

Development Services Department Retention Schedule

Responsible Division	Record Series Title	Record Description	TX State Retention Number Legal Requirements
BIA, BOA, CPC, LMC	Audio Tapes - Closed Meeting	Audiovisual recordings of closed meetings	<i>Send to City Secretary's Office Immediately (2 year retention)</i>
Real Estate Engineering Building Inspection	Deeds and Easements	Title opinions, abstracts and certificate of title, title insurance documentation concerning alteration or transfer of title, and similar records evidencing public ownership of real property. Documentation relating to easements and right of way for local government purposes. Note: Official Record Copy filed in City Secretary's Office (permanent retention)	Verify City Secretary's Office has original Department Copy 1 year Exempt
All Divisions	Employment applications	Employment Applications, transcripts, and letter of reference and similar documents whose submission by candidates for vacant positions or for promotion, transfer, or training opportunity (both hires and not hired submitted.)	Return to Civil Service
All Divisions	Ordinances, Orders, Resolutions – Departmental copies	Ordinances, Orders, Resolutions approved by City Council Note: Official record copy filed in City Secretary's Office (permanent retention)	<i>File with and follow retention for appropriate case or project</i>
All Divisions	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>
All Divisions	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>

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All Divisions	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>
Building Inspection	Reports to Regulatory Authorities	(TNRCC) Customer Service Inspection CSI and backflow prevention. Enter information into computer for electronic report. Note: Dallas Water Utilities maintains TNRCC records	Forward to Dallas Water Utilities for retention
BIA, BOA, CPC, LMC, Roundtable	Minutes - Notes	Notes or audiovisual records taken during meeting from which written minutes are prepared. Minutes are filed with the City Secretary's Office after approval (permanent retention). Minutes should describe each matter considered by the governing body.	GR 1000-03B 90 days after approval of minutes <i>Exempt</i>
BIA, BOA, CPC, LMC, Roundtable	Minutes - Workshop Audio tapes	Audiovisual recordings of workshop session of governing bodies in which written minutes are not required and no vote was taken.	GR1000-03D 2 years
BIA, BOA, CPC, LMC, Roundtable	Minutes - Open Meeting Audio tapes	Audiotapes of open meeting in which written minutes are prepared.	GR1000-03E 90 days after minutes approved <i>Exempt</i>

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Historic Preservation, Sub Division Zoning	Annexation, Disannexation, Abolition, and Other Jurisdictional	Reports, correspondence, records of public hearings, agreements and similar records relating to Annexation or Disannexation of territory to or from a local government, to its abolition, or to other actions which effects its territorial jurisdiction or service area. Note: Review before disposal, Records may merit permanent retention for historical reasons	GR 1000-22 Permanent
All Divisions	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. Includes complaints received via e-mail Note: For open record requests, use GR 1000-34A or B	GR 1000-24 Resolution or dismissal of complaint + 2 years
All Divisions	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. Except construction contracts, use GR 1075-16A or B	GR 1000-25 AC + 4 years Note: Send an official record copy of the contract to the City Secretary's Office
All Divisions	Board/Commission Meeting Agenda and Minutes – Board Coordinator Copy	Open meeting agendas, closed sessions meeting agendas, written minutes, open meeting notices, audio recordings of open meetings. Note: Official record copy filed in City Secretary's Office (permanent retention)	GR 1000-26A 4 years

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All Divisions	Correspondence and Internal Memoranda and Subject Files - Policy and Program Development	<p>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.</p> <p>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</p>	GR 1000-26A 4 years
All Divisions	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

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All 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 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>
Building Inspection Real Estate	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	<p>GR 1000-29 4 years after expiration or termination of the policy according to its terms</p>

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Responsible Division	Record Series Title	Record Description	TX State Retention Number Legal Requirements
All Divisions	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. <i>For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26A. Note: For retention of opinions rendered for a Public Information Act Request use GR1000-34A or B.</i>	GR 1000-30 Permanent
All Divisions	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 the schedules.	GR 1000-31 1 year after final disposition of case <i>Exempt</i>
All Divisions	Minutes (Staff)	Minutes and agendas of internal staff meetings.	GR 1000-32 1 year <i>Exempt</i>
All Divisions	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>
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 years after notification that records are exempt from disclosure
All Divisions	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>

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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. 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.
All Divisions	Reports and Studies (Non-Fiscal)	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. Note: For reports ordered by City Manager, use 1000-26A (5 years). Note: If report is submitted to or considered by Council, as reflected in the minutes, the official records copy is in the City Secretary's Office.	GR 1000-41A1 Permanent
All Divisions	Planning Studies and Reports All other planning reports or studies	All other planning reports or studies. Review before disposal; some studies or reports of this type may merit permanent or long term retention for administrative or historical reason.	GR 1000-41A3 5 years
All 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

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All Divisions	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
All Divisions	Work papers used to create Reports and Studies (non-fiscal) – compiled on less than annual basis	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
All 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>
All Divisions	Customer Service Survey	Customer Service Survey Cards	GR 1000-47 3 years
All Divisions	Audit Records Annual or biennial cumulative audits – Departmental Copies	Audit records (both internal and external audits, annual or biennial cumulative audits. Includes: Internal Control reports Note: Official Record Copy filed in City Secretary's Office (permanent retention)	GR 1025-01E 3 years after all questions have been resolved

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All Divisions	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. Note: Official record copy of Annual Budget filed in City Secretary's Office (permanent retention)	GR 1025-04F 3 years
Admin Real Estate	Capital Asset Records - Property sale or auction	Property sale, auction, or disposal records of government owned equipment or property.	GR 1025-05D 1 year <i>Exempt</i>
All Divisions	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
All Divisions	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

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All Divisions	Accounts Receivable Records	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, receipt book, cash transfers, daily cash reports, cash drawer reconciliations, transaction summary, and similar records that serve as document money owed to or received by a local government and its collection receipt.	GR 1025-27A FE + 3 years
Building Inspection	Accounts Receivable Records - Accounts deemed un-collectable	Records of accounts deemed un-collectable, including write-off authorizations	GR 1025-27D FE + 3 years
All Divisions	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
All Divisions	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 years
All Divisions	Ledgers, Journals, and Entry Documentation – Departmental Copies	Subsidiary ledgers	GR1025-30B FE + 5 years
All Divisions	Ledgers, Journals, and Entry Documentation – Departmental Copies	Receipts, disbursements, general or subsidiary journals	GR1025-30C FE + 5 years

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All Divisions	Ledgers, Journals, and Entry Documentation – Departmental Copies	Journal vouchers and entries or similar posting control forms including supporting documents such as correspondence and auditor adjustments that evidence journal entries and amendments.)	GR1025-30D FE + 5 years
Building Inspection Real Estate	Unclaimed Property Documentation	Any form of record sufficient to verify information on unclaimed property reported to the State Treasurer showing name and last known address of the apparent owner or reportable unclaimed property, brief description of property and the balance of each unclaimed property account.	GR 1025-32 Date reported + 10 years
All Divisions	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 hired and not hired).	GR 1050-11C 2 years
All Divisions	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. Note: If employee transfers to another city department send file to the new department.	GR 1050-12D Date of separation from the City + 5 years
All Divisions	Work Schedules	Work, duty, shift, crew, or case schedule, rosters, or assignments.	GR 1050-31 1 year <i>Exempt</i>

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All Divisions	Workers Compensation Claim Files – Department Copy	RM1A claims, TWCC reports, salary continuation, doctor's reports, Order for Medical Treatment (OMTs), all notes from meeting 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
All Divisions	Criminal History Checks	Used for condition of or in conjunction with employment application.	GR 1050-36 End of employee's probationary period or after immediate purpose has been fulfilled, as applicable
All Divisions	Employee Acknowledgement Forms	Employee acknowledgement forms or other documentation that show proof of receipt and awareness of local government policies and procedures.	GR 1050-37 US or date of separation + 2 years, as applicable
All Divisions	Unsolicited Resumes	Unsolicited résumés received by local governments not used in the employment selection process.	GR 1050-38 AV
All Divisions	Volunteer Service Files	Information about individual volunteers and duties they perform.	GR 1050-39 US or date of separation + 3 years
Admin Budget	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
All Divisions	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

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All Divisions	Bid and Bid Documentation - Unsuccessful Bids	Unsuccessful Bids	GR 1075-01B 2 years
All Divisions	Bid and Bid Documentation - Unsuccessful Bids	Requests for informal bid estimates, quotes, or responses from providers for the procurement of goods or services for which state law or local policy does not require the formal letting of bids.	GR 1075-01c 1 year
All Divisions	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
All Divisions	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
All Divisions	Lost and Stolen Property reports	Lost and Stolen Property reports	GR 1075-17 FE + 3 years
All Divisions	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>
All Divisions	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. Retention Note: If a vehicle is junked as the result of an accident, retained maintenance & repair records for LA + 1 year. For marked vehicles use PS 4050-04A1	GR 1075-18A2 LA

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All Divisions	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. 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	GR 1075-18B2 3 years
All 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	GR 1075-20A FE + 3 years
All Divisions	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
All Divisions	Vehicle Assignment Records	Assignment logs, authorizations, and similar records relating to assignment and use of government vehicles.	GR 1075-21 After return or reassignment + 2 years
Central Files	Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas.	GR 1075-22 3 years
All Divisions	Warranties	Warranty for vehicles and equipment.	GR 1075-23 Expiration of warranty + 1 year

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All Divisions	Telephone Logs or Activity Reports	If the log, report, or similar record is used for cost allocation purposes.	GR 1075-41a FE + 3 years
All Divisions	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
All Divisions	Telephone Logs or Activity Reports	Internal telephone directory of local government employees. Directory may include personal contact information (e.g. personal telephone number, home address, etc.)	GR 1075-41c US, expired, or discontinued
All Divisions	Records of Automated Applications, Finding Aids, Indexes, and Tracking System	Automated indexes, lists, registers, and other finding aids used to provide access to the hard copy and electronic records. Hard copy for electronic documents in AIM not POSSE.	GR 5800-02 Until the related hard copy or electronic records have been destroyed
Building Inspection Permit	Alarm Permits, Automatic Sprinkler System Permits, and Associated Documentation	Installation and test certificates for fire detection, fire alarm devices or systems, or automatic sprinkler systems filed with fire agencies. Note: Building Inspection maintains documents	PS 4475-01a Life of device or system.
Building Inspection Permit	Alarm Permits, Automatic Sprinkler System Permits, and Associated Documentation	Applications for fire detection, fire alarm, and automatic sprinkler system permits and copies of permits or other documents evidencing issuance. Note: Building Inspection maintains documents	PS 4475-01b Expiration, cancellation, denial + 2 years

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Development Services Department Retention Schedule

Responsible Division	Record Series Title	Record Description	TX State Retention Number Legal Requirements
Building Inspection Permit	Alarm Permits, Automatic Sprinkler System Permits, and Associated Documentation	Inspection or evaluation reports prepared during a permit denial period, if permits are required by local policy. Note: Building Inspection maintains documents	PS 4475-01c 3 years
BIA, BOA, CPC, LMC	Zoning/Planning Board Case Files	Staff report, determinations and evaluations (Historic Preservation, Board of Adjustments, Zoning Case Files, Sign Control Board of Adjustment Case Files, City Plan Commission.) Sub-Division Note: Review before disposal; some case files may merit permanent retention for historical reasons Council case reports permanent in City Secretary's Office	PW 5225-01B 10 years (Case files not archived until 5 years old)
All Divisions	Zoning Permit Records	Applications for Zoning permits or variances.	PW 5225-03A 5 years
All Divisions	Zoning Permit Records including Zoning Maps	Copies of zoning permits or variances or a log or other form of record evidencing their issuance, showing to whom the permit or variance was issued, the property to which it applies, and the zoning classification and Subdivision Files and Subdivision review files.	PW 5225-03B Permanent
Building Inspection Zoning	Zoning Violations Records	Records related to violations of local zoning ordinances, including documents verifying that the violation has ceased or been corrected. Alleged, but unfounded	PW 5225-04A 1 year <i>Exempt</i>
Building Inspection Zoning	Zoning and Building Code Violations Records	Records related to violations of local zoning ordinances or local building codes or ordinances, including documents verifying that the violation has ceased or been corrected. Violations	PW 5225-04B Verification of correction of violation + 3 years

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Responsible Division	Record Series Title	Record Description	TX State Retention Number Legal Requirements
Building Inspection	Blueprints and Specifications - Commercial	Blueprints and specifications submitted by building contractors or property owners when applying for building permits and as-built submitted for issuance of certificate of occupancy (C.O.). For Commercial and non-residential building permits or certificates of occupancy. <i>Retention notes (a) If submission of as-built is required before the issuance of a (C.O.), the retention period applies to the as-built, and previously submitted blueprints and specifications need to be retained only as long as administratively valuable. Exempt</i>	PW 5250-01A Life of structure + 3 years
Building Inspection	Blueprints and Specifications - Commercial	For residential building permits or certificates of occupancy	PW 5250-01B AV <i>Note: Review before disposal; blueprints and specifications of some structures may merit Permanent retention for historical reasons</i>
Building Inspection	Blueprints and Specifications - Commercial	For commercial residential, and miscellaneous permits or certificates of occupancy on structures that have received local, state, or national historical property designation.	PW 5250-01D Permanent
Building Inspection	Building Master Records	Master record of each commercial, non-residential and residential structure detailing a history of permits issued for construction or alteration, certificates of occupancy issued, inspections carried out code violations found, and similar information. Including applications and Certificates of Occupancy.	PW 5250-03 Permanent

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Development Services Department Retention Schedule

Responsible Division	Record Series Title	Record Description	TX State Retention Number Legal Requirements
Building Inspection	Building Permit Applications - Permit Denied	Applications from property owner or contractor to erect new structure or to make alterations to existing structures. Application for which permit granted	PW 5250-04BA 5 years; or, if property subject to issuance of Certificate of Occupancy, date of issuance of the certificate + 5 years
Building Inspection	Building Permit Applications - Permit Denied	Applications for which permit <i>not</i> granted. Denied	PW 5250-04B 1 year <i>Exempt</i>
Building Inspection	Building Trades Occupational Licensing Records	Applications, examinations, references, performance bonds, copies of licenses or permits or record of their issuance, and similar records and similar records relating to the issuance of occupational licenses to construction contractors and other members of building trades, electricians, plumbers, etc. Scores, individual licensing forms and annual permits.	PW 5250-07 Expiration, cancellation, revocation, or denial of the license + 3 years
Arborist, BI Engineering	Inspection Reports	Reports of inspections carried out with reference to new construction; alterations to existing structures; code violations; and other projects, activities; or other situations requiring inspection by local ordinance, excluding those reports that are made part of any other record group noted elsewhere in this part. Landscape Inspection & Tree Survey, Survey & inspection.	PW 5250-08 3 years
Building Inspection	Demolition Records	Records relating to the demolition and clearance of buildings deemed unfit for occupancy and condemned, demolition orders, inspection reports, and notices to property owners.	PW 5250-09 Date of demolition + 3 years

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Development Services Department Retention Schedule

Responsible Division	Record Series Title	Record Description	TX State Retention Number Legal Requirements
Building Inspection	Miscellaneous Applications and Permits - Granted	Applications for and copies of permit involving sign installation, fencing, swimming pool construction, driveway construction and similar activities required by local ordinance. Not those listed under 5250-04 or 5250-06. Reforestation Chapter 51A Article 10	PW 5250-10A 5 years
Building Inspection Arborist	Miscellaneous Applications and Permits - Denied	Applications for and copies of permit involving sign installation, fencing, swimming pool construction, driveway construction and similar activities required by local ordinance. Not those listed under 5250-04 or 5250-06.	PW 5250-10B 1 year
Building Inspection	Reports of Building Permits Issued	Annual	PW 5250-11A Permanent
Building Inspection	Reports of Building Permits Issued	Monthly	PW 5250-11B 3 years
Engineering GIS Sub-Division	Maps and Plats	Maps, plats, engineering and field notes, and profiles and cross sections of road, street, right of ways, bridges, etc.	PW 5275-02 Permanent
Arborist	Tree and Plant files	Records relating to the planting, trimming, inspection, and removal of trees and shrubs along public street, roads and sidewalks.	PW 5275-10 3 years
Engineering	Environmental Protection and Natural Resources Management Plans	Planning reports, background materials, and supporting documentation used to provide for the protection of the environment. (TCEQ Laws) Storm Water Pollution Prevention Plan	PW 5450-02 Permanent
	Exemption and Special Appraisal Records	Approved applications for exemption or special appraisal, including all supporting documentation required by the terms of the application. One-time exemption (including written notification from taxpayer that entitlement has ended).	TX 2975-07A1 US or until entitlement ends + 5 years

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Responsible Division	Record Series Title	Record Description	TX State Retention Number Legal Requirements
Engineering	Customer Usage Reports and Plans - Water Engineering Plans	Reports, plans, or similar records that by law or regulation must be submitted to the utility from customer concerning intended or actual use of the utility system. (by regulation 40-CFR 403.12(o)(3) Also TCEQ rules)	UT 5000-06 3 years
Engineering	Maps & Plats - Private Utility Plans and Maps	Maps and plats of local government owned utility systems showing service area, facilities and infrastructure. Excavation and construction plans, maps and diagrams, and similar records concerning the transmission and distribution systems of privately owned electric, gas, water, telephone, telegraph, cable television companies maintained by local government. See 5000-14 Review before disposal. Some maps may merit permanent retention for historic reasons.	UT 5000-10B US <i>Exempt</i>
Engineering	Private Utility Plans and Maps - Excavation and Construction Plans	Excavation and construction plans, maps and diagrams, and similar records concerning the transmission and distribution systems of privately owned electric, gas, water, telephone, telegraph, cable television companies maintained by local government.	UT 5000-14A Completion of work + 3 years

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 Director
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