



*Effective October 20, 1997*

# **TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**

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## **LOCAL SCHEDULE PS (2nd Edition)**

### **RETENTION SCHEDULE FOR RECORDS OF PUBLIC SAFETY AGENCIES**

This schedule establishes mandatory minimum retention periods for the records listed. No local government office may dispose of a record listed in this schedule prior to the expiration of its retention period. A records control schedule of a local government may not set a retention period for a record that is less than that established for the record on this schedule. The originals of records listed in this schedule may be disposed of prior to the expiration of the stated minimum retention period if they have been microfilmed or electronically stored pursuant to the provisions of the Local Government Code, Chapter 204 or Chapter 205, as applicable, and rules of the Texas State Library and Archives Commission adopted under authority of those chapters. Actual disposal of such records by a local government or an elective county office is subject to the policies and procedures of its records management program.

Destruction of local government records contrary to the provisions of the Local Government Records Act of 1989 and administrative rules adopted under its authority, including this schedule, is a Class A misdemeanor and, under certain circumstances, a third degree felony (Penal Code, Section 37.10). Anyone destroying local government records without legal authorization may also be subject to criminal penalties and fines under the Open Records Act (Government Code, Chapter 552).

### **INTRODUCTION**

The Government Code, Section 441.158, provides that the Texas State Library and Archives Commission shall issue records retention schedules for each type of local government, including a schedule for records common to all types of local government. The law provides further that each schedule must state the retention period prescribed by federal or state law, rule of court, or regulation for a record for which a period is prescribed; and prescribe retention periods for all other records, which periods have the same effect as if prescribed by law after the records retention schedule is adopted as a rule of the commission.

Local Schedule PS sets mandatory minimum retention periods for records series (identified in the Records Series Title column) commonly found in law enforcement agencies, fire departments and rural fire prevention districts, emergency medical departments, emergency communications agencies and districts, county medical examiner departments, county and district attorneys offices, and community supervision and corrections departments. In addition to counties and cities, this schedule should also be used by other local governments, such as junior college districts and river authorities, who employ law enforcement officers or fire fighting personnel. If the retention period for a record is established in a federal or state law, rule of court, or regulation, a citation to the relevant provision is given; if no citation is given, the authority for the retention period is this schedule.

The retention period for a record applies to the record regardless of the medium in which it is maintained. Some records listed in this schedule are maintained electronically in many offices, but electronically stored data used to create in any manner a record or the functional equivalent of a record as described in this schedule must be retained, along with the hardware and software necessary to access the data, for the retention period assigned to the record, unless backup copies of the data generated from electronic storage are retained in paper or on microfilm for the retention period.

Unless otherwise stated, the retention period for a record is in calendar years from the date of its creation. The retention period, again unless otherwise noted, applies only to an official record as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, each local government should decide which shall be the official record and in which of its divisions or departments it will be maintained. Local governments in their records management programs should establish policies and procedures to provide for the systematic disposal of copies.

If a record described in this schedule is maintained in a bound volume of a type in which pages are not designed to be removed the retention period, unless otherwise stated, dates from the date of last entry.

If two or more records listed in this schedule are maintained together by a local government and are not severable, the combined record must be retained for the length of time of the component with the longest retention period. A record whose minimum retention period on this schedule has not yet expired and is *less than permanent* may be disposed of if it has been so badly damaged by fire, water, or insect or rodent infestation as to render it unreadable, or if portions of the information in the record have been so thoroughly destroyed that remaining portions are unintelligible. If the retention period for the record is *permanent* on this schedule, authority to dispose of the damaged record must be obtained from the director and librarian of the Texas State Library. The Request for Authority to Destroy Unscheduled Records (Form SLR 501) should be used for this purpose.

Requests for Authority to Destroy Unscheduled Records (SLR 501), whose submission to the director and librarian of the Texas State Library is required by the Local Government Code, Section 203.045, need not be filed for records shown as exempt from the requirement.

Certain records listed in this schedule are assigned the retention period of AV (as long as administratively valuable). This retention period affords local governments the maximum amount of discretion in determining a specific retention period for the record described. Although AV may be used as a retention period on a records control schedule of a local government, it is in the best interests of any records management program that fixed retention periods be assigned for each records series. AV records tend to accumulate and go unmanaged.

### AMENDMENT NOTICE

An item number that is preceded by an asterisk (\*) indicates either that the retention period or the description of the record series has been changed from that which appeared in the edition of Local Schedule PS, effective November 1, 1994, or the records series is new to this schedule. An asterisk is also used before a retention note that has been amended or added at the beginning of the schedule or any of its parts or sections. Changes to legal citations or non-substantive editorial changes are not noted.

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#### **ABBREVIATIONS USED IN THIS SCHEDULE**

AV - As long as administratively valuable  
CE - Calendar year end  
CFR - Code of Federal Regulations  
FE - Fiscal year end  
TAC - Texas Administrative Code  
U.S.C. - United State Code  
US - Until superseded

## RECORDS OF PUBLIC SAFETY AGENCIES

**Retention Notes:** a) The term "public safety agency" means any local law enforcement, fire fighting, emergency medical services, or emergency communications department, district, or office; and the offices of the county medical examiner, district attorney, county attorney, and community supervision and corrections.

b) For administrative, financial, personnel, and support service records not included in this schedule, see Local Schedule GR (Records Common to All Governments).

### PART 1: RECORDS COMMON TO PUBLIC SAFETY AGENCIES

**Retention Note:** This part provides retention periods for records common to two or more of the public safety agencies included in this schedule.

#### SECTION 1-1: GENERAL OPERATIONS RECORDS

4025-01 **ACTIVITY AND STATISTICAL REPORTS** - Narrative and/or statistical activity reports prepared by shift supervisors, unit heads, or other public safety personnel on daily or other periodic activities, except reports of the types described included in other records groups in this schedule.

- a) Daily and weekly reports. RETENTION: 1 year. (Exempt from destruction request to the Texas State Library)
- b) Monthly, bimonthly, quarterly, or semi-annual reports. RETENTION: 3 years.
- c) Annual reports. RETENTION: PERMANENT.
- d) Chronological logs or registers of activities, usually kept at station, company, or unit level, of daily activities such as roll calls, briefings, visitors, drills, inspections, except for records of similar types noted elsewhere in this schedule. RETENTION: 1 year. (Exempt from destruction request to the Texas State Library)

4025-02 **DAILY BULLETINS** - Daily bulletins created by a public safety agency providing data on officers or personnel on duty, tasks and vehicles assigned, information concerning special procedures or information (e.g., missing persons, be-on-the-look out for, hazardous fire conditions), and other information customary to the operations of a public safety agency. RETENTION: 1 year. (Exempt from destruction request to the Texas State Library)

#### 4025-03 GENERAL AND EMERGENCY ORDERS AND RELATED DOCUMENTATION

- \* a) Orders issued by the head of a public safety agency, or deputies possessing requisite authority, establishing policy or standard operating procedures. RETENTION: US + 5 years.
- \* b) Special orders issued by the head of a public safety agency, or deputies possessing requisite authority, declaring emergencies, ordering evacuations, and similar extraordinary directives. RETENTION: 3 years.

**Retention Note:** Prior to disposal, orders under (a) and (b) shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained permanently.

- c) Codes of conduct. RETENTION: PERMANENT.

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4025-04 **OPERATIONAL PERMITS AND CERTIFICATIONS** - Permits and certifications from federal or state agencies as required by law or regulation for public safety activities and equipment and any reports, correspondence, or other documentation bearing on the application for the issuance of or renewal of a permit or certification.

- a) Granted permits and certifications and associated documentation. RETENTION: Expiration or cancellation + 3 years.
- b) Documentation concerning denied permits. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

4025-05 **PLANNING STUDIES AND REPORTS** - Plans, studies, and analyses relating to public safety strategies, personnel needs assessments, station boundary and manpower distribution studies, contingency plans, and similar planning reports pertinent to fulfilling the duties and responsibilities of a public safety agency.

a) Special reports or studies prepared by order or request of the governing body or considered by the governing body (as reflected in its minutes) or ordered or requested by a state agency or a court. RETENTION: PERMANENT.

\* b) All other planning reports or studies. RETENTION: 5 years.

*Retention Note: Prior to disposal, planning reports and studies shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained permanently. See also item number 1000-39 in Local Schedule GR (Records Common to All Local Governments).*

## SECTION 1-2: VEHICLE, EQUIPMENT, AND ANIMAL RECORDS

### 4050-01 AIRCRAFT HISTORY AND MAINTENANCE RECORDS

a) Records maintained on each helicopter or fixed wing aircraft used to document the total time in service of the airframe, each engine, each propeller, and each rotor; the current status of life-limited parts of each airframe, engine, propeller, rotor, and appliance; any major alterations to such engines and devices; when inspections and overhauls last occurred; and documentation of compliance with Federal Aviation Administration (FAA) airworthiness directives. RETENTION: LA, but see retention note (a). [By regulation - 14 CFR 91.417(b)(2).]

*Retention Notes: a) When an aircraft is sold, all records relating to the aircraft described in (a) must be transferred to the new owner by FAA regulation [14 CFR 91.417(b)(2).]*

*b) If an aircraft is involved in an accident or incident subject to investigation by the National Transportation Safety Board (NTSB), all records described in (a), and those described in (b) and (c) below that have not been destroyed according to the retention period given, must be retained until the NTSB takes custody of the records or a release is granted by an authorized representative of the board. In addition, any records or reports, including internal memoranda, dealing with the accident or incident must be retained until authorized by the NTSB to the contrary.*

b) Records of maintenance, preventative maintenance, and alteration. RETENTION: Until the work is repeated or superseded by other work or for 1 year after the work is performed, as applicable. [By regulation - 14 CFR 91.417(b)(1).] (Exempt from destruction request to the Texas State Library)

c) Records of 100-hour, annual, progressive, or other FAA required or approved inspections. RETENTION: Until the work is repeated or superseded by other work or for 1 year after the work is performed, as applicable. [By regulation - 14 CFR 91.417(b)(1).] (Exempt from destruction request to the Texas State Library)

4050-02 **ANIMAL RECORDS** - Records concerning horses, dogs, or other animals owned by public safety agencies, including records of the acquisition of the animal, its registration and pedigree papers (if applicable), records of training, and its veterinary history. RETENTION: Until the retirement or sale of the animal + 2 years.

4050-03 **VEHICLE ASSIGNMENT RECORDS**

a) Logs, registers or similar records documenting the sign-out and use of public safety vehicles by personnel. RETENTION: 1 year. (Exempt from destruction request to the Texas State Library)

b) Authorizations for the home storage of public safety vehicles. RETENTION: Expiration of authorization + 1 year. (Exempt from destruction request to the Texas State Library)

4050-04 **VEHICLE HISTORY AND MAINTENANCE RECORDS**

a) Master record on each public safety vehicle (including watercraft) and its apparatus and containing the following: complete description including identification and license numbers; title and registration papers, annual beginning and ending odometer readings, total annual fuel, maintenance, labor, and parts costs; and complete maintenance and inspection history (in summary form showing date and nature of inspection, service, and repair). RETENTION: LA.

*Retention Notes: a) This schedule does not require the creation of a vehicle master record of the type described, but if a vehicle master record is not maintained, records containing the prescribed information must be retained for the life of the vehicle. For example, if work orders in (b) are the only record maintained of repairs to public safety vehicles, they must be retained for the life of the vehicle.*

*b) If a public safety vehicle is salvaged as the result of an accident, the vehicle master record or, if one is not created, documents providing the types of information prescribed, must be retained for LA + 3 years.*

*c) If a public safety vehicle is sold or given to another public safety agency for use as a public safety vehicle, the vehicle master record may be transferred with the vehicle.*

b) Service requests/work orders. RETENTION: 3 years.

c) Daily or other periodic activity reports on fuel and oil consumption, odometer readings, etc. from which data is derived for operating cost reports and the vehicle master record. RETENTION: 3 years.

d) Daily or other periodic inspection reports of vehicles and their apparatus including records relating to the testing and calibration of radar systems and guns and the testing of speedometers in police vehicles. RETENTION: 3 years.

e) Daily or other periodic inventory reports of vehicle apparatus and supplies, including drug supplies in EMS vehicles and aircraft. RETENTION: 3 years.

f) Specifications, circuit diagrams, and similar documents relating to vehicles and their apparatus. RETENTION: LA.

4050-05 **WEAPONS RECORDS**

a) Records of issuance of weapons to public safety personnel. RETENTION: Until return of weapon + 3 years.

b) Records of inspection and repair of weapons. RETENTION: LA.

c) Records documenting the sale, gift, loss, or destruction of public safety weaponry. RETENTION: 3 years.

d) Inventories of weapons. RETENTION: US + 3 years.

## SECTION 1-3: PERSONNEL RECORDS

**Retention Note:** This part supplements and should be used in conjunction with Part 3 of Local Schedule GR (Records Common to All Governments).

4075-01 **INTERNAL AFFAIRS INVESTIGATION RECORDS** - Records documenting the initiation, investigation, and disposition of internal affairs investigations of alleged misconduct by law enforcement officers, fire department personnel, and emergency medical services personnel.

**Retention Notes:** a) As used in the records descriptions for this group, the term "formal discipline" is disciplinary action at or above the level of a written reprimand. The term "informal discipline" is disciplinary action below the level of a written reprimand.

b) Retention periods for this record group date from the completion of the investigation.

c) Documents that are removed or expunged from internal affairs investigation records or personnel files pursuant to procedures established in state law are exempt from the destruction request requirement.

a) Records of investigation of law enforcement shooting incidents which result in death or injury to any person, including a police officer. RETENTION: PERMANENT.

b) Records of investigations that result in sustained formal discipline. RETENTION: 15 years.

c) Records of investigations that result in sustained informal discipline or of investigations whose findings are inconclusive. RETENTION: 5 years, provided a 1 year infraction free period precedes the date of destruction.

d) Records of investigations whose findings are not sustained, unfounded, or exonerated. RETENTION: 3 years.

\* e) Written complaints and records of oral complaints received from the public concerning the conduct of law enforcement officers, fire department personnel, and emergency medical personnel that do not lead to an internal affairs investigation. RETENTION: Determination not to initiate an internal affairs investigation + 2 years.

4075-02 **OFF-DUTY ASSIGNMENT RECORDS** - Records concerning off-duty assignments of public safety personnel, including applications for such assignments. RETENTION: 2 years.

## SECTION 1-4: EMERGENCY COMMUNICATIONS RECORDS

4100-01 **9-1-1 MASTER FILES** - Master file on residents in a 9-1-1 service area containing name, address, 9-1-1 address, telephone number, and other information needed to provide service. RETENTION: US. (Exempt from destruction request to the Texas State Library)

4100-02 **9-1-1 MASTER FILE SOURCE DOCUMENTATION** - Documentation received from telephone companies or other sources used to update information in 9-1-1 master files (see item number 4100-01). RETENTION: AV. (Exempt from destruction request to the Texas State Library)

4100-03 **ANTENNA ILLUMINATION RECORDS** - Records documenting the monitoring, inspection, and repair of illuminated antenna and antenna supporting structures. RETENTION: 1 year. [By regulation - 47 CFR 90.447.] (Exempt from destruction request to the Texas State Library)

4100-04 **COMMUNICATION TAPES AND PRINTOUTS** - Tapes and printouts of incoming and outgoing telephone and radio communications. RETENTION: 30 days. (Exempt from destruction request to the Texas State Library)

4100-05 **DISPATCH REPORTS** - Record created by dispatcher on each call for service showing date and time call received, nature of call, and details of action taken in response to call. RETENTION: 1 year. (Exempt from destruction request to the Texas State Library)



4100-06 **RADIO AND PAGING LOGS** - Listing of each radio call or pages from or to a dispatcher showing date, time, and location of call. RETENTION: 1 year. (Exempt from destruction request to the Texas State Library)

4100-07 **TRANSMITTER MEASUREMENT AND REPAIR RECORDS** - Records documenting the repair of transmitters and the measurement of frequency tolerances, power output, and modulation on transmitters authorized to operate with a power output in excess of two watts. RETENTION: 1 year. [By regulation - 47 CFR 90.447.] (Exempt from destruction request to the Texas State Library)

## **PART 2: LAW ENFORCEMENT RECORDS**

*\* Retention Note: The minimum retention periods in this part, to the extent the records described are created or maintained by the offices or officers named, are binding on sheriffs; constables; municipal police departments; arson investigating units of municipal and county fire agencies; investigators from the offices of district, criminal district, and county attorneys; county park rangers; municipal park and recreational patrolmen and security officers; airport police and security personnel; and persons commissioned as peace officers by the governing bodies of public school districts, junior colleges, water control and improvement districts, port authorities, metropolitan rapid transit authorities, regional transit authorities, and hospital districts. The term "law enforcement agency," "law enforcement officer," or "peace officer" as used in this schedule, means the offices, departments, or officers noted above.*

### **SECTION 2-1: ARREST AND OFFENSE RECORDS**

*Retention Notes: a) The record groups described in this section concern adults or juveniles arrested and tried as adults. See Section 2-5 of this schedule for juvenile delinquency records.*

*b) Arrest and other law enforcement records relating to an individual are subject to expunction under Code of Criminal Procedure, arts. 55.01 to 55.05. An expunction order overrides any retention period established in this schedule. The destruction of expunged records are exempt from destruction request to the Texas State Library.*

*c) For the purposes of this section the term "person" includes a corporation or association.*

4125-01 **ACTIVITY LOGS OR DOCKETS** - Logs or equivalent records, usually arranged chronologically or by case, court, or citation number, providing summary data on complaints investigated by law enforcement officers, arrests made, citations issued, accidents investigated, court arraignments, court appearances by officers, and similar activities relating to the arrest or citation of persons or the investigation of offenses. RETENTION: 2 years; or 2 years after last entry if in bound volume.

\* 4125-02 **ARREST REPORTS** - Arrest report and fingerprints on each person arrested by the law enforcement agency and charged with a felony or a misdemeanor not punishable by fine only. (See item number 4125-05(b)(1) for arrest reports on persons arrested for Class C misdemeanors.) RETENTION: 75 years, or date of death of individual, if known.

*Retention Note: If the arrest report does not provide the following information, documents from offense investigation records (see item number 4125-05) sufficient to provide the information must be retained 75 years or until date of death of the individual, if known: the name (including aliases), date of birth, and physical description of the offender; the name of the arresting agency; the arrest charge and whether it is a felony or a misdemeanor; the date of arrest; and the date and exact disposition of the case by the agency.*

4125-03 **BAIL BOND RECORD** - Record of bail or recognizance bonds taken by a sheriff or other peace officer pursuant to Code of Criminal Procedure, arts. 17.20 to 17.22. RETENTION: 3 years; or 3 years after last entry if in bound volume.

4125-04 **DWI VIDEO TAPES** - Videotapes of persons detained for possible DWI violations.

a) Tapes of persons on whom charges are not filed. RETENTION: 30 days. (Exempt from destruction request to the Texas State Library)

- b) Tapes of persons on whom charges are filed. **RETENTION:** Upon return of tape by court or state's attorney. (Exempt from destruction request to the Texas State Library)

4125-05 **OFFENSE INVESTIGATION RECORDS** - Offense and supplemental offense reports; investigation reports and notes; witness statements; latent fingerprints; results of chemical analysis and polygraph tests; crime scene, mug shot, and other photographs; laboratory reports; arrest reports (Class C misdemeanors only); citations, affidavits; criminal process; victim impact statements; and other records relating and customary to the investigation of criminal offenses or other violations of state law or local ordinance.

- a) Cases not cleared. **RETENTION:** Until the statute of limitations has run.

b) Cases in which an arrest is made or a citation issued and a law enforcement agency has certain knowledge of the pretrial or adjudicated disposition of an arrested or cited person and considers the case to have been cleared by the conviction or acquittal of the person arrested or cited, by the dismissal of charges against the person, or by the entry on the record of a court by a prosecuting attorney of a nolle prosequi.

***Retention Note:** Retention periods date from date of arrest or citation and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification.*

- 1) Class C misdemeanors and unclassified violations of state law or local ordinance punishable by fine only (including arrest reports and citations). **RETENTION:** 6 months. (Exempt from destruction request to the Texas State Library)
- 2) Class A and B misdemeanors and state jail felonies. **RETENTION:** 2 years.
- 3) Second and third-degree felonies. **RETENTION:** 10 years.
- 4) First-degree and capital felonies. **RETENTION:** 50 years.
- 5) Driving while intoxicated offenses. **RETENTION:** 10 years.
- 6) Or, for any classification of offense. **RETENTION:** Date of death of individual, if known. (Records destroyed under this retention period that are one year old or less are exempt from destruction request to the Texas State Library)

***Retention Note:** Copies of documents in offense investigation records the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency need be retained only as long as administratively valuable and are exempt from destruction request to Texas State Library. Exceptions are copies of notices or other process that provide certain knowledge to the law enforcement agency of the pretrial or adjudicated disposition of a case.*

4125-06 **RAP SHEETS** - Copies of rap sheets received from the Texas Department of Public Safety or other law enforcement agencies. **RETENTION:** AV. (Exempt from destruction request to the Texas State Library)

4125-07 **STATUTORY WARNING TAPES** - Tapes of appearances of arrested persons before magistrates via two-way closed circuit television for the purposes of statutory warnings in accordance with Code of Criminal Procedure, art. 15.17. **RETENTION:** The date the pretrial hearing ends; the 91st day after the date on which the recording was made if the person is charged with a misdemeanor; or the 120th day after the date on which the recording was made if the person is charged with a felony, whichever soonest. [By law - Code of Criminal Procedure, art. 15.17(a).]

## SECTION 2-2: INCIDENT RECORDS

\* 4150-01 **ACCIDENT REPORTS** - Records relating to traffic accidents, including accident reports, supplemental accident reports, photographs, correspondence, and related documentation. **RETENTION:** 2 years, *but see retention note.*

**Retention Note:** *If as the result of an accident, a person is arrested and charged with driving while intoxicated or with at least a second degree felony, the accident report shall be considered an offense investigation record and must be retained for the appropriate retention period under item number 4125-05(b).*

4150-02 **CHILD ABUSE REPORTS** - Copies of child abuse reports received by a law enforcement agency pursuant to Family Code, Sections 261.103 and 261.105, that do not become part of arrest and offense investigation records (see item numbers 4125-02 and 4125-05). RETENTION: 3 years.

4150-03 **DEATH IN CUSTODY REPORTS** - Copies of reports submitted by a sheriff or the director of a law enforcement agency to the Attorney General concerning the deaths of persons while in the custody of a peace officer or while confined in jail. RETENTION: 3 years.

\* 4150-04 **FAMILY VIOLENCE REPORTS** - Family violence reports that do not become a part of arrest or offense investigation records (see item numbers 4125-02 and 4125-05). RETENTION: 3 years.

4150-05 **FIELD INTERROGATION REPORTS** - Reports on persons stopped and interrogated in the field because of suspicious behavior. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

4150-06 **GUNSHOT WOUNDS, REPORTS OF** - Reports of the treatment or the request for treatment of gunshot wounds received from physicians or other persons as required by Health and Safety Code, Section 161.041. RETENTION: 3 years.

4150-07 **INCIDENT REPORTS** - Reports concerning incidents or complaints that, after investigation, did not appear to have involved the commission of a crime. RETENTION: 2 years.

4150-08 **MISSING AND UNIDENTIFIED PERSONS FILES** - Reports on missing children and adults, requests for investigation, photographs, fingerprints, dental records, x-rays, notifications of possible match, and similar documents relating to the location of missing children and adults, including similar records relating to unidentified bodies found in the county and reported to the sheriff. RETENTION: Date person located or body identified + 3 years.

**Retention Note:** *If the location of the person or the identification of a body leads to a criminal investigation by the law enforcement agency, the records described must be retained for the same period as arrest and offense investigation records (see item numbers 4125-02 and 4125-05).*

4150-09 **WARNING CITATIONS** - Warning citations issued for violations of motor vehicle laws or for those violations of the penal code (e.g., criminal trespass) in which the issuance of warning citations is customary. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

### **SECTION 2-3: OPERATIONAL SUPPORT RECORDS**

4175-01 **CHEMICAL BREATH TEST RECORDS** - Logs, test records, operational check lists, and similar records relating to the administration of chemical breath tests. RETENTION: 2 years.

\* 4175-02 **CRIMINAL INTELLIGENCE AND ANALYSIS FILES** - Records created and maintained to anticipate, prevent, or monitor possible criminal activity, including crime pattern, crime analysis, and modus operandi reports; forecasts; evaluation reports; investigation recommendations; reports on movements of known offenders; information on confidential informants; and messages and alerts from other agencies. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

**Retention Note:** *Information compiled by a law enforcement agency pursuant to Chapter 61, Code of Criminal Procedure, concerning criminal combinations **must** be destroyed after 2 years if the individual to whom the information relates has not been charged with criminal activity. (By law - art. 61.06, Code of Criminal Procedure)*

\* 4175-03 **FINGERPRINT RECORDS** - Fingerprint records maintained in paper or on automated systems of missing persons, suspects, known offenders, incarcerated persons, etc. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

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**Retention Note:** *Fingerprint records of persons arrested for offenses other than Class C misdemeanors must be retained 75 years or until date of death of individual, if known by the arresting agency. See item number 4125-02.*

4175-04 **FUGITIVE REPORTS** - Certified reports submitted by a sheriff to the Adjutant General (1887-1965) or to the Texas Department of Public Safety (1965-current) on persons who have fled the county and are under indictment for a felony. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

4175-05 **LAW ENFORCEMENT INFORMATION DISSEMINATION, INQUIRY, AND RECEIPT RECORDS** - Reports, logs, and other records pertinent to documenting the dissemination of criminal histories and other information to law enforcement or other agencies through crime information networks (e.g., TCIC, NCIC) or by other methods and similar records documenting inquiries for and the receipt of information.

a) Records of the dissemination of criminal histories. RETENTION: 3 years.

b) Records of the dissemination of information other than criminal histories (e.g., missing persons, stolen property). RETENTION: AV. (Exempt from destruction request to the Texas State Library)

c) Records of inquiries for and the receipt of information, including criminal histories. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

d) Administrative messages received through TCIC/NCIC or other networks. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

4175-06 **MUG BOOKS** - Photographs or photograph albums of known offenders used by crime victims or witnesses for identification. RETENTION: AV. (Exempt from destruction notice requirement)

4175-07 **PAWN SHOP TICKETS** - Copies of pawn shop tickets provided to a law enforcement agency. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

4175-08 **POLYGRAPH EXAMINATION RECORDS** - Polygraph charts, question sheets, reports of examination results, data sheets, films, audio and video tapes of examinations, opinions from the examiner from chart analysis, and other records pertinent to a polygraph examination. RETENTION: 2 years. [By regulation - 22 TAC 395.4.]

**Retention Note:** *If a report of the results of a polygraph examination is placed in offense investigation records (see item number 4125-05), it must be retained for the retention period for those records.*

4175-09 **PROPERTY RECORDS** - Reports, logs, property cards, receipts, notices, and similar records documenting the receipt, processing, chain of custody, and disposition by return, destruction, or sale of evidential, stolen, abandoned, unclaimed, impounded, or recovered property, including motor vehicles, by a law enforcement agency. RETENTION: FE of return or disposal of property + 3 years.

**Retention Note:** *Any records in this series must be retained for FE + 5 years if they serve to document the collection of sales tax due to the State Comptroller of Public Accounts.*

\* 4175-10 **SEX OFFENDER REGISTRATION RECORDS** - All documentation relating to the registration of sex offenders for reportable convictions or adjudication with a municipal police department or a sheriff pursuant to Civil Statutes, art. 6252-13c.1. RETENTION: 75 years, *but see retention note.*

**Retention Note:** *If the law enforcement agency has certain knowledge that a registrant has moved from its jurisdiction, the registration records of the person need only be retained as long as administratively valuable and are exempt from the destruction request requirement.*

4175-11 **SPECIAL WATCH RECORDS** - Informational forms or lists provided to officers of businesses or residences needing special watch, including requests from the public for such watches. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

4175-12 **STOLEN PROPERTY RECORDS** - Cards, lists, or logs providing an abstract record of stolen property, including stolen vehicles, usually including description of item or vehicle, place and date stolen, serial numbers, and similar information. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

4175-13 **TELETYPE MESSAGES** - Teletype messages received from other law enforcement agencies or through crime information networks that are not made part of offense investigation records (see item number 4125-05) or other records groups in this schedule. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

4175-14 **UNIFORM CRIME REPORTS** - Copies of uniform crime reports submitted to the Texas Department of Public Safety.

- a) Monthly reports. RETENTION: 3 years.
- b) Annual reports. RETENTION: PERMANENT.

4175-15 **WANTED PERSONS FILES** - Records received on persons wanted by other law enforcement agencies. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

\* 4175-16 **PROTECTIVE ORDERS**

- a) Emergency protective orders issued by magistrates pursuant to Article 17.292, Code of Criminal Procedure. RETENTION: Date of order + 31 days. (Exempt from destruction request to the Texas State Library)
- b) Protective orders (original and modified) issued pursuant to Sections 3.581, 71.11, 71.12 and 71.15, Family Code, including notices of vacation of orders. RETENTION: Date of receipt of notice of vacation of order; date order expires according to its terms; or 1 year, whichever soonest. (Exempt from destruction request to the Texas State Library)
- c) Periodic lists of persons under protective orders. RETENTION: US. (Exempt from destruction request to the Texas State Library)

\* 4175-17 **BRADY BILL HANDGUN STATEMENTS** - Statements made by persons who wish to have handguns sold, transferred, or delivered to them.

- a) Statements and any associated documentation of those to whom the sale, transfer, or delivery of a handgun would not violate federal or state law. RETENTION: **Must** be destroyed within 20 business days from the date the statement was signed. [By law - 18 U.S.C. Section 922(s)(6)(B)(i).]
- b) Statements and any associated documentation of those to whom the sale, transfer, or delivery of a handgun would violate federal or state law. RETENTION: 3 years.

\* 4175-18 **CONCEALED HANDGUN RECORDS**

- a) Lists of persons who possess concealed handgun permits submitted by the Texas Department of Public Safety to county sheriffs, and other law enforcement agencies on request. RETENTION: US. (Exempt from destruction request to the Texas State Library)
- b) Copies of reports submitted by law enforcement agencies to the Texas Department of Public Safety as required by 37 TAC 6.119 regarding reportable incidents involving holders of concealed handgun permits that do not become part of arrest and offense investigation records (see item numbers 4125.02 and 4125-05). RETENTION: 2 years.

\* 4175-19 **HELP END AUTO THEFT (HEAT) RECORDS** - Records of persons enrolling in the Help End Auto Theft (HEAT) program, including registration forms and written notices of cancellation from participants that title to a registered vehicle has been transferred or that they no longer wish to participate in the program. RETENTION: 4 years or upon receipt of cancellation notice, whichever sooner.

## SECTION 2-4: JAIL RECORDS

**Retention Note:** *Some of the records in this section are maintained by sheriffs only, as chief jailers of a county. The retention periods in this section are binding, however, on other law enforcement agencies if they operate a jail or have holding cells and records of the types described are created and maintained, unless the description of the record clearly confines the application of the retention period to county jails only.*

4200-01 **HEADCOUNT REPORTS** - Periodic watch reports or checklists of all prisoners incarcerated. RETENTION: 1 year. (Exempt from destruction request to the Texas State Library)

4200-02 **JAIL INCIDENT REPORTS** - Reports of incidents that result in physical harm, or a serious threat of physical harm, to an employee or inmate of a jail or other person, and reports of investigations of such incidents, showing names of persons involved, description of incident, actions taken, and date and time of the occurrence. RETENTION: 5 years.

**Retention Note:** *If a jail incident results in a criminal investigation and arrest, the reports must be retained for the retention periods prescribed in item numbers 4125-02 and 4125-05, as applicable.*

4200-03 **JAIL INSPECTION AND OPERATION REPORTS AND LOGS** - Inspection reports of a jail and various aspects of its operation and logs or calendars of such inspections, except records of the types described included in other record groups in this part.

- a) Daily and weekly reports. RETENTION: 2 years.
- b) Monthly or other periodic reports compiled on a sub-annual basis not included in (a). RETENTION: 3 years.
- c) Annual reports. RETENTION: PERMANENT.

4200-04 **JAIL OPERATIONAL PLANS** - Written plans required of sheriffs by the rules of the Texas Commission on Jail Standards relating to the operations of a county jail on life safety, prisoner classification, the provision of medical services, staffing, sanitation, prisoner discipline, prisoner grievance procedures, prisoner education and rehabilitation, prisoner privileges, the processing of female prisoners, and such other plans as the commission may require. RETENTION: US + 5 years.

4200-05 **JAIL POPULATION REPORTS** - Monthly county jail population reports submitted to a district or county attorney pursuant to Code of Criminal Procedure, art. 2.19, and to the Texas Commission on Jail Standards, pursuant to Government Code, Section 511.0101. RETENTION: 2 years.

4200-06 **JAIL REGISTER** - A summary record, in some form, of each person committed to a jail, showing at a minimum, the name and gender of the person, intake number, the reason for their commitment or confinement, and the date of their release or transfer.

- a) County jail registers. RETENTION: PERMANENT.
- b) Registers for all other local jails. RETENTION: 2 years.

4200-07 **PRISONER CONDUCT AND DISCIPLINARY RECORDS** - Records relating to the conduct of, or disciplinary action taken with regard to each prisoner, including records of good time credit earned and notices and reports issued by a disciplinary hearing panel. RETENTION: Release or transfer of prisoner + 2 years.

4200-08 **PRISONER COUNSELING RECORDS** - Records relating to the counseling of prisoners.

- a) Records of psychological or psychiatric testing and counseling, of alcohol or substance abuse counseling, or of any counseling concerning medical matters. RETENTION: Release or transfer of prisoner + 5 years.
- b) Records of counseling of individual prisoners not noted in (a). RETENTION: Release or transfer of prisoner + 2 years.
- c) Administrative records of jail counseling programs. RETENTION: 3 years.

4200-09 **PRISONER GRIEVANCE RECORDS** - Written grievances from prisoners and records of decisions of grievance boards. RETENTION: Release or transfer of prisoner + 2 years.

4200-10 **PRISONER INCARCERATION RECORDS** - Documentation on the commitment, transfer, or release of each prisoner incarcerated, including personal and classification data sheets; forms used for booking-in and booking-out; and copies of court commitment, transfer, or release orders or similar documents that purport to legally authorize a person's confinement. (See also item number 4200-06.) RETENTION: Release or transfer of the prisoner + 2 years.

4200-11 **PRISONER MEDICAL RECORDS** - Records relating to the medical condition of and medical treatment given to each prisoner, including medical screening reports, medical isolation reports, reports by physicians or allied health personnel, and records of medications given or medical procedures administered. RETENTION: Release or transfer of prisoner + 5 years.

4200-12 **PRISONER PROPERTY INVENTORIES AND RECEIPTS** - Records documenting the receipt or confiscation of personal property from prisoners upon commitment and the return of non-confiscated property to prisoners upon release. RETENTION: Release or transfer of prisoner + 2 years.

4200-13 **PRISONER TELEPHONE AND VISITOR RECORDS**

a) Logs or similar records of prisoner requests to make phone calls, usually showing date of request, name of prisoner, and whether request granted or denied. RETENTION: 1 year or 1 year after last entry if in bound volume. (Exempt from destruction request to the Texas State Library)

b) Logs, visitor cards, and similar records documenting visits to prisoners. RETENTION: 1 year or 1 year after last entry if in bound volume. (Exempt from destruction request to the Texas State Library)

4200-14 **PRISONER TRANSFER RECORDS** - Copies retained by a sheriff of any of the documents required to accompany the transfer of a prisoner from a county jail to the Texas Department of Criminal Justice as provided by Code of Criminal Procedure, art. 42.09(8)(a). RETENTION: AV. (Exempt from destruction request to the Texas State Library)

*Retention Note: It is an exception to the retention period for this record group that the original of an arrest report as required by Code of Criminal Procedure, art. 42.09(8)(a)(6) must be retained for the retention periods set out on item number 4125-02, if the sheriff's department making the transfer made the arrest.*

4200-15 **TEXAS COMMISSION ON JAIL STANDARDS, ANNUAL REPORTS TO** - Copies of annual reports on jail conditions submitted by a sheriff to the Texas Commission on Jail Standards. RETENTION: PERMANENT.

4200-16 **TEXAS COMMISSION ON JAIL STANDARDS, INSPECTION REPORTS AND NOTICES OF** - Reports, either annual or at more frequent intervals, of inspections of a county jail by representatives of the Texas Commission on Jail Standards and any notices of noncompliance, remedial orders, and copies of deficiency correction reports submitted by a sheriff to the commission. RETENTION: PERMANENT.

4200-17 **VIDEO TAPES OF PRISONERS** - Video tapes of prisoners in cells or other areas of a jail or holding facility. RETENTION: 30 days. (Exempt from destruction request to the Texas State Library)

**\* SECTION 2-5: JUVENILE DELINQUENCY RECORDS**

**\* SPECIAL NOTE: This section remains in effect until the effective date of adoption of Local Schedule JR (Juvenile Records) by the Texas State Library and Archives Commission by an amendment to 13 TAC 7.125.**

*Special Note: Law enforcement records relating to the investigation of offenses committed by juveniles or records concerning the taking of juveniles into custody are subject to sealing under Family Code, Section 51.16, except - since 1 September 1987 - for case papers concerning an adjudication of delinquency based on a violation of a penal law of the grade of felony. On entry of a sealing order by a juvenile court, law enforcement records relating to the case must be transferred to the court issuing the order and all index references to the files and records ordered sealed must be deleted. The retention periods in this section apply to unsealed records of juveniles in the possession of law enforcement agencies.*

**4225-01 JUVENILE DISPOSITION REPORTS AND PROCEDURAL DOCUMENTATION**

a) Copies of reports submitted by a law enforcement agency to the juvenile probation department or to another office or official designated by the juvenile court on the number and type of non-referred juvenile dispositions by the agency under authority of Family Code, Section 52.03 (see item number 4225-03). RETENTION: AV. (Exempt from destruction request to the Texas State Library)

b) Juvenile disposition procedural documentation. RETENTION: US. (Exempt from destruction request to the Texas State Library)

**4225-02 JUVENILE DELINQUENCY RECORDS (REFERRED CASES)** - Offense reports, warning notices, fingerprints, photographs, and other records relating to the investigation of an offense committed by a juvenile and the taking of the juvenile into custody in those instances in which a warning notice has been issued to the child or the case has been referred to the juvenile court.

*Retention Note: The retention periods set out below are divided into two groups - those in subsection (a) dealing with records arising from delinquent conduct committed on or before 31 August 1987 and those in subsection (b) dealing with records arising from a delinquent conduct committed on or after 1 September 1987. The Texas Legislature has determined that an offense occurred on or after 1 September 1987 if all the elements of the offense occurred on or after that date.*

a) Records concerning delinquent conduct committed on or before 31 August 1987:

1) Fingerprint cards and photographs only:

A) If a petition alleging that the juvenile engaged in delinquent conduct or conduct indicating a need for supervision is not filed, the proceedings are dismissed, the juvenile is found not to have engaged in the alleged conduct, or the juvenile is found to have engaged in the conduct but has reached the age of 18 and there is no record that he or she committed a criminal offense after reaching the age of 17. RETENTION: Must be destroyed immediately upon fulfillment of any of the conditions listed. [By law - Family Code, Section 51.15(e) before 1987 amendment.] (Exempt from destruction request to the Texas State Library)

B) If the juvenile is found to have engaged in the conduct, has reached the age of 18, but there is a record that he or she committed an offense after reaching the age of 17. RETENTION: Follow the retention period in (a)(2)(B).

*Retention Note: For records retention requirements for fingerprints and photographs of juveniles in non-referred cases see item number 4225-03.*

2) All other case papers.

A) If a petition alleging the juvenile engaged in delinquent conduct or conduct indicating a need for supervision is not filed, the proceedings are dismissed, or the juvenile is found not to have engaged in the alleged conduct. RETENTION: Until the individual is 18.



B) If the juvenile is found to have engaged in delinquent conduct. RETENTION: Until the individual is 23.

b) Records concerning delinquent conduct committed on or after 1 September 1987:

1) Fingerprint cards and photographs only:

A) If a petition alleging that the juvenile engaged in delinquent conduct or conduct indicating a need for supervision is not filed, the proceedings are dismissed, or the juvenile is found not to have engaged in the alleged conduct; or the juvenile is found to have engaged in the conduct but has reached the age of 18, is not subject to commitment to the Texas Youth Commission or to transfer under a determinate sentence to the Texas Department of Corrections, and there is no record that he or she committed a criminal offense after reaching the age of 17; or the person is older than 18 years and at least three years have elapsed after the person's release from commitment, and there is no evidence that he or she committed a criminal offense after release. RETENTION: Must be destroyed immediately upon fulfillment of any of the conditions listed. [By law - Family Code, Section 51.15(e).] (Exempt from destruction request to the Texas State Library)

*Retention Note: For records retention requirements for fingerprints and photographs of juveniles in non-referred cases see item number 4225-03.*

B) If the juvenile is found to have engaged in conduct involving a violation of the penal code of a grade other than a felony, has reached the age of 18, but there is a record that he or she committed an offense after reaching the age of 17. RETENTION: Follow the retention periods in (b)(2)(B) or (C), as applicable.

C) If the juvenile is found to have engaged in conduct involving a violation of the penal code of the grade of felony. RETENTION: Follow the retention period in (b)(2)(C).

2) All other case papers:

A) If a petition alleging the juvenile engaged in delinquent conduct or conduct indicating a need for supervision is not filed, the proceedings are dismissed, or the juvenile is found not to have engaged in the alleged conduct. RETENTION: Until the individual is 18.

B) If the juvenile was adjudged delinquent based on the violation of a penal law other than the grade of felony. RETENTION: Until the individual is 23.

C) If the juvenile was adjudged delinquent based on the violation of a penal law of the grade of felony, or was sentenced to the Texas Youth Commission with a transfer to the Texas Department of Correction under determinate sentencing procedures, or was tried as an adult. RETENTION: Follow the retention periods for item numbers 4125-02 or 4125-05, as applicable.

4225-03 **JUVENILE DELINQUENCY RECORDS (NON-REFERRED CASES)** - Offense reports, disposition reports, fingerprints, photographs, and other records relating to the investigation of an offense committed by a juvenile and the taking of the juvenile into custody in those instances in which the case is referred to an agency other than the juvenile court or the juvenile probation department or a conference is held with the parent, guardian, or custodian of the child without additional referral.

a) Fingerprints - If a juvenile is fingerprinted for the purpose of comparison with latent fingerprints found during the investigation of an offense and the comparison is negative or if the comparison is positive, but the case is not referred to the juvenile court. RETENTION: Must be destroyed immediately. [By law - Family Code, Section 51.15(f).] (Exempt from destruction request to the Texas State Library)

b) Photographs - If, during the investigation of a criminal offense, a juvenile in custody is photographed to assist in the identification of the offender and the juvenile is not identified as the offender or the juvenile is identified as the

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offender, but the case is not referred to the juvenile court. RETENTION: Must be destroyed immediately. [By law - Family Code, Section 51.15(h).] (Exempt from destruction request to the Texas State Library)  
c) All other case papers. RETENTION: Until individual is 18.

4225-04 **JUVENILE DETENTION REGISTER** - Register or roster of juveniles temporarily held in a juvenile processing room pending disposition. RETENTION: 2 years.

*Retention Note: This record series also includes similar records of juveniles confined to jail or equivalent detention centers prior to the passage of state law providing for juvenile processing rooms.*

## SECTION 2-6: RECORDS OF WRITS AND PROCESS

4250-01 **CIVIL WRITS AND PROCESS** - Writs, notices, orders, and other civil process issuing from a court or other legally authorized agencies or individuals to be executed, posted, or published by a peace officer, including any attached proofs of service; execution; sale; or publication, and, if required by the type of process, any replevy or indemnity bonds. RETENTION: Return to issuing court or agency after execution or attempted execution.

4250-02 **CRIMINAL PROCESS** - Original and copies of criminal process to be executed or used by a peace officer.

a) Arrest warrants, capiases of all types, and witness attachments. RETENTION: Retain until arrest or attachment is made or process is dismissed or recalled, then return to issuing court.

b) Search warrants and inventories of property. RETENTION: Return to court after use.

c) All other criminal process. RETENTION: Return to issuing court after execution or attempted execution.

4250-03 **JURY SUMMONS RECORDS** - Jury lists or registers of jurors summoned for service on petit or grand juries. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

4250-04 **PROCESS LOGS OR DOCKETS** - Logs, dockets, or lists of civil and criminal process received and served by a law enforcement agency. RETENTION: 2 years; or if in bound volume, 2 years after last entry.

*Retention Note: It is an exception to the retention period given that if a process log maintained by a sheriff or constable doubles as a fee book (see item number 4300-04), it must be retained for FE + 5 years.*

## SECTION 2-7: PERMIT RECORDS AND ASSOCIATED DOCUMENTATION

*Retention Note: Any record used to document the receipt of money for the issuance of permits in this section must be retained for the applicable retention periods for item number 1025-27 in Local Schedule GR (Records Common to All Governments).*

4275-01 **ALARM PERMITS**

a) Applications for burglar and similar intruder alarm permits, copies of permits or other documentation evidencing issuance, and any inspection or evaluation reports prepared during a permit period. RETENTION: Expiration or revocation of permit + 3 years for granted permits; date of denial + 1 year for denied permits. (Documentation on denied permits is exempt from destruction request to the Texas State Library.)

b) Logs or reports of false alarms. RETENTION: 2 years.

4275-02 **BLASTER PERMITS** - Applications for blaster permits, copies of permits or other documentation evidencing issuance, and any inspection, evaluation, or follow-up reports, prepared during a permit period. (Applicable to sheriffs in counties over 2,000,000 only.) RETENTION: Expiration or revocation of permit + 3 years for granted permits; date of denial + 1 year for denied permits. (Documentation on denied permits is exempt from destruction request to the Texas State Library.)



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4275-03 **TAXI PERMITS** - Applications for taxi permits, copies of permits or other documentation evidencing issuance, and any inspection or evaluation reports prepared during a permit period. **RETENTION:** Expiration or revocation of permit + 2 years for granted permits; date of denial + 1 year for denied permits. (Documentation on denied permits is exempt from destruction request to the Texas State Library.)

4275-04 **WRECKER PERMITS**

a) Applications for wrecker permits, copies of permits or other documentation evidencing issuance, and any inspection or evaluation reports prepared during a permit period. **RETENTION:** Expiration or revocation of permit + 3 years for granted permits; date of denial + 1 year for denied permits. (Documentation on denied permits is exempt from destruction request to the Texas State Library.)

b) Logbooks or similar records documenting the dispatch and/or towing by authorized wreckers. **RETENTION:** 1 year. (Exempt from destruction request to the Texas State Library)

## **SECTION 2-8: FINANCIAL RECORDS**

**Retention Note:** *For other financial records relating to law enforcement activities, see Part 2 of Local Schedule GR (Records Common to All Governments).*

4300-01 **CONTRABAND FORFEITURE FUND DOCUMENTATION** - Record of receipts and disbursements to or from funds involving proceeds or property seized and forfeited under Chapter 59, Code of Criminal Procedure. **RETENTION:** FE + 5 years.

4300-02 **EXPENSE ACCOUNT RECORDS** - Documentation of expenses incurred by a sheriff for feeding and lodging jurors, reimbursable mileage for out-county service, housing and feeding of prisoners, conveyance of witnesses, and other expenses permitted by law. **RETENTION:** FE + 3 years.

4300-03 **EXPENSE AND COLLECTIONS REPORTS** - Annual, monthly, or other periodic reports from a sheriff or constable to the commissioners court, the county auditor, or any other county or district official of office expenses incurred or of fines, costs, judgments, claims, and commissions collected for the county. **RETENTION:** AV. (Exempt from destruction request to the Texas State Library)

4300-04 **FEE BOOK** - Record or account of fees collected by a sheriff or constable for the service of civil and criminal process or for other activities for which the officer can collect fees by law. **RETENTION:** FE + 5 years.

4300-05 **WORK RELEASE SALARY FUND RECORDS**

a) Ledger of receipts and disbursements into or out of the fund. **RETENTION:** FE + 5 years.

b) Payment records of each inmate participating in a work release program, showing name of inmate, salary received, and deductions allowable by law. **RETENTION:** FE + 3 years.

## **SECTION 2-9: PERSONNEL AND TRAINING RECORDS**

**Retention Note:** *This part supplements and should be used in conjunction with Part 3 of Local Schedule GR (Records Common to All Governments).*

4325-01 **POLICE ACADEMY RECORDS** (including both licensed academies and other local government entities under agreement with the Texas Commission on Law Enforcement Officer Standards and Education to provide training).

a) Records relating to the administration and conduct of academic and skills training as required by the policies and rules of the Texas Commission on Law Enforcement Officer Standards and Education. **RETENTION:** 5 years.  
[By regulation - 37 TAC 211.66(e)(13)]

b) Copies of inspection and follow-up inspection reports by inspectors of the Texas Commission on Law Enforcement Officer Standards and Education, including notices of non-compliance with commission standards. RETENTION: 5 years.

c) Minutes of meetings of academy advisory boards. RETENTION: 5 years. [By regulation - 37 TAC 215.67(e)]

*Retention Note: It is an exception to the retention periods given in this record group, that records documenting the training and educational achievement of employees as described in item number 1050-28(a) in Local Schedule GR (Records Common to All Governments) must be retained for date of separation + 5 years for police officers and recruits employed by the local government that operates the police academy or conducts the training program under agreement with the Texas Commission on Law Enforcement Standards and Education.*

4325-02 **WEAPONS PROFICIENCY TESTS** - Reports of weapons proficiency tests administered to peace officers. RETENTION: US + 3 years; or date of separation + 1 year, whichever sooner.

\* 4325-03 **RESIGNATION OR TERMINATION, REPORTS OF** - Copies of reports from a law enforcement agency to the Texas Commission on Law Enforcement Standards and Education on the resignation or termination of persons from the agency who are licensed by the commission. RETENTION: Date of separation + 5 years.

## SECTION 2-10: MISCELLANEOUS RECORDS

4350-01 **APPLICATIONS FOR DEPUTIES** - Copies of applications submitted by a sheriff or constable to a commissioner court for deputies, assistants, or clerks. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

4350-02 **CONVICT LABOR RECORD** - Register of convicts hired out to individuals and firms for private work, showing name of convict, offense, amount of fines or costs, to whom hired, details of surety bond, type of labor, rate of pay, date contracted, date discharged, and similar information. RETENTION: PERMANENT. (Obsolete record created by county judges or sheriffs from 1875 to 1925.)

4350-03 **ESTRAY RECORDS** - Copies of estray reports, affidavits from owners, reports of injury to or the escape of an estray, notices of impoundment, and reports of sale of estray maintained by sheriffs or constables. RETENTION: AV after filing of original records with county clerk. (Exempt from destruction request to the Texas State Library)

4350-04 **GAMBLING DEVICE RECORDS** - Documentation on the ownership or transfer of ownership of antique gambling devices furnished to sheriffs pursuant to Penal Code, Section 47.06(d). RETENTION: PERMANENT, but see retention note.

*Retention Note: If a sheriff's department receives notice from the former owner of an antique gambling device that the device has been transferred to a new owner, documentation submitted previously by the former owner concerning the device, including the notice of transfer of ownership, need be retained only as long as administratively valuable and is exempt from the destruction request requirement.*

\* 4350-05 **BINGO LICENSE NOTIFICATIONS** - Notifications submitted to sheriffs and municipal police departments by bingo licensees that they have been issued a license to conduct bingo in the law enforcement agency's jurisdiction. RETENTION: 1 year. (Exempt from destruction request to the Texas State Library)

## PART 3: RECORDS OF COUNTY MEDICAL EXAMINERS

**Special Note:** For other administrative, financial, and personnel records of medical examiners see Local Schedule GR (Records Common to All Governments).

### SECTION 3-1: DEATH INVESTIGATION RECORDS

4375-01 **DEATHS RESULTING FROM TRAFFIC ACCIDENTS, REPORTS OF** - Copies of reports of persons killed in traffic accidents submitted to the Texas Department of Public Safety. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

4375-02 **INQUEST CASE FILES** - Records relating to inquests or death investigations conducted by a medical examiner for the county or for any county in a medical examiner district headed by the examiner. (See also item number 4375-06.)

a) Investigative reports by medical examiner, pathologists, or investigators; autopsy reports; toxicology, histology, and similar laboratory reports supportive of an autopsy or used as the basis for determining a cause of death; any affidavits taken during investigation; and copies of death certificates. RETENTION: PERMANENT.

**Retention Note:** Copies of death certificates need to be kept only as long as administratively valuable and are exempt from the destruction notice requirement if the information on the certificate is included in one or more of the other reports listed in (a).

b) Photographs and tissue slides. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

c) Requests and consents for autopsy; funeral home releases; reports of death; copies of cremation certificates; personal effects inventories; reports from law enforcement agencies, physicians, funeral homes, and hospitals; correspondence, subpoenas and other court-issued process; copies of injury reports submitted to the Texas Department of Health, and similar documents relating to an inquest investigation. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

d) Notices of and documentation concerning organ removal for transplant purposes. RETENTION: 3 years.

**Retention Note:** The retention period of as long as administratively valuable is assigned to inquest-related documentation under (b) and (c) because the value of the various documents and photographs varies greatly depending on the circumstances of the death investigated. For example, the value of case papers arising from the investigation of a death that is subsequently certified as being from natural causes is generally much less than that in which the certification is homicide. In another example, personal property inventories, of minor value in a case in which the decedent died of natural causes and the property has been claimed, are often of crucial importance in a case in which the decedent has not been identified.

4375-03 **INQUEST AND/OR AUTOPSY LOGS** - Logs or lists of deaths investigated and/or autopsies performed. RETENTION: PERMANENT.

**Retention Note:** The requirement that a log or list of deaths investigated by a medical examiner be retained permanently may be satisfied by the permanent retention of an index to the inquest case files (see item number 4375-02).

4375-04 **MISSING PERSONS DOCUMENTATION** - Reports on missing persons received from law enforcement and other agencies. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

4375-05 **MORGUE REGISTERS** - Registers or log sheets recording the arrival and removal of bodies from the morgue. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

4375-06 **OUT-COUNTY AUTOPSY RECORDS** - Originals or copies of reports of autopsies performed for other counties on a fee basis, including any associated photographs, tissue slides, and laboratory reports. RETENTION: 5 years.

## SECTION 3-2: LABORATORY RECORDS

4400-01 **AUTOPSY AND LABORATORY WORK-UP DOCUMENTATION** - Laboratory worksheets, notes, sound recordings, and similar records used for recording instrument readings, personal observations, and similar data in order to compile autopsy and laboratory reports. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

*Retention Note: The retention and disposition of work-up documentation should be guided by the same considerations discussed in the retention note to item number 4375-02(d) in this schedule.*

4400-02 **EQUIPMENT REPAIR AND MAINTENANCE RECORD** - Record of maintenance, service, and repair to instruments used to conduct toxicology, histology, and other laboratory tests and procedures. RETENTION: LA.

4400-03 **LABORATORY LOGS** - Logs or registers of toxicological, histological, or other laboratory tests and procedures performed. RETENTION: 3 years.

4400-04 **QUALITY CONTROL TEST REPORTS OR LOGS** - Reports or logs of quality tests run on laboratory equipment used for toxicological, histology, or other laboratory tests and procedures. RETENTION: 3 years.

## SECTION 3-3: MISCELLANEOUS RECORDS

4425-01 **APPLICATIONS FOR DEPUTIES** - Copies of applications to the commissioners court for deputies, assistants, and clerks. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

4425-02 **EXPENSE AND COLLECTIONS REPORTS** - Annual, monthly, or other periodic reports to a commissioners court or the county auditor of office expenses incurred or of fines, costs, judgments, claims, and commissions collected for the county. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

## PART 4: RECORDS OF FIRE FIGHTING AND EMERGENCY MEDICAL SERVICE AGENCIES

*Special Note: The term "local policy" as used in this part means an ordinance, order, or resolution of the governing body of a local government or an administrative regulation of a fire fighting or emergency medical services department whose authority derives from the ordinance, order, or resolution.*

### SECTION 4-1: FIRE AND EMERGENCY MEDICAL RESPONSE RECORDS

4450-01 **ARSON INVESTIGATION RECORDS** - Investigative, laboratory, and insurance reports; affidavits; depositions; photographs; and similar records used to determine the cause, origin, and circumstances of fires or other incidents.

a) Investigations in which it is determined that a fire was not caused by arson. RETENTION: Date of determination + 5 years.

b) Investigations in which it is determined that a fire was caused by arson. RETENTION: Follow retention periods for item numbers 4125-02 or 4125-05, as applicable.

\* 4450-02 **EMERGENCY MEDICAL SERVICE RUN REPORTS** - Emergency ambulance run activity reports, advanced life support report forms, and similar records pertinent to documenting the condition and treatment of sick or injured persons by emergency medical personnel. RETENTION: 6 years, 3 months from date service rendered, or until the patient's 20th birthday, whichever later.

4450-03 **FIRE RECORD** - A log, register, consolidated daily or other periodic report, or any other form of record that provides in summary form information on each fire or other incident to which fire or emergency medical personnel have responded, including at a minimum the date, time, location, and nature of the incident. RETENTION: 2 years; or 2 years after last entry if in bound volume.

4450-04 **INCIDENT REPORTS** - Reports, including those completed on Texfirs or other incident reporting system forms, of each fire or other incident to which a fire fighting or other fire agency unit has responded, detailing the type of incident, units responding, action taken, equipment used, and other pertinent data. RETENTION: 5 years.

## **SECTION 4-2: FIRE PREVENTION AND INSPECTION RECORDS**

### **4475-01 ALARM PERMITS AND ASSOCIATED DOCUMENTATION**

a) Installation certificates for fire detection and fire alarm devices or systems filed with fire agencies by rule (37 TAC 531.17) of the Texas Commission on Fire Protection. RETENTION: Life of device or system.

b) Applications for fire detection and alarm permits, copies of permits or other documentation evidencing issuance, and any inspection or evaluation reports prepared during a permit period, if permits are required by local policy. RETENTION: Expiration or revocation of permit + 3 years for granted permits; date of denial + 1 year for denied permits. (Documentation on denied permits is exempt from destruction request to the Texas State Library.)

### **4475-02 AUTOMATIC SPRINKLER SYSTEM PERMITS AND ASSOCIATED DOCUMENTATION**

a) Automatic sprinkler material and test certificates filed with fire agencies by rule (37 TAC 541.16) of the Texas Commission on Fire Protection. RETENTION: Life of system.

b) Applications for automatic sprinkler system permits, copies of permits or other documentation evidencing issuance, and any inspection or evaluation reports prepared during a permit period, if permits are required by local policy. RETENTION: Expiration or revocation of permit + 3 years for granted permits; date of denial + 1 year for denied permits. (Documentation on denied permits is exempt from destruction request to the Texas State Library.)

\* 4475-03 **CERTIFICATES OF OCCUPANCY** - Copies of certificates of occupancy or record of their issuance used to certify final approval for the occupancy of new structures or old structures that have been remodeled to the extent that a certificate of occupancy is required by local policy. RETENTION: AV, but see retention note. (AV records are exempt from destruction request to the Texas State Library.)

*Retention Note: In a municipality or in any other local government that has authority to certify occupancy, certificates of occupancy must be retained in accordance with item number 5250-06 in Local Schedule PW (Records of Public Works and Services), if it is the fire agency rather than a building inspection, planning, or other department that issues the official certificate of occupancy or its equivalent.*

4475-04 **COMPLAINTS** - Complaints regarding possible violations of the fire code or potential fire hazards. RETENTION: Resolution of the complaint + 3 years.

4475-05 **CONTROLLED BURN RECORDS** - Applications for permits for controlled burning and copies of or comparable record of permits issued. RETENTION: 1 year. (Exempt from destruction request to the Texas State Library)

4475-06 **DRILL AND SIMULATION RECORDS** - Reports and related documentation of drills, simulations, and triage exercises conducted or participated in by fire, emergency medical, or emergency communications personnel. RETENTION: 5 years.

### **4475-07 HAZARDOUS MATERIALS RECORDS**



a) Lists of names of representatives of employers and manufacturing employers knowledgeable about hazardous chemicals used or stored, facility and workplace chemical lists, and material safety data sheets (MSDS) submitted to fire chiefs under authority of Health and Safety Code, Title 6, Subtitle D. RETENTION: US. (Exempt from destruction request to the Texas State Library)

*Retention Note: When it is known with reasonable certainty that an employer or manufacturing employer has ceased business and that hazardous chemicals have been removed from the place of former business, the records listed in (a) may be disposed of and are exempt from the destruction notice requirement.*

b) Applications, copies of permits or documentation evidencing issuance, and pertinent supplemental documentation relating to the issuance of permits for the sale, use, storage, manufacture, or transport of flammable, corrosive, explosive, or other hazardous materials and chemicals as may be required by local policy. RETENTION: Expiration or revocation of permit + 3 years for granted permits; 1 year for denied permits. (Denied permits are exempt from destruction request to the Texas State Library.)

**4475-08 INSPECTION REPORTS AND LOGS** - Documentation concerning the inspection of structures and other property by fire agency personnel for fire hazards, conformity with codes and regulations, and for such other reasons permitted by state law or local policy.

a) Inspection reports of commercial, mercantile, and industrial structures; day care centers and foster homes; hospitals and nursing homes; schools; and other structures or property whose periodic inspection is required by state law or local policy. RETENTION: US + 3 years, but see retention note.

b) Inspection reports on an as-needed basis of any structure or property whose periodic inspection is not required by state law or local policy. RETENTION: 3 years.

c) Inspection reports of private residences done as part of fire prevention and safety programs. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

d) Logs or similar records, arranged by date, address, or name of inspector, listing inspections carried out by the agency. RETENTION: 3 years.

e) Master card or comparable record on each structure described in (a) providing the location and description of the property and containing summary data on inspections and code violations. RETENTION: Life of structure.

*Retention Note: If a master record is not maintained, then the inspection reports described in (a) must be maintained for the life of the structure.*

**4475-09 NOTIFICATION OF VIOLATIONS RECORDS**

a) Copies of notifications sent or given to the owner, agent, or occupant of a structure or property to correct a violation found during an inspection, including documentation verifying that the violation has been corrected. RETENTION: Verification of correction + 3 years.

*Retention Note: Verification of correction means the date of a follow-up inspection or the receipt of documentation, sufficient in terms of local policy, showing proof of correction.*

b) Records relating to the certification of a structure as substandard. RETENTION: Verification that structure has been brought up to code + 3 years or until demolition + 3 years, as applicable.

**4475-10 PLAN REVIEW RECORDS** - Documentation relating to the review of construction plans by fire agency personnel as may be required by local policy. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

**4475-11 PRE-FIRE PLANNING RECORDS** - Planning and survey reports, building plans, and similar records of individual structures or building complexes used to plan fire fighting strategies. RETENTION: US or AV, as applicable. (Exempt from destruction request to the Texas State Library)

### SECTION 4-3: APPARATUS AND EQUIPMENT RECORDS

**Retention Note:** For aircraft and vehicle maintenance records see Section 1-2 of this schedule.

#### 4500-01 ALARM AND HYDRANT RECORDS

- a) Reports on the inspection, test, and maintenance of agency alarm and alarm boxes (including private alarms linked to department master systems) and of fire hydrants. RETENTION: US + 3 years.
- b) Inventories of alarms and hydrants, showing location, type of equipment, etc. RETENTION: US. (Exempt from destruction request to the Texas State Library)

\* 4500-02 **BREATHING APPARATUS INSPECTION RECORDS** - Reports, as required by the Texas Commission on Fire Protection, of the inspection and testing of self-contained breathing apparatus, including reports of all tests required by the commission. RETENTION: 3 years. [By regulation - 37 TAC 435.3(6).]

#### 4500-03 PROTECTIVE CLOTHING RECORDS

- a) Daily or other periodic reports on the inspection of protective clothing. RETENTION: 3 years.
- b) Inventories of protective clothing. RETENTION: US. (Exempt from destruction request to the Texas State Library)

4500-04 **TEXAS COMMISSION ON FIRE PROTECTION RECORDS** - Copies of inspection and follow-up inspection reports by inspectors of the Texas Commission on Fire Protection, including notices of non-compliance with commission standards. RETENTION: 5 years.

### SECTION 4-4: TRAINING RECORDS

**Retention Note:** This part supplements and should be used in conjunction with Part 3 of Local Schedule GR (Records Common to All Governments).

4525-01 **EMERGENCY MEDICAL SERVICE TRAINING RECORDS** - Records relating to the training (including continuing education) of emergency medical personnel sufficient to document who was trained and when, in what subject, and by whom; scores received in academic achievement and performance tests (including copies of all written tests), and similar records of the training and achievement of individual students. RETENTION: 5 years.

**Retention Note:** It is an exception to the retention periods given in this record group, that records documenting the training and educational achievement of employees as described in item number 1050-28(a) of Local Schedule GR (Records Common to All Governments) must be retained for date of separation + 5 years for emergency medical personnel employed by the local government that conducts the training.

4525-02 **FIREFIGHTER RECRUIT TRAINING FACILITY RECORDS** - Records relating to recruit training, certified by the Texas Commission on Fire Protection, for structural fire, aircraft crash, and rescue personnel sufficient to document who was trained and when, in what subject, and by whom; scores received in academic achievement and performance tests (including copies of all written tests); and similar records of the training and achievement of individual students. RETENTION: 3 years. [By regulation - 37 TAC 427.13]

**Retention Note:** It is an exception to the retention periods given in this record group, that records documenting the training and educational achievement of employees as described in item number 1050-28(a) of Local Schedule GR (Records Common to All Governments) must be retained for date of separation + 5 years for fire personnel employed by the local government that operates the training facility.

## SECTION 4-5: MISCELLANEOUS RECORDS

4550-01 **COUNTY FIRE MARSHAL EXPENSE AND COLLECTIONS REPORTS** - Annual, monthly, or other periodic reports to the commissioners court or the county auditor of office expenses incurred or of fines, costs, judgments, claims, and commissions collected for the county. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

## PART 5: RECORDS OF COMMUNITY SUPERVISION AND CORRECTIONS (ADULT PROBATION) DEPARTMENTS

*Retention Note:* For administrative, financial, and personnel records of community supervision and corrections departments see Local Schedule GR (Records Common to All Governments).

4575-01 **CASE RECORDS** - Case record on each probationer under the direct or indirect supervision of a community supervision and corrections department documenting all significant actions, decisions, and services rendered, including assessment reports, medical and psychological information, case classification forms, supervision plans, periodic evaluations, pre sentence investigation reports (PSIR), criminal history records, court orders, correspondence, and similar records relating to the supervision of the probationer. RETENTION: Date direct or indirect supervision of the probationer ends + 3 years.

4575-02 **CASELOAD RECORDS** - Records documenting the distribution of cases among probation officers, including monthly workload summaries. RETENTION: 3 years.

## PART 6: RECORDS OF COUNTY, DISTRICT, AND CRIMINAL DISTRICT ATTORNEYS

*Special Notes:* a) Attorneys for local governments other than counties should use Local Schedule GR (Records Common to All Governments) for scheduling records.

\* b) Do not confuse records series in this part with case papers, dockets, and minutes maintained by court clerks.

### SECTION 6-1: CASE RECORDS

\* 2575-01 **CASE FILES AND WORKING PAPERS** - Closed and pending case files and working papers, including all documents, papers, correspondence, reports, briefs, notes, drafts, photographs, video and sound recordings, and similar records relating to criminal or civil cases, proceedings, actions, or investigations to which the attorney is a party on behalf of the county or the state. RETENTION: AV after final disposition. (Exempt from destruction request to the Texas State Library.)

*Retention Notes:* a) The term "final disposition" in the retention period for this record has the following meanings:

- 1) For unadjudicated matters - Date decision made not to proceed further with the matter in question.
- 2) For any case dismissed for want of prosecution, on the motion of the plaintiff or the state, or for other reasons within the power of a court - Effective date of dismissal.
- 3) Civil cases - Date judgment signed in a court; or if new trial or further proceedings granted on motion or mandated on appeal, date judgment rendered and signed in new trial or further proceedings; or if appealed and judgment of trial court affirmed, modified, or rendered as it should have been rendered, or appeal dismissed, date mandate or notice of dismissal received from appeals court.

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4) *Criminal cases - Date judgment signed in a court; or if new trial or further proceedings granted on motion or mandated by reversal on appeal, date judgment rendered and signed in new trial or further proceedings; or if appealed and judgment of trial court affirmed or judgment of acquittal issued or appeal dismissed, date mandate or notice of dismissal received from appeals court.*

b) *Prior to disposal, case and working papers shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained permanently.*

2575-02 **CIVIL DOCKET OR CASE LOG** - Docket or log of civil cases brought or defended by the attorney. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2575-03 **COURT DOCKET OR CASE LOG** - Docket or log of civil and criminal cases, a combination form of item numbers 2575-02 and 2575-04. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2575-04 **CRIMINAL DOCKET OR CASE LOG** - Docket or log of criminal cases prosecuted by the attorney. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2575-05 **DELINQUENT TAX NOTICES** - Copies of notices of delinquent property sent to property owners by the county tax assessor-collector and used by the attorney as the basis for tax suits.

a) Notices dated 1979 or earlier. RETENTION: Destroy at option. (Exempt from destruction request to the Texas State Library)

b) Notices dated 1980 and after. RETENTION: Follow retention period for item number 2575-01. (Exempt from destruction request to the Texas State Library)

2575-06 **GRAND JURY DOCKET OR MINUTES** - Minutes or record of proceedings before a grand jury. RETENTION: 10 years.

*Retention Note: If any grand jury docket in the possession of the attorney is simply a copy of a grand jury docket in the custody of the district clerk, it need be kept only as long as administratively valuable and is exempt from destruction request to the Texas State Library.*

2575-07 **JAIL POPULATION REPORTS** - Monthly reports submitted by the sheriff showing the names of all inmates housed in the county jail. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2575-08 **LEGAL OPINIONS** - Legal opinions rendered by the attorney to a county or precinct officer. RETENTION: PERMANENT.

2575-09 **MEDICAL EXAMINER RECORDS** - Reports and copies of autopsy findings and other records of death investigations conducted by medical examiners and filed with the attorney. RETENTION: Follow retention period for item number 2575-01. (Exempt from destruction request to the Texas State Library)

2575-10 **REGISTER OF OFFICIAL ACTS** - Register of all official acts as required by Section 41.008, Government Code. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2575-11 **WIRE AND ORAL COMMUNICATIONS INTERCEPTIONS, ANNUAL REPORTS OF** - Copies of annual reports submitted by the attorney to the Administrative Office of the United States Courts and the Director of the Texas Department of Public Safety on activities relating to wire and oral communications interceptions. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

## **SECTION 6-2: ADMINISTRATIVE AND FINANCIAL RECORDS**

*Special Note: For personnel and other administrative and financial records of county and district attorneys see Local Schedule GR (Records Common to All Governments).*

2600-01 **APPLICATIONS FOR DEPUTIES** - Copies of applications to the commissioners court for deputies, assistants, and clerks. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2600-02 **ATTORNEY GENERAL, REPORT TO** - Copies of periodic or special reports to the Attorney General on such matters as the Attorney General may require. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2600-03 **CONTRABAND FORFEITURE FUND DOCUMENTATION** - Record of receipts and disbursements to or from proceeds or property seized and forfeited under Chapter 59, Code of Criminal Procedure. RETENTION: FE + 5 years.

2600-04 **EXPENSE AND COLLECTIONS REPORTS** - Annual, monthly, or other periodic reports to the commissioners court, the county auditor, the district clerk, or the State Comptroller of office expenses incurred or of fines, costs, judgments, claims, and commissions collected for the county or the state. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2600-05 **HOT CHECK FUND DOCUMENTATION** - Record of receipts and disbursements to or from a fund established under Code of Criminal Procedure, art. 102.007, relating to fees for collecting and processing sight orders. RETENTION: FE + 5 years.

*Effective October 20, 1997*

Comments or complaints regarding the programs and services of the Texas State Library and Archives Commission can be addressed to the Director and Librarian, PO Box 12927, Austin, TX 78711-2927.  
512-463-5460 or 512-463-5436 Fax

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