

Communications, Outreach & Marketing Records Retention Schedules

Records Series Title	Records & Comments	State Retention Number Legal Retention
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.	<i>Transfer 3 copies to the Archives Collection in the City Secretary's Office as soon as published (permanent retention)</i>
Publications Log	Log of publication numbers assigned.	<i>Transfer copy to the Archives Collection in the City Secretary's Office at end of each year (permanent retention)</i>
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. <i>Includes complaints received via e-mail</i> <i>Note: For open record requests, use GR 1000-34</i>	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. <i>Except construction contracts, use GR 1075-16A or B</i>	GR 1000-25 AC + 4 years <i>Note: Send an official record copy of the contract to the City Secretary's Office</i>
Correspondence and Internal Memoranda - 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>For the actual Policy or Procedure; use GR 1000-38</i> <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>	GR 1000-26A 4 years

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

Communications, Outreach & Marketing Records Retention Schedules

Records Series Title	Records & Comments	State Retention Number Legal Retention
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
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 transactions. <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>
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.	GR 1000-30 Permanent
Minutes (Staff)	Minutes and agendas of internal staff meetings.	GR 1000-32 AV <i>Exempt</i>
News Releases	News Releases	GR 1000-30 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>

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

Communications, Outreach & Marketing Records Retention Schedules

Records Series Title	Records & Comments	State Retention Number Legal Retention
Photographs, Images, Recordings, And Other Non - textual Media	Photographs, photographic scrapbooks, slides, sound recordings, videotapes, posters, and other non-textual media that document the history and activities of a local government or any of its departments, programs, or projects except such records noted elsewhere in this or other commission schedules. <i>Note: Council video must be available online for two years.</i>	GR 1000-37 AV <i>Transfer to the Archives Collection in the City Secretary's Office when no longer needed in department (permanent retention)</i>
Organizational Charts	All organizational charts, lists of employees, contact or call lists, rosters, etc.	GR 1000-35 US <i>Exempt</i>
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. <i>Note: For reports ordered by City Manager, use 1000-26A (5 years)</i> <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 Permanent
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 – 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

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

Communications, Outreach & Marketing Records Retention Schedules

Records Series Title	Records & Comments	State Retention Number Legal Retention
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 crystal reports.	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
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
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

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

Communications, Outreach & Marketing Records Retention Schedules

Records Series Title	Records & Comments	State Retention Number Legal Retention
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 Including public accounts, cash receipts, cash reports, deposits.	GR 1025-27A 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, monetary transport records (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 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 1050-07C 2 years after case closed or action taken

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

Communications, Outreach & Marketing Records Retention Schedules

Records Series Title	Records & Comments	State Retention Number Legal Retention
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 2 years
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
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 files.	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. <i>Note: File by date of review, not in individual employee files.</i>	GR 1050-21B US + 2 years
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 schedule, rosters, or assignments.	GR 1050-31 1 year <i>Exempt</i>

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

Communications, Outreach & Marketing Records Retention Schedules

Records Series Title	Records & Comments	State Retention Number Legal Retention
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. <i>Note: Risk Management copy retained CE of closure of claim + 50 years.</i>	GR 1050-32A CE of closure of claim + 5 years
Criminal History Checks	Used for condition of or in conjunction with employment application.	GR1050-36 End of employee's probationary period or after immediate purpose has been fulfilled, as applicable.
Volunteer Service Files	Information about individual volunteers and duties they perform.	GR1050-39 US or date of separation + 3 years.
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. <i>Note: If successful bid or proposal results in a contract, use GR 1000-25.</i>	GR 1075-01A FE + 3 years
Bid and Bid Documentation - Unsuccessful Bids	Unsuccessful Bids	GR 1075-01B 2 years
Inventory Records	Inventory parts records for parts and supplies	GR 1075-02 1 year <i>Exempt</i>
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
Lost and Stolen Property reports	Lost and Stolen Property reports	GR 1075-17 FE + 3 years

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

Communications, Outreach & Marketing Records Retention Schedules

Records Series Title	Records & Comments	State Retention Number Legal Retention
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 2 years

Prepared by: *Janella Newsome* November 30, 2020
 Janella Newsome Date
 Records Liaison Officer
 Communications, Outreach & Marketing

Reviewed by: *Peter Kurilecz* 11/30/2020 Date
 Peter Kurilecz, CRM CA IGP
 Records Management Officer
 City Secretary's Office

Approved by: *Catherine Cuellar* November 30, 2020 Date
 Catherine Cuellar
 Director
 Communications, Outreach & Marketing

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