Changes to Local Schedule PS
Effective August 14, 2011

Note: The use of an asterisk (*) in the third 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: GENERAL OPERATIONS RECORDS		
PS4050-06	Surveillance Videos	New records series.
PS4050-07	GPS Tracking Records	New records series.
PS4100-05	Dispatch Reports	Retention period increased to 2 years. Retention Note added; archival review now required.
PART 2: LAW ENFORCEMENT RECORDS		
PS4125-01	Activity Logs or Dockets	Retention Note added; archival review now required.
PS4125-04	Video and Audio Recordings from Police Vehicles	Records series title changed (formerly “DWI Video Tapes”).
PS4125-04a	Video and Audio Recordings from Police Vehicles – no charges filed	Retention period increased to 90 days after the date of the stop. Citation added: Code of Criminal Procedure, art. 2.135-2(b).
PS4125-04b	Video and Audio Records from Police Vehicles – Class C misdemeanor charge filed	New subseries. Retention period increased to 90 days after the date of the stop. Citation added: Code of Criminal Procedure, art. 2.135-2(b).
PS4150-01	Accident Reports	Divided into two subseries: Originals (4150-01a) and Copies (4150-01b).

PS4150-01a	Accident Reports – originals	Retention period changed to reflect original reports' being sent to TxDOT and not kept at the local level.
PS4150-01b	Accident Reports – copies	Subseries divided into two new sub-subseries based on whether arrest was made. If no arrest was made, the copy is kept AV. If an arrest was made, the report is kept for the retention period of the Offense Investigation Record (PS4125-05b).
PS4150-07	Incident Reports	Retention period increased to 3 years.
PS4175-02	Criminal Intelligence and Analysis Files	Remarks changed to reflect update in Chapter 61, Code of Criminal Procedure, pertaining to when the records in this series must be destroyed.
PS4175-04	Fugitive Reports	Retention Note added; archival review now required.
PS4175-10	Sex Offender Registration Records	Citation changed to Chapter 62, Texas Code of Criminal Procedure. Retention period changed; these records may now be destroyed if the sex offender is deceased. Retention Notes changed; these records must now be destroyed once the individual is no longer required to register as a sex offender.
PS4175-16a	Protective Orders – emergency orders issued by magistrates	Divided into two subseries based on the authority under which the magistrate issues the protective order, with corresponding retention periods.
PS4175-16b	Protective Orders – issued pursuant to certain sections of the Family Code	Citations changed to Section 3.581 and Chapter 85, Family Code.
PS4175-20	DNA Collection Records	New records series.
PS4200-05	Jail Population Reports	Retention Note added; archival review now required.

Section 2-5: Juvenile Records: *Entire Juvenile Records section replaced with PS4225-05 through PS4225-17c to reflect major revisions in the Family Code.*

PS4225-05	Video Recordings (Juvenile Detention Hearings)	New records series.
PS4425-06	Juvenile Delinquency Records (Informal Disposition Cases)	New records series.

PS4225-07	Report on Juvenile Delinquency Records (Informal Disposition Cases)	New records series.
PS4225-08	Juvenile Delinquency Records (First Offender Program)	New records series.
PS4225-09	Report on Juvenile Delinquency Records (First Offender Program)	New records series.
PS4225-10	Juvenile Delinquency Cases (Non-referred Cases)	New records series.
PS4225-11	Video Recordings of Requests for Breath Specimen Tests	New records series.
PS4225-12	Juvenile Delinquency Records (Statutory Warnings)	New records series.
PS4225-13a	Juvenile Case Papers of Juvenile Probation Departments – for offenses committed between 9/1/87 and 12/31/95	New records series.
PS4225-13b	Juvenile Case Papers of Juvenile Probation Departments – for offenses committed on or after 1/1/96	New records series.
PS4225-14a	Fingerprints and Photographs of Juveniles – offenses committed on or before 8/31/87	New records series.
PS4225-14b	Fingerprints and Photographs of Juveniles – for offenses committed between 9/1/87 and 12/31/95	New records series.
PS4225-14c	Fingerprints and Photographs of Juveniles – for offenses committed on or after 1/1/96	New records series.
PS4225-15	Juvenile Detention Register	Formerly PS 4225-04 on previous editions of Local Schedule PS; no change in the series other than record number.
PS4225-16	Juvenile Information Systems (Local)	New records series.

PS4225-17a	Juvenile Case Papers of Prosecuting Attorneys – offenses committed on or before 8/31/87	New records series.
PS4225-17b	Juvenile Case Papers of Prosecuting Attorneys – for offenses committed between 9/1/87 and 12/31/95	New records series.
PS4225-17c	Juvenile Case Papers of Prosecuting Attorneys – for offenses committed on or after 1/1/96	New records series.
PS4325-01a	Police Academy Records – records relating to administration and conduct of the program	Citation changed to 37 TAC 215.1(c).
PS4235-01c	Police Academy Records – minutes of meetings of academy advisory boards	Citation changed to 37 TAC 215.7(e).
PS4325-03	Reports of Resignation or Termination	Two citations added: 37 TAC 217.7 (g); and reporting requirements Texas Occupations Code, Section 1701.451.

PART 3: RECORDS OF COUNTY MEDICAL EXAMINERS

PS4375-02b	Inquest Case Files – photographs and tissue slides	Retention note added: administrative value of these materials varies greatly depending on the circumstances of the death investigated (for example, materials pertaining to a death certified as a homicide will generally have much greater value than those of a death of natural causes).
PS4375-02c	Inquest Case Files – Reports and consents for autopsy… [misc. documents relating to an inquest investigation]	Retention note added: administrative value of these materials varies greatly depending on the circumstances of the death investigated (for example, materials pertaining to a death certified as a homicide will generally have much greater value than those of a death of natural causes).

PART 4: RECORDS OF FIRE FIGHTING AND EMERGENCY MEDICAL SERVICE AGENCIES

PS4450-02	Emergency Medical Service Run Reports	Series divided into two subseries based on whether treatment was rendered.
PS4450-02a	Emergency Medical Service Run Reports – treatment	Retention period unchanged; this series now excludes reports for cases in which treatment was refused.

	rendered	
PS4450-02b	Emergency Medical Service Run Reports – treatment refused	New records series.
PS4475-01b	Alarm Permits and Associated Documentation – applications and documentation of issuance of permits	Series now excludes inspection/evaluation reports (the reports now form their own series, PS4475-01c).
PS4475-01c	Alarm Permits and Associated Documentation – inspection/evaluation reports	New records series.
PS4475-02b	Automatic Sprinkler System Permits and Associated Documentation – applications and documentation of issuance of permits	Series now excludes inspection/evaluation reports (now PS4475-02c).
PS4475-02c	Automatic Sprinkler System Permits and Associated Documentation – inspection/evaluation reports	New records series.

PART 6: RECORDS OF COUNTY, DISTRICT, AND CRIMINAL DISTRICT ATTORNEYS

PS2575-06	Grand Jury Docket or Minutes	Series divided into two subseries based on whether the county or district clerk possesses a copy of the proceedings.