

## City Manager's Office Records Retention Schedules

Records Series Title	Records & Comments	State Retention Number Legal Retention
Audio Tapes - Closed Meetings	Audiovisual recordings of closed meetings <b>Includes Council Committees, Automated Red-Light Enforcement Commission, Dallas Citizen Review Board, Judicial Nominating Commission, Regulated Property Advisory Committee</b>	<i>Send to City Secretary's Office immediately (2-year retention)</i>
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.	<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. <b>Any publication which receives a PIO number.</b>	<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>

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Committee Records	Records of committees, councils, boards, or commissions which are not subject to the Texas Open Meetings Act. Records may include, but are not limited to, member lists, officer election records, agendas, meeting minutes, and related documentation and correspondence.	GR1000-54 2 years  <b>Retention Notes:</b> a) For records of committees, councils, boards, or commissions which are subject to the Texas Open Meetings Act see Section 1-1 of this schedule.  b) Review before disposal; some records may merit <b>PERMANENT</b> retention for historical reasons.
Minutes – Notes	Notes or audiovisual records taken during meeting from which written minutes are prepared. <b>Includes Council Committees, Automated Red-Light Enforcement Commission, Dallas Citizen Review Board, Judicial Nominating Commission, Regulated Property Advisory Committee</b> <i>Minutes are filed with the City Secretary's Office after approval (permanent retention). Minutes should describe each matter considered by the governing body.</i>	GR 1000-03B 90 days after approval of minutes <i>Exempt</i>
Minutes - Workshop Audio tapes	Audiovisual recordings of workshop session of governing bodies in which written minutes are not required and no vote was taken. <b>Includes Council Committees, Automated Red-Light Enforcement Commission, Dallas Citizen Review Board, Judicial Nominating Commission, Regulated Property Advisory Committee</b>	GR 1000-03D 2 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. <b>Includes complaints received via e-mail</b> <i>Note: For open record requests, use GR 1000-34A or B</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>
Board/Commission Meeting Agenda and Minutes – Board Coordinator Copy	Open meeting agendas, closed sessions meeting agendas, written minutes, open meeting notices, audio recordings of open meetings <i>Note: Official record copy filed in City Secretary's Office (permanent retention)</i>	GR 1000-26A 4years
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><b>Includes unsolicited messages about issues related to City business which are not covered by another record series.</b></p>	<p>GR 1000-26C Until the purpose of record has been fulfilled <i>Exempt</i></p>

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Litigation Case Files – Departmental copies	Including all cases to which a local government is a party unless the case file is of a type noted elsewhere in the schedules.	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. 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. <i>Exempt</i>
Minutes (Staff)	Minutes and agendas of internal staff meetings.	GR1000-32 AV <i>Exempt</i>
Open Record Requests – Non-exempted	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>
Open Record Requests – Exempted	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
Organizational Charts	All organizational charts, lists of employees, contact or call lists, rosters, telephone directories etc.	GR 1000-35 US, expired, or discontinued. <i>Exempt</i>

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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. <i>Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons.</i>	GR 1000-38 US, expired, or discontinued + 5 years.
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.
Calendars	Calendars used to document appointments or activities of government officials and employees.	GR 1000-45 CE + 1 year
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. <i>Includes Internal Control Reports.</i> <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
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

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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 subgrantor agencies, or documentation supporting these reports.	GR 1025-08 FE + 5 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 1025-26 FE + 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 cash receipts, cash reports, and deposits.	GR 1025-27B FE + 5 years
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
Disciplinary and Adverse Action Records – Police and Fire Sworn Personnel	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 1050-07B Permanent

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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. <b><i>For records of awards/commendations given to an employee use GR 1050-12D, 1050-12E or 1050-12F.</i></b>	GR 1050-09 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 1050-11C 2 years
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. <b><i>Note: If employee transfers to another city department send file to the new department. Human Resources maintains the official personnel file</i></b>	GR 1050-12 Date of Separation from the city + 5 years
Personnel Files – Sworn Personnel 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.	GR 1050-12E Date of Separation + 10 years
Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	GR 1050-20 Final decision + 2 years
Job Evaluations	Job evaluations of employees. <b><i>Note: File by date of review, not in individual employee files.</i></b>	GR 1050-21B US + 2 years; or date of separation + 2 years, whichever is sooner

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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
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.</i>	GR 1075-01A FE + 3 years
Bid and Bid Documentation - Unsuccessful Bids	Unsuccessful Bids	GR 1075-01B 2 years
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.</i>	GR 1075-15 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 or equipment by employees.	GR 1075-20B After return or reassignment + 2 years.
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 Exempt

Prepared by: Josephine Mendoza  
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Date 10/29/2020

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Records Retention Schedules**

Reviewed by: *Peter Kurilecz* *2020 10 29*  
Peter Kurilecz CRM CA ICI Date  
Records Management Officer  
City Secretary's Office

Approved by: *T.C. Broadnax* *10/29/2020*  
T.C. Broadnax Date  
City Manager

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

Revisions 10/13/20 Added GR1000-54 Committee Records

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