

## Human Resources Department Records Retention Schedules

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
All HR 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>	<i>File with and follow retention for appropriate case or project</i>
All HR 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 HR 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. <b>Any publication which receives a PIO number.</b>	<i>Transfer 3 copies to the Archives Collection in the City Secretary's Office as soon as published (permanent retention)</i>
All HR 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>
Employee Information Services	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. <b>Includes complaints received via e-mail.</b> <i>Note: For open record requests, use GR 1000-34A or B</i>	GR 1000-24 Resolution or Dismissal of complaint + 2 years

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All HR Divisions	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. 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 (permanent)</i>	GR 1000-25 AC + 4 years  <i>Note: Send an official record copy of the contract to the City Secretary's Office</i>
All HR Divisions	Correspondence and Internal Memoranda; 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. <i>May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities and topics.</i> <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 3 years
All HR 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 1 years

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All HR 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>
Benefits	Insurance Policies	<p>Health and life insurance and other policies for local government personnel, including supporting documentation relevant to the implementation, modification, renewal, or replacement of the policies.</p>	<p><i>File with and follow retention for appropriate case or project</i></p>
All HR 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><i>For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26A.</i></p> <p><i>Note: For retention of opinions rendered for a Public Information Act Request use GR1000-34A or B.</i></p>	<p>GR 1000-30 Permanent</p>

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All HR 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 HR Divisions	Minutes (Staff)	Minutes and agendas of internal staff meetings.	GR 1000-32 1 year <i>Exempt</i>
Employee Information Services	Open Record Requests	Non-exempted records including 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>
Employee Information Services	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
All HR Divisions	Organizational Charts	All organizational charts, lists of employees, contact or call lists, rosters, etc.	GR 1000-35 US expired, or discontinued. <i>Exempt</i>
All HR 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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All HR Divisions	Reports and Planning Studies – if requested by City Council or submitted to state agency	<p>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.</p> <p><i>Note: For reports ordered by City Manager, use 1000-26A (5 years)</i></p> <p><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></p>	GR 1000-41A1 Permanent
All HR 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 Planning Studies – if requested by City Council or submitted to state agency	Working papers 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 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

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All HR 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 HR Divisions	Waivers of Liability	Includes statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies, etc.) <b>Note: If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports. Use retention number GR 1000-20A or B</b>	GR 1000-42 3 years from date of cessation of activity for which the waiver was signed.
All HR Divisions	Calendars	Calendars used to document appointments or activities of government officials and employees.	GR 1000-45 CE + 1 year
All HR Divisions	Customer Service Survey	Customer Service Survey Cards Includes (electronic) surveys of City employees	GR 1000-47 3 years
All HR Divisions	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>Includes Internal Control Reports.</b> <b>Note: Official record copy of Audit Reports filed in City Secretary's Office (permanent retention)</b>	GR 1025-01E 3 years after all questions have been resolved
All HR 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. <b>Note: Official record copy of Annual Budget filed in City Secretary's Office (permanent retention)</b>	GR 1025-04F 2 years

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All HR Divisions	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
All HR 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 HR Divisions	Charge Schedules/ Price Lists	Schedules of prices charged by a local government for services to the public or other governments, including any documentation used to determine the charges.	GR1025-10 US + 3 years.
All HR 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. <b>Includes liability claims and subrogation files.</b>	GR 1025-26 FE + 3 years
All HR Divisions	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

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All HR 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. <b>Includes Employee Morale Fund expenditures</b>	GR 1025-30 FE + 5 yrs
Client Services	Disciplinary and Adverse Action Records	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 2 years after case closed or action taken
Health Benefits Compensation	Employee Pension and Benefits Records - Plans	Employee benefit plans such as pension, life health, and disability insurance; seniority or merit systems; and deferred compensation plans.	GR 1050-08A Termination of Plan +1 year
Health Benefits Compensation	Employee Pension and Benefits Records – Enrollment Forms	Enrollment forms providing personal identifying data, beneficiary information, option selection, and similar information	GR 1050-08B2B Termination of coverage + 4 years
All HR Divisions	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
All HR 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 hires and not hired).	GR 1050-11C 2 years

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Employee Information Services	Personnel Files (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. <i>Note: If employee transfers to another city department send file to the new department.</i>	GR 1050-12D Date of Separation from the city + 5 years
Employee Information Services	Personnel Files –Personnel Service Records	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 1050-12F Date of Separation + 10 years
Employee Information Services Executive Recruiting	Employment Applications	Applications, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions (both hired and not hired) or for promotion, transfer, or training opportunity (both selected and not selected) is required on the application form, by application procedures, or in the employment advertisement.	GR 1050-14 2 years from the creation (or receipt) of the record or the personnel action involved, whichever later
Employee Information Services	Equal Employment Opportunity Records and Reports – Reports	Reports, analyses, or statistical data compiled from source documentation used to complete EEO reports. EE0-1, EEO-4, EE0-5, and EE0-6 reports.	GR 1050-16A 3 years
Employee Information Services	Equal Employment Opportunity Records and Reports – Case Files	Case files relating to discrimination complaints, including complaints, legal and investigative documents, exhibits, related correspondence, withdrawal notices, and decisions or judgments.	GR 1050-16C Resolution of case + 3 years
Client Services	Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	GR 1050-20 2 years
Employee Information Services Client Services	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

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HRIS Payroll	Personnel Action or Information Notices	Documents used by personnel officers to create or change information in the personnel records of individual employees concerning hiring, termination, transfer, pay grade, position or job title, leave of absence, name changes, and similar personnel actions <b>except</b> those noted elsewhere in this part.	GR 1050-24 2 years
Compensation and Classification	Classification Development Records Position Descriptions	Documentation concerning the development and analysis of job descriptions and classification systems, including survey, review and audit reports; classification standards and guidelines; selection criteria, determination of classification appeals, etc. Job descriptions, including any associated task or skill statements.	GR 1050-26A US + 4 years
Compensation and Classification	Staffing and Vacancy Reports	Position staffing and vacancy reports.	GR 1050-26B US
City University	Training and Educational Achievement Records	Records documenting the planning, development, implementation, administration and evaluation of in-house training programs. Employee Training sign-in rolls	GR 1050-28B 2 years.
Client Services	Unemployment Compensation Claims Files	Unemployment claims, pertinent correspondence, and similar records documenting unemployment compensation cases.	GR 1050-29 5 years
All HR Divisions	Work Schedules	Work, duty, shift, crew, or case schedule, rosters, or assignments.	GR 1050-31 1 year <i>Exempt</i>
All HR Divisions	Workers Compensation Claim Files – Department Copy	RMIA claims, TWCC reports, salary continuation, doctors reports, Order for Medical Treatment (OMTs), all notes from meetings or phone conversations. <b>Note: Risk Management copy retained 50 years.</b>	GR 1050-32 CE of closure of claim + 5 years
Labor Hiring	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.

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All Divisions	Volunteer Service Files	Information about individual volunteers and duties they perform.	GR1050-39 US or date of separation + 3 years.
HRIS Payroll	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
HRIS- Payroll/Client Services	Leave Records	Requests and authorizations for vacation, compensatory, sick, Family Medical Leave Act (FMLA), and other types of authorized leave, and supporting documentation,	GR 1050-54B FE + 3 years
HRIS - Payroll	Payroll Action or Information Notices	Documents used by payroll officers to create or change information in the payroll records of individual employees <b>except</b> deduction authorizations (see item number FR1050-50) and federal tax forms [see item number GR1050-53(a)].	GR1055-55A 2 years
HRIS - Payroll	Payroll Action or Information Notices	Documents concerning adjustments to payroll and leave status.	GR1055-55B FE + 3 years
All HR 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 (AC + 4 years)</i>	GR 1075-01A FE + 3 years
All HR Divisions	Bid and Bid Documentation - Unsuccessful Bids	Unsuccessful Bids	GR 1075-01B 2 years
All HR 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

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All HR 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.
Employee Information Services HRIS	Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas.	GR 1075-22 3 years

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Lois A. Dillard, CRM      Date      Molly McCall Carroll      Date  
City Secretary's Office      Human Resources Department

Revisions 6/9/11 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series.

Revisions 1/18/12 to remove records of Risk Management which is now separate department.

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