



Changes to Local Schedule PW Effective April 3, 2011

Note: The use of an asterisk (*) in the second edition of Local Schedule PW indicates that the record is either new to this edition, the retention period for the record has been changed, or amendments have been made to the description of or remarks concerning the record. An asterisk is not used to indicate minor amendments to grammar or punctuation. Only the changes to those records series with an asterisk have been included in the list below.

Record Number	Records Series Title	Description of Change
PART 2: PLANNING AND ZONING RECORDS		
PW5225-02	Zoning Maps and Plats	Record description changed to include plats.
PART 3: BUILDING PERMIT AND INSPECTION RECORDS		
PW5250-01a	Blueprints and Specifications – commercial and non-residential	Retention period changed to “Life of structure + 3 years, but see retention notes.” Retention Note added: “For commercial and non-residential buildings that have received local, state, or national designations as historic properties, see item number PW5250-01d in Local Schedule PW.”
PW5250-01b	Blueprints and Specifications – residential	Two Retention Notes added: “a) Review before disposal; blueprints and specifications of some structures may merit PERMANENT retention for historical reasons. b) For residential buildings that have received local, state, or national designations as historic properties, see item number PW5250-01d in Local Schedule PW.”
PW5250-01c	Blueprints and Specifications – miscellaneous permits	Two Retention Notes added: “a) Review before disposal; blueprints and specifications of some structures may merit PERMANENT retention for historical reasons. b) For miscellaneous structures that have received local, state, or national designations as historic properties, see PW5250-01d.”
PW5250-01d	Blueprints and Specifications – structures that have	New records series.

received historical property
designation

PW5250-09 Demolition Records Retention Note added: "Review before disposal; some documentation of this type may merit **PERMANENT** retention for historic or legal reasons. See litigation note in Introduction, page 2, of Local Schedule GR."

PART 4: PUBLIC TRANSPORTATION AND ENGINEERING RECORDS

PW5275-04 Service and Repair Requests Retention period changed to 3 years.

PW5275-09 Road Master Plans Retention note revised to add "and by authority of this schedule for municipalities and all other counties."

PW5275-10 Tree and Plant Files Retention period changed to 3 years.

PW5300-03 Traffic Count Reports Retention period changed to 10 years.
Retention Note added: "If Traffic Count Report is used for special planning studies or reports, see item number PW5200-01a."

PW5375-06 Emergency Planning Records Retention period changed to "Until superseded + 2 years."

PW5375-07a Foreign Trade Zone (FTZ) Records – FTZ company operation records Retention period changed to "5 years after deactivation from FTZ."
Citation added: 19 CFR 146.4(d).

PW5375-08c Maintenance and Inspection Records – Safety self-inspections Retention period changed to 1 year.

PART 7: ENVIRONMENTAL HAZARDS RECORDS

PW5450-04a Pest Control Records Citation changed to 4 TAC 7.33(a) and 4 TAC 7.114(a).

PW5450-04b Pest Control Records – aerial application of insecticides, seasonal employees hired for mosquito control programs Retention period changed to 5 years.
Citation added: 25 TAC 267.11.

PW5450-04c Pest Control Records – certain pesticides and herbicides New records series.

PW5450-04d Pest Control Records – aquatic vegetation New records series.

PW5450-05d Storage Tank (Immovable) Citation changed in both sub-series:

System Records – upgrading

- (1) General information - 30 TAC 334.47(e)(2)
- (2) Results of equipment tests - 30 TAC 334.47(e)(3)

PART 10: PARKS AND RECREATION RECORDS

PW5525-03 Program Files

Retention Note added: “Review before disposal; some records in this group may merit **PERMANENT** retention for historical reasons.”

PART 12: PUBLIC BROADCASTING RECORDS

PW5575-01 Applications and Related
Materials

Records series title changed [formerly “Applications for Change in Program Service and Other Matters”].

Record description changed to “A copy of any application tendered for filing with the FCC, together with all related material, including supporting documentation of any points claimed in the application pursuant to Sec. 73.7003, and copies of FCC decisions pertaining thereto. If petitions to deny are filed against the application and have been served on the applicant, a statement that such a petition has been filed shall be maintained in the file together with the name and address of the party filing the petition.”

Retention period changed to “Applications shall be retained until final action has been taken on the application, except that applications for a new construction permit granted pursuant to a waiver showing and applications for assignment or transfer of license granted pursuant to a waiver showing shall be retained for as long as the waiver is in effect. In addition, license renewal applications granted on a short-term basis shall be retained until final action has been taken on the license renewal application filed immediately following the shortened license term.”

PW5575-02 Issues/Programs Lists

Records series title changed [formerly “Community Issue Reports”].

Record description changed to “For nonexempt noncommercial educational broadcast stations, every three months a list of programs that have provided the station's most significant treatment of community issues during the preceding three month period. The list shall include a brief narrative describing what issues were given significant treatment and the programming that provided this treatment. The description of the programs shall include, but shall not be limited to, the time, date, duration, and title of each program in which the issue was treated.”

Retention period changed to “Until final action has been taken on the station's next license renewal application.”

Citation changed to 47 CFR 73.3527(e)(8)(i).

PW5575-05	Equal Employment Opportunity File	Records series title changed [formerly "Employment Reports"]. Retention period changed to "Until final action has been taken on the station's next license renewal application."
PART 13: SOCIAL SERVICES RECORDS		
PW5600-01	Aging and Disabled, Records of Services for the	Record description changed to reflect re-naming of state agency (Texas Department of Aging and Disability Services).
PW5600-01a	Aging and Disabled, Records of Services for the – financial records, etc.	Retention period changed to "5 years following the end of the federal fiscal year to which the record pertains and until any pending litigation, claim, or audit findings, issuance or proposed disallowed costs or other disputes have been resolved." Citation removed.
PW5600-01b	Aging and Disabled, Records of Services for the – complaints	Citation changed to 40 TAC 81.21(d).
PW5600-01c	Aging and Disabled, Records of Services for the – training	Citation removed.
PW5600-01d	Aging and Disabled, Records of Services for the – case management services and nursing facilities	Record description revised to add "and nursing facilities." Retention period changed to "3 years and 90 days after termination of the contract or until any litigation, claim, or audit is resolved, whichever is longer." Citation changed to 40 TAC 69.158(a) and 40 TAC 19.1924(2)
PW5600-01e	Aging and Disabled, Records of Services for the – Texas Home Living Program	New records series.
PW5600-01f	Aging and Disabled, Records of Services for the – ICF/MR Program	New records series.
PW5600-01g	Aging and Disabled, Records of Services for the – Nursing Facility Requirements for Licensure and Medicaid	New records series.
PW5600-01h	Aging and Disabled, Records of Services for the – Index of admissions and discharges	New records series.
PW5600-02a	Child Protective Service	(1) Case records of children placed in substitute care:

	Records – child placement	Retention period changed to “Date minor reaches majority age + 5 years.” (2) and (3): Citation removed.
PW5600-02(b)	Child Protective Service Records – child welfare contracts	Record description revised to reflect re-naming of state agency (Department of Family and Protective Services). Citation removed [40 TAC 700.101(c)].
PW5600-02(c)	Child Protective Service Records – contracts with DFPS	Record description revised to reflect re-naming of state agency (Department of Family and Protective Services). Citation removed [40 TAC 700.2103(b)]. Citation changed [now 40 TAC 732.262(b)].
PW5600-02(d)	Child Protective Service Records – protective services	Record description revised to reflect re-naming of state agency (Department of Family and Protective Services). Citation changed [now 40 TAC 732.262(c)].
PW5600-03	Purchased Social Services Records	Record description revised to reflect re-naming of state agency (Health and Human Services Commission).
PW5600-03a	Purchased Social Services Records – financial and supporting documents	Citation removed [40 TAC 69.202(b)].
PW5600-03b	Purchased Social Services Records – nonexpendable property	Citation removed [40 TAC 69.202(b)].
PW5600-05	Volunteer Service Files	Retention period changed to “US or date of separation + 3 years.”
PART 18: MISCELLANEOUS RECORDS		
PW5725-01	Oil and Gas Records	Records series title changed [formerly “Oil and Gas Drilling Permit Records”].
PW5725-01c	Oil and Gas Records – lease and production records, and division orders	Record description changed: “Expiration, cancellation, or revocation of associated lease + 5 years.”