

City Auditor's Office Records Retention Schedules

Records Series Title	Records & Comments	State Retention Number Legal Retention
ACCIDENT AND DAMAGE REPORTS (PROPERTY) – Departmental Copies	Reports of accidents or damage to facilities, vehicles, or equipment if no personal injury is involved	GR1075-15 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 reimbursement to employees for travel and other employment-related expenses	GR1025-26a FE + 3 years
ACCOUNTS RECEIVABLE RECORDS – Departmental copies	Accounts receivable records documenting the receipt of any monies by any local government that are remittable to the State Comptroller of Public Accounts (e.g., court costs in criminal cases, sales tax).	GR1025-27b Remittance due date + 5 years
Audit Records – Annual or biennial cumulative audit	Annual, biennial, or other periodic audit of any department, fund, account, or activity of a local government.	GR1025-01a Permanent – Transfer to City Archives
Audit Records – Annual or biennial cumulative audit not included in a cumulative audit under GR1025-01a	Annual, biennial, or other periodic audit of a department, program, fund, or account if not included in a cumulative audit under GR1025-01 (a).	GR1025-01c Permanent – Transfer to City Archives
Audit Records – Special Audits	Special audits ordered by a governing body, a court or grand jury, or mandated by administrative rules of a state or federal agency.	GR1025-01d Permanent – Transfer to City Archives
Audit Records -Working Papers	Working papers, summaries, and similar records created for the purposes of conducting an audit	GR1025-01e 3 years after all questions arising from the audit have been resolved.
BANKING RECORDS	Bank statements, credit card statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, monetary transport records (including armored car pickup logs) etc.	GR1025-28 FE + 5 years

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BIDS AND BID DOCUMENTATION - Successful	Successful bids and requests for proposals, including invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation Note: If successful bid or proposal results in a contract use GR1000-25	GR1075-01a FE+3 years
BIDS AND BID DOCUMENTATION – Unsuccessful	Unsuccessful bids	GR1075-01b 2 years
BUDGETS AND BUDGET DOCUMENTATION – Departmental Copies	Working papers created exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents	GR1025-04c 3 years
CALENDARS, APPOINTMENT AND ITINERARY RECORDS	Calendars, appointment books or programs, and scheduling or itinerary records, purchased with local government funds or maintained by staff during business hours that document appointments, itineraries and other activities of agency officials or employees.	GR1000-45 CE + 1 year Retention Note: A record of this type purchased with personal funds but used by a public official or employee to document his or her work activities may be a local government record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Texas Attorney General
CAPITAL ASSETS RECORDS	Equipment or property inventories (including sequential number property logs).	GR1025-05c US + 3 years

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COMPLAINTS	Complaints received from the public by a governing body or any officer or employee of a local government relating to government employees, policies, etc. This includes City of Dallas Service Requests	<p>GR1000-24 Resolution or dismissal of complaint + 2 years.</p> <p>Retention Notes: a) 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. For example, complaints from the public about potential fire hazards are scheduled in Local Schedule PS (Records of Public Safety Agencies) and have a longer retention period.</p> <p>b) For complaints received from local government employees see GR1050-20</p>
CONTRACTS, LEASES, AND AGREEMENTS	Contracts, leases, and agreements, including reports, correspondence, performance bonds, certificates of liability, and similar records relating to their negotiation, administration, renewal, or termination, except construction contracts (see item number GR1075-16).	<p>GR1000-25 4 years after the expiration or termination of the instrument according to its terms.</p> <p>Retention Note: Review before disposal; some records of this type may merit PERMANENT retention for historical reasons.</p>

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CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES	Administrative – Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, modification, or redefinition of the programs, services, or projects of a local government and the administrative regulations, policies, and procedures that govern them. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics	GR1000-26a 4 years Retention Note: Review before disposal; some correspondence of this type may merit PERMANENT retention for historical reasons
CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES	General – Incoming/outgoing and internal correspondence pertaining to the regular operation of the policies, programs, services, or projects of a local government. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.	GR1000-26b 2 years Retention Note: Records management officers should use caution before disposal of these records to ensure the records should not be classified under administrative correspondence (GR100-26a).
CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES	Routine - Correspondence and internal memoranda such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.	GR1000-26c AV. Exempt
DISASTER PREPAREDNESS AND RECOVERY PLANS	Disaster preparedness, continuity of operations, business continuity, or other plans used to prepare for or respond to emergencies or disasters	GR5750-07 US

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DISCIPLINARY AND ADVERSE ACTION RECORDS Civilian Employees	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	GR1050-07(3) 2 years after case closed or action taken, as applicable By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
EARNINGS AND DEDUCTION RECORDS	Payroll register, payroll adjustment records, leave records including requests an authorization to use leave. Timesheets	GR1050-52c FE + 3 years
EMPLOYEE RECOGNITION RECORDS	Award committee reports, selection criteria, nominations, and similar administrative records of employee award or incentive programs.	GR1050-09 2 years Retention Note: For records of an award/commendation given to an individual employee, see item number GR1050-03
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; and previous injury checks; offers of employment letters; and similar records documenting the filling of a vacant position.	GR1050-11 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. Retention Note: See GR1050-36 for background and criminal history checks.

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EMPLOYEE SERVICE RECORDS – Department Copy	Records about an employee, usually copies. Applications, resume, awards, commendations, certifications, licenses, conflicts of interest, training, etc Human Resources maintains the official personnel file.	GR1050-12 Date of Separation+5 years
FINANCIAL REPORTS	Monthly, bimonthly, quarterly, or semi-annual reports	GR1025-07a FE + 3 years
GRIEVANCE RECORDS	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	GR1050-20 Final decision on the grievance + 2 years Retention Note: Do not confuse these records with those involving EEO complaints [see item number GR1050-16(c)].
JOB EVALUATIONS	Job evaluations, performance appraisals, or other similar documents used to evaluate the performance of employees Note: File by date of review, not in individual employee files	GR1050-21 US + 2 years or date of separation + 2 years, whichever sooner By regulation – 29 CFR 1620.32(c).

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LEGAL OPINIONS	Formal legal opinions rendered by counsel or the Attorney General for a local government, including any written requests for opinions, concerning the governance and administration of a local government	GR1000-30 PERMANENT Retention Note: For retention of opinions rendered for a Public Information Act Request see GR1000-34. For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26a.
LITIGATION CASE FILES – Departmental Copies	Including all cases to which local government is a party unless the case file is of a type elsewhere in the schedule	GR1000-31 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. Exempt
LOST AND STOLEN PROPERTY REPORTS	LOST AND STOLEN PROPERTY REPORTS	GR1075-17 FE + 3 years
MINUTES (STAFF)	Minutes of internal staff meetings	GR1000-32 AV Exempt

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Open Records Requests	Non-exempted records and withdrawn requests	GR1000-34a Date request for records fulfilled or withdrawn + 1 year. Exempt
Open Records Requests	Exempted records	GR1000-34b Date of notification that records requested are exempt from disclosure + 2 years.
ORGANIZATIONAL CHARTS	All organization chrs, lists of employees, contact or call lists, rosters, telephone directories, etc.	GR1000-35 US Exempt
PHOTOGRAPHS, IMAGES, 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.	GR1000-37 Permanent Transfer to City Archives
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	GR1000-38 US, expired, or discontinued + 5 years.
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	GR1000-39 Permanent – Transfer 3 copies to City Archives
PURCHASE ORDER AND RECEIPT RECORDS – Departmental Copies	Purchase orders, requisitions, and receiving reports	GR1075-03a FE + 3 years

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RECORDS MANAGEMENT RECORDS – Transmittals	Records transmittal forms or similar records documenting transfer of records to or from a records storage facility.	GR1000-40e Date of disposition or return of records from storage, whichever sooner, +2 years
REPORTS AND STUDIES (NON-FISCAL)	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. 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	GR1000-41a(2) Permanent
REPORTS AND STUDIES (NON-FISCAL)	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. Special reports or studies prepared by order or request of the chief administrative officer	GR1000-41a(3) 5 years
REPORTS AND STUDIES (NON-FISCAL)	Working papers and raw data used to create any report for (2) above	GR1000-41a(5) 3 years
REPORTS AND STUDIES (NON-FISCAL)	Working papers and raw data used to create any report for (3) above	GR1000-41a(6) 1 year Exempt

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WORKERS COMPENSATION CLAIM RECORDS – Departmental Copy	Initial and supplemental incident forms, reports, or logs Note: Risk Management maintains the official file for closure + 50 years	GR1050-32a CE + 5 years By regulation - 29 CFR 1904.33

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 Mark Swann Date
 City Auditor

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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