

Carrollton - Farmers Branch ISD Amended Control Schedules		Submission Date: 04 Dec 2006	Kristie Keesee
1505 Randolph St			Carrollton TX 75011 Tel. (972) 968-6331 FAX (972) 968-6335
Item / Sch.	Records Series Title	Retention	Authority/Comments

3100-03 EL	ELECTION MINUTES, NOTICES, AND ORDERS		
	a) Minutes of governing body concerning elections.	PERMANENT.	
	b) Posted or published notices of election, including records (e.g., affidavits of publication, record of posting locations, or lists of voters to whom notices are mailed) which document the time, place, and manner of notice.	RP-1 or RP-2.	Tex. Election Code, paragraph 4.005(d).
	c) Election orders and proclamations.		
	1) Ordering an election. <i>Retention Note: Tex. Election Code [paragraph 3.008(b)] requires that the date and nature of an election ordered by a political subdivision be entered in the minutes of its governing body.</i>	RP-1 or RP-2.	Tex. Election Code, paragraph 3.008(a).
	2) Relating to multiple elections or election procedures (e.g., order adopting a voting system; order appointing a county elections administrator).	AV if recorded in the minutes of the governing body; PERMANENT if not recorded.	Exempt from destruction request requirement.

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Item / Sch.	Records Series Title	Retention	Authority/Comments
LOCAL SCHEDULE GR			
RECORDS COMMON TO ALL LOCAL GOVERNMENTS			
PART I: ADMINISTRATIVE RECORDS			
SECTION 1-1: RECORDS OF GOVERNING BODIES			
<p><i>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 rule making 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 these subsidiary bodies.</i></p>			
1000-01 GR	AGENDAS		
	a) Open meetings.	2 years.	
	b) Closed sessions.	2 years.	Tex. Civil Statutes, art. 6252-17(2A)(f).
1000-03 GR	MINUTES (the use of the term audiotape in (c)-(e) includes videotapes with sound)		
	a) Written minutes.	PERMANENT.	
	b) Notes taken during meetings from which written minutes are prepared.	90 days after approval of minutes by the governing body.	Exempt from destruction request requirement.
	c) Audiotapes of open meetings, except as described in (d), for which written minutes are not prepared.	PERMANENT.	
	d) Audiotapes 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.	
	e) Audiotapes of open meetings for which written minutes are prepared.	90 days after approval of minutes by the governing body.	Exempt form destruction request requirement.
	f) Audiotapes of closed meetings.	2 years.	Tex. Civil Statutes, art. 6252-17(2A)(f).

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	g) 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.	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.
	<p><i>Retention Note: 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.</i></p>		
1000-04 GR	OPEN MEETING NOTICES	2 years.	
1000-05 GR	ORDINANCES, ORDERS, RESOLUTIONS (including those that have been repealed, revoked, or amended)	PERMANENT.	
1000-06 GR	PETITIONS - Petitions from the public to the governing body or subsidiary boards or commissions of a local government.	Consideration of the petition + 2 years.	
	<p><i>Retention Note: 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 Volume I of the Texas County Records Manual.</i></p>		
1000-20 GR	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.		
	a) Reports of accidents to adults.	5 years.	

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	b) Reports of accidents to minors.	5 years, or 2 years after the minor reaches the age of 18, whichever later.	
1000-24 GR	COMPLAINTS - Complaints received from the public by a governing body or any officer or employee of a local government relating to government policy. <i>Retention Note: 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 (e.g., complaints from the public about potential fire hazards are scheduled in Local Schedule PS and have a longer retention period).</i>	Resolution or dismissal of complaint + 2 years.	
1000-25 GR	CONTRACTS, LEASES, AND AGREEMENTS - Contracts, leases, and agreements, including reports, correspondence, performance bonds, and similar records relating to their negotiation, administration, renewal, or termination, except construction contracts (see item number 1075-16).	4 years after the expiration or termination of the instrument according to its terms.	
1000-26 GR	CORRESPONDENCE AND INTERNAL MEMORANDA (includes incoming and copies of outgoing correspondence and internal correspondence and memoranda). <i>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 1025-01 (e); a letter concerning a workers compensation claim should be retained for the period given under item number 1050-32, etc. The retention periods that follow are for correspondence and internal memoranda that do not readily fall within other record groups.</i>		
	a) Policy and program development - Correspondence and internal memoranda pertaining to the formulation, planning, implementation, modification, or redefinition of the policies, programs, services, or projects of a local government.	5 years.	Review before disposal; some correspondence of this type may merit permanent retention for historical reasons.
	b) Administrative - Correspondence and internal memoranda pertaining to or arising from the routine administration or operation of the policies, programs, services, and projects of a local government.	2 years.	

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	c) Routine - Correspondence and internal memoranda such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters.	AV	Exempt from destruction request requirement.
1000-27 GR	DEEDS (including title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfers of title, and similar records evidencing public ownership of real property)	PERMANENT.	
1000-29 GR	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.	
1000-31 GR	LITIGATION CASE FILES (including 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)	AV after final disposition of the case.	Review before disposal; some case files may merit permanent retention for historical reasons. Exempt from destruction request requirement.
1000-32 GR	MINUTES (STAFF) - Minutes of internal staff meetings.	AV	Exempt from destruction request requirement.
1000-33 GR	NEWS RELEASES	AV	Exempt from destruction request requirement.
1000-34 GR	OPEN RECORDS REQUESTS - Open records requests, including correspondence and other documentation relating to the request.	1 year after final decision on request.	
1000-35 GR	ORGANIZATIONAL CHARTS	US	Exempt from destruction request requirement.
1000-36 GR	PERMITS AND LICENSES - Records documenting the application for and the issuance of permits and licenses 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.	
1000-37 GR	PHOTOGRAPHS, 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.	PERMANENT, but see retention note.	

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	<p><i>Retention Note: Most photographs and other non-textual media of the types described must be retained permanently for historical reasons, but latitude is allowed to the records management officer and the custodians of records in a local government to determine to what extent a particular photograph, for example, documents the history and activities of the local government. If it is determined that it does not, it need be kept only as long as administratively valuable. 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 under police and fire department records respectively.</i></p>		
1000-38 GR	<p>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.</p>	US + 5 years.	Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons.
1000-39 GR	<p>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.</p> <p><i>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 or solicitative matter provided by charitable or public awareness organizations (e.g., United Way, American Heart Association); and (b) public service leaflets or flyers prepared by a local government or others 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).</i></p>	One copy of each PERMANENT.	
1000-40 GR	<p>RECORDS MANAGEMENT RECORDS</p> <p>a) Records control schedules (including all successive versions of and amendments to schedules)</p>	PERMANENT.	

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	b) Records destruction documentation - Records documenting the destruction 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.	
	c) Records inventories - Lists or inventories of the active and inactive records created or received by a local government.	AV	Exempt from destruction request requirement.
	d) Records management plans and policy documents - Plans and similar documents establishing the policies and procedures under which a records management program operates.	US + 5 years.	
1000-41 GR	REPORTS AND STUDIES (NON-FISCAL)		
	a) 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.	Review before disposal; many records of this type may merit permanent retention for historical reasons.
	4) Monthly, bimonthly, quarterly, or semi-annual reports.	3 years.	
	b) 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.	Exempt from destruction request requirement.

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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 is 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 1025-26, 1025-27, 1025-28, and 1025-30 associated with receipts and disbursements from or to the fund must be retained for FE + 10 years.

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b) GRANT 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.

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

i) Most federal grantor agencies require that grant-related records be retained for audit purposes for 3 years from the filing of expenditure reports. A few agencies, however, require a 5-year retention. Reference should be made to the specific terms of each grant to determine whether a 3-year or 5-year retention period is required and whether additional retention provisions apply.

ii) In addition to item number 1025-08(a)-(b), financial and programmatic records of grant-funded projects, including copies of 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 - 3 or 5 years from the date of submission of the annual or other periodic expenditure report.

B) For grants continued or renewed quarterly - 3 or 5 years from the date of submission of the expenditure report for the last quarter of the federal fiscal year.

C) For grants for which the requirement of a final expenditure report has been waived - 3 or 5 years from the date the report would have been due.

D) For all other grants - 3 or 5 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

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acquired with grant funds - 3 or 5 years from the date of transfer, replacement, sale, or junking of the item.

B) Cost allocation plans and indirect cost records - 3 or 5 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 or 5 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 or 5 year period, the records must be retained until all litigation or audit findings are resolved or until the end of the regular 3 or 5 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 1025-08(a)-(b) and records described in section (b)(1) must be retained by local government subgrantees for the following minimum retention periods:

A) For grant programs with a 3-year federal retention requirement - FE + 5 years.

B) For grant programs with a 5-year federal retention requirement - FE + 7 years.

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	<p><i>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.</i></p> <p><i>4) Grant Records and School districts (including Educational Service Centers) - See page 7 of Local Schedule SD. 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 7-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, county departments of education, and educational cooperatives.</i></p>		
SECTION 2-1: FISCAL ADMINISTRATION AND REPORTING			
1025-01 GR	AUDIT RECORDS (by both internal and external auditors)		
	a) Annual or biennial cumulative audit.	PERMANENT.	
	b) Annual, biennial, or other periodic audit of a department, program, fund, or account if included in a cumulative audit under (a).	2 years.	
	c) Annual, biennial, or other periodic audit of a department, program, fund, or account if not included in a cumulative audit under (a).	PERMANENT.	
	d) Special audits ordered by a governing body, a court or grand jury, or mandated by administrative rules of a state or federal agency.	PERMANENT.	
	e) 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.	
1025-02 GR	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.	

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1025-03 GR	BOND RECORDS (see retention note to item number 1025-09)		
	a) Bond administrative records consisting of preliminary studies, proposals and prospectuses, authorizations and certifications for issuance or cancellation, and related policy correspondence.	PERMANENT.	
	b) Bond certificates and redeemed coupons.	1 year after payment.	Tex. Civil Statues, art. 7171-1 for counties (see statute for procedural instructions for destruction); by authority of this schedule for all other local governments. Exempt from destruction request requirement.
	c) Bond registers.	PERMANENT.	
	d) Records relating to the exchange, conversion, or replacement of bonds by bondholders.	a) If information is contained in a bond register - 1 year. b) If information is not contained in a bond register - PERMANENT.	Exempt from destruction request requirement.
1025-04 GR	BUDGETS AND BUDGET DOCUMENTATION		
	a) Annual budgets (including amendments).	PERMANENT.	
	b) 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.	
	c) Working papers created exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents.	2 years.	Records may include Grants
	d) Encumbrance and expenditure reports (status reports showing expenditures and encumbrances against a budget).	2 years.	Records may include Grants
	e) Budget change documentation, including line item or contingency/reserve fund transfers and supplemental budget requests.	2 years.	Records may include Grants
1025-05 GR	CAPITAL ASSETS RECORDS - Documentation relating to the capital and fixed assets of a local government.		
	a) Equipment or property history cards or similar records containing data on initial cost, including disposal authorizations when disposed of.	FE of date of disposal + 7 years for school districts; + 3 years for other governments.	

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	b) Equipment or property cost and depreciation schedules or summaries used for capital outlay budgeting or other financial or budget control purposes.	FE + 7 years for school districts; + 3 years for other governments.	
	c) Equipment or property inventories (including sequential number property logs).	US + 3 years.	
	d) Property sale, auction, or disposal records of government-owned equipment or property.	1 year.	Tex. Local Government Code, 263.155(b) for counties, by authority of this schedule for all other local governments. Exempt from destruction request requirement.
	<i>Retention Note: Property sale or auction records under (d) do not include records arising from the sale of auction of property foreclosed or seized by a taxing unit for failure to pay property taxes or for the sale or auction or property seized by law enforcement officers. For such records use Local Schedule TX or Local Schedule PS respectively.</i>		
1025-06 GR	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.	3 years.	31 CFR 51.11(b), 51.12(c), and 51.108(a) and (d).
1025-07 GR	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.		
	a) Monthly, bimonthly, quarterly, or semi-annual reports.	FE + 3 years.	Records may include Grants
	b) Annual reports.	PERMANENT.	
	c) Long range fiscal planning reports.	PERMANENT.	
	d) Capital improvement reports.	PERMANENT.	
1025-08 GR	GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS		
	a) Successful grant applications and proposals and any documentation that modifies the terms of a grant.	FE + 7 years for school districts; + 3, 5, or 7 years for other governments.	See note (b) on page 15

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	b) Financial, performance, and compliance reports submitted to grantor or subgrantor agencies.	FE + 7 years for school districts; + 3, 5, or 7 years for other governments.	See note (b) on page 15.
	c) Reports, planning memoranda, studies, correspondence, and similar records created for and used in the development of successful grant proposals.	3 years.	
	d) Any records of the type noted in (a) or (b) relating to unsuccessful grant proposals.	AV	Exempt from destruction request requirement.
1025-09 GR	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. <i>Retention Note: It is an exception to the retention period for this item that records of investments and the calculation of arbitrage rebate amounts (if any) on proceeds from the sale of tax exempt bonds must be retained for 6 years after the retirement of the last obligation of the bond issue.</i>	FE + 7 years for school districts; + 5 years for other governments.	

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SECTION 2-2: ACCOUNTING RECORDS			
<i>Retention Note: PAYROLL RECORDS - For records relating to the disbursement of payroll see Section 3-2.</i>			
1025-25 GR	ACCOUNTING POLICIES AND PROCEDURES DOCUMENTATION - Policy and procedure directives and similar records documenting accounting methodology.	US + 5 years.	
1025-26 GR	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, except a) Accounts payable records sufficient to document the purchase costs of capital equipment or other fixed assets if capital asset documentation of the type noted under item number 1025-05(a) is not created. b) Fund transmittal 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), except those accompanying the transmittal of federal and state payroll and unemployment taxes [see item number 1050-53(b)].	FE of date of payment + 7 years for school districts; + 3 years for other governments. FE of date of disposal + 7 years for school districts; + 3 years for other governments. FE of period covered by report + 3 years.	
1025-27 GR	ACCOUNTS RECEIVABLE RECORDS - Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records that serve to document money owed to or received by local government and its collection or receipt except a) Accounts receivable records documenting the receipt of any monies by any local government other than a school district that are remittable to the State Comptroller of Public Accounts (e.g., court costs in criminal cases, sales tax). b) Account card or similar record 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 receipt + 7 years for school districts; + 3 years for other governments. Remittance due date + 7 years for school districts; + 5 years for other governments. FE of date of final payment and release of lien + 3 years.	

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	<p>c) Account card of similar record relating to the receipt of cash deposits as sureties for the delivery of services (e.g., water and wastewater).</p> <p>d) Records of accounts deemed uncollectable, including write-off authorizations.</p> <p><i>Retention Note: for accounts receivable records associated with the collection of property taxes, all local governments, including school districts, should use Local Schedule TX.</i></p>	<p>FE of termination of service or refund of deposit + 3 years.</p> <p>FE of write-off date + 7 years for school districts; + 3 years for other governments.</p>	
1025-28 GR	BANKING RECORDS - Bank statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, etc.	FE + 7 years for school districts; + 5 years for other governments.	
1025-29 GR	<p>COST ALLOCATION AND DISTRIBUTION RECORDS - Records created to document the allocation of costs among accounts and funds of local government, including records relating to chargebacks and other interdepartmental or interfund accounting transactions.</p> <p><i>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 1025-30) by all local governments.</i></p>	FE + 7 years for school districts; + 3 years for other governments.	
1025-30 GR	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION		
	<p>a) General ledger showing receipts and expenditures from all accounts and funds of a local government.</p> <p>1) For fiscal years for which an annual audit report (see item number 1025-01) exists.</p> <p>2) For fiscal years for which an annual audit report (see item number 1025-01) does not exist.</p>	<p>FE + 7 years for school districts; + 5 years for other governments.</p> <p>PERMANENT.</p>	Review before disposal; some ledgers may merit permanent retention for historical reasons.
	b) Subsidiary ledgers.	FE + 7 for school districts; + 5 years for other governments.	Review before disposal; some ledgers may merit permanent retention for historical reasons.
	c) Receipt, disbursement, general, or subsidiary journals.	FE + 7 years for school districts; + 5 years for other governments.	Review before disposal; some journals may merit permanent retention for historical reasons.

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Item / Sch.	Records Series Title	Retention	Authority/Comments
	<p><i>Retention Notes: a) 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 1025-09).</i></p>		
	d) 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 + 7 years for school districts; + 5 years for other governments.	
	<p><i>Retention Note: If bill stubs (see item number 1025-27) are used as entry documentation for account journals, they must be retained by all local governments other than school districts for FE + 5 years rather than the FE + 3 year retention period for accounts receivable records.</i></p>		
	e) Perpetual care fund registers of municipally-owned cemeteries.	PERMANENT.	Tex. Health and Safety Code, 713.005(a).
1050-02 GR	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.		
	a) Validation studies.	Life of test + 2 years.	
	b) Tests.	US + 2 years.	29 CFR 1602.31, 1602.40, and 1602.49.
	<p><i>Retention Note: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.</i></p>		
	c) Test papers of persons taking tests.	2 years	29 CFR 1602.31, 1602.40, and 1602.49.
	d) Records, other than those noted (a)-(c), relating to the planning and administration of tests.	3 years.	
1050-04 GR	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.	
	<p><i>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 1050-14.</i></p>		

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1050-07 GR	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.	2 years after case closed or action taken, as applicable.	29 CFR 1602.31, 1602.40, and 1602.49.
1050-08 GR	EMPLOYEE PENSION AND BENEFITS RECORDS [for records of pension and deferred compensation deductions from payroll see 1050-52(b)].		
	a) Employee benefit plans such as pension; life, health, and disability insurance; seniority and merit systems; and deferred compensation plans, including amendments. <i>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 changes or revisions, must be retained for the same period as written plans.</i>	Termination of plan + 1 year.	29 CFR 1627.3(b)(2).
	b) Enrollment forms providing personal identifying data, beneficiary information, option selection, 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	Exempt from destruction request requirement.
	2) If the official record is maintained by the local government.		
	A) Pension and deferred compensation.	PERMANENT.	
	B) Life health, and disability insurance.	Termination of coverage + 4 years.	
	c) Annual reports from a pension system or fund.	PERMANENT.	
1050-09 GR	EMPLOYEE RECOGNITION RECORDS - Award committee reports, selection criteria, nominations, and similar administrative records of employee award or incentive programs.	2 years.	
1050-10 GR	EMPLOYEE SECURITY RECORDS		
	a) 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.	
	b) Records relating to the issuance of parking permits.	US	Exempt from destruction request requirement.

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Item / Sch.	Records Series Title	Retention	Authority/Comments
1050-11 GR	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; background, criminal history, and previous injury checks; polygraph examination results; 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.	29 CFR 1602.31, 1602.40, and 1602.49.
1050-12 GR	EMPLOYEE SERVICE RECORD - 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; and date of separation. [For other information on employees that must also be retained permanently either as part of this record or in another form, see item numbers 1050-52(b) and 1050-54(a)]. <i>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 permanently. More than one document providing the same element of required information need not be retained.</i> <i>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 permanently.</i> <i>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 1050-59) applicable to a person's employment history are retained permanently.</i>	PERMANENT.	
1050-13 GR	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.	29 CFR 1602.31, 1602.40, and 1602.49.

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Item / Sch.	Records Series Title	Retention	Authority/Comments
1050-14 GR	<p>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 except</p> <p>a) Samples of publications, artwork, or other products of prior achievement not returned to applicants.</p> <p>b) 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 1050-28(a).</p> <p><i>Retention Note: If applicant screening or hiring decisions are based on resumes, with only successful or interviewed candidates completing employment application, then resumes of persons not hired must be kept for the same period as employment applications. If resumes are supplemental to employment application forms, they need only be retained as long as administratively valuable.</i></p>	<p>2 years from the creation (or receipt) of the record or the personnel action involved, whichever later.</p> <p>AV</p> <p>Date of separation + 5 years.</p>	<p>29 CFR 1602.31, 1602.40, and 1602.49.</p> <p>Exempt from destruction request requirement.</p>
1050-15 GR	<p>EMPLOYMENT CONTRACT/COLLECTIVE BARGAINING RECORDS</p> <p>a) 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.</p> <p>b) 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.</p>	<p>Last effective date of contract + 4 years.</p> <p>Last effective date of contract + 4 years or, if no agreement or contract results, 4 years.</p>	
1050-16 GR	<p>EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS</p> <p>a) Reports, analyses, or statistical data compiled from source documentation used to complete EEO reports.</p> <p>b) EEO-1, EEO-4, EEO-5, and EEO-6 reports.</p> <p>c) Case files relating to discrimination complaints, including complaints, legal and investigative documents, exhibits, related correspondence, withdrawal notices, and decisions or judgments.</p>	<p>3 years.</p> <p>3 years.</p> <p>Resolution of case + 3 years.</p>	<p>29 CFR 1602.30, 1602.39, and 1602.48.</p> <p>29 CFR 1602.32, 1602.41, and 1602.50.</p>

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1050-20 GR	GRIEVANCE RECORDS - Records relating to the review of employee grievances against personnel policies, working conditions, etc. <i>Retention Note: Do not confuse these records with those involving EEO complaints [see item number 1050-16(c)].</i>	2 years.	
1050-21 GR	JOB EVALUATIONS (PERFORMANCE APPRAISALS)		
	a) Evaluations of public school teachers, subject to the career ladder system, for the 1983-84 school year and subsequent years only.	PERMANENT.	
	b) Evaluations of all other local government employees.	US + 2 years.	29 CFR 1620.32(c).
1050-22 GR	MEDICAL AND EXPOSURE REPORTS		
	a) Health or physical examination reports or certificates of all job applicants if physical condition is a factor in hiring decisions, including the promotion, transfer or selection for training of current personnel.	2 years.	29 CFR 1602.31, 1602.40, and 1602.49.
	b) 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.	Date of separation + 30 years.	29 CFR 1910.20(d)(1)(i) and 1910-1030(h)(1)(iv).
	2) For all other employees.	US + 2 years.	
	c) 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.	29 CFR 1910.20(d)(1)(ii).
1050-23 GR	OATHS OF OFFICE	US + 5 years; or, 5 years after leaving position for which oath required, whichever applicable.	
1050-24 GR	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.	29 CFR 1602.31, 1602.40, and 1602.49.
1050-26 GR	POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS		
	a) Job descriptions, including any associated task or skill statements.	US or position abolished + 4 years.	40 TAC 301.6(h) and (i).

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	b) 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., as follows:		
	1) Documents linked to a specific position.	Dispose with job description under (a)	
	2) Survey, audit, or other reports issued on a regular basis.	US + 4 years.	
	3) Other documentation not included in (b)(1) or (b)(2).	4 years.	
	c) Position staffing and vacancy reports.	US	Exempt from destruction request requirement.
	d) Personnel requisitions.	2 years.	
1050-27 GR	REDUCTION IN FORCE PLANS (including any related implementation documentation)	US, or if implemented, 2 years from date of last RIF action under the plan.	
1050-28 GR	TRAINING AND EDUCATIONAL ATTAINMENT 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 1050-02)		
	a) 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.	
	<i>Retention Note: If information concerning training or testing (e.g., test scores) is transferred to an Employee Service Record (item number 1050-12). The document from which the information is taken need be retained for only 2 years.</i>		
	b) Records documenting the planning, development, implementation, administration and evaluation of in-house training programs.	3 years.	
	c) Training manuals, syllabuses, course outlines, and similar training aids used in in-house training programs.	US	Exempt from destruction request requirement.

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	d) Skill or achievement measurement records of a training group or class as a whole (e.g., rosters with scores). <i>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.</i>	2 years.	
1050-29 GR	UNEMPLOYMENT COMPENSATION CLAIMS FILES - Unemployment claims, pertinent correspondence, and similar records documenting unemployment compensation cases.	5 years.	
1050-30 GR	VERIFICATION OF EMPLOYMENT ELIGIBILITY (INS Form I-9) <i>Retention Note: If a former employee is rehired and an INS form I-9 is still on file for the employee, the 3 year retention period dates from date of first hire.</i>	3 years from hire or 1 year after separation, whichever later.	8 CFR 474a.2(b)(2)(i)(A) and (c)(2).
1050-32 GR	WORKERS COMPENSATION CLAIM FILES - Initial and supplemental reports of accidents to or job-related illnesses of employees and documentation relating to any subsequent filing of claims by employees.	5 years.	29 CFR 1904.06 for accident and illness reports.

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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 + 3 years (or FE + 7 years in school districts) under the retention for Banking Records (see item number 1025-28).

1050-50 GR	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.	
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1050-52 GR	<p>EARNINGS AND DEDUCTION RECORDS</p> <p>a) 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 7 years by school districts or 4 years by other governments will satisfy the retention requirement:</p>	7 years for school districts; 4 years for other governments.	See note (b) on page 7 of Local Schedule SD for school districts; 20 CFR 404.1225(b)(3) and 40 TAC 301.6(a) and (i) for other governments.
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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.

b) 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. Permanent retention of any one of the following will satisfy the retention requirement:

PERMANENT.

1) Individual employee earnings card or record as in (a)(1).

2) Employee Service Record (see item number 1050-12) if it contains the prescribed pension and deferred compensation deduction data.

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Item / Sch.	Records Series Title	Retention	Authority/Comments
	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.		
	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.		
	c) Master payroll register, including year-to date registers, if not used to satisfy either of the retention requirements set in (a) or (b).	FE + 3 years.	
	d) 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.	FE + 3 years.	
	2) If data contained in the subsidiary payroll register is contained in the master payroll register.	AV	Exempt from destruction request requirement.
	e) 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.	
	f) Payroll adjustment records, including transaction registers, authorizations, and similar records authorizing and detailing adjustments to payroll records because of overpayment, underpayment, etc.	FE + 7 years for school districts; + 3 years for other governments.	
1050-53 GR	FEDERAL AND STATE TAX FORMS AND REPORTS		
	a) Forms used to determine withholding from wages and salaries for payroll tax purposes.	4 years after separation or 4 years after form amended, whichever sooner.	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.
	b) Forms and reports used to report the collection, distribution, deposit, and transmittal of payroll or unemployment taxes.	4 years after tax due date or date tax paid, whichever later.	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.
1050-54 GR	LEAVE RECORDS		

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	a) 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. Retention of any one of the following permanently will satisfy the retention requirement: 1) Individual employee earnings card or record as described in item number 1050-52(a) if it also contains accumulated sick leave data. 2) Employee Service Record (see item number 1052-12) 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.	PERMANENT.	
	b) Requests and authorizations for vacation, compensatory, sick and other types of authorized leave.	FE + 3 years.	
	c) Leave or hours-to-date registers.	FE + 3 years.	
	d) 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.	
1050-55 GR	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 1050-50) and federal tax forms [see item number 1050-53(a)].		
	a) Documents concerning hiring, termination, transfer, pay grade, position or job title, name changes, etc.	2 years.	29 CFR 1602.31, 1602.40, and 1602.49.
	b) Documents concerning adjustments to payroll and leave status.	FE + 3 years.	
1050-56 GR	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.	40 TAC 301.6(a) and (i).
1050-57 GR	TIME CHANGE RECORDS - Requests and authorizations for overtime, time trading, and other actions that affect normal work time except leave requests [see item number 1050-54(c)].	2 years.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
1050-58 GR	REQUESTS AND AUTHORIZATIONS TO ENGAGE IN REIMBURSABLE ACTIVITIES - 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 + 7 years for school districts; + 3 years for other governments.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
PART 4: SUPPORT SERVICES RECORDS			
SECTION 4-1: PURCHASING RECORDS			
<p><i>Retention Notes: RELATIONSHIP WITH ACCOUNTS PAYABLE RECORDS - In a local government in which purchasing and accounts payable records (see item number 1025-26) are maintained by the same individual, 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.</i></p>			
1075-01 GR	BIDS AND BID DOCUMENTATION		
	a) Successful bids and requests for proposals, including invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation.	FE of award + 7 years for school districts; + 3 years for other governments.	
	b) Unsuccessful bids.	2 years.	
	c) Informal bid records, such a requests for quotations or estimates, for the procurement of goods or services for which state law or local policy does not require the formal letting of bids.	1 year.	Exempt from destruction request requirement.
1075-02 GR	INVENTORY RECORDS (PARTS AND SUPPLIES)	1 year.	Exempt from destruction request requirement.
	<i>Retention Note: For inventory and cost data records on capital and fixed assets see item number 1025-05.</i>		
1075-03 GR	PURCHASE ORDER AND RECEIPT RECORDS		
	a) Purchase orders, requisitions, and receiving reports.	FE + 7 years for school districts; + 3 years for other governments.	
	b) 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.	
	c) Packing slips and order acknowledgments.	AV	Exempt form destruction request requirement.
	d) Vendor and commodity lists.	US	Exempt from destruction request requirement.

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Item / Sch.	Records Series Title	Retention	Authority/Comments
SECTION 4-2: FACILITY, VEHICLE, AND EQUIPMENT MANAGEMENT RECORDS			
1075-15 GR	ACCIDENT AND DAMAGE REPORTS (PROPERTY) - Reports of accidents or damage to facilities, vehicles or equipment if no personal injury is involved <i>Retention Note: For accident reports involving personal injury see item numbers 1000-20 and 1050-32.</i>	3 years.	
1075-16 GR	CONSTRUCTION PROJECT FILES - 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. <i>Retention Note: Files 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 need be retained for only 10 years after completion of the project.</i>	PERMANENT, but see retention note.	
1075-18 GR	MAINTENANCE, REPAIR, AND INSPECTION RECORDS - Records documenting the maintenance, repair, and inspection of facilities, vehicles, and equipment. <i>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.</i>		
	a) Vehicles and equipment.		
	1) Routine inspection records.	1 year.	Exempt from destruction request requirement.
	2) Maintenance and repair records.	LA	

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	<i>Retention Note: If a vehicle is junked as the result of an accident, the maintenance and repair records for the vehicle must be retained for LA + 3 years.</i>		
	b) Facilities.		
	1) Routine cleaning, janitorial, and inspection work.	1 year	Exempt from destruction request requirement.
	2) All other facility maintenance, repair and inspection records (including those relating to plumbing, electrical, fire suppression, and other infrastructural systems).	3 years.	
1075-19 GR	SERVICE REQUESTS/WORK ORDERS (for repairs and maintenance to facilities, vehicles, or equipment)	2 years.	
	<i>Retention Note: If work orders serve as the only form of record documenting repairs to vehicles or equipment [see item number 1075-18(a)] they must be retained for the life of the vehicle or equipment.</i>		
1075-20 GR	USAGE REPORTS - Reports of usage of facilities, vehicles, and equipment.		
	a) 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 + 7 years for school districts; + 3 years for other governments.	
	b) 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.	
	c) Usage reports compiled for purposes other than those noted in (a) or (b).	1 year.	Exempt from destruction request requirement.
1075-21 GR	VEHICLE ASSIGNMENT RECORDS - Assignment logs, authorizations, and similar records relating to the assignment and use of government-owned vehicles by employees.	2 years.	
1075-22 GR	VISITOR CONTROL REGISTERS - Logs, registers, or similar records documenting visitors to limited access or restricted areas.	3 years.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
SECTION 4-3 COMMUNICATIONS RECORDS			
1075-40 GR	POSTAL AND DELIVERY SERVICE RECORDS		
	a) Meter and permit usage records.	1 year.	Exempt from destruction request requirement.
	b) Registered, certified, insured, and special delivery mail receipts and similar records of transmittal by express or delivery companies.	1 year.	Exempt from destruction request requirement.
1075-41 GR	TELEPHONE LOGS OR ACTIVITY REPORTS - Registers or logs of telephone calls made and similar telephone activity reports.		
	a) If the log, report, or similar record is used for cost allocation purposes.	FE + 7 years for school districts; + 3 years for other governments.	
	b) If the log, report, or similar record is used for internal control purposes other than cost allocation.	2 years.	
4800-50 HR	SECURITY RECORDS		
	a) Incident reports.	5 years.	
	b) Daily log - Listing of notable occurrences.	2 years.	
	c) Lost and found log.	After disposal of items + 2 years.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
LOCAL SCHEDULE SD			
PART 1: STUDENT ACADEMIC RECORDS			
<i>Retention Note: Any records in this part (e.g., enrollment cards) created for students who enroll or register in a school district, but who do not subsequently attend classes need be retained only as long as administratively valuable and are exempt from the destruction notice request.</i>			
RECORDS OF PUBLIC SCHOOL DISTRICTS			
3200-01 SD	ACADEMIC RECORDS		
	a) The academic record (TEA form AAR-001) or its former equivalent used to record academic achievement in grades 9-12.	PERMANENT	
	b) Cumulative record of achievement in grades Pre-K through 8.	Date of withdrawal + 7 years	
3200-02 SD	BIRTH DATE DOCUMENTATION - Copies of birth certificates, church records, bible records, passport or immigration records, or other documents used to establish a date of birth.	AV	Exempt from destruction request requirement.
3200-03 SD	CUSTODY DOCUMENTS - Copies of court instruments relating to adoption, guardianship, or custody.	Until the student is 18.	
<i>Retention Note: It is an exception to the retention period given that a court order superseded by a subsequent order (e.g., a change in guardianship) need be retained only as long as administratively valuable and is exempt from the destruction notice requirement.</i>			
3200-04 SD	ENROLLMENT OR REGISTRATION FORMS	Date of withdrawal + 7 years.	See note (b) on page 7.
3200-05 SD	HOME LANGUAGE SURVEYS	Date of withdrawal + 7 years.	See note (b) on page 7.
3200-07 SD	PARENTAL PERMISSION RECORDS - Parental consents for a student to engage in school activities or programs, except consents noted elsewhere in this schedule.	Until cessation of activity for which consent granted + 2 years; or, if annually renewable, US + 2 years.	
<i>Retention Note: If a student is involved in an accident while engaged in an activity for which parental consent was granted, the consent form or statement must be retained for the same period as Accident Reports (see item number 3300-01).</i>			

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3200-08 SD	STUDENT WITHDRAWAL/RECORD TRANSFER FORM (TEA form PEIMS-100)	AV (both sending and receiving districts)	Exempt from destruction request requirement.
3200-09 SD	TEST AND ACADEMIC MEASUREMENT REPORTS		
	a) Reports of results of TAAS, TEAMS, TABS, and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc.	W/D + 7 years for all grades except 9 - 12 must be PM if testing results are not recorded on academic achievement; or 1 year after recording data in academic achievement or cumulative record for all grades whichever later.	Exempt from destruction request requirement.
	<i>Retention Note: If testing results of the types described are not recorded on the academic achievement or cumulative record (see item number 3200-01) either manually or by affixing labels, the results must be retained PERMANENTLY for grades 9-12 and until the date of withdrawal + 7 years for all other grades.</i>		
	b) Reports of results of other tests or measurements (e.g., reading/mathematics profiles).	Date of withdrawal + 7 years.	See note (b) on page 7.
	c) District summaries on a group basis of the results of standardized testing.	3 years.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
PART 2: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT RECORDS			
3225-01 SD	ACCESS POLICIES - Written policies and procedures demonstrating how a district meets the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, and federal rules adopted under the act.	US	Exempt from destruction request requirement.
3225-02 SD	ACCESS TO INFORMATION, RECORDS OF - Record of each request for access to and each disclosure of personally identifiable information from the educational records of a student.		
	a) Documentation of requests from and disclosures to the parent or eligible student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the parent or eligible student, or to a party seeking directory information.	2 years.	
	b) Documentation of requests from and disclosures to any party not included in (a).	PERMANENT.	34 CFR 99.32(a)(2).
	c) Written consents from the parent or eligible student for information disclosure.		
	1) From the parent.	Until the student is 18.	
	2) From the eligible student.	PERMANENT.	
	<i>Retention Note: It is an exception to the retention periods given for parental and eligible student consents that if the only records covered by a consent are those associated with enrollment by a student in grades Pre-K through 8, the consents may be disposed of at the same time the records are destroyed.</i>		
	d) Written refusals from the parent or eligible student to the disclosure of directory information.		
	1) If refusals are valid as long as the student is in attendance.	AV after date of withdrawal.	Exempt from destruction request requirement.
	2) If refusals must be renewed each academic year.	US or AV after date of withdrawal, as applicable.	Exempt from destruction request requirement.
3225-03 SD	PROTEST OF RECORD STATEMENTS - Statements by parents or eligible students commenting on contested information in a student record, or stating why they disagree with a district's decision not to amend a record, or both.	For as long as the record containing the contested information is maintained.	34 CFR 99.21(c)(1).

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Item / Sch.	Records Series Title	Retention	Authority/Comments
3225-04 SD	RECORD AMENDMENT REQUESTS AND RELATED DOCUMENTATION - Requests from parents or eligible students to amend student records, notices by the district of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners.	2 years.	

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PART 3: RECORDS OF SPECIAL POPULATIONS AND SERVICES

Retention Note: The term "cessation of services" used in the retention periods set in sections 3-1 through 3-5 with reference to records created on students who are referred to but not subsequently enrolled in the special program described, means the date determination against enrollment is made.

SECTION 3-1: SPECIAL EDUCATION PROGRAM RECORDS

3250-01 SD	ENROLLMENT LISTS AND ROSTERS	7 years.	See note (b) on page 7.
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3250-02 SD	STUDENT RECORDS - Records of each student referred to or receiving special education services, including referral, assessment, and reevaluation reports; enrollment and eligibility forms; admission, review, and dismissal (ARD) and transitional planning committee documentation; individual educational (IEP) and transitional (ITP) plans; parental consent forms for testing and placement; and other records of services required under federal and state regulation.	Cessation of services + 7 years, but see retention note (a).	See note (b) on page 7.
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Retention Notes: a) It is an exception to the retention period given for this record group, that the following information must be retained PERMANENTLY in some form on each student in grades 9-12 participating in a special education program: name, last known address, student ID or Social Security number, grades, classes attended, and grade level and year completed. If an academic achievement record [see item number 3200-01(a)] is created for the student and maintained among those for students in the regular population, it is not necessary for special education records custodians to maintain the prescribed information beyond 7 years after the cessation of services, provided that it is contained in the Academic Achievement Record.

b) Prior to the destruction of any records in this record group, the eligible student or the parents of the student, as applicable, must be notified in accordance with federal regulation. See 34 CFR 300.573.

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**SECTION 3-2: BILINGUAL AND SPECIAL
LANGUAGE PROGRAM RECORDS**

3250-08 SD	STUDENT RECORDS - Records of each student referred to or receiving bilingual or special language services, including recommendations from parents or teachers for bilingual instruction, student interview documentation, notifications, parental consents or denials, language proficiency assessment committee (LPAC) reports, exit reports, follow-up study reports, and other records of services required by state regulation or pertinent to the identification of students for bilingual education or special language programs.	Cessation of services + 7 years.	See note (b) on page 7.
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**SECTION 3-3: GIFTED/TALENTED
PROGRAM RECORDS**

3250-16 SD	STUDENT RECORDS - Records of each student referred to or receiving services in a gifted/talented program, including nomination and observation documentation, testing results, parental consents, committee reports and recommendations, and other records of services required under state regulation or pertinent to the identification of students for participation in gifted/talented programs.	Cessation of services + 5 years.	
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SECTION 3-4: SECTION 504 PROGRAM RECORDS

3250-20 SD	STUDENT RECORDS - Records of each student referred to or receiving services under Section 504, including referral, pre-placement, and reevaluation reports, parental notices; group and impartial hearing deliberations; and other records of services required under Section 504 regulations.	Cessation of services + 7 years.	See note (b) on page 7.
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Item / Sch.	Records Series Title	Retention	Authority/Comments
SECTION 3-6: MIGRANT STUDENT RECORD TRANSFER SYSTEM (MSRTS)			
RECORDS			
3250-33 SD	DAILY MSRTS LOGS	7 years.	See note (b) on page 7.
3250-34 SD	ENROLLMENT AND WITHDRAWAL REPORTS	7 years.	See note (b) on page 7.
3250-35 SD	MONITORING DOCUMENTATION - Summaries of eligibility verifications and validations, parent/guardian questionnaires, copies of validated certificates of eligibility, and copies of any correspondence from a school district to a regional educational service center requesting deletion of ineligible children from the MSRTS.	7 years.	See note (b) on page 7.
3250-36 SD	RECRUITING RECORDS - Recruiter logs, questionnaires, and similar records documenting efforts of recruiters to identify and enroll currently and formerly migrant students.	7 years.	See note (b) on page 7.

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Item / Sch.	Records Series Title	Retention	Authority/Comments
SECTION 3-7: OTHER SPECIAL POPULATIONS RECORDS			
3250-43 SD	FEDERAL IMPACT AID SURVEY FORMS - TEA form FIN-127 or an equivalent locally designed form used to survey parents to determine eligibility for federal impact aid under P.L. 81-874.		
	a) Survey forms of students determined to be eligible and used to complete district applications for school assistance in federally affected areas.	7 years.	See note (b) on page 7.
	b) Survey forms of students determined not to be eligible.	AV	Exempt from destruction request requirement.
3250-44 SD	McKINNEY HOMELESS ASSISTANCE ACT STUDENT RECORD	7 years.	See note (b) on page 7.

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Item / Sch.	Records Series Title	Retention	Authority/Comments
PART 4: ATTENDANCE RECORDS			
3275-01 SD	ATTENDANCE CONTROL DOCUMENTATION		
	a) Correspondence to and from parents or guardians concerning absences and tardiness.	AV	
	b) Correspondence with law enforcement or other agencies concerning violations of the compulsory school attendance law, including all associated documentation.	2 years.	
	c) Attendance officer's logs and reports of parents or guardians visited.	2 years.	
3275-02 SD	ATTENDANCE REPORTS		
	a) Copies of attendance and enrollment reports submitted to the Texas Education Agency, including those term and period reports submitted to the superintendent by principals for the purposes of compiling state-mandated reports.	5 years.	
	b) Daily Registers of Pupil Attendance (or an equivalent locally-designed record) and similar daily or periodic reports used to document the attendance and absence of students.	5 years.	
3275-04 SD	TRANSFER, APPLICATIONS FOR, AND ASSOCIATED REPORTS - Documentation concerning the transfer and enrollment of students in districts other than those in which they are resident.	7 years.	See note (b) on page 7.

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Item / Sch.	Records Series Title	Retention	Authority/Comments
PART 5: STUDENT HEALTH RECORDS			
3300-01 SD	ACCIDENT REPORTS - Reports of accidents to students.	5 years; or 2 years after the student reaches the age of 18, whichever later.	
3300-02 SD	ACTIVITY AND STATISTICAL REPORTS - Daily and other periodic activity and statistical reports, except those noted elsewhere in this section, compiled by school nurses or nurse extenders relating to student health matters.	3 years.	
3300-03 SD	CORRESPONDENCE WITH PARENTS OR GUARDIANS - Correspondence to and from parents or guardians concerning student health matters.	2 years.	
3300-04 SD	CUMULATIVE HEALTH CARD OR RECORD	Date of withdrawal + 2 years.	
3300-05 SD	EMERGENCY CARDS - Card or other form of record providing information on whom to contact in case of accident or illness to a student.	US or until student ceases enrollment, whichever sooner.	Exempt from destruction request requirement.
3300-06 SD	EXCLUSION AND VERIFICATION DOCUMENTATION - Affidavits or similar documents seeking the exclusion of students from participation in immunization or other health care programs for medical or religious reasons, or verifications of previous illness or health testing.		
	a) Exclusion documentation.		
	1) Affidavits of medical contraindications.	1 year, or date of withdrawal + 2 years if contraindication is lifelong.	One year affidavits exempt from destruction notice requirement.
	2) Affidavits of religious conflicts.		
	b) Verifications of mumps or measles illness.	Date of withdrawal + 2 years.	
	c) Verifications from physicians or health agencies of prior testing of sight, hearing, and spinal curvature.	Date of withdrawal + 2 years.	
	<i>Retention Note: It is an exception to the retention periods set for subsections (b) and (c) of this group that if data from the verification documentation is recorded on the cumulative health card (see item number 3300-04), the documentation need be retained only as long as administratively valuable after recording and is exempt from the destruction notice requirement.</i>		

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Item / Sch.	Records Series Title	Retention	Authority/Comments
3300-07 SD	HEALTH SCREENING DOCUMENTATION		
	a) Worksheets, checklists, examination forms, and similar documents used in student health screening.	AV after entry of information on Cumulative Health Record.	Exempt from destruction request requirement.
	b) Vision, hearing, and spinal screening reports submitted to the Texas Department of Health.	3 years.	
3300-08 SD	IMMUNIZATION RECORDS		
	a) Immunization record (either separate or in combination with a cumulative health card as in item number 3300-04).	Date of withdrawal + 2 years.	
	<i>Retention Note: It is an exception to the retention period given for the immunization record that if immunizations are performed by school nurses or other medical technicians employed by the school district, the immunization record and parental consent forms for the administration of vaccine must be retained by the school until the person receiving the vaccine is 20 years old or 10 years after the consent form was signed, whichever later.</i>		
	b) Annual reports of immunization status.	3 years.	
3300-09 SD	PHYSICIAN REFERRALS AND REPORTS - Copies of referrals to physicians, including any attached screening worksheets, and reports from physicians on referred health matters.	AV after entry of information on Cumulative Health Record.	Exempt from destruction request requirement.
3300-10 SD	REPORTS TO ENFORCEMENT AGENCIES - Copies of reports on child abuse or neglect, communicable disease, dog bites, drug offenses, missing children, or sexually transmitted disease submitted to the Texas Department of Health, the Texas Department of Human Services, or local law enforcement and animal control agencies.	2 years.	
3300-11 SD	SPECIAL HEALTH CARE RECORDS		
	a) Logs or reports of medications or treatment administered to students on a group or individual basis.	3 years.	
	b) Parent's requests and physician's authorizations for specialized health care.	End of validity of request or authorization + 2 years.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
PART 6: INSTRUCTION AND GRADE REPORTING RECORDS			
3325-01 SD	CURRICULUM GUIDES	US	Exempt from destruction request requirement.
3325-02 SD	GRADE BOOKS	1 year after entry of grades in the academic achievement or cumulative record.	Exempt from destruction request requirement.
	<i>Retention Note: If grades are entered in the academic achievement record or the cumulative record (see item number 3200-01) from reports compiled from grade books, these reports must be retained for the same minimum period as grade books.</i>		
3325-03 SD	GRADE REPORTS - Periodic grade reports created for internal administrative purposes, providing data on grades or grade rankings by class, teacher, campus, course, population, ethnic breakdown, etc. except reports of the type noted in item number 3325-05.	AV	Exempt from destruction request requirement.
3325-04 SD	LESSON PLANS	AV	Exempt from destruction request requirement.
3325-05 SD	REPORT CARDS - Copies of report cards or grade reports or a comparable record evidencing the grades that have been reported for a student to the student's parents.	1 year after entry of grades in the academic achievement or cumulative record.	Exempt from destruction request requirement.
	<i>Retention Note: If copies of report cards or grade reports are the only record of grades received at the K-8 levels they must be retained for date of withdrawal of the student + 7 years. If they are the only record of grades received at the 9-12 levels prior to the use of a standardized academic achievement record, they must be retained PERMANENTLY.</i>		

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Item / Sch.	Records Series Title	Retention	Authority/Comments
PART 7: DISCIPLINE AND COUNSELING RECORDS			
3350-01 SD	DISCIPLINE RECORDS - Records relating to the discipline, corporal punishment, suspension, and expulsion of students maintained by superintendents, principals, and counselors, including parental conference reports and correspondence with parents.		
	a) Records relating to expulsion.	3 years.	
	b) Records relating to forms of discipline other than expulsion.	AV	Exempt from destruction request requirement.
3350-02 SD	STUDENT GUIDANCE AND COUNSELING FILES - Individual student counseling files maintained by school counselors, including parental conference reports.	AV	AV records exempt from destruction request requirement.
	<p><i>Retention Note: It is an exception to the retention period for this record group that guidance and counseling files programmatically associated with participation in special programs as described in Part 3 of this schedule must be retained for the same period as the student records for the special program. In addition, records of counseling in any federally funded special guidance or counseling project or program must be retained for 7 years beyond cessation of counseling services to the student.</i></p>		

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Item / Sch.	Records Series Title	Retention	Authority/Comments
PART 8: ADULT AND VOCATIONAL EDUCATION RECORDS			
3375-01 SD	CLASS ORGANIZATION REPORTS AND ROSTERS	7 years.	See note (b) on page 7.
3375-03 SD	FOLLOW-UP REPORTS - Reports on post-instructional experience of leavers and completers of vocational education programs.	7 years.	See note (b) on page 7.
3375-04 SD	STUDENT RECORDS - Cooperative training plans; applications for participation in work study programs; student rating forms, progress reports, and record cards; individual follow-up records; and similar records of assignments to and the completion by a student of vocational education projects and tasks.	End of enrollment + 7 years.	See note (b) on page 7.
3425-02 SD	PLANNING RECORDS - Self studies; planning documents used to establish goals and indicators; achievement reports; documents evidencing parent, community, and staff involvement in the establishment of performance objectives; and similar records created in school districts to plan for and monitor progress during interims between accreditation visits.	AV after subsequent accreditation.	Exempt from destruction request requirement. Review before disposal; some records of this type may merit permanent retention for historical reasons.
3450-02 SD	DAILY FOOD SERVICE RECORDS - Daily record of full-price, reduced-price, and free breakfasts and lunches served.	FE + 5 years.	
3450-03 SD	FOOD AND FOOD EQUIPMENT INVENTORY RECORDS	FE + 5 years.	
3450-04 SD	FREE OR REDUCED-PRICE MEAL RECORDS		
	a) Applications from parents for free or reduced-price breakfasts or lunches.	FE + 5 years.	
	b) Rosters or lists of eligible students.	FE + 5 years.	
	c) Policy statements on free and reduced-price meals.	US + 5 years.	
3450-05 SD	HEALTH INSPECTION REPORTS	3 years.	
3450-06 SD	MENU RECORDS		
	a) Menu planning records.	AV	Exempt from destruction request requirement.
	b) Daily menus.	5 years.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
PART 12: TEXTBOOK RECORDS			
3475-01 SD	ANNUAL MEMBERSHIP REPORT	FE + 2 years.	
3475-02 SD	LOCAL TEXTBOOK COMMITTEE REPORT	US	Exempt from destruction request requirement.
3475-03 SD	TEXTBOOK CUSTODIAN BONDS	US + 2 years.	
3475-04 SD	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS		
	a) Inventories.	US + 1 year.	Exempt from destruction request requirement.
	b) Book cards or records comparable in function documenting what books were distributed to each student and similar records documenting their return or non-return.	FE + 2 years.	
	c) Records documenting the distribution, transfer, and return of textbooks on a campus by campus basis.	FE + 2 years.	
	d) Reports on state-owned textbooks that have been destroyed.	FE + 2 years.	
3475-05 SD	TEXTBOOK PROCUREMENT RECORDS		
	a) Requisitions and supplemental requisitions for textbooks, learning systems, and related materials, including those for use by visually disabled students, placed with the TEA, the Texas Material Center for the Blind, or other vendors as may be permitted by law or regulation, including supporting documentation such as statements of charges, packing slips, freight bills, and shipment-error reports.	FE + 2 years.	
	b) Order notifications from the TEA concerning processing of textbook orders.	AV after receipt and reconciliation of shipment.	Exempt from destruction request requirement.
	c) Documentation relating to the procurement of sample textbooks, learning systems, and related materials.	AV	Exempt from destruction request requirement.
3475-06 SD	TEXTBOOK SALES AND DISPOSITION RECORDS		
	a) State textbook sales invoices and acknowledgment statements, logs (district and campus) of textbooks paid for, payment or reduced payment waivers, payment account cards, and any district forms used for the transmittal of textbook funds from campuses to the textbook coordinator.	FE + 2 years.	
	b) Records relating to the disposition by donation or destruction of expiring or out-of-adoption textbooks.	AV	Exempt from destruction request requirement.

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Item / Sch.	Records Series Title	Retention	Authority/Comments
3500-05 SD	PUPIL TRANSPORTATION REPORTS - Annual reports to the Texas Education Agency on the number of pupils transported by school bus or private means (including route mileage), used by the agency to determine transportation allotments. <i>Note: This record group includes requests for approval of bus routes, now part of the Regular Pupil Transportation Report (TEA form ADM-027), but submitted separately in prior years.</i>	3 years.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
PART 14: SCHOOL SAFETY RECORDS			
3525-01 SD	EVACUATION AND FIRE EXIT PLANS	US	Exempt from destruction request requirement.
3525-02 SD	FIRE DRILL RECORDS - Records of fire drills, including schedules, reports, correspondence with fire departments, and associated documentation.	3 years.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
PART 16: PERSONNEL AND STAFFING RECORDS			
SECTION 16-1: INDIVIDUAL EMPLOYEE RECORDS			
<i>Retention Notes: a) This part supplements and should be used in conjunction with Part 3 of Local Schedule GR.</i>			
<i>b) If the retention period for a record in this part is given as US or as US + a specific number of years and the person to whom the record relates ceases employment before supersession occurs, the date of separation shall also be considered the date of supersession for records retention purposes.</i>			
3575-01 SD	ABSENCE FROM DUTY REPORTS	4 years.	
3575-02 SD	APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF - Copies of applications/recommendations endorsed by the superintendent or other authorized school official and forwarded by the district or the applicant to the Texas Education Agency for the purposes of certification or review of qualifications.		
	a) Application for Nonrenewable Permit (TEA form DOTR-030).	1 year.	Exempt from destruction request requirement.
	b) All others.	AV	Exempt from destruction request requirement.
3575-04 SD	DEFICIENCY PLAN	US by a teaching certificate, or separation of employee + 5 years, as applicable.	Exempt from destruction request requirement (US plans only).
3575-05 SD	PERFORMANCE APPRAISAL RECORDS (CAREER LADDER SYSTEM)		

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Item / Sch.	Records Series Title	Retention	Authority/Comments
	<p><i>Retention Notes: a) The records listed in this group are those currently used in the Texas Teacher Appraisal System (TTAS), implemented on a statewide basis in the fall of 1986 for the career ladder appraisal process. The retention periods also apply to the functional equivalents of the records used in districts for teacher performance appraisals for the 1983-1984, 1984-1985, and 1985-1986 school years. For teacher appraisal records prior to the 1983-1984 school year and appraisal records for school district personnel outside the career ladder system see item number 1050-21 in Local Schedule GR.</i></p> <p><i>b) Documents of the type described in (a), (b), (e), and (f) maintained by the teacher's supervisor, if they are copies of records maintained in a teacher's personnel file, need be retained only as long as administratively valuable and are exempt from the destruction notice requirement.</i></p>		
	a) Appraisal record (including documentation submitted by the teacher).	PERMANENT.	
	b) Observation/evaluation forms (including documentation submitted by the teacher).	4 years after teacher signs for receipt of appraisal record.	
	c) Notes taken by appraisers during observations or similar written documentation created by the teacher's supervisor that, in combination with the formal observation, is used to determine credit for the criteria and indicators on the observation/evaluation forms.	AV after teacher signs for receipt of observation/evaluation form.	Exempt from destruction request requirement.
	d) Teacher assessments of instructional goals and outcomes.	Destroy at option.	Obsolete record. Exempt from destruction request requirement.
	e) Professional growth plans.	4 years.	
	f) Grievance and response documents.	For the same period as the appraisal record to which they relate.	
	<p><i>Retention Note: For employee grievance records other than those relating to performance appraisals see item number 1050-20 in Local Schedule GR.</i></p>		
3575-06 SD	SERVICE RECORD AFFIDAVITS - Affidavits attached to teacher service record claiming months served prior to the 1949-50 school year.	PERMANENT.	
3575-07 SD	STATEMENTS OF COMMITMENT (OUT-OF-STATE CERTIFICATES)	Until receipt by district of Texas certificate or date of separation + 5 years, as applicable.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
SECTION 16-2: STAFFING RECORDS			
3575-16 SD	PERSONNEL ROSTERS (including those detailing assignments to grades, courses, etc.)	3 years.	
3575-18 SD	SUBSTITUTE TEACHING ROSTERS	3 years.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
PART 17: MISCELLANEOUS REPORTS AND SURVEYS			
3600-01 SD	PUBLIC EDUCATION INFORMATION MANAGEMENT SYSTEM (PEIMS) DATA SUBMISSIONS	AV	Exempt from destruction request requirement.
3600-02 SD	DATA VERIFICATION REPORTS - Data printouts or reports from the Texas Education Agency (TEA) or other agencies provided for informational purposes showing data received and entered in TEA or other agency databases and similar documents seeking confirmation of the accuracy of current data information. <i>Retention Note: For example, reports sent by TEA or an educational service center showing data received and entered as the result of Public Education Information Management System (PEIMS) data submissions fall under this record group as well as any retained copies of data verification reports returnable to TEA, such as forms used to confirm and/or update data for the Texas School Directory.</i>	AV	Exempt from destruction request requirement.
3600-03 SD	SURVEYS - Surveys, questionnaires, opinion polls, and similar documents received from the Texas Education Agency or other agencies, completed and returned by the superintendent or other school official, and used by the surveying agency for the preparation of needs assessments or statistical reports and not for the specific purpose of monitoring compliance with a required or grant-funded program in the respondent district. <i>Retention Note: It is an exception to the retention period given for this record group that records of the type described received by a regional education service center as a surveying agency must be retained by the center for 5 years.</i>	AV	Exempt from destruction request requirement.

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Item / Sch.	Records Series Title	Retention	Authority/Comments
PART 18: MISCELLANEOUS RECORDS			
3625-01 SD	PROGRAM APPROVAL APPLICATIONS - Applications and supporting documentation for local programs that must be approved by the Texas Education Agency before implementation but which do not involve the allocation of state or federal funds controlled by the agency.		
	a) Applications approved.	US + 5 years or life of program + 5 years, whichever applicable.	
	b) Applications not approved.	AV	Exempt from destruction request requirement.
3625-02 SD	REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES - Requests and renewals of requests for waivers of Texas Education Agency policies and rules, including any attached documentation.		
	a) Requests granted.	5 years.	
	b) Requests not granted.	AV	Exempt from destruction request requirement.
3625-03 SD	SCHOOL CALENDAR (TEA form FIN-093)	US + 2 years.	
3625-04 SD	UNIVERSITY INTERSCHOLASTIC LEAGUE RECORDS - Correspondence, schedules, rosters, reports, records of participation, and similar documentation, except financial records (see Local Schedule GR), concerning the participation of a district in academic, music, and athletic contests and programs governed by the University Interscholastic League.	2 years.	
2975-17 TX	REPORTS TO STATE PROPERTY TAX BOARD - Annual or other periodic reports or surveys submitted to the State Property Tax Board or its successor.	PERMANENT.	
3000-02 TX	APPRAISAL ROLLS, AMENDMENTS, AND NOTICES - Appraisal rolls, supplemental appraisal rolls, orders to correct appraisal rolls after certification, lists of pending protests, lists of late-filed homestead exemptions, reports of apportioned value of transportation business intangibles, and any accompanying certifications submitted by chief appraisers or the State Property Tax Board or its successor to taxing units.	3 years.	

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	<p><i>Retention Notes: a) Preliminary appraisal rolls furnished to taxing units prior to receipt of the certified appraisal or supplemental appraisal roll need be retained only as long as administratively valuable and are exempt from the destruction request requirement.</i></p> <p><i>b) Do not confuse the appraisal roll in this record group with appraisal rolls maintained by appraisal districts (see item number 2975-06).</i></p>		
3000-05 TX	DELINQUENT TAX ROLLS (both current and cumulative)		
	a) If record of payment is entered in the tax roll or a register of taxes collected (see item number 3000-18) for the tax year for which the tax was delinquent.	AV after preparation of cumulative tax roll for the following tax year.	Exempt from destruction request requirement.
	b) If a record of payment is entered in this record, but is not entered in the tax roll or a register of taxes collected (see item number 3000-18) for the tax year for which the tax was delinquent.	Real property rolls - 20 years; personal property rolls - 10 years.	
	c) Lists of delinquent or insolvent taxpayers (State Comptroller of Public Accounts Form 16 or its equivalent).	Destroy at option.	Obsolete record. Exempt from destruction request requirement.
3000-11 TX	TAX COLLECTION, DELINQUENCY, AND PROPERTY VALUE REPORTS		
	a) Reports to governing body of taxing unit.		
	1) Monthly.	FE + 3 years.	Review before disposal; some monthly reports of county tax assessor-collectors, especially from the early to mid 20th century, contain lists of persons paying poll or occupation taxes and, consequently, may merit permanent retention for historical reasons.
	2) Quarterly.	Destroy at option.	Obsolete record. Exempt from destruction request requirement.
	3) Annual.	PERMANENT.	
	<p><i>Retention Note: A monthly or annual tax collection report need be retained only as long as administratively valuable by a tax collector if the record copy of the report is maintained by the clerk or secretary to the governing body of the taxing unit for the retention period indicated.</i></p>		
	b) Reports to state agencies.		

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Item / Sch.	Records Series Title	Retention	Authority/Comments
	1) Annual reports to the State Property Tax Board or its successor.	PERMANENT.	
	2) Quarterly reports to the State Property Tax Board and annual, quarterly, and monthly reports to the State Comptroller of Public Accounts on state and county taxes collected.	Destroy at option.	Obsolete record. Exempt from destruction request requirement.
	<p><i>Retention Note: Many county tax assessor-collectors customarily presented the same annual reports submitted to the State Comptroller of Public Accounts to their commissioners courts. In such instances, the reports must be retained permanently as provided in (a) (3) above.</i></p>		
3000-12 TX	<p>TAX CORRESPONDENCE - Correspondence between a taxing unit and taxpayers concerning payment problems and similar subjects relating to the assessment and collection of property taxes and special assessments.</p> <p><i>Retention Notes: a) All correspondence between a taxing unit and taxpayers must be retained for a minimum of 2 years except as noted in (b), but care should be taken in disposing of tax correspondence at the expiration of the 2-year period to make certain that it does not serve as documentation for other record series with longer retention periods noted in this section.</i></p> <p><i>b) Routine letters of transmittal (e.g., a letter indicating that payment is enclosed) need be retained only as long as administratively valuable and are exempt from the destruction request requirement.</i></p>	2 years.	
3000-16 TX	<p>TAX RECEIPTS - Copies or stubs of receipts issued for the payment of current or delinquent property taxes, special assessments, or for redemption of real property sold at a tax sale, including those for split, partial, installment, and conditional payments and for payments under protest.</p>	FE + 3 years.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
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Retention Notes: a) Retrospective tax receipts issued under Tex. Tax Code, paragraph 31.075 showing that taxes have been paid for one or more previous tax years need be retained only as long as administratively valuable unless the retrospective information is included on a receipt for the payment of current taxes, in which case the receipt must be retained for 3 years.

b) This record group includes the following receipts or certificates, once widely used by county tax offices: insolvent receipts (Form 2P40-2.24), judgment receipts (Form 2P40-7.29), supplemental receipts (Form 2P40-2.25), redemption receipts (Form V-2.333 and 2P40-7.333), corrections receipts (Form 2P40-2.112 and 2P40-2.116), and cancellation receipts (Form 2P40-7.99) or their equivalent.

c) In tax offices in which multi-copy tax receipts are used and more than one copy is kept by the collector for administrative purposes, only one copy must be retained for the 3-year retention period. The other copy or copies need be retained only as long as administratively valuable.

3000-18 TX TAX ROLLS - Consolidated tax roll and any supplemental tax roll for both rendered and unrendered property for each tax year or, if a consolidated tax roll is not maintained, all component tax rolls for each tax year, including summaries and recapitulations. (See item number 3000-05 for delinquent tax rolls; item number 3000-08 for special assessment rolls.)

Real property rolls - 20 years;
 personal property rolls - 10 years,
 subject to the exceptions noted in
 the Appendix on page 25 of printed
 Texas Local Schedule TX.

Retention Notes: a) In any taxing unit, if a record of the payment of property taxes is not posted in the tax roll, but in a separate register of taxes collected, the register must be retained for the same period as the tax roll.

b) Consolidated rolls detailing both real and personal property taxes due must be retained for 20 years.

c) Preliminary drafts and proofs of a tax roll need be retained only as long as administratively valuable after approval of the final roll by the governing body.