LOCAL SCHEDULE GR

(Fifth Edition)

RETENTION SCHEDULE FOR RECORDS COMMON TO ALL LOCAL GOVERNMENTS

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

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

INTRODUCTION

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

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

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

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

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

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

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

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

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

Use of Asterisk (*)

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

ABBREVIATIONS USED IN THIS SCHEDULE

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

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PART 1: ADMINISTRATIVE RECORDS

SECTION 1-1: RECORDS OF GOVERNING BODIES

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

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

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

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-03g	**MINUTES**	Supporting documentation - One copy of each document **of any type** submitted to a meeting of a governing body for consideration, approval, or other action; **if** such action is reflected in the minutes of the meeting.	2 years.	**Retention Notes:** a) The retention periods for many of the documents submitted to a governing body for action are established elsewhere in this or other commission schedules and are often longer than the 2-year retention period for supporting documentation set here. The 2-year retention requirement does not override a longer retention requirement set elsewhere, but rather is meant to ensure that **all** documents presented for action by a governing body are retained at least two years. This schedule does not require that supporting documentation be maintained together, but the retention by the clerk or secretary to the governing body of one set of the documents submitted at each meeting (often called "council packets" in municipalities) for two years would ensure satisfaction of the minimum retention requirement. Clerks or secretaries to governing bodies should exercise caution in disposing of supporting documentation to avoid destruction of the record copy of a document for which they are custodian before the expiration of its retention period. b) Review before disposal; some supporting documentation, not already required to be maintained **PERMANENTLY** elsewhere in this or other commission schedules, may merit **PERMANENT** retention for historical reasons.
GR1000-04	**OPEN MEETING NOTICES**		2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
***GR1000-05**	**ORDINANCES, ORDERS, AND RESOLUTIONS**		PERMANENT.	**Retention Note:** Includes ordinances, orders, or resolutions that have been repealed, revoked, or amended.
GR1000-06	**PETITIONS**	Petitions from the public to the governing body or subsidiary boards or commissions of a local government.	Final action on the petition + 2 years.	**Retention Notes:** a) Does not include petitions noted elsewhere in this or other commission schedules or any petition presented to a commissioners court that state law requires a county clerk to record. See Local Schedule CC (Records of County Clerks). b) "Final action" includes a decision to take no further action on a petition.
GR1000-07	**PROCLAMATIONS**		2 years.	
***GR1000-08**	**SPEECHES, PAPERS, AND PRESENTATIONS– ELECTED OFFICIALS**	Notes or text of speeches, papers, presentations or reports delivered in conjunction with government work by elected officials.	End of term in office or termination of service in that position.	**Retention Notes**: a) For speeches, papers, and presentations of other local government staff see GR1000-51. b) Review before disposal; some records may merit **PERMANENT** retention for historical reasons.
***GR1000-09**	**PUBLIC COMMENT FORMS**	Public comment forms, citizen comment forms, registration cards, or other similar documents filled out by members of the public wishing to speak at an open meeting.	2 years.	**Retention Note:** If all information from the public comment form is documented in written minutes of the meeting, the public comment form need only be retained for the retention period listed in GR1000-03b.

SECTION 1-2: GENERAL RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
***GR1000-20**	**ACCIDENT REPORTS**	Reports of accidents to persons on local government property or in any other situation in which a local government could be party to a lawsuit.		**Retention Note:** For reports of work-related injuries and illnesses to employees see GR1050-32.

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

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-22	**ANNEXATION, DISANNEXATION, ABOLITION, AND OTHER JURISDICTIONAL RECORDS**	Records relating to the annexation or disannexation of territory to or from a local government, to its abolition, or to other actions which affect its territorial jurisdiction or service area, including reports, correspondence, records of public hearings, agreements, and similar records.	PERMANENT.	**Retention Note:** A contract or agreement relating to territorial jurisdiction or the delivery of services between two or more governments (e.g., between a city and a county for fire services in an unincorporated area) must be kept for the retention period in item number GR1000-25.
***GR1000-23**	**CHARTERS**	Charters, Articles of Incorporation, Orders of Incorporation, Orders of Change, or other similar documents used to establish or modify the administration of a local government.	PERMANENT.	
***GR1000-24**	**COMPLAINTS**	Complaints received from the public by a governing body or any officer or employee of a local government relating to government employees, policies, etc.	Resolution or dismissal of complaint + 2 years.	**Retention Notes:** a) The 2-year retention period applies only to complaints of a general nature that do not fall into a different category of complaint noted in this or other commission schedules. For example, complaints from the public about potential fire hazards are scheduled in Local Schedule PS (Records of Public Safety Agencies) and have a longer retention period. b) For complaints received from local government employees see GR1050-20.
***GR1000-25**	**CONTRACTS, LEASES, AND AGREEMENTS**	Contracts, leases, and agreements, including reports, correspondence, performance bonds, certificates of liability, and similar records relating to their negotiation, administration, renewal, or termination, **except** construction contracts (see item number GR1075-16).	4 years after the expiration or termination of the instrument according to its terms.	**Retention Note:** Review before disposal; some records of this type may merit **PERMANENT** retention for historical reasons.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-26	**CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES**			**Retention Note:** The minimum retention period for correspondence or internal memoranda in categories (a) and (b) directly linked to another record series or group listed in this or other commission schedules is that assigned to the other group or series. For example, a letter from an external auditor regarding an audit of a local government's financial records should be retained for the retention period given under item number GR1025-01(e); a letter concerning a workers compensation claim should be retained for the period given under item number GR1050-32, etc. The retention periods that follow are for correspondence and internal memoranda that do not readily fall within other record groups.
GR1000-26a	**CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES**	Administrative – Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, modification, or redefinition of the programs, services, or projects of a local government and the administrative regulations, policies, and procedures that govern them. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.	4 years.	**Retention Note:** Review before disposal; some correspondence of this type may merit **PERMANENT** retention for historical reasons.
***GR1000-26b**	**CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES**	General – Incoming/outgoing and internal correspondence pertaining to the regular operation of the policies, programs, services, or projects of a local government. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.	2 years.	**Retention Note**: Records management officers should use caution before disposal of these records to ensure the records should not be classified under administrative correspondence (GR100-26a).

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-26c	**CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES**	Routine - Correspondence and internal memoranda such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.	AV.	
***GR1000-27**	**DEEDS**	Deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and similar records evidencing public ownership of real property.	PERMANENT.	
GR1000-28	**EASEMENTS**	Documentation relating to easements and rights-of-way for public works or other local government purposes, including releases.	PERMANENT.	
***GR1000-29**	**INSURANCE POLICIES**	Liability, theft, fire, health, life, automobile, and other policies for local government property and personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies.	4 years after expiration or termination of the policy according to its terms and all rights granted under it.	
GR1000-30	**LEGAL OPINIONS**	Formal legal opinions rendered by counsel or the Attorney General for a local government, including any written requests for opinions, concerning the governance and administration of a local government.	PERMANENT.	**Retention Note**: For retention of opinions rendered for a Public Information Act Request see GR1000-34. For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26a.

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

Record Number	Record Title	Record Description	Retention Period	Remarks
***GR1000-36**	**PERMITS AND LICENSES**	Records documenting the application for and the issuance of permits and licenses (including certificates of liability and other required documentation) by a local government for sales, solicitation, facility usage, and similar activities. **Does not include** permits and licenses issued for the construction of or alterations to real property, for those relating to health and sanitation, or for those issued by police or fire departments listed in other commission schedules.	Expiration, cancellation, revocation, or denial + 2 years.	
GR1000-37	**PHOTOGRAPHS, IMAGES, RECORDINGS, AND OTHER NON-TEXTUAL MEDIA**	Photographs, photographic scrapbooks, slides, sound recordings, videotapes, posters, and other non-textual media that document the history and activities of a local government or any of its departments, programs, or projects **except** such records noted elsewhere in this or other commission schedules.	AV.	**Retention Note:** Review before disposal, some records may merit **PERMANENT** retention for historical reasons. Local governments should consult with local historical or genealogical societies to assist with the appraisal. **Be certain that photographs and other non-textual media do not fall within other records series. For example, mug shots and photographs of fire damage are listed in Local Schedule PS (Records of Public Safety Agencies) under police and fire department records respectively.**
GR1000-38	**POLICY AND PROCEDURE DOCUMENTATION**	Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing the operations or activities of a local government as a whole or any of its departments, programs, services, or projects.	US, expired, or discontinued + 5 years.	**Retention Note:** Review before disposal; some records may merit **PERMANENT** or long-term retention for historical or legal reasons.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-39	**PUBLICATIONS**	Pamphlets, reports, studies, proposals, and similar material printed by or for a local government or any of its departments, subdivisions, or programs and distributed to or intended for distribution to the public on request and departmental or program newsletters designed for internal distribution.	One copy of each PERMANENT.	**Retention Note:** The following categories of printed material, whether distributed publicly or internally, are exempted from the retention period and may be disposed of at option; (a) educational matter provided by charitable or public awareness organizations (e.g., United Way, American Heart Association); and (b) public service leaflets or flyers whose contents are of a general nature and not specific to the government distributing them, beyond the inclusion of an address, telephone number, office hours, and similar information (e.g., a flyer detailing water conservation tips sent to customers of a municipal water utility; a pamphlet explaining the appraisal review board process sent to taxpayers by an appraisal district).
GR1000-40	**RECORDS MANAGEMENT RECORDS**			
GR1000-40a	**RECORDS MANAGEMENT RECORDS**	Records control schedules (including all successive versions of and amendments to schedules).	US.	**Retention Note**: Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.
***GR1000-40b**	**RECORDS MANAGEMENT RECORDS**	Records documenting the disposition of records under records control schedules, including requests submitted to the Texas State Library and Archives Commission for authorization to destroy unscheduled records or the originals of permanent records that have been microfilmed.	PERMANENT.	
GR1000-40c	**RECORDS MANAGEMENT RECORDS**	Lists or inventories of the active and inactive records created or received by a local government.	US, expired, or discontinued.	

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

Record Number	Record Title	Record Description	Retention Period	Remarks
***GR1000-41a**	**REPORTS AND STUDIES (NON-FISCAL)**	Annual, sub-annual, or irregularly prepared reports, performance audits, or planning studies submitted to the governing body or chief administrative officer of a local government or by the local government to a state agency, as may be required by law or regulation, on the non-fiscal performance of a department, program, or project or for planning purposes, including those prepared by consultants under contract with a local government, **except** documents of similar types noted in this or other commission schedules.		
		(1) Annual reports.	PERMANENT.	
		(2) Special reports or studies prepared by order or request of the governing body or considered by the governing body (as reflected in its minutes) or ordered or requested by a state agency or a court.	PERMANENT.	
		(3) Special reports or studies prepared by order or request of the chief administrative officer.	5 years.	**Retention Note:** Review before disposal; some records may merit **PERMANENT** retention for historical reasons.
		(4) Monthly, bimonthly, quarterly, or semi-annual reports.	3 years.	
		(5) Working papers and raw data used to create any report for (1) and (2) above.	3 years.	
		(6) Working papers and raw data used to create any report for (3) and (4) above.	1 year.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-41b	**REPORTS AND STUDIES (NON-FISCAL)**	Activity reports compiled on a daily or other periodic basis pertaining to workload measures, time studies, number of public contacts, etc., **except** reports of similar types noted in this or other commission schedules.	1 year.	
***GR1000-42**	**WAIVERS OF LIABILITY**	Waivers of liability, including statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies, etc.	3 years from date of cessation of activity for which the waiver was signed.	**Retention Note**: If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports. See item number GR1000-20 in this schedule.
GR1000-43	**CONFLICTS DISCLOSURE STATEMENTS AND CONFLICT OF INTEREST QUESTIONNAIRES**	Conflicts disclosure statements and conflict of interest questionnaires submitted by local government officers or vendors and other persons for filing with a local government in accordance with the requirements of Chapter 176, Local Government Code.	Date of filing + 3 years.	
GR1000-44	**LOCAL GOVERNMENT OFFICERS, LISTS OF**	Lists of local government officers prepared and made available to the public by the local government officer with whom conflicts disclosure statements and conflict of interest questionnaires are filed in accordance with the requirements of Chapter 176, Local Government Code.	US + 1 year.	
GR1000-45	**CALENDARS, APPOINTMENT AND ITINERARY RECORDS**	Calendars, appointment books or programs, and scheduling or itinerary records, purchased with local government funds or maintained by staff during business hours that document appointments, itineraries and other activities of agency officials or employees.	CE + 1 year.	**Retention Note:** A record of this type purchased with personal funds, but used by a public official or employee to document his or her work activities may be a local government record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Texas Attorney General.
GR1000-46	**INSURANCE CLAIMS**	Claims related to liability, theft, fire, health, life, automobile, and other insurance policies.	Settlement or denial of claim + 3 years.	
GR1000-47	**CUSTOMER SURVEYS**	Surveys returned by the customers or clients of a local government, and the statistical data maintained rating a government's performance.	Issuance of report on results of the survey + 3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
***GR1000-50**	**TRANSITORY INFORMATION**	Records of temporary usefulness that are not an integral part of a records series of a local government, that are not regularly filed within a local government's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the local government or in the preparation of an ongoing records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of government functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are drafts and working papers; routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific government transaction.	AV.	**Retention Note**: Records management officers should use caution in assigning this record series to records of a local government to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction authorizations or in records disposition logs, but local governments should establish procedures governing disposal of these records.
***GR1000-51**	**SPEECHES, PAPERS, AND PRESENTATIONS**	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with government work by staff of a local government.	End of event, US, or discontinued + 2 years.	**Retention Notes:** a) For speeches, papers, and presentations of elected officials see GR1000-08. b) For materials developed for in-house training of staff see GR1050-28c.
***GR1000-52**	**SUBPOENAS**	Subpoenas for production of evidence produced for litigation in which the local government **is not** a party.	AV after fulfilled.	**Retention Notes:** a) For subpoenas received for litigation in which the local government is a party see GR1000-31. b) For subpoenas requesting personally identifiable information of students see SD3225-02 (for school districts) or JC3775-02 (for junior colleges).

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

PART 2: FINANCIAL RECORDS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 2-1: FISCAL ADMINISTRATION AND REPORTING RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
***GR1025-01**	**FISCAL AUDIT RECORDS**	Records of fiscal audits conducted by internal or external auditors.		**Caution:** See note (a) at the beginning of Part 2 of this schedule.
***GR1025-01a**	**FISCAL AUDIT RECORDS**	Annual, biennial, or other periodic audit of any department, fund, account, or activity of a local government.	PERMANENT.	
***GR1025-01b**	**FISCAL AUDIT RECORDS**	Annual, biennial, or other periodic audit of a department, program, fund, or account if included in a cumulative audit under (a).	2 years.	
***GR1025-01c**	**FISCAL AUDIT RECORDS**	Annual, biennial, or other periodic audit of a department, program, fund, or account if not included in a cumulative audit under (a).	PERMANENT.	
***GR1025-01d**	**FISCAL AUDIT RECORDS**	Special audits ordered by a governing body, a court or grand jury, or mandated by administrative rules of a state or federal agency.	PERMANENT.	
***GR1025-01e**	**FISCAL AUDIT RECORDS**	Working papers, summaries, and similar records created for the purposes of conducting an audit.	3 years after all questions arising from the audit have been resolved.	
GR1025-02	**BANK SECURITY RECORDS**	Records documenting the pledging of bonds or securities by banks serving as depositories for public funds including depository contracts, security pledges and statements, surety bonds, and similar records.	4 years after termination, expiration, or release of contractual obligations.	
GR1025-03	**BOND RECORDS**			**Retention Note:** For investment transaction records of bonds see item number GR1025-09b.
GR1025-03a	**BOND RECORDS**	Bond administrative records consisting of preliminary studies, proposals and prospectuses, authorizations and certifications for issuance or cancellation, and related policy correspondence.	PERMANENT.	

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

Record Number	Record Title	Record Description	Retention Period	Remarks
***GR1025-05a**	**CAPITAL ASSETS RECORDS**	Equipment or property history cards or similar records containing data on initial cost, including disposal authorizations when disposed of.	FE of date of disposal + 5 years for school districts; FE of date of disposal + 3 years for other governments.	**Retention Note:** Review before disposal; property history cards documenting the original construction and additions to or renovations of structures may merit **PERMANENT** retention for historical reasons.
GR1025-05b	**CAPITAL ASSETS RECORDS**	Equipment or property cost and depreciation schedules or summaries used for capital outlay budgeting or other financial or budget control purposes.	FE + 5 years for school districts; FE + 3 years for other governments.	
GR1025-05c	**CAPITAL ASSETS RECORDS**	Equipment or property inventories (including sequential number property logs).	US + 3 years.	
GR1025-05d	**CAPITAL ASSETS RECORDS**	Property sale, auction, or disposal records of government-owned equipment or property.	1 year.	By law - Local Government Code, Section 263.155(b) for counties and by authority of this schedule for all other local governments. **Retention Note:** Property sale or auction records do not include records arising from the sale or auction of property foreclosed or seized by a taxing unit for failure to pay property taxes or for the sale or auction of property seized by law enforcement officers. For such records use Local Schedule TX (Records of Property Taxation) or Local Schedule PS (Records of Public Safety Agencies) respectively.
***GR1025-06**	**FEDERAL REVENUE SHARING RECORDS**	Records concerning the use of federal revenue sharing funds by a local government, including revenue and expenditure summaries; status, budget, and audit reports; and other reports or documentation required by federal law or regulation.	AV.	Obsolete record.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-07	**FINANCIAL REPORTS**	Annual, sub-annual, or irregularly prepared financial reports or statements on the accounts, funds, or projects of a local government created either for internal use or for submission to state agencies as may be required by law or regulation, **except** reports of similar types noted in this or other commission schedules.		
GR1025-07a	**FINANCIAL REPORTS**	Monthly, bimonthly, quarterly, or semi-annual reports.	FE + 3 years.	
GR1025-07b	**FINANCIAL REPORTS**	Annual reports.	PERMANENT.	
GR1025-07c	**FINANCIAL REPORTS**	Long range fiscal planning reports.	PERMANENT.	
GR1025-07d	**FINANCIAL REPORTS**	Capital improvement reports.	PERMANENT.	
GR1025-08	**GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS**			**Retention Note:** If grant is for construction of a local government owned facility or part of the infrastructure, follow retention for GR1075-16.
GR1025-08a	**GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS**	Successful grant applications and proposals and any documentation that modifies the terms of a grant.	FE + 5 years for school districts; FE + 3 years for other governments.	**Retention Note:** See note (b) at beginning of Part 2 of this schedule.
GR1025-08b	**GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS**	Financial, performance, and compliance reports submitted to grantor or sub-grantor agencies.	FE + 5 years for school districts; FE + 3 years for other governments.	**Retention Note:** See note (b) at beginning of Part 2 of this schedule.
GR1025-08c	**GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS**	Reports, planning memoranda, studies, correspondence, and similar records created for and used in the development of successful grant proposals.	3 years.	
GR1025-08d	**GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS**	Any records of the type noted in (a) or (b) relating to unsuccessful grant proposals.	AV.	
GR1025-09	**INVESTMENT TRANSACTION RECORDS**			

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-09a	**INVESTMENT TRANSACTION RECORDS**	Documentation relating to the investment of public funds (e.g., certificates of deposit) that evidences the investment of funds, the performance or return of investments, the cancellation or withdrawal of investments, and similar activity.	FE + 5 years.	
GR1025-09b	**INVESTMENT TRANSACTION RECORDS**	Documentation related to the calculation of arbitrage rebate amounts, if any, on proceeds from the sale of tax-exempt bonds.	Retirement of the last obligation of the bond issue + 6 years.	
GR1025-10	**CHARGE SCHEDULES/ PRICE LISTS**	Schedules of prices charged by a local government for services to the public or other governments, including any documentation used to determine the charges.	US + 3 years.	

SECTION 2-2: ACCOUNTING RECORDS

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

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-25	**ACCOUNTING POLICIES AND PROCEDURES DOCUMENTATION**	Policy and procedure directives and similar records documenting accounting methodology.	US, expired, or discontinued + 5 years.	
GR1025-26	**ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS**			
***GR1025-26a**	**ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS**	Claims, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other employment-related expenses.	FE of date of final payment + 5 years for school districts; FE of date of final payment + 3 years for other governments.	**Retention Note:** Accounts payable and disbursement records for bond-funded projects must be maintained according to the retention period listed in GR1025-26d.

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

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-27c	**ACCOUNTS RECEIVABLE RECORDS**	Account card or similar records documenting payments to a local government in which the government holds a property lien until the debt is satisfied (e.g., liens arising from demolition, lot cleaning), including original liens and lien releases.	FE of date of final payment and release of lien + 3 years.	
GR1025-27d	**ACCOUNTS RECEIVABLE RECORDS**	Account card or similar records relating to the receipt of cash deposits as sureties for the delivery of services (e.g., water and wastewater).	FE of termination of service or refund of deposit + 3 years.	
***GR1025-27e**	**ACCOUNTS RECEIVABLE RECORDS**	Records of accounts deemed uncollectable, including write-off authorizations.	FE of write-off date + 5 years for school districts; FE of write-off date + 3 years for other governments.	
***GR1025-28**	**BANKING RECORDS**	Bank statements, credit card statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, monetary transport records (including armored car pickup logs) etc.	FE + 5 years.	
GR1025-29	**COST ALLOCATION AND DISTRIBUTION RECORDS**	Records created to document the allocation of costs among accounts and funds of a local government, including records relating to chargebacks and other interdepartmental or interfund accounting transactions.	FE + 5 years for school districts; FE + 3 years for other governments.	**Retention Note:** If any of the records in this group are used as ledger and journal entry documentation, they must be retained for FE + 5 years (see item number GR1025-30) by all local governments.
GR1025-30	**LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION**			**Retention Note:** Be certain to verify before the disposal of any ledger or journal under this item number that the ledger or journal does not serve to document financial activities that require a longer retention period (e.g. investment documentation of proceeds of tax exempt bonds under item number GR1025-09).

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-30a	**LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION**	General ledger showing receipts and expenditures from all accounts and funds of a local government.		
		(1) For fiscal years for which an annual financial audit report (see item number GR1025-01) exists.	FE + 5 years.	**Retention Note:** Review before disposal; some ledgers may merit **PERMANENT** retention for historical reasons.
		(2) For fiscal years for which an annual financial audit report (see item number GR1025-01) **does not** exist.	PERMANENT.	
GR1025-30b	**LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION**	Subsidiary ledgers.	FE + 5 years.	**Retention Note:** Review before disposal; some ledgers may merit **PERMANENT** retention for historical reasons.
GR1025-30c	**LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION**	Receipt, disbursement, general, or subsidiary journals.	FE + 5 years.	**Retention Note:** Review before disposal; some journals may merit **PERMANENT** retention for historical reasons.
GR1025-30d	**LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION**	Journal vouchers and entries or similar posting control forms (including supporting documentation such as correspondence and auditor adjustments that evidence journal entries and amendments).	FE + 5 years.	**Retention Note:** If bill stubs (see item number GR1025-27a) are used as entry documentation for account journals, they must be retained by all local governments for FE + 5 years rather than the FE + 3 year retention period for accounts receivable records.
GR1025-30e	**LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION**	Perpetual care fund registers of government-owned cemeteries.	PERMANENT.	By law - Health and Safety Code, Section 713.005(a).
GR1025-31	**TRANSACTION SUMMARIES**	Periodic summaries or reports of accounting transactions or activity by department, budget code, program, account, fund, or type of activity, including trial balances, **unless** the summary is of a type noted elsewhere in this part.		
GR1025-31a	**TRANSACTION SUMMARIES**	Daily.	30 days.	
GR1025-31b	**TRANSACTION SUMMARIES**	Weekly.	90 days.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-31c	**TRANSACTION SUMMARIES**	Monthly, bimonthly, quarterly, or semi-annual.	2 years.	
GR1025-31d	**TRANSACTION SUMMARIES**	Annual.	FE + 5 years for school districts; FE + 3 years for other governments.	**Retention Note:** If an annual trial balance is not maintained, then the least frequent sub-yearly trial balance must be retained for FE + 5 years by school districts and FE + 3 years by all other local governments.
GR1025-32	**UNCLAIMED PROPERTY DOCUMENTATION**	Any form of record sufficient to verify information on unclaimed property previously reported to the State Treasurer showing the name and last known address of the apparent owner of reportable unclaimed property, a brief description of the property, and the balance of each unclaimed account, if appropriate.	Date on which property is reportable + 10 years.	By law - Property Code, Section 74.103(b).

PART 3: PERSONNEL AND PAYROLL RECORDS

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

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

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

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

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

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

SECTION 3-1: PERSONNEL RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-01	**AFFIRMATIVE ACTION PLANS**			
GR1050-01a	**AFFIRMATIVE ACTION PLANS**	Reports, analyses, and statistical data compiled from source documentation used to develop, implement, and monitor affirmative action plans.	5 years.	By regulation - 29 CFR 30.8(e).
GR1050-01b	**AFFIRMATIVE ACTION PLANS**	Affirmative action plans.	US + 5 years.	By regulation - 29 CFR 30.8(e).
GR1050-02	**APTITUDE AND SKILLS TEST RECORDS**	Records relating to aptitude or skills tests **required** of job applicants or of current personnel to qualify for promotion or transfer, including civil service examinations.		
GR1050-02a	**APTITUDE AND SKILLS TEST RECORDS**	Validation studies.	Life of test + 2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-02b	**APTITUDE AND SKILLS TEST RECORDS**	Tests.	US + 2 years.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. **Retention Note:** One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.
***GR1050-02c**	**APTITUDE AND SKILLS TEST RECORDS**	Test papers or results of persons taking tests.	Date of creation or personnel action involved, whichever later, + 2 years.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-02d	**APTITUDE AND SKILLS TEST RECORDS**	Records, **other** than those noted (a)-(c), relating to the planning and administration of tests.	3 years.	
***GR1050-03**	**AWARDS AND COMMENDATIONS**	Individual award, honor, or commendation bestowed on an employee.	Date of separation + 5 years.	**Retention Notes:** a) For administrative records of awarding committees, see item number GR1050-09. b) Refer to Retention Note (f) on page 1 of this schedule for awards bestowed on certain Sheriff's office employees.
GR1050-04	**CERTIFICATES AND LICENSES**	Certificates, licenses, or permits required of employees to qualify for or remain eligible to hold a position requiring certification or licensing.	US or separation of employee + 5 years.	**Retention Note:** If the submission of copies of certificates, licenses, or permits is required of all applicants for a position, those of applicants not hired must be retained for 2 years under item number GR1050-14.
GR1050-05	**CONFLICT OF INTEREST AFFIDAVITS**		5 years after leaving position for which the affidavit was filed.	
GR1050-06	**COUNSELING PROGRAM RECORDS**			

Record Number	Record Title	Record Description	Retention Period	Remarks
***GR1050-06a**	**COUNSELING PROGRAM RECORDS**	Reports of interviews, analyses, and similar records relating to the counseling of an employee for work-related, personal, or substance abuse problems, including any warnings associated with the counseling. Usually maintained at the supervisory level or by human resources departments.	3 years after termination of counseling.	**Retention Note:** For records retained by professional therapists; refer to Local Schedule HR for patient records.
GR1050-06b	**COUNSELING PROGRAM RECORDS**	Records relating to the planning, coordination, implementation, direction, and evaluation of an employee counseling program.	3 years.	
***GR1050-07**	**DISCIPLINARY AND ADVERSE ACTION RECORDS**	Records created by civil service boards or by personnel or supervisory officers in considering, or reconsidering on appeal, an adverse action (e.g., demotion, probation, termination, suspension, leave without pay) against an employee, including, as applicable, witness and employee statements, interview reports, exhibits, reports of findings, and decisions and judgments.		**Retention Note:** Refer to Retention Note (f) on page 1 of this schedule for disciplinary records of certain Sheriff's office employees.
		(1) All employees of sheriff's departments in counties with a population of 3.3 million or more.	PERMANENT.	By law – Local Government Code, Section 157.904.
		(2) Police and fire department personnel in municipalities with a population of 10,000 or more that have established civil service boards under Local Government Code, Chapter 143.	PERMANENT.	By law – Local Government Code, Section 143.011(c).
		(3) All other local government employees.	2 years after case closed or action taken, as applicable.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-08	**EMPLOYEE PENSION AND BENEFITS RECORDS**			For records of pension and deferred compensation deductions from payroll see GR1050-52(b).

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

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

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-12	**EMPLOYEE SERVICE RECORDS**	Summary employment history record for each employee maintained on one or more forms, containing the following **minimum** information: name; sex; date of birth; social security number; positions held with dates of hire, promotion, transfer, or demotion; dates of leaves of absence or suspension that affect computation of length of service; wage or salary rate for each position held, including step or merit increases within grades; most recent public access option form; and date of separation.	Date of separation + 75 years.	For other information on employees that must also be retained either as part of this record or in another form, see item numbers GR1050-52(b) and GR1050-54(a). **Retention Notes:** a) This schedule does not require the creation of an employee service record of the type described, but the creation of the record is strongly recommended to allow frequent disposal of documents from which information has been summarized. If an employee service record is not maintained, documents (e.g., employment applications, personnel action forms) containing the prescribed information must be retained date of separation + 75 years. More than one document providing the same element of required information need not be retained. b) The Teacher Service Record (Texas Education Agency Form FIN-115 or its equivalent), containing information required by statute or regulation, shall be considered an employee service record of the type described and must be retained date of separation + 75 years. c) Salary or wage data on an employee service record may be indicated by grade and step numbers if all corresponding wage rate tables (see item number GR1050-59) applicable to a person's employment history are retained date of separation + 75 years.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-13	**EMPLOYMENT ADVERTISEMENTS OR ANNOUNCEMENTS**	Advertisements or postings relating to job openings, promotions, training programs, or overtime opportunities, including jobs orders submitted to employment agencies.	2 years.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-14	**EMPLOYMENT APPLICATIONS**			
GR1050-14a	**EMPLOYMENT APPLICATIONS**	Applications, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions (both hired and not hired) or for promotion, transfer, or training opportunity (both selected and not selected) is required on the application form, by application procedures, or in the employment advertisement.	2 years from the creation (or receipt) of the record or the personnel action involved, whichever later.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-14b	**EMPLOYMENT APPLICATIONS**	Samples of publications, artwork, or other products of prior achievement not returned to applicants.	AV.	
GR1050-14c	**EMPLOYMENT APPLICATIONS**	Transcripts of persons **hired** if state or federal law or regulation mandates a level of education needed to qualify for employment (e.g., school district professional and paraprofessional personnel). See also item number GR1050-28(a).	Date of separation + 5 years.	**Retention Note**: If applicant screening or hiring decisions are based on resumés, with only successful or interviewed candidates completing employment applications, then resumés of persons not hired must be kept for the same period as employment applications. If resumés are supplemental to employment application forms, they need only be retained as long as administratively valuable.
GR1050-15	**EMPLOYMENT CONTRACT/COLLECTIVE BARGAINING RECORDS**			
GR1050-15a	**EMPLOYMENT CONTRACT/COLLECTIVE BARGAINING RECORDS**	Contracts and agreements, including collective bargaining agreements, between a local government and an employee or a group of employees, including written acceptances of such contracts.	Last effective date of contract + 4 years.	

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

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

Record Number	Record Title	Record Description	Retention Period	Remarks
***GR1050-22d**	**MEDICAL AND EXPOSURE REPORTS**	Records of controlled substances and alcohol use and testing.		By regulation – 49 CFR 382.403.
		(1) Records of driver alcohol test results indicating an alcohol concentration of 0.02 or greater; records of driver verified positive controlled substances test results; documentation of refusals to take required alcohol and/or controlled substances tests; driver evaluation and referrals; calibration documentation; records related to the administration of the alcohol and controlled substances testing programs; copy of each annual calendar year summary required by 49 CFR 382.403.	5 years.	
		(2) Records related to the alcohol and controlled substances collection process.	2 years.	
		(3) Records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02.	1 year.	
***GR1050-23**	**OATHS OF OFFICE**	Any oaths or affirmations required of local government employees or officers. Includes the Statement of Elected Officer (Secretary of State Form 2201).	US + 5 years or 5 years after leaving position for which oath required, whichever is applicable.	
***GR1050-24**	**PERSONNEL ACTION OR INFORMATION NOTICES**	Documents used by personnel officers to create or change information in the personnel records of individual employees concerning hiring, termination, transfer, pay grade, position or job title, leaves of absence, name changes, and similar personnel actions **except** those noted elsewhere in this part.	2 years from the date of creation or the personnel action involved, whichever is later.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.

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

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-28a	**TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS**	Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee if such training or testing is required for the position held or if the educational or skill attainment or enhancement affects or could affect career advancement in the local government or, in the case of licensed or certified personnel (e.g., school professionals, firefighters, police officers, health care professionals), in other governments or the private sector.	Date of separation + 5 years.	**Retention Note:** If information concerning training or testing (e.g., test scores) is transferred to an Employee Service Record (item number GR1050-12), the document from which the information is taken need be retained for only 2 years.
GR1050-28b	**TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS**	Records documenting the planning, development, implementation, administration and evaluation of in-house training programs.	2 years.	
GR1050-28c	**TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS**	Training manuals, syllabuses, course outlines, and similar training aids used in in-house training programs.	US, expired, or discontinued + 2 years.	
GR1050-28d	**TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS**	Skill or achievement measurement records of a training group or class as a whole (e.g., rosters with scores).	2 years.	**Retention Note:** If the only information documenting the in-house training of an employee of the types described in (a) is contained in the measurement records of a group or class as a whole, the group records must be retained for the date of separation + 5 years for all employees included in the group records.
GR1050-29	**UNEMPLOYMENT COMPENSATION CLAIMS RECORDS**	Unemployment claims, pertinent correspondence, and similar records documenting unemployment compensation cases.	After closed + 5 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
***GR1050-30**	**VERIFICATIONS OF EMPLOYMENT ELIGIBILITY (Form I-9)**		3 years from hire or 1 year after separation, whichever later.	By regulation - 8 CFR 274a.2(b)(2)(i)(A) and (c)(2) **Retention Note:** If a former employee is rehired and a Form I-9 is still on file for the employee, the 3-year retention period dates from date of first hire.
GR1050-31	**WORK SCHEDULES**	Work, duty, shift, crew, case schedules, rosters, or assignments **except** work schedules includable in item number GR1050-56.	1 year.	
***GR1050-32**	**WORKERS COMPENSATION CLAIM RECORDS**	Records of accidents to or job-related illnesses of employees.		**Retention Note:** Refer to GR1050-22b(1) for any medical or exposure records created or collected.
***GR1050-32a**	**WORKERS COMPENSATION CLAIM RECORDS**	Initial and supplemental incident forms, reports, or logs.	CE + 5 years.	By regulation - 29 CFR 1904.33. **Retention Note:** If a claim is filed as a result of the accident or illness any forms or reports related to the incident must be retained under GR1050-32b.
***GR1050-32b**	**WORKERS COMPENSATION CLAIM RECORDS**	Records of workers compensation claims filed by employees, including any reports or investigations used to determine eligibility.		
		(1) If the local government is self-insured.	CE of closure of claim + 50 years.	
		(2) If the local government is not self-insured.	CE + 5 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-33	**FINANCIAL DISCLOSURE STATEMENTS**	Financial disclosure statements of officers and/or employees of a local government required by Local Government Code Section 145.007(c) or 159.007(c).	Date of separation + 2 years.	By law – Local Government Code, Section 145.007(c); 159.007(c). **Retention Notes:** a) For campaign contribution and expenditure statements see item number EL3125-01 in Local Schedule EL (Records of Elections and Voter Registration). b) See item number EL3125-04 for financial disclosure statements of local government candidates.
GR1050-34	**PUBLIC ACCESS OPTION FORMS**	Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024.	US.	**Retention Note**: The last public access option form completed by an employee prior to termination of employment must be retained as part of the Employee Service Record (see record number GR1050-12 in this schedule).
GR1050-35	**EMPLOYEE EXIT INTERVIEWS**	Records of interviews and other supporting documentation conducted at time of employee termination.	Date of separation + 2 years.	
GR1050-36	**CRIMINAL HISTORY CHECKS**	Used for condition of or in conjunction with employment application.	End of employee's probationary period or after immediate purpose has been fulfilled, as applicable.	By law - Government Code, Chapter 411 Subchapter F for certain education institutions and fire departments, and by authority of this schedule for all other local governments. **Retention Note:** A local government that is authorized to obtain criminal history recorded information from the Texas Department of Public Safety must refer to Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.
***GR1050-37**	**EMPLOYEE ACKNOWLEDGEMENT FORMS**	Employee acknowledgement forms or other documentation that show proof of receipt and awareness of local government policies and procedures.	US or date of separation +2 years, as applicable.	**Retention Note:** See item number GR1050-08b for acknowledgement forms of pension and deferred compensation policies and procedures.

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

SECTION 3-2: PAYROLL RECORDS

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

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-50	**DEDUCTION AUTHORIZATIONS**	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including orders of garnishment or other court-ordered attachments.	4 years after separation or 4 years after amendment, expiration, or termination of authorization, whichever sooner.	
GR1050-51	**DIRECT DEPOSIT APPLICATIONS/ AUTHORIZATIONS**		US or date of separation, as applicable.	
GR1050-52	**EARNINGS AND DEDUCTION RECORDS**			
GR1050-52a	**EARNINGS AND DEDUCTION RECORDS**	A record containing the following payroll information on each employee: name, last known address and social security number, amount of wages paid to the employee for each payroll period, including all deductions, and date of payment.	Retention of any one of the following records for 5 years by school districts or 4 years by other local governments will satisfy the retention requirement: 1) Individual employee earnings card or record that shows earnings and deductions for each pay period. 2) Master payroll register which shows earnings and deductions for each pay period.	By regulation - 20 CFR 404.1225(b) (3) and 40 TAC 815.106(i).

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-52b	**EARNINGS AND DEDUCTION RECORDS**	A record containing the following minimum pension and deferred compensation information on each employee: name, date of birth, social security number, and amount of pension and deferred compensation deductions.	The retention of any one of the following for date of separation + 75 years will satisfy the retention requirement: 1) Individual employee earnings card or record as in (a)(1). 2) Employee Service Record (see item number GR1050-12) **if** it contains the prescribed pension and deferred compensation deduction data. 3) Master payroll register, or the final year-to-date register of each calendar year, **if** the register shows **all** persons employed during the year from whose wages, pension, and deferred compensation deductions were made.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-52b (continued)	**EARNINGS AND DEDUCTION RECORDS**		4) Pension and deferred compensation deduction register, or the final year-to-date pension deduction register of each calendar year, if the register lists **all** persons employed during the year from whose wages pension and deferred compensation deductions were made. 5) Copies of annual or other periodic statements furnished to each employee detailing the deductions and contributions to a pension or deferred compensation plan during the past year or period.	
GR1050-52c	**EARNINGS AND DEDUCTION RECORDS**	Master payroll register, including year-to-date registers, **if not used** to satisfy either of the retention requirements set in (a) or (b).	FE + 5 years for school districts; FE + 3 years for other governments.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-52d	**EARNINGS AND DEDUCTION RECORDS**	Subsidiary payroll registers, **if not used** to satisfy either of the retention requirements set in (a) or (b). (1) If data contained in the subsidiary payroll register **is not** contained in the master payroll register. (2) If data contained in the subsidiary payroll register **is** contained in the master payroll register.	FE + 5 years for school districts; FE + 3 years for other governments. AV.	
GR1050-52e	**EARNINGS AND DEDUCTION RECORDS**	Copies of annual or other periodic statements furnished to each employee detailing the deductions and contributions to a pension or deferred compensation plan during the past year or period, **if not used** to satisfy the retention requirement set in (b).	2 years.	
GR1050-52f	**EARNINGS AND DEDUCTION RECORDS**	Payroll adjustment records, including transaction registers, authorizations, and similar records authorizing and detailing adjustments to payroll records because of overpayment, underpayment, etc.	FE + 5 years for school districts; FE + 3 years for other governments.	
GR1050-53	**FEDERAL AND STATE TAX FORMS AND REPORTS**			
GR1050-53a	**FEDERAL AND STATE TAX FORMS AND REPORTS**	Forms used to determine withholding from wages and salaries for payroll tax purposes (W-4 Forms).	4 years after separation or 4 years after form amended, whichever sooner.	By regulation - 20 CFR 404.1225(b) (3), 26 CFR 31.6001-1(e) (2) for federal forms and by authority of this schedule for any state forms.
GR1050-53b	**FEDERAL AND STATE TAX FORMS AND REPORTS**	Forms and reports used to report the collection, distribution, deposit, and transmittal of payroll or unemployment taxes (W-2, 1099).	4 years after tax due date or date tax paid, whichever later.	By regulation - 20 CFR 404.1225(b) (3), 26 CFR 31.6001-1(e) (2) for federal forms and by authority of this schedule for state forms.
GR1050-54	**LEAVE RECORDS**			

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-54a	**LEAVE RECORDS**	A record containing a record of the unused accumulated sick leave of each employee **if** (1) all or a percentage of accumulated sick leave is used to calculate length of service and/or (2) accumulated sick leave is creditable to an employee if rehired.	The retention of any one of the following for date of separation + 75 years will satisfy the retention requirement: 1) Individual employee earnings card or record as described in item number GR1050-52a if it also contains accumulated sick leave data. 2) Employee Service Record (see item number GR1050-12) if it contains the accumulated sick leave data prescribed. 3) Copy of the final time summary or leave status report, as noted in (d), of each separated employee.	
GR1050-54b	**LEAVE RECORDS**	Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), and other types of authorized leave, and supporting documentation.	FE + 5 years for school districts; FE + 3 years for other governments.	By regulation – 29 CFR 825.500.
GR1050-54c	**LEAVE RECORDS**	Leave or hours-to-date registers.	FE + 5 years for school districts; FE + 3 years for other governments.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-54d	**LEAVE RECORDS**	Copies of periodic time summary or leave status reports furnished to each employee containing information on vacation, sick, compensatory, or other leave earned and used, including the final report of separated employees **if they are not used** to satisfy the retention requirement set in (a).	2 years.	
GR1050-55	**PAYROLL ACTION OR INFORMATION NOTICES**	Documents used by payroll officers to create or change information in the payroll records of individual employees **except** deduction authorizations (see item number GR1050-50) and federal tax forms [see item number GR1050-53(a)].		
***GR1050-55a**	**PAYROLL ACTION OR INFORMATION NOTICES**	Documents concerning hiring, termination, transfer, pay grade, position or job title, name changes, etc.	2 years from the date of creation or personnel action involved, whichever is later.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. **Retention Note**: Refer to GR1050-12 in this schedule as some information must be kept in Employee Service Record.
GR1050-55b	**PAYROLL ACTION OR INFORMATION NOTICES**	Documents concerning adjustments to payroll and leave status.	FE + 3 years.	**Retention Note**: Refer to GR1050-12 in this schedule as some information must be kept in Employee Service Record.
GR1050-56	**TIME AND ATTENDANCE REPORTS**	Time cards or sheets, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules.	4 years.	By regulation - 40 TAC 815.106(i).
GR1050-57	**TIME CHANGE RECORDS**	Requests and authorizations for overtime, time trading, and other actions that affect normal work time **except** leave requests [see item number GR1050-54(c)].	2 years.	
GR1050-58	**REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS TO ENGAGE IN**	Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other *bona fide* work-related activities in which the expenses of an employee are defrayed or reimbursed.	FE + 5 years for school districts; FE + 3 years for other governments.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-59	**WAGE AND SALARY RATE TABLES**			
GR1050-59a	**WAGE AND SALARY RATE TABLES**	If wage or salary rate for each position listed on an Employee Service Record (see item number GR1050-12) is expressed in dollars.	2 years after last effective date.	By regulation - 29 CFR 516.6(a)(2).
GR1050-59b	**WAGE AND SALARY RATE TABLES**	If wage or salary rate for each position listed on an Employee Service Record (see item number GR1050-12) is indicated by grade or step number only.	Date of separation + 75 years.	

PART 4: SUPPORT SERVICES RECORDS

SECTION 4-1: PURCHASING RECORDS

Retention Notes: RELATIONSHIP WITH ACCOUNTS PAYABLE RECORDS **-** In a local government in which purchasing and accounts payable records (see item number GR1025-26) are maintained by the same individual or department, duplicate copies of a record need not be created and/or retained to satisfy the retention requirements of this section if the record is used in documenting both the ordering and procurement of and payment for goods and services. In such instances, retention requirements for accounts payable records prevail over those noted in this section.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1075-01	**BIDS AND BID DOCUMENTATION**			
GR1075-01a	**BIDS AND BID DOCUMENTATION**	Successful bids and requests for proposals, including invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation.	FE of award + 5 years for school districts; FE + 3 years for other governments.	**Retention Note:** If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. See item number GR1000-25.
GR1075-01b	**BIDS AND BID DOCUMENTATION**	Unsuccessful bids.	2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1075-01c	**BIDS AND BID DOCUMENTATION**	Requests for informal bid estimates, quotes, or responses from providers for the procurement of goods or services for which state law or local policy does not require the formal letting of bids.	1 year.	
GR1075-01d	**BIDS AND BID DOCUMENTATION**	Requests for information (RFI) preliminary to the procurement of goods or services by direct purchase or bid.	AV after date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.	
***GR1075-02**	**PARTS AND SUPPLIES INVENTORY RECORDS**	Inventories of parts and supplies.	1 year.	
GR1075-03	**PURCHASE ORDER AND RECEIPT RECORDS**			
GR1075-03a	**PURCHASE ORDER AND RECEIPT RECORDS**	Purchase orders, requisitions, and receiving reports.	FE + 5 years for school districts; FE + 3 years for other governments.	
GR1075-03b	**PURCHASE ORDER AND RECEIPT RECORDS**	Purchasing log, register, or similar record providing a chronological record of purchase orders issued, orders received, and similar data on procurement status.	FE + 3 years.	
GR1075-03c	**PURCHASE ORDER AND RECEIPT RECORDS**	Packing slips and order acknowledgments.	AV.	
GR1075-03d	**PURCHASE ORDER AND RECEIPT RECORDS**	Vendor and commodity lists.	US.	

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

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1075-15	**ACCIDENT AND DAMAGE REPORTS (PROPERTY)**	Reports of accidents or damage to facilities, vehicles, or equipment **if** no personal injury is involved.	3 years.	**Retention Note:** For accident reports involving personal injury see item numbers GR1000-20 and GR1050-32.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1075-16	**CONSTRUCTION PROJECT RECORDS**			
***GR1075-16a**	**CONSTRUCTION PROJECT RECORDS**	Records concerning the planning, design, construction, conversion, or modernization of local government-owned facilities, structures, and systems, including feasibility, screening, and implementation studies; topographical and soil surveys and reports; architectural and engineering drawings, elevations, profiles, blueprints, and as-builts; inspection and investigative reports; laboratory test reports; environmental impact statements; construction contracts and bonds; correspondence; and similar documentation **except as described in (b), (c) or (d)**.	PERMANENT.	**Retention Note:** If a structure, facility, or system is sold or transferred to another person or entity, the local government must retain the original records relating to its construction. Copies of the records may be given to the person or entity to which the structure, facility, or system is sold or transferred.

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

Record Number	Record Title	Record Description	Retention Period	Remarks
***GR1075-16d**	**CONSTRUCTION PROJECT RECORDS**	Line Locate Requests, Call Before You Dig records, or other similar records documenting requests for information regarding locations of the underground cable or utility lines.	Completion of project requiring the locate request + 2 years.	**Retention note:** If damage to utility lines becomes subject to litigation, the locate records must be retained in accordance with GR1000-31 (Litigation Case Files).
GR1075-17	**LOST AND STOLEN PROPERTY REPORTS**		FE + 3 years.	
GR1075-18	**MAINTENANCE, REPAIR, AND INSPECTION RECORDS**	Records documenting the maintenance, repair, and inspection of facilities, vehicles, and equipment.		**Retention Note:** This record group schedules records of maintenance and repair to general-purpose vehicles, office equipment, and office facilities. For retention requirements for the maintenance and repair of specialized vehicles (e.g., police cars, fire trucks, school buses), equipment (e.g., airport runway beacons, traffic lights), or facilities (e.g., wastewater treatment plants) see other commission schedules.
GR1075-18a	**MAINTENANCE, REPAIR, AND INSPECTION RECORDS**	Vehicles and equipment.		
		(1) Routine inspection records.	1 year.	
		(2) Maintenance and repair records.	Life of asset.	**Retention Note:** If a vehicle is salvaged as the result of an accident, the maintenance and repair records for the vehicle must be retained for date of salvage + 1 year.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1075-18b	**MAINTENANCE, REPAIR, AND INSPECTION RECORDS**	Facilities.		
		(1) Routine cleaning, janitorial, and inspection work.	1 year.	
		(2) All other facility maintenance, repair and inspection records (including those relating to plumbing, electrical, fire suppression, and other infrastructural systems).	5 years.	**Retention Note:** Records of the types described relating to government-owned structures or places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained **PERMANENTLY**.
***GR1075-19**	**SERVICE REQUESTS/WORK ORDERS**	Requests or work order for repairs or maintenance to facilities, vehicles, or equipment.	2 years.	**Retention Note:** If work orders serve as the only form of record documenting repairs to vehicles or equipment [see item number GR1075-18(a)] they must be retained for the life of the vehicle or equipment.
GR1075-20	**USAGE REPORTS**	Reports of usage of facilities, vehicles, and equipment.		
***GR1075-20a**	**USAGE REPORTS**	Any type of usage report (e.g., mileage, fuel consumption, copies run) **if** such reports are the basis for allocating costs, for determining payment under rental or lease agreements, etc.	FE + 5 years for school districts; FE + 3 years for other governments.	
***GR1075-20b**	**USAGE REPORTS**	Reservation logs or similar records relating to the use of facilities such as meeting rooms, auditoriums, etc. by the public or other governmental agencies.	2 years.	
***GR1075-20c**	**USAGE REPORTS**	Usage reports compiled for purposes other than those noted in (a) or (b).	1 year.	
GR1075-21	**VEHICLE OR EQUIPMENT ASSIGNMENT RECORDS**	Assignment logs, authorizations, and similar records relating to the assignment and use of government-owned vehicles or equipment by employees.	After return or reassignment + 2 years.	
GR1075-22	**VISITOR CONTROL REGISTERS**	Logs, registers, or similar records documenting visitors to limited access or restricted areas.	3 years.	**Retention Note:** If the visitor control register is needed as part of an investigation it should be retained with the investigation case file PS4125-05.

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

SECTION 4-3: COMMUNICATIONS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1075-40	**POSTAL AND DELIVERY SERVICE RECORDS**			
GR1075-40a	**POSTAL AND DELIVERY SERVICE RECORDS**	Meter and permit usage records.	1 year.	
GR1075-40b	**POSTAL AND DELIVERY SERVICE RECORDS**	Registered, certified, insured, and special delivery mail receipts and similar records of transmittal by express or delivery companies.	1 year.	
GR1075-41	**TELEPHONE LOGS OR ACTIVITY REPORTS**	Registers or logs of telephone calls and fax transmissions made and similar activity reports.		
GR1075-41a	**TELEPHONE LOGS OR ACTIVITY REPORTS**	If the log, report, or similar record is used for cost allocation purposes.	FE + 5 years for school districts; FE + 3 years for other governments.	
GR1075-41b	**TELEPHONE LOGS OR ACTIVITY REPORTS**	If the log, report, or similar record is used for internal control purposes other than cost allocation.	1 year.	

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

SECTION 4-4: WORKPLACE SAFETY RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5750-01	**BLOODBORNE PATHOGEN TRAINING RECORDS**	Records of training given to employees with exposure to bloodborne pathogens showing the dates of training sessions, contents or summaries of the sessions, names and job titles of those who received training, and names and qualifications of instructors.	3 years.	

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

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

PART 5: INFORMATION TECHNOLOGY RECORDS

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

(b) Other types of records may be maintained electronically that are listed elsewhere in this schedule, such as administrative, fiscal, personnel, and support services records, or in other specialized schedules adopted by the Texas State Library and Archives Commission, such as Local Schedule PS (Records of Public Safety Agencies), Local Schedule HR (Records of Public Health Agencies), etc. The retention period for those electronic records will be as specified under the appropriate records series item number according to the function of the information. For example, if an electronic system were used to maintain encumbrance and expenditure reports, the retention period for these electronic records would be 2 years as specified in item number 1025-04(d). Retention requirements apply to records maintained on all types of electronic systems including mainframe, minicomputer, microcomputer, local-area-network based systems, etc.

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

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

SECTION 5-1: RECORDS OF AUTOMATED APPLICATIONS

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5800-01	**AUDIT TRAIL RECORDS**	Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	Until audit requirements met.	
GR5800-02	**FINDING AIDS, INDEXES, AND TRACKING SYSTEMS**	Automated indexes, lists, registers, and other finding aids used to provide access to the hard copy and electronic records.	Until the related hard copy or electronic records have been destroyed.	
GR5800-03	**HARDWARE DOCUMENTATION**	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	Until electronic records are transferred to and made usable in a new hardware environment, or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read.	**Retention Note:** If the retention period of electronic records is extended to meet requirements of an audit, litigation, Public Information Act request, etc., any hardware documentation required to retrieve and read the records must also be retained for the same period.
***GR5800-04**	**INFORMATION SYSTEM/DATABASE RECORDS**	Relatively long-lived computer files, including databases, containing organized and consistent sets of complete and accurate electronic records.	Until electronic records are transferred to and made usable in a new system environment, or the files have met a retention period established in this or other commission schedule, whichever sooner.	**Retention Notes:** a) The need to retain "snapshots" of some continuing information systems or databases should be carefully evaluated. For example, if a Geographic Information System has only current mapping information, historical versions of zoning changes would need to be maintained for long-term legal and historical value. b) Records managers should ensure that snapshots which support records on this or other commission schedules are retained for the full retention period of the records they support.

Record Number	Record Title	Record Description	Retention Period	Remarks
***GR5800-05**	**PROCESSING RECORDS**	Electronic files used to produce or modify an information system or database, including, but not limited to, work files, maintenance and test files, print files, and intermediate input/output records.	Until electronic records are transferred to and made usable in a new system environment, or the files have met a retention period established in this or other commission schedule, whichever sooner.	**Retention Note:** Routine or benchmark files used to test system performance and files which facilitate processing of a particular job or system run, but which do not add to, delete from, or substantially modify information in an information system or database need be retained only as long as administratively valuable.
***GR5800-06**	**SOFTWARE PROGRAMS**	Automated software applications and operating system files including job control language, etc.	Until electronic records are transferred to and made usable in a new software environment, or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.	**Retention Note:** If the retention period of electronic records is extended to meet requirements of an audit, litigation, Public Information Act request, etc. any software program required to retrieve and read the records must also be retained for the same period.

Record Number	Record Title	Record Description	Retention Period	Remarks
***GR5800-08**	**TECHNICAL DOCUMENTATION**	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition. Includes documentation describing how a system operates and which is necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation, or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.	**Retention Note:** If the retention period of electronic records is extended to meet requirements of an audit, litigation, open records action, etc. any technical documentation required to retrieve and read the records must also be retained for the same period.
***GR5800-09**	**AUTOMATED PROGRAM LISTING / SOURCE CODE**	Automated program code and builds which generate the machine-language instructions used to operate software programs.	Until superseded or software program no longer used, whichever sooner.	

SECTION 5-2: COMPUTER OPERATIONS AND TECHNICAL SUPPORT RECORDS

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

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

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5825-08	**ELECTRONIC MEDIA LIBRARY SYSTEM RECORDS**	Records used to control the location, maintenance, and disposition of media in an electronic media library **except** for records destruction documentation that is maintained permanently (see item number GR1000-40).	Until related records or media are destroyed or withdrawn from the library.	
***GR5825-09**	**DATA ENTRY DOCUMENTS**	Records or forms designed and used solely for data input and control **except** for data entry documents noted elsewhere in this schedule or other schedules adopted by the commission.	Until all data has been entered into the system and, if required, verified.	
GR5825-10	**NETWORK CIRCUITS INVENTORIES**	Records containing information on network circuits used by the government including circuit number, vendor, type of connection, terminal series, software, contact person, and other relevant information about the circuit.	US.	
GR5825-11	**NETWORK IMPLEMENTATION RECORDS**	Records used to implement a computer network including reports, diagrams of network, and wiring schematics.	US.	
***GR5825-12**	**OPERATING SYSTEM AND HARDWARE CONVERSION PLANS**	Records relating to the replacement of equipment or computer operating systems not included elsewhere in this schedule.	2 years after completion of conversion.	
GR5825-13	**OUTPUT RECORDS FOR COMPUTER PRODUCTION**	Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV.	
***GR5825-14**	**QUALITY ASSURANCE RECORDS**	Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	Until no longer needed as an audit trail.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5825-15	**PROJECT RECORDS**	Records created and used in the development, redesign, or modification of automated systems or applications.		**Retention Note:** Does not include purchasing records for computer software or hardware such as individual personal computers, which are covered in Part 4 of this schedule.
GR5825-15a	**PROJECT RECORDS**	Project management records, design documentation, feasibility studies, justifications, user requirements, etc.	3 years after completion of project.	
GR5825-15b	**PROJECT RECORDS**	Routine status reports, memos, and correspondence.	AV.	
***GR5825-16**	**SYSTEM ACTIVITY MONITORING RECORDS**	Records or logs that monitor and report levels and patterns of individual and organizational usage of system hardware, software application, and internet resources, including but not limited to log in files, system usage files, application usage files, data entry logs, print spool logs, and records of individual computer usage. May also include levels of storage and network/bandwidth traffic and other documentation related to activities for monitoring and ensuring optimal efficiency of system resource use.	AV.	
***GR5825-17**	**[WITHDRAWN – SEE GR1050-28]**			
GR5825-18	**INTERNET COOKIES**	Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV.	**Retention Note:** The disposal of Internet cookies need not be documented through destruction authorizations (GR1000-40(b)), but governments should establish procedures governing disposal of these records as part of its records management plan (GR1000-40(d)).
GR5825-19	**HISTORY FILES – WEB SITES**	A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of a user's progress.	AV.	**Retention Note:** The disposal of Internet history files need not be documented through destruction authorizations (GR1000-40(b)), but governments should establish procedures governing disposal of these records as part of its records management plan (GR1000-40(d).

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

Comments or complaints regarding the programs and services of the
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