



LOCAL SCHEDULE PW

Retention Schedule for Records of Public Works and Services

Effective November 1, 1995

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 PW sets mandatory minimum retention periods for records series commonly associated with various public works and public services activities carried out by local governments. 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.

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

US - Until Superseded

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PART 1: GENERAL RECORDS

Retention Note: This schedule establishes retention periods for records found in various public works and services departments of local governments or for records kept by certain local government officers (e.g., veterans service officers) or local governments (e.g., soil and water conservation districts). For other administrative, fiscal, personnel, or support service records that may be found in these departments or governments, see Local Schedule GR (Records Common to All Local Governments).

5200-01 PUBLIC WORKS AND SERVICES PLANNING STUDIES AND REPORTS - Feasibility studies, reports, analyses, projections, graphic material, and similar planning documents by outside consultants or in-house staff relating to comprehensive planning, capital improvements, land use and open space, economic development and outlook, neighborhood and housing renewal and renovation, regional and intergovernmental cooperation, transportation, traffic engineering, transit systems, airport operations, growth patterns, demographics, long range forecasts and projections, and other aspects of local government planning *not* listed elsewhere in this schedule.

a) Special planning studies or reports 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 or federal agency or a court. **RETENTION: PERMANENT.**

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

Review before disposal; developed comprehensive and capital improvements plans and other records of this type may merit permanent or long term retention for administrative or historical reasons. See also item number 1000-39 in Local Schedule GR (Records Common to All Local Governments).

5200-02 SERVICE REQUESTS/WORK ORDERS - Service requests and work orders to be performed by public works and services personnel *except* for work orders noted elsewhere in this schedule. **RETENTION: 2 years.**

PART 2: PLANNING AND ZONING RECORDS

5225-01 ZONING/PLANNING BOARD CASE FILES - Staff reports, determinations and evaluations, correspondence, and comparable records concerning each planning, zoning, building code, or other public works-related case brought before local government zoning, planning, or development commissions or appeal bodies; or before other special or ad hoc committees constituted for similar purposes. **RETENTION: Disposition of case + 5 years.**

Retention Notes: a) The minutes of the various commissions noted above must be retained **PERMANENTLY** in accordance with item number 1000-03 in Local Schedule GR (Records Common to All Local Governments). In any action by these commissions

involving real property, the minutes must sufficiently identify the property which the action affects. If the minutes do not sufficiently identify the property, documents referenced in the minutes that do provide such identification must be retained PERMANENTLY.

b) Review before disposal; some case files may merit permanent retention for historical reasons.

5225-02 ZONING MAPS. RETENTION: PERMANENT.

5225-03 ZONING PERMIT RECORDS

a) Applications for zoning permits or variances. RETENTION: 5 years.

b) Copies of zoning permits or variances or a log or other form of record evidencing their issuance, showing to whom the permit or variance was issued, the property to which it applies, and the zoning classification. RETENTION: PERMANENT.

5225-04 ZONING VIOLATIONS RECORDS - Records relating to violations of local zoning ordinances, including documents verifying that the violation has ceased or been corrected.

a) Alleged, but unfounded. RETENTION: 1 year after determination that zoning ordinances have not been violated. (Exempt from destruction request requirement)

b) Violations. RETENTION: Verification of correction of violation + 3 years.

PART 3: BUILDING PERMIT AND INSPECTION RECORDS

5250-01 BLUEPRINTS AND SPECIFICATIONS - Blueprints and specifications submitted by building contractors or property owners when applying for building permits and as-builts submitted for issuance of certificates of occupancy.

a) For commercial and non-residential building permits or certificates of occupancy. RETENTION: Life of structure, *but see retention notes*.

Retention Notes: a) If submission of as-builts is required before the issuance of a certificate of occupancy, the retention period applies only to the as-builts, and previously submitted blueprints and specifications need be retained only as long as administratively valuable and are exempt from the destruction request requirement.

b) If a structure is remodeled, and new blueprints and specifications and/or as-builts are submitted [see retention note (a)], superseded documentation of the type described need be kept only as long as administratively valuable and is exempt from the destruction request requirement.

c) For records of the types described for buildings or structures owned by the local government that issues the building permit, see item number 1075-16 in Local Schedule GR (Records Common to all Local Governments).

d) Review before disposal; blueprints and/or as-builts of some structures may merit permanent retention for historical reasons.

b) For residential building permits or certificates of occupancy. RETENTION: AV. (Exempt from destruction request requirement)

c) For miscellaneous permits (see item number 5250-10). RETENTION: AV. (Exempt from destruction request requirement)

5250-02 BUILDING CODE VIOLATIONS RECORDS - Records relating to violations of local building codes or ordinances, including documents verifying that the violation has been corrected.

a) Alleged, but unfounded. RETENTION: 1 year after determination that building regulations have not been violated. (Exempt from destruction request requirement)

b) Violations. RETENTION: Verification of correction + 3 years.

5250-03 BUILDING MASTER RECORD - Master record of each commercial, non-residential, and residential structure detailing a history of permits issued for construction or alteration, certificates of occupancy issued, inspections carried out, code violations found, and similar information. RETENTION: PERMANENT.

5250-04 BUILDING PERMIT APPLICATIONS - Applications from property owners or contractors to erect new structures or to make alterations to existing structures.

a) Applications for which permit granted. RETENTION: 5 years; or, if property subject to issuance of certificate of occupancy, date of issuance of the certificate + 5 years.

b) Applications for which permit not granted. RETENTION: 1 year. (Exempt from destruction request requirement)

5250-05 BUILDING PERMIT LOGS - Logs, registers, or similar records providing a listing of building permits and certificates of occupancy issued.

a) If a Building Master Record (5250-03) *is* maintained. RETENTION: AV. (Exempt from destruction request requirement)

b) If a Building Master Record (5250-03) *is not* maintained. RETENTION: PERMANENT.

5250-06 BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY - Copies of building permits and certificates of occupancy or record of their issuance.

a) Copies of issued building permits and certificates of occupancy if a Building Permit Log (5250-05b) or a Building Master Record (5250-03) *is not* maintained. RETENTION: PERMANENT.

b) Copies of issued building permits and certificates of occupancy if a Building Permit Log (5250-05b) or a Building Master Record (5250-03) *is* maintained. RETENTION: AV after entry of evidence of issuance in log or record. (Exempt from destruction request requirement)

5250-07 BUILDING TRADES OCCUPATIONAL LICENSING RECORDS - Applications, examinations, references, performance bonds, copies of licenses or permits or record of their issuance, and similar records relating to the issuance of occupational licenses to construction contractors and other members of the building trades, including electricians, plumbers, carpenters, welders, etc. RETENTION: Expiration, cancellation, revocation, or denial of the license + 3 years.

5250-08 INSPECTION REPORTS - Reports of inspections carried out with reference to new construction; alterations to existing structures; code violations; and other projects, activities, or situations requiring inspection by local ordinance, *excluding* those reports that are made part of any other record group noted elsewhere in this part. RETENTION: 3 years.

5250-09 DEMOLITION RECORDS - Records relating to the demolition and clearance of buildings deemed unfit for occupancy and condemned, including demolition orders, inspection reports, notices to property owners, and any related court documents. RETENTION: Date of demolition + 3 years.

5250-10 MISCELLANEOUS APPLICATIONS AND PERMITS - Applications for and copies of permits (or record of their issuance) involving sign installation, fencing, swimming pool construction, driveway construction, and for similar activities as might be required by local ordinance that are *not*, by ordinance or departmental policy, classified as building applications or permits under item numbers 5250-04 and 5250-06.

a) Granted permits. RETENTION: 5 years.

b) Denied permits. RETENTION: 1 year. (Exempt from destruction request requirement)

5250-11 REPORTS OF BUILDING PERMITS ISSUED - Monthly and annual reports prepared for the U. S. Bureau of the Census on the number of commercial and residential building starts and local public construction.

a) Annual. RETENTION: PERMANENT.

b) Monthly. RETENTION: 3 years.

PART 4: PUBLIC TRANSPORTATION AND ENGINEERING RECORDS

SECTION 4-1: ROAD AND STREET MAINTENANCE AND REPAIR RECORDS

Retention Note: For road and street construction records, see item number 1075-16 in Local Schedule GR (Records Common to All Local Governments).

5275-01 INSPECTION REPORTS - Reports of inspection of roads, streets, bridges, street lights, sidewalks, rights of way, etc.

a) Roads, streets, street lights, sidewalks, rights of way, etc. RETENTION: 3 years.

b) Bridges and overpasses. RETENTION: Life of structure.

5275-02 MAPS AND PLATS - Maps, plats, engineering and field notes, and profiles and cross-sections of roads, streets, rights of way, bridges, etc. RETENTION: PERMANENT.

5275-03 PERMITS - Applications for and copies of permits (or record of their issuance) for excavation and fill; alterations to roads, streets, sidewalks, and curbs; and for similar activities involving alteration of streets and rights of way.

a) Granted applications and permits. RETENTION: 5 years.

b) Denied applications and permits. RETENTION: 1 year. (Exempt from destruction request requirement)

5275-04 SERVICE AND REPAIR REQUESTS - Complaints from the public or from other local government departments on street hazards, potholes, other needed repairs on roads, streets, and rights of way and requests for traffic signs, lights, changes to traffic flow, etc. RETENTION: 2 years.

5275-05 STREET CLEANING RECORDS - Reports, logs, or similar records documenting street cleaning operations. RETENTION: 1 year. (Exempt from destruction request requirement)

5275-06 STREET NAME AND HOUSE NUMBER FILES - Records relating to street dedications, street closings, the assignment and alteration of street names and house numbers, and similar records that provide official control of the naming and numbering of streets and roads. RETENTION: PERMANENT.

5275-07 ROAD AND STREET MAINTENANCE RECORDS - Reports, logs, or similar records, compiled on a daily, weekly, and/or monthly basis documenting repair and maintenance work on the following:

a) Roads, streets, street lights, sidewalks, rights of way, etc. RETENTION: 3 years.

b) Bridges and overpasses. RETENTION: Life of structure.

5275-08 ROAD AND STREET MASTER RECORD - Master record in some form of every road and street providing a description, history, and classification of each. RETENTION: PERMANENT. [By law - Civil Statutes, art. 6812b(3) for county engineers in counties with a population of 198,000 to 400,000; Civil Statutes, art. 6812b-1(2) for county engineers in counties with a population of 160,000 to 185,000; and by authority of this schedule for municipalities and all other counties.]

5275-09 ROAD MASTER PLANS - Planning survey of all existing roads and projected improvements and additions to county road systems developed by county engineers in certain counties. RETENTION: PERMANENT. [By law - Civil Statutes, art. 6812b(7) for county engineers in counties with a population of 198,000 to 400,000 and Civil Statutes, art. 6812b-1(4) for county engineers in counties with a population of 160,000 to 185,000.]

5275-10 TREE AND PLANT FILES - Records relating to the planting, trimming, inspection, and removal of trees and shrubs along public streets, roads, and sidewalks. RETENTION: 2 years.

SECTION 4-2: TRAFFIC ENGINEERING RECORDS

5300-01 ACCIDENT REPORTS - Reports, usually supplied by the police department, of traffic accidents used to monitor, redevelop, or redesign streets, intersections, speed limits, signal timing, directional flow patterns, etc. RETENTION: AV. (Exempt from destruction request requirement)

5300-02 SPECIAL EVENTS FILES - Reports, notifications, planning documents, and similar records used in the preparation for special events such as parades, motorcades, demonstrations, or situations resulting in unusually heavy traffic or street use requiring street closures, traffic rerouting, barricades, signal timing changes, etc. RETENTION: 2 years.

5300-03 TRAFFIC COUNT REPORTS - Reports of traffic passage on streets, roads, bridges, intersections, etc. or use of local government owned parking lots or structures. RETENTION: 1 year. (Exempt from destruction request requirement)

5300-04 TRAFFIC DEVICE INSTALLATION AND MAINTENANCE RECORDS - Reports, logs, or similar records documenting the following:

a) Installation, inspection, testing, maintenance, repair, or replacement of traffic signs, signals, and signal boxes. RETENTION: 5 years.

b) Painting, inspection, or repainting of pavement and curb markings. RETENTION: 2 years.

5300-05 TRAFFIC PERMITS - Applications for and copies of permits for special parking, house moving, over dimensional movements, and similar permits and permissions issued by or that concern traffic engineering departments. RETENTION: Expiration, cancellation, revocation, or denial of the permit + 2 years.

5300-06 TRAFFIC SIGNAL RECORDS - Drawings, wiring diagrams, code and circuit numbers, and similar data on traffic signal components. RETENTION: Life of signal component.

5300-07 TRAFFIC SIGNS AND SIGNALS INVENTORY RECORDS - Registers, index cards, or similar records providing an inventory of all installed traffic signs and signals showing type of equipment or sign, location, date of installation, and similar data.

a) If a complete inventory is periodically revised and reprinted. RETENTION: US + 1 year. (Exempt from destruction request requirement)

b) If an inventory is maintained on cards, databases, or similar medium that permits purging. RETENTION: PERMANENT, but purge records relating to junked signs and signals.

SECTION 4-3: PARKING CONTROL RECORDS

5325-01 PARKING DEVICE INSPECTION RECORDS - Reports, logs, or similar records on the inspection, testing, maintenance, and repair of meters, toll gates, or other parking control devices. RETENTION: 2 years.

5325-02 PARKING DEVICE INVENTORY RECORDS - Registers, index cards, or similar records providing an inventory of meters, toll gates, or other parking control devices showing location, type of equipment, date of installation, and similar data.

a) If a complete inventory is periodically revised and reprinted. RETENTION: US + 1 year.

b) If an inventory is maintained on cards, databases, or similar medium that permits purging. RETENTION: PERMANENT, but purge records relating to junked signs.

SECTION 4-4: TRANSIT SYSTEM RECORDS

5350-01 OPERATIONS REPORTS - Periodic reports on usage of rapid transit services.

a) Annual reports. RETENTION: PERMANENT.

b) Monthly reports. RETENTION: 3 years.

c) Daily or weekly reports. RETENTION: 1 year. (Exempt from destruction request requirement)

5350-02 VEHICLE HISTORY AND MAINTENANCE RECORDS

a) Master record on each transit vehicle 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:** Life of asset.

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 transit vehicles, they must be retained for the life of the vehicle.

b) If a transit 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 transit vehicle is sold or given to another transit authority or department for use as a transit 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. **RETENTION:** 3 years.

e) Specifications, circuit diagrams, and similar documents relating to vehicles and their apparatus. **RETENTION:** Life of asset.

SECTION 4-5: AIRPORT RECORDS

5375-01 AIRFIELD INCIDENT FILES - Records of accidents or incidents occurring on the movement areas and involving air carrier aircraft and/or ground vehicles. **RETENTION:** 5 years.

Retention Note: Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons.

5375-02 AIRSIDE REPORT/AIRFIELD LOG - Materials documenting the activity of a work shift including conditions or events that would adversely affect airport operations. **RETENTION:** 2 years.

5375-03 CARRIER RECORDS - Informational materials such as copies of airline schedules, brochures, advertising materials, correspondence from the U. S. Department of Transportation approving carrier routes. RETENTION: AV. (Exempt from destruction request requirement)

5375-04 CERTIFICATION MANUAL - Manual specifying procedures, facilities and equipment descriptions, responsibility assignments, and any other information needed by personnel concerned with operating the airport in order to comply with Federal Aviation Authority (FAA) standards for airport operations. RETENTION: Until superseded. [By regulation - 14 CFR 139.207(b).] Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons.

5375-05 COMMUNICATION TAPES - Daily recording of all phone lines and radios. RETENTION: 30 days. (Exempt from destruction request requirement)

5375-06 EMERGENCY PLANNING RECORDS - Procedures, instructions, and other records maintained to minimize the possibility and extent of personal injury and property damage on the airport in an emergency. RETENTION: Until superseded. [By regulation - 14 CFR 139/325((g)(4).]

5375-07 FOREIGN TRADE ZONE (FTZ) RECORDS

a) FTZ company operation records. RETENTION: 2 years after deactivation from FTZ.

b) FTZ tenants. RETENTION: Until superseded. (Exempt from destruction request requirement)

5375-08 MAINTENANCE AND INSPECTION RECORDS

a) Non-federal navigation facility reports - Record of meter readings and adjustments, facility maintenance log, radio equipment operation record, ground check error data, facility equipment performance and adjustment data, technical performance report, and similar documentation relating to local government-owned and operated navigational facilities such as VOR facilities, nondirectional radio beacons, instrument landing systems, simplified directional facilities, distance measuring equipment, VHF marker beacons, interim standard microwave landing systems, and microwave landing systems. RETENTION: PERMANENT. [By regulation - 14 CFR 171.13(a-e), 171.33(a-c), 171.53(a-c), 171.117(a-c), 171.163(a-c), 171.213(a-c)171.275(a-c), and 171.327(a-c).]

b) Runway maintenance records - Logs, reports, and similar records relating to the inspection, maintenance, and repair of runways, runway lights, beacons, and other such ground or device maintenance records directly related to the landing and taking off of aircraft, *except* those included in directional facility records. RETENTION: 10 years

c) Safety self-inspections - Daily, or as otherwise required by the airport certification manual or airport certification specifications, reports of safety self-inspections of airport conditions in specific locations showing the conditions found and all corrective actions taken. RETENTION: 6 months. [By regulation - 14 CFR 139.327(c).] (Exempt from destruction request requirement)

d) Tenant inspections - Materials documenting inspections of the physical facilities of each airport tenant fueling agent. RETENTION: 1 year. [By regulation - 14 CFR 139.321(d).] (Exempt from destruction request requirement)

e) Other inspections. RETENTION: 3 years.

5375-09 NOTICES TO AIRMEN - Reports officially notifying the public, FAA, and airlines that a problem exists with the airport facility. RETENTION: 2 years after notice is canceled.

5375-10 OPERATIONAL PERMITS AND CERTIFICATIONS

a) Permits and certifications from the FAA or other state and federal agencies and any reports, correspondence, or other documentation bearing directly on the application for, the issuance of, or the renewal of the permit or certification. RETENTION: 5 years after final expiration, cancellation, revocation, or denial of the permit or certification.

b) Records concerning any exemptions granted or deviations required by an emergency. RETENTION: 5 years after deviation or expiration of exemption.

5375-11 OPERATIONS REPORTS - Periodic reports or logs of airport operations, services, and activities, and statistical summaries of such reports.

a) Daily reports or logs and weekly and/or monthly statistical summaries of such reports. RETENTION: 3 years.

b) Annual reports. RETENTION: PERMANENT.

5375-12 REPORTS TO REGULATORY AGENCIES - Reports on any aspect of airport operations to the Federal Aviation Administration (FAA) or to other state or federal agencies as required by law, regulation, or agency order.

a) Annual reports. RETENTION: PERMANENT.

b) Special reports that *are not* recapitulated in annual reports. RETENTION: PERMANENT.

c) Interim or periodic reports on a less than annual basis that are recapitulated in an annual report or in a special report under (b). RETENTION: 5 years.

PART 5: SOIL AND WATER CONSERVATION RECORDS

5400-01 ALLOCATIONS OF FUNDS, REQUESTS AND CLAIMS FOR - Copies of requests and claims for allocations submitted to the Texas State Soil and Water Conservation Board. RETENTION: FE + 3 years.

5400-02 VARIANCE OF LAND USE REGULATIONS, PETITIONS FOR

a) Granted petitions. RETENTION: As long as variance in effect + 2 years.

b) Denied petitions. RETENTION: 2 years.

5400-03 WATER QUALITY MANAGEMENT PLANS - Water quality management and implementation plans developed by soil and water conservation plans for landowners to prevent and abate pollution, including any associated corrective action plans, notifications of withdrawal of certification, and maintenance agreements. RETENTION: Life of plan + 2 years.

PART 6: RECORDS OF AGRICULTURE EXTENSION AGENTS

5425-01 CLIENT FILES - Original records documenting the work of agriculture extension agents with their clients and copies of documents that by law, regulation, or administrative policy of the Agriculture Extension Service at Texas A&M University or other authorizing agency are retained by the agent after filing originals with the service or other agency. RETENTION: 3 years.

PART 7: ENVIRONMENTAL HAZARDS RECORDS

5450-01 ASBESTOS MANAGEMENT RECORDS

a) Records documenting asbestos abatement projects in public buildings. RETENTION: 30 years from the date of project completion. [By regulation - 25 TAC 295.62(a).]

b) Records of asbestos inspections. RETENTION: 5 years.

5450-02 ENVIRONMENTAL PROTECTION AND NATURAL RESOURCES MANAGEMENT PLANS - Planning reports, background materials, and supporting documentation used to provide for the protection of the environment. RETENTION: PERMANENT.

5450-03 ENVIRONMENTAL QUALITY REVIEW RECORDS - Environmental impact statements and related reports, including background materials and supporting documentation used in preparing statements and reports. RETENTION: PERMANENT.

5450-04 PEST CONTROL RECORDS

a) Records of pesticide applications, inspections and sampling notifications, and other documentation required by pesticide regulations. RETENTION: 2 years. [By law - Agriculture Code, Section 76.114(c) and by regulation - 4 TAC 7.18(a) and 22 TAC 595.4.]

b) Notices of aerial application of insecticides. RETENTION: 2 years.

5450-05 STORAGE TANK (IMMOVABLE) SYSTEM RECORDS - Documentation of compliance with regulations for underground tank systems storing hazardous substances and petroleum substances, and immovable aboveground tanks storing petroleum products. (See item number 5450-06 for records of movable aboveground storage tanks.)

a) Original and amended tank registration documents, original and amended certifications for storage tank system installations and financial responsibility, and notifications to storage tank purchaser. RETENTION: Operational life of the storage tank system. [By regulation - 30 TAC 334.130(b)(1)(A) and 334.10(b)(2)(A).]

b) Records of requests for approval of variances or alternative procedures, and documentation of approval of such requests. RETENTION: Operational life of the storage tank system. [By regulation: 30 TAC 334.43(e).]

c) Installation records.

1) General information relating to the installation of new storage tank systems and as-built drawings or plans depicting the sizes, dimensions, and locations of site features, system components, etc. RETENTION: Operational life of the storage tank system. [By regulation - 30 TAC 334.46(i)(2).]

2) Equipment tests including the air tests and the tightness tests conducted on the tanks and piping at the time of installation. RETENTION: 5 years. [By regulation - 30 TAC 334.46(i)(3).]

d) Records for upgrading of existing storage tank systems.

1) General information related to the tank integrity assessment and cathodic protection requirements and as-built drawings or plans depicting the sizes, dimensions, and locations of any system components or equipment added. RETENTION: Operational life of the storage tank system. [By regulation - 30 TAC 334.47(d)(2).]

2) Results of equipment tests and tank integrity tests required when upgrading existing storage tank systems including internal inspections, tank and piping tightness tests, and site assessments. RETENTION: 5 years. [By regulation - 30 TAC 334.47(d)(3).]

e) Operation and maintenance records of storage tank systems including records related to inspection, servicing, testing, and inventory control. RETENTION: 5 years. [By regulation - 30 TAC 334.48(g).]

f) Corrosion protection records.

1) Installation records relating to the corrosion protection system including information on the system designer, drawings or plans depicting the locations of all system components, operating instructions and warranty information, maintenance schedules, and testing procedures. RETENTION: As long as the corrosion protection system is used. [By regulation - 30 TAC 334.49(e)(2)(A).]

2) Results of tests and inspections of corrosion protection systems and components. RETENTION: 5 years. [By regulation - 30 TAC 334.49(e)(2)(B).]

g) Release detection records.

1) Installation records related to the release detection system; all written performance claims pertaining to the system used and documentation of how those claims have been justified or tested by the equipment manufacturer or installer; and any schedules of required calibration and maintenance provided by the release detection equipment manufacturer. RETENTION: As long as the release detection system is used. [By regulation - 30 TAC 334.50(e)(2)(A), (B), and (E).]

2) Results of sampling, testing, or monitoring of releases (including tank tightness tests); records and calculations related to inventory control reconciliation; and documentation of service, calibration, maintenance, and repair of release detection equipment. RETENTION: 5 years. [By regulation - 30 TAC 334.50(e)(2)(C), (D), and (E).]

h) Spill and overflow control records.

1) Installation records of spill and overflow prevention equipment. RETENTION: As long as the spill and overflow prevention equipment is used. [By regulation - 30 TAC 334.51(c)(2)(A).]

2) Records of servicing, calibration, maintenance, and repair of spill and overflow equipment. RETENTION: 5 years. [By regulation - 30 TAC 334.51(c)(2)(B).]

3) Transfer or inventory records documenting the basis for claiming an exemption from the spill and overflow equipment requirements, if applicable. RETENTION: 5 years. [By regulation - 30 TAC 334.51(c)(3).]

i) Records for repairs and relining.

1) General information related to the repair or relining of a storage tank including materials specifications, warranty information, recommended test procedures, and inspection and maintenance schedules applicable to the relining of a storage tank. RETENTION: Operational life of the storage tank system. [By regulation - 30 TAC 334.52(d)(2)(A) and (C).]

2) Results of inspections, tests, and maintenance activities. RETENTION: 5 years. [By regulation - 30 TAC 334.52(d)(2)(B).]

j) Records of the installation of a used tank including inspection and tank tightness tests required for the reuse of used tanks. RETENTION: As long as the tank remains in operation. [By regulation - 30 TAC 334.53(c).]

k) Documentation of compliance with requirements for the temporary removal from service of a storage tank. RETENTION: 5 years. [By regulation - 30 TAC 334.54(f)(4)(B).]

l) Documentation of compliance with requirements for the permanent removal from service of a storage tank. RETENTION: As long as any underground storage tank remains in service at the facility or 5 years after the storage tank system is permanently removed from service, whichever longer. [By regulation - 30 TAC 334.54(f)(4)(B).]

5450-06 STORAGE TANK (MOVABLE) SYSTEM RECORDS - Records of movable aboveground storage tanks that are regularly used to store petroleum products (e.g., skid tanks), are intended to be moved from one location to another on a regular basis, and are not permanently part of any particular facility. RETENTION: 5 years. [By regulation - 30 TAC 334.127(f)(2).]

5450-07 WASTE GENERATORS, RECORDS OF

a) Authorized discharges to surface waters - Records documenting permit requirements for monitoring and processing the surface discharge of wastewater generated from treatment of water contaminated by petroleum substances, and discharges to surface waters from locally owned or operated activities including ready-mixed concrete plants and concrete products plants and their associated facilities, sand and gravel mining and processing facilities, motor vehicle cleaning facilities, and petroleum bulk stations and terminals. RETENTION: 3 years.

b) Hazardous waste - Operations records of generators of hazardous waste regarding the quantities generated and shipped off-site for storage. For retention requirements of records for local government-owned facilities that store, process, or dispose of hazardous waste, see Part 3 of Local Schedule UT (Records of Utility Services).

Retention Note: The retention period for the following records maintained by generators of hazardous waste is extended automatically during the course of any unresolved enforcement action regarding the regulated activity.

1) Records of any test results, waste analyses, or other methods used to determine if waste is hazardous. RETENTION: 3 years after the waste was last sent to an on-site or off-site storage, processing, or disposal facility. [By regulation - 30 TAC 335.70(a).]

2) Manifests and shipping papers, such as monthly shipment summaries and exception reports, retained by generators of hazardous waste. RETENTION: 3 years. [By regulation - 30 TAC 335.13(a), (b), (d), and (e).]

3) Annual summary reports submitted by the generator to the Texas Natural Resource Conservation Commission. RETENTION: 3 years. [By regulation - 30 TAC 70(b) and (c).]

c) Spill prevention and control.

1) Notifications of all discharges or spills required to be reported by regulations of the Texas Natural Resource Conservation Commission such as any quantity of oil, hazardous substances, or other substances, discharged or spilled into or which may enter water in the state if not immediately contained, controlled, or removed; any discharge or spill during transportation; any discharge or spill which presents an imminent and substantial endangerment to public health or public safety; etc. RETENTION: 3 years.

2) Records of all discharges or spills and historical contamination, not subject to notification requirements, maintained by facilities registered with the Texas Natural Resource Conservation Commission as a solid waste generator. RETENTION: 3 years.

d) Used oil filters - Shipping documentation retained by generators of used oil filters. RETENTION: 3 years. [By regulation - 30 TAC 330.1186(b).]

e) Whole used or scrap tires - Manifests, work orders, invoices, daily logs, or other documentation used to support activities related to the accumulation, handling, and shipment of whole used or scrap tires. RETENTION: 3 years. [By regulation - 30 TAC 330.807(a) and (e).]

PART 8: WEIGHTS AND MEASURES RECORDS

Retention Note: The retention periods in this part apply to the records of county public weighers and county or municipal sealers of weights and measures. This part should not be used by state public weighers or state sealers of weights and measures.

5475-01 RECORD OF WEIGHTS - Copies of certificates of weight or measure issued by a public weigher. RETENTION: 3 years.

5475-02 WEIGHTS AND MEASURES INSPECTION RECORDS

- a) Record, maintained in a bound volume or on separate forms, of each inspection, measurement, and test made by a sealer of weights and measures. RETENTION: 3 years.
- b) Copies of reports to the Texas Department of Agriculture on violations of state weights and measures laws. RETENTION: 1 year. (Exempt from destruction request requirement)

PART 9: LIBRARY AND MUSEUM RECORDS

5500-01 ACCESSION/DEACCESSION RECORDS - Records used to update library catalogs or inventory records of the accession through purchase or gift or the deaccession through loss or withdrawal of library and museum materials. RETENTION: AV. (Exempt from destruction request requirement)

Retention Note: This record series does not include the record copy of purchase requisitions or orders or accounts payable documentation. See item numbers 1025-26 and 1075-03 in Local Schedule GR (Records Common to All Local Governments).

5500-02 BORROWER REGISTRATION RECORDS - Records documenting the registration of borrowers. RETENTION: AV. (Exempt from destruction request requirement)

5500-03 CIRCULATION RECORDS - Records documenting the circulation of library materials to individual borrowers. RETENTION: AV. (Exempt from destruction request requirement)

5500-04 INTERLIBRARY LOAN RECORDS - Records relating to the lending and borrowing of library materials through interlibrary loan. RETENTION: AV. (Exempt from destruction request requirement)

Retention Note: It is an exception to the retention period for this item that if interlibrary loan services are funded by indirect grants from the U.S. Department of Education, the record copy of documents evidencing interlibrary loan activity must be retained for FE + 7 years. See introductory retention note concerning grant records in Part 2 of Local Schedule GR (Records Common to All Local Governments).

5500-05 INVENTORY RECORDS - Shelf lists or equivalent records showing current library and museum holdings. RETENTION: Until superseded. (Exempt from destruction request requirement)

5500-06 LIBRARY CATALOGS. RETENTION: Until superseded. (Exempt from destruction request requirement)

PART 10: PARKS AND RECREATION RECORDS

Retention Note: This part concerns records associated with the use of parks; playgrounds; community centers; swimming pools; theaters; concert halls; golf courses; zoos; civic auditoriums; and other sports, recreational, and cultural facilities owned and operated by a local government.

5525-01 ATTENDANCE REPORTS - Reports, statistical compilations, and similar records of attendance at and the use of parks and recreational facilities.

a) Annual reports. RETENTION: PERMANENT.

b) Monthly reports. RETENTION: 3 years.

c) Daily or weekly reports. RETENTION: 1 year. (Exempt from destruction request requirement)

5525-02 HORTICULTURAL FILES - Inventories, maps, and similar records relating to the botanical description and location of all plants, trees, and shrubs in local government parks, botanical gardens, arboretums, zoos, etc. RETENTION: AV. (Exempt from destruction request requirement)

Retention Note: Review before disposal; some records in this group may merit permanent retention for historical reasons.

5525-03 PROGRAM FILES - Records relating to sports, recreational, or cultural activities and programs sponsored by a local government, including activity schedules, programs, rosters, status sheets, scorebooks, rules and regulations, activity planning records, and all other similar records not noted elsewhere in this part. RETENTION: 2 years.

5525-04 RESERVATION AND REGISTRATION RECORDS

a) Logs or similar records documenting the reservation of park and recreational facilities. RETENTION: 2 years.

b) Applications for reserved use of park and recreational facilities not requiring a permit under local ordinance or policy. RETENTION: 2 years.

Retention Note: For reserved or special use of park or recreational facilities requiring a permit under local ordinance or policy see item number 1000-36 in Local Schedule GR (Records Common to All Local Governments).

c) Waivers of liability/parental consents. RETENTION: 2 years from cessation of activity for which the waiver was signed.

Retention Note: If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports. See item number 1000-20 in Local Schedule GR (Records Common to All Governments).

5525-05 SWIMMING POOL REPORTS - Swimming pool water quality test and analysis reports. RETENTION: 3 years.

5525-06 VISITOR'S LOGS - Guest books, registers, logs, or similar records of visitors to museums, historical sites, and other facilities owned or operated by a local government. RETENTION: 2 years.

PART 11: ZOO RECORDS

5550-01 PERMITS AND LICENSES - Permits and licenses required by law or regulation from the U. S. Department of Agriculture, the Fish and Wildlife Service of the U. S. Department of Interior, or other federal or state agencies. RETENTION: Expiration or termination + 3 years.

5550-02 MIGRATORY BIRD RECORDS - Records showing the species and number of migratory birds acquired, possessed and disposed of; the names and addresses of persons from whom the birds were acquired and to whom such birds were donated or sold. RETENTION: CE + 5 years. [By regulation - 50 CFR 21.12(b).]

5550-03 WILDLIFE RECORDS - Records relating to zoo wildlife, *except* migratory birds (see item number 5500-02).

a) Records relating to the taking, possession, transportation, sale, purchase, barter, exportation, or importation of wildlife under permit issued by the Fish and Wildlife Service of the U. S. Department of Interior. RETENTION: Expiration of permit + 5 years. [By regulation - 50 CFR 13.46.]

b) Records relating to the euthanization of or disposal of dead zoo animals *except* as noted in (c). RETENTION: 1 year. [By regulation - 9 CFR 2.80(a).] (Exempt from destruction request requirement)

c) Necropsy reports on dead marine mammals. RETENTION: 3 years. [By regulation - 9 CFR 3.110(g).]

d) Water quality test reports for marine mammal facilities. RETENTION: 1 year. [By regulation - 9 CFR 3.106(a)(3).] (Exempt from destruction request requirement)

PART 12: PUBLIC BROADCASTING RECORDS

Retention Notes: a) The retention periods in this part are for the records of noncommercial AM or FM radio and television broadcasting stations owned and operated by a local government.

b) Throughout this part the Federal Communication Commission is referred to as the FCC.

c) It is an exception to the retention periods given in this part, that records having a substantial bearing on a matter which is the subject of a claim against the licensee, or relating to an FCC investigation or a complaint to the FCC of which the licensee has been advised, shall be retained until the licensee is notified in writing that the records may be discarded, or, if the matter is a private one, the claim has been satisfied or is barred by statutes of limitation. In addition, it is an exception to the retention period for item number 5575-09 that logs involving communications incident to a disaster or which include communications incident to or involved in an investigation by the FCC and about which the licensee has been notified, shall be retained by the licensee until specifically authorized in writing by the FCC to destroy them.

5575-01 APPLICATIONS FOR CHANGE IN PROGRAM SERVICE AND OTHER MATTERS - Records relating to applications (granted and denied) for changes in program service or for voluntary or involuntary assignment or transfer not resulting in a substantial change in ownership or control of the station, including copies of applications and all exhibits, letters, and other documents tendered with or incorporated by reference in the application and all correspondence between the applicant and the FCC. **RETENTION:** Until the expiration of the licensing term (5 years for television licensees and 7 years for radio licensees) or until the grant of the renewal application of the license in question, whichever later. [By regulation - 47 CFR 73.3527(e)(2).]

Retention Note: It is an exception to the retention period indicated that any engineering material filed with or referenced in an application need not be retained longer than 3 years after a station commences operation under a new or modified mode. See 47 CFR 73.3527(e)(2)(i).

5575-02 COMMUNITY ISSUE REPORTS - Copies of quarterly reports on the treatment of community issues submitted to the FCC. **RETENTION:** 5 years for television licensees; 7 years for radio licensees. [By regulation - 47 CFR 73.3527(e).]

5575-03 CONSTRUCTION PERMIT RECORDS - Records relating to applications for the construction of new stations in the noncommercial educational broadcast services, including copies of applications and all exhibits, letters, and other documents tendered with or incorporated by reference in the application; all correspondence between the applicant and the FCC; any initial and final decisions in any hearings on the application; copies of any petitions filed to deny the application; and documentation relating to any requests for an extension of time to complete construction.

a) If permit is granted. RETENTION: Until the expiration of the first licensing term (5 years for television licensees and 7 years for radio licensees) or until the grant of the first renewal application of the license in question, whichever later. [By regulation - 47 CFR 73.3527(e)(2).]

b) If permit is denied. RETENTION: Until denial of permit by the FCC or, if appealed to a court, until decision of FCC upheld.

5575-04 DONOR LISTS - Lists of donors supporting specific programs broadcast by the station. RETENTION: 2 years. [By regulation - 47 CFR 73.3527(e).]

5575-05 EMPLOYMENT REPORTS - Copies of annual employment reports filed with the FCC, including all exhibits, letters and other documents filed with or incorporated by reference in the report. RETENTION: 5 years for television licensees and 7 years for radio licensees. [By regulation - 47 CFR 73.3527(e)(2).]

5575-06 OPERATIONAL LICENSES AND PERMITS - Station operation and broadcasting licenses and permits from the FCC, *except* those noted elsewhere in this part. RETENTION: Expiration or cancellation of license or permit + 3 years.

5575-07 POLITICAL FILES - Record of requests made by or on behalf of political candidates for broadcast time, including a schedule of time purchased or provided free, when spots actually aired, the rates charged (if any), and the classes of time purchased (if any). RETENTION: 2 years. [By regulation - 47 CFR 79.1943(c).]

5575-08 STATION LOGS - Logs containing technical data on the operation of the station as required by regulations of the FCC (47 CFR 73.1800 and 73.1820). RETENTION: 2 years, *but see retention note*. [By regulation - 47 CFR 73.1840(a).]

Retention Note: It is an exception to the retention period indicated that logs involving communications incident to a disaster or which include communications incident to or involved in an investigation by the FCC and about which the licensee has been notified, shall be retained by the licensee until specifically authorized in writing by the FCC to destroy them and such records are exempt from destruction request requirement. In addition, logs incident to or involved in any claim or complaint of which the licensee has notice shall be retained by the licensee until such claim or complaint has been fully satisfied or until the same has been barred by statute limiting the time for filing of suits upon such claims.

PART 13: SOCIAL SERVICES RECORDS

5600-01 AGING, RECORDS OF SERVICES FOR THE - Records of local government services for the elderly, funded through grants from the Texas Department of Aging.

a) Financial records, supporting documents, statistical records, and other records relating to the performance of local governments designated to receive grants as area agencies on aging or local governments subcontracting for services to older persons such as transportation, homemaker services, multipurpose senior centers, information and referral, nutrition services, etc. **RETENTION:** 5 years after the end of grantee's fiscal year or until audit findings or other disputes or litigation have been resolved. [By regulation - 40 TAC 255.35(d)(1)(A).]

b) Records relating to all complaints filed concerning a grantee agency. **RETENTION:** 5 years after the end of grantee's fiscal year or until any pending litigation, claim or audit findings, issuance of proposed disallowed costs, or other disputes have been resolved. [By regulation - 40 TAC 254.21(e).]

c) Training records certifying completion of an approved National Safety Council Defensive Driving Course for vehicle operators providing transportation services authorized under Title III of the Older Americans Act. **RETENTION:** Until superseded. [By regulation - 40 TAC 273.3(b)(6).]

Retention Note: Current certification must be retained to verify that training has been received.

d) Administrative, fiscal, personnel, and client case records documenting case management services. **RETENTION:** 3 years after termination of the contract or until any litigation, claim, or audit is resolved. [By regulation: 40 TAC 293.23(4)(A).]

Retention Note: Any personnel or payroll records in this record group must be kept for the retention period indicated here or for the retention period for the record in Part 3 of Local Schedule GR (Records Common to All Local Governments), whichever longer.

5600-02 CHILD PROTECTIVE SERVICE RECORDS - Records of local government services to protect children from abuse and neglect.

a) Child placement services (24 hour care and adoption).

1) Case records of children placed in substitute care *except* for health records and documentation of the termination of parental rights. **RETENTION:** 10 years. [By regulation - 40 TAC 720.28(h).]

2) For children placed in substitute care, health records that physicians advise will be of medical importance to the child and information concerning the termination of parental rights or the court order. **RETENTION:** PERMANENT. [By regulation - *Minimum Standards for Child-Placing Agencies*, Texas Department of Protective and Regulatory Services.]

3) Case records of children placed in adoption. RETENTION: PERMANENT.
[By regulation: *Minimum Standards for Child-Placing Agencies*, Texas Department of Protective and Regulatory Services.]

b) Child welfare contracts - Fiscal documents maintained by a county to ensure that claims for federal matching funds for child welfare contracts with the Texas Department of Protective and Regulatory Services (PRS) meet applicable federal requirements. RETENTION: 3 years after the date the final expenditure date is submitted. [By regulation - 40 TAC 700.101(c).]

Retention Note: If audited during the three-year period, the county must keep the documents until any audit exceptions are reconciled.

c) Contracts with PRS for services for runaways and at-risk youth.

1) Financial and supporting documents, statistical records, and any other records pertinent to the services for which a claim or cost report was submitted to the department or its agent. RETENTION: 3 years and 90 days after the end of the contract period or 3 years after the end of the federal fiscal year in which services were provided (if a provider agreement/contract has no specific termination date in effect) or until all litigation, claims, or audit findings are resolved. [By regulation - 40 TAC 700.2103(b) and 40 TAC 732.202(b).]

Retention Note: Contract period means the beginning date through the ending date specified in the original agreement/contract; extensions are considered separate contract periods.

2) Records of nonexpendable property acquired under the contract. RETENTION: 3 years after the final disposition of the property. [By regulation - 40 TAC 700.2103(b) and 40 TAC 732.202(b).]

d) Client files documenting protective services funded through contracts with PRS. RETENTION: 5 years from the last date of services. [By regulation - 40 TAC 732.202(c) for medical records, and by authority of this schedule for documentation of other child welfare services.]

5600-03 PURCHASED SOCIAL SERVICES RECORDS - Documentation of social services funded through a contract with the Texas Department of Human Services *except* purchased health services listed in Local Schedule HR (Records of Public Health Agencies).

a) Financial and supporting documents, statistical records, and any other records pertinent to the services for which a claim or cost report was submitted to the department or its agent. RETENTION: 3 years and 90 days after the end of the contract period or 3 years after the end of the federal fiscal year in which services were provided (if a provider agreement/contract has no specific termination date in effect) or until all litigation, claims, or audit findings are resolved. [By regulation - 40 TAC 69.202(b).]

Retention Note: Contract period means the beginning date through the ending date specified in the original agreement/contract; extensions are considered separate contract periods.

b) Records of nonexpendable property acquired under the contract. RETENTION: 3 years after the final disposition of the property. [By regulation - 40 TAC 69.202(b).]

c) Social services client files. RETENTION: 5 years from the last date of services. [By regulation - 40 TAC 69.202(c) for medical records, and by authority of this schedule for documentation of other social services in the case file.]

5600-04 SOCIAL SERVICE CLIENT CASE FILES - Records of local government programs that provide social services such as emergency assistance, child care programs, services to the aged and disabled, housing and homelessness programs, etc., *except* for those programs funded by contracts with state agencies, as specified elsewhere in this section.

a) Denied applicant records including application, eligibility worksheet, note of eligibility decision, reason for denial, and explanation of appeal process. RETENTION: 3 years.

b) Eligible applicant records documenting services provided including application for services, eligibility verification, case assessment, referrals to community resources, etc. RETENTION: 5 years from last date of service.

5600-05 VOLUNTEER SERVICES FILES - Information about individual volunteers and duties they perform. RETENTION: Termination of services + 3 years.

PART 14: VETERANS SERVICE OFFICER RECORDS

5625-01 CLIENT FILES - Original records documenting the work of veterans service officers with their clients and copies of documents that by law, regulation, or administrative policy of authorizing federal or state agencies are retained by the agent after filing originals with the agency. RETENTION: 3 years.

PART 15: GAMING RECORDS

5650-01 BINGO APPLICATIONS AND LICENSES - Copies of applications to conduct bingo games and copies of bingo licenses.

a) Applications. RETENTION: 1 year. (Exempt from destruction request requirement)

b) Licenses and license renewals. RETENTION: Until superseded, *but see retention note*. (Exempt from destruction request requirement)

Retention Note: If a bingo license is 2 years old and has not been superseded by a new license, it may be disposed of.

5650-02 REPORTS OF PROCEEDS - Reports of proceeds of bingo operators licensed to operate in counties and cities.

a) If the city or county has imposed a gross receipts tax on bingo proceeds. **RETENTION:** FE + 3 years.

b) If the city of county has *not* imposed a gross receipts tax on bingo proceeds. **RETENTION:** AV. (Exempt from destruction request requirement)

PART 16: CEMETERY RECORDS

Retention Note: This part applies to the records of cemeteries operated by counties, cities, or any other local government.

5675-01 CREMATION RECORDS - Records relating to the cremation of human remains in a cemetery crematorium showing name and age of deceased (if known), date of cremation, and disposition of cremated remains. **RETENTION:** PERMANENT.

5675-02 INTERMENT RECORDS - Records showing name and age of deceased (if known), date of interment, and type and location of interment. **RETENTION:** PERMANENT.

5675-03 DISINTERMENT RECORDS - Court or health department exhumation orders, copies of disinterment permits, reports concerning the disinterment and subsequent disposition of the exhumed remains, and similar records relating to the disinterment or exhumation of human remains. **RETENTION:** PERMANENT.

5675-04 CEMETERY MAPS AND PLATS - Maps, plats, or similar records showing the location of all graves and gravesites in the cemetery. **RETENTION:** PERMANENT.

5675-05 CEMETERY REGISTERS - Ledgers, registers, or similar records showing all cemetery lots by plat number with the name of the purchaser, purchase price, and date of purchase. **RETENTION:** PERMANENT.

5675-06 DEEDS (CEMETERY) - Deed books or copies of deeds or comparable instruments of ownership of lots and gravesites, including similar records relating to deed transfers. **RETENTION:** PERMANENT.

PART 17: COUNTY HISTORICAL COMMISSION RECORDS

5700-01 COUNTY REGISTER OF HISTORICAL PLACES AND MEMORABILIA - Register containing data on historical places and memorabilia required of county historical commissions by the Local Government Code, Section 318.006(b). RETENTION: PERMANENT.

PART 18: MISCELLANEOUS RECORDS

5725-01 OIL AND GAS DRILLING PERMIT RECORDS - Records relating to drilling for oil and gas on land owned by municipalities or other local governments.

a) Permits. RETENTION: Expiration, cancellation, revocation, or denial of permit + 5 years.

b) Inspection reports. RETENTION: 3 years.

c) Division orders. RETENTION: Expiration, cancellation, or revocation of associated permit + 5 years.