

DEPARTMENT OF PUBLIC WORKS RECORDS RETENTION SCHEDULE

Record Series Title	Records Description	State Retention Number Legal Retention
Easements	Documentation relating to easements and rights-of-way for public works or other local government purposes, including releases. Permanent copy located in the City Secretary's Office	GR1000-28 PERMANENT File with relevant project file
Insurance Policies	Liability, theft, fire, health, life, automobile, and other policies for local government property and personnel, including supporting documentation relevant to the implementation, modification, renewal, or replacement of the policies.	File with and follow retention for appropriate case or project
Ordinances, Orders, Resolutions – Departmental copies	Ordinances, Orders, Resolutions approved by City Council Note: Official record copy filed in City Secretary's Office (permanent retention)	File with and follow retention for appropriate case or project
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.	Transfer to the Archives Collection in the City Secretary's Office when no longer needed in department (permanent retention)
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
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. Any publication which receives a PIO number.	Transfer 3 copies to the Archives Collection in the City Secretary's Office as soon as published (permanent retention)
Petitions	Petitions from the public to the governing body or subsidiary boards or commissions of a local government. Note: "Final action" includes a decision to take no further action on a petition.	GR 1000-06 Final action on the petition + 2 years.
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 law suit. If a claim is filed use GR 1025-26.	GR 1000-20A 3 years
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 is filed use GR 1025-26.	GR 1000-20B 20 years

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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.	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 relating to their negotiation, administration, renewal, or termination. Includes Interlocal Agreements with other government agencies. Include bid specifications and proposal received from winning vendor. Except construction contracts, use GR 1075-16A, A1, A2, or B	GR 1000-25 AC + 4 years Note: Send an official record copy of the contract to the City Secretary's Office
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. For the actual Policy or Procedure; use GR 1000-38 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	GR 1000-26A 4 years
MIS Historical	Activity codes for equipment, labor, materials, lane miles, etc. used to allocate the cost associated to street repair.	GR 1000-26A2 25 years
Correspondence and Internal Memoranda - Administrative	Correspondence and internal memoranda pertaining to or arising from the routine administrative or operation of the policies, programs, services, or projects of a local government.	GR 1000-26B 2 years

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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 Until the purpose of record has been fulfilled <i>Exempt</i></p>
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><i>For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26A.</i></p> <p><i>Note: For retention of opinions rendered for a Public Information Act Request use GR1000-34A or B.</i></p>	<p>GR 1000-30 Permanent</p>

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Record Series Title	Records Description	State Retention Number Legal Retention
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 this or other commission schedules.	GR1000-31 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. <i>Exempt</i>
minMinutes (Staff)	Minutes and agendas of internal staff meetings.	GR1000-32 AV <i>Exempt</i>
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 1 year after final decision on request <i>Exempt</i>
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 years after notification that records are exempt from disclosure
Organizational Charts	All organizational charts, lists of employees, contact or call lists, rosters, telephone directories etc.	GR 1000-35 US, expired, or discontinued. <i>Exempt</i>
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. <i>Except Permits and Licenses listed elsewhere in the schedules.</i>	GR 1000-36 Expiration, cancellation, revocation, or denial + 2 years.

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Record Series Title	Records Description	State Retention Number Legal Retention
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. Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons.	GR 1000-38 US, expired, or discontinued + 5 years.
Public Works and Services Planning Studies and Reports Special planning studies or reports ordered by City Council	Special planning studies or reports prepared by order or request of the City Council or considered by the City Council (as reflected in its minutes) or ordered or requested by a state or federal agency or a court including feasibility studies, reports, analyses, projections, graphic material, and similar planning documents by outside consultants or in-house staff relating to comprehensive planning, capital improvements, land use and open space, economic development and outlook, neighborhood and housing renewal and renovation, regional and intergovernmental cooperation, transportation, traffic engineering, transit systems, airport operations, growth patterns, demographics, long range forecasts and projections, and other aspects of local government planning not listed elsewhere in this schedule.	GR 1000-41A1 Permanent
Public Works and Services Planning Studies and Reports All other planning reports or studies	All other planning reports or studies. Review before disposal; developed comprehensive and capital improvements plans and other records of this type may merit permanent or long term retention for administrative or historical reason.	GR 1000-41A3 5 years.
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
Work papers used to create Reports and Planning Studies 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

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Record Series Title	Records Description	State Retention Number Legal Retention
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
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 and SCADA pump activity.	GR 1000-41B 1 year <i>Exempt</i>
Calendars	Calendars used to document appointments or activities of government officials and employees	GR 1000-45 CE + 1 year
Customer Service Survey	Customer Service Survey Cards	GR 1000-47 AC + 3 years
Audit Records – Departmental copies and 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. <i>Includes Internal Control Reports.</i> <i>Note: Official record copy of Audit Reports filed in City Secretary's Office (permanent retention)</i>	GR 1025-01E 3 years after all questions have been resolved
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. <i>Note: Official record copy of Annual Budget filed in City Secretary's Office (permanent retention)</i>	GR 1025-04F 3 years
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
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

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Record Series Title	Records Description	State Retention Number Legal Retention
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.	GR 1025-08a FE + 3 years
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 – 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 FE + 5 years
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
Banking Records - Department 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
Ledgers, Journals, and Entry documentation - Department 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 FE+ 5 Years
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
Employee Recognition Records	Award committee reports, selection criteria, nominations, and similar administrative records of employee award or incentive programs. For records of awards/commendations given to an employee use GR 1050-12D, 1050-12E or 1050-12F.	GR 1050-09 2 years

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Record Series Title	Records Description	State Retention Number Legal Retention
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 + 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
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 1050-12D 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 + 2 years
Job Evaluations	Job evaluations of employees. Note: File by date of review, not in individual employee files.	GR 1050-21B US + 2 years; or date of separation + 2 years, whichever is sooner
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 creation or personnel action involved, whichever is later
Work Schedules	Work, duty, shift, crew or case schedules, rosters or assignments	GR 1050-31 1 Year <i>Exempt</i>
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
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. Note: If successful bid or proposal results in a contract, use GR 1000-25 (AC + 4 years) or GR1075-16 (Permanent)	GR 1075-01A FE + 3 years
Bid and Bid Documentation Unsuccessful Bids	Unsuccessful bids.	GR 1075-01B 2 years

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Record Series Title	Records Description	State Retention Number Legal Retention
Inventory Records	Inventory parts records for parts and supplies	GR 1075-02 1 year <i>Exempt</i>
Purchase Order and Receipt Record Purchase Orders, Requisitions, and Receiving Reports	Purchase orders, packing lists, requisitions, and receiving reports.	GR 1075-03A FE + 3 years
Accident and Damage Reports (Property) – Departmental copies	Reports of accidents or damage to facilities, vehicles, or equipment if no personal injury is involved. Note: For accidents that result in injury to persons, use GR 1000-20 A or B.	GR 1075-15 3 years
Construction Project Files	Records concerning the planning, design, construction, conversion, or modernization of local government-owned facilities, structures, and systems, including feasibility, screening, and implementation studies; topographical and soil surveys and reports; architectural and engineering drawings, elevations, profiles, blueprints, and as-builts; inspection and investigative reports; laboratory test reports; environmental impact statements; construction contracts and bonds; correspondence; and similar documentation. Note: If a structure, facility, or system is sold or transferred to another person or entity, the local government must retain the original records relating to its construction. Copies of the records may be given to the person or entity to whom the structure, facility, or system is sold or transferred.	GR 1075-16A LA + 10 Years Note: Send an official record copy of the contract to the City Secretary's Office
Construction Project Files- Underground Water Lines	If the construction of a structure described in GR1975-16A includes infrastructure (i.e. electrical lines, underground water lines, etc.)	LA+10 YRS Retention Notes: a) Review before disposal; some records may merit PERMANENT retention for historical reasons. Note: Send an official record copy of the contract to the City Secretary's Office

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Record Series Title	Records Description	State Retention Number Legal Retention
Construction Project Files – Historical Buildings or Places	Records of the types described in 1075-16A relating to places eligible for or already listed as historical by national, state, or local organizations or authorities.	GR 1075-16a(c) Records of the types described relating to places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY
Construction Project Records - transitory or of ephemeral relevance	Records relating to construction projects described in (a) and (b), that are transitory or of ephemeral relevance, and are not required for maintaining, modifying, and repurposing the building or structure, Records may include, but are not limited to, rejected design plans, delivery tickets for expendable products, daily work reports, etc.	GR 1075-16C 5 years
Lost and Stolen Property Reports	Lost and Stolen Property Reports	GR 1075-17 FE + 3 years
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 <i>Exempt</i>
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. <i>Retention Note: If a vehicle is junked as the result of an accident, retained maintenance & repair records for LA + 1 year.</i>	GR 1075-18A2 LA
Facilities -Non-routine maintenance, repair and inspection	Non-routine facility maintenance, repair and inspection records. Including those relating to plumbing, electrical, fire suppression, and other infrastructure systems. <i>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</i>	GR 1075-18B2 3 years
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

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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 After return or reassignment + 2 years.
Vehicle Assignment Records	Assignment logs, authorizations, and similar records relating to the assignment and use of government-owned vehicles by employees.	GR 1075-21 2 years
Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas.	GR 1075-22 3 years
Warranties	Vehicles and Equipment	GR 1075-23 Expiration of warranty + 1 year <i>Exempt</i>
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
"SDS" Safety Data Sheets	Safety data sheets (SDS) supplied to local government employers by manufacturers or distributors of hazardous chemicals.	GR 5750-05 US or chemical no longer present <i>Exempt</i>
Service Requests/Work Orders	Service requests, work orders, complaints from the public or from other local government department on street hazards, potholes, other needed repairs on roads, streets and rights of way and requests for traffic signs, lights, changes to traffic flow, etc.	PW 5200-02 2 years
Inspection Reports – Construction	Reports of inspections carried out with reference to new construction; alterations to existing structures; code violations; and other projects, activities, or situations requiring inspection by local ordinance, <i>excluding</i> those reports that are made part of any other record group noted elsewhere in this part.	PW 5250-08 3 years
Demolition Records Buildings	Records relating to the demolition and clearance of buildings deemed unfit for occupancy and condemned, including demolition orders, inspection reports, notices to property owners, and any related court documents.	PW 5250-09 Date of demolition + 3 years

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Applications and Permits-Cut Permits and Roads, Streets, Sidewalks Granted Permits	Applications for and copies of permits (or record of their issuance) involving excavation and fill; alterations to roads, streets, sidewalks, and curbs; and for similar activities involving alteration of streets and rights of way, sign installation, fencing, swimming pool construction, driveway construction, and for similar activities as might be required by local ordinance.	PW 5250-10A 5 years
Applications and Permits-Cut Permits and Roads, Streets, Sidewalks Denied Permits	Denied applications and permits.	PW 5250-10B 1 year <i>Exempt</i>
Roads, streets, street lights, sidewalks, rights of way, etc. - Maintenance and Inspection Records	Reports, logs, or similar records, compiled on a daily, weekly, and/or monthly basis documenting repair and maintenance work and inspection for roads, streets, street lights, sidewalks, rights of way, etc.	PW 5275-01A 3 years
Bridges and Overpasses - Maintenance and Inspection Records	Reports, logs, or similar records, compiled on a daily, weekly, and/or monthly basis documenting repair and maintenance work and inspection for roads, streets, bridges and overpasses.	PW 5275-01B Life of Structure
Maps and Plats Roads, Streets, Bridges	Maps, plats, engineering and field notes, and profiles and cross-sections of roads, streets, rights of way, bridges, etc.	PW 5275-02 Permanent
Street cleaning Records	Reports, logs, or similar records documenting street cleaning operations.	PW 5275-05 1 year <i>Exempt</i>
Street Name and House Number Files	Records relating to street dedications, street closings, the assignment and alteration of street names and house numbers, and similar records that provide official control of the naming and numbering of streets and roads.	PW 5275-06 Permanent
Inspection Reports and/or Project Files	Reports, logs, or similar records, compiled on a daily, weekly, and/or monthly basis documenting repair and maintenance work on roads, streets, street lights, sidewalks, rights-of-way, etc.	PW 5275-07A 3 years
Road and Street Master Record	Master record in some form of every road and street providing a description, history, and classification of each.	PW 5275-08 Permanent
Tree and Plant Files	Records relating to the planting, trimming, inspection, and removal of trees and shrubs along public streets, roads, and sidewalks.	PW 5275-10 2 years

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Accident Reports Used for Traffic Flow Design	Reports, usually supplied by the police department, of traffic accidents used to monitor, redevelop, or redesign streets, intersection, speed limits, signal timing, directional flow patterns, etc.	PW 5300-01 3 years
Special Events Files Street Usage	Reports, notifications, planning documents, and similar records used in the preparation for special events such as parades, motorcades, demonstrations, or situations resulting in unusually heavy traffic or street use requiring street closures, traffic rerouting, barricades, signal timing changes, etc.	PW 5300-02 2 years
Traffic Count Reports	Reports of traffic passage on streets, roads, bridges, intersections, etc. or use of local government owned parking lots or structures.	PW 5300-03 10 years
Traffic Devices Installation & Maintenance	Installation, inspection, testing, maintenance, repair, or replacement of traffic signs, signals, and signal boxes. Reports, logs, or similar records.	PW 5300-04A 5 years
Traffic Devices Pavement Markings	Painting, inspection, or repainting of pavement and curb markings	PW 5300-04B 2 years
Traffic Permits	Applications for and copies of permits for special parking, house moving, over dimensional movements, and similar permits and permissions issued by or that concern traffic engineering departments.	PW 5300-05 Expiration, cancellation, revocation, or denial of the permit + 2 years
Traffic Signs and Signal - Records and Inventories	Drawings, wiring diagrams, code and circuit numbers, and similar data on traffic signal components.	PW 5300-06 LA
Traffic Signs and Signals and Parking Device Inventory Records	Records providing an inventory of all installed traffic signs and signals showing type of equipment or sign, location, date of installation, and similar data. If an inventory is maintained on cards, databases, or similar medium that permits purging. Registers, index cards, or similar records providing an inventory of meters, toll gates, or other parking control devices showing location, type of equipment, date of installation, and similar data. If an inventory is maintained on cards, databases, or similar medium that permits purging.	PW 5300-07B Permanent, but purge records relating to junked equipment.
Asbestos Management Records Abatement projects	Records documenting asbestos abatement projects in public buildings.	PW 5450-01A 30 years from the date of project completion
Asbestos Management Records Inspections	Records of asbestos inspections.	PW 5450-01B 5 years

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Publications received from non-City sources	Newsletters and Publications produced by non-City entities	Not City Record No legal retention

Prepared by: Ejike Arizor 11/4/2020
 Ejike Arizor Date
 Records Liaison Officer
 Department of Public Works

Reviewed by: Peter Kurilecz 20201104 Date
 Peter Kurilecz CRM CA IGP
 Records Management Officer
 City Secretary's Office

Approved by: Robert M. Perez 11/4/20 Date
 Robert Perez
 Director
 Department of Public Works

Revision October 11, 2017 to revise the department name to Department of Public Works.
 Revisions 9/10/20 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 CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset US = Until Superseded
 Exempt = Exempt from Destruction Request Requirement
 GR = General Records Schedule PW = Public Works & Services Schedule