

## TRANSPORTATION DEPARTMENT RECORDS RETENTION SCHEDULE

Record Series Title	Records Description	State Retention Number Legal Retention
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>
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>
Petitions	Petitions from the public to the governing body or subsidiary boards or commissions of a local government. <b>Note: "Final action" includes a decision to take no further action on a petition.</b>	GR 1000-06 Final action on the petition + 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. <b>Except construction contracts, use GR 1075-16A, A1, A2, or B</b>	GR 1000-25 AC + 4 years Note: Send an official record copy of the contract to the City Secretary's Office <b>Retention Note:</b> Review before disposal; some records of this type may merit <b>PERMANENT</b> retention for historical reasons.
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>For the actual Policy or Procedure; use GR 1000-38</b> <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 4 years  <b>Retention Note:</b> Review before disposal; some correspondence of this type may merit <b>PERMANENT</b> retention for historical reasons.

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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
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.	GR 1000-30 Permanent  <b>Retention Note:</b> For retention of opinions rendered for a Public Information Act Request see GR1000-34.  For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26a
Minutes (Staff)	Minutes and agendas of internal staff meetings.	GR 1000-32 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 Date request for records fulfilled or withdrawn + 1 year <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
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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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. <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 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 1000-41A2 Permanent
Public Works and Services Planning Studies and Reports All other planning reports or studies	All other planning reports or studies. <i>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.</i>	GR 1000-41A3 5 years.
Calendars	Calendars used to document appointments or activities of government officials and employees	GR 1000-45 CE + 1 year  <b>Retention Note:</b> A record of this type purchased with personal funds, but used by a public official or employee to document his or her work activities may be a local government record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Texas Attorney General.

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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. <b><i>Includes Internal Control Reports.</i></b> <b><i>Note: Official record copy of Audit Reports filed in City Secretary's Office (permanent retention)</i></b>	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. <b><i>Note: Official record copy of Annual Budget filed in City Secretary's Office (permanent retention)</i></b>	GR 1025-04c 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
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 sub grantor 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 Accounts Payable maintains the official AP records	GR 1025-26 FE + 3 years  <b>Retention Note:</b> Accounts payable and disbursement records for bond-funded projects must be maintained according to the retention period listed in GR1025-26d.

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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
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(3) 2 years after case closed or action taken  By regulation - 29 CFR 1602.31, 1602.40, and 1602.49
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 1050-10a US, date of expiration, or date of separation + 2 years, as applicable.
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 1050-11 2 years 2 years from the creation (or receipt) of the record or the personnel action involved, whichever later.  By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
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

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Record Series Title	Records Description	State Retention Number Legal Retention
Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	GR 1050-20 Final decision + 2 years  <b>Retention Note:</b> Do not confuse these records with those involving EEO complaints [see item number GR1050-16(c)].
Job Evaluations	Job evaluations of employees. <i>Note: File by date of review, not in individual employee files.</i>	GR 1050-21 US + 2 years; or date of separation + 2 years, whichever is sooner
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. Payroll maintains official payroll records	GR 1050-52c 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 (AC + 4 years) or GR1075-16 (Permanent)</i>	GR 1075-01A FE + 3 years  <b>Retention Note:</b> If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. See item number GR1000-25
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 Exempt
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. <i>Note: For accidents that result in injury to persons, use GR 1000-20 A or B.</i>	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. <i>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.</i>	GR 1075-16A LA + 10 Years Retention Notes: a) Review before disposal; some records may merit PERMANENT retention for historical reasons.  <i>Note: Send an official record copy of the contract to the City Secretary's Office</i>
Maintenance, Repair and Inspection Records of Vehicles, Equipment, and Facilities - Routine	Records documenting routine inspection of vehicles and equipment.	GR 1075-18A1 1 year Exempt

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Maintenance, Repair and Inspection Records of Vehicles, Equipment, and Facilities	Records documenting maintenance and repair of vehicles and equipment.	GR 1075-18A2 Life of Asset <b>Retention Note:</b> If a vehicle is salvaged as the result of an accident, the maintenance and repair records for the vehicle must be retained for date of salvage + 1 year
Vehicle Assignment Records	Assignment logs, authorizations, and similar records relating to the assignment and use of government-owned vehicles by employees.	GR 1075-21 After return or reassignment +2 years
Maintenance and Inspection Records Roads, streets, street lights, sidewalks, rights of way, etc. -	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
Street cleaning Records	Reports, logs, or similar records documenting street cleaning operations.	PW 5275-05 1 year Exempt
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

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Record Series Title	Records Description	State Retention Number Legal Retention
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  By law - Civil Statutes, art. 6812b(3) for county engineers in counties with a population of 198,000 to 400,000; Civil Statutes, art. 6812b-1(2) for county engineers in counties with a population of 160,000 to 185,000; and by authority of this schedule for municipalities and all other counties.
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 AV
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  <b>Retention Note:</b> If Traffic Count Report is used for special planning studies or reports, see item number PW5200-01a
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

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Record Series Title	Records Description	State Retention Number Legal Retention
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 Management Agreements	Documentation related to traffic signal, illumination, school flasher, signal, and sign installation projects	GR1000-25 AC+4  <b>Retention Note:</b> Review before disposal; some records of this type may merit <b>PERMANENT</b> retention for historical reasons.
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
<b>TRAFFIC SIGNS AND SIGNALS INVENTORY RECORDS</b>	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.
Traffic Studies	Speed zone, intersection studies, and engineering records	UT5000-13b 10 years <b>Retention Notes:</b> a) Review before disposal; many records of this type may merit <b>PERMANENT</b> or long-term retention for administrative or historical reasons. See also item number GR1000-39

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Parking Citations	Parking or pedestrian violation tickets that have been cleared by payment, dismissal, or other action.	LC2350-05 3 years <b>Retention Note:</b> It is an exception to the 6-month retention period that if the tickets are used as vouchers for direct posting to receipt journals or ledgers, the tickets must be retained for FE + 3 years.
Parking 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.	PW5300-05 Expiration, cancellation, revocation, or denial of the permit + 2 years.
Petitions	Petitions from the public to the governing body or subsidiary boards or commissions of a local government.	GR1000-06 Final action on the petition + 2 years.
Grant Development and Administrative Records - Successful	Successful grant applications and proposals and any documentation that modifies the terms of a grant.	GR1025-08a FE + 3 years
Grant Development and Administrative Records - Successful	Financial, performance, and compliance reports submitted to grantor or sub-grantor agencies	GR1025-8b FE + 3 years
Grant Development and Administrative Records - Successful	Reports, planning memoranda, studies, correspondence, and similar records created for and used in the development of successful grant proposals.	GR1025-08c 3 years
Grant Development and Administrative Records - Unsuccessful	Any records of the type noted in (a) or (b) relating to unsuccessful grant proposals	Gr1028-08d AV
Planning Studies and Reports	Studies, reports, analyses, research data, projections, graphic material, and similar planning documents by outside consultants or in-house staff relating to traffic signals and stop signs	UT5000-13b 10 years <b>Retention Notes:</b> a) Review before disposal; many records of this type may merit <b>PERMANENT</b> or long-term retention for administrative or historical reasons. See also item number GR1000-39.

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Prepared by: Barbara A. Taylor      October 26, 2020  
Barbara Taylor      Date  
Records Liaison Officer  
Transportation Department

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

Approved by: Michael T. Rogers      October 26, 2020  
Michael Rogers Oct 26, 2020 10:06 CDT  
Michael T. Rogers      Date  
Director  
Transportation Department

Revision November 7, 2016 to delete record series that have been transferred to other City departments, to combine those record series transferred from PBW and STS to MSS.  
Revision October 3, 2019 to delete record series that are no longer relevant. Change name from Mobility and Street Services to Transportation  
Revisions 9/10/20 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series. Red light camera records series deleted due to legislation prohibiting them Transportation Code Chapter 707 effective June 2, 2019.

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