



Changes to Local Schedule LC Effective August 14, 2011

Note: The use of an asterisk (*) in the second edition of Local Schedule PS 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: CIVIL AND CRIMINAL RECORDS		
LC2350-03	Civil Case Papers	Record series title changed [formerly "Case Papers"]. Case papers are now separated into multiple series based on type of case (civil, criminal, etc.)
LC2350-03b	Civil Case Papers – cases that result in a monetary reward	Retention period increased to 12 years after case closed or issuance of last abstract of judgment or execution.
LC2350-03c	Civil Case Papers – cases that did not involve a monetary reward (e.g., forcible detainer)	New records series.
LC2350-03d	Civil Case Papers – dismissed cases	New record number (previously, the retention period for dismissed civil cases was written as a retention note following LC2350-03b).
LC2350-04	Criminal Case Papers	New record number [formerly LC2350-03(c)]. Record series title changed; case papers are now separated into multiple series based on type of case (civil, criminal, etc.)
LC2350-04a	Criminal Case Papers – case papers for traffic offenses and municipal ordinance violations	New record number [formerly LC2350-03(c)]. Retention period increased to "date of final disposition of the case + 5 years."
LC2350-04b	Criminal Case Papers – dismissed cases	New record number [formerly LC2350-03(c)(1)]. Retention period decreased to 2 years from date of dismissal.

LC2350-04c	Criminal Case Papers – un-served arrest warrants	New record number [formerly LC2350-03(c)(2)].
LC2350-04d	Criminal Case Papers – examining trial case papers	New record number [formerly LC2350-03(c)(4)].
LC2350-05	Parking and Pedestrian Violation Tickets	New record number [formerly LC2350-03(c)(3)].
LC2350-06	Dockets and Docket Sheets	New record number [formerly LC2350-04]. Series divided into multiple subseries based on types of docket/docket sheet.
LC2350-06a	Dockets and Docket Sheets – civil docket	New record number [formerly LC2350-04(a)].
LC2350-06b	Dockets and Docket Sheets – criminal docket	New record number [formerly LC2350-04(b)].
LC2350-06c	Dockets and Docket Sheets – civil and criminal docket (when both are recorded in a single volume)	New record number [formerly LC2350-04(c)].
LC2350-06d	Dockets and Docket Sheets – administrative hearing docket	New record number [formerly LC2350-04(d)].
LC2350-06e	Dockets and Docket Sheets – execution docket	New record number [formerly LC2350-04(e)].
LC2350-06f	Dockets and Docket Sheets – examining trial docket	New record number [formerly LC2350-04(f)].
LC2350-06g	Dockets and Docket Sheets – call dockets, docket sheets, or any preliminary version	New record number [formerly LC2350-04(g)].
LC2350-07	Fee Books	New record number [formerly LC2350-05].
LC2350-08	Jury Records	New record number [formerly LC2350-06].
LC2350-08c	Jury Records – returned/undeliverable jury summonses	New records series.
LC2350-09	Process Logs/Process Registers	New record number [formerly LC2350-07].
LC2350-10	Reports to State Agencies	New record number [formerly LC2350-08].

LC2350-10a	Reports to State Agencies – Texas Judicial Council	New record number [formerly LC2350-08(a)].
LC2350-10b	Reports to State Agencies – motor carrier weight convictions	New records series.
LC2350-10c	Reports to State Agencies – reports submitted to Department of Public Safety	New record number [formerly LC2350-08(c)].
LC2350-11	Witness Record	New record number [formerly LC2350-09].

PART 2: INQUEST RECORDS

LC2375-01a	Fire Inquest Records	Retention Note added; permanent retention of case papers is now required if the information is not documented in a docket or record book.
LC2375-02c	Inquest Records – reports to Department of State Health Services	New records series.
LC2375-03	Unidentified Body Information	New records series.

PART 3: VITAL STATISTICS RECORDS

New retention note added to introduction: c) The permanent retention period established in this schedule and by law for item numbers LC2400-01, LC2400-02, and LC2400-04 is not required for those local registrars who choose to follow the option permitted by Section 191.026(e), provided they do so in accordance with procedures developed by the Vital Statistics Unit of the Texas Department of State Health Services to implement the section.

LC2400-03	Burial Transit Permit Records	Retention period increased to 3 years.
LC2400-05b	Disinterment Record – permit applications	Retention period decreased to “destroy at option”; record determined to be obsolete.
LC2400-08	Record of Issuance of Certified Copies or Abstracts of Birth and Death Records	New record series.

PART 5: JUVENILE RECORDS (NEW PART)

LC2450-01	Video Recordings (Juvenile Detention Hearings)	New records series.
LC2450-02	Report on Juvenile Delinquency Records (Informal Disposition Cases)	New records series.

LC2450-03	Video Recordings of Requests for Breath Specimen Tests	New records series.
LC2450-04	Juvenile Delinquency Records (Statutory Warnings)	New records series.
LC2450-05a	Juvenile Case Papers – offenses committed on or before 8/31/87	New records series.
LC2450-05b	Juvenile Case Papers – for offenses committed between 9/1/87 and 12/31/95	New records series.
LC2450-05c	Juvenile Case Papers – for offenses committed on or after 1/1/96	New records series.
LC2450-06a	Fingerprints and Photographs of Juveniles – offenses committed on or before 8/31/87	New records series.
LC2450-06b	Fingerprints and Photographs of Juveniles – for offenses committed between 9/1/87 and 12/31/95	New records series.
LC2450-06c	Fingerprints and Photographs of Juveniles – for offenses committed on or after 1/1/96	New records series.
LC2450-07	Juvenile Court Docket	New records series.
LC2450-08	Juvenile Record (Juvenile Court Minutes)	New records series.
LC2450-09	Juvenile Detention Register	New records series.
LC2450-10	Juvenile Information Systems (Local)	New records series.
LC2450-11	Audio or Videotapes of Release Hearings	New records series.