

LEGAL HOLD

**All Records from Stormwater Management are under a Legal Hold
and cannot be destroyed until the
Environmental Management Consent Decree
is removed and the records have met the retention requirements**

Effective: August 28, 2006

**Check with the Department Records Liaison Officer
for more information on this hold**

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
TRCP	Minutes - Notes	Notes or audio tape taken during meeting from which written minutes are approved. Note: 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 Exempt
FP SWM TRCP	Ordinances, Orders, Resolutions - Departmental copies	Ordinances, Orders, Resolutions approved by City Council Note: Official record copy filed in City Secretary's Office (permanent retention) Note: If a part of a project/case, file with appropriate project file and follow retention using GR 1075-16A or B	GR1000-05 Permanent
TRCP	Petitions	Petitions from the public to the governing body or subsidiary boards or commissions of a local government. Note: "Final action" includes a decision to take no further action on a petition.	GR 1000-06 Final action on the petition + 2 years
CBU FC FP SWM TRCP	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. Note: If a claim if a claim is filed, use GR 1025-26.	GR 1000-20A 3 years
CBU FC FP SWM TRCP	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. Note: If a claim if a claim is filed, use GR 1025-26.	GR 1000-20B 20 years

AC = After Closed, terminated, completed, expired, settled **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US = Until Superseded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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
FC FP SWM TRCP	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 1000-34	GR 1000-24 Resolution or Dismissal of complaint + 2 years
CBU FC FP SWM TRCP	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. Except construction contracts, use GR 1075-16A or B Note: Send an official record copy of the contract to the City Secretary's Office	GR 1000-25 AC + 4 years
CBU FC FP SWM TRCP	Correspondence and Internal Memoranda and Subject Files - Policy and Program Development	Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, modification, or redefinition of the policies, programs, services, or projects of a local government and the administrative regulations, policies, and procedures that govern them including Council Resolutions and Internal Controls. Includes incoming and copies of outgoing correspondence and internal correspondence and memoranda including correspondence to and from developers. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities and topics. For the actual Policy or Procedure; use GR 1000-38. Note: Review before disposal; some correspondence of this type may merit PERMANENT retention for historical reasons.	GR 1000-26A 3 years

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
CBU FC FP SWM TRCP	Correspondence and Internal Memoranda - Administrative	Incoming/outgoing and internal correspondence pertaining to or arising from routine administrative or operation of the policies, programs, services, or projects of a local government following existing policy and programs.	GR 1000-26B 1 year
CBU FC FP SWM TRCP	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
CBU FC FP SWM TRCP	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.</i> <i>Note: For retention of opinions rendered for a Public Information Act Request use GR1000-34A or B.</i>	GR 1000-30 Permanent

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
FC FP SWM TRCP	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 Exempt
FC FP SWM TRCP	Minutes (Staff)	Minutes and agendas of internal staff meetings.	GR 1000-32 1 year Exempt
CBU FC FP SWM TRCP	Open Record 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 Exempt
CBU FC FP SWM TRCP	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
CBU FC FP SWM TRCP	Organizational Charts	All organizational charts, lists of employees, contact or call lists, rosters, telephone directories, etc.	GR 1000-35 US, expired, or discontinued Exempt
FP	Fill Permits, Floodplain Alteration Permits, and Licenses	Records documenting the application for and the issuance of permits and licenses by a local government for sales, solicitation, facility usage, and similar activities.	GR 1000-36 Expiration, cancellation, revocation, or denial + 2 years

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
FC FP SWM TRCP	Photographs, Recordings, and other Audio or Visual Media	<p>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.</p> <p>Note: Transfer to the Archives Collection in the City Secretary's Office when no longer needed in department. Review before disposal, some records may merit PERMANENT retention for historical reasons.</p>	<p>GR1000-37 As long as administratively valuable</p>
CBU FC FP SWM TRCP	Policy and Procedures Documentation	<p>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.</p> <p>Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons.</p>	<p>GR 1000-38 US, expired, or discontinued + 5 years</p>
FP SWM TRCP	Publications	<p>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.</p> <p>Note: Any publication which receives a PIO number. Transfer 3 copies to the Archives Collection in the City Secretary's Office as soon as published (permanent retention)</p>	<p>GR 1000-39 US, expired, or discontinued</p>

AC = After Closed, terminated, completed, expired, settled
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 & Services Records Schedule
UT = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
FP SWM TRCP	Reports and Planning Studies - if requested by City Council or submitted to state agency	Reports or Studies (Non-Fiscal) submitted to a state agency as may be required by law or regulation, on the non-fiscal performance of a department, program, or project or for planning purposes, including those prepared by consultants under contract with a local government, except documents of similar types noted in this or other commission schedules. 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 record copy is in the City Secretary's Office.	GR 1000-41A1 Permanent
FC FP SWM TRCP	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
CBU FC FP SWM TRCP	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
CBU FC FP SWM TRCP	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 1000-41A6 1 year

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
CBU FC FP SWM TRCP	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 and weekly assignment sheets.	GR 1000-41B 1 year Exempt
FC FP SWM TRCP	Waivers of Liability	Includes statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies, etc.) 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	GR 1000-42 3 years from date of cessation of activity for which the waiver was signed
CBU FC FP SWM TRCP	Calendars	Calendars used to document appointments or activities of government officials and employees.	GR 1000-45 CE + 1 year
CBU FC FP SWM TRCP	Customer Service Survey	Customer Service Survey Cards	GR 1000-47 3 years
CBU FC FP SWM TRCP	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. Includes Internal Control Reports. Note: Official record copy of Audit Reports filed in City Secretary's Office (permanent retention)	GR 1025-01E 3 years after all questions have been resolved

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
CBU FC FP SWM TRCP	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 2 years
CBU FC FP SWM TRCP	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
CBU SWM TRCP	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
FP TRCP	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 sub grantor agencies, or documentation supporting these reports.	GR 1025-08 FE + 5 years

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
CBU FC FP SWM TRCP	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
FP TRCP	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
CBU	Accounts Receivable Records - Accounts deemed un-collectable - Departmental copies	Records of accounts deemed un-collectable, including write-off authorizations.	GR 1025-27E FE of write off + 3 years
CBU FC FP SWM TRCP	Disciplinary and Adverse Action Records - Department Personnel File Copy	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. <i>NOTE: If an employee transfers to another city department; send their personnel file to the new department.</i>	GR 1050-07 2 years after case closed or action taken

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
CBU FC FP SWM TRCP	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
CBU FC FP SWM TRCP	Employee Selection Records Files - Department Personnel File Copy	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
CBU FC FP SWM TRCP	Personnel Files - Department Personnel File Copy	Records about an employee. Applications, resume, awards, commendations, certifications, licenses, conflict of interest forms, P-2 forms, training records including training on hazardous materials employee acknowledgment form, counsel program records, direct deposit, leave records, payroll records, etc.	GR 1050-12D Date of Separation + 5 years
CBU FC FP SWM TRCP	Grievance Records - Department Personnel File Copy	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	GR 1050-20 2 years
CBU FC FP SWM TRCP	Job Evaluations - Department Personnel File Copy	Job evaluations of employees. <u>Note:</u> File by date of review, not in individual employee files.	GR 1050-21B US + 2 years; or date of separation + 2 years whichever is sooner

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
FC SWM TRCP	Medical and Exposure Records - Department Personnel File Copy	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
FC FP SWM TRCP	Work Schedules	Work, duty, shift, crew, or case schedule, rosters, or assignments.	GR 1050-31 1 year Exempt
SWM TRCP	Volunteer Service Files	Information about individual volunteers and duties they perform.	GR1050-39 US or date of separation + 3 years
FP SWM TRCP	Bid and Bid Documentation - Successful Bids - Departmental copies	Successful bids and request for proposals, including invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation. Note: If successful bid or proposal results in a contract, use GR 1000-25	GR 1075-01A FE + 3 years
FP SWM TRCP	Bid and Bid Documentation - Unsuccessful Bids - Departmental copies	Unsuccessful Bids	GR 1075-01B 2 years
CBU FC FP SWM TRCP	Inventory Records	Inventory parts records for parts and supplies	GR 1075-02 1 year Exempt

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
CBU FC FP SWM TRCP	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
CBU FC FP SWM TRCP	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</i>	GR 1075-15 3 years
FC FP SWM TRCP	Construction/Engineering Project Files - Permanent Structures	Records concerning the planning, design, construction, conversion, or modernization of local government-owned facilities, structures, and systems, including feasibility, screening, and implementation studies; topographical and soil surveys and reports; architectural and engineering drawings, elevations, profiles, blueprints, and as-builts; inspection and investigative reports; laboratory test reports; environmental impact statements; construction contracts and bonds; correspondence; and similar documentation. <i>Note: Send an official record copy of the contract to the City Secretary's Office</i> <i>Note: If a structure, facility, or system is sold or transferred to another person or entity, the local government must retain the original records relating to its construction. Copies of the records may be given to the person or entity to whom the structure, facility, or system is sold or transferred.</i>	GR 1075-16A Permanent

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
FP TRCP	Construction/Engineering Project Files - Smaller Projects	Files related to the construction of prefabricated storage sheds, bus shelters, parking lot kiosks, non-structural recreational facilities such as baseball diamonds and tennis courts, irrigation systems and similar structures and facilities with a short life cycle. Note: Send an official record copy of the contract to the City Secretary's Office	GR 1075-16B Completion of the project + 10 years
FP TRCP	Construction/Engineering Project Records - transitory or of ephemeral relevance	Records relating to construction projects described in (a) and (b), that are transitory or of ephemeral relevance, and are not required for maintaining, modifying, and repurposing the building or structure, Records may include, but are not limited to, rejected design plans, delivery tickets for expendable products, daily work reports, etc.	GR 1075-16C 5 years
CBU FC FP SWM TRCP	Lost and Stolen Property reports	Lost and Stolen Property reports	GR 1075-17 FE + 3 years
CBU FC FP SWM TRCP	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
CBU FC FP SWM TRCP	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. 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 Life of Asset

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
FC	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
FC FP SWM	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
CBU FC FP SWM TRCP	Warranties	Warranty for vehicles and equipment.	GR 1075-23 Expiration of warranty + 1 year
CBU FC FP SWM TRCP	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 Note: If a part of a project/case, file with appropriate project file and follow retention using GR 1075-16A or B	GR1075-40b 1 year
FC	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

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
SWM	Operational Permits and Approvals - Water or Wastewater and Variance or exemption granted	Permits and approvals from the TCEQ, TNRCC, the EPA, and other county, state, and federal agencies as required by law or regulation concerning wastewater treatment and disposal, water use, water districts, environmental protection; and any reports, correspondence, or other documentation bearing directly on the application for, the issuance of, or the renewal of the permit or approval. Records concerning any variance or exemption granted to a system.	UT 5025-06A Expiration, cancellation, revocation, or denial + 5 years
SWM	Operations Records - Monitoring Records and Reports less than an annual basis including reports to regulatory authorities	Records of monitoring activities, including records concerning measurements and analyses performed and concerning calibration and maintenance of flow measurement and other instrumentation. Periodic logs or reports compiled on less than an annual basis. Internal records, reports, logs, or similar records that document or summarize the operations of water supply, treatment, and distribution facilities, stations, and systems; and wastewater collection and treatment facilities, plants, and systems. Periodic monitoring, financial, and operational reports submitted to the TNRCC, the EPA, or other agencies and local governments as required by law or regulation on the collection, treatment, and disposal of wastewater and for monitoring the quality of any water in the state.	UT 5025-07A 3 years

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
SWM	Operations Records - Annual or biennial reports including reports to regulatory authorities	Annual or biennial reports that document or summarize the operations of water supply, treatment, and distribution facilities, stations, and systems; and wastewater collection and treatment facilities, plants, and systems. Annual and biennial reports or special reports ordered or required by a regulatory authority and submitted to the TNRCC, the EPA, or other agencies and local governments as required by law or regulation on the collection, treatment, and disposal of wastewater and for monitoring the quality of any water in the state.	UT 5025-07C Permanent
FP	Special planning studies or reports ordered by City Council	Floodplain studies or reports prepared by order or request of the City Council or considered by the City Council (as reflected in its minutes) or ordered or requested by a state or federal agency or a court including feasibility studies, reports, analyses, projections, graphic material, and similar planning documents by outside consultants or in-house staff relating to comprehensive planning, capital improvements, land use and open space, economic development and outlook, neighborhood and housing renewal and renovation, regional and intergovernmental cooperation, transportation, traffic engineering, transit systems, airport operations, growth patterns, demographics, long range forecasts and projections, and other aspects of local government planning not listed elsewhere in this schedule.	PW 5200-01A Permanent
FC	Meteorological Records	ALERT rainfall and stream data.	PW 5200-01B1 Permanent
SWM	Inspection Reports - Construction	Reports of inspections carried out with reference to new construction; alterations to existing structures; code violations; and other projects, activities, or situations requiring inspection by local ordinance, <i>excluding</i> those reports that are made part of any other record group noted elsewhere in this part.	PW 5250-08 3 years

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
FC FP SWM TRCP	Maps and Plats	Maps, plats, engineering and field notes, and profiles and cross-sections of roads, streets, rights of way, bridges, etc.	PW 5275-02 Permanent
TRCP	Special Event Files	Reports, notifications, planning documents, and similar records used in the preparation for special events such as parades, motorcades, demonstrations, or situations resulting in unusually heavy traffic or street use requiring street closures, traffic rerouting, barricades, signal timing changes, etc.	PW 5300-02 2 years
TRCP	Allocations of Funds, Requests and Claims	Copies of requests and claims for allocation submitted to the Texas State Soil and Water Conservation Board	PW 5400-01 FE + 3 years
SWM TRCP	Water Quality Management Plans	Water quality management and implementation plans developed by soil and water conservation plans for landowners to prevent and abate pollution, including any associated corrective action plans, notifications of withdrawal of certification, and maintenance agreements.	PW 5400-03 Life of plan + 2 years
TRCP	Environmental Protection and Natural Resources Management Plans and Environmental Quality Review Records	Planning reports, background materials, and supporting documentation used to provide for the protection of the environment. Environmental impact statements and related reports including background materials and supporting documentation used in preparing statements and reports.	PW 5450-02 Permanent

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
FC	Storage Tank System Records	Documentation of compliance with regulations for underground tank systems storing hazardous substances and petroleum substances, and immovable aboveground tanks storing petroleum products. Tank registration documents, original and amended certifications for storage tank system installations and financial responsibility, and notifications to storage tank purchaser. Records for upgrading of existing storage tank systems. Records of requests for approval of variances or alternative procedures, and documentation of approval of such requests. Installation records including general information relating to the installation of new storage tank systems and as built drawings or plans depicting the sizes, dimensions, and locations of site features, system components, etc. Records for repairs and relining. Records of the installation of a used tank including inspection and tank tightness tests required for the reuse of used tanks.	PW 5450-05A Operational life of the storage tank system

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
FC	Storage Tank System Records - Installation and tests of the system	<p>Documentation of compliance with regulations for underground tank systems storing hazardous substances and petroleum substances, and immovable aboveground tanks storing petroleum products.</p> <p>Equipment tests including the air tests and the tightness tests conducted on the tanks and piping at the time of installation, or at the time of upgrading existing storage system, corrosion protection systems and components. Operation and maintenance records of storage tank systems including records related to inspection, servicing, testing, and inventory control. Results of sampling, testing, or monitoring of releases (including tank tightness tests); records and calculations related to inventory control reconciliation; and documentation of service, calibration, maintenance, and repair of release detection equipment. Records of servicing, calibration, maintenance, and repair of spill and overfill equipment. Transfer or inventory records documenting the basis for claiming an exemption from the spill and overfill equipment requirements, if applicable.</p> <p>Documentation of compliance with requirements for the temporary removal from service of a storage tank.</p>	<p>PW 5450-05C 5 years</p>
FC	Storage Tank System Records - Corrosion protection, release and leak detection components and systems	<p>Documentation of compliance with regulations for underground tank systems storing hazardous substances and petroleum substances, and immovable aboveground tanks storing petroleum products. Installation records relating to the corrosion protection system, release detection system, spill and overfill prevention equipment including information on the system designer, drawings or plans depicting the locations of all system components, operating instructions and warranty information, maintenance schedules, and testing procedures.</p>	<p>PW 5450-05F As long as the equipment or system is used</p>

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule

**Trinity Watershed Management Department
Records Retention Schedule**

Division	Record Title	Record Description & Comments	State Record Number & Retention Period
FC	Storage Tank System Records - Removal of System	Documentation of compliance with regulations for underground tank systems storing hazardous substances and petroleum substances, and immovable aboveground tanks storing petroleum products. Documentation of compliance with requirements for the permanent removal from service of a storage tank.	PW 5450-05L As long as any underground storage tank remains in service at the facility or 5 years after the storage tank system is permanently removed from service, whichever is longer
CBU FC FP SWM TRCP	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

Prepared by: *Crystal Lee*
Crystal Lee
Records Liaison Officer
Trinity Watershed Management

4/1/13
Date

Reviewed by: *Lois Dillard*
Lois A. Dillard, CRM
Records Management Officer
City Secretary's Office

4-15-13
Date

Approved by: *Elizabeth Fernandez*
Elizabeth Fernandez, P.E., LEED AP
Director
Trinity Watershed Management

Revised January 3, 2013 to add record series that have been transferred to TWM, and to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series.

AC = After Closed, terminated, completed, expired, settled **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 & Services Records Schedule **UT** = Utilities Records Schedule