

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
911	9-1-1 Master Files	Master file on residents in a 9-1-1 service area containing name, address, 9-1-1 address, telephone number, and other information needed to provide service.	PS 4100-01  US Exempt
All Divisions	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
All Divisions	Criminal Trespass Affidavits	An agreement between a business owner and the Dallas Police Department. The Dallas Police Department is authorized by the property owners / managers to remove or arrest persons found on the property when they are not authorized. The agreement is in place until two years have passed, a change in ownership occurs or revoked in writing whichever comes first  Contracts, leases, and agreements, including reports, correspondence, performance bonds, certificates of liability, and similar records relating to their negotiation, administration, renewal, or termination, <b>except</b> construction contracts (see item number GR1075-16).	GR1000-25  4 years after the expiration or termination of the instrument according to its terms.
All Divisions	Employee Recognition Records	Award committee reports, selection criteria, nominations, and similar administrative records of employee award or incentive programs. <b>For records of awards/commendations given to an employee use GR 1050-12D, 1050-12E or 1050-12F.</b>	GR 1050-09  2 years

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	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: Office of Risk Management retains a copy CE of closure of claim + 50 years.</i>	GR 1050-32A  CE of closure of claim + 5 years  By regulation - 29 CFR 1904.33.  <b>Retention Note:</b> If a claim is filed as a result of the accident or illness any forms or reports related to the incident must be retained under GR1050-32b.
All Divisions	Facility Chemical Lists	Copies of tier two forms containing information of hazardous chemicals present in local government facilities submitted to the fire chief of the fire department having jurisdiction over the facilities and to the Texas Department of State Health Services as required by Health and Safety Code, Section 506.006.	GR5750-02  30 years.

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Waste Generators, Records of - Manifests and shipping papers	Hazardous waste - Operation records of generators of hazardous waste regarding the quantities generated and shipped off-site for storage. For retention requirements of records for local government-owned facilities that store, process, or dispose of hazardous waste, see Part 3 of Local Schedule UT (Records of Utility Services). Manifests and shipping papers, such as monthly shipment summaries and exception reports, retained by generators of hazardous waste.	PW 5450-07B2  3 years  By regulation - 30 TAC 335.13(d), (i), and (k).
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>	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. Police Officer's Memorial information, Matrix of Officers Killed	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. Crime Stoppers Crime of the Week and Wanted Ads, Posters <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)
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	File with and follow retention for appropriate case or project to prove delivery

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End

LA = Life of the Asset US = Until Superseded

DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule

PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule

*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Accident Reports (involving City vehicle or Property) – 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 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.
All Divisions	Accident Reports (involving City vehicle or Property) – 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 lawsuit. If a claim is filed, use GR 1025-26.	GR 1000-20B  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.

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
 LA = Life of the Asset US = Until Superseded  
 DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Service Requests	<p>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></p> <p><b><i>Note: For open record requests, use GR 1000-34</i></b></p>	<p>GR 1000-24 Resolution + 2 years</p> <p><b>Retention Notes:</b> a) The 2-year retention period applies only to complaints of a general nature that do not fall into a different category of complaint noted in this or other commission schedules. For example, complaints from the public about potential fire hazards are scheduled in Local Schedule PS (Records of Public Safety Agencies) and have a longer retention period.</p> <p>b) For complaints received from local government employees see GR1050-20.</p>

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Correspondence and Internal Memoranda and Subject Files – Policy and Program Development Citizen Police Review Board Chief’s Advisory Committee Community Programs Logs – Written Communications	<p>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.</p> <p><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></p>	<p>GR 1000-26A</p> <p>4 years</p> <p><b>Retention Note:</b> Review before disposal; some correspondence of this type may merit <b>PERMANENT</b> retention for historical reasons.</p>
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.	<p>GR 1000-26B</p> <p>2 years</p> <p><b>Retention Note:</b> Records management officers should use caution before disposal of these records to ensure the records should not be classified under administrative correspondence (GR1000-26a).</p>

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
LA = Life of the Asset US = Until Superseded  
DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
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</p> <p>AV</p> <p><i>Exempt</i></p>

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
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><b><i>For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26A.</i></b></p> <p><b><i>Note: For retention of opinions rendered for a Public Information Act Request use GR1000-34A or B.</i></b></p>	<p>GR 1000-30</p> <p>Permanent</p> <p><b>Retention Note:</b> For retention of opinions rendered for a Public Information Act Request see GR1000-34.</p> <p>For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26a.</p>
All Divisions	Open Records Requests Service Requests for Records	<p>Non-exempted records and withdrawn requests. Includes correspondence and other documentation related to the request.</p> <p>Including requests received via e-mail</p>	<p>GR 1000-34A</p> <p>Date request for records fulfilled or withdrawn + 1 year</p> <p><i>Exempt</i></p>

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
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  Date of notification that records requested are exempt from disclosure + 2 years.
All Divisions	Call Lists & Rosters	All organizational charts, lists of employees, contact or call lists, rosters, etc. Officer Involved in Shooting, Radio Call Numbers, Notary List	GR 1050-31  1 year <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. <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.  <b>Retention Note:</b> Review before disposal; some records may merit <b>PERMANENT</b> or long-term retention for historical or legal reasons.
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. <b><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></b>	GR 1000-41A1  Permanent

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
 LA = Life of the Asset US = Until Superseded  
 DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Planning Studies and Reports Environmental Management System Records	Plans, studies, and analyses relating to public safety strategies, personnel needs assessments, station boundary and manpower distribution studies, contingency plans, and similar planning reports pertinent to fulfilling the duties and responsibilities of a public safety agency. Briefings, Issue Papers, and Presentations, Staff Studies, Strategic Plan, Working Special Orders, Pursuit Analysis, Annual Reports  <b>(Includes Environmental Records – Storm water checklists, Environmental Management System (EMS) records, Stage II Inspection Reports)</b> <i>Review before disposal; some documentation of this type may merit permanent or long-term retention for historical reasons.</i>	GR 1000-41A3  5 years
All Divisions	Activity and Statistical Reports – Monthly Reports	Narrative and/or statistical activity reports prepared by shift supervisors, unit heads, or other public safety personnel on daily or other periodic activities, except reports of the types described included in other records groups in this schedule. Monthly, bimonthly, quarterly, or semi-annual reports.	GR 1000-41A4  3 years  Was: PS 4025-01B
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  Exempt

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Activity and Statistical Reports - Daily or Weekly Reports and Logs of Activities Logs or registers of activities Document Control	Narrative and/or statistical activity reports prepared by shift supervisors, unit heads, or other public safety personnel on daily or other periodic activities, except reports of the types described included in other records groups in this schedule. Daily and weekly reports. 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. 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. Document Control, Activity Tracking, Incident Tracking, Daily Bulletins Property/Equipment Assignment & Usage. <i>For assignment or issuance of weapons use PS 4050-05A (Return of weapon + 3 years)</i>	GR 1000-41B  1 year  <i>Exempt</i>  Was: PS 4025-01A  Was: PS 4025-01D
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.

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Calendars	Calendars used to document appointments or activities of government officials and employees.	<p><i>GR 1000-45</i></p> <p><i>CE + 1-year</i></p> <p><i>Exempt</i></p> <p><b>Retention Note:</b> 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.</p>
All Divisions	Customer Service Survey	Customer Service Survey Cards	<p>GR 1000-47</p> <p>3 years</p>
All Divisions	Audit Records – Departmental copies and work papers	<p>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.</p> <p><b><i>Includes Internal Control Reports.</i></b></p> <p><b><i>Note: Official record copy of Audit Reports filed in City Secretary's Office (permanent retention)</i></b></p>	<p>GR 1025-01E</p> <p>3 years after all questions arising from the audit have been resolved</p>

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End

LA = Life of the Asset US = Until Superseded

DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule

PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule

*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	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. Staffing Analysis and Projections  <i>Note: Official record copy of Annual Budget filed in City Secretary's Office (permanent retention)</i>	GR 1025-04c  3 years
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 1025-08a  FE + 3 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.

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
LA = Life of the Asset US = Until Superseded  
DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
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. Parking Reimbursements, Petty Cash, Travel Expenditures, Vendor Payments, Price Agreements	GR 1025-26a  FE + 3 years
All Divisions	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  Remittance due date + 5 years
All Divisions	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
All Divisions	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 1050-07(2)  Permanent by law –  Local Government Code Section 143.011(c)

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
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 1050-07(3)  2 years after case closed or action taken  By regulation – 29 CFR 1602.31, 1602.40, 1602.49
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. 9-1-1 Dispatch Area Access Cards	GR 1050-10  US + 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
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. Human Resources maintains the official personnel file. DPD personnel files contain more information than what is in the Human Resources personnel file. <i>Note: If employee transfers to another city department send file to the new department.</i>	GR1050-12  Date of separation + 75 years

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
 LA = Life of the Asset US = Until Superseded  
 DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	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. Human Resources maintains the official personnel files. DPD personnel files contain more information than what is in the Human Resources personnel file.  Officers Equipment Files, Personnel Management System, Fingerprint Cards	GR1050-12  Date of separation + 75 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  <b>Retention Note:</b> Do not confuse these records with those involving EEO complaints [see item number GR1050-16(c)].
All Divisions	Job Evaluations	Job evaluations of employees.  <i>Note: File by date of review, not in individual employee files.</i>	GR 1050-21  US + 2 years;  or date of separation + 2 years, whichever is sooner  By regulation – 29 CFR 1620.32(c)

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
LA = Life of the Asset US = Until Superseded  
DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
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 the date of 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. Assignment/Workload Tracking, Employee Case Load, City Court Off-Duty Stand-by Log, Work Release Program, Case number/assignment	GR 1050-31  1 year  <i>Exempt</i>
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. Payroll Modifications, Short Term Disability, Daily Detail (if time worked by employee is shown), Comp Time/Over Time Cards	GR 1050-52f  FE + 3 years

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
 LA = Life of the Asset US = Until Superseded  
 DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Training Records Basic Training Records FTO Training Drug Recognition Program Flight Training Records Environmental Training Records	Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee if such training or testing is required for the position held or if the educational or skill attainment or enhancement affects or could affect career advancement in the local government or, in the case of licensed or certified personnel (e.g., school professionals, firefighters, police officers, health care professionals), in other governments or the private sector.  <b>Including training on hazardous materials, evacuation drills etc.</b> Daily Observation Reports  <i>Note: FTO Coordinator in Bureau Command Office collects records and prepares them for storage by Class</i>	GR 1050-28A  Date of separation + 5 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. Vehicle Equipment Specification, Price Agreements <i>Note: If successful bid or proposal results in a contract, use GR 1000-25 (AC + 4 years)</i>	GR 1075-01a A  FE + 3 years
All Divisions	Bid and Bid Documentation - Unsuccessful Bids	Unsuccessful Bids	GR 1075-01B  2 years
All Divisions	Inventory Records	Inventory parts records for parts and supplies	GR 1075-02  1 year  <i>Exempt</i>

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
 LA = Life of the Asset US = Until Superseded  
 DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
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. Photographic Work Orders, Citation Register	GR 1075-03A FE + 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  <i>For routine inspections of marked police vehicles and radar equipment use GR 1075-18B2 (3 years)</i>	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. Note: Helicopter Maintenance  <i>Note: If a regular vehicle is junked as the result of an accident, retained maintenance &amp; repair records for LA + 1 year. For marked vehicles and helicopters junked as the result of an accident, retained maintenance &amp; repair records for LA + 3 years.</i>	GR 1075-18A2  LA

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
 LA = Life of the Asset US = Until Superseded  
 DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Vehicle Maintenance History	<p>Master record on each public safety vehicle (including watercraft) and its apparatus, containing the following: complete description including identification and license numbers; title and registration papers; annual beginning and ending odometer readings; total annual fuel, maintenance, labor, and parts costs; and complete maintenance and inspection history (in summary form showing date and nature of inspection, service, and repair). <b>Retention Notes:</b> a) This schedule does not require the creation of a vehicle master record of the type described, but if a vehicle master record is not maintained, records containing the prescribed information must be retained for the life of the vehicle. For example, if work orders in (b) are the only record maintained of repairs to public safety vehicles, they must be retained for the life of the vehicle.</p> <p>b) If a public safety vehicle is salvaged as the result of an accident, the vehicle master record or, if one is not created, documents providing the types of information prescribed must be retained for LA + 3 years.</p> <p>c) If a public safety vehicle is sold or given to another public safety agency for use as a public safety vehicle, the vehicle master record may be transferred with the vehicle.</p>	<p>PS 4050-04A</p> <p>LA</p>
All Divisions	Vehicle Maintenance History	Service requests, work orders, and daily or other periodic activity, inspection, testing, calibration, or inventory reports for public safety vehicles (including watercraft and aircraft), stocks of supplies, and installed equipment.	<p>PS 4050-04b</p> <p>3 years</p>

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
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 or equipment by employees.	GR 1075-20B 2 years.
All Divisions	Logs - Visitors to restricted areas	Logs, registers, or similar records documenting visitors to limited access or restricted areas. Visitors Log - Restricted Areas	GR 1075-22 3 years
All Divisions	Logs - Telephone Usage	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. Long Distance Telephone Calls	GR 1075-41B 1 year
All Divisions	Logs – Door Entry	Electronic report of entry into doors at Headquarters building	GR 5800-01  Until audit requirements met  <i>Exempt</i>
All Divisions Legal Records	Data Entry Documents	Copies of records or forms designed and used solely for data input and control.	GR 5825-09  Until all data has been entered into the system and, if required, verified  <i>Exempt</i>

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End

LA = Life of the Asset US = Until Superseded

DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule

PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule

*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Weapons Records - Issuance Quartermaster Records Shotgun Log	Records of issuance of weapons to public safety personnel. Shotgun Log	PS 4050-05A  Until Return of weapon + 3 years
All Divisions	Surveillance Videos	Video surveillance for, but not limited to, security of property and persons.	PS4050-06  AV  <i>Exempt</i>
All Divisions	GPS Tracking Records	Global Positioning System (GPS) data used to track locations of police vehicles. <i>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.</i>	PS4050-07  30 days  <i>Exempt</i>  <b>Retention Note:</b> If used as part of an investigation, retain as part of item number PS4075-01 or PS4125-05.
All Divisions	Protective Clothing Records	Includes bullet-resistant and stab-resistant vests, SWAT equipment, fireproof clothing, and other protective and safety wear. Daily or other periodic reports on the inspection of protective clothing.	PS4050-08A  3 years
All Divisions	Off Duty Assignment Records	Records concerning off-duty assignments of public safety personnel, including applications for such assignments	PS 4075-02  2 years

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End

LA = Life of the Asset    US = Until Superseded

DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule

PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule

*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Arrest and Offense – Logs or Dockets	Logs or equivalent records, usually arranged chronologically or by case, court, or citation number, providing summary data on complaints investigated by law enforcement officers, arrests made, citations issued, accidents investigated, court arraignments, court appearances by officers, and similar activities relating to the arrest or citation of persons or the investigation of offenses.	PS 4125-01  2 years  <b>Retention Note:</b> Prior to disposal, activity logs or dockets that are kept in a bound volume 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 <b>PERMANENTLY</b>
All Divisions	Video and Audio Recordings from Police Vehicles and Body Cameras	Video or audio recordings of persons on whom charges are not filed.	PS 4125-04A  90 days after the date of the stop.  <i>Exempt</i>  By law - Code of Criminal Procedure §2.135(b)

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End

LA = Life of the Asset US = Until Superseded

DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule

PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule

*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Video and Audio Recordings from Police Vehicles and Body Cameras – No Charges Filed	Video or audio recordings from police vehicles of persons on whom charges are not filed.	PS4125-04A  90 days after the date of the stop  <i>Exempt</i>  By law - Code of Criminal Procedure §2.135(b)
All Divisions	Video and Audio Recordings from Police Vehicles and Body Cameras – Charges Filed	Video or audio recordings of persons on whom charges are filed.  Note: Officer-worn camera videos that capture use of deadly force by an officer include in IAD records PS4075-01A	<b><i>Becomes part of the Offense Investigation Records (4125-05) – follow appropriate retention based on class of offense.</i></b>
All Divisions	Offense Investigation Records – Civil Cases Not Cleared	Civil Cases Not Cleared - Misdemeanors	PS 4125-05A  Until the statute of limitations has expired.  By law – Code of Criminal Procedure, Chapter 12

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Offense Investigation Records – Civil Cases Not Cleared	Civil Cases Not Cleared – Second- and Third-Degree Felonies	PS 4125-05A  Until the statute of limitations has expired.  By law – Code of Criminal Procedure, Chapter 12.
All Divisions	Offense Investigation Records – Civil Cases Not Cleared	Civil Cases Not Cleared – First Degree and Capital Felonies	PS 4125-05A  Until the statute of limitations has expired.  By law – Code of Criminal Procedure, Chapter 12.
All Divisions	Offense Investigation Records – Civil Cases Not Cleared	Civil Cases Not Cleared - Civil Cases Not Cleared	PS 4125-05A  Until the statute of limitations has expired.  By law – Code of Criminal Procedure, Chapter 12.

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
 LA = Life of the Asset US = Until Superseded  
 DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Offense Investigation Records – Class C Misdemeanors	<p>Offense and supplemental offense reports; investigation reports and notes; witness statements; latent fingerprints; results of chemical analysis and polygraph tests; crime scene, mug shot, and other photographs; laboratory reports; citations, affidavits; criminal process; victim impact statements; subpoenas and other records relating and customary to the investigation of criminal offenses or other violations of state law or local ordinance. Cases in which an arrest is made, or a citation issued and a law enforcement agency has certain knowledge of the pretrial or adjudicated disposition of an arrested or cited person and considers the case to have been cleared. Class C misdemeanors and unclassified violations of state law or local ordinance arrest reports (Class C misdemeanors only); punishable by fine only (including arrest reports and citations).</p> <p><b>Retention Note:</b> a) Retention periods date from date of arrest or citation, and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification.</p> <p>b) Copies of documents in offense investigation records, the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency, need be retained only as long as administratively valuable.</p> <p>c) For any classification of offense, records can be destroyed after death of individual if death occurs before retention period expires.</p>	<p>PS 4125-05B1</p> <p>6 months</p> <p><i>Exempt</i></p>

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End

LA = Life of the Asset US = Until Superseded

DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule

PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule

*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Offense Investigation Records – Class A or B Misdemeanors and State Jail Felonies	<p>Offense and supplemental offense reports; investigation reports and notes; witness statements; latent fingerprints; results of chemical analysis and polygraph tests; crime scene, mug shot, and other photographs; laboratory reports; citations, affidavits; criminal process; victim impact statements; and other records relating and customary to the investigation of criminal offenses or other violations of state law or local ordinance. Cases in which an arrest is made, or a citation issued and a law enforcement agency has certain knowledge of the pretrial or adjudicated disposition of an arrested or cited person and considers the case to have been cleared. Class A and B misdemeanors and state jail felonies.</p> <p><b>Retention Note:</b> a) Retention periods date from date of arrest or citation, and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification.</p> <p>b) Copies of documents in offense investigation records, the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency, need be retained only as long as administratively valuable.</p> <p>c) For any classification of offense, records can be destroyed after death of individual if death occurs before retention period expires.</p>	<p>PS 4125-05B2</p> <p>2 years</p>

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Offense Investigation Records – Second or Third-Degree Felonies, including Driving While Intoxicated Includes Juvenile Cases	<p>Offense and supplemental offense reports; investigation reports and notes; witness statements; latent fingerprints; results of chemical analysis and polygraph tests; crime scene, mug shot, and other photographs; laboratory reports; citations, affidavits; criminal process; victim impact statements; and other records relating and customary to the investigation of criminal offenses or other violations of state law or local ordinance. Cases in which an arrest is made, or a citation issued, and a law enforcement agency has certain knowledge of the pretrial or adjudicated disposition of an arrested or cited person and considers the case to have been cleared. Second and third-degree felonies.</p> <p><b>Retention Note:</b> a) Retention periods date from date of arrest or citation, and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification.</p> <p>b) Copies of documents in offense investigation records, the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency, need be retained only as long as administratively valuable.</p> <p>c) For any classification of offense, records can be destroyed after death of individual if death occurs before retention period expires.</p>	<p>PS 4125-05B3</p> <p>10 years</p>

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Offense Investigation Records – First-Degree or Capital Felonies Includes Juvenile Cases	<p>Offense and supplemental offense reports; investigation reports and notes; witness statements; latent fingerprints; results of chemical analysis and polygraph tests; crime scene, mug shot, and other photographs; laboratory reports; citations, affidavits; criminal process; victim impact statements; and other records relating and customary to the investigation of criminal offenses or other violations of state law or local ordinance. Cases in which an arrest is made, or a citation issued, and a law enforcement agency has certain knowledge of the pretrial or adjudicated disposition of an arrested or cited person and considers the case to have been cleared. First-degree and capital felonies.</p> <p><b>Retention Note:</b> a) Retention periods date from date of arrest or citation, and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification.</p> <p>b) Copies of documents in offense investigation records, the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency, need be retained only as long as administratively valuable.</p> <p>c) For any classification of offense, records can be destroyed after death of individual if death occurs before retention period expires.</p>	PS 4125-05B4  50 years
All Divisions	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 AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
 LA = Life of the Asset US = Until Superseded  
 DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Missing and Unidentified Persons Files	Reports on missing children and adults, requests for investigation, photographs, fingerprints, dental records, x-rays, notifications of possible match, and similar documents relating to the location of missing children and adults, including similar records relating to unidentified bodies found in the county and reported to the sheriff.	PS 4150-08  Date person is located or body identified + 3 years  <b>Retention Note:</b> If the location of the person or the identification of a body leads to a criminal investigation by the law enforcement agency, the records described must be retained for the same period as arrest and offense investigation records (see item numbers PS4125-02 and PS4125-05).
All Divisions	Property Records	Reports, logs, property cards, receipts, notices, and similar records documenting the receipt, processing, chain of custody, and disposition by return, destruction, or sale of evidential, stolen, abandoned, unclaimed, impounded, or recovered property, including motor vehicles, by a law enforcement agency. Unclaimed Monies, Logs - Evidentiary Property, Property Intake, Weapons Destroyed	PS 4175-09  FE of return or disposal of property + 3 years

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End

LA = Life of the Asset US = Until Superseded

DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule

PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule

*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	DNA Collection Records	DNA records of a person released on bail and those charged with, placed on community supervision for, or convicted of certain offenses.	PS 4175-20  Date of collection + three years, unless a court orders differently.  By regulation – 37 TAC §28.127(c).  <b>Retention Note:</b> See 37 TAC §28.123 for a complete list of individuals eligible for DNA collection.
All Divisions	Automated License Plate Reader (ALPR) Information	Records related to the use of Automated License Plate Reader Information mobile or stationary camera systems to read and crosscheck license plates against warrant and stolen vehicle reports, track vehicle movements, and other functions.	PS4175-21  AV  Exempt
All Divisions	Arrest Warrants	Original and copies of criminal process to be executed or used by a peace officer. Arrest warrants, capiases of all types, and witness attachments. Search warrants and inventories of property. All other criminal process.	PS4250-02A  Retain until arrest or attachment is made or process is dismissed or recalled, then return to issuing court

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
LA = Life of the Asset US = Until Superseded  
DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
All Divisions	Logs - Warrants	Logs, docket, or lists of civil and criminal process received and served by a law enforcement agency.	PS 4250-04 2 years
All Divisions	Commercial Motor Vehicle Inspection Records	Records documenting activities to reduce commercial motor vehicle accidents under agreement with the Texas Department of Public Safety to implement its Motor Carrier Safety Assistance Program.	PS 4350-06 CE + 2 years  Per Memorandum of Agreement between Texas Department of Public Safety and municipalities and sheriffs.
Auto Pound Special Operations	Environmental Incident Reports	Spill prevention and control. Records of all discharges or spills and historical contamination, not subject to notification requirements, maintained by facilities registered with the Texas Natural Resource Conservation Commission.	PW 5450-07C(2) 3 years
Auto Pound Special Operations	Chemical Analysis Records Public Water Supply Records Water Testing Records	Records of chemical analyses of water and wastewater systems.	UT 5025-02 10 years  By regulation - 30 TAC 290.46(f)(3)(E)(ii).

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Auto Pound Special Operations	Texas Commission on Environmental Quality (TCEQ) Permits	Permits and approvals from the Texas Commission on Environmental Quality or other county, state, and federal agencies as required by law or regulation concerning wastewater treatment and disposal, water use, water districts, environmental protection; and any reports, correspondence, or other documentation bearing directly on the application for, the issuance of, or the renewal of the permit or approval.	UT 5025-06A  AC + 5 years
Auto Pound Special Operations	Violation Reports	Reports, correspondence, and similar records relating to actions taken to correct violations of federal, state, or local primary drinking water regulations; or of other water or wastewater-related laws, ordinances, or regulations.	UT 5025-11  3 years after last action taken with respect to the particular violation.  By regulation - 30 TAC 290.46(f)(3)(B)(i).
Auto Pound Special Operations	Manifest for hazardous wastes	Documents maintained to provide a record of hazardous waste shipments, including manifests, trip tickets, shipping papers, bills of lading, daily logs, and other similar approved documentation.	UT 5050-05G  3 years  By regulation - 30 TAC 328.58(f) for used or scrap tires; 30 TAC 335.14(a)-(d) for municipal hazardous wastes or Class I industrial solid wastes; 30 TAC 328.25(b) for used oil filters; and by authority of this schedule for all others.

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End

LA = Life of the Asset US = Until Superseded

DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule

PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule

*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Boards & Commissions (Red Light Enforcement)	Board/Commission Meeting Agenda and Minutes – Board Coordinator Copy	<p>Open meeting agendas, closed sessions meeting agendas, written minutes, open meeting notices, audio recordings of open meetings</p> <p><i>The Texas State Legislature passed legislation banning red light cameras in March 2019. The law went into effect in June 2020 See Transportation Code Chapter 707</i></p> <p><i>Note: Official record copy filed in City Secretary's Office (permanent retention)</i></p>	<p>GR 1000-26A</p> <p>4 years</p>

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
 LA = Life of the Asset US = Until Superseded  
 DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
CAPERS	Sex Offender Registration File	<p>All documentation relating to the registration of sex offenders for reportable convictions or adjudication with a municipal police department or a sheriff pursuant to Civil Statutes, art. 6252-13c.1.</p> <p><b>Retention Note:</b> When a person is no longer required to register as a sex offender, all information about the person must be removed from the sex offender registry.</p>	<p>PS 4175-10</p> <p>Until duty to register expires or sex offender's death, whichever sooner.</p> <p><b>Retention Note:</b> Expiration of duty to register is described in Code of Criminal Procedure §62.101. Early termination of the duty for certain persons is described in §§62.401-62.408. When a person is no longer required to register as a sex offender, all information about the person must be removed from the sex offender registry. Code of Criminal Procedure §62.251.</p>

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End

LA = Life of the Asset    US = Until Superseded

DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule

PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule

*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
CAPERS	Crime Victim Services Files	Records for administering the Crime Victims' Compensation program, including applications for compensation and supporting documents, under Chapter 56, Subchapter B of the Texas Code of Criminal Procedure.	PS 4350-07  5 years from the last date of service for adult clients, or 5 years beyond the age of 18 for minor clients.
Communications	Equipment Repairs	Work orders (for repairs and maintenance to facilities, vehicles, or equipment). Documentation of 9-1-1 equipment problems and repairs	GR 1075-19  2 years  <b>Retention Note:</b> If work orders serve as the only form of record documenting repairs to vehicles or equipment [see item number GR1075-18(a)] they must be retained for the life of the vehicle or equipment.

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Communications	Communication Tapes and Printouts	Tapes and printouts of incoming and outgoing telephone and radio communications. Radio Dispatch Logging tapes and MDT Logs	<p>Recording and Playback</p> <p>180 days</p> <p><i>Exempt</i></p> <p><i>Approved by Council Resolution 23-0136</i></p> <p><i>Was CALEA 81.2.7</i></p> <p><i>Was PS 4100-04</i></p> <p>30 days</p> <p><b>Retention Note:</b> Policies and procedures should be in place to identify 9-1-1 recordings with legal or historical value, and either reclassify them into the appropriate records series or retain them <b>PERMANENTLY</b> for historical reasons.</p>

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Communications	Dispatch Reports	Record created by dispatcher on each call for service showing date and time call received, nature of call, and details of action taken in response to call.	PS 4100-05  2 years.  <b>Retention Note:</b> Prior to disposal, dispatch records 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 <b>PERMANENTLY</b> .
Communications	Radio and Paging Logs	Listing of each radio call or pages from or to a dispatcher showing date, time, and location of call.	PS 4100-06  1 year.  <i>Exempt</i>
Communications	NCIC/TCIC Records - Dissemination of Criminal Histories	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

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Communications Records	NCIC/TCIC Records – Other information and Inquires, including Teletype Messages	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 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>
Community Affairs	Public Information Releases Police Shootings	Public Information Releases, Notification of shooting	GR 1000-33  2 years  Retention Note: Review before disposal; some records may merit <b>PERMANENT</b> retention for historical reasons.

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Crime Scene Response	Fingerprint Cards	Fingerprint records maintained in paper or on automated systems of missing persons, suspects, known offenders, incarcerated persons, etc.  <b>Note:</b> For those arrested for more than class C keep for 75 years under PS4125-02.	PS 4175-03  AV  <i>Exempt</i>  <b>Retention Note:</b> For fingerprint records that are part of an arrest report, see item number PS4125-02
Detention	Arrest Reports (DEARS) Prosecution Report	Arrest report and fingerprints on each person arrested by the law enforcement agency and charged with a felony or a misdemeanor not punishable by fine.	PS 4125-02(2)  75 years, or date of death of individual, if known, whichever is sooner  If the person arrested is a juvenile, the law enforcement agency should use item numbers PS4225-06, PS4225-08, or PS4225-10
Detention	DWI Test Records	Logs, test records, operational check lists, and similar records relating to the administration of chemical breath tests. Includes Chain of Custody Records.	PS 4175-01  2 years

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Financial Services Legal	Contracts and Interlocal Agreements	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>  <b>Retention Note:</b> Review before disposal; some records of this type may merit <b>PERMANENT</b> retention for historical reasons.
General Investigation Special Operations Vice	Permits and Licenses Regulated Business Dealers Special Event Permits Licensing Files	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. <i>Except Permits and Licenses listed elsewhere in the schedules.</i>	GR 1000-36  Expiration, cancellation, revocation, or denial + 2 years
General Investigation	Regulated Business Transactions	Copies of pawn shop tickets provided to a law enforcement agency.	PS 4175-07  AV  <i>Exempt</i>

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
LA = Life of the Asset US = Until Superseded  
DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
IAD Safety	Random Drug Testing	Health or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	GR 1050-22B2  US+2 years  By regulation 29 CFR 1910.1020(d)(1)(i)-(iii)
IAD	Internal Affairs Investigation Records – Death or Injury	Records documenting the initiation, investigation, and disposition of internal affairs investigations of law enforcement shooting incidents which result in death or injury to any person, including a police officer.	PS 4075-01A  Permanent
IAD	Internal Affairs Investigation Records – Shooting Incidents	Records of investigation of law enforcement shooting incidents that result in death or injury to any person, including a police officer.	PS4075-01A  Permanent
IAD	Internal Affairs Investigation Records – Formal Discipline	Records of investigations that find an officer engaged in misconduct and penalize the officer at or above the level of a written reprimand.  <i>Note: Use GR1050-07 for investigations and reviews conducted by a Firefighters' and Police Officers' Civil Service Commission.</i>	PS 4075-01B1  15 years
IAD	Internal Affairs Investigation Records – Informal Discipline	Records of investigations that find an officer engaged in misconduct and penalize the officer below the level of a written reprimand, or of investigations whose findings are inconclusive.	PS 4075-01C  5 years, provided a 1-year infraction free period precedes the date of destruction
IAD	Internal Affairs Investigation Records – Not Sustained	Records of investigations whose allegations are not sustained, or in cases where accusations are determined to be unfounded or the accused is exonerated.	PS 4075-01D  3 years

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
LA = Life of the Asset US = Until Superseded  
DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
IAD	Internal Affairs Investigation Records – Unfounded Complaints	Written complaints and records of oral complaints received from the public concerning the conduct of law enforcement officers that do not lead to an internal affairs investigation.	PS 4075-01E  Determination not to initiate an IAD investigation + 2 years
Investigative Divisions Public Integrity Unit Youth	Criminal Intelligence and Analysis Files	Records created and maintained to anticipate, prevent, or monitor possible criminal activity, including crime pattern, crime analysis, and modus operandi reports; forecasts; evaluation reports; investigation recommendations; reports on movements of known offenders; information on confidential informants; and messages and alerts from other agencies.	PS 4175-02a  AV, but not longer than 5 years.  <i>Exempt</i>  By law - Code of Criminal Procedure §61.06
Legal Records	Expungement Orders	All criminal records and files, expunged pursuant to court order, transmitted by other agencies to the district clerk or already in his possession, including petitions for expunction, copies of court orders, and return receipts.	DC 2125-10  1 year  <i>Exempt</i>

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End

LA = Life of the Asset US = Until Superseded

DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule

PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule

*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Personnel	Psychologist Tests	Test Papers and Evaluations for Applicants Sworn	GR 1050-02C  Date of creation or personnel action involved, whichever later, + 2 years.  By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Personnel	Criminal History Checks	Used for condition of or in conjunction with employment application.	<p>GR1050-36</p> <p>End of employee's probationary period or after immediate purpose has been fulfilled, as applicable.</p> <p>By law - Government Code, Chapter 411 Subchapter F for certain education institutions and fire departments, and by authority of this schedule for all other local governments.</p> <p><b>Retention Note:</b> A local government that is authorized to obtain criminal history recorded information from the Texas Department of Public Safety must refer to Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.</p>

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End

LA = Life of the Asset US = Until Superseded

DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule

PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule

*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Personnel	Employment Opportunity Announcements	Advertisements or postings relating to job openings, promotions, training programs, or overtime opportunities, including jobs orders submitted to employment agencies.	GR 1050-13  2 years  By regulation 29CFR1602.31,1602.40 and 1602.49
Personnel	Rejected Applicants Sworn	Applications, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions (both hired and not hired) or for promotion, transfer, or training opportunity (both selected and not selected) is required on the application form, by application procedures, or in the employment advertisement. Application, Background Investigation, Fingerprint Cards, Transfer Requests	GR 1050-14  2 years  By regulation 29CFR1602.31,1602.40 and 1602.49
Personnel	Oaths of Office	Oaths of Office	GR 1050-23  US + 5 years  or 5 years after leaving position for which oath required whichever is applicable
Personnel	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

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End

LA = Life of the Asset US = Until Superseded

DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule

PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule

*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Personnel	Volunteer Service Files	Information about individual volunteers and duties they perform.	GR1050-39  US or date of separation + 3 years.
Planning	General Orders Special Orders (signed) Standard Operating Procedures (SOP)	Orders issued by the head of a public safety agency, or deputies possessing requisite authority, establishing policy or standard operating procedures.	PS 4025-03A  US + 5 years  <b>Retention Note:</b> 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 <b>PERMANENTLY.</b>
Planning	Code of Conduct	Code of Conduct	PS 4025-03C  Permanent

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End

LA = Life of the Asset US = Until Superseded

DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule

PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule

*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Pound	Wrecker Companies Wrecker Drivers - Permits	Applications for wrecker permits, copies of permits or other documentation evidencing issuance, and any inspection or evaluation reports prepared during a permit period.	PS 4275-04A  Expiration, cancellation, revocation, or denial + 2 years.
Pound	Wrecker Companies Wrecker Drivers – Denied Permits	Applications for wrecker permits, copies of permits or other documentation evidencing issuance, and any inspection or evaluation reports prepared during a permit period.	PS 4275-04A  Date of denial + 2 year
Public Integrity Unit	Stolen Property Recovery	Cards, lists, or logs providing an abstract record of stolen property, including stolen vehicles, usually including description of item or vehicle, place and date stolen, serial numbers, and similar information.	PS 4175-12  AV  <i>Exempt</i>
Quartermaster	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. Monthly fuel use summary, Compressed Natural Gas (CNG) logs	GR 1075-20A  FE + 3 years
Quartermaster	Home storage of Vehicles - Authorization	Authorizations for the home storage of public safety vehicles.	PS 4050-03B  Expiration of authorization + 2 years.
Quartermaster	Weapons Records – Inspection and Repair	Records of inspection and repair of weapons.	PS 4050-05B  LA

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Quartermaster	Weapons Records – Disposal	Records documenting the sale, gift, loss, or destruction of public safety weaponry.	PS 4050-05C  3 years
Quartermaster	Weapons Records - Inventories	Inventories of weapons.	PS 4050-05D  US + 3 years
Special Operations	Special Orders	Special orders issued by the head of a public safety agency, or deputies possessing requisite authority, declaring emergencies, ordering evacuations, and similar extraordinary directives. V.I.P. Assignment Files, Emergency Procedures	PS 4025-03B  3 years  <b>Retention Note:</b> 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 <b>PERMANENTLY.</b>

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Special Operations	Operational Permits and Certifications	Permits and certifications from federal or state agencies as required by law or regulation for public safety activities and equipment and any reports, correspondence, or other documentation bearing on the application for the issuance of or renewal of a permit or certification. Radiation Control Permit Renewals, Billing notices from State of Texas and payment documentation Granted permits and certifications, and associated documentation	PS 4025-04A  Expiration or cancellation + 3 years
Special Operations	Canine and Horse History/Medical records	Records concerning horses, dogs, or other animals owned by public safety agencies, including records of the acquisition of the animal, its registration and pedigree papers (if applicable), records of training, and its veterinary history. Canine In-Service Training, Canine Squad Dog Bite Report	PS 4050-02  Until the retirement or sale of the animal + 2 years.
Special Operations	Alarm Permit Revocations	Logs or reports of false alarms. Citation(s).	PS 4275-01a  Expiration, Revocation + 2 years
Special Operations	Storage Tank (Immovable) System Records	Original and amended tank registration documents, original and amended certifications for storage tank system installations and financial responsibility, and notifications to storage tank purchaser.	PW 5450-05A  Operational life of the storage tank system  By regulation - 30 TAC 334.130(b)(1)(A) and 334.10(b)(2)(A).

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
LA = Life of the Asset US = Until Superseded  
DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Special Operations	Storage Tank (Immovable) System Records	Records of requests for approval of variances or alternative procedures, and documentation of approval of such requests	PW5450-05b  Operational Life of the System  By regulation: 30 TAC 334.43(e)
Special Operations	Storage Tank System Records – Installation	Installation records.  (1) General information relating to the installation of new storage tank systems and as-built drawings or plans depicting the sizes, dimensions, and locations of site features, system components, etc.	PW 5450-05C  Operational Life of the System  By regulation - 30 TAC 334.46(i)(2)
Special Operations	Storage Tank (Immovable) System Records – Equipment Tests	(2) Equipment tests including the air tests and the tightness tests conducted on the tanks and piping at the time of installation.	PW5450-05c  5 years  By regulation - 30 TAC 334.46(i)(3).
Special Operations	Storage Tank (Immovable) System Records – Records for upgrading existing storage tank systems	General information related to the tank integrity assessment and cathodic protection requirements and as-built drawings or plans depicting the sizes, dimensions, and locations of any system components or equipment added.	PW 5450-05D (1)  Operational life of the storage tank system.  By regulation - 30 TAC 334.47(e)(2)

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End

LA = Life of the Asset US = Until Superseded

DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule

PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule

*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Special Operations	Storage Tank (Immovable) System Records – Records for upgrading existing storage tank systems	Results of equipment tests and tank integrity tests required when upgrading existing storage tank systems including internal inspections, tank and piping tightness tests, and site assessments.	PW54050-05D (2)  5 years  By regulation - 30 TAC 334.47(e)(3).
Special Operations	Storage Tank (Immovable) System Records	Operation and maintenance records of storage tank systems including records related to inspection, servicing, testing, and inventory control.	PW5450-05e  5 years  By regulation - 30 TAC 334.48(g).
Special Operations	Storage Tank (Immovable) System Records – Corrosion Protection Records	Installation records relating to the corrosion protection system including information on the system designer, drawings or plans depicting the locations of all system components, operating instructions and warranty information, maintenance schedules, and testing procedures	PW5450-05f (1)  As long as the corrosion protection system is used.  By regulation - 30 TAC 334.49(e)(2)(A).
Special Operations	Storage Tank (Immovable) System Records – Corrosion Protection Records	Results of tests and inspections of corrosion protection systems and components.	PW5450-05f (2)  5 years  By regulation - 30 TAC 334.49(e)(2)(B).

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
LA = Life of the Asset US = Until Superseded  
DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Special Operations	Storage Tank (Immovable) System Records – Release Detection Records	Installation records related to the release detection system; all written performance claims pertaining to the system used and documentation of how those claims have been justified or tested by the equipment manufacturer or installer; and any schedules of required calibration and maintenance provided by the release detection equipment manufacturer.	PW5450-05G (1)  As long as the release detection system is used.  By regulation - 30 TAC 334.50(e)(2)(A), (B), and (E)
Special Operations	Storage Tank (Immovable) System Records – Release Detection Records	Results of sampling, testing, or monitoring of releases (including tank tightness tests); records and calculations related to inventory control reconciliation; and documentation of service, calibration, maintenance, and repair of release detection equipment.	PW5450-05G (2)  5 years  By regulation - 30 TAC 334.50(e)(2)(C), (D), and (E).
Special Operations	Storage Tank (Immovable) System Records – Spill and Overfill Prevention Equipment	Installation records of spill and overfill prevention equipment.	PW5450-05H (1)  As long as the spill and overfill prevention equipment is used.  By regulation - 30 TAC 334.51(c)(2)(A).

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End

LA = Life of the Asset US = Until Superseded

DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule

PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule

*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Special Operations	Storage Tank (Immovable) System Records – Spill and Overfill Prevention Equipment	Records of servicing, calibration, maintenance, and repair of spill and overfill equipment.	PW5450-05H (2)  5 years  By regulation - 30 TAC 334.51(c)(2)(B).
Special Operations	Storage Tank (Immovable) System Records – Spill and Overfill Prevention Equipment	Transfer or inventory records documenting the basis for claiming an exemption from the spill and overfill equipment requirements, if applicable.	PW5450-05H (3)  5 years  By regulation - 30 TAC 334.51(c)(3)
Special Operations	Storage Tank (Immovable) System Records –Records for repairs and relining	General information related to the repair or relining of a storage tank including materials specifications, warranty information, recommended test procedures, and inspection and maintenance schedules applicable to the relining of a storage tank.	PW5450-05i (1)  Operational life of the storage tank system.  By regulation - 30 TAC 334.52(d)(2)(A) and (C).
Special Operations	Storage Tank (Immovable) System Records – Records for repairs and relining	Results of inspections, tests, and maintenance activities.	PW5450-05i (2)  5 years  By regulation - 30 TAC 334.52(d)(2)(B).

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
 LA = Life of the Asset US = Until Superseded  
 DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Special Operations	Storage Tank (Immovable) System Records –	Records of the installation of a used tank including inspection and tank tightness test results required for the reuse of used tank.	PW5450-05J  As long as the tank remains in operation  By regulation - 30 TAC 334.53(c)
Special Operations	Storage Tank (Immovable) System Records –	Documentation of compliance with requirements for the temporary removal from service of a storage tank.	Pw5450-05k  5 years  By regulation - 30 TAC 334.54(e)(4)(B).
Special Operations	Storage Tank System Records –Removal of System	Documentation of compliance with requirements for the permanent removal from service of a storage tank.	PW 5450-05L  As long as any underground storage tank remains in service at the facility or 5 years after the storage tank system is permanently removed from service, whichever longer  By regulation - 30 TAC 334.54(e)(4)(B).

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Traffic Records	Accident Reports - Originals	Records relating to traffic accidents, including accident reports, supplemental accident reports, photographs, correspondence, and related documentation.  <b>Note:</b> If as the result of an accident, a person is arrested and charged with driving while intoxicated or with at least a second-degree felony, the accident report shall be considered an offense investigation record and must be retained for the appropriate retention period under item number 4125-05B1 - 5.  <b>Note:</b> Accident reports involving City vehicles or property use GR1000-20A or 1000-20B.	<b>Send original report to TXDOT.</b>  By law - Transportation Code §550.062.
Traffic Records	Accident Reports - Copies	Accident reports in which no arrest is made	PS4150-01b (1)  AV  <i>Exempt</i>
Traffic Records	Accident Reports – Copies	Accident reports in which an arrest is made.	A <b>copy</b> of the accident report must be retained for the appropriate retention period under item number PS4125-05(b)
Training	Training Programs Administration	Records documenting the planning, development, implementation, administration and evaluation of in-house training programs. In-Service Training, Public Safety Education, Instructor Evaluation	GR 1050-28B  2 years

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End

LA = Life of the Asset US = Until Superseded

DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule

PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule

*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Training	Training Materials	Training manuals, syllabuses, course outlines, and similar training aids used in in-house training programs. Satellite Downlinks, Media Production	GR 1050-28C  US, expired, or Discontinued +2 years
Training ICP Management Research	Police Training Advisory Board Police Officers Advisory Committee	Minutes of meetings of academy advisory boards.	PS 4325-01  5 years  By regulation – Title 37, Chapter 215 of the Texas Administrative Code.
Training	Firearms Training or Annual Proficiency Testing	Reports of weapons proficiency tests administered to peace officers (includes hardship waivers for recertification).	PS 4325-02  US + 5 years
Training	Police Academy Records	Includes records relating to academic and skills training, Texas Commission on Law Enforcement (TCOLE) inspections and follow-up inspections, and meeting minutes of academy advisory boards of licensed academies and other local government entities under agreement with TCOLE to provide training.	PS4325-01  5 Years  By regulation – Title 37, Chapter 215 of the Texas Administrative Code.
Youth	Family Violence Reports – No Charges	Family violence reports that do not become a part of arrest or offense investigation records	PS 4150-07  3 years

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End

LA = Life of the Asset US = Until Superseded

DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule

PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule

*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Youth	Field Interrogation Reports	Reports on persons stopped and interrogated in the field because of suspicious behavior.	PS 4150-05  AV  <i>Exempt</i>
Youth	Emergency Protective Orders	Emergency protective orders issued by magistrates pursuant to Article 17.292, Code of Criminal Procedure.	PS 4175-16A  Date order expires according to its terms. Exempt  <i>By law - Code of Criminal Procedure §17.292(j).</i>
Youth	Protective Orders	Protective orders (original and modified) issued pursuant to Sections 3.581, 71.11, 71.12 and 71.15, Family Code, including notices of vacation of orders. Note: If the person who is the subject of the protective order is confined or imprisoned on the date the order would expire, the order is extended and expires on: 1) the 1st anniversary of the date the person is released from confinement or imprisonment if sentenced to a period of more than 5 years, or 2) the 2nd anniversary of the date the person is released if sentenced to a period of 5 years or less.	PS 4175-16B  Date of receipt of notice of vacation of order, or date order expires according to its terms, whichever sooner  <i>Exempt</i>

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Youth	Juvenile Delinquency Records [Informal Disposition Cases]	Offense reports, disposition reports, fingerprints, photographs, and other records relating to the investigation of an offense or alleged offense committed by a juvenile and the taking of the juvenile into custody in those instances in which the juvenile is made subject to informal discipline, rather than being referred to a juvenile court or placed in a first offender program.	PS4225-06a  Must be destroyed upon completion of informal disposition  <i>By law- Family Code §58.001(c).</i>
Youth	Juvenile Delinquency Records [Informal Disposition Cases], Report On	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 offender program.	PS4225-07  2 years

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Youth	Juvenile Delinquency Records [First Offender Program]	<p>Reports, photographs, fingerprints, and copies of notices to parents by a law enforcement officer referring a child to a first offender program without referral to a juvenile court.</p> <p><b>Note:</b> If the child does not successfully complete the program, by his or her own volition, or is withdrawn from the program prior to its completion by the parent, guardian, or other custodian; or if the child is taken into custody before the 90th day after the date the child completes the program for conduct other than the conduct for which the child was referred to the first offender program, the case shall be referred to the juvenile court.</p>	<p>PS4225-6b</p> <p>Must be destroyed after the 90th day after the date the juvenile successfully completes the first offender program</p> <p>By law - Family Code §58.001(c).</p> <p><b>Retention Note:</b> If the case is referred to juvenile court per Family Code § 52.031(j), these records are transferred to PS4225-06d.</p>

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Youth	Juvenile Delinquency Records [First Offender Program] Report On	Annual reports from a law enforcement agency to the juvenile board containing the names and addresses of children taken into custody by the agency, including the gender and ethnicity of each child and the offense committed.	PS4225-06b  Must be destroyed after the 90th day after the date the juvenile successfully completes the first offender program.  By law - Family Code §58.001(c).  <b>Retention Note:</b> If the case is referred to juvenile court per Family Code § 52.031(j), these records are transferred to PS4225-06d. .
Youth	Juvenile Delinquency Cases (Non-Referred Cases)	Offense reports, disposition reports, fingerprints, photographs, and other records relating to the investigation of an offense or alleged offense committed by a juvenile and the taking of the juvenile into custody in those instances in which the juvenile is not referred to a juvenile court, placed in a first offender program, or is made subject to informal disposition within 10 days of being taken into custody.	PS4225-06c  Destroy immediately  By law - Family Code §58.001(c), 58.263

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Division	Record Series	Records	Retention Number Retention Period
Youth	Juvenile Information Systems (Local)	Locally maintained juvenile information databases containing the information required by Family Code, §58.304. <b>Retention Note:</b> Data concerning an individual contained in the database may be deleted according to retention periods established for juvenile offenders in records series listed elsewhere in this schedule.	PS4225-16  Until electronic records are transferred to and made usable in a new system environment, or the files have met a retention period established in this or other commission schedule, whichever sooner  <b>Retention Note:</b> Data concerning an individual contained in the database may be deleted as permitted by Family Code §58.307(d).

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
 LA = Life of the Asset    US = Until Superseded  
 DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation



## DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Prepared by: Shannon Monday 1-16-23  
 Shannon Monday, Manager Date  
 Records Liaison Officer  
 Dallas Police Department

Reviewed by: Cedrick Matthews 1.16.23  
 Cedrick Matthews Date  
 Assistant Records Liaison Officer  
 Dallas Police Department

Reviewed by: Peter Kurilecz 20230410  
 Peter Kurilecz CRM CA IGP Date  
 Records Management Officer  
 City Secretary's Office

Approved by: Eddie Garcia 3/31/23  
 Eddie Garcia Date  
 Chief of Police  
 Dallas Police Department

Revision 2023/02/09 added Criminal Trespass Affidavits to the retention schedule.

Revision 2023/01/11 City Council approves the retention period for Tapes and printouts of incoming and outgoing telephone and radio communications. Radio Dispatch Logging tapes and MDT Logs” to 180 days. City Resolution 23-0136

Revision 2021/10/26 revised retention period for “Tapes and printouts of incoming and outgoing telephone and radio communications. Radio Dispatch Logging tapes and MDT Logs” to 180 days. This increase is to ensure compliance with the Richard Miles Act (Texas H.B. No. 1125) and the Michael Morton Act (Texas S.B. No. 1161)

Revision 2021/10/14 revised retention period for Personnel Files to Date of Separation + 75 years from Date of Separation + 5 years because DPD personnel files contain more information than what is held in the HR Personnel Files.

Revisions 9/10/2020 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series

Revision – 07/08/2019 changed Equipment Services to Quartermaster

Revision – Removed Disciplinary and Adverse Action Records (GR1050-07) as it was redundant. Revised GR1050-07B and GR1050-07C to GR1050-07(1) and GR1050-07(2) respectively, this aligns them with TSLAC. Added additional citation references to each.

Revisions 04/03/2019 to reflect CALEA (Commission on Accreditation for Law Enforcement Agencies) requirement that “recorded telephone and radio conversations ... be retained for a minimum period of ninety days”. This is an increase from the TSLAC requirement.

Revisions 12/14/2016 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 AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End  
 LA = Life of the Asset US = Until Superseded  
 DC = District Clerks Records Schedule GR = General Records Schedule JC = Junior College Records Schedule  
 PS = Public Safety Records Schedule PW = Public Works Records Schedule UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation

## **DALLAS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE**

Revisions 2/11/2015 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series.

Revisions 6/15/2012 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series. Also, addition of records series transferred to department with reorganization of functions.

AC = After Closed, terminated, completed, expired, settled    AV = Administratively Valuable    CE = Calendar-year End    FE = Fiscal-year End  
LA = Life of the Asset    US = Until Superseded  
DC = District Clerks Records Schedule    GR = General Records Schedule    JC = Junior College Records Schedule  
PS = Public Safety Records Schedule    PW = Public Works Records Schedule    UT = Utilities Records Schedule  
*Exempt* = May be destroyed without destruction authorization and documentation