

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF Magnolia, TEXAS, PROVIDING FOR THE ESTABLISHMENT AND ADMINISTRATION OF A RECORDS MANAGEMENT PROGRAM FOR THE CITY; PROVIDING FOR PURPOSE OF RECORDS MANAGEMENT PROGRAM; AUTHORIZING THE CITY SECRETARY TO ESTABLISH AND ADMINISTER THE RECORDS MANAGEMENT OFFICER FOR THE CITY; PROVIDING DEFINITIONS FOR RECORDS MANAGEMENT PROGRAM; PROVIDING RECORDS MANAGEMENT DUTIES FOR THE CITY SECRETARY, CITY COUNCIL, AND MUNICIPAL RECORDS, AND THE RESPONSIBILITIES OF OFFICERS AND EMPLOYEES WITH RESPECT THERETO; PROVIDING FOR THE DESTRUCTION, OR OTHER DISPOSITION OF ORIGINAL MUNICIPAL PUBLIC RECORDS AND ALL OTHER MUNICIPAL RECORDS; PROVIDING A PENALTY CLAUSE; PROVIDING REPEALING AND SEVERABILITY CLAUSES; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AND BE IN FULL FORCE ON AND AFTER THE 10th DAY OF JULY, 1990.

WHEREAS State law through the Texas Local Government Records Act, enacted by the State Legislature in 1989 under the title H.B. 1285, as amended from time to time, hereafter referred to as the "Act," provides that each governing body in local government shall designate a Records Management Officer on or before June 1, 1990; and

WHEREAS the Act requires the governing body of each local government to adopt an ordinance, order or plan as appropriate, establishing a records management program on or before January 1, 1991; and,

WHEREAS the City of MAGNOLIA in conformity with said Act desires to establish, promote and support an active and continuing program for the efficient and economical management of all City of MAGNOLIA records and cause policies and procedures to be developed for the administration of the program under the direction of the Records Management Officer;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAGNOLIA, TEXAS:

SECTION 1. That the governing body of the City of MAGNOLIA, Texas, does hereby establish and adopt a management program for the orderly and efficient retention, retrieval and destruction of the records of the City of MAGNOLIA, Texas, as follows:

"Sec. 1. Definitions:

Local Government Record. Any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the State, created or received by local City government offices or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business are hereby declared to be records of the City of MAGNOLIA, and shall be created, maintained, and disposed of in accordance with the provisions of this Ordinance and the provisions of the Act. The term does not include:

- A. Extra identical copies of documents created only for convenience of reference or research by officers or employees of the City of MAGNOLIA.
- B. Notes, journals, diaries, and similar documents created by an officer or employee of MAGNOLIA, for the employee's personal convenience;
- C. Blank forms;

- D. Stocks of publications;
- E. Library and museum materials acquired solely for the purposes of reference or display; or
- F. Copies of documents in any media furnished to members of the public to which they are entitled under Article 6252-17a, Vernon's Texas Civil Statutes or other State law.

Commission. The Texas State Library and Archives Commission.

Custodian. The appointed or elected public officer who by the State Constitution, State law, ordinance, or administrative policy is in charge of an office that creates or receives local government records. For the purpose of this Ordinance, a custodian is a Department Head, under the administration of the City Manager or the City Council, who is responsible for all records in his/her department.

Director and Librarian. The executive and administrative officer of the Texas State Library and Archives Commission.

Essential Record. Any local government record necessary to the resumption or continuation of government operations in an emergency or disaster, to the re-creation of the legal and financial status of the City, or to the protection and fulfillment of obligations to the people of the State.

Governing Body. The City Council of the City of MAGNOLIA.

Office. Any office, department, division, program, commission, bureau, board, committee, or similar entity of the City of MAGNOLIA.

Permanent Record. A record of permanent value. Any local government record for which the retention period on a records retention schedule issued by the Commission is given as permanent.

Record. A record of the City of MAGNOLIA.

Records Control Schedule. A document prepared by or under the authority of a Records Management Officer listing the records maintained by the City of MAGNOLIA, their retention periods, and other records disposition information that the records management program in CITY OF MAGNOLIA or State law may require.

Records Management. The application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of record keeping. The term includes the development of records control schedules, the management of

filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

Records retention schedule. A document issued by the Commission establishing mandatory retention periods for local government records.

Retention period. The minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

Sec. 2. Establishment and Administration of
Records Management Program

A. That the Office of City Secretary is authorized to establish and administer the Records Management Program for the City of MAGNOLIA, Texas, pursuant to legal, fiscal, administrative, and archival requirements and the City Secretary or his/her designee is hereby named Records Management Officer. That to this end, the City Secretary will implement, but not be limited to, a program to encompass such areas of records management as are required to preserve and keep in order all books, papers, documents, records and files of the City Council and of the executive departments to achieve the following: is:

1. Release space and reduce the need for storage and filing equipment;
2. Establish an efficient retrieval operation for both active and inactive municipal records;
3. Provide for routine disposition of paperwork;
4. Maintain total security over municipal records;
5. Communicate the need of an effective Records Management Program; and,
6. Secure a central records storage facility which can be operated and maintained by records management staff.

Sec. 3. Purpose of Records Management Program

That this Ordinance shall be known and may be cited as the "Records Management Program of the City of MAGNOLIA, Texas," providing for the proper and efficient management of the municipal records of the City of MAGNOLIA, Texas.

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Since the citizens of MAGNOLIA have a right to expect efficient and cost-effective government and recognizing the importance of local government records in the lives of all citizens, the efficient management of City records is necessary to the effective and economic operation of the City, the preservation of records of permanent value is necessary to provide the people of the State with resources concerning their history and to document their rights of citizenship and property, and the establishment of uniform standards and procedures for the maintenance, preservation, microfilming, or other disposition of City records is necessary to fulfill the higher public purpose.

Sec. 4. City Records Declared Public Property

All City records as defined in Sec. 1. herein are hereby declared to be property of the City of MAGNOLIA, Texas. No City official or employee has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

Sec. 5. Policy

It is hereby declared to be the policy of the City of MAGNOLIA to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all City records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition.

Sec. 6. Duties of Records Management Officer

A. The Records Management Officer shall have the following duties, and others as assigned by the City Council and as provided by State law:

1. Assist in establishing and developing policies and procedures for a Records Management Program for the City, which program shall include basic files management and records disposition policies, systems, standards and procedures;
2. Administer the Records Management Program and provide assistance to custodians for the purposes of reducing the costs and improving the efficiency of record keeping;
3. In cooperation with the custodians of the records:
 - (a) Prepare and file with the director

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and librarian before January 2, 1995, the records control schedules and the list of obsolete records, required by the Act;

(b) Prepare and file with the director and librarian amended schedules as needed to reflect new records created or received by the City.

(c) Prepare or direct the preparation of requests for authorization to destroy records not on an approved control schedule as provided by the Act, of requests to destroy the originals of permanent records that have been microfilmed, and of electronic storage authorization requests;

4. In cooperation with custodians, identify and take adequate steps to preserve City records that are of permanent value;

5. In cooperation with custodians, identify and take adequate steps to protect essential City records;

6. In cooperation with custodians, ensure the maintenance, preservation, microfilming, destruction of records is carried out in accordance with the policies and procedures of the City's Records Management Program and requirements of State law;

7. Report annually to the City Council on program effectiveness;

8. Provide records management advice and assistance to all City offices and departments, by preparation of manuals of procedure and policies and by on-site consultation;

9. Carry out destruction and transfers that are required by records schedules, and carry out microphotography tasks when staff and central facility becomes available;

10. Design and manage the operations of a Records Center for the low cost storage of inactive records and as a future site for a centralized micrographics program;

11. Develop a City wide forms design and control system;

12. Establish in cooperation with other responsible town officials a disaster plan for each City office and department to insure maximum availability of records for re-establishing operations quickly and with minimum disruption and expense;

13. Bring to the attention of the City Manager any office not in compliance with laws or ordinances regarding public access to information or protection of privacy;

14. Disseminate to the City Council and custodians information concerning State laws, administrative rules, and the policies of the City relating to local government records through a records manual which may be amended from time to time and other means of communication; and,

15. In cooperation with custodians, establish procedures to ensure that the handling of records in any context of the Records Management Program by the Records Management Officer or those under the Officer's authority is carried out with due regard for the duties and responsibilities of custodians that may be imposed by law and the confidentiality of information in records to which access is restricted by law.

Sec. 7. Duties and Responsibilities of the City Council

A. The City Council shall:

1. Establish, promote, and support an active and continuing program for the efficient and economical management of all City of Magnolia records;

2. Cause policies and procedures to be developed for the administration of the program under the direction of the Records Management Officer;

3. Facilitate the creation and maintenance of City records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the City and designed to furnish the information necessary to protect the legal and financial rights of the City, the State, and persons affected by the activities of the City government;

4. Facilitate the identification and preservation of City records that are of permanent value;

5. Facilitate the identification and protection of essential City records;

6. Cooperate with the Commission in its conduct of Statewide records management surveys; and,

7. Review of a records control schedule or amended schedule by the officers of the City as it considers necessary.

Section 8. Duties and Responsibilities of custodians.

A. Custodians of records in the City shall:

1. Cooperate with the Records Management Officer in carrying out the policies and procedures established by the local government for the efficient and economical management of records and in carrying out requirements under the Act;
2. Adequately document the transaction of City business and the services, programs, and duties for which the custodian and the custodian's staff are responsible;
3. Maintain the records in the custodian's care and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the City's Records Management program and the requirements of the Act and rules adopted thereunder; and
4. Designate records officers within their offices and provide the Records Management Officer the names of the designees and all persons working under their supervision, such records officers to report directly to the custodian in their department on matters relating to the Records Management Program and have full access to all files in their respective departments.

B. State law relating to the duties, other responsibilities, or record keeping requirements of a custodian of local government records does not exempt the custodian or the records in the custodian's care from the application of this Ordinance and rules adopted by the State under the Local Government Records Act of 1989 and may not be used by the custodian as a basis for refusal to participate in the City of Magnolia Records Management Program, the establishment of which is required by State law.

Section 9. Microfilming of Records.

For the benefit of this section, "microfilm" means roll microfilm, microfiche, and all other formats produced by any method of microphotography or other means of miniaturization on film.

For the benefit of this section, "microfilming" means the methods, procedures, and processes used to produce roll microfilm, microfiche, or other microphotographic formats.

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All microfilming activities by custodians must be carried out on or after April 1, 1990, under rules established by the Commission which rules will establish standards and procedures for the microfilming of City records under Chapter 204 of the Act. All microfilm produced before June 1, 1990, under law prior to the Act is validated to the extent the microfilm was produced in the manner and according to the standards prescribed by prior law.

All City of Magnolia procedures and materials used for microfilm and microfilming City records shall be done and acquired under the aegis of State law, and the City will be subject to all the law, rules, standards and procedures as outlined in the Act.

Section 10. Electronic Storage of Records

For the purpose of this section, "electronic storage" means the maintenance of local government record data in the form of digital electronic signals on a computer hard disk, magnetic tape, optical disk, or similar machine-readable medium.

For the purpose of this section, "source document" means the local government record from which local government record data is obtained for electronic storage. The term does not include backup copies of the data in any media generated from electronic storage.

Any City record data may be stored electronically in addition to or instead of source documents in paper or other media, subject to the requirements of the Act and rules adopted under it.

The City will be subject to rules established by the Commission for standards and procedures for electronic storage and will be subject to the provisions of Chapter 205 of the Act."

SECTION 2. Upon the adoption of this Ordinance, the City Secretary is directed to file with the director and librarian within thirty (30) days the name and office of the Records Management Officer of the City and a copy of this Ordinance which establishes the Records Management Program of the City of Magnolia, Texas.

SECTION 3. Any individual, association or corporation violating any portion or provision of this ordinance shall be deemed guilty of a misdemeanor

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and, upon conviction therefor, shall be punished by the assessment of a fine not exceeding \$500.00, and a separate offense shall be deemed committed upon each day during on or which a violation occurs or continues.

SECTION 4. All ordinances or parts of ordinances in direct conflict herewith are repealed to the extent of conflict only.

SECTION 5. Should any section, subsection, sentence, provision, clause or phrase hereof be held to be invalid, void or unconstitutional, for any reason, such holding shall not render invalid, void, or unconstitutional any other sections, subsection, sentence, provision, clause or phrase of this ordinance, and the same are deemed severable for this purpose.

SECTION 6. This Ordinance shall take effect and be in full force on and after the 10th day of July, 1990, AND IT IS SO ORDAINED.

PASSED AND APPROVED, this the 10th day of July,
19 90.

D. S. Dyer
Mayor

ATTEST:

Mary McInery
City Secretary

APPROVED AS TO FORM:

Gene Jamison
City Attorney

LOCAL GOVERNMENT RECORDS ACT

TIMETABLE

June 1, 1990 - Deadline for designation of a records management officer (RMO) by each local government. Elected county officers are automatically designated RMOs under the Act.

January 1, 1991 - Deadline for adopting records management program by ordinance or order. Copy to be filed with the director and librarian.

January 2, 1995 - Deadline for filing records control schedules for the records of your office.

In addition . . .

June 1, 1990 - Deadline for conforming ongoing microfilming projects with standards and procedures of the Texas State Library and Archives Commission. These standards will be adopted by the commission on or before April 1, 1990. New programs began after the adoption of standards must conform to the standards from the start.

FOUNDED
1850

City of Magnolia
P.O. Box 396
MONTGOMERY COUNTY
MAGNOLIA, TEXAS 77353-0396
281-356-2266
Fax 281-259-7811

INCORPORATED
1968

June 6, 2002

VIA FIRST CLASS MAIL

Texas State Library & Archives Commission
Attn: Records Management
P.O. Box 12927
Austin, Texas 78711-2927

To whomever it may concern;

Enclosed for filing, please find:

1. City of Magnolia Ordinance #164;
2. Form SLR 540; and
3. Form SLR 500

Please let me know if any revisions need to be made to the following documents.
My understanding is that you will return a copy of the Form SLR 540 to my office as
confirmation that our records retention schedule is on file and compliant with state law.

Please call me at (281) 356-2266 if you have any questions

Sincerely,

CITY OF MAGNOLIA


Jane H. Miller
City Secretary

Cc: Frank M. Parker, III, Mayor
City Council,
Patsy Williams
Richard Anderson
Ronnie Chumley
Ruth Lott
Delbert Bishop
Chief Paul Rex
Bill Sparks
Judge John Purvis

Section 1 USE OF FORM (check one, see reverse)

Original Filing—Form SLR 500
Amended Schedule—Form SLR 500
Amendment to Schedule—Form SLR 520

Number of Pages in Attachment 11
Date of Attachment 6-6-02
Date of previous schedule the attachment amends,
if applicable

Section 2 SUBMISSION OF DATA (see reverse)

Government

Office City of Magnolia
Department
RMO Address P.O. Box 396
City Magnolia Zip 7353
Telephone 281-356-2266

Form

SLR 540

Section 3 LOCAL GOVERNMENT CERTIFICATION

The attached document of the type indicated above is submitted for filing pursuant to Local Government Code §203.041. The attachment has been approved according to the ordinance, order, or plan of the local government or elective county office for which I am the Records Management Officer. I certify that the administrative rules for electronic records, adopted under Local Government Code §205.003(a), will be followed for records subject to the rules.

Name and Title (print or type)

Jane H. Miller, City Secretary

Signature

Date

6-6-02

Section 4 TEXAS STATE LIBRARY ACCEPTANCE (to be completed by Texas State Library)

The records control schedule, amended schedule, or amendment to schedule for filing with this transmittal sheet has:

been accepted for filing pursuant to Local Government Code §203.043(a). A record appearing on the schedule or amendment may be disposed of at the expiration of its retention period without additional notice to the director and librarian, subject to the provisions of Local Government Code §203.041(d).

been accepted for filing subject to the conditions stated in the accompanying letter pursuant to Local Government Code §203.043(d).

not been accepted for filing pursuant to Local Government Code §203.043(b). See accompanying letter for explanation.

Name and Title (print or type)

Signature

Date

City of Magnolia, Montgomery County, Texas
Office of the City Secretary
18111 Buddy Riley Blvd.
P.O. Box 396
Magnolia, Texas 77353
(281) 356-2266
Attn: Jane H. Miller, City Secretary

<u>Record Number</u>	<u>Record Title</u>	<u>Retention Period</u>	<u>Disposition</u>
3100-01	Absentee Voting Records	RP-1	
3100-03	Election Minutes, Notices, Orders	Permanent	
3100-04	Single Election Appointments	RP-1	
3100-04	List of recommended election judges	AV	
3100-04	Statements of Compensation	FE + 3 yrs.	
3100-05	Election Petitions	2 yrs.	
3100-06	Election return	Permanent	
3100-10	Poll lists	RP-1	
3100-10	List of certified write-in candidates	RP-1	
3100-11	Recount records	RP-1	
3125-01	Campaign Finance Reports/Designation of Campaign Treasurers	2 yrs.	
3125-02	Ballot applications	2 yrs.	
3125-02	Declarations of write-in candidacy	2 yrs.	
3125-02	Withdrawal of candidacy requests	2 yrs.	
3150-01	Notice of Challenge/Written Determination	2 yrs.	
3150-06	Copy of original, supplemental, corrected and/or revised list of registered voters	2 yrs.	
1000-01	Agendas/Open & Closed Meetings	2 yrs.	

1000-3	Written minutes	Permanent	
1000-3	Notes	90 days after approval of minutes	
1000-3	Audiotapes of Open Meetings	Permanent	
1000-03	Audiotapes of Workshops	2 yrs.	
1000-3	Audiotapes of Closed Meetings	2 yrs.	
1000-3	Supporting Documentation	2 yrs.	
1000-4	Open Meeting Notices	2 yrs.	
1000-5	Ordinances, Resolutions	Permanent	
1000-6	Petitions from the Public	Consideration + 2 yrs.	
1000-07	Proclamations	2 yrs.	
1000-20	Accident Reports	5 years	
1000-21	Publication of Ordinances	Permanent	
1000-21	Election Notices	60 days	
1000-21	All other published legal notices	2 yrs.	
1000-22	Annexation/Disannexation records	5 yrs.	
1000-23	Charters	Permanent	
1000-24	Complaints	Resolution + 2 yrs.	
1000-25	Contracts, Leases, Agreements	Termination + 4 yrs.	
1000-26	Policy and program development	5 yrs.	
1000-26	Administrative	2 yrs.	
1000-26	Routine	AV	
1000-27	Deeds	Permanent	
1000-28	Easements	Permanent	
1000-29	Insurance Policies	Termination + 4 yrs.	

1000-30	Legal Opinions	Permanent	
1000-31	Litigation Cases	AV after disposition	
1000-33	News Releases	AV	
1000-34	Open Records Requests	1 yr. after decision or request	
1000-35	Organizational Charters	US	
1000-36	Permits and Licenses	Expiration + 2 yrs.	
1000-38	Policy and Procedure + 5 yrs.	US + 5 yrs.	
1000-40	Records Control Schedules	Permanent	
1000-40	Records Destruction Documentation	Permanent	
1000-41	Annual reports	Permanent	
1000-41	Special reports	Permanent	
1000-41	Monthly reports	3 yrs.	
1000-42	Waivers of Liability	3 yrs. from cessation of activity.	
1025-01	Audit Records	Permanent	
1025-02	Bank Security Records	4 yrs. after expiration	
1025-03	Bond Certificates	1 yr. after payment	
1025-03	Bond Registers	Permanent	
1025-04	Annual Budgets	Permanent	
1025-04	Working Papers	2 yrs.	
1025-05	Equipment property inventories	US + 3 yrs.	
1025-07	Monthly financial reports	FE + 3 yrs.	
1025-08	Success grant applications	FE + 7 yrs.	

1025-26	Accounts payable records re: capital equipment/fixed assets	FE + 3 yrs.	
1025-26	Fund transmittal reports	FE + 3 yrs.	
1025-27	Accounts receivable records	Remittance date + 5 yrs.	
1025-27	Receipt of cash deposits for services	FE or termination of service.	
1025-28	Banking Records	FE + 5 yrs.	
1025-30	General ledger w/audit	FE + 5 yrs.	
1025-30	Posting Control Forms	FE + 5 yrs.	
1025-31	Daily	30 days	
1025-31	Annual	FE + 3 yrs.	
1050-03	Awards and Commendations	Separation + 5 yrs.	
1050-04	Certificates and Licenses	US or separation + 5 yrs.	
1050-07	Disciplinary	2 yrs. after action	
1050-08	Benefits	Termination of plan + 1 yr.	
1050-09	Employee Recognition Records	2 yrs.	
1050-11	Employee Selection Records	2 yrs. from creation	
1050-12	Employee Service Record	Permanent	
1050-13	Employment Announcements	2 yrs.	
1050-14	Employment Applications	2 yrs. from receipt	
1050-16	EEO reports	3 yrs.	
1050-21	Job Evaluations	Permanent	

1050-23	Oaths of Office	US + 5 yrs. after leaving position	
1050-24	Personnel Action	2 yrs.	
1050-28	Certificates of Completion, transcripts, etc.	Separation + 5 yrs.	
1050-28	Training manuals	US	
1050-29	Unemployment Compensation Files	5 yrs.	
1050-30	Verification of Employment Eligibility	3 yrs from hire or 1 yr. from separation	
1050-32	Workers Compensation Claim Files	5 yrs.	
1050-33	Financial Disclosure Statements	2 yrs.	
1050-50	Deduction Authorizations	Expiration + 4 yrs.	
1050-52	Individual employee earning cards	4 yrs.	
1050-52	Copies of annual statements to employees	2 yrs.	
1050-52	Payroll adjustment records	FE + 3 yrs.	
1050-53	Withholding forms for payroll tax purposes	4 yrs. after separation	
1050-53	Forms and reports used to report payroll or unemployment records	4 yrs after tax due date	
1050-54	Employee service records	2 yrs.	
1050-54	Requests for leave	2 yrs.	
1050-55	Documents concerning payroll and leave adjustments	FE + 3 yrs.	
1050-55	Documents concerning hiring, termination, transfer, pay grade, position or job title, name changes, etc.	2 yrs.	
1050-56	Time and attendance reports	4 yrs.	

1050-58	Requests and authorizations to engage in reimbursable activities	FE + 3 yrs.	
1075-01	Successful bids and requests for proposals	FE + 3 yrs.	
1075-01	Unsuccessful bids	2 yrs.	
1075-01	Informal bid records	1 yr.	
1075-03	Purchase orders	FE + 3 yrs.	
1075-03	Purchasing log	FE + 3 yrs.	
1075-15	Accident and damage reports	3 yrs.	
1075-16	Construction project files	Permanent	
1075-17	Lost or Stolen property reports	FE + 3 yrs.	
1075-18	Vehicles and equipment/Maintenance and repair	Life of Asset	
1075-18	Facility maintenance, repair and inspection	3 yrs.	
5800-04	Master Files	Until completion of 3 rd system backup cycle	
2350-01	Appeal or transfer record	AV	
2350-02	Bail Bond Records	3 yrs.	
2350-03	Criminal Case papers	5 yrs. from date of offense	
2350-03	Papers in case dismissed for want of prosecution	5 yrs. from date of offense	
2350-03	Unserved arrest warrants for misdemeanors	4 yrs. after issuance	
2350-04	Criminal Dockets	5 yrs.	
2350-05	Fee Books	FE + 5 yrs.	
2350-06	Venire Lists	1 yr.	
2350-06	Juror information and reply	1 yr.	

2350-07	Process files(citation books)	5 yrs.	
2350-08	Reports to Texas Judicial Council	3 yrs.	
2350-08	Traffic conviction abstracts and reports	AV	
5000-01	Communications with regulatory authorities	2 yrs.	
5000-02	Complaints	Final Settlement + 2 yrs.	
5000-03	Confidentiality Requests	Until destruction of all records containing personal info	
5000-05	Customer Account Histories	Close of account + 2 yrs.	
5000-06	Customer Usage Reports	3 yrs.	
5000-07	Discontinuance of Service Records	1 yr.	
5000-08	Records of installation, inspection, testing, maintenance and repair	Life of asset	
5000-09	Equipment inventory	US + 1 yr.	
5000-10	Maps and plats	US	
5000-11	Meter reading records	3 yrs.	
5000-12	Operation and maintenance manuals	US	
5000-13	Planning Studies and reports	Permanent	
5000-15	Rate Schedules as an operator of the utility	Permanent	
5000-16	Service applications	1 yr.	
5000-16	Receipts, documents related to customer deposit and refund	EE + 3 yrs.	
5000-16	Records of unclaimed deposits	4 yrs.	

5000-17	Service interruption records	3 yrs.	
5000-18	Worker orders	2 yrs.	
5025-01	Bacteriological Analysis	5 yrs.	
5025-02	Chemical Analysis	10 yrs.	
5025-03	Groundwater Monitoring	3 yrs.	
5025-04	Inspection Records (lift stations)	3 yrs.	
5025-05	Lead and Copper Compliance Reports	12 yrs.	
5025-06	Permits and approvals from TNRCC	Until revocation or expiration	
5025-07	Records of monitoring activities	3 yrs.	
5025-07	Annual reports	Permanent	
5025-08	Annual reports	Permanent	
5025-10	Tap logs	Permanent	
5025-11	Violation reports	3 yrs. after last action taken	
5025-12	Application for permits	Expiration + 5 yrs.	
5025-14	Sludge reports	5 yrs.	
5050-03	Groundwater monitoring records	Life of facility	
5100-01	Gas Leak Investigation Reports	2 yrs.	
5100-02	Odorization Reports	2 yrs.	
5100-03	Recording and gas measuring charts	1 yr.	
5100-03	Texas Railroad Commission reports showing compliance	5 yrs.	
5100-04	Texas Railroad Commission reports	Permanent	
5250-01	For commercial and non-residential buildings	Life of structure	

5250-02	Alleged Building Code Violations	1 yr. after finding	
5250-02	Violations	Verification of Correction + 3 yrs.	
5250-03	Building Master Record	Permanent	
5250-04	Granted Building Permits	5 yrs.	
5250-04	Denied Building Permits	1 yr.	
5250-05	Building Permit Log	Permanent	
5250-06	Copies of issued building permits and certificates of occupancy if a building permit log is kept	AV after entry in log.	
5250-07	Licensing records	Expiration + 3 yrs.	
5250-08	Inspection reports	3 yrs.	
5250-10	Miscellaneous applications and permits - granted	5 yrs.	
5250-10	Miscellaneous applications and permits - denied	1 yr.	
5250-11	Reports of Building Permits prepared for Census	Permanent	
5275-02	Maps and plats	Permanent	
5275-04	Service and repair requests	2 yrs.	
5275-07	Roads, streets, street lights, rights of way	3 yrs.	
5275-07	Bridges	Life of structure	
5300-01	Accident reports	AV	
5300-02	Special Event Files	2 yrs.	
4025-01	Activity Reports monthly	3 yrs.	
4025-01	Daily Activity reports	1 yr.	
4025-01	Annual activity reports	Permanent	

4025-02	Daily Bulletins	1 yr.	
4050-04	Work Orders	3 yrs.	
4075-01	Records of investigation of shooting incidents	Permanent	
4075-01	Records of investigation resulting in discipline	15 yrs.	
4075-02	Off duty assignment records	2 yrs.	
4125-01	Activity Logs	2 yrs.	
4125-02	Arrest Reports	75 yrs. or until death of individual	
4125-04	DWI Video Tapes - not charged	30 days	
4125-05	Cases not cleared	Until statute runs	
4125-05	Class C misdemeanor	6 mos.	
4125-05	Class A & b misdemeanors and state jail felonies	2 yrs.	
4125-05	Second and third degree felonies	10 yrs.	
4125-05	First degree and capital felonies	50 yrs.	
4125-05	DWI offenses	10 yrs.	
4125-06	Rap Sheet	AV	
4150-01	Accident Reports	2 yrs.	
4150-02	Child Abuse Reports	3 yrs.	
4150-03	Death in custody reports	3 yrs.	
4150-04	Family Violence reports	3 yrs.	
4150-07	Incident Reports	2 yrs.	
4175-07	Pawn Shop Tickets	AV	
4175-09	Property Records	FE of return of property + 3 yrs.	
4175-14	Uniform Crime Reports - Monthly	3 yrs.	

4275-03	Taxi Permits	Expiration + 2 yrs. or Denial + 1 yr.	
4275-04	Wrecker Permits	Expiration + 3 yrs. or Denial + 1 yr.	