



Changes to Local Schedule TX Effective April 3, 2011

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

Record Number	Records Series Title	Description of Change
PART 1: APPRAISAL RECORDS		
TX2950-02	Hearing Records	Retention period changed to "End of calendar year in which hearing or meeting held + 4 years."
TX2950-05	Arbitration Records	New records series
TX2950-05a	Arbitration Records – arbitration award	New records series
TX2950-05b	Arbitration Records – all other records	New records series.
TX2950-06	Arbitrators, Register of	New records series.
TX2975-07a	Exemption and Special Appraisal Records – Approved applications	Record description changed to add: "including all supporting documentation required by the terms of the application." (1) One-time: Retention period changed to "US or until entitlement ends + 5 years." (1) One-time: Retention Note changed to: "Each approved one-time exemption or special appraisal application must be retained for 5 years from date of approval even if entitlement should end during the period. If a chief appraiser requires a new one-time application be filed to confirm status, the superseded application must still be retained for 5 years from its approval date. (2) Annually renewed: Retention period changed to "5 years or US + 4 years, as applicable."

TX2975-20	Tax Maps and Plats	Series divided into two sub-series.
TX2975-20a	Tax Maps and Plats – Appraisal districts	New records series.
TX2975-20b	Tax Maps and Plats – Taxing units prior to creation of appraisal district	New records series.
TX2975-21	Confidentiality Requests	New records series.

PART 2: PROPERTY TAX COLLECTION RECORDS

TX3000-08	Special Assessment Rolls	Retention period changed to “Expiration of the assessment + 10 years.”
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PART 3: MOTOR VEHICLE AND BOAT LICENSING AND REGISTRATION RECORDS

Retention Note B at beginning of Part 3 (regarding RTS licensing and registration) has been removed.

TX3025-04a	Motor Vehicle Collection and Data Reports – DMV	Record description revised to reflect re-naming of agency. Retention period changed to AV.
TX3025-04a	Motor Vehicle Collection and Data Reports – Comptroller	Retention period changed to AV.
TX3025-05a	Motor Vehicle Receipts – registration receipts	Retention period changed to AV.
TX3025-05b	Motor Vehicle Receipts – tax receipts	Retention period changed to AV.
TX3025-06a	Motor Vehicle Refund Documentation – refunds of registration fees	Retention period changed to AV.
TX3025-06b	Motor Vehicle Refund Documentation – refund of taxes	Retention period changed to AV.
TX3025-10	Disabled Licenses or Placards, Applications for	New records series (includes two sub-series – TX3025-10a and TX 3025-10b).
TX3025-11	Private Party Motor Vehicle Sales, Appraisal of	New records series.