

Department of Court and Detention Services
Records Retention Schedules

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
All Divisions	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>
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.	<i>Transfer to the Archives Collection in the City Secretary's Office when no longer needed in department (permanent retention)</i>
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. Any publication which receives a PIO number.	<i>Transfer 3 copies to the Archives Collection in the City Secretary's Office as soon as published (permanent retention)</i>
All Divisions	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.	<i>File with and follow retention for appropriate case or project</i>
All Divisions	Postal and Delivery Service Records	Registered, certified, insured, and special delivery mail receipts and similar records of transmittal by express or delivery companies	<i>GR1075-40B 1 YEAR</i>
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 law suit.	GR 1000-20A 3 years from date of report if no claim is filed; 3 years after settlement or denial of the claim if a claim is filed, whichever applicable

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

Department of Court and Detention Services
Records Retention Schedules

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
All Divisions	Accident Reports - Injury to Minor	Reports of accidents to minor persons on local government property or in any other situation in which a local government could be party to a law suit.	GR1000-20B Date minor reaches majority age + 3 years, if no claim filed; 3 years after settlement or denial of claim if a claim is filed, whichever applicable
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. <i>Includes complaints received via e-mail</i>	GR 1000-24 Resolution or Dismissal of complaint + 2 years
All Divisions	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.	GR 1000-25 AC + 4 years <i>Note: Send an official record copy of the contract to the City Secretary's Office</i>
All Divisions	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
All Divisions	Correspondence, Internal Memoranda, and Subject Files -General	General - 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
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

Department of Court and Detention Services
Records Retention Schedules

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 transaction.</p> <p><i>Includes unsolicited messages about issues related to City business which are not covered by another record series.</i></p>	<p>GR 1000-26C Until the purpose of the 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. For retention of opinions rendered for a Public Information Act Request see GRI000-34. For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26A.</p>	<p>GR 1000-30 Permanent</p>

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

Department of Court and Detention Services
Records Retention Schedules

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
All Divisions	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.	GR 1000-31 Administratively Valuable 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 <i>(Exempt)</i>
All Divisions	Minutes (Staff)	Minutes and agendas of internal staff meetings.	GR 1000-32 AV <i>(Exempt)</i>
All Divisions	Open Record Requests	Non-exempted records. 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 1000-348 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 <i>(Exempt)</i>
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. <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

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

Department of Court and Detention Services
Records Retention Schedules

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
All Divisions	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
All Divisions	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 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 basis	Working papers 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
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

Department of Court and Detention Services
Records Retention Schedules

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. Chronological logs or registers of activities, usually kept at station, company, or unit level, of daily activities such as roll calls, briefings, visitors, drills, inspections, except for records of similar types noted elsewhere in this schedule.	GR 1000-41B 1 year <i>Exempt</i>
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 Issuance of report on results of the survey + 3 years
All Divisions	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
Accounting Division	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 in City Secretary's Office (permanent retention)</i>	GR 1025-04F 3 years
All Divisions	Capital Asset Records - Equipment or property inventories	Equipment or property inventories (including sequential number property logs). Information on cost and disposal authorization.	GR 1025-05C US + 3 years

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

**Department of Court and Detention Services
Records Retention Schedules**

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
All Divisions	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
Accounting Division	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
Accounting Division	Fee Books and Accounts Receivable Records	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 of remittance due date + 5 years
Accounting Division	Accounts Receivable Records -Accounts deemed uncollectable- Departmental copies	Records of accounts deemed uncollectable, including write-off authorizations.	GR 1025-27E FE of write off + 3 years
Accounting division	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

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

Department of Court and Detention Services
Records Retention Schedules

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Accounting Division	Cost Allocation and Distribution Records	Records created to document the allocation of costs among accounts and funds of a local government, including records relating to chargebacks and other interdepartmental or interfund accounting transactions <i>Note: if any of the records in this group are used as ledger and journal entry documentation, they must be retained for FE + 5 years.</i>	GR 1025-29 FE + 3 years
Accounting Division	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 years
Collections Division	Unclaimed Property Documentation	Any form of records sufficient to verify information on unclaimed property previously reported to the State Treasurer showing the name and last known address of the apparent owner of reportable to unclaimed property, a brief description of the property and the balance of each unclaimed account, if appropriate.	GR 1025-32 Date on which property is reportable + 10 years
All Divisions	Disciplinary and Adverse Action Records	Records created by personnel or supervisory officers in considering or reconsidering on appeal, an adverse action (e.g., demotion, probation, termination, suspension, leave without pay against an employee, including, as applicable, witness and employee statements, interview reports, exhibits, reports of findings and decisions and judgments.	GR 1050-07 2 years after case closed or action taken
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 + 2 years

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

Department of Court and Detention Services
Records Retention Schedules

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
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-IIC 2 years
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. Note: If employee transfers to another city department send file to the new department. Human Resources maintains official personnel file.	GR1050-12 Date of separation + 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 applicable
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 from creation or personnel action involved, whichever is later By regulation - 29 CFR 1602.31, 1602.40, and 1602.49
All Divisions	Work Schedules	Work, duty, shift, crew, or case schedule, rosters, or assignments.	GR 1050-31 1 year (Exempt)
All Divisions	Workers Compensation Claim Files – Department Copy	RMIA claims, TWCC reports, salary continuation, doctors' reports, Order for Medical Treatment (OMTs), all notes from meetings or phone conversations. <i>Note: Human Resource copy retained for 50 years.</i>	GR 1050-32A CE of closure of claim + 5 years

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

**Department of Court and Detention Services
Records Retention Schedules**

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
All Divisions	Payroll Records – Departmental copies	Payroll register, payroll adjustment records.	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 + 4years)</i>	GR 1075-01A FE + 3 years
All Divisions	Bid and Bid Documentation - Unsuccessful Bids	Unsuccessful Bids	GR 1075-01B 2 years
All Divisions	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 1000-20A 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 salvaged as the result of an accident, the maintenance and repair records for the vehicle must be retained for date of salvage + 1 year</i>	GR 1075-18A2 LA

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

Department of Court and Detention Services
Records Retention Schedules

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
All Divisions	Usage Reports – If reports used for allocating costs	Any type of usage report (e.g., mileage, fuel consumption, copies run) if such reports are the basis for allocating costs, for determining payment under rental or lease agreements, etc. Reports of usage of facilities, vehicles, and equipment	GR 1075-20A FE + 3 years
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 1075-208 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
All Divisions	Warranties	Warranty for vehicles and equipment.	GR 1075-23 Expiration of warranty + 1 year
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 1 years
Court Services	Appeal or Transfer Record	Record or register of cases appealed from a court and/or records of case transfers as a result of an examining trial.	LC 2350-01 AV (Exempt)
Court Services	Bail Bond Records	Ledgers or books recording the setting or taking by the court of bail or recognizance bonds.	LC 2350-02 3 years
Court Services	Civil Case Papers – Administrative Hearing Case	Administrative hearing case papers	LC 2350-03 1 year after judgment rendered or proceedings terminate
Court Services	Civil Case Papers	Civil case papers (including small claims and <i>scire facias</i>) in cases that were adjudicated which result in a monetary award. <i>Retention Note: Civil cases with a judgment in favor of the state or to a state agency must be retained until the judgment is satisfied.</i>	LC 2350-03 12 years after case closed or issuance of last abstract of judgment or execution.

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

Department of Court and Detention Services
Records Retention Schedules

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Court Services	Civil Case Papers	Civil case papers from cases or actions that did not involve a monetary reward (e.g. forcible detainer).	LC 2350-03 4 years
Court Services	Civil Case Papers	Civil case papers of cases dismissed for want of prosecution, on motion of the plaintiff, or for other reasons within the power of the court	LC 2350-03D 4 years from date the case was originally filed or upon dismissal, whichever later
Court Services	Criminal Case Papers	Criminal case papers (including traffic offenses and violations of municipal ordinances)	LC 2350-04A 5 years from date of final disposition of the case
Court Services	Criminal Case Papers	Papers in cases dismissed for want of prosecution or for other reasons within power of the court.	LC 2350-048 2 years from date of dismissal
Court Services	Case Papers – Unserved Arrest Warrants	Criminal case papers; Unserved arrest warrants for misdemeanors within jurisdiction of the court. <i>Note: Prior to the purging and disposal of any unserved arrest warrants under this item number, the warrants must be dismissed by the judge in a manner permitted by law. If a judge dismisses unserved warrants at any time prior to 4 years after issuance, they still must be retained until the expiration of the retention period.</i>	LC 2350-4C 4 years after issuance
Court Services	Criminal Case Papers	Criminal case papers; Examining trial casepapers. <i>Note: copies of statutory warnings are maintained only as carbons in bound volumes, the volumes must be retained for 5 years after last entry.</i>	LC 2350-4D AV (Exempt)
Court Services	Parking or Pedestrian Violations	Parking or pedestrian violation tickets that have been cleared by payment, dismissal, or other action.	LC 2350-5 6 months (Exempt)
Court Services	Dockets and Docket Sheets	Civil docket (including small claims and <i>scire facias</i>). Note:	LC 2350-6A Permanent
Court Services	Dockets and Docket Sheets	Criminal docket (including traffic offenses and violations of municipal ordinances).	LC 2350-68 5 years

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

Department of Court and Detention Services
Records Retention Schedules

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Court Services	Dockets and Docket Sheets	Civil and criminal docket (recording cases of both types in one volume).	LC 2350-06C Permanent
Court Services	Dockets and Docket Sheets	Administrative hearing docket.	LC 2350-06D Permanent
Court Services	Dockets and Docket Sheets	Execution docket.	LC 2350-06E Permanent
Court Services	Dockets and Docket Sheets	Examining trial dockets.	LC 2350-06F 5 years
Court Services	Dockets and Docket Sheets	Call dockets or docket sheets or any other working copy or preliminary version of a docket or docket sheet for the use of clerks, bailiffs, or judges before entry of the information into any of the dockets noted under (a)-(t).	LC 2350-06G AV
Court Services	Fee Books	Books or ledgers detailing fees or costs accrued in the cases heard by the court and status of payment or waiver of costs or fees, if maintained separately from dockets.	LC 2350-07 FE+5 years
Court Services	Jury Records	Jury venire lists	LC 2350-8A 1 year (Exempt)
Court Services	Jury Records	Jury information and reply forms	LC 2350-08B 1 year
Court Services	Jury Records	Returned, undeliverable jury summonses.	LC 2350-08C 1 year (Exempt)
Court Services	Process Logs/Process Registers	Stub books, carbon books, logs, or registers listing warrants, subpoenas, summonses, or citations issued by or under the authority of the court.	LC 2350-9 5 years
Court Services	Reports to State Agencies - Texas Judicial Council	Statistical reports to the Texas Judicial Council	LC 2350-10 A 3 years

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

Department of Court and Detention Services
Records Retention Schedules

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Court Services	Reports to State Agencies	Reports of motor carrier convictions. (State Comptroller Form 40-132 or equivalent).	LC 2350-1 AV (Exempt)
Court Services	Reports to State Agencies	Traffic conviction abstracts and reports of death arising from traffic accidents submitted to the Texas Department of Public Safety.	LC 2350-IOC AV (Exempt)
Court Services	Video Recordings [Juvenile Detention Hearings]	Video recordings of detention hearings involving juveniles. Note: By law -Family Code, Section 54.012(c).	LC 2450-01 The earlier of (1) the 91st day after the date on which the recording is made if the child is alleged to have engaged in conduct constituting a misdemeanor; (2) the 120th day after the date on which the recording is made if the child is alleged to have engaged in conduct constituting a felony; or (3) the date on which the adjudication hearing ends.
Court Services	Juvenile Delinquency Records [Informal Disposition Cases], Reports	Annual statistical reports from a law enforcement agency to an office of official designated by the juvenile board of a county on the number and kind of dispositions made with regard to juveniles without referral to a juvenile court or a first offender program.	LC 2450-02 2 years
Court Services	Video Recordings Of Requests For Breath Specimen Tests	Video recordings of children who are requested to take a breath specimen test.	PS7225-05b Until the disposition of any proceeding against a child relating to the arrest is final. by law Family Code 58.001

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

**Department of Court and Detention Services
Records Retention Schedules**

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Court Services	Juvenile Delinquency Records [Statutory Warnings]	Copies of statutory warnings issued to a child and the child's parent, guardian, or custodian in those instances in which a child is not taken into custody, including copies of the notice filed with the law enforcement agency that employs the officer and the office or official designated by the juvenile board.	LC 2450-04 2 years
Court Services	Juvenile Case Papers	Case papers for offenses committed on or after 1 January 1996: 1. The most serious allegation adjudicated was conduct indicating a need for supervision; or the referral or information did not relate to conduct indicating a need for supervision or delinquent conduct and the juvenile court or the court's staff did not take action of the referral or information for that reason.	LC 2450-05C1 Until the individual is at least 18 years of age
Court Services	Juvenile Case Papers	Case papers for offenses committed on or after 1 January 1996: 2. The most serious allegation adjudicated was delinquent conduct that violated a penal law of the grade of misdemeanor; or the most serious allegation was delinquent conduct that violated a penal law of the grade of misdemeanor or felony and there was not an adjudication.	LC 2450-05C2 Until the individual is at least 21 years of age
Court Services	Juvenile Case Papers	Case papers for offenses committed on or after 1 January 1996: 3. The most serious allegation adjudicated was delinquent conduct that violated a penal law of the grade of felony.	LC 2450-05C3 Until the individual is at least 31 years of age.
Court Services	Fingerprints and Photographs of Juveniles	Fingerprints and photographs for offenses committed on or after 1 January 1996: 1. Fingerprints and photographs of juveniles not taken into custody, but with the consent of a parent or guardian to aid future identification if needed.	PS4225-14(1) Until the juvenile is 18
Court Services	Fingerprints and Photographs of Juveniles	Fingerprints and photographs for offenses committed on or after 1 January 1996: 2. Fingerprints and photographs of juveniles not referred to a juvenile court within 10 days after the date the juvenile is taken into custody unless the juvenile is placed in a first offender program or is on informal disposition	PS4225-14(2) Must be destroyed immediately. Family Code 58.001©

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

Department of Court and Detention Services
Records Retention Schedules

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Court Services	Fingerprints and Photographs of Juveniles	Fingerprints and photographs for offenses committed on or after 1 January 1996: 3. Fingerprints or photographs taken for comparison in the investigation of an offense that do not result in a positive comparison or identification.	PS4225-14(3) Must be destroyed immediately Family Code 58.022.
Court Services	Fingerprints and Photographs of Juveniles	Fingerprints and photographs for offenses committed on or after 1 January 1996: 4. Fingerprints or photographs of juveniles, whose identities are not known, who are taken into custody with probable cause to believe that the juvenile has engaged in conduct indicating a need for supervision.s	PS4225-14(4) Destroy immediately upon identification of the juvenile or upon determination that the juvenile cannot be identified by the fingerprints or photograph Family Code 58.022
Court Services	Juvenile Court Docket		LC 2450-07 5 years
Court Services	Juvenile Record (Juvenile Court Minutes)		LC 2450-08 Permanent
Court Services	Juvenile Detention Register	Register or roster of juveniles temporarily confined to jail or equivalent detention centers pending disposition.	PS4225-1 1 year after most recent formal, comprehensive TJJD monitoring event. By regulation – 37 TAC 343.108.
City Marshal's Office	Daily Bulletins	Daily bulletins created by a public safety agency providing data on officers or personnel on duty, tasks and vehicles assigned, information concerning special procedures or information (e.g., missing persons, be-on-the-look out for, hazardous fire conditions), and other information customary to the operations of a public safety agency.	PS 4025-02 1 year (Exempt)

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

Department of Court and Detention Services
Records Retention Schedules

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
City Marshal's Office	General And Emergency Orders And Related Documentation	Orders issued by the head of a public safety agency, or deputies possessing requisite authority, establishing policy or standard operating procedures. <i>Note: Prior to disposal, orders under (a) and (b) shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained permanently.</i>	PS 4025-03A US + 5 years
City Marshal's Office	Code Of Conduct	Codes of conduct.	PS 4025-03C Permanent
City Marshal's Office	Vehicle Assignment Records	Logs, registers or similar records documenting the sign-out and use of public safety vehicles by personnel.	PS 4050-03A 2 years
City Marshal's Office	Vehicle Assignment Records – Home Storage	Authorizations for the home storage of public safety vehicles.	PS 4050-03B Expiration of authorization + 2 year
City Marshal's Office	Weapons Records - Issuance	Records of issuance of weapons to public safety personnel.	PS 4050-05A Until return of weapon + 3 years
City Marshal's Office	Weapons Records – Inspection And Repair	Records of inspection and repair of weapons.	PS 4050-05B LA
City Marshal's Office	Weapons Records – Removal For Service	Records documenting the sale, gift, loss, or destruction of public safety weaponry.	PS 4050-05C 3 years
City Marshal's Office	Weapons Records - Inventories	Inventories of weapons.	PS 4050-05D US + 3 years
City Marshal's Office	Surveillance Videos	Video surveillance for, but not limited to, security of property and persons	PS 2050-06 AV
City Marshal's Office	GPS Tracking Records	Global Positioning System (GPS) data used to track locations of police vehicles. Retention Note: If the GPS data are used to establish the location of a police vehicle as part of an investigation, they should be retained with the investigation case file.	PS 2050-07 30 days

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

**Department of Court and Detention Services
Records Retention Schedules**

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
City Marshal's Office	Internal Affairs Investigation Records - Shooting	Records of investigation of law enforcement shooting incidents which result in death or injury to any person, including a police officer.	PS 4075-01A Permanent
City Marshal's Office	Internal Affairs Investigation Records - Formal Discipline	Records of investigations that result in sustained formal discipline.	PS 4075-01B 15 years
City Marshal's Office	Internal Affairs Investigation Records - Informal Discipline	Records of investigations that result in sustained informal discipline or of investigations whose findings are inconclusive.	PS 4075-01C 5 years provided a 1 year infraction free period precedes the date of destruction
City Marshal's Office	Internal Affairs Investigation Records - Unfounded	Records of investigations whose findings are not sustained, unfounded, or exonerated.	PS 4075-01D 3 years
City Marshal's Office	Internal Affairs Investigation Records - Complaints	Written complaints and records of oral complaints received from the public concerning the conduct of law enforcement officers, fire department personnel, and emergency medical personnel that do not lead to an internal affairs investigation.	PS 4075-01E Determination not to initiate an internal affairs investigation + 2 years.
City Marshal's Office	Off-Duty Assignment Records	Records concerning off-duty assignments of public safety personnel, including applications for such assignments.	PS 4075-02 2 years
City Marshal's Office	Offense Investigation Records	Class C misdemeanors and unclassified violations of state law or local ordinance punishable by fine only (including arrest reports and citations).	PS 4125-0581 6 months (Exempt)
City Marshal's Office	Death In Custody Reports	Copies of reports submitted by a sheriff or the director of a law enforcement agency to the Attorney General concerning the deaths of persons while in the custody of a peace officer or while confined in jail.	PS 4150-03 3 years
City Marshal's Office	Incident Reports	Reports concerning incidents or complaints that, after investigation, did not appear to have involved the commission of a crime.	PS 4150-07 3 years

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

Department of Court and Detention Services
Records Retention Schedules

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
City Marshal's Office	Law Enforcement Information Dissemination, Inquiry, and Receipt Records	Reports, logs, and other records pertinent to documenting the dissemination of criminal histories and other information to law enforcement or other agencies through crime information networks (e.g., TCIC, NCIC) or by other methods and similar records documenting inquiries for and the receipt of information. Records of the dissemination of criminal histories.	PS 4175-05A 3 years
City Marshal's Office	Law Enforcement Information Dissemination, Inquiry, and Receipt Records	Records of the dissemination of information other than criminal histories (e.g., missing persons, stolen property). Records of inquiries for and the receipt of information, including criminal histories. Administrative messages received through TCIC/NCIC or other networks.	PS 4175-05B AV <i>(Exempt)</i>
City Marshal's Office	Wanted Persons Files	Records received on persons wanted by other law enforcement agencies.	PS 4175-05b AV <i>(Exempt)</i>
City Marshal's Office	Jail Headcount Reports	Periodic watch reports or checklists of all prisoners incarcerated.	PS 4200-01 1 year <i>(Exempt)</i>
City Marshal's Office	Jail Incident Report	Reports of incidents that result in physical harm, or a serious threat of physical harm, to an employee or inmate of a jail or other person, and reports of investigations of such incidents, showing names of persons involved, description of incident, actions taken, and date and time of the occurrence.	PS 4200-02 5 years
City Marshal's Office	Video Tapes of Prisoners	Video tapes of prisoners in cells or other areas of a jail or holding facility.	PS 4200-07 30 days <i>(Exempt)</i>
City Marshal's Office	Process Logs or Dockets	Logs, dockets, or lists of civil and criminal process received and served by a law enforcement agency.	PS 4250-04 2 years
City Marshal's Office	Weapons Proficiency Tests	Reports of weapons proficiency tests administered to peace officers.	PS 4325-02 US + 3 years; or date of separation + 1 year, whichever sooner

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
Exempt = Exempt from Destruction Request Requirement

Department of Court and Detention Services
Records Retention Schedules

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
City Marshal's Office	Reports of Resignation or Termination	Copies of reports from a law enforcement agency to the Texas Commission on Law Enforcement Standards and Education on the resignation or termination of persons from the agency who are licensed by the commission.	PS 4325-03 Date of separation + 5 years.

Prepared by: Connie Martinez 11/24/2020
 Connie Martinez Date
 Records Liaison Officer
 Court and Detention Services

Reviewed by: Peter Kurilecz 2020/11/25
 Peter Kurilecz CRM CA GP Date
 Records Management Officer
 City Secretary's Office

Approved by: Gloria Lopez Carter 11-25-20
 Gloria López Carter Date
 Director
 Court and Detention Services

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

AC = After Closed, terminated, completed, expired, settled CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
 GR = General Records Schedule LC = Local Courts Records Schedule PS = Public Safety Records Schedule
 Exempt = Exempt from Destruction Request Requirement