

Carrollton - Farmers Branch ISD Amended Control Sub-Schedule		Date: 04 Dec 2006	Kristie Keesee
Sub-Schedule: Personnel		ID: CFB-05	Carrollton TX 75011 Tel. (972) 968-6331 FAX (972) 968-6335
Item / Sch.	Records Series Title	Retention	Authority/Comments

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 from destruction request requirement.
	f) Audiotapes of closed meetings.	2 years.	Tex. Civil Statutes, art. 6252-17(2A)(f).
	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.

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.

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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.	
	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.
1000-38 GR	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.	US + 5 years.	Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons.
1025-30 GR	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION		
	a) General ledger showing receipts and expenditures from all accounts and funds of a local government.		
	1) For fiscal years for which an annual audit report (see item number 1025-01) exists.	FE + 7 years for school districts; + 5 years for other governments.	Review before disposal; some ledgers may merit permanent retention for historical reasons.

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	2) For fiscal years for which an annual audit report (see item number 1025-01) does not exist. b) Subsidiary ledgers. c) Receipt, disbursement, general, or subsidiary journals. <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>	PERMANENT. FE + 7 for school districts; + 5 years for other governments. FE + 7 years for school districts; + 5 years for other governments.	Review before disposal; some ledgers may merit permanent retention for historical reasons. Review before disposal; some journals may merit permanent retention for historical reasons.
	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). <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>	FE + 7 years for school districts; + 5 years for other governments.	
	e) Perpetual care fund registers of municipally-owned cemeteries.	PERMANENT.	Tex. Health and Safety Code, 713.005(a).
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.
1050-11 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.

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1050-12 GR	<p>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)].</p> <p><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 form 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></p> <p><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></p> <p><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></p>	PERMANENT.	
1050-13 GR	<p>EMPLOYMENT ADVERTISEMENTS OR ANNOUNCEMENTS - Advertisements or postings relating to job openings, promotions, training programs, or overtime opportunities, including jobs orders submitted to employment agencies.</p>	2 years.	29 CFR 1602.31, 1602.40, and 1602-49.
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>	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.

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	a) Samples of publications, artwork, or other products of prior achievement not returned to applicants.	AV	Exempt from destruction request requirement.
	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). <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>	Date of separation + 5 years.	
1050-15 GR	EMPLOYMENT CONTRACT/COLLECTIVE BARGAINING RECORDS		
	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.	Last effective date of contract + 4 years.	
	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.	Last effective date of contract + 4 years or, if no agreement or contract results, 4 years.	
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.

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	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).
1050-24 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).
	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.	
1050-28 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)		

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	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. <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>	Date of separation + 5 years.	
	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.
	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.	

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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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	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.	
1050-54 GR	LEAVE RECORDS		
	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:	PERMANENT.	
	1) Individual employee earnings card or record as described in item number 1050-52(a) if it also contains accumulated sick leave data.		

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	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.		
	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.	
1050-58 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.	
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.	

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PART 16: PERSONNEL AND STAFFING RECORDS

SECTION 16-1: INDIVIDUAL EMPLOYEE RECORDS

Retention Notes: a) This part supplements and should be used in conjunction with Part 3 of Local Schedule GR.

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.

3575-01 SD	ABSENCE FROM DUTY REPORTS	4 years.	
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3575-05 SD	PERFORMANCE APPRAISAL RECORDS (CAREER LADDER SYSTEM)		
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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.

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.

a)	Appraisal record (including documentation submitted by the teacher).	PERMANENT.	
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b)	Observation/evaluation forms (including documentation submitted by the teacher).	4 years after teacher signs for receipt of appraisal record.	
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	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.	

Retention Note: For employee grievance records other than those relating to performance appraisals see item number 1050-20 in Local Schedule GR.

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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.	