

Office of Community Care Records Retention Schedule

Records Series Title	Records & Comments	State Retention Number Legal Retention
ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	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 reimbursement to employees for travel and other employment-related expenses	GR1025-26a ; FE of date of final payment + 3 years for other governments
ACCOUNTS RECEIVABLE RECORDS	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records (such as returned checks and associated fees) that serve to document money owed to or received by a local government and its collection or receipt	GR1025-27a FE of date of receipt + 3 years.
AGING AND DISABLED, RECORDS OF SERVICES FOR THE	Financial records, supporting documents, statistical records, and other records relating to the performance of local governments designated to receive grants as area agencies on aging or local governments subcontracting for services to older persons such as transportation, homemaker services, multipurpose senior centers, information and referral, nutrition services, etc.	PW5600-01a 5 years following the end of the federal fiscal year to which the record pertains and until any pending litigation, claim, or audit findings, issuance or proposed disallowed costs or other disputes have been resolved
AGING AND DISABLED, RECORDS OF SERVICES FOR THE – COMPLAINTS	Records relating to all complaints filed concerning a grantee agency	PW5600-01b 5 years after the end of grantee's fiscal year and until any pending litigation, claim or audit findings, issuance of proposed disallowed costs, or other disputes have been resolved. By regulation - 40 TAC 81.21(d).

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Exempt = Exempt from Destruction Request Requirement GR = General Records Schedule HR = Health Records Schedule PW = Public Works Records Schedule

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AGING AND DISABLED, RECORDS OF SERVICES FOR THE- CASE MANAGEMENT	Administrative, fiscal, personnel, and client case records documenting case management services	PW5600-01d 3 years and 90 days after termination of the contract or until any litigation, claim, or audit is resolved, whichever is longer By regulation- 40 TAC 69.158(a) and 40 TAC 19.1924(2) Retention Note: Any personnel or payroll records in this record group must be kept for the retention period indicated here or for the retention period for the record in Part 3 of Local Schedule GR (Records Common to All Local Governments), whichever longer.
BANKING RECORDS	Bank statements, credit card statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, monetary transport records (including armored car pickup logs) etc.	GR1025-28 FE + 5 years.
BIRTH CERTIFICATES	Copies of birth certificates (1927-current), supplementary birth certificates (1935-current), delayed birth certificates (1939-current), or amendments to birth certificates (1927-current) that have not been recorded in full in the Birth Record [CC1325-05], the Delayed Birth Record [CC1325-06], or a Supplementary Birth Record [CC1325-08].	CC1325-04d Permanent By law - Health and Safety Code, Section 191.026

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BURIAL TRANSIT PERMIT RECORDS (BURIAL PERMIT RECORDS)	Stubs, copies, or lists of burial transit permits issued.	CC1325-10 2 years
DEATH CERTIFICATES (INCLUDING AMENDMENTS/SUPPLEMENTS)	Copies of death certificates (1927-current), fetal death certificates (1951-current), delayed death certificates (1939-current), or amendments to death certificates (1927-current) that have not been recorded in full in the Death Record [CC1325-13], the Delayed Death Record [CC1325-14], or a Fetal Death Record [CC1325-17].	CC1325-11d Permanent

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GRANT RECORDS - WIC	Women, infants, children (WIC).	<p>HR4750-02a 3 years following the date of the submission of the final expenditure report for the period to which the report pertains.</p> <p>By regulation - 7 CFR 246.25(a)(2).</p> <p>Retention Notes: a) If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the three-year period, the records must be kept until all issues are resolved, or until the end of the regular three-year period, whichever later.</p> <p>b) Records of non-expendable property acquired in whole or in part with WIC program funds must be retained for 3 years after its final disposition.</p>
RECORD OF ISSUANCE OF CERTIFIED COPIES OR ABSTRACTS OF BIRTH or RECORDS	Record of the issuance of certified copies or abstracts of birth or death records showing date issued, document number, name and address of person to whom issued, and form of identification presented by applicant.	<p>CC1325-08a 3 years from the date issued By regulation - 25 TAC 181.28(e).</p>

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REPORTS OF DEATH	Reports of death filed by funeral directors or persons acting as such with the county clerk	CC1325-18 Until receipt of death certificate
SOCIAL SERVICE CLIENT CASE FILES	Denied applicant records including application, eligibility worksheet, note of eligibility decision, reason for denial, and explanation of appeal process	PW5600-04a 3 years
SOCIAL SERVICE CLIENT CASE FILES	Eligible applicant records documenting services provided including application for services, eligibility verification, case assessment, referrals to community resources, etc.	PW5600-04b 5 years from last date of service
SUPPLEMENTARY BIRTH RECORD	Recorded or duplicate copies of supplementary birth certificates issued as the result of adoption, legitimation, or judicial determination of paternity.	CC1325-08 Permanent By law - Health and Safety Code, Section 191.026 see note below

Prepared by: _____

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Galleshaw Date
Records Management Officer
City Secretary's Office

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Jessica Galleshaw (Nov 23, 2020 08:17 CST)

Jessica
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Office of Community Care

Revised December 13, 2015: Revised the General Records (GR) Retention Schedule as approved by the Texas State Library and Archives Commission effective September 15, 2015.

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Retention Note: Section 191.026, Health and Safety Code was amended by the 75th Legislature in 1997 by adding subsection (e) to provide the following:

(e) The local registrar may, after the first anniversary of the date of registration of a birth, death, or fetal death, destroy the hard copy record of the birth, death, or fetal death maintained by the local registrar if:

- (1) the local registrar has access to electronic records of births, death and fetal deaths maintained by the Texas Vital Statistics Office; and
- (2) before destroying the records, the local registrar certifies to the state registrar that each record maintained by the local office that is to be destroyed has been verified against the records contained in the bureau's database and that each record is included in the database or otherwise accounted for.

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