

**Office of Financial Services Department
Records Retention Schedules**

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Grant Administration	Minutes	Audio Tapes of closed meetings	<i>Send to City Secretary's Office immediately (2 year retention)</i>
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>
Grant 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.	<i>Transfer to the Archives Collection in the City Secretary's Office when no longer needed in department (permanent retention)</i>
Grant Administration	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>
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>
Grant Administration	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>
Grant Administration	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

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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. <i>Includes complaints received via e-mail</i> <i>Note: For open record requests, use GR 1000-34A or B</i>	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, 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 1075-16</i>	GR 1000-25 AC + 4 years <i>Note: Send an official record copy of the contract to the City Secretary's Office</i>
Grant Administration	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 <i>Note: Official record copy filed in City Secretary's Office (permanent retention)</i>	GR 1000-26A 3 years
All Divisions	Correspondence and Internal Memoranda and Subject Files - 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. 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>	GR 1000-26A 3 years

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All Divisions	Correspondence and Internal Memoranda – 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 1 years
All Divisions	Correspondence and Internal Memoranda – Routine	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 transaction. <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 <i>Exempt</i>
All Divisions	Legal Opinions	Formal legal opinions rendered by counsel or the Attorney General 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 GR 1000-26A. Note: For retention of opinions rendered for a Public Information Act Request use GR 1000-34A or B.</i>	GR 1000-30 Permanent

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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	Public Information Act Requests	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	Public Information Act 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>
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
Administration	Administrative Directives	City's Official copy of the Administrative Directives that establish and define the policies, procedures, rule, and regulations governing operations or activities of a local government as a whole Note: Set is retained for legal and/or historical reasons	GR 1000-38A Permanent

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All Divisions	Calendars, Appointment and Itinerary Records	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.	GR 1000-45 CE + 1 year
All Divisions	Customer Surveys	Surveys returned by the customers or clients of a local government, and the statistical data maintained rating a government's performance	GR 1000-47 3 years
All 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. <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
All Divisions	Budget Documentation	Working papers created exclusively for the preparation and adoption of the City's annual budget, 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 1025-04C 7 years
All 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

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Administration, Operating, Capital, Utilities Management	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. Note: Grant Administration use GR 1025-08, Grant Development	GR 1025-07A FE + 3 years
Grant Administration	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(a) FE + 5 years
Grant Administration	Grant Development and Administrative Records	Financial, performance, and compliance reports submitted to grantor or sub-grantor agencies. <i>Note: The retention requirement starts after the fiscal-year end of the grant period as specified by the particular granting agency.</i>	GR1025-08(b) FE + 5 years
Grant Administration	Grant Development and Administrative Records	Reports, planning memoranda, studies, correspondence, and similar records created for and used in the development of successful grant proposals.	GR1025-08(c) 3 years
Grant Administration	Grant Development and Administrative Records	Any records or the type noted in (a) or (b) relating to unsuccessful grant proposals.	GR1025-08(d) AV

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Administration, Operating, Capital, Utilities Management	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 Note: Grant Administration use GR 1025-08, Grant Development	GR 1025-26 FE + 3 years
Administration, Operating, Capital, Utilities Management	Accounts Receivable Records – Departmental copies	Records documenting the receipt of any monies by a local government that are remittable to the State Comptroller of Including public accounts, cash receipts, cash reports, deposits. Note: Grant Administration use GR 1025-08, Grant Development	GR 1025-27B FE + 5 years
Administration, Operating, Capital, Utilities Management	Accounts Receivable Records - Accounts deemed un-collectable – Departmental copies	Records of accounts deemed un-collectable, including write-off authorizations. Note: Grant Administration use GR 1025-08, Grant Development	GR 1025-27E FE of write off + 3 years
Administration, Operating, Capital, Utilities Management	Banking Records – Departmental copies	Bank statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliation, notices of interest earned, etc. Note: Grant Administration use GR 1025-08, Grant Development	GR 1025-28 FE + 5 years

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Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
All Divisions	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
All 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 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
Administration, Operating, Capital Utilities Management	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: Grant Administration use GR 1025-08, Grant Development	GR 1050-12D Date of Separation + 5 years
All Divisions	Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	GR 1050-20 2 years
All Divisions	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 sooner
All Divisions	Medical and Exposure Records	Health or physical examination reports or certificates for all applicants and employees if required for position. Includes random drug or alcohol tests.	GR 1050-22A 2 years

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All Divisions	Work Schedules	Work, duty, shift, crew, or case schedule, rosters, or assignments.	GR 1050-31 1 year <i>Exempt</i>
All 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. <i>Note: Human Resource copy retained 50 years.</i>	GR 1050-32 CE of closure of claim + 5 years
Administration, Operating, Capital, Utilities Management	Earnings and Deduction Records – Departmental copies	Payroll register, payroll adjustment records, leave records including requests and authorization to use leave. Timesheets. Note: Grant Administration use GR 1025-08, Grant Development	GR 1050-52d AV
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 (AC + 4 years)</i>	GR 1075-01A FE + 3 years
All Divisions	Bid and Bid Documentation - Unsuccessful Bids	Unsuccessful Bids	GR 1075-01B 2 years
Administration, Operating, Capital, Utilities Management	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 Note: Grant Administration use GR 1025-08, Grant Development	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. <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
All Divisions	Lost and Stolen Property reports	Lost and Stolen Property reports	GR 1075-17 FE + 3 years

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Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
All Divisions	Warranties	Warranty for vehicles and equipment.	GR 1075-23 Expiration of warranty + 1 year

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 Jack Ireland Date
 Director
 Budget and Management Services

Revisions 5/25/13 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series.

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