



LOCAL SCHEDULE DC (2nd edition)

Retention Schedule for Records of District Clerks

Effective October 20, 1997

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 DC sets mandatory minimum retention periods for records series (identified in the Records Series Title column) maintained by district clerks. 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 DC, 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 or 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

AR - After release, replacement, termination, or cancellation of the instrument; or, if recorded, of all instruments in volume

AV - As long as administratively valuable

FE - Fiscal year end

US - Until superseded

RECORDS OF DISTRICT CLERKS

Retention Notes: a) *TEXAS COUNTY RECORDS MANUAL RENDERED WITHOUT EFFECT* - The adoption and issuance of the first edition of this schedule by the Texas State Library and Archives Commission rendered without effect Section 2 of Volume II of the Texas County Records Manual as amended through February 15, 1993. District clerks should not use any part of the Texas County Records Manual to determine minimum retention periods or the requirements of local government records laws.

b) *USE OF LOCAL SCHEDULE GR (Records Common to All Governments) - Class 1000 (General Records)*, which was part of Volume II of the Texas County Records Manual, is not included in this schedule. District clerks should use Local Schedule GR for determining minimum retention periods for administrative, personnel, financial, and support service records not included in this schedule.

c) *DESTROY AT OPTION* - The term “destroy at option” as used throughout this schedule indicates that the record is an obsolete record no longer required by law to be maintained by district clerks. We recommend that district clerks who wish to retain these records rather than destroy them assign definite retention periods for the records on their records control schedules.

d) *SCOPE OF THIS PART* - In some counties, the district clerk, by law, serves either as the exclusive clerk to one or more statutory county courts, as clerk in cases concerning family law only, or as clerk in cases concerning family law and in civil and/or criminal cases in which the court has concurrent jurisdiction with district courts. The district clerk must follow the minimum retention periods in Local Schedule CC (Records of County Clerks) for records of any county court at law to which he or she is clerk that are not covered in this schedule. The district clerk must follow the retention periods in this volume for records relating to family law matters heard in a county court at law to which he is clerk.

e) *MEANING OF FINAL JUDGMENT* - For retention dating purposes, the use of the term “final judgment” in retention periods, unless otherwise qualified, means:

1) *Civil and Family Law Cases - From the date judgment signed in a district court or the court of jurisdiction if a foreign judgment; or if new trial or further proceedings granted on motion or mandated on appeal, from 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, from date mandate or notice of dismissal received from appeals court; whichever applicable.*

2) *Criminal Cases - From the date judgment signed in a district court; or if new trial or further proceedings granted on motion or mandated by reversal on appeal, from 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, from date mandate or notice of dismissal received from appeals court; whichever applicable.*

3) *Juvenile Cases - State laws provide that appeals from decisions in these types of hearings shall be governed by the Rules of Civil Procedure and the Rules of Appellate Procedure, and the dating of final judgment should follow the guidelines set out in (e)(1) above.*

f) PRE-1876 RECORDS AND RETENTION RECOMMENDATIONS - Notwithstanding the retention periods set down in this schedule, the following records must be retained permanently:

1) all case papers dated 1876 or earlier and trial dockets containing entries dated 1876 or earlier; and

2) case papers and trial dockets from any period if the minutes of the case have been lost or destroyed.

In addition, with regard only to case papers in which final judgment has been rendered, this manual recommends, but does not require that consideration be given to retaining:

1) all case papers dated from 1877 to 1920 PERMANENTLY; and

2) papers in a case from any period that, because of its notoriety or significance, might possess enduring value.

** g) FINGERPRINTS - Code of Criminal Procedure, art. 38.33, requires that the fingerprint of a person convicted of a Class A misdemeanor or a felony be placed on the judgment or docket sheet. The fingerprint is meant to serve as an aid to the identification of a person for use as evidence of prior convictions. The amended article applies only to convictions had on or after 1 September 1987. Because of the long retention periods set for the various records concerning felony cases in this section, this note is concerned only with **misdemeanor** records in district courts.*

If the fingerprint appears on a misdemeanor judgment sheet or an order for probation that is incorporated directly into the Criminal Minutes [2125-08] or the District Court Minutes [2150-07] none of the retention periods listed in this manual is affected, but if the only copy of the fingerprint appears on a document in either of the following two categories, then the document must be retained 20 years after final judgment or after last entry as applicable.

Category 1 - On a misdemeanor docket sheet in the Criminal Docket [2125-06] or the Criminal File Docket - Type IV [2125-07], or on a separate docket sheet filed with the Criminal Case Papers [2125-05].

Category 2 - On a misdemeanor judgment or an order for probation filed with the Criminal Case Papers [2125-05] and not directly incorporated into the Criminal Minutes [2125-08] or the District Court Minutes [2150-07].

The 20 year retention required for documents in Categories 1 and 2 apply only to those documents or portions of a docket, judgment, or order created on or after 1 September 1987 and containing the only copy of the fingerprints of convicted persons. It does not apply to any documents in the same categories created on or before 31 August 1987.

*h) **RETENTION OF CIVIL EXHIBITS AND DEPOSITIONS** - Exhibits and depositions in civil cases must be retained and disposed of in accordance with the following orders of the Texas Supreme Court, unless a county has obtained a modified order from the Supreme Court amending the procedure for that county.*

1) Exhibits: In compliance with the provisions of Rule 14b, the Supreme Court hereby directs that exhibits offered or admitted into evidence shall be retained and disposed of by the clerk of the court in which the exhibits are filed upon the following basis.

This order shall apply only to: (1) those cases in which judgment has been rendered on service of process by publication and in which no motion for new trial was filed within two years after judgment was signed; and, (2) all other cases in which judgment has been signed for one year and in which no appeal was perfected or in which a perfected appeal was dismissed or concluded by a final judgment as to all parties and the issuance of the appellate court's mandate such that the case is no longer pending on appeal or in the trial court.

After first giving all attorneys of record thirty days written notice that they have an opportunity to claim and withdraw the trial exhibits, the clerk, unless otherwise directed by the court, may dispose of the exhibits. If any such exhibit is desired by more than one attorney, the clerk shall make the necessary copies and prorate the cost among all the attorneys desiring the exhibit.

If the exhibit is not a document or otherwise capable of reproduction, the party who offered the exhibit shall be entitled to claim same; provided, however, that the party

claiming the exhibit shall provide a photograph of said exhibit to any other party upon request and payment of the reasonable cost thereof by the other party.

2) Deposition Transcripts and Depositions Upon Written Questions: In compliance with the provisions of Rule 209, the Supreme Court hereby directs that deposition transcripts and depositions upon written questions be retained and disposed of by the clerk of the court in which the same are filed upon the following basis.

This order shall apply only to: (1) those cases in which judgment has been rendered on service of process by publication and in which no motion for new trial was filed within two years after judgment was signed; and, (2) all other cases in which judgment has been signed for one year and in which no appeal was perfected or in which a perfected appeal was dismissed or concluded by a final judgment as to all parties and the issuance of the appellate court's mandate such that the case is no longer pending on appeal or in the trial court.

After first giving all attorneys of record written notice that they have an opportunity to claim and withdraw the same, the clerk, unless otherwise directed by the court, may dispose of them thirty days after giving such notice. If any such document is desired by more than one attorney, the clerk shall make the necessary copies and prorate the cost among all the attorneys desiring the document.

** i) RETENTION OF CRIMINAL EXHIBITS - Exhibits in criminal cases in which a person was convicted must be retained and disposed of in accordance with the following provisions of the Code of Criminal Procedure, art. 2.21:*

1) To be eligible for disposal the exhibit must not be contraband or a firearm, must not have been ordered by the court to be returned to its owner, and is not an exhibit in another pending criminal action.

2) An eligible exhibit may be disposed of on or after the first anniversary of the date on which a conviction becomes final in the case, if the case is a misdemeanor or a felony for which the sentence imposed by the court is five years or less; or on or after the second anniversary of the date on which a conviction becomes final in the case, if the case is a non-capital felony for which the sentence imposed by the court is greater than 5 years.

3) Prior to disposal, county and district clerks in a county with a population of less than 1.7 million must provide written notice by mail to the attorney representing the state and the attorney representing the defendant of the intent to dispose. If a request for return is not received from either attorney before the 31st day after the date of notice, the clerk may dispose of the exhibit.

4) County and district clerks in a county with a population of 1.7 million or more may dispose of an eligible exhibit on the date provided in (2) if on that date the clerk has not

received a request for the exhibit from either the attorney representing the state or the attorney representing the defendant.

PART 1: CIVIL CASE RECORDS

2025-01 **APPEARANCE DOCKET (CALL DOCKET)** - Docket books or sheets of civil suits filed in a district court used to call cases on appearance day. RETENTION: 3 years.

2025-02 **CIVIL BAR DOCKET** - Docket books or sheets of civil suits filed for the use of attorneys. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2025-03 **CIVIL CASE PAPERS** - Documents relating to civil proceedings (including pre-trial, preliminary, or interlocutory proceedings or hearings) and of scire facias and ancillary civil proceedings, *except* condemnation, family law, and juvenile delinquency cases, heard or received as a foreign judgment.

a) Cases dismissed on motion of plaintiff, for want of prosecution, or for other reasons within the court's power. RETENTION: Dismissal + 3 years.

* b) All other cases. (*See retention note.*)

***Retention Notes:** a) Final judgment + 20 years or, if applicable to the case, 12 years from date judgment revived, whichever longer, provided that at the time of disposal (1) no discovery proceedings are underway in the case and (2) the judgment and mandate (if applicable) have been entered of record in a permanent minute book of the court.*

b) Prior to disposal, civil case 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. Some civil case papers may merit permanent retention because they provide significant documentation of the history of the local community or the state.

c) Exhibits and depositions. RETENTION: *See retention note (h) on page 5.* (Exempt from destruction request to the Texas State Library)

* d) Bills of cost under both (a) and (b). RETENTION: FE of final payment + 3 years.

* e) Transcripts and statements of fact from the district court on appeal. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

* f) Citations, waivers of citation, subpoenas, witness attachments, returns, and applications for such process. RETENTION: 3 years after final judgment rendered or proceedings otherwise terminated in the case.

* g) Appeal, cost, supersedeas, or similar surety bonds or certificates of deposit or affidavits in lieu thereof. RETENTION: 3 years after final judgment rendered or proceedings otherwise terminated in the case.

2025-04 **CIVIL DOCKET (CIVIL DOCKET-DISPOSED)**. RETENTION: PERMANENT.

2025-05 **CIVIL FILE DOCKET (CIVIL DOCKET-PENDING)** - Original entry docket books or sheets of civil cases.

a) TYPE I - File docket, which *does not contain* an account of fees due, whose contents are *transcribed* into a docket of disposed cases after adjudication. RETENTION: AV after transcription. (Exempt from destruction request to the Texas State Library)

b) TYPE II - File docket, which *does contain* an account of fees due, whose contents, *except* those relating to fees, are *transcribed* into a docket of disposed cases after adjudication. RETENTION: FE + 5 years.

c) TYPE III - Non-transferred sheets of a file docket, which *does not contain* an account of fees due, whose sheets are *transferred* to a docket of disposed cases as the case moves from pending to disposed. RETENTION: 3 years.

d) TYPE IV - File docket, which *may or may not contain* an account of fees due, whose contents are not transcribed or whose sheets are not transferred, but which serves as a combination pending and disposed docket. RETENTION: PERMANENT. [By rule of court - Rules of Civil Procedure, Rule 26.]

2025-06 **CIVIL MINUTES**. RETENTION: PERMANENT.

2025-07 **CONDEMNATION CASE PAPERS (EMINENT DOMAIN CASE PAPERS)**

a) Cases dismissed on motion of plaintiff, for want of prosecution, or for other reasons within the court's power. RETENTION: Dismissal + 3 years.

b) All other cases. (*See retention note.*)

Retention Note: *Condemnation case papers must be retained for 10 years after entry of judgment approving award of special commissioners on the minutes of the court in the absence of objection or after final judgment rendered or proceedings otherwise terminated in court in trial of the cause, whichever applicable, except if suit is dismissed on motion of condemnor, the award of the special commissioners must be retained PERMANENTLY or, if it is entered of record in any subsequent suit, until the expiration of the retention period applicable to the records of that suit, whichever sooner.*

c) Exhibits and depositions. RETENTION: *See retention note (h) on page 5.* (Exempt from destruction request to the Texas State Library)

* d) Bills of cost under both (a) and (b). RETENTION: FE of final payment + 3 years.

* e) Citations, waivers of citation, subpoenas, witness attachments, returns, and applications for such process. RETENTION: 3 years after final judgment rendered or proceedings otherwise terminated in the case.

* f) Appeal, cost, supersedeas, or similar surety bonds or certificates of deposit or affidavits in lieu thereof. RETENTION: 3 years after final judgment rendered or proceedings otherwise terminated in the case.

2025-08 **JURY DOCKET (JURY TRIAL DOCKET)** - Docket books or sheets of civil suits in which juries have been requested. RETENTION: PERMANENT. [By rule of court - Rules of Civil Procedure, Rule 26.]

2025-09 **SUBPOENAS** - Stub books, copies, or recorded copies of civil subpoenas issued. RETENTION: 2 years.

PART 2: TAX SUIT RECORDS

2050-01 **CIVIL BAR DOCKET** - Docket books or sheets of delinquent tax suits filed for the use of attorneys. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2050-02 **DELINQUENT TAX CASE PAPERS** - Documents relating to delinquent tax cases. RETENTION: *Follow retention periods for Civil Case Papers [2025-03].*

2050-03 **DELINQUENT TAX DOCKET (DELINQUENT TAX DOCKET-DISPOSED)**. RETENTION: PERMANENT. [By rule of court - Rules of Civil Procedure, Rule 26.]

2050-04 **DELINQUENT TAX FILE DOCKET (DELINQUENT TAX DOCKET-PENDING)** - Original entry docket books or sheets of delinquent tax cases. RETENTION: *Follow retention periods for Civil File Docket [2025-05].*

2050-05 **DELINQUENT TAX MINUTES**. RETENTION: PERMANENT.

2050-06 **ORDER OF SALE RECORD (ORDER OF SALE DOCKET)** - Recorded orders of sale arising from judgments in delinquent tax suits. RETENTION: PERMANENT.

PART 3: FAMILY LAW CASE RECORDS

2075-01 **ADOPTION CASE PAPERS** - Documents relating to adoption, annulment of adoption, and revocation of adoption proceedings.

a) Cases dismissed on motion of petitioner, for want of prosecution, or for other reasons within the court's power. RETENTION: Dismissal + 3 years.

b) All other cases. RETENTION: PERMANENT.

c) Exhibits and depositions. RETENTION: *See retention note (h) on page 5.* (Exempt from destruction request to the Texas State Library)

* d) Bills of cost under both (a) and (b). RETENTION: FE of final payment + 3 years.

* e) Citations, waivers of citation, subpoenas, witness attachments, returns, and applications for such process. RETENTION: 3 years after final judgment rendered or proceedings otherwise terminated in the case.

* f) Appeal, cost, supersedeas, or similar surety bonds or certificates of deposit or affidavits in lieu thereof. RETENTION: 3 years after final judgment rendered or proceedings otherwise terminated in the case.

2075-02 **ADOPTION DOCKET (ADOPTION DOCKET-DISPOSED)**. RETENTION: PERMANENT. [By rule of court - Rules of Civil Procedure, Rule 26.]

2075-03 **ADOPTION FILE DOCKET (ADOPTION DOCKET-PENDING)** - Original entry docket books or sheets of adoption, annulment of adoption, and revocation of adoption cases. RETENTION: *Follow retention periods for Civil File Docket [2025-05].*

2075-04 **ADOPTION MINUTES (ADOPTION RECORD)**. RETENTION: PERMANENT.

2075-05 **CHILD SUPPORT CASE PAPERS** - Documents relating to proceedings involving child support, the enforcement of child support, or custody of a child.

a) Cases dismissed on motion of petitioner, for want of prosecution, or for other reasons within the court's power. RETENTION: Dismissal + 3 years.

b) All other cases. (*See retention note.*)

Retention Note: *Final judgment + 20 years or 3 years after date on which child support obligation ends pursuant to decree of order, whichever later; except if a judgment is rendered against obligor for arrearages, follow the retention period for Civil Case Papers [2025-03(b)].*

c) Exhibits and depositions. RETENTION: *See retention note (h) on page 5.* (Exempt from destruction request to the Texas State Library)

* d) Bills of cost under both (a) and (b). RETENTION: FE of final payment + 3 years.

* e) Citations, waivers of citation, subpoenas, witness attachments, returns, and applications for such process. RETENTION: 3 years after final judgment rendered or proceedings otherwise terminated in the case.

* f) Appeal, cost, supersedeas, or similar surety bonds or certificates of deposit or affidavits in lieu thereof. RETENTION: 3 years after final judgment rendered or proceedings otherwise terminated in the case.

2075-06 CHILD SUPPORT DOCKET (CHILD SUPPORT DOCKET-DISPOSED).

RETENTION: PERMANENT. [By rule of court - Rules of Civil Procedure, Rule 26.]

2075-07 CHILD SUPPORT FILE DOCKET - Original entry docket books or sheets of cases involving child support, enforcement of child support, or custody of a child. RETENTION: *Follow retention periods for Civil File Docket [2025-05].*

2075-08 CHILD SUPPORT MINUTES. RETENTION: PERMANENT.

2075-09 COMMUNITY PROPERTY MANAGEMENT PETITIONS - Ex parte petitions of one spouse for the sole management of community property or the sale without joinder of homesteads.

a) Granted petitions. RETENTION: PERMANENT.

b) Denied petitions. RETENTION: 10 years.

2075-10 DIVORCE CASE PAPERS - Documents relating to divorce or annulment suits.

a) Cases dismissed on motion of petitioner, for want of prosecution, or for other reasons within the court's power. RETENTION: Dismissal + 3 years.

b) Cases in which a final decree is rendered.

1) Custody of support of a minor child is not at issue. RETENTION: *Follow retention period for Civil Case Papers [2025-03b].*

2) Custody or support of minor child is at issue. RETENTION: *Follow retention period for Child Support Case Papers [2075-05b].*

c) Cases in which petition for divorce or annulment denied. RETENTION: Final judgment + 10 years.

d) Exhibits and depositions. RETENTION: *See retention note (h) on page 5.* (Exempt from destruction request to the Texas State Library)

* e) Bills of cost under both (a) and (b). RETENTION: FE of final payment + 3 years.

* f) Citations, waivers of citation, subpoenas, witness attachments, returns, and applications for such process. RETENTION: 3 years after final judgment rendered or proceedings otherwise terminated in the case.

* g) Appeal, cost, supersedeas, or similar surety bonds or certificates of deposit or affidavits in lieu thereof. RETENTION: 3 years after final judgment rendered or proceedings otherwise terminated in the case.

2075-11 **DIVORCE DOCKET (DIVORCE DOCKET-DISPOSED)**. RETENTION: PERMANENT. [By rule of court - Rules of Civil Procedure, Rule 26.]

2075-12 **DIVORCE FILE DOCKET (DIVORCE DOCKET-PENDING)** - Original entry docket books or sheets of divorce and annulment suits. RETENTION: *Follow retention periods for Civil File Docket [2025-05]*.

2075-13 **DIVORCE MINUTES**. RETENTION: PERMANENT.

2075-14 **NAME CHANGE PETITIONS**

a) Granted petitions. RETENTION: PERMANENT.

b) Denied petitions. RETENTION: 10 years.

2075-15 **NEGLECTED CHILDREN CASE PAPERS (CHILD WELFARE CASE PAPERS)** - Documents relating to proceedings involving neglected, abandoned, and abused children. RETENTION: *Follow retention periods for Child Support Case Papers [2075-05]*.

2075-16 **NEGLECTED CHILDREN DOCKET (NEGLECTED CHILDREN DOCKET-DISPOSED)** RETENTION: PERMANENT. [By rule of court - Rules of Civil Procedure, Rule 26.]

2075-17 **NEGLECTED CHILDREN FILE DOCKET (CHILD WELFARE FILE DOCKET)** - Original entry docket books or sheets of cases involving neglected, abandoned, or abused children. RETENTION: *Follow retention periods for Civil File Docket [2025-05]*.

2075-18 **NEGLECTED CHILDREN MINUTES (CHILD WELFARE MINUTES)**. RETENTION: PERMANENT.

2075-19 **STATE CUSTODY DECREE RECORDS** - Certified copies of out-of-state custody decrees, including any correspondence or other documentation concerning the pendency of custody proceedings in other states. RETENTION: Final judgment + 20 years or 3 years after child support obligations ends by order or decree, whichever later.

2075-20 **PATERNITY SUIT CASE PAPERS** - Documents relating to proceedings in pre-trial conferences and trials to determine paternity.

a) Cases dismissed on motion of petitioner, for want of prosecution, or for other reasons within the court's power. RETENTION: Dismissal + 3 years.

b) Cases in which final judgment is rendered.

1) Alleged father is determined to be the father of the child. RETENTION: PERMANENT.

2) Alleged father is determined not to be the father of the child. RETENTION: Final judgment + 10 years.

c) Exhibits and depositions. RETENTION: *See retention note (h) on page 5.* (Exempt from destruction request to the Texas State Library)

* d) Bills of cost under both (a) and (b). RETENTION: FE of final payment + 3 years.

* e) Citations, waivers of citation, subpoenas, witness attachments, returns, and applications for such process. RETENTION: 3 years after final judgment rendered or proceedings otherwise terminated in the case.

* f) Appeal, cost, supersedeas, or similar surety bonds or certificates of deposit or affidavits in lieu thereof. RETENTION: 3 years after final judgment rendered or proceedings otherwise terminated in the case.

2075-21 **REMOVAL OF DISABILITIES PETITIONS** - Ex parte petitions for the removal of the disabilities of minority. RETENTION: 10 years.

2075-22 **VOLUNTARY LEGITIMATION PETITIONS AND STATEMENTS** - Ex parte petitions and statements of paternity for the voluntary legitimation of a child. RETENTION: PERMANENT.

*** PART 4: JUVENILE 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.**

Prefatory Note: Juvenile court records are subject to sealing pursuant to Texas Family Code, Section 51.16. While sealing restricts access to the records, it does not affect the minimum

retention periods set down in this section nor the destruction of such records following the expiration of those periods.

2100-01 JUVENILE CASE PAPERS - Documents relating to juvenile detention, transfer, adjudication, or disposition proceedings, including all records transferred to the court by law enforcement or other agencies under sealing order issued by the court.

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

a) Records concerning delinquent conduct or offenses 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 for (a)(2)(A) or (B), as applicable.*

2) All other case papers:

A) If the person has reached the age of 23 and has *not* been convicted of a felony as an adult. **RETENTION:** *See retention note.* [By law - Family Code, Section 51.16(i). (Exempt from destruction request to the Texas State Library)]

Retention Note: *State law requires that the records can only be destroyed at this point by the court's own motion or upon a motion by the person in whose name the files or records are kept. District*

clerks wishing to dispose of juvenile case papers at the expiration of the retention period prescribed under these circumstances should petition the court for an order directing that the records be destroyed. District clerks may dispose of juvenile case papers on their own initiative only according to the retention period set out in (a)(2)(B).

B) If the person has reached the age of 23 and he or she has been convicted of a felony as an adult; or if the person has reached the age of 23, has *not* been convicted of a felony as an adult, but the court on its own or another's motion has not ordered the destruction of the papers. RETENTION: Until the individual is 33.

b) Records concerning delinquent conduct or offenses 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, 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 the 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)

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)(A) or (B), 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 the person has reached the age of 23, was adjudged delinquent based on the violation of a penal law other than the grade of felony, and has *not* been convicted of a felony as an adult. **RETENTION:** *See retention note.* [By law - Family Code, Section 51.16(i).] (Exempt from destruction request to the Texas State Library)

Retention Note: *State law requires that the records can only be destroyed at this point by the court's own motion or upon a motion by the person in whose name the files or records are kept. District clerks wishing to dispose of juvenile case papers at the expiration of the retention period prescribed under these circumstances should petition the court for an order directing that the records be destroyed. District clerks may dispose of juvenile case papers on their own initiative only according to the retention period set out in (2)(B) or (C).*

B) If the person has reached the age of 23, was adjudged delinquent based on the violation of a penal law other than the grade of felony, but he or she has been convicted of a felony as an adult; or if the person has reached the age of 23, has *not* been convicted of a felony as an adult, but the court on its own or another's motion has not ordered the destruction of the papers. **RETENTION:** Until the individual is 33.

C) If the case papers concern an adjudication of delinquency based on the violation of a penal law of the grade of felony. **RETENTION:** Date of judgment in disposition hearing + 25 years.

3) Audio or videotapes of release hearings. **RETENTION:** Date of final judgment in release hearing + 2 years. [By-law - Family Code, Section 54.11(g).]

2100-02 **JUVENILE DOCKET.** **RETENTION:** 5 years.

2100-03 **JUVENILE FILE DOCKET (JUVENILE DOCKET-PENDING)** - Original entry docket books or sheets of juvenile detention, transfer, adjudication, and disposition hearings. (*See retention note.*)

Retention Note: *Follow retention periods for Civil File Docket [2025-05], except that Type IV dockets need be kept only FE + 5 years rather than permanently.*

2100-04 **JUVENILE MINUTES.** **RETENTION:** PERMANENT.

PART 5: CRIMINAL CASE RECORDS

2125-01 **BAIL BOND RECORD** - Record of bail or recognizance bonds set or taken. RETENTION: 3 years.

2125-02 **BENCH WARRANTS** - Stub books or copies of bench warrants issued. RETENTION: 2 years.

2125-03 **CAPIASES** - Stub books or copies of capaises and summonses issued. RETENTION: 2 years.

2125-04 **CRIMINAL BAR DOCKET (STATE BAR DOCKET)** - Docket books or sheets of criminal cases filed for the use of attorneys. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2125-05 **CRIMINAL CASE PAPERS** - Documents relating to criminal cases, including those concerning habeas corpus and extradition.

a) Misdemeanor cases, including those reduced to misdemeanor under Penal Code, Section 12.44 (*except* DWI and DUID). RETENTION: Date of dismissal or final judgment + 5 years, as applicable, *but see retention note (g) on page 5.*

b) DWI and DUID cases. (*See retention note.*)

Retention Note: *5 years after dismissal or acquittal, 10 years after final judgment in convictions for a first and second offense or in convictions for a third or subsequent offense if the sentence is 2 years or less, or follow retention period under (d) if the sentence in a third or subsequent offense is more than 2 years. See also retention note (g) on page 5.*

c) Felony cases in which charges are dismissed or the defendant is found not guilty. (*See retention note.*)

Retention Note: *10 years after dismissal or final judgment, as applicable, except (1) if proceedings are dismissed as the result of the satisfactory completion of a term of probation under deferred adjudication, follow the retention period in (d); or (2) if the defendant is acquitted by reason of insanity follow the retention period in (g).*

d) Felony cases in which the sentence (or suspended sentence), term of probation, combined sentence and term of probation, cumulative sentences or terms of probation, or the longest sentence or term of probation of two or more sentences or terms of probation to be served concurrently is more than 2 but less than 20 years. RETENTION: Final judgment + 25 years.

e) Felony cases in which the sentence, cumulative sentences, or the longest sentence of two or more sentences to be served concurrently is more than 20 years, including cases in which the sentence is life imprisonment or the death penalty. RETENTION: PERMANENT.

f) Misdemeanor or felony cases in which proceedings are discontinued for civil commitment proceedings under Section 6, Article 46.02, Code of Criminal Procedure. (*See retention note.*)

Retention Note: *If at any time the defendant is found competent to stand trial and proceedings are continued to final judgment, follow the appropriate retention period for adjudicated cases in (a) through (f); if at any time the defendant is discharged by the court or the charges are dismissed and the defendant bound over to a court of appropriate jurisdiction for civil commitment, follow the retention period in (a) or (c), as applicable; or if the defendant is neither found competent to stand trial, discharged by the court, nor are charges against the defendant dismissed preparatory to transfer to an appropriate court for civil commitment, 50 years.*

g) Felony cases in which the defendant is acquitted by reason of insanity and in which the district court retains jurisdiction of the case for civil commitment under Section 4(d), Article 46.03, Code of Criminal Procedure. (*See retention note.*)

Retention Note: *If at any time the court finds that the person does not meet the criteria for involuntary commitment, 10 years from date of release; otherwise, 10 years after the death or discharge of the person from a mental health or mental retardation facility, if known, or if not known, 50 years after date of initial order of commitment.*

h) Habeas corpus proceedings. (*See retention note.*)

Retention Note: *5 years from issuance or denial of writ in pre-conviction proceedings unless the court issuing the writ is the same court having jurisdiction of the offense with which the applicant is charged, in which case the records should be kept for the same period as the case papers to which they relate. Post-conviction habeas corpus proceedings records should be retained for the same period as the case papers to which they are ancillary, except if the proceedings arise from an extradition demand, the retention period under (i) should be followed.*

i) Extradition proceedings. RETENTION: Date of decision on extradition demand + 5 years.

j) Exhibits. RETENTION: *See retention note (i) on page 6.* (Exempt from destruction request to the Texas State Library)

- * k) Bills of cost in criminal cases. RETENTION: FE of final payment + 5 years.
- * l) Transcripts and statements of fact from the district court on appeal. RETENTION: Receipt of mandate + 3 years.
- * m) Pre-sentence investigation reports (misdemeanors). RETENTION: Final judgment + 2 years.
- * n) Pre-sentence investigation reports (felonies). RETENTION: Final judgment + 10 years.
- * o) Warrants, capiases, summonses, subpoenas, witness attachments, returns, and applications for such process. RETENTION: 3 years after final judgment rendered or proceedings otherwise terminated in the case.
- * p) Bail, personal, appeal, peace, cost, and other surety bonds, or certificates of deposit or affidavits in lieu thereof. RETENTION: 3 years after final judgment rendered or proceedings otherwise terminated in the case.

2125-06 CRIMINAL DOCKET (CRIMINAL DOCKET-DISPOSED)

- a) Docket of misdemeanor cases *only*. RETENTION: FE + 5 years, *but see retention note (g) on page 5*.
- b) Docket of habeas corpus filing *only*. RETENTION: 5 years.
- c) All other criminal dockets of disposed cases. RETENTION: 20 years.

2125-07 CRIMINAL FILE DOCKET (CRIMINAL DOCKET-PENDING) - Original entry docket books or sheets of criminal cases.

- a) TYPE I - File docket, which *does not contain* an account of fees due, whose contents are *transcribed* into a Criminal Docket [2125-06] after adjudication. RETENTION: AV after transcription.
- b) TYPE II - File docket, which *does contain* an account of fees due, whose contents, *except* that relating to fees, are *transcribed* into a Criminal Docket [2125-06] after adjudication. RETENTION: FE + 5 years.
- c) TYPE III - Non-transferred sheets of file docket, which *does not contain* an account of fees due, whose sheets are *transferred* to a Criminal Docket [2125-06] as the case moves from pending to disposed. RETENTION: 3 years.

d) TYPE IV - File docket, which *does contain* an account of fees due, whose contents *are not transcribed* or whose sheets *are not transferred*, but which serves as a combination file docket, criminal docket, and fee book. RETENTION: *Follow retention periods for Criminal Docket [2125-06].*

2125-08 **CRIMINAL MINUTES.** RETENTION: PERMANENT.

2125-09 **EVIDENCE DOCKET** - Docket recording evidentiary material filed in criminal cases.

a) If receipt of evidentiary material *is also* noted in the Criminal File Docket [2125-07]. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

b) If receipt of evidentiary material *is not* noted in Criminal File Docket [2125-07]. RETENTION: *Follow retention periods for Criminal File Docket [2125-07].*

2125-10 **EXPUNGED CRIMINAL RECORDS** - All criminal records and files, expunged pursuant to court order, transmitted by other agencies to the district clerk or already in his possession, including petitions for expunction, copies of court orders, and return receipts.

(a) Expunged records arising from arrests for offenses committed on or before August 31, 1989. RETENTION: Date of issuance of order + 1 year. (Exempt from destruction request to the Texas State Library)

(b) Expunged records arising from arrests for offenses committed on or after September 1, 1989 that are not given to the petitioner. RETENTION: Must be destroyed on first anniversary date of date of issuance of order. [By law - Code of Criminal Procedure, Section 55.02(d).] (Exempt from destruction request to the Texas State Library)

2125-11 **PROBATION MINUTES.** RETENTION: PERMANENT.

2125-12 **SEARCH WARRANTS** - Search warrants with returns, issued by a district judge, including inventories of property and any other associated documents.

a) If the judge is not satisfied that there was good ground for the issuance of the warrant. RETENTION: Date of issuance + 10 years.

b) If the judge is satisfied that there was good ground for the issuance of the warrant. (*See retention note.*)

Retention Note: *The warrant, inventory of property, and any other associated documents are forwarded to the clerk of the court having jurisdiction of the case. If transferred to the district clerk, see Examining Trial Case Papers [2225-01].*

2125-13 **SUBPOENAS (CRIMINAL)** - Stub books, copies, or recorded copies of subpoenas issued. RETENTION: 2 years.

2125-14 **WITNESS ATTACHMENTS** - Stub books, copies, or recorded copies of attachment writs issued. RETENTION: 2 years.

2125-15 **WITNESS RECORD (WITNESS DOCKET)** - Register of witnesses subpoenaed, attached, or recognized in criminal cases. RETENTION: 3 years.

PART 6: MULTI-CASE/MULTI-COURT RECORDS

2150-01 **APPEAL RECORD (TRANSCRIPT DOCKET)** - Record or register of civil or criminal appealed to a higher court. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2150-02 **ATTORNEYS' ORDER BOOK (CITATION RECORD)** - Record of attorneys' requests for the issuance of legal papers. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2150-03 **ATTORNEYS' RECEIPT BOOK** - Attorneys' receipts for documents temporarily withdrawn from custody of the court. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2150-04 **DEPOSITION RECORD** - Record or register of depositions filed in civil or criminal cases. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2150-05 **DISTRICT COURT DOCKET** - Combined form of the Civil Docket [2025-04] and the Criminal Docket [2125-06]. RETENTION: PERMANENT. [By rule of court - Rules of Civil Procedure, Rule 26.]

2150-06 **DISTRICT COURT FILE DOCKET (DISTRICT COURT DOCKET-PENDING)** - Original entry docket books or sheets of civil and criminal cases. RETENTION: *Follow retention period for Civil File Docket [2025-05].*

2150-07 **DISTRICT COURT MINUTES (CIVIL AND CRIMINAL MINUTES).** RETENTION: PERMANENT.

2150-08 **EXECUTION DOCKET** - Record of executions issued to enforce judgments rendered in all manner of cases. RETENTION: PERMANENT.

2150-09 **MOTION DOCKET** - Docket books or sheets recording motions filed by attorneys.

a) Combined civil/criminal motion docket. RETENTION: PERMANENT.

b) Separate civil motion docket. RETENTION: PERMANENT.

c) Separate criminal motion docket. RETENTION: 20 years.

2150-10 **PROCESS LOG (DAY BOOK)** - Chronological daily log of process and other instruments issued or received. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2150-11 **SCIRE FACIAS DOCKET (BOND FORFEITURE DOCKET)**. RETENTION: PERMANENT. [By rule of court - Rules of Civil Procedure, Rule 26.]

2150-12 **SCIRE FACIAS MINUTES (BOND FORFEITURE MINUTES)**. RETENTION: PERMANENT.

PART 7: MISCELLANEOUS COURT RECORDS

2175-01 **ADMINISTRATIVE ORDERS** - Administrative orders issued by a district judge appointing special judges, court reporters, bailiffs, temporary clerks, and other court officers; admitting attorneys to practice before the bar; setting date and time of court sessions; and establishing other matters relating to the administrative functioning of a district court.

a) Original orders that *have been recorded* in a minute book of the court. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

b) Original orders that *have not been recorded* in a minute book of the court. RETENTION: PERMANENT.

2175-02 **ATTORNEY GENERAL, REPORTS TO** - Copies of periodic reports by district clerk to the attorney general on criminal matters. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2175-03 **COURT REPORTER REPORTS** - Reports submitted by court reporters to district court on the amount and nature of the business pending in the court reporter's office. RETENTION: 1 year. (Exempt from destruction request to the Texas State Library)

2175-04 **COURT REPORTER EXAMINATION RECORDS** - Records of competency examinations given to prospective court reporters. RETENTION: Destroy at option. (Exempt from destruction request to the Texas State Library)

2175-05 **DRUG-RELATED CONVICTIONS, RECORD OF** - Copies of lists of persons convicted of a drug-related felony in the county. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2175-06 **FIRE INQUEST CASE PAPERS** - Reports and verdicts of fire inquest juries, testimony of witnesses, and all other documentary evidence relating to fire inquests held by a justice of the peace. RETENTION: Date of filing with district clerk + 10 years.

Retention Note: Fire inquest case papers entered as evidence in a criminal or other proceeding should be retained for the same period as the corresponding case papers. See Criminal Case Papers [2125-05] and Civil Case Papers [2025-03].

2175-07 **GRIEVANCE COMMITTEE JUDGMENTS** - Copies of judgments issued by State Bar grievance committees concerning the disbarment, suspension, or reprimand of attorneys.

a) Original judgments that *have been recorded* in a minute book of the court. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

b) Original judgments that *have not been recorded* in a minute book of the court. RETENTION: PERMANENT.

2175-08 **INDUSTRIAL ACCIDENT BOARD, NOTICES TO** - Copies of notices sent to the Industrial Accident Board notifying the board of the filing of appeals from decisions of the board. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2175-09 **INQUIRY COURT CASE PAPERS** - Transcriptions of evidence and other papers arising from a court of inquiry held by a district judge.

Retention Note: Any inquiry court case papers transferred to Criminal Case Papers [2125-05] as the result of an arrest and prosecution arising from the court of inquiry should be retained for the same period as the appropriate category of Criminal Case Papers. RETENTION: 10 years.

2175-10 **INQUEST CASE PAPERS** - Autopsy reports, testimony of witnesses, laboratory reports, reports of death, and other documentary evidence or summaries of findings relating to inquests held by a justice of the peace. RETENTION: Date of filing with district clerk + 10 years, *but see retention note.* [By law - Code of Criminal Procedure, art. 49.15(d).]

Retention Note: An order of the district court must be obtained by the district clerk to destroy this record after the expiration of its retention period. Original inquest case papers or summary reports entered as evidence in a criminal or other proceeding should be retained for the same period as the corresponding case papers. See Criminal Case Papers [2125-05] and Civil Case Papers [2025-03].

2175-11 **JUDICIAL ADMINISTRATION REPORTS** - Reports by district clerk to the county administrative judge or the presiding judge of an administrative judicial region. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2175-12 **MOTOR CARRIER CONVICTIONS, REPORTS OF RECORD OF** - Copies of reports to the State Comptroller of fines assessed and collected for violations of the Motor Carrier Act. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2175-13 **SHORTHAND NOTES OF OFFICIAL COURT REPORTERS** - Shorthand notes of official court reporters.

a) Notes taken in a criminal case in which a person is convicted and sentenced to a term of more than two years and an appeal is not taken. RETENTION: Length of sentence or 15 years, whichever sooner. [By rule of court - Rules of Appellate Procedure, Rule 11(d).]

b) Notes in all other manner of cases. RETENTION: Date notes taken + 3 years. [By law - Government Code, Section 52.046(a)(4).

c) Copies of transcripts and statements of fact.

Retention Note: While the responsibility for preserving notes under (b) lies with the court reporter, reporters may have left office and left their notes with the district clerk or in storage in county buildings. These notes may be disposed of after the expiration of the retention period given. State law also does not require that court reporters retain copies of any transcripts or statements of fact they prepare, but most do so for reference. Again, copies of these documents may have been left with the district clerk or in storage in county buildings. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2175-14 **TEXAS JUDICIAL COUNCIL, STATISTICAL REPORTS TO.** RETENTION: 3 years.

2175-15 **TRAFFIC CONVICTION ABSTRACTS** - Copies of abstracts submitted to the Department of Public Safety pertaining to traffic violations. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2175-16 **WIRE AND ORAL COMMUNICATIONS INTERCEPTION RECORDS** - Sealed sound recordings, applications, and court orders of wire and oral communications interceptions ordered by a district judge.

* a) Recordings. RETENTION: Expiration of order or last extension of order, if applicable + 10 years. [By law - Code of Criminal Procedure, art. 18.20(10)(b).] (Exempt from destruction request to the Texas State Library)

b) Applications and orders. RETENTION: Date of sealing + 10 years. [By law - Code of Criminal Procedure, art. 18.20(11).] (Exempt from destruction request to the Texas State Library)

Retention Note: The destruction of recordings, applications, and orders at the expiration of the retention period for each can be carried out only by order of the judge of competent jurisdiction in each administrative district.

PART 8: JURY RECORDS

* 2200-01 **JURY LISTS** - Lists of persons chosen for service in district, county, or justice courts or on grand juries, including lists of persons whose service has been postponed and defendants' and plaintiffs' lists. RETENTION: 1 year. (Exempt from destruction request to the Texas State Library)

* 2200-02 **JURY TIME BOOK (JURY RECORD)** - Record of persons serving on district court juries or grand juries. RETENTION: FE + 3 years.

2200-03 **SPECIAL VENIRE JURY LISTS** - Lists of jurors summoned by writs of special venire for capital cases tried in a district court. RETENTION: 5 years.

2200-04 **STATEMENTS OF EXEMPTION FROM JURY DUTY** - Statements by persons claiming temporary or permanent exemption from jury duty on statutory grounds, including any statements of rescission of such claims.

a) Statements requesting permanent exemption. RETENTION: AV after notification sent to tax assessor-collector. (Exempt from destruction request to the Texas State Library)

b) Statements requesting temporary exemption. RETENTION: 1 year. (Exempt from destruction request to the Texas State Library)

* 2200-05 **JUROR QUESTIONNAIRES** - Forms completed by jurors reporting for jury duty. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

PART 9: GRAND JURY RECORDS

2225-01 **EXAMINING TRIAL CASE PAPERS (CRIMINAL COMPLAINT FILES)**. RETENTION: 5 years.

2225-02 **EXAMINING TRIAL RECORD OR REGISTER** - Record or register of complaints or examining trial cases referred to the grand jury. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2225-03 **GRAND JURY DOCKET (GRAND JURY MINUTES)**. RETENTION: 10 years.

2225-04 **GRAND JURY FEE ACCOUNT REPORTS** - Annual reports to the district judge by the grand jury on the examination of officers' fee accounts. RETENTION: Destroy at option. (Exempt from destruction request to the Texas State Library)

2225-05 **GRAND JURY INDICTMENT REPORTS** - Reports to the district court by a grand jury showing indictments handed down by the grand jury during its term. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2225-07 **INDICTMENT RECORD OR REGISTER** - Register or card file logging indictments returned by grand jury. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2225-08 **JUSTICE COURT DOCKET TRANSCRIPTS** - Certified copies of justice court criminal and examining trial dockets filed by justices of the peace. RETENTION: Date of filing + 1 year. (Exempt from destruction request to the Texas State Library)

2225-09 **SUBPOENAS (GRAND JURY)** - Stub books, copies, or recorded copies of subpoenas issued. RETENTION: 2 years.

2225-10 **WITNESS RECORD (GRAND JURY)** - Register of witnesses subpoenaed, attached, or recognized before a grand jury. RETENTION: 2 years.

PART 10: NATURALIZATION RECORDS

2250-01 **DECLARATION OF INTENTION RECORD** - Bound or filed originals or recorded copies of declarations of intention to become citizens filed by aliens. RETENTION: PERMANENT.

2250-02 **NATURALIZATION PAPERS** - Petitions for naturalization, oaths of allegiance, witness affidavits, and orders granting or denying citizenship submitted by aliens or their witnesses. RETENTION: PERMANENT.

2250-03 **NATURALIZATION RECORD** - Proceedings involving naturalization. RETENTION: PERMANENT.

PART 11: ADMINISTRATIVE AND FINANCIAL RECORDS

2275-01 **ACKNOWLEDGMENT RECORD** - Record of acknowledgments or proofs of instruments taken by the district clerk as ex-officio notary public. RETENTION: 10 years.

2275-02 **ANNUAL FEE REPORTS.** RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2275-03 **APPLICATIONS FOR DEPUTIES** - Copies of applications to commissioners court for deputies, assistants, or clerks. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2275-04 **AUDITOR'S REPORTS** - Reports of county finances submitted by the county auditor to the district court.

a) Monthly report. RETENTION: 1 year. (Exempt from destruction request to the Texas State Library)

b) Annual reports. RETENTION: 3 years.

* 2275-05 **BANKING RECORDS** - Bank statements, canceled or digitized images of checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, etc. RETENTION: FE + 5 years.

2275-06 **CASH RECEIPTS** - Receipt books or copies of receipts upon payment of fees, fines, or costs in civil, criminal, probate or other cases; or for the deposit of trust funds.

a) Criminal receipts:

1) If county has an auditor. RETENTION: Transferred to auditor when all receipts issued. [By law - Code of Criminal Procedure, Section 103.011.]

2) If the county does not have an auditor. RETENTION: FE + 5 years.

b) All other district court receipts. RETENTION: FE + 3 years.

2275-07 **CHILD SUPPORT PAYMENT LEDGER** - Ledger showing the receipt and disbursement of monies from the child support payment fund. RETENTION: FE + 5 years.

2275-08 **CHILD SUPPORT PAYMENT RECORD** - Record of child support payments by case. RETENTION: End of support period + 10 years.

2275-09 **COST DEPOSIT RECORD** - Records of receipts to and disbursements from monies deposited with the district clerk to cover costs in civil proceedings. RETENTION: FE + 5 years.

2275-10 **COUNTY AUDITOR, REPORTS TO** - Reports not listed elsewhere in this schedule submitted to the county auditor on the receipt or disbursement of county funds or on cash balances in accounts of the district clerk. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2275-11 **COURT REPORTER EXPENSE STATEMENTS** - Copies of statements of expenses incurred by court reporters serving outside the county of their residence in a district court serving more than one county or for serving as a substitute reporter in a county other than that in which they are resident. RETENTION: FE + 3 years.

2275-12 **DAILY CASH BOOK OR REPORTS.** RETENTION: FE + 3 years.

2275-13 **DAILY FILE RECORD** - Daily record or register of papers received for filing. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2275-14 **DEPOSIT WARRANTS** - Copies of deposit warrants issued by the county clerk or the county treasurer for monies deposited in any funds or accounts of the district clerk. RETENTION: FE + 3 years.

2275-15 **FEE BOOK** - Fee books or sheets showing accounts of fees or costs accrued in cases heard in a district court. RETENTION: FE + 5 years.

2275-16 *[Withdrawn, see 2275-15]*

2275-17 **INDEPENDENT AUDIT REPORTS** - Special audit reports of county finances submitted by finance committees or special auditors appointed by a district court. RETENTION: PERMANENT.

2275-18 **JURY CERTIFICATES** - Stubs or copies of jury certificates issued. RETENTION: FE + 3 years.

2275-19 **LEGAL OPINIONS** - Copies of legal opinions rendered to the district clerk by the county attorney or the district attorney. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2275-20 **MINUTES OF OFFICERS' ACCOUNTS (OFFICERS' FEE BILLS DUE FROM STATE)** - Record of proceedings in district court approving expense claims or fees due from the state to various county or district officers for service in district court felony cases, before the grand jury, or in examining trials. RETENTION: FE + 3 years.

2275-21 **MINUTES OF WITNESS ACCOUNTS (WITNESS FEE CLAIMS)** - Record of proceedings in district court approving witness fee claims. RETENTION: FE + 3 years.

2275-22 **MONTHLY EXPENSE REPORTS.** RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2275-23 *[Withdrawn]*

* **2275-24 OPEN RECORDS REQUESTS** - Written open records requests, including those sent by electronic mail or facsimile, submitted to a district clerk, including correspondence and other documentation relating to the requests.

a) Approved requests. RETENTION: Approval of request + 1 year. [Exempt from destruction request to the Texas State Library]

b) Denied requests. RETENTION: Denial of request + 2 years.

2275-25 PROBATION COLLECTION RECORD (PROBATION FILE RECORD) - Documentation detailing the collection of probation fees. RETENTION: FE + 5 years.

2275-26 RECORDS MANAGEMENT RECORDS

a) Records control schedules (including all successive versions of or amendments to schedules). RETENTION: PERMANENT.

b) Records destruction documentation - Records documenting the destruction of records under records control schedules, including requests submitted to the Texas State Library and Archives Commission for authorization to destroy unscheduled records or the originals of permanent records that have been microfilmed. RETENTION: PERMANENT.

c) Records inventories - Lists or inventories of the active and inactive records created or received by a county office. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

d) Records management plans and policy documents - Plans and similar documents establishing the policies and procedures under which a records management program operates. RETENTION: US + 5 years.

2275-27 REPORTS OF COLLECTIONS (MONTHLY FEE REPORTS). RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2275-28 TRUST FUND RECORD - Journal, ledger, or similar record of receipts to and disbursements from trust funds. RETENTION: FE + 5 years.

2275-29 WITNESS FEE REPORTS - Copies of reports submitted by the district clerk to the State Comptroller listing fee claims for out-county witnesses. RETENTION: Destroy at option. (Exempt from destruction request to the Texas State Library)

PART 12: BUSINESS AND PROFESSIONAL RECORDS

2300-01 **ATTORNEY LICENSING RECORDS** - Applications for license to practice law and reports of committees on applications for license to practice law. RETENTION: PERMANENT.

2300-02 **ATTORNEY RECORD** - Register or roster of attorneys licensed by a district court to practice in the county. RETENTION: PERMANENT.

2300-03 **CHIROPODY REGISTER (PODIATRY REGISTER)** - Recorded licenses of chiropodists or podiatrists issued by the state. RETENTION: PERMANENT.

2300-04 **CHIROPRACTIC REGISTER** - Recorded licenses of chiropractors issued by the state. RETENTION: PERMANENT.

2300-05 **MEDICAL REGISTER** - Register of physicians licensed by local boards or the state. RETENTION: PERMANENT.

2300-06 **PHARMACY REGISTER** - Register of pharmacists licensed by local boards. RETENTION: PERMANENT.

2300-07 *[Withdrawn]*

2300-08 **VETERINARY REGISTER** - Recorded licenses of veterinarians issued by the state. RETENTION: PERMANENT.

PART 13: MISCELLANEOUS RECORDS

2325-01 **BONDS AND DEPUTATIONS OF COUNTY CLERK** - Bonds, qualifying oaths, and deputations of county clerks and their deputies. RETENTION: AR + 5 years.

2325-03 *[Withdrawn]*

2325-03 **ESTRAY RECORD** - Recorded affidavits and bonds of takers-up of estrayed animals, affidavits of appraisal of the animals, and any accompanying reports of the death of estrays or affidavits of ownership of estrays, recorded with the district clerk under the Stock Law of 1874. RETENTION: PERMANENT.

2325-04 **LIQUOR PRESCRIPTIONS AND AFFIDAVITS** - Prescriptions, canceled prescriptions, and affidavits by druggists for the sale of liquor for medicinal purposes, for the purchase of liquor from out of state or from wholesalers for importation into prohibition territory and affidavits from clergy for the use of liquor for sacramental purposes. RETENTION: PERMANENT.

2325-05 **MARKS AND BRANDS RECORD** - Register of livestock marks and brands and their subsequent sale or transfer, recorded with the district clerk under the Stock Law of 1874. RETENTION: PERMANENT.

2325-06 **PASSPORT APPLICATION RECORDS** - Copies of passport applications and all other records related to the acceptance of such applications. RETENTION: Destroy at option.

2325-07 **PRESCRIPTION REGISTER** - Register of prescriptions and affidavits received from druggists and clergy for the use of liquor for medicinal or sacramental purposes. RETENTION: PERMANENT.

2325-08 **REGISTERED VOTERS, LISTS OF** - Lists or registers of voters qualified to vote. RETENTION: AV. (Exempt from destruction request to the Texas State Library)

2325-09 **REPORTS OF LIQUOR SEIZED** - Reports of liquor and associated property seized, and copies of receipts issued by the sheriff for goods if liquor or property was seized by officers other than the sheriff.

a) Receipts. RETENTION: Destroy at option. (Exempt from destruction request to the Texas State Library)

b) Reports. RETENTION: PERMANENT.

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 FAX 512-463-5436

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