

## Dallas Public Library Records Retention Schedules

Records Series Title	Records & Comments	State Retention Number Legal Retention
Ordinances, Orders, Resolutions – Departmental copies	Ordinances, Orders, Resolutions approved by City Council <b>Note: Official record copy filed in City Secretary's Office (permanent retention)</b>	File with and follow retention for appropriate case or project
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.	Transfer to the Archives Collection in the City Secretary's Office when no longer needed in department (permanent retention)
Publications	Pamphlets, reports, studies, proposals, and similar material printed by or for the City or any of its departments, subdivisions, or programs and distributed to or intended for distribution to the public on request and departmental or program newsletters designed for internal distribution. <b>Any publication which receives a Library Publication number.</b>	Transfer 5 copies to the Support Services as soon as published (permanent retention)
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. <b>Required Certificate of Insurance for meeting room use.</b>	File with and follow retention for appropriate case or project
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
Facility Blue Prints	Facility maps, blue prints <b>Note: Official record copy filed in Public Works</b> <b>Note: For construction project files use GR 1000-26A (5 years)</b>	Working Copy AV
Minutes – Notes Municipal Library Board	Notes or audio tape taken during meeting from which written minutes are approved.	GR 1000-03B 90 days after approval of minutes Exempt
Audio Tapes - Closed Meetings Municipal Library Board	Audiovisual recordings of closed meetings	Send to City Secretary's Office immediately (2 year retention)
Minutes - Workshop Audio tapes Municipal Library Board	Audiovisual recordings of workshop session of governing bodies in which written minutes are not required and no vote was taken.	GR 1000-03D 2 years

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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 <b>Note: Official record copy filed in City Secretary's Office (permanent retention)</b>	GR 1000-26A 4years
Petitions	Petitions from the public to the governing body or subsidiary boards or commissions of a local government.	GR 1000-06 “Final action” includes a decision to take no further action on a petition.
Accident Reports – Injury to Adult	Reports of accidents to adult persons on local government property or in any other situation in which a local government could be party to a law suit.	GR 1000-20A 3 years from date of report if no claim is filed; 3 years after settlement or denial of the claim if a claim is filed, whichever applicable.
Accident Reports – Injury to Minor	Reports of accidents to minor persons on local government property or in any other situation in which a local government could be party to a law suit.	GR 1000-20B Date minor reaches majority age + 3 years, if no claim filed; 3 years after settlement or denial of claim if a claim is filed, whichever applicable.
Complaints (Service Requests)	Complaints received from the public by a governing body or any officer or employee of a local government relating to government policy. This includes City of Dallas Service Requests. <i>Includes complaints received via e-mail.</i> <b>Note: For open record requests, use GR 1000-34</b>	GR 1000-24 Resolution or Dismissal of complaint + 2 years
Contracts, Leases, and Agreements – Contract Administration	Contracts, leases, and agreements, including reports, correspondence, performance bonds, certificates of liability, and similar records related to their negotiation, administration, renewal, or termination. Includes Interlocal Agreements with other government agencies. Include bid specifications and proposal received from winning vendor. <b>Except construction contracts, use GR 1075-16A or B</b>	GR 1000-25 AC + 4 years  <b>Note: Send an official record copy of the contract to the City Secretary's Office</b>

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Board/Commission Meeting Agenda and Minutes – Board Coordinator Copy Municipal Library Board	Open meeting agendas, closed sessions meeting agendas, written minutes, open meeting notices, audio recordings of open meetings <i>Note: Official record copy filed in City Secretary's Office (permanent retention)</i>	GR 1000-26A 4 years
Correspondence and Internal Memoranda and Subject Files - Policy and Program Development	Administrative-Correspondence and internal memoranda pertaining to the formulation, planning, implementation, modification, or redefinition of the policies, programs, services, or projects of a local government including Council Resolutions and Internal Controls. Includes incoming and copies of outgoing correspondence and internal correspondence and memoranda. <i>For the actual Policy or Procedure; use GR 1000-38</i> <i>Note: Includes general subject files not covered under another retention and departmental copies of records for which the official record copy is in the City Secretary's Office</i>	GR 1000-26A 4 years
Correspondence and Internal Memoranda - Administrative	General-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 year
Correspondence and Internal Memoranda - Transitory Information	Records of temporary usefulness that are not an integral part of a records series of the office, that are not regularly filed within a recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the City. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of City functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific City transactions. <i>Includes unsolicited messages about issues related to City business which are not covered by another record series.</i>	GR 1000-26C Until the purpose of record has been fulfilled Exempt

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Legal Opinions	Formal Legal opinions rendered by the City Attorney's Office or the Attorney General, including any written requests for opinions, concerning the governance and administration of a local government.	GR 1000-30 Permanent
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>
Minutes (Staff)	Minutes and agendas of internal staff meetings.	GR 1000-32 1 year <i>Exempt</i>
Open Record Requests	Non-exempted records and withdrawn requests. Includes correspondence and other documentation related to the request. Including requests received via e-mail	GR 1000-34A 1 year after final decision on request <i>Exempt</i>
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
Organizational Charts	All organizational charts, lists of employees, contact or call lists, rosters, etc.	GR 1000-35 US <i>Exempt</i>
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
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

AC = After Closed, terminated, completed, expired, settled AV = Administratively Valuable CE = Calendar-year End FE = Fiscal-year End LA = Life of Asset  
 US = Until Superseded Exempt = Exempt from Destruction Request Requirement GR = General Records Schedule PW = Public Works Records Schedule  
 Date: December 1, 2015

## Dallas Public Library Records Retention Schedules

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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
Reports and Studies (non-Fiscal) – compiled on less than annual bases	Reports and studies (non-fiscal), monthly, bi-monthly, quarterly, or semi-annual, sub-annual, or irregularly prepared reports, performance audits, or planning studies submitted to the government body required by law or regulation, on the non-fiscal performance of a department.	GR 1000-41A4 3 years
Work papers used to create Reports and Planning Studies – if requested by City Council or submitted to state agency	Working papers and raw data used to create any report for reports and studies (non-fiscal), monthly, bi-monthly, quarterly, or semi-annual, sub-annual, or irregularly prepared reports, performance audits, or planning studies submitted to the government body required by law or regulation, on the non-fiscal performance of a department.	GR 1000-41A5 3 years
Work papers used to create Reports and Studies (non-Fiscal) – compiled on less than annual bases	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
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 Exempt
Calendars <b>CALENDARS, APPOINTMENT AND ITINERARY RECORDS</b>	<p>Calendars used to document appointments or activities of government officials and employees.</p> <p>Calendars, appointment books or programs, and scheduling or itinerary records, purchased with local government funds or maintained by staff during business hours that document appointments, itineraries and other activities of agency officials or employees.</p>	GR 1000-45 CE + 1 year

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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 1025-04F 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
Capital Asset Records – Rare Books, Artifacts	Documentation relating to the capital and fixed assets of a local government. Equipment or property history cards or similar records containing data on initial cost, including disposal authorizations when disposed of. Includes artist, project files, and maintenance information. <b><i>Review before disposal; some documentation of this type may merit permanent or long-term retention for historical reasons.</i></b>	GR 1025-05A FE of date of disposal + 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 subgrantor agencies, or documentation supporting these reports.	GR 1025-08 FE + 5 years

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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
Accounts Payable and Disbursement Records – Departmental copies	Claims, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursements to employees for travel or other employment- related expenses. Includes employee expense reports, P-Card documentation, and petty cash records. Requests and authorizations for travel; participation in educational programs, workshops or college classes	GR 1025-26 FE + 3 years
Accounts Receivable Records – Departmental copies	Records documenting the receipt of any monies by a local government that are remittable to the State Comptroller of Public Accounts. Including cash receipts, cash reports, and deposits.	GR 1025-27A FE + 5 years
Accounts Receivable Records - Accounts deemed un-collectable – Departmental copies	Records of accounts deemed un-collectable, including write-off authorizations.	GR 1025-27D FE of write off + 3 years
Banking Records – Departmental copies	Bank statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliation, notices of interest earned, monetary transport records (including armored car pickup logs) etc.	GR 1025-28 FE + 5 years
Ledgers, Journals, and Entry Documentation – Departmental copies	General ledger showing receipts and expenditures from all accounts and funds of a local government, subsidiary ledgers, receipts, disbursements, general, or subsidiary journals, journal vouchers and entries or similar posting control forms including supporting documents, amendments correspondence, journal entries, and auditor adjustments.	GR 1025-30 FE + 5 yrs
Disciplinary and Adverse Action Records – Civilian Employees	Records created by personnel or supervisory officers in considering or reconsidering on appeal, an adverse action (e.g., demotion, probation, termination, suspension, leave without pay against an employee, including, as applicable, witness and employee statements, interview reports, exhibits, reports of findings and decisions and judgments.	GR 1050-07C 2 years after case closed or action taken.

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Employee Recognition Records	Award committee reports, selection criteria, nominations, and similar administrative records of employee award or incentive programs. <i>For records of awards/commendations given to an employee use GR 1050-12D, 1050-12E or 1050-12F.</i>	GR 1050-09 2 years
Employee Security Records	Records created to control and monitor the issuance of keys, identification cards, passes or similar instruments of identification and access.	GR 1050-10 US + 2 years
Employee Selection Records	Interviews, interview questions, upgrades, description, job advertisements, written score, employment applications, transcripts, and letters of reference and similar documents whose submission by candidates for vacant positions or for promotion, transfer, or training opportunity (both hires and not hired).	GR 1050-11 2 years
Personnel Files – Employee Service Records (Department Personnel File)	Records about an employee. Applications, resume, awards, commendations, certifications, licenses, conflict of interest forms, P-2 forms, training records including training on hazardous materials, etc.	GR 1050-12D Date of Separation + 5 years
Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	GR 1050-20 Final decision + 2 years
Job Evaluations	Job evaluations of employees. <i>Note: File by date of+ review, not in individual employee files.</i>	GR 1050-21B US + 2 years; or date of separation + 2 years, whichever is applicable.
Medical and Exposure Reports	Records of controlled substances and alcohol use and testing. (1) Records of driver alcohol test results indicating an alcohol concentration of 0.02 or greater; records of driver verified positive controlled substances test results; documentation of refusals to take required alcohol and/or controlled substances tests; driver evaluation and referrals; calibration documentation; records related to the administration of the alcohol and controlled substances testing programs; copy of each annual calendar year summary required by 49 CFR 382.401.	GR1050-22D1 5 years
Medical and Exposure Reports	Records of controlled substances and alcohol use and testing. (2) Records related to the alcohol and controlled substances collection process.	GR1050-22D2 2 years



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Medical and Exposure Reports	Records of controlled substances and alcohol use and testing. (3) Records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02.	GR1050-22D3 Exempt
Training and Educational Achievement Records	Training Records Documenting the Planning, Implementation and Evaluation of In-House Training Programs and not-City-of-Dallas Basic Recruit and Basic HazMat Training. <i>Note: Records about individual attendance should be filed in employee's the Personnel File.</i>	GR 1050-28B 2 years
Work Schedules	Work, duty, shift, crew, or case schedule, rosters, or assignments.	GR 1050-31 1 year <i>Exempt</i>
Workers Compensation Claim Files – Department Copy	RM1A claims, TWCC reports, salary continuation, doctors reports, Order for Medical Treatment (OMTs), all notes from meetings or phone conversations. <i>Note: Human Resource copy retained 50 years.</i>	GR 1050-32A CE of closure of claim + 5 years
Access Option Forms	Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.04.	GR1050-34 US
Employee Exit Interviews	Records of interviews and other supporting documentation conducted at time of employee termination.	GR1050-35 Date of separation + 2 years.
Criminal History Checks	Used for condition of or in conjunction with employment application.	GR1050-36 End of employee's probationary period or after immediate purpose has been fulfilled, as applicable.
Volunteer Services Files	Information about individual volunteers and duties they perform.	GR1050-39 US or date of separation + 3 years.
Payroll Records – Departmental copies	Payroll register, payroll adjustment records, leave records including requests and authorization to use leave. Timesheets.	GR 1050-52 FE + 3 years

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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
Bid and Bid Documentation - Unsuccessful Bids	Unsuccessful Bids	GR 1075-01B 2 years
Inventory Records	Inventory parts records for parts and supplies	GR 1075-02 1 year Exempt
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
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 ( 5 or 20 years)</i>	GR 1075-15 3 years
Lost and Stolen Property reports	Lost and Stolen Property reports	GR 1075-17 FE + 3 years
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 Exempt
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. <i>Retention Note: If a vehicle is junked as the result of an accident, retained maintenance &amp; repair records for LA + 3 years</i>	GR 1075-18A2 LA
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. <i>Includes service to elevators.</i>	GR 1075-18B2 3 years
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.	GR 1075-20B 2 years

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Warranties	Warranty for vehicles and equipment.	GR 1075-23 Expiration of warranty + 1 year
Telephone Logs or Activity Reports - If used for internal control purposes	Registers or logs of telephone calls made and similar telephone activity reports if the log, report, or similar record is used for internal control purposes other than cost allocation.	GR 1075-41B Exempt
Material Safety Data Sheets (MSDS)	Material safety data sheets (MSDS) supplied to local government employers by manufacturers or distributors of hazardous chemicals.	GR 5750-05 US or chemical no longer present Exempt
Input Documents	Copies of records or forms designed and used solely for data input and control. <i>Examples: SRP registration forms, Sample Survey, etc.</i>	GR 5825-09 Until all data has been entered and, if required, verified Exempt <b>Do not send to Central Files.</b>
Accession/Deaccession Records	Records used to update library catalogs or inventory records of the accession through purchase or gift or the deaccession through loss or withdrawal of library materials. <i>Note: For the record copy of the purchase requisition or order see 1075-03A, or accounts payable documentation see 1025-26.</i>	PW 5500-01 AV Exempt <b>Do not send to Central Files.</b>
Borrowers Registration Records	Records documenting the registration of borrowers.	PW 5500-02 AV Exempt <b>Do not send to Central Files.</b>
Circulation Records	Records documenting the circulation of library materials to individual borrowers.	PW 5500-03 AV Exempt <b>Do not send to Central Files.</b>

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Interlibrary Loan Records	Records related to the lending or borrowing of materials through interlibrary loan. <i>Note: If the interlibrary loan service is funded by grant, the documents evidencing interlibrary loan activity are retained under 1025-08B.</i>	PW 5500-04 AV Exempt <b><i>Do not send to Central Files.</i></b>
Inventory Records	Shelf lists or equivalent records showing current library holdings.	PW 5500-05 US Exempt <b><i>Do not send to Central Files.</i></b>
Library Catalogs	Library catalogs.	PW 5500-06 US Exempt <b><i>Do not send to Central File.</i></b>

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 Director  
 Dallas Public Library

Revisions 12/01/15 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers and retention periods.