



Changes to Local Schedule DC Effective August 14, 2011

Note: The use of an asterisk (*) in the 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 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
<p>Paragraph (c) of the introduction to Local Schedule DC, now with the header "HISTORIC COURT RECORDS RETENTION REQUIREMENTS" (formerly paragraph (f), PRE-1876 RECORDS AND RETENTION RECOMMENDATIONS), 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.</p>		
<p>Paragraph (f) in the introduction to Local Schedule DC (formerly paragraph (i)), 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.</p>		
<p>PART 1: CIVIL CASE RECORDS</p>		
DC2025-03b	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.
DC2025-03c	Civil Case Papers – Exhibits and Depositions	Archival review required for materials dated 1950 and earlier.
DC2025-03e	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.
DC2025-07c	Condemnation Case Papers (Eminent Domain Case Papers) - Exhibits and Depositions	Reference changed to: “See retention note (e) on page 6” [Title: RETENTION OF CIVIL EXHIBITS AND DEPOSITIONS]. This retention note outlines new instructions for the retention of civil exhibits and depositions, per an order passed in 2005.

Old (superseded) language: *After first giving all attorneys of*

reflect major revisions in the Family Code.

DC2100-05	Video Recordings (Juvenile Detention Hearings)	New records series.
DC2100-06	Juvenile Delinquency Records (Informal Disposition Cases), Report on	New records series.
DC2100-07	Juvenile Delinquency Records (First Offender Program), Report on	New records series.
DC2100-08	Video Recordings of Requests for Breath Specimen Tests	New records series.
DC2100-09	Juvenile Delinquency Records (Statutory Warnings)	New records series.
DC2100-10a	Juvenile Case Papers – offenses committed on or before 8/31/87	New records series.
DC2100-10b	Juvenile Case Papers – offenses committed between 9/1/87 and 12/31/95	New records series.
DC2100-10c	Juvenile Case Papers – offenses committed on or after 1/1/96	New records series.
DC2100-11a	Fingerprints and Photographs of Juveniles – offenses committed on or before 8/31/87	New records series.
DC2100-11b	Fingerprints and Photographs of Juveniles – offenses committed between 9/1/87 and 12/31/95	New records series.
DC2100-11c	Fingerprints and Photographs of Juveniles – offenses committed on or after 1/1/96	New records series.
DC2100-12	Juvenile Court Docket	New records series.
DC2100-13	Juvenile Record (Juvenile Court Minutes)	New records series.

DC2100-14	Juvenile Detention Register	New records series.
DC2100-15	Juvenile Information Systems (Local)	New records series.
DC2100-16	Audio or Video Tapes of Release Hearings	New records series.

PART 5: CRIMINAL CASE RECORDS

Paragraph (f) in the introduction of this schedule, 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.

DC2125-05a	Criminal Case Papers – misdemeanor cases	All case papers of this type are now to be retained “Date of dismissal or final judgment + 5 years, as applicable,” regardless of whether they involve a DWI/DUID.
DC2125-05b	Criminal Case Papers – DWI/DUID	Series withdrawn.
DC2125-05j	Criminal Case Papers – Exhibits	Retention period now references retention note (f) on page 7 (“RETENTION OF CRIMINAL EXHIBITS”). A sub-paragraph addressing the retention and disposition of exhibits containing biological material has been added to that paragraph.
DC2125-05l	Criminal Case Papers – Clerk’s Record and Court Reporter Record from the District Court on appeal	Record series title changed [formerly “transcripts and statements of fact”].
DC2125-05o	Criminal Case Papers - Warrants, capiases, summonses, witness attachments, returns, and applications for such process.	Subpoenas removed from record title/description; criminal subpoenas form series DC2125-13.
DC2125-06a	Criminal Docket (Criminal Docket – Disposed)	Retention period now references retention note (c) on page 5 (“HISTORIC COURT RECORDS RETENTION REQUIREMENTS”). Archival review now required before disposal.
DC2125-10b	Expunged Criminal Records – offenses on or after 9/1/89	Retention period changed to “Must be destroyed not earlier than the 60th day or not later than the first anniversary date of date of issuance of order.” Citation changed to Code of Criminal Procedure, Article 55.02 Section 5(d).
DC2125-13	Subpoenas (Criminal)	Retention period increased to 5 years.

PART 7: MISCELLANEOUS COURT RECORDS

DC2175-04	Court Reporter Examination Records	Retention period changed to AV.
DC2175-06	Fire Inquest Case Papers	In remarks, "other cases" changed to "civil cases."
DC2175-13a	Shorthand Notes of Official Court Reporters – criminal case in which a person is convicted and sentenced to a term of more than two years and an appeal is not taken.	Retention note added regarding the mandatory 3-year minimum retention period for all notes of official court reporters, per Section 52.046(a)(4), Government Code.
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).	Records series title changed; was "Copies of transcripts and statements of fact."

PART 8: JURY RECORDS

DC2200-05	Juror Questionnaires	Based on a 2003 update to the Government Code, Chapter 62, the series is now divided into two subseries according to whether the juror served on a jury and provides instructions for the purging of e-mail addresses per that legislation.
DC2200-05a	Juror Questionnaires – jurors who serve on a jury	Retention period changed to AV, but the e-mail address of a person completing the questionnaire electronically must be purged from the electronic system not later than the 30th day after the date that the county sends the person payment for jury service; or makes donation in lieu of payment. Citation added: Government Code, Section 62.0111(c)(1).
DC2200-05b	Juror Questionnaires – jurors who do not serve on a jury	Retention period changed to AV, but the e-mail address of a person completing the questionnaire electronically must be purged from the electronic system not later than the 30th day after the date that the court releases that person from jury service.

PART 9: GRAND JURY RECORDS

DC2225-04	Grand Jury Fee Account Reports	Retention period changed to AV.
DC2225-09	Subpoenas (Grand Jury)	Retention period increased to 5 years.
DC2225-11	Lists of Potential Grand Jurors (Including Certificate	New records series.

Indicating Date and Manner of
Service by Sheriff)

PART 11: ADMINISTRATIVE AND FINANCIAL RECORDS

DC2275-24	Open Records Requests	Series withdrawn. Use series GR1000-34 for Public Information Requests.
DC2275-26	Records Management Records	Series discontinued. Use series GR1000-40 for Records Management Records.
DC2275-29	Witness Fee Reports	Retention period changed to AV.

PART 13: MISCELLANEOUS RECORDS

DC2325-06	Passport Application Records	Retention period changed to AV.
DC2325-09a	Reports of Liquor Seized - Receipts	Retention period changed to AV.
DC2325-09b	Reports of Liquor Seized – Reports	Citation added: Alcoholic Beverage Code, Chapter 103.05(b).