

**Office of the City Secretary
Records Retention Schedules**

| Function | Records Series Title | Records & Comments | Legal Retention |
|----------------------|---|--|--------------------------|
| City Council Actions | City Council Meeting Minutes City Council Meeting Audio Recordings Briefing Information Board & Commission Appointments Election Canvas Reports City Budget Conflict of Interest Forms - Council | Action Summary Sheets Copy of Agenda Speakers List ----- Ordinance or Resolution Agenda Information Sheet Supporting Documentation such as: memos, drawings, contracts, reports and other items submitted with action item, or distributed at council meeting ----- Audio Tapes, Digital Recordings <i>Stored 1 year in Archives then sent to storage</i> ----- Briefing Information Packets <i>Permanent for historical value</i> ----- Nominee Reports Election Return and canvas report (includes print out from Dallas County by Precinct) Annual budget (including Amendments) as approved Disclosure of Conflict Statement, Affidavit on Abstention from Voting (required by City Code 12A) <i>File with the resolution or ordinance</i> ----- Conceptual and Development Plans, Zoning Maps, Planning and Development Maps and Drawings <i>After Microfilmed, original sent to storage, note in paper file of map filed separately</i> | GR 1000-03A Permanent |

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| City Council Actions | City Council Executive Session Audio Recordings | Audiovisual recordings of closed meetings Council Exec Session Tapes List | GR 1000-03F 2 years By law - Government Code, Section 551.104(a) |
| City Council Actions | City Charter | City Charter Amendments | GR 1000-23 Permanent |
| City Council Actions - Index | File Index | Computer Output Microfilm (COM) Index <i>Link system electronic index needs to retained until superseded and information migrated forward</i> | GR 1000-03A Permanent |
| Official Filing with City Secretary | Public Meeting Notices | Public Meeting Notices Posting Log Agendas | GR 1000-04 2 years |
| Official Filing with City Secretary | Proclamation of Emergency Regulation Issued by City Manager | Proclamation of Emergency <i>File as City Council Action</i> <i>Dallas City Code Sec. 14B-5 (b)</i> <i>No known case of this type of record to date.</i> ----- Regulation Issued by City Manager during a Disaster Emergency <i>Has the effect of an Ordinances</i> <i>Dallas City Code Sec.14B-6 (b)</i> <i>No known case of this type of record to date.</i> | GR 1000-05 Permanent Retention Note: Includes ordinances, orders, or resolutions that have been repealed, revoked, or amended. |
| Official Filing with City Secretary | City Code | City Code (published copy) Supplements to the City Code Development Code, Fire Code, etc. Amendments Technical codes or standards adopted by reference <i>Municipal Archives to retain Permanently</i> | GR 1000-05 Permanent Retention Note: Includes ordinances, orders, or resolutions that have been repealed, revoked, or amended. |

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| Official Filing with City Secretary | Advertising for Public Notices of Ordinances | Ordinance Captions Affidavit of Publication | GR 1000-21A Permanent Retention Note: It is an exception to the permanent retention period that affidavits of publication and associated documentation for ordinances that are codified or re-codified may be disposed of after the effective date of the new code. |
| Official Filing with City Secretary | Advertising for Public Notices | Copies of ads – Elections and other published notices, except ordinances 1) In an election involving a federal office. 2) 2) In an election not involving a federal office. | GR 1000-21B Election day + 22 months. Election day + 6 months. By law – Election Code, Sections 4.005(d) and 66.058(a) |
| Official Filing with City Secretary | Administrative Actions | Administrative Actions, Procurement, Contracts or change orders for contracts under \$25,000 <i>Retention event date is 5 years from effective date</i> <i>This retention period has not been implemented for AAs received in 2008, as the current AA form does not clearly indicate whether the contract or change order is for a construction project which would have a permanent retention (see the following item).</i> | GR 1000-25 Expiration or termination + 4 years Retention Note: Review before disposal; some records of this type may merit PERMANENT retention for historical reasons. |
| Official Filing with City Secretary | Real Property Deeds | Real Property Conveyance Tax Foreclosure Properties | GR 1000-27 Permanent |
| Official Filing with City Secretary | City Publications | City publications which are assigned PIO numbers <i>Municipal Archives to retain 3 copies Permanently</i> | GR 1000-39 Permanent |

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| Official Filing with City Secretary | City Audit Reports | Audit reports | GR 1025-01A Permanent |
| Official Filing with City Secretary | Oaths of Office - Elected Officials & Appointed Officials (Board & commission members, City Manager, City Attorney, City Auditor, City Secretary) | Oaths of Office Ethics Acknowledgement Form Board or Commission Appointment File including application, background checks, and criminal history checks | GR 1050-23 US + 5 years or 5 years after leaving position for which oath required, whichever is applicable. |

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| Official Filing with City Secretary | Administrative Change Order | Administrative Change Orders Change orders for construction contracts | <p>GR 1075-16A LA + 10 years</p> <p>Retention Notes: a) Review before disposal; some records may merit PERMANENT retention for historical reasons.</p> <p>b) If a structure, facility, or system is sold or transferred to another person or entity, the local government must retain the original records relating to its construction to fulfill retention requirements. Copies of the records may be given to the person or entity to which the structure, facility, or system is sold or transferred.</p> <p>c) Records of the types described relating to places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY.</p> |

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| Official Filing with City Secretary | Maps and Oversized Drawings | Planning and Development Maps and Drawings Zoning Maps <i>Available in Electronic or microfilm formats only</i> | PW 5225-02 Permanent |
| Official Filing with City Secretary Board & Commissions | Boards and Commission Meeting Minutes Conflict of Interest Forms – Boards & Commissions | Minutes Disclosure of Conflict forms (required by City Code 12A) <i>(includes Ethics Advisory Commission and Permit License Appeal Board)</i> ----- Disclosure of Conflict Statement Affidavit on Abstention from Voting (required by City Code 12A) <i>File with the minutes</i> | GR 1000-03A Permanent |
| Official Filing with City Secretary Board & Commissions | Board and Commission Executive Session Audio Recordings | Audio Tapes Memorandums of Transmittal List Board and Commission Exec Session Tapes <i>(includes Ethics Advisory Commission and Permit License Appeal Board)</i> | GR 1000-03F 2 years By law - Government Code, Section 551.104(a) |
| Official Filing with City Secretary Board & Commissions | Boards and Commission Meeting Attendance | Board member attendance list <i>(includes Ethics Advisory Commission and Permit License Appeal Board)</i> <i>Retention note: retention extended from 5 to 8 years for historical reasons (term limits)</i> | GR 1000-26A 4 years Retention Note: Review before disposal; some correspondence of this type may merit PERMANENT retention for historical reasons. |
| Official Filing with City Secretary Board & Commissions | Boards and Commission Annual Reports | Annual Reports <i>(includes Ethics Advisory Commission and Permit License Appeal board)</i> | GR 1000-41A1 Permanent |

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| Boards & Commissions Ethics Advisory Commission Permit License Appeal Board | Boards and Commission Annual Reports – Work papers used to create report | Work papers and raw data used to create Annual Report of the Ethics Advisory Commission or Permit License Appeal Board | GR 1000-41A5 3 years |
| Official Filing with City Secretary Ethics | Conflict of Interest | Local Government Officer Conflict Disclosure Statement (state form) | GR 1000-43 Date of filing + 3 years |
| Official Filing with City Secretary Ethics | Conflict of Interest | Conflict of Interest Questionnaire (state form completed by vendors) <i>Vendors are required to file on September 1 each year unless they have filed a form on or after June 1 of that year</i> | GR 1000-43 Date of filing + 3 years |
| Official Filing with City Secretary Ethics | Ethics Forms Financial Disclosure Statements | Ethics Acknowledgement Form (Elected & Appointed Officials) <i>First required in 2000 – one file for all elected officials and one file for all appointed official, later copies filed with appointment file. Employee forms filed in Human Resource employee files. Use retention event date of 2008 for the 2000 files</i> ----- Travel Disclosure Reports Ethics Gifts or Loan Acknowledgement (memo) Financial Disclosure Statements (long or short city form or state form) <i>If filed by year with one file for each group: elected officials, board & commission members, judges, and appointed officials, the retention event date is 8 years from filing date</i> | GR 1050-05 5 years after leaving position |

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| Official Filing with City Secretary Elections | Petitions (other than Place on Ballot Petitions) | Petitions Notice to Circulate Petition Verification | EL 3100-05 2 years after election day if petition results in an election or 2 years after date of filing if no election results. |
| Official Filing with City Secretary Elections | Election Maps | Election Maps Precinct Boundary Maps changes | EL 3100-08B Permanent |
| Official Filing with City Secretary Elections | Election Campaign Contributions | Title 15 Reports (includes candidates and special or general purpose PACs) (state form) | EL 3125-01A Date of filing + 2 years By law - Election Code, Section 254.040 |
| Official Filing with City Secretary Elections | Campaign Treasurer | Designation of Campaign Treasurer (includes candidates and special or general purpose PACs) (state form) | EL 3125-01B Termination + 2 years By law - Election Code, Section 252.014. Retention Note: See Election Code, Section 252.0131, for a procedure that clerks may use to terminate the campaign treasurer appointment of an inactive candidate or political committee. |

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| Official Filing with City Secretary Elections | Application for Place on Ballot | Application of Place on Ballot (state form) Petition (state form) | EL 3125-02A Election day + 2 years By law - Election Code, Section 141.036 |
| Official Filing with City Secretary Records Management | Record Retention Schedules | City of Dallas Schedules | GR 1000-40A US |
| City Council Meeting Administration | Minutes – Notes, drafts Speaker Cards | Notes or audiovisual records taken during meeting from which written minutes are prepared. Draft minutes of Council proceedings Speaker Cards | GR 1000-03B 90 days after approval of minutes |
| City Council Meeting Administration | Council Attendance Report | Attendance Report of Council members at regular and committee meetings <i>Note: requested by Council to document requirements of City Charter Chapter III, §4 (e)</i> <i>Retention note: retention extended from 5 to 8 years for historical reasons (term limits)</i> | GR 1000-26A1 4 years Retention Note: Review before disposal; some correspondence of this type may merit PERMANENT retention for historical reasons. |

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| Administration | Correspondence and Internal Memoranda and General Subject Files - Policy and Program Development Department Director Designations Subpoenas | 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. <i>For the actual Policy or Procedure; use GR 1000-38</i> <i>Note: Includes general subject files not covered under another retention</i> ----- Copy of first page of Subpoenas <i>Original time stamped, logged in and delivered to the City Attorney's Office</i> | GR 1000-26A 4 years |
| Administration | Correspondence and Internal Memoranda - Transitory Information | 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. <i>Includes unsolicited messages about issues related to City business which are not covered by another record series.</i> | GR 1000-26C AV <i>Exempt</i> |
| Administration | Department Directors Meetings | Agendas Supporting Documentation <i>Copies – retain current year only</i> | GR 1000-32 AV |

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| Administration Customer Service | Service Requests Open Records Requests – No Exempt Records and Withdrawn Requests | Service Request Form Monthly Service Request Report ----- Letter of Request Response Letter | GR 1000-34A Date request for records fulfilled or withdrawn + 1 year |
| Administration Customer Service | Open Records Requests – Exempt Records | Letter of Request Response Letter Legal Opinion | GR 1000-34B Date of notification that records are exempt from disclosure + 2 years |
| Administration | Organizational Chart | Organizational Chart for City <i>Copies – retain current year only</i> | GR 1000-35 US |
| Administration | Policy and Procedures | Departmental Policy Procedures | GR 1000-38 US, expired or discontinued + 5 yrs Retention Note: Review before disposal; some records may merit PERMANENT or long- term retention for historical or legal reasons. |
| Administration | Tracking Logs | Administrative action log Public notice posting log City Secretary Incoming Mail Log Ethics Video Log Open Government Video Log Board & Commission Nominee Log | GR 1000-41B 1 year Exempt |

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| Administration | Calendars | Calendars – used to document appointments or activities of government officials and employees | GR 1000-45 CE + 1 year Exempt 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. |
| Administration | Customer Service Surveys | Surveys returned by the customers or clients of a local government, and the statistical data maintained rating a government's performance. | GR 1000-47 Issuance of report on results of the survey + 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. <i>Includes Internal Control Reports.</i> | GR 1025-01E 3 years after all questions have been resolved |

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| Administration | Budget Working Papers | Proposed Budget Budget Instructions Budget Updates Budget Working Papers Performance Measures Working papers created exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents. <i>Review budget work papers for historical value prior to destruction (Approved City budget filed with approving resolution)</i> | GR 1025-04c 3 years |
| Administration | Accounts Payable | Invoices Travel Reimbursement Petty cash records | GR 1025-26A FE + 3 years Retention Note: Accounts payable and disbursement records for bond-funded projects must be maintained according to the retention period listed in GR1025-26d. |
| Administration | Accounts Receivable Photograph Orders | Receipts Order Form Cash Reports Audit Reports of Cash Box Deposits | GR 1025-27B Remittance due date + 5 years |
| Administration | Employee Personnel Files | Employee personnel files (departmental copy) Documentation of payroll change Human Resources maintains the official personnel file | GR 1050-12D date of separation + 5 years |
| Administration | Payroll Records – Departmental copies | Payroll register, payroll adjustment records, leave records including requests and authorization to use leave. Timesheets. | GR 1050-52C FE + 3 years |
| Administration | Purchasing Records | Purchase Orders Packing lists | GR 1075-03A FE + 3 years |

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| Boards & Commissions Ethics Advisory Commission | Preliminary Panel Records or Hearing Records | Ethics complaint form Amended complaint form Response from accused Letter (Petition) requesting Declaratory Hearing Preliminary Findings (copy) Audio/Video tapes Exhibits and supporting documents Supporting Documentation <i>Separate file for all Preliminary Findings for the year filed as minutes under GR 1000-03A Permanent retention</i> | GR 1000-26A 4 years |
| Boards & Commissions Permit License Appeal Board | Hearing Records | Requests to appeal Requests for exceptions Finding of Facts and Order of PLAB (copy) Audio tapes Supporting Documentation <i>Separate file for all Finding of Facts and Order of PLAB for the year filed as minutes under GR 1000-03A Permanent retention</i> | GR 1000-26A 4 years |
| Boards & Commissions Ethics | List of Officials | List of officials prepared and made available to public as required by Local Government Code Chapter 176 | GR 1000-44 US + 1 year Exempt |
| Elections Records Management | Contract Administration | Correspondence Billing Reconciliation Copy of the contract, bid specifications, winning proposal, performance bonds, certificate of liability <i>(An official copy of the contract is filed with the approving Resolution or Administrative Action)</i> | GR 1000-25 Expiration or termination + 4 years Retention Note: Review before disposal; some records of this type may merit PERMANENT retention for historical reasons |

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| Records Management Municipal Archives | Electronic Records Systems Review & Recommendations for RFCSP or High -Tech Procurement Electronic Records Systems Certification Examination Historical Records Assessments and/or Appraisal | Specifications Comments and Recommendations RFCSP and Proposals ----- Design Specifications Comments and Recommendations Meeting Notes ----- Assessments Review of records for historical value prior to destruction | GR 1000-26A 4 years Retention Note: Review before disposal; some correspondence of this type may merit PERMANENT retention for historical reasons. |
| Records Management | Records Disposal | Authorization for Records Destruction Certificates of Destruction | GR 1000-40B Permanent |
| Records Management | Records Center Inventory Records Transfer and Control | Inventory Control print-outs Annual Inventory print-outs <i>Retain until superseded</i> ----- Transfer and Control Lists <i>Retain until related box is destroyed</i> | GR 1000-40C US, expired or discontinued Exempt |
| Records Management | Records Center Confidential Access | Memos authorizing access | GR 1050-10A US + 2 years |
| Municipal Archives | Accession Records | Accession log <i>Retain until superseded</i> | PW 5500-01 AV |
| Records Management | Records Center Requests | Record Request Forms Check out database <i>Retain until related box is destroyed</i> | PW 5500-03 AV |
| Municipal Archives | Finding Guides | Finding Guides Inventories | PW 5500-06 US |

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| Elections | Petitions (Working Copy) | Copy of Petition used to verify Petition verification sheet Background check information Application verification | Work papers Not record copy AV |
| Administration | Publications received from non-City sources | Newsletters and Publications produced by non-City entities <i>Not City Record – retain current year only</i> | Not City Record No legal retention |

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Reviewed by: Peter Kurilecz 10/31/2020 Approved by: _____
Peter Kurilecz, CRM CA IGP Date Bilierae Johnson Date
Records Management Officer City Secretary

Effective Date: 8/31/07

Revisions 3/21/08 to add Council Attendance Reports and Board and Commission Meeting Attendance

Revisions 1/2/09 to combine records series for record types that have the same function and retention.

Revisions 7/25/11 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series.

Revisions 11/30/15 to reflect changes in Texas State Library schedules with revised descriptions and retention periods.

Revisions 8/9/2017 to restore TSL retention periods for specific records series approved by Resolution 17-1195

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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