

## Office of Fair Housing and Human Rights Records Retention Schedule

Records Series Title	Records & Comments	State Retention Number Legal Retention
Ordinances, Orders, Resolutions – Departmental copies	Ordinances, Orders, Resolutions approved by City Council <b>Note: Official record copy filed in City Secretary's Office (permanent retention)</b>	File with and follow retention for appropriate case or project
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
Complaints (Service Requests)	Complaints received from the public by a governing body or any officer or employee of a local government relating to government policy. This includes City of Dallas Service Requests. <b>Includes complaints received via e-mail</b> <b>Note: For open record requests, use GR 1000-34</b>	GR 1000-24  Resolution or Dismissal of complaint + 2 years
Contracts, Leases, and Agreements – Contract Administration	Contracts, leases, and agreements, including reports, correspondence, performance bonds, certificates of liability, and similar records related to their negotiation, administration, renewal, or termination. Includes Interlocal Agreements with other government agencies. Include bid specifications and proposal received from winning vendor. <b>Except construction contracts, use GR 1075-16A or B</b>	GR 1000-25 AC + 4 years  <b>Note: Send an official record copy of the contract to the City Secretary's Office</b>  <b>Retention Note:</b> Review before disposal; some records of this type may merit <b>PERMANENT</b> retention for historical reasons.
Board/Commission Meeting Agenda and Minutes – Board Coordinator Copy	Open meeting agendas, closed sessions meeting agendas, written minutes, open meeting notices, audio recordings of open meetings <b>Note: Official record copy filed in City Secretary's Office (permanent retention)</b>	GR 1000-26A  4 years  <b>Retention Note:</b> Review before disposal; some correspondence of this type may merit <b>PERMANENT</b> retention for historical reasons.

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Correspondence and Internal Memoranda - Policy and Program Development	<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.</p> <p><b>For the actual Policy or Procedure; use GR 1000-38</b></p> <p><b>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</b></p>	<p>GR 1000-26A 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>
Legal Opinions	<p>Legal opinions rendered by the City Attorney's Office or the Attorney General, including any written requests for opinions, concerning the governance and administration of a local government.</p>	<p>GR 1000-30 Permanent</p> <p><b>Retention Note:</b> For retention of opinions rendered for a Public Information Act Request see GR1000-34.</p>

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Enforcement Case Files – Departmental copies	Including all cases to which a local government is a party unless the case file is of a type noted elsewhere in the schedules.	GR 1000-31 AV after decision of a local government not to file a lawsuit or decision that a lawsuit will not be filed against it; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit. Retention Notes: a) Includes all cases to which a local government is a party unless the case file is of a type noted elsewhere in this or other commission schedules. b) Review before disposal; some case files may merit PERMANENT retention for historical reasons. <b>Exempt</b>
Minutes (Staff)	Minutes and agendas of internal staff meetings.	GR 1000-32  AV  <b>Exempt</b>
Open Record Requests	Non-exempted records and withdrawn requests. Includes correspondence and other documentation related to the request. Including requests received via e-mail	GR 1000-34A  Date request for records fulfilled or withdrawn + 1 year  <b>Exempt</b>

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Open Record Requests	Exempted records. Includes legal opinion, correspondence and other documentation related to the request. Including requests received via e-mail	GR 1000-34B  2 year after notification that records are exempt from disclosure
Organizational Charts	All organizational charts, lists of employees, contact or call lists, rosters, etc.	GR 1000-35  US  <b>Exempt</b> <b>Retention Note:</b> Review before disposal; some records may merit <b>PERMANENT</b> retention for historical reasons.
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>Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons.</b>	GR 1000-38  US + 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.
Reports and Studies (non-Fiscal) – compiled on less than annual bases	Reports and studies (non-fiscal), monthly, bi-monthly, quarterly, or semi-annual, sub-annual, or irregularly prepared reports, performance audits, or planning studies submitted to the government body required by law or regulation, on the non-fiscal performance of a department.	GR 1000-41A4  3 years

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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  <b>Exempt</b>
Calendars	Calendars used to document appointments or activities of government officials and employees. N/A	GR 1000-45  CE + 1 year  <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.
Customer Surveys	Surveys returned by the customers or clients of a local government, and the statistical data maintained rating a government's performance.	GR 1000-47  Issuance of report on results of the survey + 3 years

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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>  <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>
Budget Documentation - Departmental copies and work papers	<p>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.</p> <p><b><i>Note: Official record copy of Annual Budget filed in City Secretary's Office (permanent retention)</i></b></p>	<p>GR 1025-04C</p> <p>3 years</p>
Capital Asset Records - Equipment or property inventories	<p>Equipment or property inventories (including sequential number property logs). Information on cost and disposal authorization.</p>	<p>GR 1025-05C</p> <p>US or Disposition + 3 years</p>
Financial Reports – Departmental copies	<p>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.</p>	<p>GR 1025-07A</p> <p>FE + 3 years</p>
Grant Development and Administrative Records	<p>Successful grant applications and proposals and any documentation that modified the terms of a grant. Financial, performance, and compliance reports submitted to granting agencies or subgrantor agencies, or documentation supporting these reports.</p>	<p>GR 1025-08a</p> <p>FE + 3 years</p>

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Accounts Payable and Disbursement Records – Departmental copies	Claims, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursements to employees for travel or other employment- related expenses. Includes employee expense reports, P-Card documentation, and petty cash records. Requests and authorizations for travel; participation in educational programs, workshops or college classes	GR 1025-26  FE + 3 years
Accounts Receivable Records - Accounts deemed un-collectable – Departmental copies	Records of accounts deemed un-collectable, including write-off authorizations.	GR 1025-27D  FE of write off + 3 years
Banking Records – Departmental copies	Bank statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliation, notices of interest earned, (including armored car pickup logs) etc.	GR 1025-28  FE + 5 years
Ledgers, Journals, and Entry Documentation – Departmental copies	General ledger showing receipts and expenditures from all accounts and funds of a local government, subsidiary ledgers, receipts, disbursements, general, or subsidiary journals, journal vouchers and entries or similar posting control forms including supporting documents, amendments correspondence, journal entries, and auditor adjustments.	GR 1025-30(1)  FE + 5 yrs
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
Employee Security Records	Records created to control and monitor the issuance of keys, identification cards, passes or similar instruments of identification and access.	GR 1050-10  US, expiration or date of separation + 2 years
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

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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.	GR 1050-12  Date of Separation + 5 years
Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	GR 1050-20  Final decision on the grievance + 2 years.  <b>Retention Note:</b> Do not confuse these records with those involving EEO complaints [see item number GR1050-16(c)].
Job Evaluations	Job evaluations, performance appraisals, or other similar documents used to evaluate the performance of employees. <i>Note: File by date of review, not in individual employee files.</i>	GR1050-21  US + 2 years or date of separation + 2 years, whichever sooner.  By regulation – 29 CFR 1620.32(c).
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

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Work Schedules	Work, duty, shift, crew, case schedules, rosters, or assignments <b>except</b> work schedules includable in item number GR1050-56..	GR 1050-31  1 year  <b>Exempt</b>
Workers Compensation Claim Files – Department Copy	RM1A claims, TWCC reports, salary continuation, doctors' reports, Order for Medical Treatment (OMTs), all notes from meetings or phone conversations.  <b>Note: Human Resource copy retained 50 years.</b>	GR 1050-32B  CE of closure of claim + 5 years
Payroll Records – Departmental copies	Payroll register, payroll adjustment records, leave records including requests and authorization to use leave. Timesheets.	GR 1050-52F  FE + 3 years
Bid and Bid Documentation - Successful Bids	Successful bids and request for proposals, including invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation.  <b>Note: If successful bid or proposal results in a contract, use GR 1000-25 (AC + 4 years)</b>	GR 1075-01A  FE + 3 years
Bid and Bid Documentation - Unsuccessful Bids	Unsuccessful Bids	GR 1075-01B  2 years
Purchase Order and Receipt Records – Departmental copies	Purchase Orders, requisitions, and receiving reports. Purchasing log, register or similar record providing a chronological record of purchase orders issued, orders received and similar data on procurement status	GR 1075-03A  FE + 3 years

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Accident and Damage Reports (Property) – Departmental copies	Reports of accidents or damage to facilities, vehicles, or equipment if no personal injury is involved.	GR 1075-15  3 years  <b>Retention Note:</b> For accident reports involving personal injury see item numbers GR1000-20 and GR1050-32
Maintenance, Repair and Inspection Records of Vehicles, Equipment, and Facilities - Routine	Records documenting routine inspection of facilities, vehicles and equipment. Routine cleaning, janitorial and inspection work	GR 1075-18A1  1 year  <b>Exempt</b>
Usage Reports - If reports used for allocating costs	Any type of usage report (e.g., mileage, fuel consumption, copies run) if such reports are the basis for allocating costs, for determining payment under rental or lease agreements, etc. Reports of usage of facilities, vehicles, and equipment	GR 1075-20A FE + 3 years
Usage Reports - Reservation logs, Vehicle Assignment Records	Reservation logs or similar records relating to the use of facilities such as meeting rooms, auditoriums, etc. by the public or other governmental agencies. Assignment logs, authorizations, and similar records relating to the assignment and use of government-owned vehicles by employees.	GR 1075-20B  2 years
Warranties	Warranty for vehicles and equipment.	GR 1075-23  Expiration of warranty + 1 year
Telephone Logs or Activity Reports - If used for internal control purposes	Registers or logs of telephone calls made and similar telephone activity reports if the log, report, or similar record is used for internal control purposes other than cost allocation.	GR 1075-41B  1 years  <b>Exempt</b>

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Office of Fair Housing and Human Rights

Reviewed by: Peter Kurilecz 2020-11-18  
Peter Kurilecz CRM CA IGP Date  
Records Management Officer  
City Secretary's Office

Approved by: B. L. Haggins Nov. 10, 2020  
Barksdale Haggins Date  
Administrator  
Office of Fair Housing and Human Rights

Revisions 2/19/16 to reflect changes in Texas State Library schedules with revised descriptions and retention periods.  
Revisions 9/10/20 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series

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Revision: October 28, 2020