriff's office employees.
GR1050-04	CERTIFICATES AND LICENSES	Certificates, licenses, or permits required of employees to qualify for or remain eligible to hold a position requiring certification or licensing.	US or separation of employee + 5 years.	<b>Retention Note:</b> 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			



Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1050-06a	<b>COUNSELING PROGRAM RECORDS</b>	Reports of interviews, analyses, and similar records relating to the counseling of an employee for work-related, personal, or substance abuse problems, including any warnings associated with the counseling. Usually maintained at the supervisory level or by human resources departments.	3 years after termination of counseling.	<b>Retention Note:</b> For records retained by professional therapists; refer to Local Schedule HR for patient records.
GR1050-06b	<b>COUNSELING PROGRAM RECORDS</b>	Records relating to the planning, coordination, implementation, direction, and evaluation of an employee counseling program.	3 years.	
*GR1050-07	<b>DISCIPLINARY AND ADVERSE ACTION RECORDS</b>	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.		<b>Retention Note:</b> Refer to Retention Note (f) on page 1 of this schedule for disciplinary records of certain Sheriff's office employees.
		(1) All employees of sheriff's departments in counties with a population of 3.3 million or more.	PERMANENT.	By law – Local Government Code, Section 157.904.
		(2) Police and fire department personnel in municipalities with a population of 10,000 or more that have established civil service boards under Local Government Code, Chapter 143.	PERMANENT.	By law – Local Government Code, Section 143.011(c).
		(3) All other local government employees.	2 years after case closed or action taken, as applicable.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-08	<b>EMPLOYEE PENSION AND BENEFITS RECORDS</b>			For records of pension and deferred compensation deductions from payroll see GR1050-52(b).

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1050-08a	EMPLOYEE PENSION AND BENEFITS RECORDS	Employee benefit plans such as pension; life, health, and disability insurance; seniority and merit systems; and deferred compensation plans, including amendments.	Termination of plan + 1 year.	By regulation - 29 CFR 1627.3(b)(2).  <b>Retention Note:</b> If the plan or system is not in writing, a memorandum fully outlining the terms of the plan or system and the manner in which it has been communicated to affected employees, together with notations relating to any revisions, must be retained for the same period as written plans.
*GR1050-08b	EMPLOYEE PENSION AND BENEFITS RECORDS	<p>Enrollment forms providing personal identifying data, beneficiary information, option selection, acknowledgement forms, 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>(C) Any benefit other than those noted in (A) or (B).</p>	<p>AV.</p> <p>Date of separation + 75 years.</p> <p>Termination of coverage + 4 years.</p> <p>US or separation + 2 years, as applicable.</p>	<p><b>Retention Note:</b> Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number GR1050-50.</p>
GR1050-08c	EMPLOYEE PENSION AND BENEFITS RECORDS	Annual reports from a pension system or fund.	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1050-09	EMPLOYEE RECOGNITION RECORDS	Award committee reports, selection criteria, nominations, and similar administrative records of employee award or incentive programs.	2 years.	<b>Retention Note:</b> For records of an award/commendation given to an individual employee, see item number GR1050-03.
GR1050-10	EMPLOYEE SECURITY RECORDS			
GR1050-10a	EMPLOYEE SECURITY RECORDS	Records created to control and monitor the issuance of keys, identification cards, passes, or similar instruments of identification and access.	US, date of expiration, or date of separation + 2 years, as applicable.	
GR1050-10b	EMPLOYEE SECURITY RECORDS	Records relating to the issuance of parking permits.	US.	
GR1050-11	EMPLOYEE SELECTION RECORDS	Notes of interviews with candidates; audio and videotapes of job interviews; applicant rosters; eligibility lists; test ranking sheets; justification statements for violating eligibility or ranking sequence; and previous injury checks; offers of employment letters; and similar records documenting the filling of a vacant position.	2 years from the creation (or receipt) of the record or the personnel action involved, whichever later.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.  <b>Retention Note:</b> See GR1050-36 for background and criminal history checks.

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 <b>minimum</b> 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><b>Retention Notes:</b> 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			
GR1050-14a	EMPLOYMENT APPLICATIONS	Applications, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions (both hired and not hired) or for promotion, transfer, or training opportunity (both selected and not selected) is required on the application form, by application procedures, or in the employment advertisement.	2 years from the creation (or receipt) of the record or the personnel action involved, whichever later.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-14b	EMPLOYMENT APPLICATIONS	Samples of publications, artwork, or other products of prior achievement not returned to applicants.	AV.	
GR1050-14c	EMPLOYMENT APPLICATIONS	Transcripts of persons <b>hired</b> 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.	<b>Retention Note:</b> 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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-15b	EMPLOYMENT CONTRACT/COLLECTIVE BARGAINING RECORDS	Records relating to the negotiation of collective bargaining agreements or similar group contracts, including reports; correspondence; mediation or arbitration agreements; the proceedings, findings, and awards of arbitration boards; and similar records.	Last effective date of contract + 4 years or, if no agreement or contract results, 4 years.	
GR1050-16	EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS			
GR1050-16a	EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS	Reports, analyses, or statistical data compiled from source documentation used to complete EEO reports.	3 years.	By regulation - 29 CFR 1602.30, 1602.39, and 1602.48.
GR1050-16b	EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS	EEO-1, EEO-4, EEO-5, and EEO-6 reports.	3 years.	By regulation - 29 CFR 1602.32, 1602.41, and 1602.50.
GR1050-16c	EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS	Case files relating to discrimination complaints, including complaints, legal and investigative documents, exhibits, related correspondence, withdrawal notices, and decisions or judgments.	Resolution of case + 3 years.	
GR1050-17	EQUAL PAY RECORDS	Reports, studies, aggregated or summarized data, and similar documentation compiled to monitor and demonstrate compliance with the Equal Pay Act.	2 years.	By regulation - 29 CFR 1620.32(c).
GR1050-18	FIDELITY BONDS		Effective life of bond + 5 years.	<b>Retention Note:</b> Does not include the Official Bond Record maintained by county clerks, which must be retained <b>PERMANENTLY</b> .
GR1050-19	FINGERPRINT CARDS		Date of separation + 5 years.	<b>Retention Note:</b> If fingerprint cards are created for all applicants for a position, those of persons not hired must be retained 2 years under item number GR1050-14.
*GR1050-20	GRIEVANCE RECORDS	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	Final decision on the grievance + 2 years.	<b>Retention Note:</b> Do not confuse these records with those involving EEO complaints [see item number GR1050-16(c)].

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1050-21	JOB EVALUATIONS	Job evaluations, performance appraisals, or other similar documents used to evaluate the performance of employees.	US + 2 years or date of separation + 2 years, whichever sooner.	By regulation – 29 CFR 1620.32(c).  <b>Retention Notes:</b> a) Refer to SD3575-05 pertaining to evaluations on school teachers.  b) Refer to Retention Note (f) on page 1 of this schedule for evaluations of certain Sheriff’s office employees.
GR1050-22	MEDICAL AND EXPOSURE REPORTS			
*GR1050-22a	MEDICAL AND EXPOSURE REPORTS	Health, physical or psychological examination reports or certificates of all job applicants if physical or psychological condition is a factor in hiring decisions, including the promotion, transfer, or selection for training of current personnel.	2 years from the date of creation or personnel action involved, whichever is later.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-22b	MEDICAL AND EXPOSURE REPORTS	Health or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.  (1) For employees exposed in the course of their work to toxic substances, harmful physical agents, or bloodborne pathogens.  (2) For all other employees.	Date of separation + 30 years.  US + 2 years.	By regulation - 29 CFR 1910.1020(d)(1)(i)-(iii).
GR1050-22c	MEDICAL AND EXPOSURE REPORTS	Environmental, biological, and material safety monitoring reports concerning toxic substances and harmful physical agents in the workplace, including analyses derived from such reports.	30 years.	By regulation - 29 CFR 1910.1020(d)(1)(ii). See Local Schedule PW 5450-01 for Asbestos Management Records.





Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-25	PERSONNEL STUDIES AND SURVEYS	Studies, statistical reports, surveys, cost analyses and projections, and similar records, <b>except</b> those noted elsewhere in this part, on any aspect of the personnel management or administration of a local government.	3 years.	<b>Retention Note:</b> Review before disposal; some documents may merit <b>PERMANENT</b> retention for historical reasons.
GR1050-26	POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS			
GR1050-26a	POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS	Job descriptions, including any associated task or skill statements. Also includes documentation concerning the development and analysis of job descriptions and classification systems, including survey, review and audit reports; classification standards and guidelines; selection criteria; determination of classification appeals; etc.	US or position abolished + 4 years.	By regulation - 40 TAC 815.106(i).
GR1050-26b	POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS	Position staffing and vacancy reports.	US.	
GR1050-26c	POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS	Personnel requisitions.	2 years.	
*GR1050-27	REDUCTION IN FORCE PLANS	Reduction in force plans and any related documentation.	US, or if implemented, 2 years from date of last reduction in force action under the plan.	
GR1050-28	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS			For other records relating to aptitude or skills tests <b>required</b> of job applicants or of current personnel to qualify for promotion or transfer see item number GR1050-02.

Record Number	Record Title	Record Description	Retention Period	Remarks
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.	<b>Retention Note:</b> 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.	<b>Retention Note:</b> 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 ( Form I-9)		3 years from hire or 1 year after separation, whichever later.	By regulation - 8 CFR 274a.2(b)(2)(i)(A) and (c)(2)  <b>Retention Note:</b> If a former employee is rehired and a Form I-9 is still on file for the employee, the 3-year retention period dates from date of first hire.
GR1050-31	WORK SCHEDULES	Work, duty, shift, crew, case schedules, rosters, or assignments <b>except</b> work schedules includable in item number GR1050-56.	1 year.	
*GR1050-32	WORKERS COMPENSATION CLAIM RECORDS	Records of accidents to or job-related illnesses of employees.		<b>Retention Note:</b> Refer to GR1050-22b(1) for any medical or exposure records created or collected.
*GR1050-32a	WORKERS COMPENSATION CLAIM RECORDS	Initial and supplemental incident forms, reports, or logs.	CE + 5 years.	By regulation - 29 CFR 1904.33. <b>Retention Note:</b> If a claim is filed as a result of the accident or illness any forms or reports related to the incident must be retained under GR1050-32b.
*GR1050-32b	WORKERS COMPENSATION CLAIM RECORDS	Records of workers compensation claims filed by employees, including any reports or investigations used to determine eligibility.		
		(1) If the local government is self-insured.	CE of closure of claim + 50 years.	
		(2) If the local government is not self-insured.	CE + 5 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-33	FINANCIAL DISCLOSURE STATEMENTS	Financial disclosure statements of officers and/or employees of a local government required by Local Government Code Section 145.007(c) or 159.007(c).	Date of separation + 2 years.	By law – Local Government Code, Section 145.007(c); 159.007(c).  <b>Retention Notes:</b> a) For campaign contribution and expenditure statements see item number EL3125-01 in Local Schedule EL (Records of Elections and Voter Registration).  b) See item number EL3125-04 for financial disclosure statements of local government candidates.
GR1050-34	PUBLIC ACCESS OPTION FORMS	Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024.	US.	<b>Retention Note:</b> The last public access option form completed by an employee prior to termination of employment must be retained as part of the Employee Service Record (see record number GR1050-12 in this schedule).
GR1050-35	EMPLOYEE EXIT INTERVIEWS	Records of interviews and other supporting documentation conducted at time of employee termination.	Date of separation + 2 years.	
GR1050-36	CRIMINAL HISTORY CHECKS	Used for condition of or in conjunction with employment application.	End of employee's probationary period or after immediate purpose has been fulfilled, as applicable.	By law - Government Code, Chapter 411 Subchapter F for certain education institutions and fire departments, and by authority of this schedule for all other local governments.  <b>Retention Note:</b> 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.	<b>Retention Note:</b> See item number GR1050-08b for acknowledgement forms of pension and deferred compensation policies and procedures.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-38	UNSOLICITED RÉSUMÉS	Unsolicited résumés received by local governments not used in the employment selection process.	AV.	<b>Retention Note:</b> See item number GR1050-14 for résumés, whether solicited or unsolicited, that are used in any way in the employment selection process.
GR1050-39	VOLUNTEER SERVICE FILES	Information about individual volunteers and duties they perform.	US or date of separation + 3 years.	
*GR1050-40	APPLICATIONS FOR PERMANENT EMPLOYMENT CERTIFICATION (ETA Form 9089)	Includes applications and supporting documentation, including employment applications, summaries of recruitment efforts, job postings, newspaper advertisements, job orders with the Texas Workforce Commission, and correspondence with the U.S. Department of Labor and attorneys.	Date of filing of application + 5 years.	
*GR1050-41	OUTSIDE/SECONDARY EMPLOYMENT AUTHORIZATIONS	Personnel forms requesting permission to perform at a job outside of the local government.	Date of separation or until superseded + 2 years, as applicable.	
*GR1050-42	LICENSE AND DRIVING RECORD CHECKS		US or date of separation.	<b>Retention Note:</b> See item number SD3500-03c for driving record checks of school bus drivers.
*GR1050-43	LABOR STATISTICS REPORTS	Reports providing statistical information on labor force.	3 years.	
*GR1050-44	AMERICANS WITH DISABILITIES ACT (ADA) DOCUMENTATION	Self evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.	3 years.	By regulation - 28 CFR 35.105(c).

### 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	<b>DEDUCTION AUTHORIZATIONS</b>	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	<b>DIRECT DEPOSIT APPLICATIONS/ AUTHORIZATIONS</b>		US or date of separation, as applicable.	
GR1050-52	<b>EARNINGS AND DEDUCTION RECORDS</b>			
GR1050-52a	<b>EARNINGS AND DEDUCTION RECORDS</b>	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 <b>all</b> 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 <b>all</b> 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, <b>if not used</b> 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, <b>if not used</b> to satisfy either of the retention requirements set in (a) or (b).  (1) If data contained in the subsidiary payroll register <b>is not</b> contained in the master payroll register.  (2) If data contained in the subsidiary payroll register <b>is</b> 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, <b>if not used</b> 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 <b>if they are not used</b> 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 <b>except</b> 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 from the date of creation or personnel action involved, whichever is later.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.  <b>Retention Note:</b> 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.	<b>Retention Note:</b> 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 <b>except</b> 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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
<b>GR1050-59</b>	<b>WAGE AND SALARY RATE TABLES</b>			
<b>GR1050-59a</b>	<b>WAGE AND SALARY RATE TABLES</b>	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).
<b>GR1050-59b</b>	<b>WAGE AND SALARY RATE TABLES</b>	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 GR1025-26) 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
<b>GR1075-01</b>	<b>BIDS AND BID DOCUMENTATION</b>			
<b>GR1075-01a</b>	<b>BIDS AND BID DOCUMENTATION</b>	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.	<b>Retention Note:</b> 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.
<b>GR1075-01b</b>	<b>BIDS AND BID DOCUMENTATION</b>	Unsuccessful bids.	2 years.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
<b>GR1075-01c</b>	<b>BIDS AND BID DOCUMENTATION</b>	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.	
<b>GR1075-01d</b>	<b>BIDS AND BID DOCUMENTATION</b>	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.	
<b>*GR1075-02</b>	<b>PARTS AND SUPPLIES INVENTORY RECORDS</b>	Inventories of parts and supplies.	1 year.	
<b>GR1075-03</b>	<b>PURCHASE ORDER AND RECEIPT RECORDS</b>			
<b>GR1075-03a</b>	<b>PURCHASE ORDER AND RECEIPT RECORDS</b>	Purchase orders, requisitions, and receiving reports.	FE + 5 years for school districts; FE + 3 years for other governments.	
<b>GR1075-03b</b>	<b>PURCHASE ORDER AND RECEIPT RECORDS</b>	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.	
<b>GR1075-03c</b>	<b>PURCHASE ORDER AND RECEIPT RECORDS</b>	Packing slips and order acknowledgments.	AV.	
<b>GR1075-03d</b>	<b>PURCHASE ORDER AND RECEIPT RECORDS</b>	Vendor and commodity lists.	US.	
<b>GR1075-04</b>	<b>W-9 FORM - REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (TIN) AND CERTIFICATION</b>	W-9 IRS Form used to request a taxpayer identification number (TIN) for reporting information to IRS. This includes W-9 forms received by local governments from vendors.	Date account is opened or date instrument purchased + 3 years.	By regulation - 26 CFR 31.3406(h)-3(g).

**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.	<b>Retention Note:</b> For accident reports involving personal injury see item numbers GR1000-20 and GR1050-32.
GR1075-16	CONSTRUCTION PROJECT RECORDS			
*GR1075-16a	CONSTRUCTION PROJECT RECORDS	Records concerning the planning, design, construction, conversion, or modernization of local government-owned facilities, structures, infrastructure (i.e. electrical lines, underground water lines), and systems, including feasibility, screening, and implementation studies; topographical and soil surveys and reports; architectural and engineering drawings, elevations, profiles, blueprints, and as-builts; inspection and investigative reports; laboratory test reports; environmental impact statements; construction contracts and bonds; correspondence; and similar documentation <b>except as described in (b), (c) or (d).</b>	LA + 10 years.	<p><b>Retention Notes:</b> <b>a) Review before disposal; some records may merit PERMANENT retention for historical reasons.</b></p> <p><b>b)</b> If a structure, facility, or system is sold or transferred to another person or entity, the local government must retain the original records relating to its construction to fulfill retention requirements. Copies of the records may be given to the person or entity to which the structure, facility, or system is sold or transferred.</p> <p>c) Records of the types described relating to places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained <b>PERMANENTLY.</b></p>

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1075-16b	<b>CONSTRUCTION PROJECT RECORDS</b>	Records of the types described in GR1075-16a relating to the construction of prefabricated storage sheds, bus shelters, parking lot kiosks, non-structural recreational facilities such as baseball diamonds and tennis courts, and similar structures and facilities.	Completion of the project + 10 years.	<p><b>Retention Notes:</b> a) Review before disposal; some records may merit <b>PERMANENT</b> retention for historical reasons. Records relating to construction of some of the described structures will have historical value if they are closely associated with a major structure as described in GR1075-16a. For example, records relating to the construction of gazebos, fountains, walls, or statuary located on the grounds of a county courthouse are part of the landscape of the courthouse and its grounds and should be retained <b>PERMANENTLY</b>.</p> <p>b) Records of the types described relating to places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained <b>PERMANENTLY</b>.</p> <p>c) If the construction of a structure described in GR1075-16b includes infrastructure (i.e. electrical lines, underground water lines, etc.), records of the infrastructure must be maintained <b>Life of Asset + 10 years</b>.</p>
*GR1075-16c	<b>CONSTRUCTION PROJECT RECORDS</b>	Records relating to construction projects described in GR1075-16a and GR1075-16b, that are transitory or of ephemeral relevance, and are not required for maintaining, modifying, and repurposing the building or structure. Records may include, but are not limited to, records of architectural and engineering draft design plans and specifications that precede the signed and sealed versions, , delivery tickets for expendable products, daily work reports, etc.	5 years.	<p><b>Retention Note:</b> Records of the types described relating to places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained <b>PERMANENTLY</b>.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1075-16d	<b>CONSTRUCTION PROJECT RECORDS</b>	Line Locate Requests, Call Before You Dig records, or other similar records documenting requests for information regarding locations of the underground cable or utility lines.	Completion of project requiring the locate request + 2 years.	<b>Retention note:</b> If damage to utility lines becomes subject to litigation, the locate records must be retained in accordance with GR1000-31 (Litigation Case Files).
GR1075-17	<b>LOST AND STOLEN PROPERTY REPORTS</b>		FE + 3 years.	
GR1075-18	<b>MAINTENANCE, REPAIR, AND INSPECTION RECORDS</b>	Records documenting the maintenance, repair, and inspection of facilities, vehicles, and equipment.		<b>Retention Note:</b> 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	<b>MAINTENANCE, REPAIR, AND INSPECTION RECORDS</b>	Vehicles and equipment.  (1) Routine inspection records.  (2) Maintenance and repair records.	1 year.  Life of asset.	<b>Retention Note:</b> 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.	<b>Retention Note:</b> 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 <b>PERMANENTLY</b> .
*GR1075-19	SERVICE REQUESTS/WORK ORDERS	Requests or work order for repairs or maintenance to facilities, vehicles, or equipment.	2 years.	<b>Retention Note:</b> If work orders serve as the only form of record documenting repairs to vehicles or equipment [see item number GR1075-18(a)] they must be retained for the life of the vehicle or equipment.
GR1075-20	USAGE REPORTS	Reports of usage of facilities, vehicles, and equipment.		
*GR1075-20a	USAGE REPORTS	Any type of usage report (e.g., mileage, fuel consumption, copies run) <b>if</b> such reports are the basis for allocating costs, for determining payment under rental or lease agreements, etc.	FE + 5 years for school districts; FE + 3 years for other governments.	
*GR1075-20b	USAGE REPORTS	Reservation logs or similar records relating to the use of facilities such as meeting rooms, auditoriums, etc. by the public or other governmental agencies.	2 years.	
*GR1075-20c	USAGE REPORTS	Usage reports compiled for purposes other than those noted in (a) or (b).	1 year.	
GR1075-21	VEHICLE OR EQUIPMENT ASSIGNMENT RECORDS	Assignment logs, authorizations, and similar records relating to the assignment and use of government-owned vehicles or equipment by employees.	After return or reassignment + 2 years.	
GR1075-22	VISITOR CONTROL REGISTERS	Logs, registers, or similar records documenting visitors to limited access or restricted areas.	3 years.	<b>Retention Note:</b> If the visitor control register is needed as part of an investigation it should be retained with the investigation case file PS4125-05.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1075-23	VEHICLE AND EQUIPMENT WARRANTIES	Warranties for vehicles and equipment.	Expiration of warranty + 1 year.	
GR1075-24	VEHICLE TITLES AND REGISTRATIONS	Vehicle titles and registrations of government- owned vehicles.	LA.	
GR1075-25	SURVEILLANCE VIDEOS	Video surveillance for, but not limited to, security of property and persons.	AV.	<b>Retention Note:</b> If the surveillance video is needed as part of an investigation it should be retained with the investigation case file PS4125-05.
*GR1075-26	EQUIPMENT MANUALS	Equipment manuals, owner's manuals, instructional manuals, or other similar documentation for government owned equipment, <b>except</b> for equipment manuals noted elsewhere in this schedule or other schedules adopted by the commission.	LA.	

### 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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1075-41c	[WITHDRAWN –SEE GR1075-43]			
*GR1075-42	E-RATE RECORDS	E-Rate is the Schools and Libraries Program of the Universal Service Fund that provides discounts to schools and libraries for telecommunications and Internet access. E-Rate is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communication Commission (FCC).  All records related to the application for, receipt, and delivery of discounted telecommunications and other supported services.	FE + 10 years.	By regulation - 47 CFR 54.516.
*GR1075-43	DIRECTORY INFORMATION	Mailing addresses, telephone or fax numbers, or email addresses, or other contact information maintained by a local government on its employees or persons it serves.	US, expired, or discontinued.	

**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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5750-02	FACILITY CHEMICAL LISTS	Copies of tier two forms containing information of hazardous chemicals present in local government facilities submitted to the fire chief of the fire department having jurisdiction over the facilities and to the Texas Department of State Health Services as required by Health and Safety Code, Section 506.006.	30 years.	
GR5750-03	HAZARD COMMUNICATION PLANS	Plans describing how criteria of the Hazard Communications Act (Chapter 502, Health and Safety Code) with regard to the education and training of employees will be met.	US + 5 years.	By law - Health and Safety Code, Section 502.009(g).
GR5750-04	HAZARDOUS MATERIALS TRAINING RECORDS	Records of training given to employees in a hazard communications program showing the date of each training session, subjects covered during the session, rosters of employees who attended, and the names of instructors.	5 years.	By law - Health and Safety Code, Section 502.009(g).
GR5750-05	MATERIAL SAFETY DATA SHEETS (MSDS)	Material safety data sheets (MSDS) supplied to local government employers by manufacturers or distributors of hazardous chemicals.	AV after receipt of updated sheet or the hazardous chemical is no longer present in the local government, as applicable.	
GR5750-06	WORKPLACE CHEMICAL LISTS	Lists of hazardous chemicals, including superseded lists, compiled and maintained by local governments in accordance with the Health and Safety Code, Section 502.005.	30 years.	By law - Health and Safety Code, Section 502.005(d).  <b>Retention Note:</b> 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.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR5750-07	DISASTER PREPAREDNESS AND RECOVERY PLANS	Disaster preparedness, continuity of operations, business continuity, or other plans used to prepare for or respond to emergencies or disasters.	US.	

### 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**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
<b>GR5800-01</b>	<b>AUDIT TRAIL RECORDS</b>	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.	
<b>GR5800-02</b>	<b>FINDING AIDS, INDEXES, AND TRACKING SYSTEMS</b>	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.	
<b>GR5800-03</b>	<b>HARDWARE DOCUMENTATION</b>	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.	<b>Retention Note:</b> 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.
<b>*GR5800-04</b>	<b>INFORMATION SYSTEM/DATABASE RECORDS</b>	Relatively long-lived computer files, including databases, containing organized and consistent sets of complete and accurate electronic records.	Until electronic records are transferred to and made usable in a new system environment, or the files have met a retention period established in this or other commission schedule, whichever sooner.	<b>Retention Notes:</b> a) The need to retain "snapshots" of some continuing information systems or databases should be carefully evaluated. For example, if a Geographic Information System has only current mapping information, historical versions of zoning changes would need to be maintained for long-term legal and historical value.  b) Records managers should ensure that snapshots which support records on this or other commission schedules are retained for the full retention period of the records they support.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR5800-05	<b>PROCESSING RECORDS</b>	Electronic files used to produce or modify an information system or database, including, but not limited to, work files, maintenance and test files, print files, and intermediate input/output records.	Until electronic records are transferred to and made usable in a new system environment, or the files have met a retention period established in this or other commission schedule, whichever sooner.	<b>Retention Note:</b> Routine or benchmark files used to test system performance and files which facilitate processing of a particular job or system run, but which do not add to, delete from, or substantially modify information in an information system or database need be retained only as long as administratively valuable.
*GR5800-06	<b>SOFTWARE PROGRAMS</b>	Automated software applications and operating system files including job control language, etc.	Until electronic records are transferred to and made usable in a new software environment, or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.	<b>Retention Note:</b> 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	<b>TECHNICAL DOCUMENTATION</b>	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition. Includes documentation describing how a system operates and which is necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation, or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.	<b>Retention Note:</b> If the retention period of electronic records is extended to meet requirements of an audit, litigation, open records action, etc. any technical documentation required to retrieve and read the records must also be retained for the same period.
*GR5800-09	<b>AUTOMATED PROGRAM LISTING / SOURCE CODE</b>	Automated program code and builds which generate the machine-language instructions used to operate software programs.	Until superseded or software program no longer used, whichever sooner.	

**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
<b>*GR5825-01</b>	<b>SYSTEM SECURITY RECORDS</b>		.	
<b>*GR5825-01a</b>	<b>SYSTEM SECURITY RECORDS</b>	Records created for security purposes to control or monitor individual access to a system and its data, including but not limited to user account records, security login information, and password files.	US, date of expiration, or date of separation + 2 years, as applicable.	
<b>*GR5825-01b</b>	<b>SYSTEM SECURITY RECORDS</b>	Records used to control and monitor the security of a system and its data, including vulnerability scans, intrusion tests, malicious code detection tests, threat and risk assessments, technical security reviews, patch management logs, intrusion detection logs, firewall logs, and related records. Records documenting incidents and investigations involving unauthorized attempted entry, probes and/or attacks on information systems or networks.	AV.	
<b>GR5825-02</b>	<b>BATCH DATA ENTRY CONTROL RECORDS</b>	Forms and logs used to reconcile batches submitted for processing against batches received and processed.	AV after reconciliation confirmed.	
<b>GR5825-03</b>	<b>CHARGEBACK RECORDS TO DATA PROCESSING SERVICES USERS</b>	Records used to document, calculate costs, and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes.	FE + 5 for school districts; FE + 3 years for other local governments.	
<b>GR5825-04</b>	<b>COMPUTER JOB SCHEDULES AND REPORTS</b>	Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.	90 days.	
<b>GR5825-06</b>	<b>DATA PROCESSING PLANNING RECORDS</b>	Reports, studies, analyses, projections, and similar records concerning the creation, development, or modification of data processing systems and services.	5 years.	<b>Retention Note:</b> Review before disposal; some records of this type may merit <b>PERMANENT</b> retention for historical reasons.
<b>*GR5825-07</b>	<b>[WITHDRAWN – SEE GR5750-07]</b>			

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5825-08	<b>ELECTRONIC MEDIA LIBRARY SYSTEM RECORDS</b>	Records used to control the location, maintenance, and disposition of media in an electronic media library <b>except</b> 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	<b>DATA ENTRY DOCUMENTS</b>	Records or forms designed and used solely for data input and control <b>except</b> for data entry documents noted elsewhere in this schedule or other schedules adopted by the commission.	Until all data has been entered into the system and, if required, verified.	
GR5825-10	<b>NETWORK CIRCUITS INVENTORIES</b>	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	<b>NETWORK IMPLEMENTATION RECORDS</b>	Records used to implement a computer network including reports, diagrams of network, and wiring schematics.	US.	
*GR5825-12	<b>OPERATING SYSTEM AND HARDWARE CONVERSION PLANS</b>	Records relating to the replacement of equipment or computer operating systems not included elsewhere in this schedule.	2 years after completion of conversion.	
GR5825-13	<b>OUTPUT RECORDS FOR COMPUTER PRODUCTION</b>	Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV.	
*GR5825-14	<b>QUALITY ASSURANCE RECORDS</b>	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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5825-15	PROJECT RECORDS	Records created and used in the development, redesign, or modification of automated systems or applications.		<b>Retention Note:</b> Does not include purchasing records for computer software or hardware such as individual personal computers, which are covered in Part 4 of this schedule.
GR5825-15a	PROJECT RECORDS	Project management records, design documentation, feasibility studies, justifications, user requirements, etc.	3 years after completion of project.	
GR5825-15b	PROJECT RECORDS	Routine status reports, memos, and correspondence.	AV.	
*GR5825-16	SYSTEM ACTIVITY MONITORING RECORDS	Records or logs that monitor and report levels and patterns of individual and organizational usage of system hardware, software application, and internet resources, including but not limited to log in files, system usage files, application usage files, data entry logs, print spool logs, and records of individual computer usage. May also include levels of storage and network/bandwidth traffic and other documentation related to activities for monitoring and ensuring optimal efficiency of system resource use.	AV.	
*GR5825-17	[WITHDRAWN – SEE GR1050-28]			
GR5825-18	INTERNET COOKIES	Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV.	<b>Retention Note:</b> 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.	<b>Retention Note:</b> 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)).

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5825-20	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS		LA + 3 years.	

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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# TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

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## LOCAL SCHEDULE HR (Second Edition)

### RETENTION SCHEDULE FOR RECORDS OF LOCAL PUBLIC HEALTH AGENCIES

This schedule establishes mandatory minimum retention periods for records of public health agencies. The term “local public health agency” means any local health department or unit owned, operated, or leased by a local government, including: public health districts, public hospitals, hospital districts, hospital authorities, animal control departments, animal shelters, and the abolished office of county inspector of hides and animals. Public health agencies owned, operated, or leased by a state agency, including state universities, should follow the retention periods set forth in that state agency’s records retention schedule. 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.

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 may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated prior to the destruction of the record until the completion of the action and the resolution of all issues that arise from it or until the expiration of the retention period of the record, whichever is later.

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. Although AV may be used as a retention period on a records control schedule of a local government, it is in the best interests of any records management program that fixed retention periods are assigned for records. AV records tend to accumulate and go unmanaged.

### **Use of Asterisk (\*)**

The use of an asterisk in this second edition of Local Schedule HR 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 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  
CFR - Code of Federal Regulations  
FE - Fiscal year end  
TAC - Texas Administrative Code  
US - Until superseded

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## RECORDS OF PUBLIC HEALTH AGENCIES

**Retention Notes:** a) For records of county medical examiners and emergency medical services agencies, and for emergency communications records, see Local Schedule PS (Records of Public Safety Agencies).

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

### PART 1: RECORDS COMMON TO PUBLIC HEALTH AGENCIES

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

Record Number	Record Title	Record Description	Retention Period	Remarks
HR4750-01	APPOINTMENT RECORDS		AV.	
HR4750-02	GRANT RECORDS	All records and supporting documentation necessary to disclose the services provided and financial management of the grant.		
HR4750-02a	GRANT RECORDS	Women, infants, children (WIC).	3 years following the date of the submission of the final expenditure report for the period to which the report pertains.	By regulation - 7 CFR 246.25(a)(2).  <b>Retention Notes:</b> a) If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the three-year period, the records must be kept until all issues are resolved, or until the end of the regular three-year period, whichever later.  b) Records of non-expendable property acquired in whole or in part with WIC program funds must be retained for 3 years after its final disposition.

Record Number	Record Title	Record Description	Retention Period	Remarks
HR4750-02b	GRANT RECORDS	Title XX family planning.	5 years from the date of the service, or until all audit questions are resolved, whichever later.	By regulation - 1 TAC 354.1004.
HR4750-02c	GRANT RECORDS	<p>Early childhood intervention (ECI).</p> <p>(1) All necessary records and claims to fully document the services and supplies provided.</p> <p>(2) All records pertaining to the financial management of the grant.</p>	<p>5 years from the date of service or until all audit questions, appeal hearings, investigations, or court cases are resolved, as applicable.</p> <p>5 years from the date of submission of the annual or final report or until all audit questions are resolved, whichever later.</p>	<p>By regulation - 40 TAC 108.709.</p> <p>By regulation - 40 TAC 108.709.</p>
HR4750-02d	GRANT RECORDS	Other grants funded through Medicaid.	5 years from the date of the service or until all audit questions are resolved, whichever later.	By regulation - 1 TAC 354.1004.
HR4750-02e	GRANT RECORDS	Other federal grants and cooperative agreements such as community health services projects, project grants for genetic diseases testing and counseling programs, hemophilia treatment centers, etc.	3 to 7 years or until resolution of all issues arising from claim, negotiation, audit, or other actions. See retention note.	<b>Retention Note:</b> To determine the retention period, see Retention Note (b) to Part 2: Financial Records in Local Schedule GR (Records Common to All Governments).
HR4750-03	MEDICAL WASTE MANAGEMENT RECORDS			

Record Number	Record Title	Record Description	Retention Period	Remarks
HR4750-03a	<b>MEDICAL WASTE MANAGEMENT RECORDS</b>	Records of on-site treatment by generator of medical waste (animal waste, bulk human blood and blood products, microbiological waste, pathological waste, and sharps), including date of treatment, amount of waste treated, method/conditions of treatment, person performing treatment, and written procedures. For incinerators the hours of operation and all monitoring and testing results are also required.	2 years.	By regulation - 30 TAC 111.127(b) for operators of on-site medical waste incinerators, and by authority of this schedule for all other types of treatment.
HR4750-03b	<b>MEDICAL WASTE MANAGEMENT RECORDS</b>	Waste shipment records maintained by the generator of medical waste such as waste shipping control tickets, tracking forms, exception reports, shipment logs, and receipts from the transporter documenting the weight of waste collected and date of collection.	3 years.	By regulation - 30 TAC 330.1207(b)(3).
*HR4750-04	<b>MEDICARE RECORDS</b>	Billing and cost report materials.	5 years after the month the cost report is settled.	By regulation - <i>Medicare Claims Processing Manual</i> , Chapter 1, Sec. 110.3.
HR4750-05	<b>OPERATIONAL PERMITS, LICENSES, AND CERTIFICATIONS</b>	Permits, licenses, and certifications from the Texas Department of State Health Services or other government agencies as required by law or regulation for the operation of local government owned laboratories, clinics, or other health-related facilities; and any reports, correspondence, or other documentation bearing directly on the application for, the issuance of, or the renewal of the permit, license, or certificate.	Expiration or cancellation + 3 years.	
HR4750-06	<b>PLANNING RECORDS</b>	Reports, studies, analyses, projections, and other planning documents relating to the development of local health, sanitary inspection, and environmental quality programs and public hospitals.	5 years.	<b>Retention Note:</b> 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 <b>PERMANENTLY</b> .
HR4750-07	<b>RADIATION CONTROL RECORDS</b>			
*HR4750-07a	<b>RADIATION CONTROL RECORDS</b>	Records showing the receipt, transfer, and disposal of all licensed or registered sources of radiation. Documentation of disposal should include waste shipping records, such as manifests and receipts.	Until termination of license or certificate of registration.	By regulation – 25 TAC 289.202(tt)(2).

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
HR4750-07b	<b>RADIATION CONTROL RECORDS</b>	Records of radiation protection programs.  (1) Documentation of the provisions of the program.  (2) Audits and other reviews of program content and implementation.  (3) Records at additional sites authorized by a licensee or certificate of registration.	Until termination of license or certificate of registration.  3 years.  Period specified for the authorized activity.	By regulation - 25 TAC 289.202(mm).  By regulation - 25 TAC 289.202(mm)(2).  By regulation - 25 TAC 289.202(ll)(5).
*HR4750-07c	<b>RADIATION CONTROL RECORDS</b>	Routine surveys, instrument calibrations, and package surveys.	3 years.	By regulation - 25 TAC 289.202(nn)(1).
HR4750-07d	<b>RADIATION CONTROL RECORDS</b>	Surveys used for dose determination; results of air sampling, surveys, and bioassays; and results of measurements and calculations used to evaluate the release of radioactive effluents to the environment.	Until termination of license or certificate of registration.	By regulation - 25 TAC 289.202(nn)(2).
HR4750-07e	<b>RADIATION CONTROL RECORDS</b>	Tests for leakage or contamination of sealed sources of radioactive material.	5 years.	By regulation - 25 TAC 289.202(oo).
HR4750-07f	<b>RADIATION CONTROL RECORDS</b>	Cumulative occupational exposure history.	Until termination of license or certificate of registration.	By regulation - 25 TAC 289.202(pp).
HR4750-07g	<b>RADIATION CONTROL RECORDS</b>	Records used to prepare BRC Form 202-2 or equivalent for the Texas Department of State Health Services.	3 years.	By regulation - 25 TAC 289.202(pp).
HR4750-07h	<b>RADIATION CONTROL RECORDS</b>	Records of planned special exposures.	Until termination of license or certificate of registration.	By regulation - 25 TAC 289.202(qq)(2).
HR4750-07i	<b>RADIATION CONTROL RECORDS</b>	Records of individual dose monitoring results, including at least annual updates of BRC Form 202-3 or records containing all the information required by BRC Form 202-3.	Until termination of license or certificate of registration.	By regulation - 25 TAC 289.202(rr)(5).
HR4750-07j	<b>RADIATION CONTROL RECORDS</b>	Records documenting compliance with the dose limit for individual members of the public.	Until termination of license or certificate of registration.	By regulation - 25 TAC 289.202(ss).
HR4750-07k	<b>RADIATION CONTROL RECORDS</b>	Records of the disposal of licensed materials by discharge into sanitary sewage or treatment by incineration.	Until termination of license or certificate of registration.	By regulation - 25 TAC 289.202(tt).

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
HR4750-07l	<b>RADIATION CONTROL RECORDS</b>	Records of testing entry control devices for very high radiation areas.	3 years.	By regulation - 25 TAC 289.202(uu).
*HR4750-07m	<b>RADIATION CONTROL RECORDS</b>	Tests of protective equipment including aprons, gloves, and shields.	3 years.	By regulation - 25 TAC 289.227(s)(1)(I).
*HR4750-07n	<b>RADIATION CONTROL RECORDS</b>	Records of receipt, transfer, and disposal of radiation machines; correspondence to and from the Texas Department of State Health Services regarding radiation machines' records of surveys, calibrations, spot checks, maintenance, and modifications performed on radiation machines after April 1, 1989.	Until termination of certificate of registration or until inspection by the Texas Department of State Health Services, whichever occurs first.	By regulation - 25 TAC 289.226; 289.227(s)(1)(R); 289.229(k); 289.232(k)(1)(X)(i); 289.233(j)(2)(N); or 289.253(dd)(5), depending on type of machine.
*HR4750-07o	<b>RADIATION CONTROL RECORDS</b>	Documentation of test calibrations to determine compliance with the standards for human diagnostic x-ray systems (radiographic, radiographic/fluoroscopic, dental, and computed tomography), including any numerical readings and any corrections or repairs.	3 years.	By regulation - 25 TAC 289.226; 289.227(s)(1)(S); 289.229(k); or 289.253(dd)(5), depending on type of system.
*HR4750-07p	<b>RADIATION CONTROL RECORDS</b>	Images of spot checks for computed tomography (CT) x-ray systems.	3 years.	By regulation - 25 TAC 289.227(s)(1)(M).

Record Number	Record Title	Record Description	Retention Period	Remarks
*HR4750-07q	RADIATION CONTROL RECORDS	<p>Records for mammography x-ray systems.</p> <p>(1) Quality assurance (QA) records for mammography systems including annual review of quality assurance program, documentation of equipment monitoring, checks of quality control items, and any necessary corrections.</p> <p>(2) Mammography equipment evaluations performed by a licensed medical physicist.</p> <p>(3) Annual Mammography Survey Report performed by a licensed medical physicist.</p> <p>(4) Original mammograms.</p>	<p>Until the next annual inspection has been completed and the agency has determined that the facility is in compliance with the QA requirements or until the test has been performed two additional times at the required frequency, whichever is longer.</p> <p>2 years.</p> <p>7 years.</p> <p>Until the earlier of                      a) 5 years; b) if additional mammography of the same patient is not performed by the facility, 10 years; or c) at the request of the patient or physician, the original mammogram may be forwarded to another medical institution.</p>	<p>By regulation - 25 TAC 289.230(ff)(3).</p> <p>By regulation – 25 TAC 289.230(ff)(3).</p> <p>By regulation – 25 TAC 230(ff)(3).</p> <p>By regulation – 25 TAC 230(i)(4).</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
*HR4750-07r	RADIATION CONTROL RECORDS	Records for therapeutic x-ray systems of <b>less</b> than 1 MeV.  (1) Calibrations of the therapy system.  (2) Spot check measurements and records of any necessary corrective actions.	3 years.  3 years.	By regulation - 25 TAC 289.229(k).  By regulation - 25 TAC 289.229(k).
*HR4750-07s	RADIATION CONTROL RECORDS	Records for therapeutic x-ray systems of <b>more</b> than 1 MeV.  (1) Calibrations of the therapy system and of the dosimetry system.  (2) Spot check measurements and records of any necessary corrective actions.	3 years.  3 years.	By regulation - 25 TAC 289.229(k).  By regulation - 25 TAC 289.229(k).
*HR4750-07t	RADIATION CONTROL RECORDS	Records and reports of misadministration of radionuclides.	Until termination of license or certificate of registration.	By regulation - 25 TAC 289.202(nn)(2).
HR4750-08	REPORTS TO GOVERNMENT AGENCIES	Reports to local, state, or federal agencies regarding any aspect of local public health activities and programs <b>except</b> for those reports specified elsewhere in this schedule.		
HR4750-08a	REPORTS TO GOVERNMENT AGENCIES	Annual reports.	PERMANENT.	
HR4750-08b	REPORTS TO GOVERNMENT AGENCIES	Special reports that <b>are not</b> recapitulated in annual reports.	AV unless otherwise required by requesting government.	
HR4750-08c	REPORTS TO GOVERNMENT AGENCIES	Interim or periodic reports on a less than annual basis that <b>are</b> recapitulated in an annual report or in a special report under (b).	1 year.	
HR4750-09	SPECIAL PROJECTS AND RESEARCH DOCUMENTATION		10 years after completion of research or project.	<b>Retention Note:</b> Review before disposal, records may have <b>PERMANENT</b> retention for historical and/or future research value.

Record Number	Record Title	Record Description	Retention Period	Remarks
HR4750-10	SURVEY AND INSPECTION REPORTS	Includes building and fire inspections, and Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) surveys. <b>Does not</b> include surveys for monitoring radiation (see item number HR4750-07).	3 years.	
*HR4750-11	VOLUNTEER SERVICE FILES	Information about individual volunteers and duties they perform.	US or date of separation+ 3 years.	
*HR4750-12	MEDICAID PROVIDER RECORDS	Records documenting services rendered.		
*HR4750-12a	MEDICAID PROVIDER RECORDS	All records necessary to fully disclose the services provided, including financial records relating to program services.	5 years from date of service or until all audit questions, appeal hearings, investigations, or court cases are resolved.	By regulation – 1 TAC 354.1004 and <i>Texas Medicaid Provider Procedures Manual</i> , Chapter 1.
*HR4750-12b	MEDICAID PROVIDER RECORDS	Freestanding Rural Health Clinics (RHCs).	6 years.	By regulation – <i>Texas Medicaid Provider Procedures Manual</i> , Chapter 1.
*HR4750-12c	MEDICAID PROVIDER RECORDS	Hospital-based Rural Health Clinics (RHCs).	10 years.	By regulation – <i>Texas Medicaid Provider Procedures Manual</i> , Chapter 1.

## PART 2: RECORDS OF LOCAL PUBLIC HEALTH AUTHORITIES

**Retention Notes:** a) In this part the term "local health authority" means local health units, local health departments, public health districts, and health personnel appointed by municipalities and counties without organized local public health departments or districts.

b) This part should **not** be used for the records of a hospital owned, operated, or leased by a local government (see Part 3: Records of Local Public Hospitals).

### SECTION 2-1: MEDICAL RECORDS

**Retention Note:** Records in this section have retention periods based on recommendations of the Texas Department of State Health Services and must be destroyed by shredding, pulping, or burning (if allowed by local ordinance).



Record Number	Record Title	Record Description	Retention Period	Remarks
*HR4775-01	COMMUNICABLE DISEASE SURVEILLANCE FORMS	Copies of surveillance forms completed by Texas Department of State Health Services personnel and maintained by local health authorities.	7 years past date last encounter occurred or until patient reaches 21 <sup>st</sup> birthday, whichever later.	
*HR4775-02	DENTAL RECORDS AND REFERRALS		5 years.	By regulation - 22 TAC 108.8(b) for minimum retention required for dental records maintained by dentist.  <b>Retention Note:</b> Because of the use of these records for identification purposes, the Texas Department of Public Safety recommends dental records be maintained a minimum of 10 years.
HR4775-03	IMMUNIZATION RECORD AND CONSENT FORMS			
HR4775-03a	IMMUNIZATION RECORD AND CONSENT FORMS	Adults.	10 years following end of calendar year in which consent form was signed.	
*HR4775-03b	IMMUNIZATION RECORD AND CONSENT FORMS	Persons under the age of 18.	21 <sup>st</sup> birthday or 10 years following end of calendar year in which consent form was signed, whichever later.	
HR4775-04	PATIENT RECORDS	Medical records, including laboratory reports and master index to records, of persons treated in local health programs and similar records created as the result of control or surveillance measures instituted by a local health authority.		
*HR4775-04a	PATIENT RECORDS	Adult health, child health, chronically ill and disabled children, and communicable diseases.	7 years past the last date on which service was given or until the patient's 21 <sup>st</sup> birthday, whichever later.	By regulation - 22 TAC 165.1(b).
*HR4775-04b	PATIENT RECORDS	Family health.	7 years past the last date on which service was given or	By regulation - 22 TAC 165.1(b).



Record Number	Record Title	Record Description	Retention Period	Remarks
			whichever later.	
*HR4775-04g	PATIENT RECORDS	HIV/AIDS.	7 years past the date of patient's death, if known; or 18 years from last date of service, if not known.	Recommendation of the Texas Department of State Health Services.
*HR4775-04h	PATIENT RECORDS	Tuberculosis (including, but not limited to, x-rays and/or digital images).	7 years past the last date on which service was given or until the patient's 21 <sup>st</sup> birthday, whichever later.	By regulation - 22 TAC 165.1(b).
*HR4775-04i	PATIENT RECORDS	Leprosy (Hansen's disease).	PERMANENT.	
*HR4775-04j	PATIENT RECORDS	Disease intervention records involving sexually transmitted diseases, including investigations, interviews, and disease intervention case management notes.	3 years past last date of service or until the patient's 21 <sup>st</sup> birthday, whichever comes later.	Recommendation of the Texas Department of State Health Services.
HR4775-05	SCREENING PROCEDURES	Microscopical, cultural, serological, and other screenings and tests, performed in local government-owned laboratories or clinics that <b>do not</b> become part of the patient records of a local health program. If such tests or screenings <b>do</b> become part of the patient records of a local health program, they should be retained for the period listed for that program under item number HR4775-04.		
*HR4775-05a	SCREENING PROCEDURES	Health risk appraisal; blood pressure screening; blood pressure referral; vision, hearing, and speech; diabetics screening; syphilis serology; gonorrhea; other laboratory screenings and tests.	7 years past the last date on which service was given or until the patient's 21 <sup>st</sup> birthday, whichever later.	By regulation – 22 TAC 165.1(b).
*HR4775-05b	SCREENING PROCEDURES	HIV.  (I) Anonymous test results.  (A) Positive test results, including serology,	1 year past test date	Recommendation of the Texas Department

Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>counseling notes, risk reduction plan, and prevention case management records.</p> <p>(B) Negative test results, including serology, counseling notes, and risk reduction plan.</p> <p>(2) Seropositive confidential test results, including serology and medical records.</p> <p>(3) Seronegative confidential test results, including serology, counseling notes, and risk reduction plan.</p> <p>(4) Prevention counseling notes, risk reduction plans, and case management records compiled on HIV positive clients.</p> <p>(A) Adults.</p>	<p>or last date of service, whichever comes later.</p> <p>90 days from test date or results given to client, whichever comes first.</p> <p>7 years after the patient's death, if known; or 18 years after seropositive results, if not known.</p> <p>7 years past the last date of services or until the patient's 21st birthday, whichever later.</p> <p>7 years after last date of service or patient's death if known.</p>	<p>of State Health Services.</p> <p>Recommendation of the Texas Department of State Health Services.</p> <p><b>Retention Note:</b> The Director and Librarian of the Texas State Library, by authority of the Local Government Code, Section 202.004(a), hereby consents to the return of these test results to clients as a permitted exception to the statutory prohibition against the alienation of local government records.</p> <p>Recommendation of the Texas Department of State Health Services.</p> <p>By regulation – 22 TAC 165.1(b).</p> <p>Recommendation of the Texas Department of State Health Services.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
		(B) Children.	3 years after 21 <sup>st</sup> birthday, even in death, or 7 years; whichever comes later.	Recommendation of the Texas Department of State Health Services.
*HR4775-05c	SCREENING PROCEDURES	Infant screening for genetic or metabolic disorders.	Until the patient's 21 <sup>st</sup> birthday.	By regulation – implicit in requirements of 22 TAC 165.1(b).
*HR4775-06	SEXUALLY TRANSMITTED DISEASE (STD) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV) INTERVENTION RECORDS	STD and HIV intervention records including investigations, interviews, and disease intervention case management notes.	Last date of service or patient's 21 <sup>st</sup> birthday, whichever comes later.	Recommendation of the Texas Department of State Health Services.

**SECTION 2-2: INSPECTION AND PERMIT RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
HR4775-21	CITATIONS, NOTIFICATIONS OF VIOLATIONS, AND WARNING NOTICES	Copies of notifications or orders sent or given to owner, agent, or occupant of a business or property or to person holding a health permit to correct violations of state or local health laws, including documents verifying that the violations have been corrected.	Verification of correction + 3 years.	
HR4775-22	ENVIRONMENTAL POLLUTION CONTROL TESTS	Pollutant measurements for air, soil, water, etc. and similar records of environmental quality testing <b>except</b> monitoring of the release of radioactive effluents (see item number HR4750-07).	3 years.	
HR4775-23	FOOD QUALITY TEST REPORTS	Food tests, milk analyses, swab tests, and similar laboratory test reports relating to the testing and screening of food and food handling and processing equipment.	3 years.	
HR4775-24	INSPECTION LOGS	Logs, registers, or similar records providing a chronological listing of sanitary evaluations performed.	1 year.	

Record Number	Record Title	Record Description	Retention Period	Remarks
HR4775-25	PERMITS AND LICENSES	Permits and licenses issued by local health authorities relating to restaurants, taverns, food handling, dairy products, frozen dessert products, meat, vending machines, day care centers, home healthcare, nursing homes, environmental health, and all other situations, activities, or persons required to have local health permits pursuant to state or local laws or regulations.		
HR4775-25a	PERMITS AND LICENSES	Applications for and copies of permits or licenses.	Expiration or revocation + 3 years for granted permits or licenses; date of denial + 1 year for denied applications.	
HR4775-25b	PERMITS AND LICENSES	Applications and authorizations for variances or exemptions from licensing regulations.	Expiration or revocation + 3 years for approved variances or exemptions; date of denial + 1 year for denied applications.	
HR4775-25c	PERMITS AND LICENSES	Logs or reports of permits or licenses and variances or exemptions issued.	1 year.	
HR4775-26	QUARANTINE RECORDS	Orders, notifications, warrant copies, and similar records relating to the isolation, quarantine, disinfection, or other control measures applied to persons, animals, objects, structures, and land to halt the introduction, transmission, and spread of communicable disease.	3 years after quarantine lifted.	<b>Retention Note:</b> If records include livestock quarantines, see CC1475-11 Livestock Quarantine Records.
HR4775-27	SANITARY EVALUATION REPORTS	Reports of sanitary inspections carried out by local health authority personnel on restaurants, taverns, dairies, food markets, hotels, motels, nursing homes, day care centers, campgrounds, vending machines, and other facilities or equipment as required by state law or regulation or by local ordinance.	3 years.	
HR4775-28	WEIGHTS AND MEASURES RECORDS	Field test reports, follow-up reports, logs or reports of seals issued, and similar records relating to the certification of weights and measures in a local government.	3 years.	

**SECTION 2-3: MISCELLANEOUS RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
HR4775-41	<b>COMMUNICABLE DISEASE REPORTS (TO HEALTH AUTHORITY)</b>	Reports and supporting documentation of communicable diseases received by local health authorities from physicians, dentists, hospitals, school districts, or others as prescribed by law.	3 years.	<b>Retention Note:</b> If, pursuant to law or regulation, a health authority institutes control procedures and a patient file is established as the result of a communicable disease report use retention periods for Patient Records (see item number HR4775-04).
HR4775-42	<b>COMMUNICABLE DISEASE REPORTS (TO STATE)</b>	Copies of periodic or emergency communicable disease reports from local health authorities to the Texas Department of State Health Services.	3 years.	
HR4775-43	<b>COMPLAINTS</b>	Reports of complaints received by local health authorities from the public or from other local departments or agencies regarding possible violations of local or state health laws or regulations.	Resolution of the complaint + 3 years.	
HR4775-44	<b>CONTROLLED SUBSTANCE AND DANGEROUS DRUG RECORDS</b>			
*HR4775-44a	<b>CONTROLLED SUBSTANCE AND DANGEROUS DRUG RECORDS</b>	Controlled substance logs and inventories, including suppliers' invoices and credit memos; biennial inventory of controlled substances required by the Drug Enforcement Administration (DEA); reports of theft or significant loss of controlled substances; reports of surrender or destruction of controlled substances; Schedule V nonprescription register book; DEA order form, and all copies of each unaccepted or defective order form and any attached statements or other documents.	2 years.	By regulation and by law - 21 CFR 1304.04(a); Health and Safety Code, Section 481.067(c); 37 TAC 13.207.

Record Number	Record Title	Record Description	Retention Period	Remarks
*HR4775-44b	<b>CONTROLLED SUBSTANCE AND DANGEROUS DRUG RECORDS</b>	Prescriptions records, including copy 2 of the triplicate prescription form required to prescribe a controlled substance.	2 years after the date of the initial dispensing or the last refilling of the prescription, whichever later.	By regulation and by law - Health and Safety Code, Section 481.075(f)(2); Health and Safety Code, Section 483.023; Health and Safety Code 481.075(l)(2); 37 TAC 13.207.  <b>Retention Note:</b> For prescription records maintained in a data processing system, see 37 TAC 13.207 for specific requirements related to records medium.
HR4775-44c	<b>CONTROLLED SUBSTANCE AND DANGEROUS DRUG RECORDS</b>	Records of each acquisition and each disposal of a dangerous drug.	2 years after the date of the acquisition or disposal.	By law - Health and Safety Code, Section 483.024.
*HR4775-45	<b>RURAL HEALTH CARE CLINICS CERTIFIED FOR PARTICIPATION IN MEDICARE</b>	Patient health records including identification and social data, evidence of consent forms, medical history, health assessment; reports of physical examinations, diagnostic and laboratory test results; physician's orders, reports of treatments and medications; and signatures of the physician or other health care professionals.	7 years from date of last entry.	By regulation - 42 CFR 491.10(c).

### PART 3: RECORDS OF LOCAL PUBLIC HOSPITALS

#### SECTION 3-1: MEDICAL RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
HR4800-01	<b>BIRTH AND DEATH RECORDS</b>	Copies of birth and death certificates sent to local registrars of vital statistics.	AV.	
HR4800-02	<b>INDEX TO PATIENT MEDICAL RECORDS</b>		PERMANENT.	
*HR4800-03	<b>LOGS AND REGISTERS</b>			



Record Number	Record Title	Record Description	Retention Period	Remarks
*HR4800-03a	LOGS AND REGISTERS	Tumor registry files.	50 years or until patient's death, if known, whichever sooner.	<b>Retention Note:</b> Review before disposal. Some records of this type may merit <b>PERMANENT</b> retention for future medical research.
*HR4800-03b	LOGS AND REGISTERS	Includes logs (e.g., delivery room, emergency room, surgery) and registries (e.g., trauma registers).	5 years.	
*HR4800-04	PATIENT RECORDS	Medical records that include patient identification data; medical history; reports of relevant physical examinations; diagnostic and therapeutic orders; documentation of appropriate informed consent; clinical observations, including the results of therapy; reports of procedures, tests, and their results, including laboratory, pathology, and radiology reports; and conclusions at termination of hospitalization or evaluation/treatment. Includes treatment records for emergency room.	10 years past the last date on which service was given or until the patient's 21 <sup>st</sup> birthday, whichever later.	By law - Health and Safety Code, Section 241.103.  <b>Retention Note:</b> The Health and Safety Code specifies that the hospital may not destroy medical records that relate to any matter that is involved in litigation if the hospital knows the litigation has not been finally resolved.
HR4800-05	PATIENT TRANSFER MEMORANDA	A copy of each memorandum of transfer, retained by both the sending and receiving hospitals and filed separately from the patient's medical record in a manner that will facilitate its inspection by the Texas Department of State Health Services or other regulatory agencies.	5 years.	

**SECTION 3-2: LABORATORY AND THERAPY RECORDS**

**Retention Note:** This section is for laboratory, therapy, and x-ray records that do not become a part of the patient records of the hospital. If such tests, reports, screening, etc., do become a part of the patient records, they must be retained for the period listed under Patient Records (see item number HR4800-04).

Record Number	Record Title	Record Description	Retention Period	Remarks
*HR4800-21	BLOOD BANK RECORDS	Documentation of all significant steps in the collection, processing, compatibility testing, storage and distribution of each unit of blood and blood components.	10 years after the records of processing have been completed or 6 months after the latest expiration date for the individual product, whichever later.	By regulation - 21 CFR 606.160(d).  <b>Retention Note:</b> When there is no expiration date, records must be retained <b>PERMANENTLY</b> .
HR4800-22	ELECTROCARDIOGRAMS (EKG)		10 years.	
HR4800-23	ELECTROENCEPHALOGRAMS (EEG)		5 years for normal tracings; 10 years for abnormal tracings.	
HR4800-24	PATHOLOGY REPORTS AND SLIDES		10 years.	By regulation – 42 CFR 493.1105(6)(ii).
HR4800-25	RADIOLOGICAL SERVICES	Copies of reports and printouts; films; scans, and other image records, as appropriate.	5 years.	By regulation - 42 CFR 482.26(d)(2).
HR4800-26	REGISTERS OF TESTS		5 years.	
HR4800-27	REQUESTS FOR TESTS		5 years.	
HR4800-28	TEST RESULTS	Test results that do not become part of the patient records <b>excluding</b> those specified elsewhere in this section.	3 months.	
HR4800-29	THERAPY TREATMENT RECORDS	Including consent forms.	5 years.	

## SECTION 3-3: MISCELLANEOUS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
HR4800-41	ADMISSION AND DISCHARGE REPORTS		3 years.	
HR4800-42	CENSUS RECORD OF PATIENTS		10 years.	
HR4800-43	COMMUNICABLE DISEASE REPORTS TO STATE AND LOCAL HEALTH AUTHORITIES		3 years.	
HR4800-44	CONTROLLED SUBSTANCE AND DANGEROUS DRUG RECORDS			
HR4800-44a	CONTROLLED SUBSTANCE AND DANGEROUS DRUG RECORDS	Controlled substance logs and inventories, including suppliers' invoices and credit memos; biennial inventory of controlled substances required by the Drug Enforcement Administration (DEA); reports of theft or significant loss of controlled substances; reports of surrender or destruction of controlled substances; Schedule V nonprescription register book; DEA order form, and all copies of each unaccepted or defective order form and any attached statements or other documents.	2 years.	By regulation and by law - 21 CFR 1304.04(a); Health and Safety Code, Section 481.067(c); 37 TAC 13.207.
HR4800-44b	CONTROLLED SUBSTANCE AND DANGEROUS DRUG RECORDS	Records of each acquisition and each disposal of a dangerous drug.	2 years after the date of the acquisition or disposal.	By law - Health and Safety Code, Section 483.024.
HR4800-44c	CONTROLLED SUBSTANCE AND DANGEROUS DRUG RECORDS	Inpatient records - Original medication orders shall be maintained with the medication administration record in the medical records of the patient (see item number HR4800-04).	10 years past the last date on which service was given or until the patient's 21 <sup>st</sup> birthday, whichever later.	By law - Health and Safety Code, Section 241.103.
*HR4800-44d	CONTROLLED SUBSTANCE AND DANGEROUS DRUG RECORDS	Outpatient records - Prescriptions records, including copy 2 of the triplicate prescription form required to prescribe a controlled substance.	2 years from the date of filling or the date of the last refill dispensed, whichever later.	By regulation and by law - Health and Safety Code, Section 481.075(i)(2); Health and Safety Code, Section 483.023; 37 TAC 13.207.

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
*HR4800-45	DIETARY AND FOOD SERVICE	Food service records, menus, meal counts, dietary services studies, and rosters of patient diet orders.	AV.	
*HR4800-46	HOUSEKEEPING ROOM RECORDS		AV.	
HR4800-47	INFECTION CONTROL AND MONITORING RECORDS		10 years.	
HR4800-48	NUCLEAR MEDICINE SERVICES	Copies of nuclear medicine reports and records of the receipt and disposition of radiopharmaceuticals.	5 years.	By regulation - 42 CFR 482.53(d)(1).
HR4800-50	SECURITY RECORDS			
*HR4800-50a	SECURITY RECORDS	Incident reports.	2 years.	
*HR4800-50b	SECURITY RECORDS	Daily watch logs.	2 years.	
*HR4800-50c	SECURITY RECORDS	Lost and found logs.	After disposal of all items listed in the log + 1 year.	
*HR4800-51	SOCIAL SERVICES CASE RECORDS	Documentation of social services provided, other than what is filed in the medical record.	5 years from the last date of service for adult clients, or 5 years beyond the age of 18 for minor clients.	By regulation - 22 TAC 781.409(4).
*HR4800-52	LABORATORY RECORDS	Test requisitions and authorizations (including patient's chart or medical record if used as the test requisition or authorization); test procedures; analytic systems records; test system performance specifications; immunohematology records; blood and blood product records; transfusion records; proficiency testing records; quality system assessment records; and test reports. This includes both Clinical Laboratory Improvement Amendments (CLIA) and non-CLIA records.	2 years.	By regulation - 42 CFR 493.1105.

**PART 4: COUNTY INDIGENT HEALTH CARE PROGRAM RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
HR4825-01	[WITHDRAWN – see Local Schedule GR, Section 2-2 Accounting Records]			
HR4825-02	CASE RECORDS			
HR4825-02a	CASE RECORDS	Denied applicant - Application, written statement of truth of information signed by applicant, eligibility worksheet, assistance form, written notice of eligibility decision, reason for denial, and explanation of the county's appeal process.	FE + 3 years.	
HR4825-02b	CASE RECORDS	Eligible applicant - Application, documentation and verification of eligibility, monthly financial and activity reports, and eligibility reviews.	3 years past the last date on which service was given.	
*HR4825-03	STATE LEGALIZATION IMPACT ASSISTANCE GRANT RECORDS (SLIAG) (OBSOLETE RECORD)	This grant is no longer issued to Texas public health entities. However, any remaining records should be maintained for the full retention periods listed.		

Record Number	Record Title	Record Description	Retention Period	Remarks
*HR4825-03a	STATE LEGALIZATION IMPACT ASSISTANCE GRANT RECORDS (SLIAG) (OBSOLETE RECORD)	Accounting records - Financial and supporting documents, statistical records, and any other records pertinent to the services for which a claim or cost report was submitted.	3 years and 90 days after the end of the contract period or for 3 years after the end of the federal fiscal year in which services were provided, if a provider agreement/contract has no specific termination date in effect.	<p><b>Retention Notes:</b> a) The contract period means the beginning date through the ending date specified in the original agreement/contract; extensions are considered separate contract periods.</p> <p>b) If any litigation, claim, or audit involving these records begins before the three-year period expires, the provider must keep the records and documents for not less than three years and 90 days or until all litigation, claims, or audit findings are resolved.</p> <p>c) The case is considered resolved when a final order is issued in litigation, or the Texas Health and Human Services Commission and the contractor enter into a written agreement.</p> <p>d) Records of non-expendable property acquired under the contract must be maintained for three years after the final disposition of the property.</p>
*HR4825-03b	STATE LEGALIZATION IMPACT ASSISTANCE GRANT RECORDS (SLIAG) (OBSOLETE RECORD)	Medical records - Case documentation of health services provided to eligible legalized aliens.	5 years after medical services end.	

## PART 5: ANIMAL CONTROL AND HEALTH RECORDS

**Retention Note:** The retention periods in this part are applicable to the records of any animal shelter owned and/or operated by a local government and of the local health authority designated by a commissioners' court or the governing body of a municipality for the purposes of rabies control, pursuant to Health and Safety Code, Section 826.017.

Record Number	Record Title	Record Description	Retention Period	Remarks
HR4850-01	<b>ACTIVITY REPORTS AND LOGS</b>	Daily or weekly activity reports or logs on animal shelter or animal control operations, including field officer reports, kennel log sheets, statistical summaries, logs of response to animal-related incidents, etc.	1 year.	
*HR4850-02	<b>ANIMAL BITE RECORDS</b>	Records of investigation of bites by animals (for both dog-on-person incidents and dog-on-dog incidents), including reports or copies of reports by or to physicians, veterinarians, health officers, animal shelter personnel, law enforcement officers, or the Texas Department of State Health Services; quarantine reports relating to the observation and testing of the animal; and similar records pertinent to the disposition of animal bite incidents.	3 years; or, if the person bitten is a minor, until the person's 21st birthday, whichever later.	
HR4850-03	<b>ANIMAL PERMIT AND LICENSE RECORDS</b>	Includes those issued to pet owners, kennel or wildlife exhibit operators, and other persons pursuant to local ordinance or order.		
HR4850-03a	<b>ANIMAL PERMIT AND LICENSE RECORDS</b>	Applications for and copies of permits or licenses.	Expiration or revocation + 3 years for granted permits or licenses; date of denial + 1 year for denied applications.	
HR4850-03b	<b>ANIMAL PERMIT AND LICENSE RECORDS</b>	Applications and authorizations for variances or exemptions from animal control licensing regulations.	Expiration or revocation + 3 years for approved variances or exemptions; date of denial + 1 year for denied applications.	

Record Number	Record Title	Record Description	Retention Period	Remarks
HR4850-03c	ANIMAL PERMIT AND LICENSE RECORDS	Logs or reports of permits or licenses and variances or exemptions issued.	2 years.	
HR4850-04	ANIMAL SHELTER CONTROL RECORDS	Records of each animal received at an animal shelter, including data relating to its admission and condition and its reclamation, adoption, sale, or destruction.	1 year.	
HR4850-05	CITATIONS, NOTIFICATIONS OF VIOLATIONS, AND WARNING NOTICES	Animal control officer's copies of these instruments issued to members of the public or businesses subject to state and local animal control regulations, including documents verifying that the violations have been corrected.	Verification of correction + 3 years.	
*HR4850-06	COMPLAINTS	Complaints received from the public or from other agencies regarding animal control issues, including possible violations of animal control regulations.	Resolution of the complaint + 3 years.	<b>Retention Note:</b> If investigation conducted due to complaint, see HR4850-15.
HR4850-07	COMMUNICABLE DISEASE REPORTS	Copies of reports of actual or suspected rabies, anthrax, brucellosis, or other reportable communicable diseases of animals or humans submitted by veterinarians or other personnel employed by an animal shelter to a local health authority.	3 years.	<b>Retention Note:</b> A communicable disease report, except one associated with an animal bite case as described in item number HR4850-02, need be retained among the records of an animal shelter only as long as administratively valuable if the health authority to which the report is submitted is part of the same government that operates the shelter.
HR4850-08	CONTROLLED SUBSTANCE AND DANGEROUS DRUG RECORDS			
HR4850-08a	CONTROLLED SUBSTANCE AND DANGEROUS DRUG RECORDS	Veterinary controlled substances logs and inventories.	2 years.	By regulation and by law - 21 CFR 1304.04(a); Health and Safety Code, Section 481.067; and 37 TAC 13.207.
HR4850-08b	CONTROLLED SUBSTANCE AND DANGEROUS DRUG RECORDS	Record of each acquisition and each disposal of a dangerous drug.	2 years from date of acquisition or disposal.	By law - Health and Safety Code, Section 483.024.
HR4850-08c	CONTROLLED SUBSTANCE AND DANGEROUS DRUG RECORDS	Copy 3 of triplicate prescription form used to prescribe a controlled substance.	2 years.	By law - Health and Safety Code, Section 481.075(i)(2).
HR4850-09	LOST ANIMALS, REPORTS OF	Logs, registers, or reports of lost, strayed, or stolen animals.	1 year.	
*HR4850-10	RABIES VACCINATION CERTIFICATES	Copies of certificates of rabies vaccinations performed by veterinarians.	Date of issuance + 5 years.	By regulation - 22 TAC 573.51(c).



<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
HR4850-11	<b>SHELTER AND QUARANTINE FACILITY INSPECTION REPORTS</b>			
HR4850-11a	<b>SHELTER AND QUARANTINE FACILITY INSPECTION REPORTS</b>	Annual inspection reports of publicly-owned animal shelters by a licensed veterinarian as required by Health and Safety Code, Section 823.003(d) in counties with a population of 75,000 or more, or any similar annual inspection reports of such shelters as may be required by municipal or county regulation.	3 years.	
HR4850-11b	<b>SHELTER AND QUARANTINE FACILITY INSPECTION REPORTS</b>	Annual or other periodic inspection reports by personnel of the Texas Department of State Health Services of a shelter as an animal quarantine facility, including any documentation relating to the correction of deficiencies or to an appeal of report findings.	3 years.	
HR4850-12	<b>STERILIZATION DOCUMENTATION</b>	Sterilization agreements, veterinary reports that sterilization would jeopardize animal's life, confirmation of sterilization, letters stating animal has died or was lost or stolen before sterilization, notices of failure to receive letters of confirmation, and records of reclamation from owners.	1 year.	
*HR4850-13	<b>MICROCHIP IMPLANT DOCUMENTATION</b>	Applications, forms, or other information recorded to list the animal owner contact information, animal identification information, and microchip implant chip number.	15 years or until microchip is replaced, removed, or animal is no longer alive, whichever earlier.	
*HR4850-14	<b>DANGEROUS ANIMAL LIST</b>	List of animals (usually dogs) that reside within the city or county limits that have been deemed vicious or dangerous by city or county officials. List might contain owner name and contact information, animal name, animal breed and color, picture of the animal, prior attack or offense, relocation information, or any other documentation to identify dangerous animal.	15 years, until the animal no longer resides inside the city or county limits, or the animal is no longer alive, whichever earlier.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*HR4850-15	ANIMAL RELATED INVESTIGATION RECORDS	All records that document investigations of animal cruelty, animal abandonment, tethering, dangerous/vicious animal reports, safety of animals in vehicles, and any other similar record that investigates animal related issues.	3 years.	<b>Retention Note:</b> 1) If records include investigations of bites by animals, see HR4850-02.  2) If investigation results in a civil case, refer to applicable civil case file records in Local Schedule CC, DC, LC, or PS4125-05.
*HR4850-16	DECEASED ANIMAL REMOVAL RECORDS	Records that document the removal of deceased animals from public areas.	1 year.	
*HR4850-17	WILDLIFE OR LIVESTOCK CONTROL RECORDS	Records that document the trapping of wildlife or controlling of livestock on roadways or other public areas. Might include date, time, location, and details.	1 year.	
*HR4850-18	SMALL ANIMAL QUARANTINE AGREEMENT FORMS	Records that document the agreement of terms from animal owners of their responsibility to pay for the quarantine services provided to their animal and acknowledgement of other services provided.	Release from quarantine or euthanization of animal + 2 years.	<b>Retention Note:</b> If records include livestock quarantines, see CC1475-11 Livestock Quarantine Records.

## PART 6: RECORDS OF THE COUNTY INSPECTOR OF HIDES AND ANIMALS

**Retention Note:** Proposition 10, as submitted by House Joint Resolution No. 69 (effective December 4, 2007) and House Bill 328 of the 81<sup>st</sup> Legislative Session (effective May 19, 2009) officially abolished the constitutional authority for the office of county inspector of hides and animals. The retention periods in this part are now binding on the county clerk or any other current custodian of the records of a defunct office of the inspector of hides and animals. This part should also be used in determining the disposition of any extant records of the office of the county inspector of sheep, which was abolished in 1915.

Record Number	Record Title	Record Description	Retention Period	Remarks
HR4875-01	AUCTION RECORD	Record and account of proceeds from the sale at public auction of hides and animals seized and condemned by court order.	1 year after deposit of sale funds.	
HR4875-02	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.	

Record Number	Record Title	Record Description	Retention Period	Remarks
HR4875-03	FEE BOOK	Account of fees received for the inspection of hides and animals and for the authentication and acknowledgment of bills of sale.	FE + 5 years.	
*HR4875-04	INSPECTION RECORD	Record of inspection of each animal or hide sold in the county, leaving the county for sale or shipment, driven in the county for slaughter, slaughtered, or for other reasons as provided by law.	PERMANENT.	
HR4875-05	MARKS AND BRANDS RECORD	Certified copies provided by the county clerk of recorded marks and brands in the county and persons authorized to gather, drive, or handle stock bearing each brand or mark, including subsequent notations of the sale of animals bearing the recorded brands.	PERMANENT.	

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