

CONTROLLER'S OFFICE Records Retention Schedules

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Controller's Divisions	Ordinances, Orders, Resolutions – Departmental copies	Ordinances, Orders, Resolutions approved by City Council <i>Note: Official record copy filed in City Secretary's Office (permanent retention)</i>	File with and follow retention for appropriate case or project
Controller's Divisions	Insurance Policies	Online, in HR and original to individual or sections; Liability, theft, fire, health, life, automobile, and other policies for local government property and personnel, includes supporting documentation relevant to the implementation, modification, renewal, or replacement of the policies.	File with and follow retention for appropriate case or project
Administration, Special Collections, Administration	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
Controller's Administration	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. Pictures of CAFR Cover.	Transfer to the Archives Collection in the City Secretary's Office when no longer needed in department (permanent retention)
Administration of CCO	Audit Records, Annual or Biennial, Periodic & Special	Annual or biennial cumulative audit; and/or other periodic audit of a department, program, fund; Special audits ordered by a governing body, a court or grand jury, or mandated by administrative rules of a state or federal agency.	Transfer one copy to City Secretary's Office (permanent retention)
Controller's Administration	Publications	Departmental or program newsletters designed for internal distribution (online intranet). Any publication which receives a PIO number. (CAFR – Comprehensive Annual Financial Report, Single Audit, Water Financial)	Transfer 3 copies to the Archives Collection in the City Secretary's Office as soon as published (permanent retention)

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Deferred Compensation	Minutes - Notes	Notes or audio tape taken during meeting from which written minutes are approved. <i>Minutes are filed with the City Secretary's Office after approval (permanent retention). Minutes should describe each matter considered by the governing body.</i>	GR 1000-03B 90 days after approval of minutes <i>Exempt</i>
Deferred Compensation	Minutes - Workshop Audio tapes	Audiotapes of workshop session of governing bodies in which written minutes are not required and no vote was taken.	GR 1000-03D 2 years
Deferred Compensation	Proclamations	Proclamations related to National Save For Retirement Week.	GR 1000-07 2 years
Deferred Compensation	Affidavits of Publication-Notarized Election Results	Election notices in which candidates for Deferred Compensation Boards are involved.	GR 1000-21B1 60 days after election day <i>Exempt</i>
Controller's Divisions	Complaints (Service Requests)	Various, online and hard copy; 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 AC + 2 years
Deferred Compensation	Contracts, Leases, and Agreements – Contract Administration	Contracts, leases, and agreements, including reports, correspondence, performance bonds, and similar records related to their negotiation, administration, renewal, or termination. Include bid specifications and proposal received from winner.	GR 1000-25 AC + 4 years
Cash & Investments	Contracts	Investments Advisor/Depository/Armored Car/Investment software, etc	
Administration	Contracts	Bank Reconciliation, Lawson, External Audit, Admin Actions	

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Records Retention Schedules**

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Administration and CCO Managers Deferred Compensation	Correspondence and Internal Memoranda and Subject Files - Policy and Program Development Board Meeting Agenda and Minutes – Board Coordinator Copy	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. Various documents online & hard copies. . May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities and topics. <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> Open meeting agendas, written minutes, open meeting notices, and any back-up documentation considered by the board.	GR 1000-26A 3 years
Controller's Divisions	Correspondence and Internal Memoranda - Administrative	Online and hard copies; 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 1 year

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Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Controller's Divisions	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>
Controller's Divisions	Legal Opinions	<p>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.</p> <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>
Deferred Compensation	Minutes - Staff	Minutes and agendas of internal staff meetings.	<p>GR 1000-32 1 year <i>Exempt</i></p>

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Administration	Open Record Requests	Online, and some hard copies; Open record requests, including correspondence and other documentation related to the request. Including requests received via e-mail Non-exempted records. 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>
All Divisions	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 year after notification that records are exempt from disclosure
Administration	Organizational Charts	Online and Hard copies; All organizational charts, lists of employees, contact or call lists, rosters, etc.	GR 1000-35 US, expired, or discontinued. <i>Exempt</i>
Special Collections	Permits and Licenses	Records documenting the application for and the issuance of permits and licenses by a local government for sales, solicitation, facility usage and similar activities. <i>Except those listed elsewhere in the schedules.</i>	GR 1000-36 Expiration, cancellation, revocation, or denial + 2 years
All 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. <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.

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Controller's 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. <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
Controller's 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 3 years
All Divisions	Work papers used to create Reports and Studies (non-Fiscal) – compiled on less than annual bases	Working papers 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 1 year
Controller's 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 1 year <i>Exempt</i>
Controller's Divisions	Calendars	Online, Calendars used to document appointments or activities of government officials and employees.	GR 1000-45 CE + 1 year
Deferred Compensation	Customer Service Survey	Customer Service Survey Cards	GR 1000-47 AC + 3 years
Administration of CCO	Audit Records, Annual or Biennial	Annual or biennial or other periodic audits of a department, program, fund, or account if included in a cumulative audit under (a))	GR 1025-01B 2 years

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Administration of CCO	Audit Records, Working Papers Summaries & Similar papers	Working papers, summaries, and similar records created for the purposes of conducting an audit. Both Internal and External Auditors. (3 years after all questions have been answered) <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
Cash & Investments	Banking Security Records	Bank collateral statements	GR 1025-02 4 years
Administration and CCO Managers	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 2 years
Fixed Assets	Capital Asset Records - Equipment or property history	(A) Equipment or property history cards or similar records containing data on initial cost, including disposal authorizations when disposed of (B) Equipment or property cost and depreciation schedules or summaries used for capital outlay budgeting or other financial or budget control purposes.	GR 1025-05A FE + 3 years
Fixed Assets	Capital Asset Records - Equipment or property inventories	Equipment or property inventories (including sequential number property logs Until superseded + 3 years.	GR 1025-05C US + 3
Fixed Assets	Capital Asset Records – Property sale, auction, or disposal	Property sale, auction, or disposal records of government-owned equipment or property (Exempt from destruction request requirement).	GR 1025-05D 1 Year
Financial Reporting	Federal Revenue Sharing Records	Single Audits, Federal & State	GR 1025-06 3 years

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Financial Reporting	Financial Reports – less than annual	Online, and some hard 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
Financial Reporting	Financial Reports –annual long range, capital	Online, and some hard 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. Annual reports, Long Range Fiscal planning reports, Capital Improvement Reports	GR 1025-07B Permanent
Financial Reporting	Grant Development and Administrative Records	Single Audit, Federal and State, prepare annually; Financial, performance, and compliance reports submitted to granting agencies or subgrantor agencies, or documentation supporting these reports.	GR 1025-08 FE + 5 years
Cash & Investments	Investment Transaction Records	Confirmation Slips/Trade Tickets/Investment Reports/Investment Statements	GR 1025-09 FE + 5 years
Accounts Payable Section of CCO	Accounts Payable and Disbursement Records – Departmental	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 1025-26A-B FE + 3 years

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Accounts Payable, Financial Reporting Special Collections	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. Includes cash receipts, cash reports, and deposits.	GR 1025-27A FE + 5 years
Financial Reporting Bank Reconciliation Special Collections	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
Bank Reconciliation Cash and Investments	Banking Records	Bank statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliation, notices of interest earned, etc.	GR 1025-28 FE + 5 years
Financial Reporting	Ledgers, Journals, and Entry Documentation, includes Cost Allocation and Distribution Records	Online & hard 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
Controller's Administration	Disciplinary and Adverse Action Records	Copies, HR has originals, 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 decision and judgments.	GR 1050-07 AC +2
Deferred Compensation	Employee Pension and Benefits Records	Plan documents including amendments.	GR 1050-08A Termination of Plan + 1 year
Deferred Compensation	Employee Pension and Benefits Records Enrollment	Enrollment forms.	GR 1050-08B-2A <i>Permanent</i>
Deferred Compensation	Employee Pension and Benefits Records Annual Reports	Fund reports - Annual.	GR 1050-08C <i>Permanent</i>

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Administration, CCO Managers	Employee Security Records	EBS Security and CIS has original security forms, also online approvals; 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
Administration and CCO Managers	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
Controller's Administrations and Divisions	Personnel Files – Employee Service Records (Department Personnel File)	HR has original, 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 AC + 5 years
Controller's Administration & Divisions	Grievance Records	HR has original, Records relating to the review of employee grievances against personnel policies, working conditions, etc.	GR 1050-20 2 years
Controller's Administration & Managers	Job Evaluations	HR, has originals, Job evaluations of employees. <i>Note: File by date of review, not in individual employee files.</i>	GR 1050-21B US + 2 years; or date of separation + 2 years, whichever is sooner.
Controller's Divisions	Work Schedules	Online in Payroll System, Work, duty, shift, crew, or case schedule, rosters, or assignments.	GR 1050-31 1 year <i>Exempt</i>
Controller's Divisions	Workers Compensation Claim Files – Department Copy	If applicable, HR has paperwork, RMIA claims, TWCC reports, salary continuation, doctor's reports, Order for Medical Treatment (OMTs), all notes from meetings or phone conversations. RMIA claims, TWCC reports, salary continuation, doctors reports, Order for Medical Treatment (OMTs), all notes from meetings or phone conversations. <i>Note: Human Resource copy retained 50 years.</i>	GR 1050-32 CE of closure of claim + 5 years

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10

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	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.
All Divisions	Volunteer Service Files	Information about individual volunteers and duties they perform.	GR1050-39 US or date of separation + 3 years.
Payroll Deferred Compensation	Deduction Authorizations	Documentation used to start, modify, or stop voluntary or required payroll deductions.	GR 1050-50 AC + 4 years
Payroll and Deferred Compensation	Payroll Records, Deduction Authorizations	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including orders of garnishment or other court-ordered attachments.	GR 1050-50 AC + 4 years
Payroll and Deferred Compensation	Direct Deposit Applications/Authorizations	Direct deposit applications/authorizations	GR 1050-51 US
Controller's Administration & Managers	Payroll Records – Individual Paycheck Info	Majority of records online A record containing the following payroll information on each employee: name, last known address and social security number; amount of wages paid to the employee for each payroll period, including all deductions, and date of payment. 1) Individual employee earnings card or record that shows earning & deductions for each pay period. 2) Master Payroll register which shows earnings and deductions for each pay period	GR 1050-52A FE + 4 years
Controller's Deferred Compensation & Payroll	Payroll Records – Pension & Deferred Compensation info	Mostly online A record containing the following minimum pension and deferred compensation information on each employee: name, date of birth, social security number, and amount of pension and deferred compensation deductions	GR 1050-52B 125 years

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11

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Controller's Deferred Compensation & Payroll	Payroll Records – Payroll Adjustments	Online Payroll adjustment records, including transaction registers, authorizations, and similar records authorizing and detailing adjustments to payroll resources because of overpayment, underpayment, etc	GR 1050-52F FE + 3 years aft form amended
Payroll Deferred Compensation	Earnings and Deduction Records	Data contained in the subsidiary payroll register.	GR 1050-52D1 FE + 3 years
Controller's Payroll	Payroll Records – Tax Forms	Online Federal and State Tax Forms and Reports Forms used to determine withholding from wages and salaries for payroll tax purposes	GR 1050-53A 4 years aft separation or aft form amended
Controller's Payroll	Payroll Records – Tax Unemployment	Online Federal and State Tax Forms and Reports Forms Forms and reports used to report the collection, distribution, deposit, and transmittal of payroll or unemployment taxes.	GR 1050-53B AC + 4 years
Controller's Payroll	Payroll Records – Leave Records	Online Leave Records A record containing a record of the unused accumulated sick leave of each employee if (1) all or a percentage of accumulated sick leave is used to calculate length of service and/or (2) accumulated sick leave is creditable to an employee of rehired.	GR 1050-54A 125 years
Controller's Administrations and Managers	Bid and Bid Documentation - Successful Bids	Works with Purchasing and various depts. like CIS for applicable documents, online and hard copies, 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)</i>	GR 1075-01A FE + 3 years
Controller's Administration	Purchase Order and Receipt Records – Departmental copies	Online in Accounting system, Purchase Orders, requisitions, and receiving reports. Purchasing log, register or similar record providing chronological record of purchase orders issued, orders received and similar data on procurement status	GR 1075-03A FE + 3 years

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Controller's Divisions	Lost and Stolen Property reports	Lost and Stolen Property reports	GR 1075-17 FE + 3 years
Cost Accounting	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>
Controller's Divisions	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. Copy Machine # of copies (kept online by Xerox) Conf Rm Mtgs – kept on Outlook	GR 1075-20A FE + 3 years
Cost Accounting, Administration conference Room reservation	Usage Reports - Reservation logs, Vehicle Assignment Records	Some online, 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 by employees.	GR 1075-20B 2 years

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 Edward Scott, CPA Date
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Revisions 6/29/11 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series.
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