

## Code Compliance Department Records Retention Schedule

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Administration	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>	File with and follow retention for appropriate case or project
All Divisions	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.	Transfer to the Archives Collection in the City Secretary's Office when no longer needed in department (permanent retention)
All Divisions	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. <b>Any publication which receives a PIO number.</b>	Transfer 3 copies to the Archives Collection in the City Secretary's Office as soon as published (permanent retention)
Administration	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 the policies.	File with and follow retention for appropriate case or project
All Divisions	Postal and Delivery Service Records	<i>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
All Divisions	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

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded  
*Exempt* = Exempt from Destruction Request Requirement GR = General Records Schedule HR = Health Records Schedule PW = Public Works Records Schedule

## Code Compliance Department Records Retention Schedule

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
All Divisions	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. <b><i>Includes complaints received via e-mail</i></b> <b><i>Note: For complaints about animals use HR 4850-06</i></b> <b><i>Note: For open record requests, use GR 1000-34</i></b>	GR 1000-24 Resolution or Dismissal of complaint + 2 years
Administration	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. <b><i>Except construction contracts, use GR 1075-16A or B</i></b>	GR 1000-25 AC + 4 years <b><i>Note: Send an official record copy of the contract to the City Secretary's Office</i></b>
Administration	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. <b><i>For the actual Policy or Procedure; use GR 1000-38</i></b> <b><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></b>	GR 1000-26A 4 years
All Divisions	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

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded  
Exempt = Exempt from Destruction Request Requirement GR = General Records Schedule HR = Health Records Schedule PW = Public Works Records  
Schedule

## Code Compliance Department Records Retention Schedule

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
All Divisions	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 transactions.</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>
All Divisions	Legal Opinions	<p>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.</p> <p><i>For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26A.</i></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>
All Divisions	Litigation Case Files – Departmental copies	<p>Including all cases to which a local government is a party unless the case file is of a type noted elsewhere in the schedules.</p>	<p>GR 1000-31 1 year after final disposition of case <i>Exempt</i></p>

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded  
*Exempt* = Exempt from Destruction Request Requirement GR = General Records Schedule HR = Health Records Schedule PW = Public Works Records Schedule

## Code Compliance Department Records Retention Schedule

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
All Divisions	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 1000-34A 1 year after final decision on request <i>Exempt</i>
All Divisions	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
All Divisions	Organizational Charts	All organizational charts, lists of employees, contact or call lists, rosters, etc.	GR 1000-35 US, expired, or discontinued. <i>Exempt</i>
All Divisions	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. <b><i>Except Permits and Licenses listed elsewhere in the schedules, for example: health related under HR 4775-25A1 and HR 4775-25A2, and animal related under HR 450-03A1 and HR 4850-03A2.</i></b>	GR 1000-36 Expiration, cancellation, revocation, or denial + 2 years
All Divisions	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. <b><i>Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons.</i></b>	GR 1000-38 US, expired, or discontinued + 5 years.

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded  
*Exempt* = Exempt from Destruction Request Requirement GR = General Records Schedule HR = Health Records Schedule PW = Public Works Records  
 Schedule

## Code Compliance Department Records Retention Schedule

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Administration	Reports and Planning Studies – if requested by City Council or submitted to state agency	Reports or Studies (Non-Fiscal) submitted 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. <i>Note: For reports ordered by City Manager, use 1000-26A (5 years)</i> <i>Note: If report is submitted to or considered by Council, as reflected in the minutes, the official record copy is in the City Secretary's Office.</i>	GR 1000-41A1 Permanent
Administration	Reports and Studies (non-Fiscal) – compiled on less than annual bases	Reports and studies (non-fiscal), monthly, bi-monthly, quarterly, or semi-annual, sub-annual, or irregularly prepared reports, performance audits, or planning studies submitted to the government body required by law or regulation, on the non-fiscal performance of a department.	GR 1000-41A4 3 years
All Divisions	Work papers used to create Reports and Planning Studies – if requested by City Council or submitted to state agency	Working papers and raw data used to create any report for reports and studies (non-fiscal), monthly, bi-monthly, quarterly, or semi-annual, sub-annual, or irregularly prepared reports, performance audits, or planning studies submitted to the government body required by law or regulation, on the non-fiscal performance of a department.	GR 1000-41A5 3 years
All Divisions	Work papers used to create Reports and Studies (non-Fiscal) – compiled on less than annual bases	Working papers and raw data used to create any report for 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 1000-41A6 1 year

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded  
**Exempt** = Exempt from Destruction Request Requirement GR = General Records Schedule HR = Health Records Schedule PW = Public Works Records  
 Schedule

## Code Compliance Department Records Retention Schedule

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
All Divisions	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>
All Divisions	Waivers of Liability	Includes statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies, etc.) <i>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</i>	GR 1000-42 3 years from date of cessation of activity for which the waiver was signed.
All Divisions	Calendars	Calendars used to document appointments or activities of government officials and employees.	GR 1000-45 CE + 1 year
All Divisions	Customer Service Survey	Customer Service Survey Cards	GR 1000-47 AC + 3 years
Administration	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. <b><i>Includes Internal Control Reports.</i></b> <i>Note: Official record copy of Audit Reports filed in City Secretary's Office (permanent retention)</i>	GR 1025-01E 3 years after all questions have been resolved
Administration	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 1025-04F 3 years

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded  
*Exempt* = Exempt from Destruction Request Requirement GR = General Records Schedule HR = Health Records Schedule PW = Public Works Records Schedule

## Code Compliance Department Records Retention Schedule

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Administration	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 or Disposition + 3 years
Administration	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
All Divisions	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 + 5 years
All Divisions	Charge Schedules/ Price Lists	Schedules of prices charged by a local government for services to the public or other governments, including any documentation used to determine the charges.	GR1025-10 US + 3 years.
All Divisions	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 1025-26 FE + 3 years

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded  
*Exempt* = Exempt from Destruction Request Requirement GR = General Records Schedule HR = Health Records Schedule PW = Public Works Records  
 Schedule

## Code Compliance Department Records Retention Schedule

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Administration	Accounts Receivable Records – Departmental copies	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records (such as returned checks and associated fees) that serve to document money owed to or received by a local government and its collection or receipt.	GR 1025-27a FE of date of receipt of + 3 years
Administration	Accounts Receivable Records – Departmental copies	Records documenting the receipt of any monies by a local government that are remittable to the State Comptroller of Including public accounts, cash receipts, cash reports, deposits.	GR 1025-27B FE + 5 years
Administration	Accounts Receivable Records – Departmental Copies	Account card or similar records 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.	GR 1025-27c FE of date of final payment and release of lien + 3 years
Administration	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 + 3 years
Administration	Banking Records – Departmental copies	Bank statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliation, notices of interest earned, monetary transport records (including armored car pickup logs) etc.	GR 1025-28 FE + 5 years
Administration	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 FE + 5 yrs

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded  
*Exempt* = Exempt from Destruction Request Requirement GR = General Records Schedule HR = Health Records Schedule PW = Public Works Records  
 Schedule



## Code Compliance Department Records Retention Schedule

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
All Divisions	Disciplinary and Adverse Action Records – Civilian Employees	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 1050-07C 2 years after case closed or action taken
	Employee Recognition Records	Award committee reports, selection criteria, nominations, and similar administrative records of employee award or incentive programs. <i>For records of awards/commendations given to an employee use GR 1050-12D, 1050-12E or 1050-12F.</i>	GR 1050-09 2 years
All Divisions	Employee Security Records	Records created to control and monitor the issuance of keys, identification cards, passes or similar instruments of identification and access.	GR 1050-10 US, expiration or date of separation + 2 years
All Divisions	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 1050-11C 2 years from creation/receipt or action taken, whichever is later
All Divisions	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. <i>Note: If employee transfers to another city department send file to the new department.</i>	GR 1050-12D Date of Separation from the city + 5 years
All Divisions	Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	GR 1050-20 Final decision + 2 years
All Divisions	Job Evaluations	Job evaluations of employees. <i>Note: File by date of review, not in individual employee files.</i>	GR 1050-21B US + 2 years; or date of separation + 2 years, whichever is sooner

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded  
*Exempt* = Exempt from Destruction Request Requirement GR = General Records Schedule HR = Health Records Schedule PW = Public Works Records Schedule

## Code Compliance Department Records Retention Schedule

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
All Divisions	Medical and Exposure Records	Health or physical examination reports or certificates for all applicants and employees if required for position. Includes random drug or alcohol tests.	GR 1050-22A 2 years
All Divisions	Work Schedules	Work, duty, shift, crew, or case schedule, rosters, or assignments.	GR 1050-31 1 year <i>Exempt</i>
Administration	Workers Compensation Claim Files – Department Copy	RM1A claims, TWCC reports, salary continuation, doctor's 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 of closure of claim + 5 years
All Divisions	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.
All Divisions	Volunteer Service Files	Information about individual volunteers and duties they perform.	GR1050-39 US or date of separation + 3 years.
All Divisions	Payroll Records – Departmental copies	Payroll register, payroll adjustment records, leave records including requests and authorization to use leave. Timesheets.	GR 1050-52 FE + 3 years
All Divisions	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
All Divisions	Bid and Bid Documentation - Unsuccessful Bids	Unsuccessful Bids	GR 1075-01B 2 years

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded  
*Exempt* = Exempt from Destruction Request Requirement GR = General Records Schedule HR = Health Records Schedule PW = Public Works Records Schedule

## Code Compliance Department Records Retention Schedule

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
All Divisions	Inventory Records	Inventory parts records for parts and supplies	GR 1075-02 1 year Exempt
Administration	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
All Divisions	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
All Divisions	Lost and Stolen Property reports	Lost and Stolen Property reports	GR 1075-17 FE + 3 years
All Divisions	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 1075-18A1 1 year Exempt
All Divisions	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 &amp; repair records for LA + 1 year. For marked vehicles use PS 4050-04A1</i>	GR 1075-18A2 LA
Administration	Facilities -Non-routine maintenance, repair and inspection	Non-routine facility maintenance, repair and inspection records. Including those relating to plumbing, electrical, fire suppression, and other infrastructure systems. <i>Note: Records of the types described relating to government-owned structures or places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY</i>	GR 1075-18B2 3 years

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded  
Exempt = Exempt from Destruction Request Requirement GR = General Records Schedule HR = Health Records Schedule PW = Public Works Records  
Schedule

## Code Compliance Department Records Retention Schedule

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Administration	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, or equipment.	GR 1075-20B After return or reassignment + 2 years.
All Divisions	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
All Divisions	Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas.	GR 1075-22 3 years
Administration	Warranties	Warranty for vehicles and equipment.	GR 1075-23 Expiration of warranty + 1 year <i>Exempt</i>
All Divisions	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 2 years
All Divisions	Material Safety Data Sheets (MSDS)	Material safety data sheets (MSDS) supplied to local government employers by manufacturers or distributors of hazardous chemicals.	GR 5750-05 US or chemical no longer present <i>Exempt</i>

**AC** = After Closed, terminated, completed, expired, settled   
**CE** = Calendar-year End   
**FE** = Fiscal-year End   
**LA** = Life of Asset   
**US** = Until Superseded  
**Exempt** = Exempt from Destruction Request Requirement   
**GR** = General Records Schedule   
**HR** = Health Records Schedule   
**PW** = Public Works Records Schedule

## Code Compliance Department Records Retention Schedule

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Neighborhood Code Compliance  Nuisance Abatement	Building Code Violations Records - Unfounded	Records relating to violations of local building codes or ordinances, including documents verifying that the violation has been corrected. Alleged, but unfounded.	PW 5250-02A 1 year after determination that building regulations have not been violated <i>Exempt</i>
Neighborhood Code Compliance  Nuisance Abatement	Building Code Violations Records	Records relating to violations of local building codes or ordinances, including documents verifying that the violation has been corrected. Violations. <i>Note: Records about properties that have a lien begin the retention period after the lien is released. Files with liens may be sent to storage until lien is released, using the correct retention number and noting on the transfer form that there are liens. At the time the lien is released the folder is moved to box of released files to begin the retention period.</i>	PW 5250-02B Verification of correction + 3 years
Neighborhood Code Compliance  Nuisance Abatement	Demolition Records Buildings	Records relating to the demolition and clearance of buildings deemed unfit for occupancy and condemned, including demolition orders, inspection reports, notices to property owners, and any related court documents.	PW 5250-09A Date of demolition + 10 years
Neighborhood Code Compliance  Nuisance Abatement	Citations, notifications of violations, and warning notices	Copies of notifications or orders sent or given to owner, agent, or occupant of a business or property or to person holding a health permit to correct violations of state or local health laws, including documents verifying that the violations have been corrected	HR 4775-21 <i>Verification of correction + 3 years</i>

**AC** = After Closed, terminated, completed, expired, settled   
**CE** = Calendar-year End   
**FE** = Fiscal-year End   
**LA** = Life of Asset   
**US** = Until Superseded  
**Exempt** = Exempt from Destruction Request Requirement   
**GR** = General Records Schedule   
**HR** = Health Records Schedule   
**PW** = Public Works Records Schedule

## Code Compliance Department Records Retention Schedule

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Neighborhood Code Compliance  Nuisance Abatement	Environmental pollution control tests	Pollutant measurements for air, soil, water, etc. and similar records of environmental quality testing <i>except</i> monitoring of the release of radioactive effluents	HR 4775-22 3 years
Neighborhood Code Compliance	Food Quality Test reports and Sanitary Evaluation Reports	Food tests, mild analyses, swab tests, and similar laboratory test reports relating to the testing and screening of food and food handling and processing equipment Reports of sanitary inspections carried out by local health authority personnel on restaurants, taverns, dairies, food markets, hotels, motels, nursing homes, day care centers, campgrounds, vending machines, and other facilities or equipment as required by state law or regulation or by local ordinance.	HR 4775-23 3 years
Neighborhood Code Compliance	Inspection logs	Logs, registers, or similar records providing a chronological listing of sanitary evaluations performed	HR 4775-24 1 year <i>Exempt</i>
Neighborhood Code Compliance	Permits and Licenses - Granted	Permits and licenses issued by local health authorities relating to restaurants, taverns, food handling, dairy products, frozen dessert products, meat, vending machines, day care centers, home health care, nursing homes, environmental health, and all other situations, activities, or persons required to have local health permits pursuant to state law or regulation Includes Applications for and authorizations for variances or exemptions from licensing regulations	HR 4775-25A1 Expiration or revocation + 3 years for granted permits or licenses

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded  
*Exempt* = Exempt from Destruction Request Requirement GR = General Records Schedule HR = Health Records Schedule PW = Public Works Records Schedule

## Code Compliance Department Records Retention Schedule

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Neighborhood Code Compliance	Permits and Licenses - Denied	Denied permits and licenses or applications for variances issued by local health authorities relating to restaurants, taverns, food handling, dairy products, frozen dessert products, meat, vending machines, day care centers, home health care, nursing homes, environmental health, and all other situations, activities, or persons required to have local health permits pursuant to state law or regulation	HR 4775-25A2 Date of denial + 1 year <i>Exempt</i>
Neighborhood Code Compliance	Permits and licenses - Log	Logs or reports of permits or licenses and variances or exemptions issued	HR 4775-25C 1 year <i>Exempt</i>
Neighborhood Code Compliance	Weights and Measures Records	Field test reports, follow-up reports, logs or reports of seals issued, and similar records relating to the certification of weights and measures in a local government	HR 4775-28 3 Years
Neighborhood Code Compliance	Communicable Disease Reports (to health authority)	Reports and supporting documentation of communicable diseases received by local health authorities from physicians, dentists, hospitals, school districts, or others as prescribed by law.	HR 4775-41 3 Years
Neighborhood Code Compliance	Communicable Disease Reports (to State)	Copies of periodic or emergency communicable disease reports from local health authorities to the Texas Department of Health	HR 4775-42 3 years
Neighborhood Code Compliance	Complaints – about violations of health laws and regulations	Reports of complaints received by local health authorities from the public or from other local departments or agencies regarding possible violations of local or state health laws or regulations.	HR 4775-43 Resolution or dismissal of the complaint + 3 years
Neighborhood Code Compliance	Asbestos Management Records- Inspections	Records of Asbestos Inspections	PW 5450-01B 5 years

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded  
*Exempt* = Exempt from Destruction Request Requirement GR = General Records Schedule HR = Health Records Schedule PW = Public Works Records Schedule

## Code Compliance Department Records Retention Schedule

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Neighborhood Code Compliance	Video and Audio Recordings	Body-worn camera videos that capture the interaction between code compliance officers and citizens.  Follow retention period for item number PS4125-05b if charges filed.	PS4125-04e 90 days <i>Exempt</i>  By law – Occupations Code §1701.655(b)(2).
Neighborhood Code Compliance  Nuisance Abatement	Activity Reports and Logs	Daily or weekly activity reports or logs on animal shelter or animal control operations, including field officer reports, kennel log sheets, statistical summaries, logs of response to animal-related incidents, etc.	HR 4850-01 1 year

Prepared by: Shafiq Rehman 8/3/2023  
 Shafiq Rehman Date  
 Records Liaison Officer  
 Code Compliance

Reviewed by: P. Kurilecz 20230807 Date  
 Peter Kurilecz CRM CA IGP  
 Records Management Officer  
 City Secretary's Office

Approved by: Chris Christian 8-4-23 Date  
 Christopher Christian  
 Director  
 Code Compliance

Revised December 13, 2015: Revised the General Records (GR) Retention Schedule as approved by the Texas State Library and Archives Commission effective September 15, 2015.

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded  
*Exempt* = Exempt from Destruction Request Requirement GR = General Records Schedule HR = Health Records Schedule PW = Public Works Records  
 Schedule



## Code Compliance Department Records Retention Schedule

Revised October 25,2019

Revised Sept 10,2020

Revised and updated July 2023. Added Video and Audio Recordings for body-cams.

**AC** = After Closed, terminated, completed, expired, settled **CE** = Calendar-year End **FE** = Fiscal-year End **LA** = Life of Asset **US** = Until Superseded  
**Exempt** = Exempt from Destruction Request Requirement **GR** = General Records Schedule **HR** = Health Records Schedule **PW** = Public Works Records  
Schedule

Revision Date: July 27, 2023

Page 17