



Changes to Local Schedule CC Effective August 14, 2011

Note: The use of an asterisk (*) in the third edition of Local Schedule CC 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. Only the changes to those records series with an asterisk have been included in the list below.

Record Number	Records Series Title	Description of Change
PART 1: COUNTY CLERK AS CLERK TO COMMISSIONERS COURT		
<i>Section 1-1: Records of Proceedings</i>		
CC1100-01	Commissioners Court Agendas	Record description changed to include agendas of the Commissioners Court sitting as a board of equalization, as a board of managers for a hospital district, or sitting as the governing body of any other government entity as required by law.
CC1100-01a	Commissioners Court Agendas – open meetings	Series divided into two sub-series. If the minutes of the meeting describe each matter considered by the Commissioners Court and reference to an agenda is not required, the retention period is 2 years (CC1100-01a(1)). If the minutes do not describe each matter considered by the Commissioners Court and reference to an agenda is required, the retention period is permanent (CC1100-01a(2)).
CC1100-01b	Commissioners Court Agendas – certified agendas of closed meetings	New records series.
CC1100-03	Commissioners Court Minutes	Series now includes audio and videotapes, formerly listed in the schedule as series CC1100-04. Record description changed to include minutes of the Commissioners Court sitting as a board of equalization, as a board of managers for a hospital district, or sitting as the governing body of any other government entity as required by law.
CC1100-03a	Commissioners Court Minutes	New record number [formerly CC1100-03].

– written minutes

CC1100-03b	Commissioners Court Minutes – notes from which minutes are prepared	New record number [formerly CC1100-05].
CC1100-03c(1)	Commissioners Court Minutes – audiovisual recordings of open meetings when minutes are prepared	New record number [formerly CC1100-04(a)(1)].
CC1100-03c(2)	Commissioners Court Minutes – audiovisual recordings of open meetings when minutes are not prepared	New record number [formerly CC1100-04(a)(2)].
CC1100-03d	Commissioners Court Minutes – recordings of closed meetings	New record number [formerly CC1100-04(b)].
CC1100-03e	Commissioners Court Minutes – workshop sessions in which no votes taken, no minutes required	New record number [formerly CC1100-04(c)].
CC1000-03f	Commissioners Court Minutes – supporting documentation	New record number [formerly CC1100-10].
CC1100-04	<i>Series withdrawn</i>	This series (audiovisual recordings of Commissioners Court meetings) was combined with CC1100-03 (written minutes of Commissioners Court meetings). CC1100-04 is now CC1100-03c-e.
CC1100-05	<i>Series withdrawn</i>	This series (notes used to prepare minutes) was combined with CC1100-03 (written minutes of Commissioners Court meetings). CC1100-04 is now CC1100-03b.
CC1100-06a	Commissioners Court Orders and Resolutions	New records series.
CC1100-08	<i>Series withdrawn</i>	This series (Hospital District Board Meetings) was combined with CC1100-03.
CC1100-10	<i>Series withdrawn</i>	This series (supporting documentation) was combined with CC1100-03 (written minutes of Commissioners Court meetings). CC1100-10 is now CC1100-03f.

Section 1-2: Financial Records

CC1125-01	Account of Occupation Tax Receipts	Retention period changed to AV (“as long as administratively valuable”).
CC1125-07d	Bids and Bid Documentation – RFI	New records series.
CC1125-09a	Bonds and Coupons – unsold/undelivered	Citation changed to Government Code, Section 1252.003(d).
CC1125-09b	Bonds and Coupons – canceled and in possession of paying agent	Citation changed to Government Code, Chapter 1302. Retention note revised: “Commissioners courts may contract with the county's depository or another entity that acts as the registrar or paying agent for a county security issued by the county for the destruction of a county security that has been issued and paid by the county provided that a) 1 year has elapsed since the bond or coupon was paid; or b) three months after the date the depository, registrar, or paying agent files a list identifying the county security to be destroyed with the commissioners court or county treasurer.”
CC1125-21	Prisoner Expense Reports	Retention note added; archival review now required.
CC1125-24	Treasurer’s Monthly Reports	Retention period changed to “Until superseded by Treasurer’s Quarterly Reports.”

Section 1-3: Road Records

CC1175-05	Orders of Appointment of Juries of View	Retention period changed to AV (as long as administratively valuable) after submission of report of jury of view.
CC1175-09	Road Minutes	Record series description expanded to include bridges.

Section 1-4: Records of Water Districts

CC1200-08	Levee Improvement District Reclamation Plans	Retention note added; archival review now required.
CC1200-11	TCEQ Orders Concerning Water Districts	Record title changed to reflect re-naming of state agency (formerly Texas Natural Resource Conservation Commission).
CC1200-12	Water Adjudication Case Papers	Record title changed to reflect re-naming of state agency (formerly Texas Natural Resource Conservation Commission).

Section 1-5: Miscellaneous Records

CC1225-06	County Health Officer Reports	Retention note expanded to include a reference to CC1225-31, Tuberculosis Control Board Quarterly Reports.
CC1225-09	County Nurse Monthly Reports	Retention note added; archival review now required.

CC1225-10	Extension and Demonstration Agents' Reports	Retention period increased to permanent .
CC1225-12	Ferry License Applications	Retention period increased to permanent for all ferry license applications, regardless of age of record.
CC1125-18	Quarterly Reports of Livestock Auction Commission Merchants	Citation added: Section 147.041(c), Agriculture Code.
CC1225-27	Scalp Bounty Records	Retention period changed to AV. Archival review now required.
CC1225-30	Tick Eradication Inspection Reports	Retention period increased to permanent .
CC1225-32	Wreck-master Salvage Reports	Retention period increased to permanent for all wreck-master salvage reports, regardless of age of record.

Section 1-6: Records of the County Judge

CC1250-09	Public Information Requests	Record series title changed [formerly "Open Records Requests"]. Series divided into two sub-series according to whether the requested records are exempt from disclosure under the Public Information Act.
CC1250-09a	Public Information Requests – non-exempted records [requests that must be fulfilled]	Retention period changed to "Date request for records fulfilled + 1 year."
CC1250-09b	Public Information Requests – exempt records	Retention period changed to "Date of notification that records requested are exempt from disclosure + 2 years."

PART 2: COUNTY CLERK AS RECORDER

Section 2-1: Property Records

CC1275-13a	Land Office Notices	Retention period increased to "90 days after notation made in Deed Record [CC1275-11]."
------------	---------------------	---

Section 2-2: Mortgage and Lien Records

CC1300-06	Chattel Mortgage Register (Chattel Mortgage Record)	Series divided into two subseries based on date of the record. Subseries CC1300-06a is for records dated 1846-1940, 1945, and 1950. CC1300-06b is for all other records.
CC1300-17	Financing Statements	Citation changed to Section 9.522(a), Business and Commerce Code.

Section 2-3: Birth Records

CC1325-08a	Record of Issuance of Certified Copies or Abstracts of Birth Records	Retention period changed to “3 years from the date issued.”
------------	--	---

Section 2-4: Death Records

CC1325-11	Death Certificates	Record description changed to reflect renaming of state agency (Department of State Health Services).
-----------	--------------------	---

CC1325-12	Notification of Death of Persons Under 55	Record description changed to reflect renaming of state agency (Department of State Health Services).
-----------	---	---

CC1325-18a	Record of Issuance of Certified Copies or Abstracts of Death Records	Retention period changed to “3 years from the date issued.”
------------	--	---

Section 2-5: Marriage Records

CC1325-19	Informal Marriage Records	Series divided into two subseries. The retention period of declarations of informal marriage (CC1325-19b) must now only be kept as long as administratively valuable (AV) per Section 2.404(c), Family Code. Informal Marriage Records (CC1325-19a) must only be kept permanently when they are maintained separately from the Marriage Record.
-----------	---------------------------	---

Retention note for CC1325-19b added: “County clerks are no longer required to retain copies of declarations of informal marriages after recording the marriages and sending copies to the Texas Vital Statistics Office of the Texas Department of State Health Services.”

CC1325-20	Marriage Affidavits	Record description changed: “Affidavits by couples or by third parties that the couples are of age to marry without parental consent; or if one of the parties does not appear, affidavits that the absent party is on active duty as a member of the armed forces of the United States or the state military forces or is confined in a correctional facility, as defined by the Penal Code, Section 1.07.”
-----------	---------------------	--

The following sentence was added to the beginning of the retention note: “County clerks are not required to retain copies of the affidavits, but may have done so in the past.”

CC1325-23	Marriage License Applications	Retention period changed to AV.
-----------	-------------------------------	---------------------------------

Retention note added: “County clerks are not required to retain copies of marriage licenses applications after forwarding the applications to the Texas Vital Statistics Office of the Texas Department of State Health Services ”

CC1325-31a	Parental Consent (or Objection) Forms – records dated 1950 and earlier	“1850” changed to “1950”: all such forms dated 1950 and earlier must be retained permanently.
------------	--	---

Section 2-7: Tax Records

CC1375-02a	Lists of Delinquent and Insolvent Taxpayers – 1950 and earlier	“1884” changed to “1950”: all such lists dated 1950 and earlier must be retained permanently.
CC1375-02b	Lists of Delinquent and Insolvent Taxpayers – 1951 and later	“1885” changed to “1951.” Only lists dated 1951 and later may be destroyed.
CC1375-03	Delinquent Tax Record	Records of this type dated 1950 and earlier must now be retained permanently.
CC1375-04	Delinquent Tax Rolls	Records of this type dated 1950 and earlier must now be retained permanently.
CC1375-10	Reports of Land Sold Under Judgment	Retention period increased to permanent .
CC1375-11	Reports of Land Sold Under Judgment and Redeemed	Retention period increased to permanent .
CC1375-17	Tax Rolls	Retention note added: “If the county tax assessor-collector does not have the original tax or assessment roll for any given year, the County Clerk must retain that tax or assessment roll for that year PERMANENTLY.”

Section 2-8: Bond and Deputation Records

CC1400-03	Bonds and Contracts to Pay Liens and Claims	Citation changed to Chapter 53, Property Code.
-----------	---	--

Section 2-9: Business and Professional Records

CC1425-01	Account Books of Private Businesses and Organizations	Text added to retention note: “Although these records were not required to be filed with county clerks, they should be reviewed for possible historical value before disposal. County clerks should seek the advice of local historical and genealogical groups as part of their review.”
CC1425-04	Assumed Name Register	Retention period increased to permanent .
CC1425-05	Records Relating to the Creation, Operation, and Dissolution of Banks	Retention period changed to AV.
CC1425-07	Cotton Ginners Record	Retention period increased to permanent .
CC1425-09b	Directions to Destroy Military Discharge Record Filed with	New records series.

the County Clerk Before
September 1, 2003.

CC1425-13	Going Out of Business Sale Records	Records may now be destroyed 2 years after the dates on the records rather than 2 years after the date the post-sale inventory is filed.
CC1425-15	Midwife Identification Records	Record description changed to “Includes the midwife roster provided by the Department of State Health Services, copies of current licenses, and/or any other identification forms of midwives licensed by the state.” Retention period changed to “US or 2 years, whichever sooner.”

Section 2-11: Livestock Records

CC1475-11	Livestock Quarantine Records	Retention period increased to permanent .
-----------	------------------------------	--

Section 2-13: Administrative and Financial Records

CC1525-14	Records Destruction Notices	Retention period decreased to 10 years unless they serve as the County’s official file copy, in which case they must still be retained permanently.
-----------	-----------------------------	---

Section 2-14: Miscellaneous Records

CC1550-04	Certificates of Deposit (Receipts) for Wills Filed for Safekeeping	Retention period increased to “return of will + 10 years.”
CC1550-09	Fish, Game and Trapping Licensing Records	Series now includes trapping licensing records.
CC1550-09a	Fish, Game and Trapping Licensing Records – county clerk is not an issuing agent	Retention note added; archival review now required.
CC1550-09b	Fish, Game and Trapping Licensing Records – county clerk is an issuing agent	Retention note added; archival review now required.
CC1550-21	Texas Relief Commission Records	Retention period increased to permanent .
CC1550-25	Air Quality Permit Records	New records series.

PART 3: COUNTY CLERK AS CLERK OF COUNTY COURT

Paragraph (c) in the Part 3 introduction, now with the header “HISTORIC COURT RECORDS RETENTION REQUIREMENTS,” was revised such that “1876” has been replaced with “1950” in paragraph (1). All case papers

dated 1950 or earlier and trial dockets containing entries dated 1950 or earlier must be retained **permanently**.

Paragraph (f) in the Part 3 introduction, with the header “RETENTION OF CRIMINAL EXHIBITS,” was substantially revised. A sub-paragraph addressing the retention and disposition of exhibits containing biological material has been added.

Section 3-1: Civil Case Records

CC1575-03b	Civil Case Papers	Case papers dated 1950 and earlier must be retained permanently. Case papers dated 1951 and later must be reviewed for archival value.
CC1575-03c	Civil Case Papers – Exhibits and Depositions	Archival review required for materials dated 1950 and earlier.
CC1575-03e	Civil Case Papers – Clerk’s Record and Court Reporter Record	Record series title changed [formerly “transcripts and statements of fact”]. Archival review now required for Clerk’s Record and Court Reporter Record dated 1951 and later.
CC1575-07e	Condemnation Case Papers (Eminent Domain Case Papers) – Clerk’s Record and Court Reporter Record	Record series title changed [formerly “transcripts and statements of fact”].
CC1575-09	Subpoenas	Retention period increased to 5 years.

Section 3-2: Criminal Case Records

CC1600-04a	Criminal Case Papers – DWI and DUID case papers	Series merged with CC1600-04b; there is no longer a separate series for DWI and DUID case papers.
CC1600-04e	Criminal Case Papers – Clerk’s Record and Court Reporter Record	Record series title changed [formerly “transcripts and statements of fact”].
CC1600-04g	Criminal Case Papers - Warrants, capiases, summonses, witness attachments, returns, and applications for such process.	Subpoenas removed from record title/description; criminal subpoenas form series CC1600-09.
CC1600-09	Subpoenas (Criminal)	Retention period increased to 5 years.

Section 3-4: Multi-case/Multi-court Records

CC1650-12	Shorthand Notes of Official Court Reporters	Series divided into three subseries; notes for criminal cases now form a separate series, and a third subseries was added for the court reporter’s record.
CC1650-12a	Shorthand Notes of Official	Retention period increased to “Length of sentence or date

	Court Reports – criminal case in which a person is convicted and sentenced to a term of more than two years and an appeal is not taken.	notes taken + 3 years, whichever longer.”
CC1650-12b	Shorthand Notes of Official Court Reports – all other manner of cases	This series now excludes the manner of case described in CC1650-12a.
CC1650-12c	Shorthand Notes of Official Court Reports – Copies of Clerk’s Record and Court Reporter Record	New records series.

Section 3-6: Juvenile Records

Entire Juvenile Records section (CC1700-01 through CC1700-04) replaced with CC1700-05 through CC1700-16 to reflect major revisions in the Family Code.

CC1700-05	Video Recordings (Juvenile Detention Hearings)	New records series.
CC1700-06	Juvenile Delinquency Records (Informal Disposition Cases), Report on	New records series.
CC1700-07	Juvenile Delinquency Records (First Offender Program), Report on	New records series.
CC1700-08	Video Recordings of Requests for Breath Specimen Tests	New records series.
CC1700-09	Juvenile Delinquency Records (Statutory Warnings)	New records series.
CC1700-10a	Juvenile Case Papers – offenses committed on or before 8/31/87	New records series.
CC1700-10b	Juvenile Case Papers – offenses committed between 9/1/87 and 12/31/95	New records series.
CC1700-10c	Juvenile Case Papers – offenses committed on or after 1/1/96	New records series.
CC1700-11a	Fingerprints and Photographs of Juveniles – offenses	New records series.

	committed on or before 8/31/87	
CC1700-11b	Fingerprints and Photographs of Juveniles – offenses committed between 9/1/87 and 12/31/95	New records series.
CC1700-11c	Fingerprints and Photographs of Juveniles – offenses committed on or after 1/1/96	New records series.
CC1700-12	Juvenile Court Docket	New records series.
CC1700-13	Juvenile Record (Juvenile Court Minutes)	New records series.
CC1700-14	Juvenile Detention Register	New records series.
CC1700-15	Juvenile Information Systems (Local)	New records series.
CC1700-16	Audio or Video Tapes of Release Hearings	New records series.

Section 3-7: Records of Commitment and Admission to State Care

CC1725-05	Crippled Children Applications	Retention note added; archival review now required.
CC1725-06	Crippled Children Docket	Retention period increased to permanent .
CC1725-19	Tuberculosis Applications	Retention note added; archival review now required.
CC1725-20	Tuberculosis Docket	Retention period increased to permanent .

PART 6: RECORDS OF THE COUNTY SUPERINTENDENT OF SCHOOLS AND COUNTY BOARDS OF SCHOOL TRUSTEES [ABOLISHED OFFICES AND BOARDS ONLY]

Section 6-1: Records of Proceedings

CC1875-05	Records of School Districts	Retention note revised for clarity: “ Retention Note: Original survey field notes of school district boundaries or of other surveys relating to schools found among the records of the county superintendent of schools may be destroyed at option provided that they have been properly recorded in the Minutes of the County Board of School Trustees [1875-02] or in this record. If they have not been properly recorded in either of those records they should be retained PERMANENTLY.”
-----------	-----------------------------	--

Section 6-5: Personnel Records

Changes to Local Schedule CC
Effective August 14, 2011

CC1975-02a	Personnel Records - Teacher Service Record Card and any similar record...	Retention period changed to AR+75 years. (AR = "After release, replacement, termination, or cancellation of the instrument; or if recorded, of all instruments in volume")
CC1975-02b	Personnel Records – all other records	Retention period changed to AV.
CC1975-03	Registration Cards of School Employees	Retention period changed to AV.