

Dallas City Attorney's Office Records Retention Schedules

| Records Series Title | Records & Comments | State Retention Number Legal Retention |
|--|---|---|
| Ordinances, Orders, Resolutions – Departmental copies | Ordinances, Orders, Resolutions approved by City Council <i>Note: Official record copy filed in City Secretary's Office (permanent retention)</i> | <i>File with and follow retention for appropriate case or project</i> |
| Photographs, Recordings, and other Audio or Visual Media | Photographic, photographic scrapbooks, slides, sound recordings, videotapes, posters, and other non-textual media that document the history and activities of the City or any of its departments, programs, or projects, except such records as noted elsewhere in the state schedules (except for materials that were prepared for litigation). | <i>Transfer to the Archives Collection in the City Secretary's Office when no longer needed in department (permanent retention)</i> |
| Publications | Pamphlets, reports, studies, proposals, and similar material printed by or for the City 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. Any publication which receives a PIO number. | <i>Transfer 3 copies to the Archives Collection in the City Secretary's Office as soon as published (permanent retention)</i> |
| Postal and Delivery Service Records | Registered, certified, insured, and special delivery mail receipts and similar records of transmittal by express or delivery companies | <i>File with and follow retention for appropriate case or project to prove delivery</i> |
| Accident Reports – Injury to Adult | Reports of accidents to adult persons on local government property or in any other situation in which a local government could be party to a lawsuit. If a claim is filed, use GR 1025-26. | GR 1000-20a 3 years |
| Accident Reports – Injury to Minor | Reports of accidents to minor persons on local government property or in any other situation in which a local government could be party to a lawsuit. If a claim is filed, use GR 1025-26. | GR 1000-20b 20 years |
| Complaints (Service Requests) | Complaints received from the public by a governing body or any officer or employee of a local government relating to government policy. This includes City of Dallas Service Requests. <i>Includes complaints received via e-mail</i> <i>Note: For open record requests, use GR 1000-34</i> | GR 1000-24 Resolution or Dismissal of complaint + 2 years |

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| Contracts, Leases, and Agreements – Contract Administration | Contracts, leases, and agreements, including reports, correspondence, performance bonds, certificates of liability, and similar records related to their negotiation, administration, renewal, or termination. Includes Interlocal Agreements with other government agencies. Include bid specifications and proposal received from winning vendor. <i>Except construction contracts, use GR 1075-16A or B</i> | GR 1000-25 AC + 4 years <i>Note: Send an official record copy of the contract to the City Secretary's Office</i> |
| Correspondence and Internal Memoranda and Subject Files - 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 including Council Resolutions and Internal Controls. Includes incoming and copies of outgoing correspondence and internal correspondence and memoranda. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities and topics. <i>For the actual Policy or Procedure; use GR 1000-38</i> <i>Note: Includes general subject files not covered under another retention and departmental copies of records for which the official record copy is in the City Secretary's Office</i> | GR 1000-26a 4 years |
| Correspondence and Internal Memoranda - Administrative | Correspondence, internal memoranda pertaining to or arising from routine administrative or operation of the policies, programs, services, or projects of a local government following existing policy and programs. | GR 1000-26b 2 years |

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| Correspondence and Internal Memoranda - Transitory Information | <p>Records of temporary usefulness that are not an integral part of a records series of the office, that are not regularly filed within a recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the City. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of City functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific City transaction.</p> <p><i>Includes unsolicited messages about issues related to City business which are not covered by another record series.</i></p> | <p>GR 1000-26c Until the purpose of record has been fulfilled <i>Exempt</i></p> |
| Legal Opinions – formal opinions concerning local government governance and administration | <p>Formal Legal opinions rendered by the City Attorney or the Attorney General, including written requests for formal opinions, concerning the governance and administration of a local government</p> <p><i>Note: For retention of opinions rendered for a Public Information Act Request use GR1000-34A or B.</i></p> | <p>GR 1000-30 PERMANENT</p> |
| Legal Opinions – formal opinions not concerning local government governance and administration and have not been designated as relating to “routine” operations of City government following existing policy and programs. | <p>Formal legal opinions rendered by the City Attorney or the Attorney General, including written requests for formal opinions if the request results in a formal opinion, concerning matters other than the governance and administration of a local government, that the City Attorney’s Office has not designated as relating to “routine” operations of City government following existing policy and programs.</p> | <p>GR 1000-26a 4 years</p> |

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| Legal Opinions –formal opinions not concerning local government governance and administration that have been designated as relating to “routine” operations of City government following existing policy and programs and all informal legal opinions of the City Attorney of or any assistant city attorney not otherwise provided for in these schedules | Legal Opinions – (1) formal opinions not concerning local government governance and administration and have been designated as relating to “routine” operations of City government following existing policy and programs, and requests for opinions that result in such opinions, and (2) all informal legal opinions of the City Attorney of or any assistant city attorney not otherwise provided for in these schedules, and any requests for opinions resulting in informal opinions or in no opinion. | GR 1000-26b 2 Years |
| Litigation Case Files – Employment Cases | Including all cases related to employment to which a local government is a party unless the case file is of a type noted elsewhere in the schedules. | GR 1000-31 AV after decision of a local government not to file a lawsuit or decision that a lawsuit will not be filed against it; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit. Retention Notes: a) Includes 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. b) Review before disposal; some case files may merit PERMANENT retention for historical reasons. |

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| Litigation Case Files – Other than Employment | Including all cases except those cases related to employment to which a local government is a party unless the case file is of a type noted elsewhere in the schedules. | GR 1000-31 AV after decision of a local government not to file a lawsuit or decision that a lawsuit will not be filed against it; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit. Retention Notes: a) Includes 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. b) Review before disposal; some case files may merit PERMANENT retention for historical reasons. |
| Minutes (Staff) | Minutes and agendas of internal staff meetings. | GR 1000-32 AV <i>Exempt</i> |
| Open Record Requests | Non-exempted records and withdrawn requests. Includes correspondence and other documentation related to the request. Including requests received via e-mail | GR 1000-34b 2 year after notification that records are exempt from disclosure expired, or discontinued |

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| Open Record Requests | Exempted records. Includes legal opinion, correspondence and other documentation related to the request. Including requests received via e-mail | GR 1000-34b 2 year after notification that records are exempt from disclosure |
| Policy and Procedures Documentation | Orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing operations or activities of a local government as a whole or any of its departments, programs, services, or projects. Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons. | GR 1000-38 US, expired, or discontinued + 5 years |
| Permits and Licenses | Records documenting the application for and the issuance of permits and licenses (including certificates of liability) by a local government for sales, solicitation, facility usage, and similar activities. Except Permits and Licenses listed elsewhere in the schedules. | GR 1000-36 Expiration, cancellation, revocation, or denial + 2 years |
| Waivers of Liability | Includes statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies, etc.) Note: If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports. Use retention number GR 1000-20A or B | GR 1000-42 3 years from date of cessation of activity for which the waiver was signed. |
| Calendars | Calendars used to document appointments or activities of government officials and employees. | GR 1000-45 CE + 1 year |
| Reports and Studies (non-Fiscal) - Activity reports | 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 other commission scheduled. Includes tracking logs. | GR 1000-41b 1 year <i>Exempt</i> |
| Audit Records – Departmental copies and work papers | Annual or biennial or other periodic audits of a department, program, fund. Working papers, summaries, and similar records created for the purposes of conducting an audit. Both Internal and External Auditors. Includes Internal Control Reports. Note: Official record copy of Audit Reports filed in City Secretary's Office (permanent retention) | GR 1025-01e 3 years after all questions arising from the audit have been resolved |

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| Budget Documentation - Departmental copies and work papers | Working papers created exclusively for the preparation of budgets, including budget requests, justification statements and similar documents. Budget change documentation, including line item or contingency/reserve fund transfers and supplemental budget requests. Encumbrance and expenditure reports. <i>Note: Official record copy of Annual Budget filed in City Secretary's Office (permanent retention)</i> | GR 1025-04c 3 years |
| Capital Asset Records - Equipment or property inventories | Equipment or property inventories (including sequential number property logs). Information on cost and disposal authorization. | GR 1025-05c US + 3 years |
| Financial Reports – Departmental copies | Monthly, bi-monthly, quarterly or semi-annual financial reports or statement on the accounts, funds, or projects of a local government create 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. Including cost allocation and distribution records, annual transaction summaries, and depreciations schedules. | GR 1025-07a FE + 3 years |
| Grant Development and Administrative Records | Successful grant applications and proposals and any documentation that modified the terms of a grant. Financial, performance, and compliance reports submitted to granting agencies or sub grantor agencies, or documentation supporting these reports. | GR 1025-08 FE + 3 years |
| Accounts Payable and Disbursement Records – Departmental copies | 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 reimbursements to employees for travel or other employment- related expenses. Includes employee expense reports, P-Card documentation, and petty cash records. Requests and authorizations for travel; participation in educational programs, workshops or college classes | GR 1025-26a FE of date of final payment + 3 years |
| Accounts Receivable Records – Departmental copies | Records documenting the receipt of any monies by a local government that are remittable to the State Comptroller of Public Accounts. Including public accounts, cash receipts, cash reports, deposits. | GR 1025-27b FE + 5 years |
| Accounts Receivable Records - Accounts deemed un-collectable – Departmental copies | Records of accounts deemed un-collectable, including write-off authorizations. | GR 1025-27e FE of write off date + 3 years |

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| Banking Records – Departmental copies | Bank statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliation, notices of interest earned, etc. | GR 1025-28 FE + 5 years |
| Ledgers, Journals, and Entry Documentation – Departmental copies | General ledger showing receipts and expenditures from all accounts and funds of a local government, subsidiary ledgers, receipts, disbursements, general, or subsidiary journals, journal vouchers and entries or similar posting control forms including supporting documents, amendments correspondence, journal entries, and auditor adjustments. | GR 1025-30 (1) FE + 5 years |
| Disciplinary and Adverse Action Records | Records created 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. | GR 1050-07 2 years after case closed or action taken |
| Employee Security Records | Records created to control and monitor the issuance of keys, identification cards, passes or similar instruments of identification and access. | GR 1050-10a US, expiration or date of separation + 2 years |
| Employee Selection Records | Interviews, interview questions, upgrades, description, job advertisements, written score, employment applications, transcripts, and letters of reference and similar documents whose submission by candidates for vacant positions or for promotion, transfer, or training opportunity (both hires and not hired). | GR 1050-11 2 years from the creation (or receipt) of the record or the personnel action involved, whichever later. By regulation - 29 CFR 1602.31, 1602.40, and 1602.49 |
| Personnel Files – Employee Service Records (Department Personnel File) | Records about an employee. Applications, resume, awards, commendations, certifications, licenses, conflict of interest forms, P-2 forms, training records including training on hazardous materials, etc. Note: If employee transfers to another city department send file to the new department. Human Resources holds the official personnel file. | GR 1050-12 Date of Separation + 5 years |

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| Job Evaluations | Job evaluations of employees. <i>Note: File by date of review, not in individual employee files.</i> | GR 1050-21 US + 2 years or date of separation + 2 years, whichever is sooner By regulation – 29 CFR 1620.32(c). |
| Work Schedules | Work, duty, shift, crew, or case schedule, rosters, or assignments. Includes Daily Sign-In Sheet. | GR 1050-31 1 year <i>Exempt</i> |
| Workers Compensation Claim Files – Department Copy | RM1A claims, TWCC reports, salary continuation, doctors' reports, Order for Medical Treatment (OMTs), all notes from meetings or phone conversations. <i>Note: Human Resource copy retained 50 years.</i> | GR 1050-32a CE + 5 years By regulation - 29 CFR 1904.33. Retention Note: If a claim is filed as a result of the accident or illness any forms or reports related to the incident must be retained under GR1050-32b |
| Criminal History Checks | Used for condition of or in conjunction with employment application. | GR1050-36 End of employee's probationary period or after immediate purpose has been fulfilled, as applicable. |
| Volunteer Service Files | Information about individual volunteers and duties they perform. | GR1050-39 US or date of separation + 3 years. |
| Payroll Records – Departmental copies | Payroll register, payroll adjustment records, leave records including requests and authorization to use leave. Timesheets. | GR 1050-52f FE + 3 years |

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| Bid and Bid Documentation - Successful Bids | Successful bids and request for proposals, including invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation. <i>Note: If successful bid or proposal results in a contract, use GR 1000-25 (AC + 4 years)</i> | GR 1075-01a FE + 3 years |
| Bid and Bid Documentation - Unsuccessful Bids | Unsuccessful Bids | GR 1075-01b 2 years |
| Inventory Records | Inventory parts records for parts and supplies | GR 1075-02 1 year <i>Exempt</i> |
| Purchase Order and Receipt Records – Departmental copies | Purchase Orders, requisitions, and receiving reports. Purchasing log, register or similar record providing a chronological record of purchase orders issued, orders received and similar data on procurement status | GR 1075-03a FE + 3 years |
| Accident and Damage Reports (Property) – Departmental copies | Reports of accidents or damage to facilities, vehicles, or equipment if no personal injury is involved. <i>Note: For accidents that result in injury to persons, use GR 1000-20 A or B (5 or 20 years)</i> | GR 1075-15 3 years |
| Lost and Stolen Property reports | Lost and Stolen Property reports | GR 1075-17 FE + 3 years |
| Maintenance, Repair and Inspection Records of Vehicles, Equipment, and Facilities - Routine | Records documenting routine inspection of facilities, vehicles and equipment. Routine cleaning, janitorial and inspection work | GR 1075-18a 1 year <i>Exempt</i> |
| Maintenance, Repair and Inspection Records of Vehicles and Equipment -Maintenance and repair records | Records documenting the maintenance and repair to general-purpose vehicles, office equipment, and office facilities. <i>Retention Note: If a vehicle is junked as the result of an accident, retained maintenance & repair records for LA + 3 years</i> | GR 1075-18a(2) LA |

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| Usage Reports - If reports used for allocating costs | 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. Reports of usage of facilities, vehicles, and equipment | GR 1075-20a FE + 3 years |
| Usage Reports - Reservation logs, Vehicle Assignment Records | Reservation logs or similar records relating to the use of facilities such as meeting rooms, auditoriums, etc. by the public or other governmental agencies. Assignment logs, authorizations, and similar records relating to the assignment and use of government-owned vehicles by employees. | GR 1075-20b 2 years |
| Visitor Control Registers | Logs, registers, or similar records documenting visitors to limited access or restricted areas. | GR 1075-22 3 years |
| Warranties | Warranty for vehicles and equipment. | GR 1075-23 Expiration of warranty + 1 year |
| Telephone Logs or Activity Reports - If used for internal control purposes | Registers or logs of telephone calls made and similar telephone activity reports if the log, report, or similar record is used for internal control purposes other than cost allocation. | GR 1075-41b 1 years |
| Research - Working Papers | Other non-litigation working papers, including research documents, contract or ordinance drafts/revisions. <p style="text-align: center; color: gray;">Type text here</p> | <i>HR 4750-09 10 years after completion of research or project Retention Note: Review before disposal, records may have PERMANENT retention for historical and/or future research value..</i> |

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Revisions 2/1/16 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, and retention periods.

Revisions 1/16/14 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series.

Revisions 9/10/20 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series

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