

## Human Resources Department Records Retention Schedules

| Division         | Records Series Title  | Records & Comments  | State Retention Number<br>Legal Retention                               |
|------------------|---|---|---|
| All HR Divisions | Ordinances, Orders, Resolutions – Departmental copies   | Ordinances, Orders, Resolutions approved by City Council<br><i>Note: Official record copy filed in City Secretary's Office (permanent retention)</i>  | <i>File with and follow retention for appropriate case or project</i>   |
|                  | 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<br>FE + 5 years  |
|                  | Employee Recognition Records  | Award committee reports, selection criteria, nominations, and similar administrative records of employee award or incentive programs. <i>For records of awards/commendations given to an employee use GR 1050-12D, 1050-12E or 1050-12F.</i>  | GR 1050-09<br>2 years   |
| All Divisions    | Permits and Licenses  | 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.<br><i>Except Permits and Licenses listed elsewhere in the schedules.</i>  | GR 1000-36<br>Expiration, cancellation, revocation, or denial + 2 years |
| 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<br>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 1000-41A5<br>1 year  |
| All Divisions    | Volunteer Service Files   | Information about individual volunteers and duties they perform.  | GR1050-39<br>US or date of separation + 3 years.                        |

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| All HR 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 HR 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 HR 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>   |
| All HR Divisions | Contracts, Leases, and Agreements – Contract Administration | Contracts, leases, and agreements, including reports, correspondence, performance bonds, certificates of liability, and similar records related to their negotiation, administration, renewal, or termination. Includes Interlocal Agreements with other government agencies. Include bid specifications and proposal received from winning vendor.<br><b>Except construction contracts, use GR 1075-16A or B</b> | GR 1000-25<br>AC + 4 years<br><br><b>Note: Send an official record copy of the contract to the City Secretary's Office</b>          |

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| All HR Divisions | Correspondence and Internal Memoranda;<br>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. <i>May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities and topics.</i><br><b>For the actual Policy or Procedure; use GR 1000-38</b><br><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>   | GR 1000-26A<br>4 years   |
| All HR 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<br>2 years   |
| All HR 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 specific City transactions.<br><b>Includes unsolicited messages about issues related to City business which are not covered by another record series.</b> | GR 1000-26C<br>Until the purpose of record has been fulfilled<br><i>Exempt</i> |

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|------------------|--|--|---|
| All HR Divisions | Legal Opinions                                 | 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.<br><i>For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26A.<br/>Note: For retention of opinions rendered for a Public Information Act Request use GR1000-34A or B.</i> | GR 1000-30<br>Permanent   |
| All HR Divisions | Litigation Case Files –<br>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<br>1 year after final disposition of case<br><i>Exempt</i> |
| All HR Divisions | Minutes (Staff)                                | Minutes and agendas of internal staff meetings.  | GR 1000-32<br>1 year<br><i>Exempt</i>                                 |
| All HR Divisions | Organizational Charts                          | All organizational charts, lists of employees, contact or call lists, rosters, etc.  | GR 1000-35<br>US expired, or discontinued.<br><i>Exempt</i>           |
| All HR 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.<br><i>Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons.</i>            | GR 1000-38<br>US, expired, or discontinued + 5 years.                 |

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| All HR 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.<br><i>Note: For reports ordered by City Manager, use 1000-26A (5 years)</i><br><i>Note: If report is submitted to or considered by Council, as reflected in the minutes, the official record copy is in the City Secretary's Office.</i> | GR 1000-41A1<br>Permanent   |
| All HR 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<br>3 years   |
| All HR 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<br>1 year<br><i>Exempt</i>  |
| All HR Divisions | Waivers of Liability   | Includes statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies, etc.)<br><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<br>3 years from date of cessation of activity for which the waiver was signed. |
| All HR Divisions | Calendars  | Calendars used to document appointments or activities of government officials and employees.  | GR 1000-45<br>CE + 1 year   |
| All HR Divisions | Customer Service Survey  | Customer Service Survey Cards<br>Includes (electronic) surveys of City employees  | GR 1000-47<br>3 years   |

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|------------------|--|--|---|
| All HR Divisions | Audit Records –<br>Departmental copies and<br>work papers        | Annual or biennial or other periodic audits of a department, program, fund. Working papers, summaries, and similar records created for the purposes of conducting an audit. Both Internal and External Auditors. <b><i>Includes Internal Control Reports.</i></b><br><b><i>Note: Official record copy of Audit Reports filed in City Secretary's Office (permanent retention)</i></b>  | GR 1025-01E<br>3 years after all questions have been resolved |
| All HR Divisions | Budget Documentation -<br>Departmental copies and<br>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.<br><b><i>Note: Official record copy of Annual Budget filed in City Secretary's Office (permanent retention)</i></b>                | GR 1025-04F<br>3 years  |
| All HR Divisions | Capital Asset Records -<br>Equipment or property<br>inventories  | Equipment or property inventories (including sequential number property logs). Information on cost and disposal authorization.   | GR 1025-05C<br>US or Disposition + 3<br>years                 |
| All HR Divisions | Financial Reports –<br>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<br>FE + 3 years                                   |
| All HR Divisions | Charge Schedules/ Price<br>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<br>US + 3 years.                                    |

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|------------------|--|---|--|
| All HR 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. | GR 1025-26<br>FE + 3 years                                   |
| All HR 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<br>FE + 5 years                                  |
| All HR Divisions | 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.<br><b>Includes Employee Morale Fund expenditures</b>   | GR 1025-30<br>FE + 5 yrs                                     |
| All HR Divisions | Employee Security Records  | Records created to control and monitor the issuance of keys, identification cards, passes or similar instruments of identification and access.  | GR 1050-10<br>US, expiration or date of separation + 2 years |
| All HR 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<br>2 years                                       |
| All HR Divisions | Work Schedules   | Work, duty, shift, crew, or case schedule, rosters, or assignments.   | GR 1050-31<br>1 year<br><i>Exempt</i>                        |

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|------------------|--|--|---|
| All HR 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.<br><i>Note: If successful bid or proposal results in a contract, use GR 1000-25 (AC + 4 years)</i>  | GR 1075-01A<br>FE + 3 years   |
| All HR Divisions | Bid and Bid Documentation - Unsuccessful Bids                | Unsuccessful Bids  | GR 1075-01B<br>2 years  |
| All HR Divisions | Purchase Order and Receipt Records – Departmental copies     | Purchase Orders, requisitions, and receiving reports. Purchasing log, register or similar record providing a chronological record of purchase orders issued, orders received and similar data on procurement status  | GR 1075-03A<br>FE + 3 years   |
| All HR 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<br>After return or reassignment + 2 years.                |
| Benefits         | Insurance Policies   | Health and life insurance and other policies for local government personnel, including supporting documentation relevant to the implementation, modification, renewal, or replacement of the policies.   | <i>File with and follow retention for appropriate case or project</i> |
| City University  | Training and Educational Achievement Records                 | Records documenting the planning, development, implementation, administration and evaluation of in-house training programs.<br>Employee Training sign-in rolls   | GR 1050-28B<br>2 years.   |
| Client Services  | 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<br>2 years after case closed or action taken               |
| Client Services  | Grievance Records  | Records relating to the review of employee grievances against personnel policies, working conditions, etc.   | GR 1050-20<br>Final decision + 2 years                                |

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|---------------------------------|---|--|--|
| Client Services                 | Unemployment Compensation Claims Files                      | Unemployment claims, pertinent correspondence, and similar records documenting unemployment compensation cases.  | GR 1050-29<br>5 years  |
| Compensation and Classification | Classification Development Records<br>Position Descriptions | Documentation concerning the development and analysis of job descriptions and classification systems, including survey, review and audit reports; classification standards and guidelines; selection criteria, determination of classification appeals, etc.<br>Job descriptions, including any associated task or skill statements. | GR 1050-26A<br>US + 4 years  |
| Compensation and Classification | Staffing and Vacancy Reports                                | Position staffing and vacancy reports. This information is maintained in NeoGov.   | GR 1050-26B<br>US  |
| Employee Information Services   | 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><i>Includes complaints received via e-mail.</i></b><br><b><i>Note: For open record requests, use GR 1000-34A or B</i></b>                  | GR 1000-24<br>Resolution or Dismissal of complaint + 2 years                     |
| Employee Information Services   | 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<br>1 year after final decision on request<br><i>Exempt</i>           |
| Employee Information Services   | 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<br>2 year after notification that records are exempt from disclosure |
| Employee Information Services   | Personnel Files (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.  | GR 1050-12D<br>Date of Separation + 5 years                                      |
| Employee Information Services   | Personnel Files –Personnel Service Records                  | 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.  | GR 1050-12<br>Date of Separation + 75 years                                      |

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|---|---|--|--|
| Employee Information Services<br>Executive Recruiting | Employment Applications                                       | 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. | GR 1050-14<br>2 years from the creation (or receipt) of the record or the personnel action involved, whichever later |
| Employee Information Services                         | Equal Employment Opportunity Records and Reports – Reports    | Reports, analyses, or statistical data compiled from source documentation used to complete EEO reports. EE0-1, EEO-4, EE0-5, and EE0-6 reports.  | GR 1050-16A<br>3 years   |
| Employee Information Services                         | Equal Employment Opportunity Records and Reports – Case Files | Case files relating to discrimination complaints, including complaints, legal and investigative documents, exhibits, related correspondence, withdrawal notices, and decisions or judgments.   | GR 1050-16C<br>Resolution of case + 3 years  |
| Employee Information Services<br>Client Services      | Job Evaluations   | Job evaluations of employees.<br><i>Note: File by date of review, not in individual employee files.</i>  | GR 1050-21B<br>US + 2 years  |
| Employee Information Services<br>HRIS                 | Visitor Control Registers                                     | Logs, registers, or similar records documenting visitors to limited access or restricted areas.  | GR 1075-22<br>3 years  |

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|---|--|--|--|
| Form I-9 Verification of Employment Eligibility | Form I-9   |  | GR1050-30<br>3 years from hire or 1 year after separation, whichever later<br><br>By regulation - 8 CFR 274a.2(b)(2)(i)(A) and (c)(2)<br><br><b>Retention Note:</b> If a former employee is rehired and a Form I-9 is still on file for the employee, the 3-year retention period dates from date of first hire. |
| Health Benefits Compensation                    | Employee Pension and Benefits Records - Plans            | Employee benefit plans such as pension, life health, and disability insurance; seniority or merit systems; and deferred compensation plans.  | GR 1050-08A<br>Termination of Plan +1 year   |
| Health Benefits Compensation                    | Employee Pension and Benefits Records – Enrollment Forms | Enrollment forms providing personal identifying data, beneficiary information, option selection, and similar information   | GR 1050-08B2B<br>Termination of coverage + 4 years   |
| HRIS - Payroll                                  | Payroll Action or Information Notices                    | Documents used by payroll officers to create or change information in the payroll records of individual employees <b>except</b> deduction authorizations (see item number FR1050-50) and federal tax forms [see item number GR1050-53(a)]. | GR1055-55A<br>2 years  |
| HRIS - Payroll                                  | Payroll Action or Information Notices                    | Documents concerning adjustments to payroll and leave status.  | GR1055-55B<br>FE + 3 years   |

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| HRIS Payroll                  | Personnel Action or Information Notices | Documents used by personnel officers to create or change information in the personnel records of individual employees concerning hiring, termination, transfer, pay grade, position or job title, leave of absence, name changes, and similar personnel actions <b>except</b> those noted elsewhere in this part, <b>As of June 22, 2020 this information is now created and maintained in Workday.</b> | GR1050-24<br>2 years   |
| HRIS Payroll                  | Payroll Records – Departmental copies   | Payroll register, payroll adjustment records, leave records including requests and authorization to use leave. Timesheets.  | GR 1050-52<br>FE + 3 years   |
| HRIS- Payroll/Client Services | Leave Records                           | Requests and authorizations for vacation, compensatory, sick, Family Medical Leave Act (FMLA), and other types of authorized leave, and supporting documentation,   | GR 1050-54B<br>FE + 3 years  |
| Labor Hiring                  | Criminal History Checks                 | Used for condition of or in conjunction with employment application.  | GR1050-36<br>End of employee’s probationary period or after immediate purpose has been fulfilled, as applicable. |

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Prepared by: Hilda Sallack Aug 26, 2024  
Hilda Sallack Date  
Human Resources Manager  
Human Resources Department

Approved by: Tomy Mollas Sep 11, 2024  
Tomy Mollas (Sep 11, 2024 10:13 CDT) Date  
Assistant Director  
Human Resources Department

Reviewed by: Peter Kurilecz 2024 09 11  
Peter Kurilecz, CRM CA IOP Date  
Records Management Officer  
City Secretary's Office

Approved by: Nina Arias Sep 11, 2024  
Nina Arias (Sep 11, 2024 10:21 CDT) Date  
Director  
Human Resources Department

- Revisions 11/30/15 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series.
- Revisions 9/10/20 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series
- Revision 11/2/2021 to correct the retention period for Personnel Files
- Revision 2/28/2022 add Form I-9 to the schedule

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