

## Housing and Neighborhood Revitalization Department Records Retention Schedules

<b>Division</b>	<b>Records Series Title</b>	<b>Records &amp; Comments</b>	<b>State Retention Number Legal Retention</b>
Housing Committee,	Audio Tapes - Closed Meetings	Audiovisual recording of closed meetings	<i>Send to City Secretary's Office immediately (2-year retention)</i>
Administration	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>	<i>File with and follow retention for appropriate case or project</i>
All Divisions	Photographs, Recordings, and other Audio or Visual Media	Photographic, photographic scrapbooks, slides, sound recordings, videotapes, posters, and other non-textual media that document the history and activities of the City or any of its departments, programs, or projects, except such records as noted elsewhere in the state schedules.	<i>Transfer to the Archives Collection in the City Secretary's Office when no longer needed in department (permanent retention)</i>
All Divisions	Publications	Pamphlets, reports, studies, proposals, and similar material printed by or for the City or any of its departments, subdivisions, or programs and distributed to or intended for distribution to the public on request and departmental or program newsletters designed for internal distribution. <b>Any publication which receives a PIO number.</b>	<i>Transfer 3 copies to the Archives Collection in the City Secretary's Office as soon as published (permanent retention)</i>
All Divisions	Postal and Delivery Service Records	Registered, certified, insured, and special delivery mail receipts and similar records of transmittal by express or delivery companies	<i>File with and follow retention for appropriate case or project to prove delivery</i>
Housing Committee,	Minutes - Notes	Notes or audiovisual tape taken during meeting from which written minutes are approved. <b>Minutes are filed with the City Secretary's Office after approval (permanent retention). Minutes should describe each matter considered by the governing body.</b>	GR 1000-03B 90 days after approval of minutes <i>Exempt</i>

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Compliance Division	Accident Reports – Injury to Adult	Reports of accidents to adult persons on local government property or in any other situation in which a local government could be party to a lawsuit. If a claim is filed, use GR 1025-26.	GR 1000-20A 3 years
All Divisions	Accident Reports – Injury to Minor	Reports of accidents to minor persons on local government property or in any other situation in which a local government could be party to a law suit. If a claim if a claim is filed, use GR 1025-26.	GR 1000-20B 20 years
All Divisions	Contracts, Leases, and Agreements – Contract Administration	Contracts, leases, and agreements, including reports, correspondence, performance bonds, certificate 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><i>Except construction contracts, use GR 1075-16 (permanent)</i></b>	GR 1000-25 AC + 4 years  <b><i>Note: Send an official record copy of the contract to the City Secretary's Office</i></b>
All Divisions	Correspondence and Internal Memoranda and Subject Files - Policy and Program Development	Correspondence and internal memoranda pertaining to the formulation, planning, implementation, modification, or redefinition of the policies, programs, services, or projects of a local government including Council Resolutions and Internal Controls. Includes incoming and copies of outgoing correspondence and internal correspondence and memoranda. . May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities and topics. <b><i>For the actual Policy or Procedure; use GR 1000-38</i></b> <b><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></b>	GR 1000-26A 4 years

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Housing Committee,	Board/Commission/Committee Meeting Agenda and Minutes – Board Coordinator Copy	Open meeting agendas, closed sessions meeting agendas, written minutes, open meeting notices, audio recordings of open meetings, supporting documentation/packet presented for consideration <i>Note: Official record copy of minutes filed in City Secretary's Office (permanent retention)</i>	GR 1000-26A 4 years
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.	GR 1000-26B 2 years
All Divisions	Correspondence and Internal Memoranda - Transitory Information	Records of temporary usefulness that are not an integral part of a records series of the office, that are not regularly filed within a recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the City. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of City functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific City transaction. <i>Includes unsolicited messages about issues related to City business which are not covered by another record series.</i>	GR 1000-26C Until the purpose of record has been fulfilled <i>Exempt</i>

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All Divisions	Legal Opinions	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. <i>For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26A. Note: For retention of opinions rendered for a Public Information Act Request use GR1000-34A or B.</i>	GR 1000-30 Permanent
All Divisions	Litigation Case Files – Departmental copies	Including all cases to which a local government is a party unless the case file is of a type noted elsewhere in the schedules.	GR 1000-31 1 year after final disposition of case <i>Exempt</i>
All Divisions	Minutes (staff)	Minutes and agendas of internal staff meetings	GR1000-32 AVE <b>Exempt</b>
Compliance Division	Open Record Requests	Non-exempted records and withdraw requests. Includes correspondence and other documentation related to the request. Including requests received via e-mail	GR 1000-34 1 year after final decision on request <i>Exempt</i>
All Divisions	Open Record Requests	Exempted records. Includes legal opinion, correspondence and other documentation related to the request. Including requests received via e-mail	GR 1000-34B 2 year after notification that records are exempt from disclosure
All Divisions	Reports and Studies (non-Fiscal) – compiled on less than annual bases	Reports and studies (non-fiscal), monthly, bi-monthly, quarterly, or semi-annual, sub-annual, or irregularly prepared reports, performance audits, or planning studies submitted to the government body required by law or regulation, on the non-fiscal performance of a department.	GR 1000-41A4 3 years

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Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
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
All Divisions	Reports and Studies (non-Fiscal) - Activity reports	Activity reports compiled on a daily or other periodic basis pertaining to workload measures, time studies, number of public contacts, etc. except reports of similar types noted in other commission scheduled. Includes tracking logs.	GR 1000-41B 1 year <i>Exempt</i>
All Divisions	Calendars	Calendars used to document appointments or activities of government officials and employees.	GR 1000-45 CE + 1 year
All Divisions	Waivers of Liability	Includes statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies, etc.) <b>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</b>	GR 1000-42 3 years from date of cessation of activity for which the waiver was signed.
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. <b>Note: Official record copy of Annual Budget filed in City Secretary's Office (permanent retention)</b>	GR 1025-04F 3 years
Compliance Division	Capital Asset Records - Equipment or property inventories	Equipment or property inventories (including sequential number property logs). Information on cost and disposal authorization.	GR 1025-05C US or Disposition + 3 years

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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 subgrantor agencies, or documentation supporting these reports.  <b>Note: Records about properties that have a lien begin the retention period after the lien is released. Files with liens may be sent to storage until lien is released, using retention number 1025-08X. At the time the lien is released the folder is moved to box of released files to begin the retention period.</b>	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.

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Budget Division	Accounts Payable and Disbursement Records – Departmental copies	Claims, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursements to employees for travel or other employment- related expenses. Includes employee expense reports, P-Card documentation, and petty cash records. Requests and authorizations for travel; participation in educational programs, workshops or college classes	GR 1025-26 FE + 3 years
Budget Division	Accounts Receivable Records – Departmental copies	Records documenting the receipt of any monies by a local government that are remittable to the State Comptroller of Including public accounts, cash receipts, cash reports, deposits.	GR 1025-27B FE + 5 years
Budget 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
Budget Division	Banking Records – Departmental copies	Bank statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliation, notices of interest earned, monetary transport records (including armored car pickup logs) etc.	GR 1025-28 FE + 5 years

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Budget Division	Home Investment Partnerships Program	<p>The HOME Investment Partnerships Program (HOME) provides formula grants to States and localities that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. HOME is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households. HOME funds are awarded annually as formula grants to participating jurisdictions (PJs). The program's flexibility allows States and local governments to use HOME funds for grants, direct loans, loan guarantees or other forms of credit enhancements, or rental assistance or security deposits.</p>	29CFR92.508
		All records pertaining to each fiscal year of HOME funds	FE+5yrs
		<p>Exceptions: Rental Housing Projects</p>	Project Completion + 5 years
		Affordability Period	Termination + 5 years
		Homeownership Projects	Project Completion + 5 years
		Recapture/Resale Restrictions	Termination of affordability + 5 yrs
		Tenant-based rental assistance projects	Termination of rental assistance + 5 yrs
Agreements	Termination + 5 yrs		
Displacements and acquisition records	Final payment + 5 yrs		

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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 1050-07C 2 years after case closed or action taken
All Division	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
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. <i>Note: If employee transfers to another city department send file to the new department. Human Resources maintains the official personnel file.</i>	GR1050-12 Date of separation + 5 years
All Divisions	Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	GR 1050-20 Final decision + 2 years
All Divisions	Job Evaluations	Job evaluations of employees. <i>Note: File by date of review, not in individual employee files.</i>	GR 1050-21B US + 2 years; or date of separation + 2 years, whichever is sooner.

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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
All Divisions	Work Schedules	Work, duty, shift, crew or case schedules, rosters or assignments	GR 1050-31 1 Year <i>Exempt</i>
Compliance Division	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: Risk Management copy retained 50 years.</b>	GR 1050-32A CE of closure of claim + 5 years
All Divisions	Payroll Records – Departmental copies	Payroll register, payroll adjustment records, leave records including requests and authorization to use leave. Timesheets.	GR 1050-52 FE + 3 years
All Divisions	Volunteer Service Files	Information about individual volunteers and duties they perform.	GR1050-39 US or date of separation + 3 years.
All Divisions	Bid and Bid Documentation - Successful Bids	Successful bids and request for proposals, including invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation. <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
All Divisions	Bid and Bid Documentation - Unsuccessful Bids	Unsuccessful Bids	GR 1075-01B 2 years
Budget Division	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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All Divisions	Accident and Damage Reports (Property) – Departmental copies	Reports of accidents or damage to facilities, vehicles, or equipment if no personal injury is involved. <i>Note: For accidents that result in injury to persons, use GR 1000-20 A or B ( 5 or 20 years)</i>	GR 1075-15 3 years
All Divisions	Lost and Stolen property reports	Lost and stolen property reports	GR 1075-17 FE + 3 years
All Divisions	Maintenance, repairs and inspection records of vehicles and equipments	Records documenting the maintenance and repair to general purpose vehicles, office equipment, and office facilities <i>Retention Note: If a vehicle is junked as the result of an accident, retained maintenance &amp; repair records for LA + 1 year. For marked vehicles use PS 4050-04A1</i>	GR 1075-18A2 LA
All Divisions	Facilities – Non-routine maintenance, repair and inspections	Non-routine facility maintenance, repair and inspection records. Including those relating to plumbing, electrical, fire suppression, and other infrastructure systems.	GR 1075-18B2 5 years Retention Note: Records of the types described relating to government-owned structures or places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY.
All Divisions	Service Requests/Work Orders	Service request/work orders for repairs and maintenance to facilities, vehicles, or equipment	GR 1075-19 2 years

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All Divisions	Usage Reports – reservation logs, vehicle assignments logs	Reservation logs or similar records relating to the use of facilities such as meeting rooms, auditoriums, etc. by the public or other governmental agencies. Assignment logs, authorizations, and similar records relating to the assignment and use of government-owned vehicles or equipment by employees.	GR 1075-20B After return or reassignment + 2 years.
All Divisions	Telephone logs or Activity reports – if used for internal control purpose	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
Homeless, Seniors Services, Community Centers	Social Services Client Case Files - Denied	Denied applicant records, including application, eligibility worksheet notes of eligibility decision, reason for denial, and explanation of appeal process. Records of local government programs that provide social services such as emergency assistance, child care programs, services to the aged and disabled, housing and homelessness programs, etc., except those programs funded by contracts with state agencies, as specified elsewhere	PW 5600-04A 3 years
Homeless, Seniors Services, Community Centers	Social Services Client Case Files - Eligible	Eligible applicant records documenting services provided, including application for services, eligibility verification, case assessment, referrals to community resources, etc. Records of local government programs that provide social services such as emergency assistance, child care programs, services to the aged and disabled, housing and homelessness programs, etc., except those programs funded by contracts with state agencies, as specified elsewhere	PW 5600-04B 5 years from date of last services

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Prepared by: Alida Allen                      Nov 5, 2020  
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Records Liaison Officer  
Housing and Neighborhood Revitalization

Reviewed by: Peter Kurilecz                      Nov 5, 2020  
Peter Kurilecz CRM CA IGP                      Date  
Records Management Officer  
City Secretary's Office

Approved by: David Noguera                      November 4, 2020  
David Noguera    Date  
Director

Housing and Neighborhood Revitalization.

Revisions 1215/15 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series.  
Revisions 2/3/12 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series. Also, addition of health records series transferred to department with reorganization of functions.  
Revision 2019/5/4 added CFR retention requirements Home Investments Partnership Program  
Revision 2019/7/8 – Removed references to WIC, MLK and SAC as those areas are no longer part of Housing and Neighborhood Revitalization. Change RLO name and Director's name  
Revision 2020/9/14 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series

**Signature:** Alida Allen  
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