

<b>Carrollton - Farmers Branch ISD Amended Control Sub-Schedule</b>		Date: 04 Dec 2006	Kristie Keesee	
Sub-Schedule: Security		ID: CFB-08	Carrollton TX 75011	Tel. (972) 968-6331 FAX (972) 968-6335
Item / Sch.	Records Series Title	Retention	Authority/Comments	

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.		
	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.	
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.		