



# TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

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## LOCAL SCHEDULE DC (Revised Third Edition)

### RETENTION SCHEDULE FOR RECORDS OF DISTRICT CLERKS

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

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

## INTRODUCTION

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

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

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

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 third edition of Local Schedule DC 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 or remarks concerning the record. An asterisk is not used to indicate minor amendments to grammar or punctuation.

### **ABBREVIATIONS USED IN THIS SCHEDULE**

AR - After release, replacement, termination, or cancellation of the instrument; or if recorded, of all instruments in volume

AV - As long as administratively valuable

FE - Fiscal year end

US - Until superseded

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## RECORDS OF DISTRICT CLERKS

**RETENTION NOTES:** (a) SCOPE OF THIS PART - In some counties, the district clerk, by law, serves either as the exclusive clerk to one or more statutory county courts, as clerk in cases concerning family law only, or as clerk in cases concerning family law and in civil and/or criminal cases in which the court has concurrent jurisdiction with district courts. The district clerk must follow the minimum retention periods in Local Schedule CC (Records of County Clerks) for records of any county court at law to which he or she is clerk that are not covered in this schedule. The district clerk must follow the retention periods in this volume for records relating to family law matters heard in a county court at law to which he is clerk.

(b) MEANING OF FINAL JUDGMENT - For retention dating purposes, the use of the term "final judgment" in retention periods, unless otherwise qualified, means:

(1) Civil and Family Law Cases - From the date judgment signed in a district court or the court of jurisdiction if a foreign judgment; or if new trial or further proceedings granted on motion or mandated on appeal, from date judgment rendered and signed in new trial or further proceedings; or if appealed and judgment of trial court affirmed, modified, or rendered as it should have been rendered, or appeal dismissed, from date mandate or notice of dismissal received from appeals court; whichever applicable.

(2) Criminal Cases - From the date judgment signed in a district court; or if new trial or further proceedings granted on motion or mandated by reversal on appeal, from date judgment rendered and signed in new trial or further proceedings; or if appealed and judgment of trial court affirmed or judgment of acquittal issued or appeal dismissed, from date mandate or notice of dismissal received from appeals court; whichever applicable.

(3) Juvenile Cases - State laws provide that appeals from decisions in these types of hearings shall be governed by the Rules of Civil Procedure and the Rules of Appellate Procedure, and the dating of final judgment should follow the guidelines set out in (b)(1) above.

(c) HISTORIC COURT RECORDS RETENTION REQUIREMENTS - Notwithstanding the retention periods set down in this schedule, the following records must be retained **PERMANENTLY**:

- 1) all case papers dated 1950 or earlier and trial dockets containing entries dated 1950 or earlier;
- 2) case papers and trial dockets from any period if the minutes of the case have been lost or destroyed; and
- 3) case papers in a case from any period that, because of its notoriety or significance, might possess enduring value.

(d) FINGERPRINTS - Code of Criminal Procedure, art. 38.33, requires that the fingerprint of a person convicted of a Class A misdemeanor or a felony be placed on the judgment or docket sheet. The fingerprint is meant to serve as an aid to the identification of a person for use as evidence of prior convictions. The amended article applies only to convictions had on or after 1 September 1987. Because of the long retention periods set for the various records concerning felony cases in this section, this note is concerned only with **misdemeanor** records in district courts.

If the fingerprint appears on a misdemeanor judgment sheet or an order for probation that is incorporated directly into the Criminal Minutes [2125-08] or the District Court Minutes [2150-07] none of the retention periods listed in this manual is affected, but if the only copy of the fingerprint appears on a document in either of the following two categories, then the document must be retained 20 years after final judgment or after last entry as applicable.

Category 1 - On a misdemeanor docket sheet in the Criminal Docket [2125-06] or the Criminal File Docket - Type IV [2125-07], or on a separate docket sheet filed with the Criminal Case Papers [2125-05].

Category 2 - On a misdemeanor judgment or an order for probation filed with the Criminal Case Papers [2125-05] and not directly incorporated into the Criminal Minutes [2125-08] or the District Court Minutes [2150-07].

The 20-year retention required for documents in Categories 1 and 2 applies only to those documents or portions of a docket, judgment, or order created on or after 1 September 1987 and containing the only copy of the fingerprints of convicted persons. It does not apply to any documents in the same categories created on or before 31 August 1987.

(e) RETENTION OF CIVIL EXHIBITS AND DEPOSITIONS - Exhibits and depositions in civil cases must be retained and disposed of in accordance with the following orders of the Texas Supreme Court, unless a county has obtained a modified order from the Supreme Court amending the procedure for that county.

(1) Exhibits: In compliance with the provisions of Texas Rules of Civil Procedure 14b, the Supreme Court hereby directs that exhibits offered or admitted into evidence shall be retained and disposed of by the clerk of the court in which the exhibits are filed upon the following basis.

This order shall apply only to: (1) those cases in which judgment has been rendered on service of process by publication and in which no motion for new trial was filed within two years after judgment was signed; and, (2) all other cases in which judgment has been signed for one year and in which no appeal was perfected or in which a perfected appeal was dismissed or concluded by a final judgment as to all parties and the issuance of the appellate court's mandate such that the case is no longer pending on appeal or in the trial court.

The party who offered an exhibit may withdraw it from the clerk's office within thirty days of the later of (1) a case becoming subject to this order, or (2) the effective date of this order. The clerk, unless otherwise directed by the court, may dispose of any exhibits remaining after such time period.

The order was effective June 2005.

(2) Deposition Transcripts and Depositions Upon Written Questions: In compliance with the provisions of Rule 191.4(e), Texas Rules of Civil Procedure, the Supreme Court hereby directs that deposition transcripts and depositions upon written questions be retained and disposed of by the clerk of the court in which the same are filed upon the following basis.

This order shall apply only to: (1) those cases in which judgment has been rendered on service of process by publication and in which no motion for new trial was filed within two years after judgment was signed; and, (2) all other cases in which judgment has been signed for one year and in which no appeal was perfected or in which a perfected appeal was dismissed or concluded by a final judgment as to all parties and the issuance of the appellate court's mandate such that the case is no longer pending on appeal or in the trial court.

The party who offered a deposition transcript or deposition upon written questions may withdraw it from the clerk's office within thirty days of the later of (1) a case becoming subject to his order, or (2) the effective date of this order. The clerk, unless otherwise directed by the court, may dispose of any deposition transcript or deposition upon written questions remaining after such time period.

The order was effective June 1, 2005.

\* (f) RETENTION OF CRIMINAL EXHIBITS - Exhibits in criminal cases in which a person was convicted must be retained and disposed of in accordance with the following provisions of the Code of Criminal Procedure, art. 2.21:

(1) To be eligible for disposal the exhibit must not be contraband or a firearm, must not have been ordered by the court to be returned to its owner, must not contain biological material (see paragraph 5 of this note), and is not an exhibit in another pending criminal action.

(2) An eligible exhibit may be disposed of on or after the first anniversary of the date on which a conviction becomes final in the case, if the case is a misdemeanor or a felony for which the sentence imposed by the court is five years or less; or on or after the second anniversary of the date on which a conviction becomes final in the case, if the case is a non-capital felony for which the sentence imposed by the court is greater than 5 years.

(3) Prior to disposal, county and district clerks in a county with a population of less than 1.7 million must provide written notice by mail to the attorney representing the state and the attorney representing the defendant of the intent to dispose. If a request for return is not received from either attorney before the 31st day after the date of notice, the clerk may dispose of the exhibit.

(4) County and district clerks in a county with a population of 1.7 million or more may dispose of an eligible exhibit on the date provided in (2) if on that date the clerk has not received a request for the exhibit from either the attorney representing the state or the attorney representing the defendant.

(5) If the exhibit contains biological material:

(a) In a criminal case in which a defendant is convicted, the attorney representing the state, a clerk, or any other officer in possession of evidence described by Subsection

(b) shall ensure the preservation of the evidence.

(b) This article applies to evidence that: (1) was in the possession of the state during the prosecution of the case; and

(2) at the time of conviction was known to contain biological material that if subjected to scientific testing would more likely than not:

(A) establish the identity of the person committing the offense; or

(B) exclude a person from the group of persons who could have committed the offense.

(c) Except as provided by Subsection (d), material required to be preserved under this article must be preserved:

(1) until the inmate is executed, dies, or is released on parole, if the defendant was convicted of a capital felony; or

(2) until the defendant dies, completes the defendant's sentence, or is released on parole or mandatory supervision, if the defendant is sentenced to a term of confinement or imprisonment.

(d) The attorney representing the state, clerk, or other officer in possession of evidence described by Subsection (b) may destroy the evidence, but only if the attorney,

clerk, or officer by mail notifies the defendant, the last attorney of record for the defendant, and the convicting court of the decision to destroy the evidence and a

written objection is not received by the attorney, clerk, or officer from the defendant, attorney of record, or court before the 91st day after the later of the following dates:

(1) the date on which the attorney representing the state, clerk, or other officer receives proof that the defendant received notice of the planned destruction of evidence; or

(2) the date on which notice of the planned destruction of evidence is mailed to the last attorney of record for the defendant.



## PART 1: CIVIL CASE RECORDS

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2025-01	APPEARANCE DOCKET (CALL DOCKET)	Docket books or sheets of civil suits filed in a district court used to call cases on appearance day.	3 years.	
DC2025-02	CIVIL BAR DOCKET	Docket books or sheets of civil suits filed for the use of attorneys.	AV.	
DC2025-03	CIVIL CASE PAPERS	Documents relating to civil proceedings (including pre-trial, preliminary, or interlocutory proceedings or hearings) and of scire facias and ancillary civil proceedings, except condemnation, family law, and juvenile delinquency cases, heard or received as a foreign judgment.		
DC2025-03a	CIVIL CASE PAPERS	<p>Cases dismissed on motion of plaintiff, for want of prosecution, or for other reasons within the court's power.</p> <p>(1) Case papers dated 1950 or earlier.</p> <p>(2) Case papers dated after 1950.</p>	<p>PERMANENT</p> <p>Dismissal + 3 years.</p>	<p><b>Retention Note:</b> Prior to disposal civil case papers dated after 1950 must be appraised by the district clerk for historical value and those determined by the clerk to merit retention for historical reasons must be retained <b>PERMANENTLY</b>. Some civil case papers may merit permanent retention because they provide significant documentation of the history of the local community or the state.</p> <p>District clerks should consult with local historical or genealogical societies or other knowledgeable persons in the county to assist with the appraisal.</p>
*DC2025-03b	CIVIL CASE PAPERS	All other case papers.		<p><b>Retention Note:</b> Prior to disposal civil case papers dated after 1950 must be appraised by the district clerk for historical value and those determined by the clerk to merit retention for historical reasons must be retained <b>PERMANENTLY</b>. Some civil case papers may merit permanent</p>

Record Number	Record Title	Record Description	Total Retention	Remarks
		<p>(1) Case papers dated 1950 or earlier.</p> <p>(2) Case papers dated after 1950.</p>	<p>PERMANENT.</p> <p>Final judgment + 20 years or, if applicable to the case, 12 years from date judgment revived, whichever longer, provided that at the time of disposal (1) no discovery proceedings are underway in the case and (2) the judgment and mandate (if applicable) have been entered of record in a permanent minute book of the court.</p> <p>See retention note (c) on page 5.</p>	<p>retention because they provide significant documentation of the history of the local community or the state.</p> <p>District clerks should consult with local historical or genealogical societies or other knowledgeable persons in the county to assist with the appraisal.</p>

Record Number	Record Title	Record Description	Total Retention	Remarks
*DC2025-03c	CIVIL CASE PAPERS	Exhibits and depositions.	See retention notes (c) on page 5 and (e) on page 6.	<p><b>Retention Note:</b> Prior to disposal exhibits and depositions dated after 1950 must be appraised by the district clerk for historical value and those determined by the clerk to merit retention for historical reasons must be retained <b>PERMANENTLY</b>. Some civil case papers may merit permanent retention because they provide significant documentation of the history of the local community or the state.</p> <p>District clerks should consult with local historical or genealogical societies or other knowledgeable persons in the county to assist with the appraisal.</p>
DC2025-03d	CIVIL CASE PAPERS	Bills of cost under both (a) and (b).	FE of final payment + 3 years.	
*DC2025-03e	CIVIL CASE PAPERS	Clerk's Record (formerly called transcripts) and Court Reporter Record (formerly called statements of fact) from the district court on appeal.	AV.	<p><b>Retention Note:</b> Prior to disposal, civil case papers, dated after 1950, must be appraised by the district clerk for historical value and those determined by the clerk to merit retention for historical reasons must be retained <b>PERMANENTLY</b>. Some civil case papers may merit permanent retention because they provide significant documentation of the history of the local community or the state.</p> <p>District clerks should consult with local historical or genealogical societies or other knowledgeable persons in the county to assist with the appraisal.</p>
DC2025-03f	CIVIL CASE PAPERS	Citations, waivers of citation, subpoenas, witness attachments, returns, and applications for such process.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Total Retention</b>	<b>Remarks</b>
DC2025-03g	CIVIL CASE PAPERS	Appeal, cost, supersedeas, or similar surety bonds or certificates of deposit or affidavits in lieu thereof.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	
DC2025-04	CIVIL DOCKET (CIVIL DOCKET-DISPOSED)		PERMANENT.	
DC2025-05	CIVIL FILE DOCKET (CIVIL DOCKET-PENDING)	Original entry docket books or sheets of civil cases.		
DC2025-05a	CIVIL FILE DOCKET (CIVIL DOCKET-PENDING)	TYPE I - File docket, which does not contain an account of fees due, whose contents are transcribed into a docket of disposed cases after adjudication.	AV after transcription.	
DC2025-05b	CIVIL FILE DOCKET (CIVIL DOCKET-PENDING)	TYPE II - File docket, which does contain an account of fees due, whose contents, except those relating to fees, are transcribed into a docket of disposed cases after adjudication.	PE + 5 years.	
DC2025-05c	CIVIL FILE DOCKET (CIVIL DOCKET-PENDING)	TYPE III - Non-transferred sheets of a file docket, which does not contain an account of fees due, whose sheets are transferred to a docket of disposed cases as the case moves from pending to disposed.	3 years.	
DC2025-05d	CIVIL FILE DOCKET (CIVIL DOCKET-PENDING)	TYPE IV - File docket, which may or may not contain an account of fees due, whose contents are not transcribed or whose sheets are not transferred, but which serves as a combination pending and disposed docket.	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26
DC2025-06	CIVIL MINUTES		PERMANENT.	
DC2025-07	CONDEMNATION CASE PAPERS (EMINENT DOMAIN CASE PAPERS)			
DC2025-07a	CONDEMNATION CASE PAPERS (EMINENT DOMAIN CASE PAPERS)	Cases dismissed on motion of plaintiff, for want of prosecution, or for other reasons within the court's power.	Dismissal + 3 years.	

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2025-07b	CONDEMNATION CASE PAPERS (EMINENT DOMAIN CASE PAPERS)	All other cases.	See retention note.	<b>Retention Note:</b> Condemnation case papers must be retained for 10 years after entry of judgment approving award of special commissioners on the minutes of the court in the absence of objection or after final judgment rendered or proceedings otherwise terminated in court in trial of the cause, whichever applicable, except if suit is dismissed on motion of condemnor, the award of the special commissioners must be retained <b>PERMANENTLY</b> or, if it is entered of record in any subsequent suit, until the expiration of the retention period applicable to the records of that suit, whichever sooner.
*DC2025-07c	CONDEMNATION CASE PAPERS (EMINENT DOMAIN CASE PAPERS)	Exhibits and depositions.	See retention note (e) on page 6.	
DC2025-07d	CONDEMNATION CASE PAPERS (EMINENT DOMAIN CASE PAPERS)	Bills of cost under both (a) and (b).	FE of final payment + 3 years.	
DC2025-07e	CONDEMNATION CASE PAPERS (EMINENT DOMAIN CASE PAPERS)	Citations, waivers of citation, subpoenas, witness attachments, returns, and applications for such process	3 years after final judgment rendered or proceedings otherwise terminated in the case.	
DC2025-07f	CONDEMNATION CASE PAPERS (EMINENT DOMAIN CASE PAPERS)	Appeal, cost, supersedeas, or similar surety bonds or certificates of deposit or affidavits in lieu thereof.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	
DC2025-08	JURY DOCKET (JURY TRIAL DOCKET)	Docket books or sheets of civil suits in which juries have been requested.	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.

Record Number	Record Title	Record Description	Total Retention	Remarks
*DC2025-09	SUBPOENAS	Stub books, copies, or recorded copies of civil subpoenas issued.	5 years.	

## PART 2: TAX SUIT RECORDS

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2050-01	CIVIL BAR DOCKET	Docket books or sheets of delinquent tax suits filed for the use of attorneys.	AV.	
DC2050-02	DELINQUENT TAX CASE PAPERS	Documents relating to delinquent tax cases.	Follow retention periods for Civil Case Papers [DC2025-03].	
DC2050-03	DELINQUENT TAX DOCKET (DELINQUENT TAX DOCKET-DISPOSED)		PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
DC2050-04	DELINQUENT TAX FILE DOCKET (DELINQUENT TAX DOCKET-PENDING)	Original entry docket books or sheets of delinquent tax cases.	Follow retention periods for Civil File Docket [DC2025-05].	
DC2050-05	DELINQUENT TAX MINUTES		PERMANENT.	
DC2050-06	ORDER OF SALE RECORD (ORDER OF SALE DOCKET)		PERMANENT.	

## PART 3: FAMILY LAW CASE RECORDS

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2075-01	ADOPTION CASE PAPERS	Documents relating to adoption, annulment of adoption, and revocation of adoption proceedings.		
DC2075-01a	ADOPTION CASE PAPERS	Cases dismissed on motion of petitioner, for want of prosecution, or for other reasons within the court's power.	Dismissal + 3 years.	
DC2075-01b	ADOPTION CASE PAPERS	All other cases.	PERMANENT.	

Record Number	Record Title	Record Description	Total Retention	Remarks
*DC2075-01c	ADOPTION CASE PAPERS	Exhibits and depositions.	See retention note (e) on page 6.	
DC2075-01d	ADOPTION CASE PAPERS	Bills of cost under both (a) and (b).	FE of final payment + 3 years.	
DC2075-01e	ADOPTION CASE PAPERS	Citations, waivers of citation, subpoenas, witness attachments, returns, and applications for such process.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	
DC2075-01f	ADOPTION CASE PAPERS	Appeal, cost, supersedeas, or similar surety bonds or certificates of deposit or affidavits in lieu thereof.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	
DC2075-02	ADOPTION DOCKET (ADOPTION DOCKET-DISPOSED)		PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
DC2075-03	ADOPTION FILE DOCKET (ADOPTION DOCKET-PENDING)	Original entry docket books or sheets of adoption, annulment of adoption, and revocation of adoption cases.	Follow retention periods for Civil File Docket [DC2025-05].	
DC2075-04	ADOPTION MINUTES (ADOPTION RECORD)		PERMANENT.	
DC2075-05	CHILD SUPPORT CASE PAPERS	Documents relating to proceedings involving child support, the enforcement of child support, or custody of a child.		
DC2075-05a	CHILD SUPPORT CASE PAPERS	Cases dismissed on motion of petitioner, for want of prosecution, or for other reasons within the court's power.	Dismissal + 3 years.	
DC2075-05b	CHILD SUPPORT CASE PAPERS	All other cases.	See retention note.	<b>Retention Note:</b> Final judgment + 20 years or 3 years after date on which child support obligation ends pursuant to decree of order, whichever later; <b>except</b> if a judgment is rendered against obligor for arrearages, follow the retention period for Civil Case Papers [DC2025-03(b)].

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Total Retention</b>	<b>Remarks</b>
*DC2075-05c	CHILD SUPPORT CASE PAPERS	Exhibits and depositions.	See retention note (e) on page 6.	
DC2075-05d	CHILD SUPPORT CASE PAPERS	Bills of cost under both (a) and (b).	FE of final payment + 3 years.	
DC2075-05e	CHILD SUPPORT CASE PAPERS	Citations, waivers of citation, subpoenas, witness attachments, returns, and applications for such process.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	
DC2075-05f	CHILD SUPPORT CASE PAPERS	Appeal, cost, supersedeas, or similar surety bonds or certificates of deposit or affidavits in lieu thereof.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	
DC2075-06	CHILD SUPPORT DOCKET (CHILD SUPPORT DOCKET-DISPOSED)		PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
DC2075-07	CHILD SUPPORT FILE DOCKET	Original entry docket books or sheets of cases involving child support, enforcement of child support, or custody of a child.	Follow retention periods for Civil File Docket [DC2025-05].	
DC2075-08	CHILD SUPPORT MINUTES		PERMANENT.	
DC2075-09	COMMUNITY PROPERTY MANAGEMENT PETITIONS	Ex parte petitions of one spouse for the sole management of community property or the sale without joinder of homesteads.		
DC2075-09a	COMMUNITY PROPERTY MANAGEMENT PETITIONS	Granted petitions.	PERMANENT.	
DC2075-09b	COMMUNITY PROPERTY MANAGEMENT PETITIONS	Denied petitions.	10 years.	
DC2075-10	DIVORCE CASE PAPERS	Documents relating to divorce or annulment suits.		
DC2075-10a	DIVORCE CASE PAPERS	Cases dismissed on motion of petitioner, for want of prosecution, or for other reasons within the court's power.	Dismissal + 3 years.	



<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Total Retention</b>	<b>Remarks</b>
DC2075-10b	<b>DIVORCE CASE PAPERS</b>	Cases in which a final decree is rendered.  (1) Custody or support of a minor child is not at issue.  (2) Custody or support of minor child is at issue.	Follow retention period for Civil Case Papers [DC2025-03b].  Follow retention period for Child Support Case Papers [DC2075-05b].	
DC2075-10c	<b>DIVORCE CASE PAPERS</b>	Cases in which petition for divorce or annulment denied.	Final judgment + 10 years.	
*DC2075-10d	<b>DIVORCE CASE PAPERS</b>	Exhibits and depositions.	See retention note (e) on page 6.	
DC2075-10e	<b>DIVORCE CASE PAPERS</b>	Bills of cost under both (a) and (b).	FE of final payment + 3 years.	
DC2075-10f	<b>DIVORCE CASE PAPERS</b>	Citations, waivers of citation, subpoenas, witness attachments, returns, and applications for such process.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	
DC2075-10g	<b>DIVORCE CASE PAPERS</b>	Appeal, cost, supersedeas, or similar surety bonds or certificates of deposit or affidavits in lieu thereof.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	
DC2075-11	<b>DIVORCE DOCKET (DIVORCE DOCKET-DISPOSED)</b>		PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
DC2075-12	<b>DIVORCE FILE DOCKET (DIVORCE DOCKET-PENDING)</b>	Original entry docket books or sheets of divorce and annulment suits.	Follow retention periods for Civil File Docket [DC2025-05].	
DC2075-13	<b>DIVORCE MINUTES</b>		PERMANENT.	
DC2075-14	<b>NAME CHANGE PETITIONS</b>			
DC2075-14a	<b>NAME CHANGE PETITIONS</b>	Granted petitions.	PERMANENT.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Total Retention</b>	<b>Remarks</b>
DC2075-14b	NAME CHANGE PETITIONS	Denied petitions.	10 years.	
DC2075-15	NEGLECTED CHILDREN CASE PAPERS (CHILD WELFARE CASE PAPERS)	Documents relating to proceedings involving neglected, abandoned, and abused children.	Follow retention periods for Child Support Case Papers [DC2075-05].	
DC2075-16	NEGLECTED CHILDREN DOCKET (NEGLECTED CHILDREN DOCKET-DISPOSED)		PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
DC2075-17	NEGLECTED CHILDREN FILE DOCKET (CHILD WELFARE FILE DOCKET)	Original entry docket books or sheets of cases involving neglected, abandoned, or abused children.	Follow retention periods for Civil File Docket [DC2025-05].	
DC2075-18	NEGLECTED CHILDREN MINUTES (CHILD WELFARE MINUTES)		PERMANENT.	
DC2075-19	STATE CUSTODY DECREE RECORDS	Certified copies of out-of-state custody decrees, including any correspondence or other documentation concerning the pendency of custody proceedings in other states.	Final judgment + 20 years or 3 years after child support obligations ends by order or decree, whichever later.	
DC2075-20	PATERNITY SUIT CASE PAPERS	Documents relating to proceedings in pre-trial conferences and trials to determine paternity.		
DC2075-20a	PATERNITY SUIT CASE PAPERS	Cases dismissed on motion of petitioner, for want of prosecution, or for other reasons within the court's power.	Dismissal + 3 years.	
DC2075-20b	PATERNITY SUIT CASE PAPERS	Cases in which final judgment is rendered.  (1) Alleged father is determined to be the father of the child.  (2) Alleged father is determined not to be the father of the child.	PERMANENT.  Final judgment + 10 years.	
*DC2075-20c	PATERNITY SUIT CASE PAPERS	Exhibits and depositions.	See retention note (e) on page 6.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Total Retention</b>	<b>Remarks</b>
DC2075-20d	PATERNITY SUIT CASE PAPERS	Bills of cost under both (a) and (b).	FE of final payment + 3 years.	
DC2075-20e	PATERNITY SUIT CASE PAPERS	Citations, waivers of citation, subpoenas, witness attachments, returns, and applications for such process.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	
DC2075-20f	PATERNITY SUIT CASE PAPERS	Appeal, cost, supersedeas, or similar surety bonds or certificates of deposit or affidavits in lieu thereof.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	
DC2075-21	REMOVAL OF DISABILITIES PETITIONS	Ex parte petitions for the removal of the disabilities of minority.	10 years.	
DC2075-22	VOLUNTARY LEGITIMATION PETITIONS AND STATEMENTS	Ex parte petitions and statements of paternity for the voluntary legitimation of a child.	PERMANENT.	

#### **PART 4: JUVENILE RECORDS**

**Retention Note:** Juvenile court records are subject to sealing under Family Code, Chapter 58, Subchapter C-1. While restricting access to records, sealing does not affect the minimum retention periods in this part nor rescind the authority to lawfully destroy records following the expiration of the retention periods.

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Total Retention</b>	<b>Remarks</b>
2100-01 through 2100-04	WITHDRAWN			
DC2100-05	VIDEO AND AUDIO RECORDINGS OF JUVENILES	Video recordings of juveniles made for non-surveillance purposes.		

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Total Retention</b>	<b>Remarks</b>
*DC2100-05a	<b>VIDEO AND AUDIO RECORDINGS OF JUVENILES</b>	Interactive video recordings of juvenile detention hearings.	Destroy on the date adjudication hearing ends; 91 days after the recording date if the alleged conduct constitutes a misdemeanor; or 120 days after the recording date if the alleged conduct a felony, whichever sooner.	By law – Family Code, Section 54.012(c).
*DC2100-05b	<b>VIDEO AND AUDIO RECORDINGS OF JUVENILES</b>	A recording prepared by a court reporter or an audiovisual recording of a release or transfer hearing required by Texas Family Code §54.11.	Date of final judgment in release hearing + 2 years.	By law – Family Code, Section 54.11(g).
*DC2100-06	<b>ANNUAL JUVENILE REPORTS</b>	Annual statistical reports from a law enforcement agency to an office or official designated by the juvenile board of a county on the number and kind of informal dispositions made.	2 years.	
*DC2100-07 through DC2100-08	[WITHDRAWN]			
*DC2100-09	<b>STATUTORY WARNINGS</b>	Copies of statutory warnings if the district clerk is designated in the guidelines for warning disposition by the juvenile board.	2 years.	
*DC2100-10	<b>JUVENILE CASE PAPERS</b>	Documents relating to juvenile detention, transfer, adjudication, or disposition, including all records transferred to the court by law enforcement or other agencies under sealing orders issued by a court.  Case papers for offenses:  1. The most serious allegation adjudicated was conduct indicating a need for supervision; or the referral or information did not relate to conduct indicating a need for supervision or delinquent conduct and the juvenile court or the court’s staff did not	Until the individual is at least 18 years of age.	By law - Family Code, Section 58.264(b)(1).

Record Number	Record Title	Record Description	Total Retention	Remarks
		<p>take action of the referral or information for that reason.</p> <p>2. The most serious allegation adjudicated was delinquent conduct that violated a penal law of the grade of misdemeanor; or the most serious allegation was delinquent conduct that violated a penal law of the grade of misdemeanor or felony and there was not an adjudication.</p> <p>3. The most serious allegation adjudicated was delinquent conduct that violated a penal law of the grade of felony.</p> <p>4. If the juvenile was tried as an adult or was adjudged delinquent based on the violation of a penal law of the grade of felony and was sentenced to the Texas Juvenile Justice Department with a transfer to the Texas Department of Criminal Justice under determinate sentencing procedures.</p>	<p>Until the individual is at least 21 years of age.</p> <p>Until the individual is at least 31 years of age.</p> <p>Follow the retention periods for item number DC2125-05.</p>	<p>By law - Family Code, Section 58.264(b)(2).</p> <p>By law - Family Code, Section 58.264(b)(3).</p>
*DC2100-11	[WITHDRAWN]			
*DC2100-12	JUVENILE COURT DOCKET	List of juvenile cases awaiting action in the court.	5 years.	
DC2100-13	JUVENILE RECORD (JUVENILE COURT MINUTES)		PERMANENT.	
*DC2100-14	JUVENILE DETENTION REGISTER	Register or roster of juveniles confined to jail or a detention center prior to the conclusion of the disposition hearing.	2 years.	
*DC2100-15	JUVENILE INFORMATION SYSTEMS (LOCAL)	Locally maintained juvenile information databases containing the information required by Family Code, Chapter 58, Subchapter D.	Until electronic records are transferred to and made usable in a new system environment, or the files have met a	<b>Retention Note:</b> Data concerning an individual contained in the database may be deleted as permitted by Family Code §58.307(d).

Record Number	Record Title	Record Description	Total Retention	Remarks
			retention period established in this or other commission schedule, whichever sooner.	
*DC2100-16	[WITHDRAWN]			

### PART 5: CRIMINAL CASE RECORDS

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2125-01	BAIL BOND RECORD	Record of bail or recognizance bonds set or taken.	3 years.	
DC2125-02	BENCH WARRANTS	Stub books or copies of bench warrants issued.	2 years.	
DC2125-03	CAPIASES	Stub books or copies of capiases and summonses issued.	2 years.	
DC2125-04	CRIMINAL BAR DOCKET (STATE BAR DOCKET)	Docket books or sheets of criminal cases filed for the use of attorneys.	AV.	
DC2125-05	CRIMINAL CASE PAPERS	Documents relating to criminal cases, including those concerning habeas corpus and extradition.		
*DC2125-05a	CRIMINAL CASE PAPERS	Misdemeanor cases, including those reduced to misdemeanor under Penal Code, Section 12.44.	Date of dismissal or final judgment + 5 years, as applicable, but see retention note (c) on page 5.	
DC2125-05b	[WITHDRAWN – see DC2125-05a]			
DC2125-05c	CRIMINAL CASE PAPERS	Felony cases in which charges are dismissed or the defendant is found not guilty.	See retention note.	<b>Retention Note:</b> 10 years after dismissal or final judgment, as applicable, except (1) if proceedings are dismissed as the result of the satisfactory completion of a term of probation under deferred adjudication, follow the retention period in (d); or (2) if the defendant is acquitted by reason of insanity follow the retention period in (g).

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2125-05d	CRIMINAL CASE PAPERS	Felony cases in which the sentence (or suspended sentence), term of probation, combined sentence and term of probation, cumulative sentences or terms of probation, or the longest sentence or term of probation of two or more sentences or terms of probation to be served concurrently is more than 2 but less than 20 years.	Final judgment + 25 years.	
DC2125-05e	CRIMINAL CASE PAPERS	Felony cases in which the sentence, cumulative sentences, or the longest sentence of two or more sentences to be served concurrently is more than 20 years, including cases in which the sentence is life imprisonment or the death penalty.	PERMANENT.	
DC2125-05f	CRIMINAL CASE PAPERS	Misdemeanor or felony cases in which proceedings are discontinued for civil commitment proceedings under Section 6, Article 46.02, Code of Criminal Procedure.	See retention note.	<b>Retention Note:</b> If at any time the defendant is found competent to stand trial and proceedings are continued to final judgment, follow the appropriate retention period for adjudicated cases in (a) through (f); if at any time the defendant is discharged by the court or the charges are dismissed and the defendant bound over to a court of appropriate jurisdiction for civil commitment, follow the retention period in (a) or (c), as applicable; or if the defendant is neither found competent to stand trial, discharged by the court, nor are charges against the defendant dismissed preparatory to transfer to an appropriate court for civil commitment, 50 years.
DC2125-05g	CRIMINAL CASE PAPERS	Felony cases in which the defendant is acquitted by reason of insanity and in which the district court retains jurisdiction of the case for civil commitment under Section 4(d), Article 46.03, Code of Criminal Procedure.	See retention note.	<b>Retention Note:</b> If at any time the court finds that the person does not meet the criteria for involuntary commitment, 10 years from date of release; otherwise, 10 years after the death or discharge of the person from a mental health or mental retardation facility, if known, or if not known, 50 years after date of initial order of commitment.

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2125-05h	CRIMINAL CASE PAPERS	Habeas corpus proceedings.	See retention note.	<b>Retention Note:</b> 5 years from issuance or denial of writ in pre-conviction proceedings unless the court issuing the writ is the same court having jurisdiction of the offense with which the applicant is charged, in which case the records should be kept for the same period as the case papers to which they relate. Post-conviction habeas corpus proceedings records should be retained for the same period as the case papers to which they are ancillary, except if the proceedings arise from an extradition demand, the retention period under (i) should be followed.
DC2125-05i	CRIMINAL CASE PAPERS	Extradition proceedings.	Date of decision on extradition demand + 5 years.	
*DC2125-05j	CRIMINAL CASE PAPERS	Exhibits.	See retention note (f) on page 7.	
DC2125-05k	CRIMINAL CASE PAPERS	Bills of cost in criminal cases.	FE of final payment + 5 years.	
*DC2125-05l	CRIMINAL CASE PAPERS	Clerk's Record (formerly called transcripts) and Court Reporter Record (formerly called statements of fact) from the district court on appeal.	Receipt of mandate + 3 years.	
DC2125-05m	CRIMINAL CASE PAPERS	Pre-sentence investigation reports (misdemeanors).	Final judgment + 2 years.	
DC2125-05n	CRIMINAL CASE PAPERS	Pre-sentence investigation reports (felonies).	Final judgment + 10 years.	
*DC2125-05o	CRIMINAL CASE PAPERS	Warrants, capiases, summonses, witness attachments, returns, and applications for such process.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	



<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Total Retention</b>	<b>Remarks</b>
DC2125-05p	CRIMINAL CASE PAPERS	Bail, personal, appeal, peace, cost, and other surety bonds, or certificates of deposit or affidavits in lieu thereof.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	
DC2125-06	CRIMINAL DOCKET (CRIMINAL DOCKET-DISPOSED)			
*DC 2125-06a	CRIMINAL DOCKET (CRIMINAL DOCKET-DISPOSED)	Docket of misdemeanor cases only.	FE + 5 years, but see retention note (c) on page 5.	
DC2125-06b	CRIMINAL DOCKET (CRIMINAL DOCKET-DISPOSED)	Docket of habeas corpus filing only.	5 years.	
DC2125-06c	CRIMINAL DOCKET (CRIMINAL DOCKET-DISPOSED)	All other criminal dockets of disposed cases.	20 years.	
DC2125-07	CRIMINAL FILE DOCKET (CRIMINAL DOCKET-PENDING)	Original entry docket books or sheets of criminal cases.		
DC2125-07a	CRIMINAL FILE DOCKET (CRIMINAL DOCKET-PENDING)	TYPE I - File docket, which does not contain an account of fees due, whose contents are transcribed into a Criminal Docket [2125-06] after adjudication.	AV after transcription.	
DC2125-07b	CRIMINAL FILE DOCKET (CRIMINAL DOCKET-PENDING)	TYPE II - File docket, which does contain an account of fees due, whose contents, except that relating to fees, are transcribed into a Criminal Docket [2125-06] after adjudication.	FE + 5 years.	
DC2125-07c	CRIMINAL FILE DOCKET (CRIMINAL DOCKET-PENDING)	TYPE III - Non-transferred sheets of file docket, which does not contain an account of fees due, whose sheets are transferred to a Criminal Docket [2125-06] as the case moves from pending to disposed.	3 years.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Total Retention</b>	<b>Remarks</b>
DC2125-07d	<b>CRIMINAL FILE DOCKET (CRIMINAL DOCKET-PENDING)</b>	TYPE IV - File docket, which does contain an account of fees due, whose contents are not transcribed or whose sheets are not transferred, but which serves as a combination file docket, criminal docket, and fee book.	Follow retention periods for Criminal Docket [DC2125-06].	
DC2125-08	<b>CRIMINAL MINUTES</b>		PERMANENT.	
DC2125-09	<b>EVIDENCE DOCKET</b>	Docket recording evidentiary material filed in criminal cases.		
DC2125-09a	<b>EVIDENCE DOCKET</b>	If receipt of evidentiary material <b>is</b> also noted in the Criminal File Docket [DC2125-07].	AV.	
DC2125-09b	<b>EVIDENCE DOCKET</b>	If receipt of evidentiary material <b>is not</b> noted in Criminal File Docket [DC2125-07].	Follow retention periods for Criminal File Docket [DC2125-07].	
DC2125-10	<b>EXPUNGED CRIMINAL RECORDS</b>	All criminal records and files, expunged pursuant to court order, transmitted by other agencies to the district clerk or already in his possession, including petitions for expunction, copies of court orders, and return receipts.		
DC2125-10a	<b>EXPUNGED CRIMINAL RECORDS</b>	Expunged records arising from arrests for offenses committed on or before August 31, 1989.	Date of issuance of order + 1 year.	
*DC2125-10b	<b>EXPUNGED CRIMINAL RECORDS</b>	Expunged records arising from arrests for offenses committed on or after September 1, 1989 that are not given to the petitioner.	Must be destroyed not earlier than the 60 <sup>th</sup> day or not later than the first anniversary date of date of issuance of order.	By law - Code of Criminal Procedure, Article 55.02 Section 5(d).
DC2125-11	<b>PROBATION MINUTES</b>		PERMANENT.	
DC2125-12	<b>SEARCH WARRANTS</b>	Search warrants with returns, issued by a district judge, including inventories of property and any other associated documents.		
DC2125-12a	<b>SEARCH WARRANTS</b>	If the judge <b>is not</b> satisfied that there was good ground for the issuance of the warrant.	Date of issuance + 10 years.	

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2125-12b	SEARCH WARRANTS	If the judge is satisfied that there was good ground for the issuance of the warrant.	See retention note.	<b>Retention Note:</b> The warrant, inventory of property, and any other associated documents are forwarded to the clerk of the court having jurisdiction of the case. If transferred to the district clerk, see Examining Trial Case Papers [DC2225-01].
*DC2125-13	SUBPOENAS (CRIMINAL)	Stub books, copies, or recorded copies of subpoenas issued.	5 years.	
DC2125-14	WITNESS ATTACHMENTS	Stub books, copies, or recorded copies of attachment writs issued.	2 years.	
DC2125-15	WITNESS RECORD (WITNESS DOCKET)	Register of witnesses subpoenaed, attached, or recognized in criminal cases.	3 years.	

## PART 6: MULTI-CASE/MULTI-COURT RECORDS

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2150-01	APPEAL RECORD (TRANSCRIPT DOCKET)	Record or register of civil or criminal appealed to a higher court.	AV.	
DC2150-02	ATTORNEYS' ORDER BOOK (CITATION RECORD)	Record of attorneys' requests for the issuance of legal papers.	AV.	
DC2150-03	ATTORNEYS' RECEIPT BOOK	Attorneys' receipts for documents temporarily withdrawn from custody of the court.	AV.	
DC2150-04	DEPOSITION RECORD	Record or register of depositions filed in civil or criminal cases.	AV.	
DC2150-05	DISTRICT COURT DOCKET	Combined form of the Civil Docket [DC2025-04] and the Criminal Docket [DC2125-06].	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
DC2150-06	DISTRICT COURT FILE DOCKET (DISTRICT COURT DOCKET-PENDING)	Original entry docket books or sheets of civil and criminal cases.	Follow retention period for Civil File Docket [DC2025-05].	
DC2150-07	DISTRICT COURT MINUTES (CIVIL AND CRIMINAL MINUTES)		PERMANENT.	

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2150-08	EXECUTION DOCKET	Record of executions issued to enforce judgments rendered in all manner of cases.	PERMANENT.	
DC2150-09	MOTION DOCKET	Docket books or sheets recording motions filed by attorneys.		
DC2150-09a	MOTION DOCKET	Combined civil/criminal motion docket.	PERMANENT.	
DC2150-09b	MOTION DOCKET	Separate civil motion docket.	PERMANENT.	
DC2150-09c	MOTION DOCKET	Separate criminal motion docket.	20 years.	
DC2150-10	PROCESS LOG (DAY BOOK)	Chronological daily log of process and other instruments issued or received.	AV.	
DC2150-11	SCIRE FACIAS DOCKET (BOND FORFEITURE DOCKET)		PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
DC2150-12	SCIRE FACIAS MINUTES (BOND FORFEITURE MINUTES)		PERMANENT.	

## PART 7: MISCELLANEOUS COURT RECORDS

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2175-01	ADMINISTRATIVE ORDERS	Administrative orders issued by a district judge appointing special judges, court reporters, bailiffs, temporary clerks, and other court officers; admitting attorneys to practice before the bar; setting date and time of court sessions; and establishing other matters relating to the administrative functioning of a district court.		
DC2175-01a	ADMINISTRATIVE ORDERS	Original orders that <b>have been</b> recorded in a minute book of the court.	AV.	
DC2175-01b	ADMINISTRATIVE ORDERS	Original orders that <b>have not been</b> recorded in a minute book of the court.	PERMANENT.	
DC2175-02	ATTORNEY GENERAL, REPORTS TO	Copies of periodic reports by district clerk to the attorney general on criminal matters.	AV.	

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2175-03	COURT REPORTER REPORTS	Reports submitted by court reporters to district court on the amount and nature of the business pending in the court reporter's office.	1 year.	
*DC2175-04	COURT REPORTER EXAMINATION RECORDS	Records of competency examinations given to prospective court reporters.	AV.	
DC2175-05	DRUG-RELATED CONVICTIONS, RECORD OF	Copies of lists of persons convicted of a drug-related felony in the county.	AV.	
*DC2175-06	FIRE INQUEST CASE PAPERS	Reports and verdicts of fire inquest juries, testimony of witnesses, and all other documentary evidence relating to fire inquests held by a justice of the peace.	Date of filing with district clerk + 10 years.	<b>Retention Note:</b> Fire inquest case papers entered as evidence in a criminal or civil proceeding should be retained for the same period as the corresponding case papers. See Criminal Case Papers [DC2125-05] and Civil Case Papers [DC2025-03].
DC2175-07	GRIEVANCE COMMITTEE JUDGMENTS	Copies of judgments issued by State Bar grievance committees concerning the disbarment, suspension, or reprimand of attorneys.		
DC2175-07a	GRIEVANCE COMMITTEE JUDGMENTS	Original judgments that <b>have been</b> recorded in a minute book of the court.	AV.	
DC2175-07b	GRIEVANCE COMMITTEE JUDGMENTS	Original judgments that <b>have not been</b> recorded in a minute book of the court.	PERMANENT.	
DC2175-08	INDUSTRIAL ACCIDENT BOARD, NOTICES TO	Copies of notices sent to the Industrial Accident Board notifying the board of the filing of appeals from decisions of the board.	AV.	
DC2175-09	INQUIRY COURT CASE PAPERS	Transcriptions of evidence and other papers arising from a court of inquiry held by a district judge.	10 years.	<b>Retention Note:</b> Any inquiry court case papers transferred to Criminal Case Papers [DC2125-05] as the result of an arrest and prosecution arising from the court of inquiry should be retained for the same period as the appropriate category of Criminal Case Papers.

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2175-10	INQUEST CASE PAPERS	Autopsy reports, testimony of witnesses, laboratory reports, reports of death, and other documentary evidence or summaries of findings relating to inquests held by a justice of the peace.	Date of filing with district clerk + 10 years, but see retention note.	By law - Code of Criminal Procedure, art. 49.15(d)  <b>Retention Note:</b> An order of the district court must be obtained by the district clerk to destroy this record after the expiration of its retention period. Original inquest case papers or summary reports entered as evidence in a criminal or other proceeding should be retained for the same period as the corresponding case papers. See Criminal Case Papers [DC2125-05] and Civil Case Papers [DC2025-03].
DC2175-11	JUDICIAL ADMINISTRATION REPORTS	Reports by district clerk to the county administrative judge or the presiding judge of an administrative judicial region.	AV.	
DC2175-12	MOTOR CARRIER CONVICTIONS, REPORTS OF RECORD OF	Copies of reports to the State Comptroller of fines assessed and collected for violations of the Motor Carrier Act.	AV.	
DC2175-13	SHORTHAND NOTES OF OFFICIAL COURT REPORTERS	Shorthand notes of official court reporters.		
*DC 2175-13a	SHORTHAND NOTES OF OFFICIAL COURT REPORTERS	Notes taken in a criminal case in which a person is convicted and sentenced to a term of more than two years and an appeal is not taken.	Length of sentence or 15 years, whichever sooner, but see retention note.	By rule of court - Rules of Appellate Procedure, Rule 13.6.  <b>Retention Note:</b> Government Code, Section 52.046(a)(4) requires all notes of official court reporters be retained for at least 3 years.
DC2175-13b	SHORTHAND NOTES OF OFFICIAL COURT REPORTERS	Notes in all other manner of cases.	Date notes taken + 3 years.	By law - Government Code, Section 52.046(a)(4).

Record Number	Record Title	Record Description	Total Retention	Remarks
*DC2175-13c	SHORTHAND NOTES OF OFFICIAL COURT REPORTERS	Copies of Clerk's Record (formerly called transcripts) and Court Reporter Record (formerly called statements of fact).	AV.	<b>Retention Note:</b> While the responsibility for preserving notes under (b) lies with the court reporter, reporters may have left office and left their notes with the district clerk or in storage in county buildings. These notes may be disposed of after the expiration of the retention period given. State law also does not require that court reporters retain copies of any Clerk's Record or Court Reporter Record they prepare, but most do so for reference.
DC2175-14	TEXAS JUDICIAL COUNCIL, STATISTICAL REPORTS TO		3 years.	
DC2175-15	TRAFFIC CONVICTION ABSTRACTS	Copies of abstracts submitted to the Department of Public Safety pertaining to traffic violations.	AV.	
DC2175-16	WIRE AND ORAL COMMUNICATIONS INTERCEPTION RECORDS	Sealed sound recordings, applications, and court orders of wire and oral communications interceptions ordered by a district judge.		
DC2175-16a	WIRE AND ORAL COMMUNICATIONS INTERCEPTION RECORDS	Recordings.	Expiration of order or last extension of order, if applicable + 10 years.	By law - Code of Criminal Procedure, art. 18.20(10)(b)
DC2175-16b	WIRE AND ORAL COMMUNICATIONS INTERCEPTION RECORDS	Applications and orders.	Date of sealing + 10 years.	By law - Code of Criminal Procedure, art. 18.20(11).  <b>Retention Note:</b> The destruction of recordings, applications, and orders at the expiration of the retention period for each can be carried out only by order of the judge of competent jurisdiction in each administrative district.

## PART 8: JURY RECORDS

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2200-01	JURY LISTS	Lists of persons chosen for service in district, county, or justice courts or on grand juries, including lists of persons whose service has been postponed and defendants' and plaintiffs' lists.	1 year.	
DC2200-02	JURY TIME BOOK (JURY RECORD)	Record of persons serving on district court juries or grand juries.	FE + 3 years.	
DC2200-03	SPECIAL VENIRE JURY LISTS	Lists of jurors summoned by writs of special venire for capital cases tried in a district court.	5 years.	
DC2200-04	STATEMENTS OF EXEMPTION FROM JURY DUTY	Statements by persons claiming temporary or permanent exemption from jury duty on statutory grounds, including any statements of rescission of such claims.		
DC2200-04a	STATEMENTS OF EXEMPTION FROM JURY DUTY	Statements requesting permanent exemption.	AV after notification sent to tax assessor-collector.	
DC2200-04b	STATEMENTS OF EXEMPTION FROM JURY DUTY	Statements requesting temporary exemption.	1 year.	
*DC2200-05	JUROR QUESTIONNAIRES	Forms completed by jurors reporting for jury duty.		
*DC2200-05a	JUROR QUESTIONNAIRES	For jurors who serve on a jury.	AV, but the e-mail address of a person completing the questionnaire electronically must be purged from the electronic system not later than the 30 <sup>th</sup> day after the date that the county sends the person payment for jury service; or makes donation in lieu of payment.	By law – Government Code, Section 62.0111(c)(1).



<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Total Retention</b>	<b>Remarks</b>
*DC2200-05b	JUROR QUESTIONNAIRES	For jurors who do not serve on a jury.	AV, but the e-mail address of a person completing the questionnaire electronically must be purged from the electronic system not later than the 30 <sup>th</sup> day after the date that the court releases that person from jury service.	

### PART 9: GRAND JURY RECORDS

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Total Retention</b>	<b>Remarks</b>
DC2225-01	EXAMINING TRIAL CASE PAPERS (CRIMINAL COMPLAINT FILES)		5 years.	
DC2225-02	EXAMINING TRIAL RECORD OR REGISTER	Record or register of complaints or examining trial cases referred to the grand jury.	AV.	
DC2225-03	GRAND JURY DOCKET (GRAND JURY MINUTES)		10 years.	
*DC2225-04	GRAND JURY FEE ACCOUNT REPORTS	Annual reports to the district judge by the grand jury on the examination of officers' fee accounts.	AV.	
DC2225-05	GRAND JURY INDICTMENT REPORTS	Reports to the district court by a grand jury showing indictments handed down by the grand jury during its term.	AV.	
DC2225-07	INDICTMENT RECORD OR REGISTER	Register or card file logging indictments returned by grand jury.	AV.	
DC2225-08	JUSTICE COURT DOCKET TRANSCRIPTS	Certified copies of justice court criminal and examining trial dockets filed by justices of the peace.	Date of filing + 1 year.	
*DC2225-09	SUBPOENAS (GRAND JURY)	Stub books, copies, or recorded copies of subpoenas issued.	5 years.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Total Retention</b>	<b>Remarks</b>
DC2225-10	WITNESS RECORD (GRAND JURY)	Register of witnesses subpoenaed, attached, or recognized before a grand jury.	2 years.	
*DC2225-11	LISTS OF POTENTIAL GRAND JURORS (INCLUDING CERTIFICATE INDICATING DATE AND MANNER OF SERVICE BY SHERIFF)		AV after certified copy returned by the Sheriff to the District Clerk and after the District Clerk enters the name of each potential grand juror in the Grand Jury docket if applicable.	

### PART 10: NATURALIZATION RECORDS

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Total Retention</b>	<b>Remarks</b>
DC2250-01	DECLARATION OF INTENTION RECORD	Bound or filed originals or recorded copies of declarations of intention to become citizens filed by aliens	PERMANENT.	
DC2250-02	NATURALIZATION PAPERS	Petitions for naturalization, oaths of allegiance, witness affidavits, and orders granting or denying citizenship submitted by aliens or their witnesses.	PERMANENT.	
DC2250-03	NATURALIZATION RECORD	Proceedings involving naturalization.	PERMANENT.	

## PART 11: ADMINISTRATIVE AND FINANCIAL RECORDS

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2275-01	ACKNOWLEDGMENT RECORD	Record of acknowledgments or proofs of instruments taken by the district clerk as ex-officio notary public.	10 years.	
DC2275-02	ANNUAL FEE REPORTS		AV.	
DC2275-03	APPLICATIONS FOR DEPUTIES	Copies of applications to commissioners court for deputies, assistants, or clerks.	AV.	
DC2275-04	AUDITOR'S REPORTS	Reports of county finances submitted by the county auditor to the district court.		
DC2275-04a	AUDITOR'S REPORTS	Monthly report.	1 year.	
DC2275-04b	AUDITOR'S REPORTS	Annual reports.	3 years.	
DC2275-05	BANKING RECORDS	Bank statements, canceled or digitized images of checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, etc.	FE + 5 years.	
DC2275-06	CASH RECEIPTS	Receipt books or copies of receipts upon payment of fees, fines, or costs in civil, criminal, probate or other cases; or for the deposit of trust funds.		
DC2275-06a	CASH RECEIPTS	Criminal receipts.  (1) If county has auditor.  (2) If county does not have an auditor.	Transferred to auditor when all receipts issued.  FE + 5 years.	By law - Code of Criminal Procedure, Section 103.011.
DC2275-06b	CASH RECEIPTS	All other district court receipts.	FE + 3 years.	
DC2275-07	CHILD SUPPORT PAYMENT LEDGER	Ledger showing the receipt and disbursement of monies from the child support payment fund.	FE + 5 years.	
DC2275-08	CHILD SUPPORT PAYMENT RECORD	Record of child support payments by case.	End of support period + 10 years.	
DC2275-09	COST DEPOSIT RECORD	Records of receipts to and disbursements from monies deposited with the district clerk to cover costs in civil proceedings.	FE + 5 years.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Total Retention</b>	<b>Remarks</b>
DC2275-10	COUNTY AUDITOR, REPORTS TO	Reports not listed elsewhere in this schedule submitted to the county auditor on the receipt or disbursement of county funds or on cash balances in accounts of the district clerk.	AV.	
DC2275-11	COURT REPORTER EXPENSE STATEMENTS	Copies of statements of expenses incurred by court reporters serving outside the county of their residence in a district court serving more than one county or for serving as a substitute reporter in a county other than that in which they are resident.	FE + 3 years.	
DC2275-12	DAILY CASH BOOK OR REPORTS		FE + 3 years.	
DC2275-13	DAILY FILE RECORD	Daily record or register of papers received for filing.	AV.	
DC2275-14	DEPOSIT WARRANTS	Copies of deposit warrants issued by the county clerk or the county treasurer for monies deposited in any funds or accounts of the district clerk.	FE + 3 years.	
DC2275-15	FEE BOOK	Fee books or sheets showing accounts of fees or costs accrued in cases heard in a district court.	FE + 5 years.	
DC2275-17	INDEPENDENT AUDIT REPORTS	Special audit reports of county finances submitted by finance committees or special auditors appointed by a district court.	PERMANENT.	
DC2275-18	JURY CERTIFICATES	Stubs or copies of jury certificates issued.	FE + 3 years.	
DC2275-19	LEGAL OPINIONS	Copies of legal opinions rendered to the district clerk by the county attorney or the district attorney.	AV.	
DC2275-20	MINUTES OF OFFICERS' ACCOUNTS (OFFICERS' FEE BILLS DUE FROM STATE)	Record of proceedings in district court approving expense claims or fees due from the state to various county or district officers for service in district court felony cases, before the grand jury, or in examining trials.	FE + 3 years.	
DC2275-21	MINUTES OF WITNESS ACCOUNTS (WITNESS FEE CLAIMS)	Record of proceedings in district court approving witness fee claims.	FE + 3 years.	
DC 2275-22	MONTHLY EXPENSE REPORTS		AV.	
*DC2275-24	[WITHDRAWN – see GR1000-34]			

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2275-25	PROBATION COLLECTION RECORD (PROBATION FILE RECORD)	Documentation detailing the collection of probation fees.	FE + 5 years.	
*DC2275-26	RECORDS MANAGEMENT RECORDS	Discontinued. See item number 1000-40 in Local Schedule GR.		
DC2275-27	REPORTS OF COLLECTIONS (MONTHLY FEE REPORTS)		AV.	
DC2275-28	TRUST FUND RECORD	Journal, ledger, or similar record of receipts to and disbursements from trust funds.	FE + 5 years.	
*DC2275-29	WITNESS FEE REPORTS	Copies of reports submitted by the district clerk to the State Comptroller listing fee claims for out-county witnesses.	AV.	

## PART 12: BUSINESS AND PROFESSIONAL RECORDS

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2300-01	ATTORNEY LICENSING RECORDS	Applications for license to practice law and reports of committees on applications for license to practice law.	PERMANENT.	
DC2300-02	ATTORNEY RECORD	Register or roster of attorneys licensed by a district court to practice in the county.	PERMANENT.	
DC2300-03	CHIROPODY REGISTER (PODIATRY REGISTER)	Recorded licenses of chiropractors or podiatrists issued by the state.	PERMANENT.	
DC2300-04	CHIROPRACTIC REGISTER	Recorded licenses of chiropractors issued by the state.	PERMANENT.	
DC2300-05	MEDICAL REGISTER	Register of physicians licensed by local boards or the state.	PERMANENT.	
DC2300-06	PHARMACY REGISTER	Register of pharmacists licensed by local boards.	PERMANENT.	
DC2300-07	[WITHDRAWN]			
DC2300-08	VETERINARY REGISTER	Recorded licenses of veterinarians issued by the state.	PERMANENT.	

## PART 13: MISCELLANEOUS RECORDS

Record Number	Record Title	Record Description	Total Retention	Remarks
DC2325-01	<b>BONDS AND DEPUTATIONS OF COUNTY CLERK</b>	Bonds, qualifying oaths, and deputations of county clerks and their deputies.	AR + 5 years.	
DC2325-03	<b>ESTRAY RECORD</b>	Recorded affidavits and bonds of takers-up of estrayed animals, affidavits of appraisal of the animals, and any accompanying reports of the death of estrays or affidavits of ownership of estrays, recorded with the district clerk under the Stock Law of 1874.	PERMANENT.	
DC2325-04	<b>LIQUOR PRESCRIPTIONS AND AFFIDAVITS</b>	Prescriptions, canceled prescriptions, and affidavits by druggists for the sale of liquor for medicinal purposes, for the purchase of liquor from out of state or from wholesalers for importation into prohibition territory and affidavits from clergy for the use of liquor for sacramental purposes.	PERMANENT.	
DC2325-05	<b>MARKS AND BRANDS RECORD</b>	Register of livestock marks and brands and their subsequent sale or transfer, recorded with the district clerk under the Stock Law of 1874.	PERMANENT.	
*DC2325-06	<b>PASSPORT APPLICATION RECORDS</b>	Copies of passport applications and all other records related to the acceptance of such applications.	AV.	
DC2325-07	<b>PRESCRIPTION REGISTER</b>	Register of prescriptions and affidavits received from druggists and clergy for the use of liquor for medicinal or sacramental purposes.	PERMANENT.	
DC2325-08	<b>REGISTERED VOTERS, LISTS OF</b>	Lists or registers of voters qualified to vote.	AV.	
DC2325-09	<b>REPORTS OF LIQUOR SEIZED</b>	Reports of liquor and associated property seized, and copies of receipts issued by the sheriff for goods if liquor or property was seized by officers other than the sheriff.		
*DC2325-09a	<b>REPORTS OF LIQUOR SEIZED</b>	Receipts.	AV.	
*DC2325-09b	<b>REPORTS OF LIQUOR SEIZED</b>	Reports.	PERMANENT.	By law: Alcoholic Beverage Code, Section 103.05(b).

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