Harris County
Texas

ENDORSEMENT OF HARRIS COUNTY OFFICIALS FOR SUBMISSION OF RECORDS CONTROL SCHEDULE

We have reviewed the attached Records Control Schedule and approve of its submission to the Texas State Library and Archives Commission pursuant to Tex. Local Government Code, §203.043(a) and Sections 3.2 and 3.3 of the Records Management Policy and Plan as approved by Commissioners Court on October 13, 2009.

Paul R. Scott
Signature of County Records Management Officer

Merva Gay
Signature of County Attorney's Representative To The Records Management Committee

Janet P. Norelrom
Signature of County Auditor's Representative to the Records Management Committee

March 9, 2010
Date Approved by Commissioners Court

(Records Management Form 292-540, December 2009)

Harris County
Texas

Records Control Schedule

General Provisions

1. This Records Control Schedule establishes retention requirements for most Harris County records. Any record not included in this schedule is governed by the Records Retention Schedules issued by the Texas State Library and Archives Commission pursuant to The Government Code, Section 441.158.
2. This schedule supersedes all previously adopted department specific Records Control Schedules but such schedules may be used by departments as File Plans.
3. The Records Management Officer is authorized and directed to amend this Records Control Schedule whenever any longer retention requirement is subsequently established by statute, regulation, or court order. The amended Records Control Schedules does not require Commissioners Court approval or submission to the Texas State Library and Archives Commission to become effective.
4. The Records Management Officer is also authorized to amend this Records Control Schedule without Commissioners Court Approval if so directed by the Director and Librarian of the Texas State Library and Archives Commission.
5. Departments and the Records Management Officer must obtain authorization to destroy and document the destruction of official county records in accordance with the Records Management Policy and Plan and procedures adopted under it. It is an exception to this policy, however, that this Records Control Schedule is sufficient authorization for Departments to destroy any record with a retention period of 1 year or less unless it is subject to a legal or audit hold or is responsive to a pending Public Information Act Request.

Abbreviations Used

FE and FYE = Fiscal Year End
LA= Life of Asset

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Records Control Schedule

County Wide Records Management Program
(All Offices Except County Clerk, District Clerk, and Tax Assessor—Collector)

February 10, 2010 - Amended)

GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-01	Board Meeting Agendas	Records related to meeting agendas. Includes open meeting and closed session meeting agendas	Bail Bond Board agendas; Juvenile Board Meeting Agendas	3 Years	Destroy
1002-02	Board Meeting Minutes and Recordings	Records related to board meeting minutes and recordings that set County policy. Includes Juvenile Board meeting minutes, JIMS executive meeting minutes, and Bail Bond meeting minutes	Bail Bond Board Minutes; Board Files; JIMS Executive Committee Minutes; Juvenile Board Meeting Minutes	Permanent	Transfer to Archives
1002-03	Complaints, Requests, and Recommendations from Public	Records related to complaints, requests, and recommendations received from the public relating to government policy and services. Does NOT include Public Information Act Requests, Item #1002-15.	Complaint Report Files; Constituent Requests; Fatality Marker Requests; Surveys; Americans with Disabilities Act Complaints	Resolution or Dismissal + 2 Years	Destroy

Records Control Schedule

County Wide Records Management Program
(All Offices Except County Clerk, District Clerk, and Tax Assessor—Collector)

February 10, 2010 - Amended)

GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-04	Contracts, Leases, and Agreements	Records related to obligations under contracts, leases, and other agreements. Includes contract changes, contract for outside services, contract compliance, patrol contracts, and deputy contracts.	Agreements; Blanket Contracts; Change of Contracts; Concessionaire Files; Contract Compliance Documents; Contract Files; Contract Patrol; Contract Summaries; Inter-local Agreements; Leases; Memorandum of Understanding; Software Licenses; Subdivision Contracts; Job Files	5 Years after the expiration or termination of the instrument according to its terms	Destroy
1002-05	Contracts, Leases, and Agreements—Grant Funded	Contracts, Leases and Agreements paid by Grant Funds	Sub recipient contract; Leases or Software Purchases Paid with Grant Funds	5 Years from date of completion letter or the termination of the instrument, whichever is longer.	Destroy

GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-06	Correspondence, Internal Memoranda, and Subject Files—Policy and Program Development	Correspondence, internal memoranda and general subject files that are not part of another records series in this Schedule pertaining to the formulation, planning, modification, or redefinition of the policies, programs, services, or projects of Harris County.	Administrative Files; Communications; Correspondence and Subject Files; Countywide File; Court Letters; Harris County Child Abuse Task Force Board Correspondence; Juvenile Integrated Information Sharing Files; T-CARE Executive Director Meeting Correspondence; Texas Network of Youth Services' Shelter Task Force Correspondence; Website Committee Correspondence; Youth Services Committee Correspondence; Legal Research	5 Years	Destroy
1002-07	Correspondence, Internal Memoranda, and General Subject Files - Administrative and Routine	Correspondence, internal memoranda and general subject files that are not a part of another records series in this Schedule pertaining to the routine administration of the policies, programs, services, and projects of Harris County.	Administrative Files; Chambers and Civic Clubs Meeting Data; Charities Request to use Toll Roads; Contact Lists; Customer Correspondence; FDIC Student/ Instructor Mailing Lists; General Files; Internal and External Departmental Communications; Invitations/ Requests for Appointments; Legislation; Letters and Correspondence; Mailing Lists; Management Districts Meeting Data;	2 Years	Destroy

GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
			Memorandums; Official Welcome Letters; Organization Meeting Data; Patron Communications; Patron Emergency Assistance Team Claims Comment Cards; Reading Files; Sheriff's Department Inmate Crew Correspondence; Signature Authorizations; Student Letters; Task Force Board Correspondence; Written Correspondences to or from the Chief/Messages Directed through the Chief's Office		
1002-08	Commissioner's Court Submissions	Department's copies of items considered by Commissioner's Court that do not become part of another records series. (NOTE: The County Clerk retains the file copy of most items submitted to Court.)	Agenda Item Letters; Commissioner's Court Agendas (notated); Proclamations; Resolutions	1 Year	Destroy

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GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-09	Real Property Acquisition Records	Records related to the transfer of titles of real property. Includes Deeds and Easements. Does not include Constable Sales, Item 4250-01	Abandonment and Sale of Property Records; Appraisal report; Assignment to Easement Records; Dedication of Land Records; Deeds; Grants and Conveyance; Land Description Records; Parcel Files; Relocation correspondence; Right of Way Acquisition Records; Right-of Way Instruments; Title Policies; Title report; Utility Notification Permits (to use County Right of Ways).	Permanent	Transfer to Archives
1002-010	Insurance Policies	Records related to liability, fire, health, automotive theft, and local government property, personnel, and other insurance policies. Includes supporting documentation.	Insurance Policies; Insurance Policies/Medical and Property; Privately Owned Vehicle Insurance Records	4 Years After the Termination of the Policy, According to its Terms.	Destroy
1002-11	Legal Opinions	Formal legal opinions rendered by the County or District Attorney. Does not include decisions rendered on Public Information Act Requests, (1002-15).	District Attorney Opinions; Legal Opinions	Permanent	Transfer to Archives

Records Control Schedule

GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-12	Notary Public Log Books	Records documenting notarizations	Notary Information; Notary Log book with a listing of all testimony which has been transcribed or requested to be transcribed; Notary Records	10 Years	Destroy
1002-13	Departmental Staff Meeting Minutes	Records related to internal staff meetings. Includes agendas, minutes, and supporting documentation. (Caution some departmental minutes contain historical information and should be transferred to County Archives)	Administrative Conference Meeting Minutes; Clinic Steering Committee Meeting Agendas, Minutes; CQI Leadership Team Meeting Minutes; Director's Staff Meeting Minutes; Executive Committee Meeting Minutes; Staff Development Committee Meeting Agendas and Notes; Website Committee Meeting Agendas	5 Years	Destroy/ Archival Review
1002-14	Public Relations	Records related to communications with the public. Includes news paper article, news paper clippings, and press releases. (Caution some Press Releases, News Clippings, PowerPoint Presentations, Speeches and Presentations should be transferred to archives especially if related to elected officials)	Press Releases; Advertisements; Bulletins; Media requests; News Clippings; Patron Recognition; PowerPoint presentations and materials used in public programming includes speeches, handouts, exhibit materials.; Presentations; Public Relations Event Checklists; Public Relations File; Publicity; Road Advisories; Speeches	2 Years	Destroy/ Archival Review For Those Designated In Comment Column

Records Control Schedule

County Wide Records Management Program
(All Offices Except County Clerk, District Clerk, and Tax Assessor—Collector)

February 10, 2010 - Amended)

GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-15	Public Information Requests	Records related to responding to public information requests. Includes open records requests.	Open Records Requests; Texas Public Information Act Requests and Responsive Information	2 Years after information provided or date of notification that the records are excepted from disclosure.	Destroy
1002-16	Organizational Charts	Records related to the structure and staffing the County's departments. Includes positions, titles, and employee names	Organizational Charts; Organizational Flow Charts; Personnel Organization Chart	Until superseded + 5 Years	Destroy
1002-17	External Audits	Records related to performance audits conducted by outside entities on County departments.	Teas Crime Information Center Audits, ASCLD Audit	3 Years	Destroy
1002-18	Permits and Licenses	Records related to the issuance of permits and licenses by the County. Excludes building permits. (5275-03 for Building Permits)	Scheduling Permits; Solicitations	Expiration, cancellation, revocation, or denial of permit or license + 2 Years	Destroy

Records Control Schedule

GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-19	Photographs, Images, Recordings, and Other Non-Textual Media	Photographs, recordings, and other non-textual media that are not a part of another record series in this Schedule. (Caution these records are subject to archival review)	Aerial Photographs; Constructions Images; Employee Photographs; Environmental Images; Map Books; Mounmentation Maps; Photographs	5 Years	Destroy/ Archival Review
1002-20	Policies and Procedures	Records documenting the policies and procedures intended to ensure compliance within the County and departments. Includes acknowledgments, manuals, and disaster plans.	Accounting Manual; Acknowledgment Form – Harris County Personnel Regulations; Civilian Rules of Conduct; Civilian Rules of Conduct Administration; Civilian Training Records; Code of Ethics and Rules of Conduct Policies; CQI Operations Manuals; Department Policies and Procedures; Desk Manuals; Disaster Recovery and Emergency Planning Records; Disasters Recovery Plans; Dress Code Policy; Drug and Alcohol Policy Acknowledgments; Email/Internet Policies; Employee Policy Manuals; Evacuation Route Records; Nepotism Declaration; Office Procedures; Operations Manuals; Payroll Manual; Policies and Procedures; Procedure Approval	Until rescinded or superseded +5 Years.	Destroy/ Archival Review

GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
			Documentation; Purchasing Rules and Regulations; Safety Policies		
1002-20	Publications	Published reports, pamphlets, brochures, studies, newsletters, and similar, materials issued by Harris County or its departments for formal widespread distribution of information to the public or internally. Can include web pages or entire websites. Does not include items (such as flyers) relaying information of fleeting value. (See Public Relations, 1002-13).	Agency News Letters; Brochures, and other Educational Material; EZ Tag Brochures; Informational Brochures; Intranet Newsletter Webpage; Newsletters; Overall Internet Webpage	Permanent	Transfer One Copy to Archives
1002-21	Records Control Schedules and Destruction Certificates	Records documenting Harris County's records retention and disposition policy and the disposition of records.	Certificates of Destruction; Public Records Lost, Damaged, or Destroyed Without Proper Prior Notification (Auditor's Form 3364); Records Destruction Notices; Records Retention Schedules	Permanent	Transfer to Archives

GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-22	Records Management Activity Documentation	Records documenting records management services provided to County departments (including storing, referencing, and servicing records) as well as routine Record Center Operations. Does not include Records Destructions – 1002-21.	Box Number Assignments Logs; Records Interfiling Forms; Records Request Forms	5 Years from the date completed or last action. NOTE: Records requests are considered complete when the file is returned or records of the same series and the dates are destroyed	Destroy
1002-23	Annual and Special Reports (Non-Fiscal)	Formal reports detailing the County's or a department's activities as required by law regulation, or policy.	Accreditation Reports; Agency Annual Reports; Racial Profiling Records - Annual	Permanent (NOTE: If filed with Commissioner's Court, the County Clerk will retain the County's file copy but if filed with an outside agency, the Department's copy must be retained.)	Transfer to Archives

GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-24	Periodic Reports and Studies (Non-Fiscal)	Reports and studies prepared for internal purposes.	Closed Case Activity Reports; Departmental Legislative Reports; Racial Profiling Reports - Monthly; Special Events Parks Division Records; Special Events Records	5 Years	Destroy
1002-25	Activity Reports (Non-Fiscal)	Daily or other short-term reports detailing employee activities for workload management productivity, etc. except similar reports listed elsewhere in this Schedule.	Admin. Statistics; Clerical Statistics; Customer Service Documentation by year; Data Tracking Spreadsheets; Gate Override Reports; Monthly Statistical Report Per Caseworker; Shift Reports	1 year	Destroy
1002-26	Waivers of Liability	Records related to statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies.	Patron Emergency Assistance Team Assumed Risk by Requester of Service Signature Forms; Ride Along Releases	Cessation of activity + 3 Years.	Destroy

Records Control Schedule

County Wide Records Management Program
(All Offices Except County Clerk, District Clerk, and Tax Assessor—Collector)

(February 10, 2010- Amended)

FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1027-01	Annual Audit of Harris County and the Harris County Flood Control District	Records related to audits of Harris County and Harris County Flood District includes annual audit reports and clearing letter.	Annual Audit of Harris County and the Harris County Flood Control District; Annual Audit Report Clearing Letters	Permanent	Deposit one copy with Archives
1027-02	Departmental and Program Audits	Records related to the periodic audit of Harris County Department. Includes reports, work papers, and related material.	Annual Departmental Audits; Audit Work Papers (including batch proofs, deposit slips, schedules); Auto Audit SNAP Reports (by activity and phase); Auto Audit SNAP Reports (by engagement due dates); HCME Fiscal Year End Financial Reviews; Management Letters; Various IFAS Reports (for audit preplanning)	Completion of the Audit + 3 Years	Destroy
1027-03	Bond Records	Records related to the management of bond issued to investors.	Bond Prospectus; Bond Ratings; Bond Refund documents	Permanent	Transfer to Archives
1027-04	Annual Budgets of Harris County	Records related to annual budget developed by Harris County.	Budget Procedure Manual; Harris County, Texas and Harris County Flood Control District, Annual Budget Fiscal Year	Permanent	Deposit one copy with the Archives

Records Control Schedule

FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1027-05	Budget Request and Change Documentation	Records documenting budget requests and changes to the current budget. (Caution departmental Budget Requests often include succinct narratives and statistics documenting departmental activities and thus are subject to archival review)	Budget Requests; Addition of Funds Requests; Annual Budgets/Budget Revisions Requests	5 Years	Destroy/ Archival Review
1027-06	Budget Request and Change Information Pertaning to Grant Budgets	Records documenting grant fund budget requests and changes to the current budget.	Budget Requests; Addition of Funds Requests; Annual Budgets/Budget Revisions Requests	5 Years From Datae of Completion Letter	Destroy
1027-07	Capital and Fixed Asset Records	Records related to the capital and fixed assets of a local government. Includes property inventories and dispositions. (NOTE Disposition reports do NOT include Lost and Stolen Reports. Item 1077-05)	Annual Inventory Records; Division Fixed Assets Reports; Inventory Completion Statements; Inventory Control System Records; Inventory Records; Surplus Property Receipts; Transfer of Assets/Inventory Change Notices	Date of disposal or until superseded + 3 Years	Destroy

Records Control Schedule

FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1027-08	Capital and Fixed Assets Records—Bond Funded Assets	Records related to capital and fixed assets financed by bond funds. NOTE: Should be reviewed at 50 years to determine if bond has reached final disposition.	Annual Inventory Records; Division Fixed Assets Reports; Inventory Completion Statements; Inventory Control System Records; Inventory Records; Surplus Property Receipts; Transfer of Assets/Inventory Change Notices	Permanent (But See Note)	Retain
1027-09	Routine Financial Records	Routine reports not listed elsewhere in this schedule and documents providing periodic financial information to County departments. (NOTE: Transitory documents of a financial nature are not Routine Financial Records)	Annual Cost Reports; Attorney Fees Report; Audit Reports: monthly Business Office internal cash audit reports; Auditor's Monthly Financial Statements; Budget Reports; Cash Statements and Asset Lists; Disbursement Reconciliation Sheets; Distribution Reports; Employee Insurance costs, Reconciliations and Projection Reports; Expense and Revenue Summary Report; Financial Reports: Internal reference of monthly cash flow; Financial Statements; Hot Check Reports; Interest Allocation Reports; Interest Summary Report for Guardianship Accounts; Jurisdiction Remittance Reports; Jurisdiction Remittances Reports - Monthly; Management	5 Years	Destroy

FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
			Reports; Mid-Year Review and Status Reports; Monthly Fee Recaps; Monthly Financial Binders; Monthly Financial Reports; Monthly Revenue Reports; Monthly Transaction Reports; Payment Files: Support files of client services paid to vendors, as required by CJAD; Quarterly Financial Reports; Refund/Transfer Requests		
1027-10	Annual and Longer Range Reports	Reports and documents providing long range financial information to County departments.	Annual Financial Reports; Investment Studies	Permanent	Transfer to Archives
1027-11	Grant Records	Records relate to the development and administration of grants received by the County. Includes successful applications, and performance documentation. (Caution: Grant Applications frequently include succinct and detailed information about the operations of the applying department and Harris County,	Accounts Payable--Grants; Client Loan Files; Environmental Reviews (Community Services); Final Financial Reports (by Sub recipient/FY); Fund Development Files; Grant Applications; Request for Proposals, Awards, Denials and Related Documents; Grant Applications and Award Letters; Grant Applications and Documentation; Grant Development and Administrative Records; Grant	Date of Completion Letter + 5 Year or Terms of Grant, Whichever is Longer	Destroy/ Archival Review

FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
		in which case they should be transferred to the County Archives.)	Documentation; Grant Documents; Grant Reports; Grants; Grants Monitoring Reports; Project Files (Grant Programs); Time and Attendance Records--Grants		
1027-12	Grant Applications - Unsuccessful	Applications and documents supporting unsuccessful grant requests. Caution: (1) Even unsuccessful grant applications can be the basis of future successful applications so users should be careful neither to destroy valuable resources nor needlessly retain useless or redundant files. (2) Grant Applications frequently include succinct and detailed information about the operations of the applying department and Harris County, in which case they should be transferred to the County Archives.)	Grant Applications (Unsuccessful)	1 Year	Destroy

Records Control Schedule

FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1027-13	Investment Transaction Records--General	Records related to the investment of public funds or trust funds by Financial Services or other County Offices.	Daily Investment Runs; (Equity) Purchase Forms; ERIN Monthly Reports; (Financial Services) Work Papers; Mark to Market Reports; Merchant Service Reports; Mutual Fund Statements; Rate Sheets; Trust Statements; Wire Transfers	FYE + 5 Years	Destroy
1027-14	Investment Transaction Records Related to Bond Proceeds	Records related to the investment of bond funds while awaiting their use. NOTE: Should be reviewed at 50 years to determine if Bond has reached final disposition.	Daily Investment Runs; (Equity) Purchase Forms; ERIN Monthly Reports; (Financial Services) Work Papers; Mark to Market Reports; Merchant Service Reports; Mutual Fund Statements; Rate Sheets; Trust Statements; Wire Transfers	Permanent (But See Note)	Retain
1027-15	Accounts Payable Records--General	Records related to the payment of the County's financial obligations.	Accounts Payable Records; Purchasing Job Files; Purchase Orders and Invoices; Claims; Copies of refunds to clients and conversions made to clients accounts; Employee Reimbursements; Gift Card Logs; IFAS Input/Output Documentation; Invoices; Petty Cash; Petty Cash; Travel Reimbursements; Petty Cash Forms; Requests for Payment	5 Years	Destroy

Records Control Schedule

FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1027-16	Accounts Payable—Bond Funded Projects	Records related to the payment of the County's bond financed projects NOTE: Should be reviewed at 50 years to determine if bond has reached final disposition.	Accounts Payable--Bond Funded Projects Records and Supporting Documents	Permanent (But See Note)	Retain
1027-17	Accounts Payable—FEMA Disaster Recovery Projects	Records related to the payment of the County's obligations for disaster recovery projects if the County is reimbursed by FEMA or another similar agency.	Accounts Payable--Disaster Recovery Records.	Until Final Audit or Final Reimbursement (whichever is longer) + 7 Years.	Destroy
1027-18	Accounts Receivable Records	Records documenting monies owed to or received by Harris County. Includes fees, fines, donations, and restitution payable to the County, the State, or third parties. Does not include payment of taxes. If the file is an account, the retention start date is the date the account is closed or declared uncollectable.	195 Reports; Cash Receipts; Counterfeit Bill Records; Deposit Records; EZ Tag Account Updates; EZ Tag Applications; Invoice Billing Records; Form 140 - Monthly Rental Income Reports; Hot Check Auto Reports; Inter/Intrastate Payment Fees; Pay Phone Revenue Files; Receipt book of restitution paid out by HCDA.; Treasury Deposits; Unclaimed Property Documentation; Donations; Retiree/FMLA Billings; Inmate Trust Fund	5 Years	Destroy

FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1027-19	Banking Records--General	Records documenting banking transactions. Includes checks, bank statements, and reconciliations.	Bank Statements; Check Registers; Check Stubs; Checks Issued to Code C/w; Deposit Detail; Deposits and Withdraws; Reconciliations; Wire Transfer Documents	FYE + 5 Years	Destroy
1027-20	Banking Records—Bond Funded Projects	Records of financial transactins documenting expenditure of bond funds. NOTE: Should be reviewed at 50 years to determine if Bond has reached final disposition.	ACH, Wire Transfers, Cancelled Checks	Permanent (But See Note)	Retain
1027-21	Banking Records—Disaster Recovery Projects	Records documenting banking transactions for disaster recovery projects if the County is reimbursed by FEMA or another similar agency. Includes checks, bank statements, and reconciliations.	Bank Statements; Check Registers; Check Stubs; Checks Issued to Code C/w; Deposit Detail; Deposits and Withdraws; Reconciliations; Wire Transfer Documents	7 Years From Datae of Final Audit or Reimbursement, Whichever is Later	Destroy
1027-22	Banking Records—Grant Funded Projects	Records documenting banking transactions grant funded projects.	Bank Statements; Check Registers; Check Stubs; Checks Issued to Code C/w; Deposit Detail; Deposits and Withdraws; Reconciliations; Wire Transfer Documents	5 Years From Date of Completion Letter	Destroy

FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1027-23	Cost Allocation and Distribution Records	Records created to document the allocation of costs among accounts and funds of local government. Includes charge backs and billing reports. Do not confuse with 1002-25 Series Reports which may be similar but are not used for cost allocation	Auditors Report-Billing Report; County Cell Phone records; CTC Long Distance Authorization Forms; Fuel Sheets; Fuel Transactions for Vehicle Records; Gas Ledgers; Oil Ledgers	FYE + 3 Years	Destroy
1027-24	Journals, Ledgers, and Entry Documentation Records--General	Records related to summaries of account information, the general ledger, the year-end ledger, and trial balances. Includes accounts payable journal entries, accounts receivable journal entries, adjustments, and journal vouchers.	Bank Account Reimbursement Register; Discretionary Fund Expenditure Logs; Distribution Reports - Monthly; Documentation to support accounting schedules, entries, etc; General Ledger; Journal Entries; Journal Entry Forms; Master Change Fund Records; Memorial Trust Fund Register; Monthly Fee Recap Ledger; Petty Cash Log; Subsidiary Ledgers; Token Allocations; Ward Balance Report	5 Years	Destroy
1027-25	Journals, Ledgers, and Entry Documentation Records—Bond Funds	NOTE: Should be reviewed at 50 years to determine if bond has reached final disposition.	Bank Account Reimbursement Register; Discretionary Fund Expenditure Logs; Distribution Reports - Monthly; Documentation to support accounting schedules,	Permanent (But See Note)	Retain

FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
			entries, etc; General Ledger; Journal Entries; Journal Entry Forms; Master Change Fund Records; Memorial Trust Fund Register; Monthly Fee Recap Ledger; Petty Cash Log; Subsidiary Ledgers; Token Allocations; Ward Balance Report		
1027-26	Transaction Summaries--General	Periodic summaries or reports of accounting transactions or activity by department, budget code, program, account, fund, or type of activity, including trial balances unless described elsewhere in the schedule.	Cost Analysis; Spreadsheets	2 Years	Destroy
1027-27	Transaction Summaries—Grant Funds		Cost Analysis; Spreadsheets	5 Years From Date of Completion Letter	Destroy

Records Control Schedule

HUMAN RESOURCES & PAYROLL

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-01	Aptitude and Skill Test Records	Records relating to aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	POST Tests and Validity Studies	Life of test + 3 Years	Destroy
1052-02	Employee Payroll Files	Folders for each county employee including such payroll documents as date hired, positions held, salary, etc. Serves as a source documents for the Employees Service Record (1052-09)	Employee Files; Former Employee Files; Deceased Employee Files	Date of Death or Termination + 5 Years	Destroy
1052-03	Employee Pension and Benefit Records	Records related to the enrollment and participation of employees in benefits programs.	Data in IFAS	Termination of coverage + 4 Years	Destroy
1052-04	Employee Recognition Records	Record documenting the selection criteria, nominations, and issuing of employee awards.	Employee Recognition Records - Operation of the Program	2 Years	Destroy

HUMAN RESOURCES & PAYROLL

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-05	Employee Security Records	Records created to control and monitor the issuance of keys, id cards, and passes, system login credentials, and similar access.	County ID card request; Employee Photographs; Employee Security Records; ID CARDS Admin; Identification Badges Issuance Paperwork; Identification Cards; IDIS – set-up requests; IFAS Access Signature Forms; Issuance of Keys Logs;	Until superseded, date of expiration, or date of separation + 2 Years, as applicable	Destroy
1052-06	Employee Recruiting, Employment Applications, & Selection Records	Records related to all aspects of recruiting and hiring employees and volunteers. Includes requests from current employees for promotions or transfers to other position. NOTE: Employment applications for those hired become part of the personnel file.	Applications for employment (Not Hired); Background Checks; Bail Bond Board Membership Applications; Basic Skills Test; Employee Selection Records; Employment Postings and Job Descriptions; Hiring Committee Notes; Transfer Requests	3 Years	Destroy

Records Control Schedule

HUMAN RESOURCES & PAYROLL

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-07	Personnel Files—General	Files County departments keep on each employee. Typically includes employment application, resume, performance appraisals, disciplinary records; commendations, and copies of payroll documents. (NOTE: Departments may discard individual documents when superseded or expired.)		Date of Separation + 5 Years	Destroy
1052-08	Personnel Files--Sheriff	Personnel files for the Harris County Sheriff's employees required to be maintained permanently by §157.904 of the Local Government Code. Includes Reserve Deputy Files.	Sheriff's Personnel Files; Reserve Personnel Files	Permanent	Transfer to Archives
1052-09	Employee Service Records	Record summarizing the employment history for each employee maintained by the Auditor's Office.	Data in IFAS (current employees and recent terminations); Employee Summary Cards (older terminations)	Permanent	Transfer to Archives

HUMAN RESOURCES & PAYROLL

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-11	Volunteer Services Files	Records related to information about individual volunteers and duties they perform. Does not include Sheriff's Reserve Deputies, See Item 1052-08.	Potential and Potential Volunteer Lists; Volunteer Agreement Forms; Reserve Constable Deputies	Date of Last Contact + 3 Years	Destroy
1052-12	Equal Employment Opportunity and Employee Grievance Records and Reports	Reports and files created pursuant to Equal Employment Opportunity Act and County and Departmental Policies to resolve employee complaints.	Discrimination Complaints - EEO; Fair Labor Standards Act Documentation; Grievance Hearing Files; Sexual Harassment Claims – EEO; American With Disabilities Act Complaints.	3 Years from the date the report is submitted or the issue is resolved.	Destroy
1052-13	Employee Time and Attendance and Leave Records – Primary	Forms submitted by employees and approved by supervisors recording hours worked and paid and unpaid absences for a pay period. Includes FMLA leave requests, but not other leave requests.	Automated Time Keeping Records; Family Medical Leave Act (FMLA) Eligibility Applications and Verification; Time and Attendance Records (County Auditor's Form 1084); Time Cards	5 Years	Destroy

HUMAN RESOURCES & PAYROLL

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-14	Employee Time and Attendance Records – Grant Funded Positions	Forms submitted by employees and approved by supervisors recording hours worked and paid absences for a pay period that includes hours charged to a grant.	Time and Attendance Records which the time is being charged to a Grant fund.Form 1084 B-3	5 Years from date of completion letter.	Destroy
1052-15	Employee Time and Attendance Records—Bond Projects	Forms submitted by employees and approved by supervisors recording hours worked and paid absences for a pay period that includes hours charged to a bond funded project. (NOTE: Should be reviewed at 50 years to determine if Bond has reached final disposition.	Time and Attendance Records where time is being charged to a Bond fund.	Permananet (But See Note)	Retain
1052-16	Employee Time and Attendance Records—FEMA	Forms submitted by employees and approved by supervisors recording hours worked and paid absences for a pay period that includes hours charged to a FEMA PW (Project Worksheet).	Time and Attendance Records using the code "D"."	7 Years from Date of Final Audit or Reimbursement, Whichever is Later	Destroy

HUMAN RESOURCES & PAYROLL

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-17	Employee Time and Attendance Records - IFAS	Record of hours worked and of paid absences each day entered by payroll clerks into IFAS (Integrated Fund Accounting System).	IFAS Time Keeping	10 Years	Destroy
1052-18	Employee Time and Attendance Records - Supporting Documents	Documents supporting employee time and attendance records.	Doctor's Certificates; Jury Summonses and Certificates; Military Call-Up Orders; Notices of Employees of Intent to Take Time-Off; Sign-In/ Out Sheets	1 Year	Destroy
1052-19	Employee Drug Testing Results	Records related to drug and alcohol screenings required by all individuals applying for a position or for periodic and random testing whether performed by a vendor or a county-owned laboratory. (NOTE: Testing agency retains file copy. Departments receive a transitory copy.)	Drug Testing Results; Drug/Alcohol Test Request;	2 Years	Destroy

HUMAN RESOURCES & PAYROLL

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-20	Employee Exposure Records	Records documenting employee exposure to hazardous or toxic substances.	Employee Medical File-Current; Medical Records	Date of separation + 30 Years	Destroy
1052-21	Oaths of Office	Records documenting the swearing of official into their office or position.	Oaths of Office	Term of office + 5 Years	Destroy
1052-22	Personnel Studies and Surveys	Records documenting employee statistic in the County. Includes statistical reports, surveys, and staffing projections	Employee Surveys	3 Years	Destroy
1052-23	Position Description, Classification, and Staff Monitoring Records	Records documenting the development and analysis of job descriptions and classification systems, including survey, review and audit reports; classification standards and guidelines.	Job Description; Staff Monitoring	Until superseded + 4 Years	Destroy

HUMAN RESOURCES & PAYROLL

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-24	Training and Educational Attainment Records - Planning and Development	Records documenting the planning, development, implementation, administration and evaluation of in-house training programs. See also 4327-01 for Law Enforcement personnel.	Accreditation Standards; Class Rosters; Class Schedules; Continuing Education Applications/Renewals; Continuing Education Class Evaluations; Sign-In Sheets; Training Materials; Training Evaluation Documents	3 Years from date of training or after materials are superseded	Destroy
1052-25	Unemployment Compensation Files	Records documenting unemployment compensation cases. Includes unemployment claims, pertinent corres-pondence, and similar records.	Texas Workforce Commission (TWC) Files; Unemployment Claims Records	5 Years	Destroy
1052-26	Employment Eligibility	Form I-9 Employment Eligibility Verification and supporting documents.	Copy of SS card; I-9	5 Years from date of separation	Destroy
1052-27	Work Schedules	Records documenting employee work assignments, schedule deviations, and availability.	Alternative Work Schedules; Daily Time Management Files; Personnel Rosters; Rosters and Work schedules; Scheduling Records; Time Off Calendars	1 Year	Destroy
1052-28	Workers' Compensation File	Records retained by Human Resources and Risk Management related to workers' compensation claims filed for on-the-job accidents.	Workers Compensation Certification Paperwork; Workers Compensation Claims	75 Years	Destroy

HUMAN RESOURCES & PAYROLL

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-29	Deduction Authorizations	Records related to the withholding and payment to third parties of amounts garnished from employee wages	Compensation Election Forms; Garnishment Records; Open Enrollment Documentation; Savings Bond Forms	5 Years after separation or 5 Years after amendment, expiration, or termination of authorization, whichever sooner	Destroy
1052-30	Direct Deposit Authorization	Records related to employees enrolled in the direct deposit payroll plan.	Direct Deposit Authorizations	Until superseded	Destroy
1052-31	Earning and Deduction Records	Records containing amount of wages paid to employees for each payroll period. Includes all deduction and date of payment retained in IFAS.	132 Reports; Cost of Living Increases Reports (COLA); Employee Payroll Files	4 Years	Destroy
1052-32	Federal Income Tax Withholdings	Records related to the federal taxes paid, withheld, and reported.	W-2 Forms; W-4 Forms	4 Years from date amended or termination which ever sooner	Destroy
1052-33	State Tax Withholdings	Records related to the unemployment and payroll taxes withheld, and reported.	Tax Summary Reports	4 Years after tax due date or date tax paid, whichever later	Destroy

Records Control Schedule

HUMAN RESOURCES & PAYROLL

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-34	Payroll Action or Information Notices	Documents submitted to the Auditor concerning hiring, termination, transfer, pay grade, position or job title, name changes for employees. Includes change in status of employee forms, hours adjustment reports, open enrollment forms.	Address Changes; Cellular Allowance/Phone Information and Change Form; Change in Status of Employee; Employee Action/Information; Employee Health and Related Benefits Change Form; Human Resources/Payroll Notices; Personnel Actions; Personnel Information Change	5 Years	Destroy

Records Control Schedule

PROCUREMENT INCLUDING PURCHASING, CONSTRUCTION & FACILITY MAINTENANCE

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1077-01	Bids and Bid Documentation - Successful	Records related to the request, authorization, and procurement of goods and services.	Award/Renewals Recommendations to Court and Harris County Hospital District Board; Bid Documents; Bid Tabulations; Bid/Proposal Responses; Bid/Specs; Consultant Selection Records; Bid Solicitations; Requests for Proposals (RFP's); Vendor Quotes	Termination of contract + 5 Years	Destroy
1077-02	Bids and Bids Documentation - Unsuccessful	Bids submitted by vendors but not accepted by the County	Unsuccessful Bids; Unsuccessful Quotes	2 Years	Destroy
1077-03	Purchase Order and Receipt Records	Records documenting procurement of goods and services.	Commissary Orders and Statements; Copies of PO; Receipts; Delivery Receipts; Intranet Purchasing Files; Orders for Supplies - Memos, Order Forms; Purchase Orders; Purchase Orders and Receiving Reports; Uniforms, Jackets, Shirts, Windbreakers Procurement Records	FYE + 3 Years	Destroy
1077-04	Vendor and Commodity Lists	Records that serve to identify and provide support for the official procurement supplier and vendor lists.	Monthly Vendor Lists; Tracer Files: probationer vendor referrals; Vendor Additions and Changes; Vendor Files; Vendor Information	Until superseded	Destroy

PROCUREMENT INCLUDING PURCHASING, CONSTRUCTION & FACILITY MAINTENANCE

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1077-05	Lost and Stolen Property Records	Records documenting and cataloging stolen or lost reports.	Stolen Reports	5 Years	Destroy
1077-06	Vehicle and Equipment Maintenance and Repair Records	Records related to maintenance and repair of county vehicles and equipment.	Equipment Manuals; Equipment Master Record Maintenance Files; Motor Equipment Maintenance Files; Work Orders; Maintenance Service Requests; Radio Services & Repair Requests	Life of Asset + 3 Years	Destroy
1077-07	Equipment Inspections, Cleaning, and Service Requests and Facility Maintenance	Records related to inspections, cleaning, work orders, and service requests for vehicles, equipment, and facilities repairs	Building Inspections; Climate control readings; Equipment Inspection Records; Fatality Markers; Janitorial Services Records; Vehicle Safety Checklists	3 Year	Destroy
1077-08	Visitor Control Registers	Records documenting visitor to county facilities. NOTE: For ongoing access (e.g. Frequent Courthouse Visitor registrations) retention commences date access terminates.	Frequent Courthouse Visitor Applications and Files; Information Desk Visitor Logs; Security Sign-in logs, Resident Visitation; Sign In/ Out Sheets; Vault Sheets; Visitor Registration/ Release Forms	2 Years	Destroy

PROCUREMENT INCLUDING PURCHASING, CONSTRUCTION & FACILITY MAINTENANCE

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1077-09	Postal and Delivery Service Records	Records documenting incoming mail and returned or undeliverable mail.	Certified Mail Packet Files; Courier and Certified Mail; Incoming and outgoing mail Spreadsheets; Interoffice Mail Logs; Mail Register; Postage Logs	1 Year	Destroy
1077-10	Planning, Design, and Construction Records	Records related to the planning, design, construction, and remodeling of facilities and structures that architects and engineers require for maintaining, modifying, and repurposing the building.	Agreements - Major Construction Projects; As-Built Drawings; Beam Designs; Blue Prints; Boring Reports; Brick Certifications; Bridge Foundation Data; Construction Plans and Drawings; Density Test Logs; Drainage and Impact Reports; Drill Shaft Records; Environmental Impact Reports; Environmental Reports; Fault Investigations; Geotechnical Data; Infrastructure Contracts - Minor Construction Project; Large Park Project Files; Pavement Designs; Pavement Marking Documentation; Specifications/Plans; Steel Fabrication Reports	Life of Facility or Structure + 3 Years	Destroy/ Archival Review

PROCUREMENT INCLUDING PURCHASING, CONSTRUCTION & FACILITY MAINTENANCE

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1077-11	Planning, Design, and Construction Supporting Documentation	Supporting documentation for design, construction, and remodeling of facilities projects that are not required for maintaining, modifying, and repurposing the building.	Asphalt and Concrete Reports; Bridge Elevation Records; Construction Progress Reports; Contract Compliance Documents - Major Projects; Daily Construction Reports; Engineering Project Records; Environmental Statements; EPA Notice of Intent Forms; Evacuation Records; Feasibility Studies; Laboratory Reports; National Pollutant Discharge Data; Noise Barrier Analysis; Preliminary Engineering Reports; Project Manuals --Successful Bids; Soil Compaction Tests	5 Years	Destroy
1077-12	Equipment and Facility Scheduling	Records documenting facility and equipment reservations.	Building Schedule Lists; Firearms Range Schedules; Training Facility Schedules	1 Year	Destroy
1077-13	Accident and Damage Reports - (People and Property)	Records documenting accidents on or to county owned property including injuries. Do not confuse with law enforcement traffic accident reports (4152-02).	Accident Reports-Damage to facilities or property; Fleet Accident Reports; Gate Arm Claims	5 Years	Destroy

JUSTICE COURT RECORDS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
2352-01	Justice Court Civil Case Papers - Case Dismissed	Records documenting civil cases that were dismissed. Includes dismissed small claims, forcible, and civil cases.	Eviction Case Records; Justice Court Civil Case Records; Small Claims Case Records	4 Years from date filed	Destroy
2352-02	Justice Court Civil Case Papers - Non-Monetary Judgments	Records documenting civil cases where there is no monetary judgment. Includes small claims, forcible, and civil cases.	Eviction Case Records; Justice Court Civil Case Records; Small Claims Case Records	10 Years	Destroy
2352-03	Justice Court Civil Case Papers - Monetary Judgments Awarded to Other than the State of Texas	Records documenting civil cases where there is a monetary judgment. Includes small claims, forcible, and civil cases.	Eviction Case Records; Justice Court Civil Case Records; Small Claims Case Records	Date of judgment or writ of execution +14 Years	Destroy
2325-04	Justice Court Civil Case Papers - Monetary Judgments Awarded to the State of Texas	Records documenting civil cases where there is a monetary judgment.		10 Years or Date Paid + 5 Years, Whichever is Longer	Destroy

JUSTICE COURT RECORDS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
2352-05	Justice Court Criminal Case Papers	Records documenting criminal cases. Includes general criminal, juvenile, bad checks, and traffic--case files and docket books. (NOTE: Calculation for the retention of each case commences the date judgment was rendered or if the case was dismissed, the date the case was filed.)	Bad Check Case Records; Criminal Case Records; Juvenile Case Record; Statutory Warnings; Traffic Case Records; Statutory Warnings	5 Years	Destroy
2352-06	Justice Court Civil Dockets	Records related to the summary of civil cases.	Civil Dockets; Civil Dockets and Fee Books	Permanent	Transfer to Archives
2352-07	Justice Court Civil and Criminal Docket Sheets	Transitory records created before the entry of the information into any of the dockets.	Bench Dockets; Call Dockets	1 Day	Destroy
2352-08	Justice Court Jury Records	Records relating to jury service in the Justice Courts.	Juror Summons; Jury Lists; Jury Venire; Returned Summons	1 Year	Destroy

COUNTY & DISTRICT ATTORNEY RECORDS

NOTE: In this section "Date of Disposition" means the date when the case is disposed in the trial court. For cases that are on direct appeal or post-conviction review on the expiration of the minimum retention period, the "date of disposition" is the date upon which the court of appeals issues a mandate of affirmance or dismissal, or the date that the application for writ of habeas corpus is denied.

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
2577-01	Attorney Case Files and Working Papers - Civil Litigation Files	Records related to civil litigation and general legal practice. Includes cases handled by the County Attorney and civil cases handled by the District Attorney's General Counsel. Note: Retention is to be determined by the County Attorney's Office on a case-by-case basis when the file is closed taking into consideration the significance of the issue and the likelihood of its relevance for future litigation or reference. (Caution: A few cases are of such significance that they should be transferred to the County Archives.)	Appellate Litigation Files; General Litigation; Litigation Files for HCDA Staff Sued in an Individual Capacity; Real Property Litigation Files; Tax Litigation Files	2, 5, 10 or 20 Years	Destroy

COUNTY & DISTRICT ATTORNEY RECORDS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
2577-02	Attorney Case Files and Working Papers – Felonies with Limitation Periods of Ten Years or Less	Records related to felony case files related to crimes that are governed by a statute of limitations of ten years or less.		10 Years from Disposition (Subject to review by DA)	Destroy
2577-03	Attorney Case Files and Working Papers – Felonies With No Limitation Period (Designated as Permanent)	Records related to crimes that have no limitations period that the District Attorney on a case by case basis has designated as permanent.	Items covered by Art. 1201, Code of Criminal Procedures. (As of 2009 includes capital murder, sexual assaults, continuous sexual abuse of a child, and failure to stop and render aid in a fatal traffic accident.)	Permanent	Transfer to Archives
2577-04	Attorney Case Files and Working Papers—Felonies With Limitation Periods Longer Than Ten Years Not Designated Permanent.)	Records related to crimes that are governed by a statute of limitations of more than ten years (including no limitation period) that the District Attorney has not designated as permanent on a case by case basis.		75 Years	Destroy
2577-05	Attorney Case Files and Working Papers - Misdemeanor Case Files	Records related to misdemeanor case files.		2 Years from date disposed	Destroy

COUNTY & DISTRICT ATTORNEY RECORDS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
2577-06	Attorney Case Files and Working Paper—Appellate	Records related to post conviction appeals		3 Years	Destroy
2577-07	Attorney Case Files and Working Papers - Felony Case Files Dispositive No Bills	Records related to no billed felony case files when the District Attorney considers the decision dispositive of the issue.		2 Years from the Date of No-Bill	Destroy
2577-08	Attorney Case Files and Working Papers - Felony Case Files Non-Dispositive No Bills	Records related to no billed felony case files when the District Attorney does not consider the decision dispositive of the issue. (NOTE: Retention to be determined by District Attorney's Office depending upon the statute of limitations.)		10 Years or 50 Years or Until Case Status Changes	Destroy
2577-09	Attorney Case Files and Working Papers – Closed Investigations (No Action Taken)	Records related to closed investigations where no action was taken.	HCDA Investigation Reports	5 Years	Destroy

Records Control Schedule

County Wide Records Management Program
(All Offices Except County Clerk, District Clerk, and Tax Assessor—Collector)

(February 10, 2010 - Amended)

COUNTY & DISTRICT ATTORNEY RECORDS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
2577-10	Wire and Oral Communications Interception Records	Records related to wire and oral communications interceptions not incorporated into another file. Does not include the intercepts	Wiretap Application Records	1 year	Destroy
2577-11	Wire and Oral Communication Intercepts	Communications intercepted, recorded, and sealed in accordance with Article 18.20, §10(b) of the Code of Criminal Procedure.	Intercepts	10 Years	Destroy NOTE: Destruction requires a Court Order by a District Judge.
2602-01	Hot Check Fund Documentation	Records related to receipts and disbursements to or from a hot check fund.	Check Fraud Monthly Statistical Summary; Total Disbursement Summaries	FYE + 5 Years	Destroy
2602-02	Asset, Bond, and Contraband Forfeiture Documentation	Records related to the seizing of property pursuant to Chapter 59. Code of Criminal Procedures and other lawful authority.	Annual Forfeited Vehicles Reports; Asset Forfeiture Judgments; Monthly Asset Forfeiture Docket	FYE + 5 Years	Destroy
2602-03	Expense and Collection Reports (Law Enforcement)	Records related to expenses incurred or of fines, costs, judgments, claims, and commissions collected for the county or the state.	Lists of Unclaimed Restitution	FYE + 5 Years	Destroy

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4027-01	Activity and Statistical Reports	Records related to reports prepared by shift supervisors, unit heads, or other public safety personnel on daily or other periodic activities,	ATV Patrol Records; Bike Patrol Records; Civil and Writ Activity Report and Stats; Contract Activity Statistics; Daily Activity; Roll Call	3 Years	Destroy
4027-02	Daily Bulletins	Daily bulletins created by a public safety agency providing data on officers or personnel on duty, tasks assigned, information concerning special procedures or information.	Amber Alerts; Roll Calls	1 Year	Destroy
4027-03	General and Emergency Orders and Related Documentation	Records related to orders issued by the head of a public safety agency, or deputies possessing requisite authority, establishing policy or standard operating procedures.	General Orders; Personal Standard Orders; Standard Operating Procedures	Until superseded + 5 Years	Destroy

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4052-01	Animal Records	Records concerning horses, dogs, or other domestic animals owned or used by County agencies, including records of the acquisition of the animal, its registration and pedigree papers (if applicable), records of training, and its veterinary history. (See also 5202-10)	K-9 Records	Until the retirement or sale of the animal + 2 Years	Destroy
4052-02	Vehicle Assignment Records	Logs, registers or similar records documenting the sign-out and use of public safety vehicles by personnel.	Patrol Vehicle Assignments	1 Year	Destroy
4052-03	Vehicle and Equipment Preventative Maintenance Records (For Maintenance & Repair Records see 1077-06)	Records related to daily or other periodic inspection reports of vehicles and their apparatus including records relating to the testing and calibration of radar systems and guns and the testing of speedometers in police vehicles.	Vehicle Inspections; Work Orders	3 Years	Destroy

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4077-01	Internal Affairs - Investigations records	Records documenting the initiation, investigation, and disposition of internal affairs investigations of alleged misconduct by law enforcement officers, fire department personnel, and emergency medical services personnel.	Citizen Complaint Files; Complaints; Disciplinary Files; Disciplinary investigative memoranda - Law enforcement personnel; Disciplinary Records; Internal Affairs Files; Internal Affairs Files; Internal Affairs Investigations; Use of Force Reports; Verbal Counseling Records		
4077-01 (a)	Internal Affairs - Deaths or Injuries	Investigations of incidents resulting in death or injury to any person, including the officer involved.		Permanent	Transfer to Archives
4077-01 (b)	Internal Affairs - Complaints and Investigations - Sustained	Records of complaints and investigations of conduct of law enforcement personnel resulting in formal discipline.		15 Years	Destroy
4077-01 (c)	Internal Affairs - Complaints and Investigations - Inconclusive Findings or Resulting in Informal Discipline	Records of complaints and investigations of conduct of law enforcement personnel resulting in either inconclusive findings or misconduct meriting only informal discipline.		5 Years from date of findings (providing there are no infractions during the 4th year).	Destroy

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4077-01 (d)	Internal Affairs - Complaints and Investigations - Not Sustained	Records of complaints and investigations of conduct of law enforcement personnel in which the officer was exonerated.		3 Years from date of findings	Destroy
4077-02	Use of Forced Reports	Records related to firearm discharge or force report. Includes incident records.	Fire Arm Discharge Records	3 Years	Destroy
4102-01	Communication Tapes, Printouts, and Transmissions	Records of incoming and outgoing law enforcement communications by radio, telephone, microwaves, or other media not otherwise covered in this Schedule.	Dispatch Recordings; Public Safety Audio Recordings; 911 Audios; printouts, digital feeds, GPS Reports	30 Days	Destroy
4102-02	Dispatch Reports and Radio and Paging Logs	Records listing each call made by a dispatcher, a listing of radio calls, or pages from or to a dispatcher showing date, time, and location of call.	Call for Service Reports; Call Slips and Dispatch Records; Radio Logs	1 Year	Destroy
4102-03	Operational Licenses and Permits	Records related to station operation and broadcasting licenses and permits from the FCC,	FCC Licenses	Expiration or cancellation of license or permit + 3 Years.	Destroy

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4102-04	Station Logs	Logs containing technical data on the operation of the station as required by regulations of the FCC.	Idle Radio Reports; Radio Archives; Radio Call Sign Files	2 Years	Destroy
4127-01	Activity Logs or Dockets	Records providing summary data on complaints investigated by law enforcement officers, arrests made, citations issued, accidents investigated, court arraignments, court appearances by officers, and similar activities.	Activity Cards; Citation Counts Records; Curfew Logs; Entry Logs	2 Years	Destroy
4127-02	Video and Audio Recordings - Charges Not Filed	Video and audio recordings made of traffic stops and other routine law enforcement activities not otherwise covered in this Schedule.	In-Car Video From Patrol Cars	90 Days	Destroy
4127-03	Offense Reports and Investigations - Class C Misdemeanors	Citations and supporting documents relating to a Class C Misdemeanor charge.	E-Citations; Ticket Books; Traffic Citations; Written Warnings	6 months	Destroy

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4127-04	Offense Reports and Investigations - Class A and B Misdemeanors	Offense reports and investigation files and supporting documents relating to Class A & B Misdemeanor charges.	Crime Scene Photographs; Finger Prints; Laboratory Reports; Offense Reports; Witness Statements	2 Years	Destroy
4127-05	Offense Reports and Investigations - Second and Third Degree Felonies and Driving While Intoxicated	Offense reports and investigation files relating to 2nd & 3rd Degree Felony charges.	Crime Scene Photographs; Finger Prints; Laboratory Reports; Offense Reports; Witness Statements	10 Years	Destroy
4127-06	Offense Reports and Investigations - First Degree Felonies	Offense reports and investigation files relating to First Degree and Capital Felony charges.	Crime Scene Photographs; Finger Prints; Laboratory Reports; Offense Reports; Witness Statements	Permanent	Transfer to Archives
4152-01	Traffic Accident Reports - Fatal	Records related to fatal traffic accidents, including accident reports, supplemental accident reports, photographs, correspondence, and related documentation.	Fatality Accident Reports	Permanent	Transfer to Archives

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4152-02	Traffic Accident Reports - Routine	Records related to non-fatal traffic accidents investigated by law enforcement. (NOTE: Some Accident Reports become part of Offense Investigations, Item 4125-07.)	Traffic Accident Reports	2 Years	Destroy
4177-01	Fingerprint Records	Fingerprint records maintained in paper or on automated systems of missing persons, suspects, known offenders, or incarcerated persons. Does not include fingerprints taken by Medical Examiner for death investigations, Item 4377-01.	AFIS (Automated Fingerprint Identification System) Records; Fingerprint Cards	75 Years	Destroy
4177-02	Property Records	Reports, logs, property cards, receipts, notices, and similar records documenting the receipt, processing, chain of custody, and disposition by return, destruction, or sale of evidential, stolen, abandoned, unclaimed, impounded, or recovered property, including motor vehicles, by a law enforcement agency.	Chain of Custody form/Evidence Submission Form; Destruction Orders (Property Room); Evidence Audits; Evidence Manager Records; Evidence Transfer Lists	FE of return or disposal of property + 3 Years	Destroy

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4177-03	Sex Offender Registration Records	Records documenting the registration of sex offenders with the sheriff in accordance with Chapter 62 of the Code of Criminal Procedure.	Sex Offender Register; Sex Offender Registration Cards; Sex Offender Tracking Records	75 Years (NOTE: Exception 1: If it is known that the person has moved from Harris County, the registration records may be destroyed. Exception 2: §62.251(c) of the Code of Criminal Procedure provides that when a person's requirement to register has expired the Sheriff shall remove all information on that person from the registry.	Destroy

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
				Exception 3: Documents of an ephemeral nature (such as registration cards) shall be destroyed when superseded.	
4177-04	Teletype Messages	Teletype messages received from other law enforcement agencies or through crime information networks that are not made part of offense investigation records.	TCIC/ NCIC Validations and Correspondence; Teletype Transmissions; Teletypes	6 Months	Destroy
4177-05	Uniform Crime Report - Monthly Reports	Monthly reports and supporting documents related to uniform crime reports submitted to the Texas Department of Public Safety.	Monthly Uniform Crime Reports; UCR Reports	3 Years	Destroy
4177-06	Uniform Crime Report - Annual Reports	Annual reports related to uniform crime reports submitted to the Texas Department of Public Safety (NOTE: This does not require the retention of supporting documentation—see 4177-05).	Annual Uniform Crime Reports; UCR Reports	Permanent	Transfer to Archives

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4177-07	Firearm Licensing Records	Records created or received by county law enforcement agencies relating to authorizations of citizens to purchase or carry firearms. Includes reports required by Title 37 Texas Administrative code and §411.178 of the Texas Government Code. .	Applications for Federal Firearms License; Brady Bill Denials; Gun Control Act Documents; Lists of Concealed Permits Issued; Notices of Reportable Incidents; Report of Multiple Sale or Other Disposition of Pistols and Revolvers	3 Years (NOTE: When statutes require a shorter retention—the law prevails.)	Destroy
4177-08	External Audits	Records related to performance audits conducted by outside entities on County departments.	Texas Crime Information Center Audits; ASCLD Audit	3 Years	Destroy
4202-01	Jail Cards and Jail Registers	Records related to both physical and electronic records of inmates incarceration history. Includes thumb prints, offenses, release, authorization for release.	Jail Cards; Jail Registers	Permanent	Transfer to Archives After 50 Years

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4202-02	Prisoner Incarceration Records	Records documenting the commitment, transfer, or release of each prisoner incarcerated, including personal and classification data sheets; forms used for booking-in and booking-out; and copies of court commitment, transfer, or release orders or similar documents.	Booking Sheets; Disciplinary Records; Grievances; Inmate Classification Records; Inmate Work Assignments; Phone/Mail Watch Records	5 Years	Destroy
4202-03	Internal Inmate Control Records	Records related to tracking the location of inmates and conveying custody of inmates from other law enforcement agencies to the Sheriff Includes head counts, transportation records, and, worker logs	Harris County Sheriff's Office 711 Orange Jail Band Roster Forms; Inmate Rosters; Inmate Worker Log	1 Year	Destroy

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4202-04	Video Recordings of Prisoners	Records related to video tapes of prisoners in cells or other areas of a jail or holding facility. (Caution: Experiences in the Juvenile Detention Facility has shown that some tapes should be kept 1 year or more to discredit or support claims of abuse made months after the supposed event. Custodians should use discretion when destroying these recordings.)	Institutional Video Surveillance-Daily Observations	30 Days	Destroy
4227-01	Juvenile Disposition Reports and Procedural Documentation	Records related to reports submitted by law enforcement agencies to the juvenile probation department or to another office or official designated by the juvenile court on the number and type of non-referred juvenile dispositions.	Case Tracking Records; Intake Information; Juvenile Probation Executive Monthly Report; Texas Youth Commission Parole Notices	3 Years	Destroy

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4227-02	Juvenile Detention Register	Records related to the register or roster of juveniles temporarily held in a juvenile processing room pending disposition.	Juvenile Arrest Logs	2 Years	Destroy
4227-03	Juvenile Delinquency Records—Not Referred to Juvenile Court, First Offender, or Informal Disposition Program	All information including photographs and fingerprints gathered by a law enforcement agency on juveniles taken into custody if the child is not referred to juvenile court within 10 days or placed in a First Offender or an Informal Disposition Program.		Destroy Immediately	Destroy
4227-04	Juvenile Delinquency Records--Referred to Juvenile Court, First Offender, or Informal Disposition Program	All information including photographs and fingerprints gathered by a law enforcement agency on juveniles taken into custody if the child is referred to juvenile court within 10 days or placed in a First Offender or an Informal Disposition Program as authorized by Sec. 52.03 and 52.031 of the Family Code		90 Days From Completion of Program	Destroy

Records Control Schedule

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4227-05	Juvenile Delinquency Records—Need for Supervision Only	All information including photographs and fingerprints gathered by a law enforcement agency on juveniles taken into custody and referred to juvenile court if there was no court action of there was no finding of need for court action. (NOTE: Date Purged is year in which juvenile turns 21 years old.		Immediately Upon Purging (i.e. End of Year That Child Turns 21)	Destroy
4227-06	Juvenile Delinquency Records - Misdemeanors and Non-Adjudicated Felonies	Case files and supporting records created or received by the Juvenile Probation Department and other County agencies concerning delinquent and neglected juveniles charged with misdemeanors and charged but not convicted of felony offenses. (NOTE: Date Purged is year in which juvenile turns 21 years old.)	Non-Adjudicated Files	Date Purged + 7 Years	Destroy

Records Control Schedule

County Wide Records Management Program
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LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4227-07	Juvenile Delinquency Records - Adjudicated Felonies	Case files and supporting records created or received by the Juvenile Probation Department and other County agencies concerning delinquent and neglected juveniles charged with and adjudicated guilty of felony offenses. (NOTE 1: Date Purged is year in which juvenile turns 21 years old. NOTE 2: Includes juveniles Certified to be tried as adults but these merit special consideration before being destroyed.)	Adjudicated Files; Certified Files	Date Purged + 13 Years	Destroy

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4577-01	Case Records	Case record on each probationer under the direct or indirect supervision of a community supervision and corrections department documenting all significant actions, decisions, and services rendered.	Affidavits: Copies of affidavit letters received from victims of crime; Case Classification Assessments; Closed Case File Preparation Forms; Community Service Agency and Outside Contract Service Provider Reports; Community Service Hours Records; DWI Completion Forms; Electronic Monitoring Logs; Modifications, Amendments; Probationer Monthly Report Forms	Date direct or indirect supervision of the probationer ends + 3 Years	Destroy
4577-02	Case Records—Supplemental	Supporting case records used to produce evaluations, assessments, plans and reports including PSIR workbooks, SCS workbooks and other information gathering questionnaires or forms. Supporting case records relating to compliance of probation.	Receipts, checks, permits and general correspondence. Case records of routine nature involving the progress of probationers under supervision including monthly data sheets, status updates, residential progress reports and external service provider progress reports. Administrative records including File transfer sheets, Control sheets and case summaries	Date direct or indirect supervision of the probationer ends + 6 months.	Destroy

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4577-03	Caseload Records	Records documenting the distribution of cases among probation officers, including monthly workload summaries.	713 Report: Monthly Caseload Tracking Reports (Officer, Supervisor and Manager); 719 report: list of all cases; Appointment Login sheets; Case File Audits; Compact Desk - database used to manage all incoming Intrastate transfers; Corrections Officer Assignments; Court Totals Logs; Daily Fee payment Close Out Sheets; Data Entry Fee: Sign In/ Out Logs; Drug Testing/UA logs; Field Visit Agendas; Internal Program Monthly Reports; Program Monthly Reports; Quarterly and Annual Reports	3 Years	Destroy
4252-01	Civil Writ and Process Records	Records related to civil processes executed by Sheriff and/or Constables and retained by those offices.	Alternative Services Records; Audio and Video Tape - Evictions & Executions; Nulla Bonos; Order of Sales; Tax Sales; Sales Documentation; Sales Postings; Turnover Orders; Warrant Check-In Lists; Warrant Statistics; Writs of Evictions & Possession; Sequestrations	5 Years	Destroy

Records Control Schedule

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4252-02	Criminal Process Records	Records related to original and copies of criminal process to be executed or used by a peace officer and retained by the office.	Attorney General Warrants Recalls; Capiases Juvenile Warrants; Mass Recalls and Recaps; Recalls; Warrant Records; Warrants list provided to Houston Police Department	5 Years after warrant executed or recalled	Destroy
4252-03	Expunged Criminal Records	Records documenting the court ordered destruction or return of documents to the court	Duces Tecum/Expunctions; Expunctions	Destroy immediate or return to the courts	Destroy
4252-04	Jury Summons Records	Records related to jury lists or registers of jurors summoned for service on petit or grand juries.	Summonses	1 year	Destroy
4277-01	Alarm Permits	Records related to applications for burglar and similar intruder alarm permits, and fees collected. (NOTE: Permits are good for 1-year.)	Alarm Permits Files	5 Years after issuance	Destroy
4277-02	Wrecker Permits and Tow Authorizations	Logbooks or similar records documenting the dispatch and/or towing by authorized wreckers.	Stored Abandoned Vehicle Information; Tow Slips; Wrecker Slips	3 Years from expiration	Destroy

Records Control Schedule

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4302-01	Contraband Forfeiture Fund Documentation	Record of receipts and disbursements to or from funds involving proceeds or property seized and forfeited.	Annual Federal Report; Governors Report	FYE + 5 Years	Destroy
4327-01	Police Academy Records	Record related to licensed academies and other local government entities under agreement with the Texas Commission on Law Enforcement Officer Standards and Education to provide training	Employee Training Records; Firearms Training Records; LETN Training Records; TCLEOSE Files; TCLEOSE Records; Texas Commission on Law Enforcement F-5 Forms; Texas Commission on Law Enforcement L-1 Forms; Texas Commission on Law Enforcement L-2 Forms; Texas Commission on Law Enforcement L-3 Forms; Texas Commission on Law Enforcement Training Files; Training Records; Weapons Proficiency Records	5 Years	Destroy
4327-02	PPD (Probationary Patrol Deputy) and FTO (Field Training Officer Packets)	Field training and evaluation files prepared on recent academy graduates completing on job training to determine suitability to serve as law enforcement officers.	Field Training Officer Packets; Probationary Patrol Deputy Packets	Date of separation +5 Years	Destroy

LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4452-01	Fire/Arson Investigation Files	Records related to the investigation of fires to determine cause and any culpability. Includes reports, laboratory findings, statements, and similar records. (Caution: A few cases may have ongoing historical and legal value and should be transferred to the Archives.)	Investigation Files	50 Years	Destroy/ Archival Review
4477-01	Inspection Logs and Reports	Records documenting the inspection of structures and other property by fire agency personnel for fire hazards, conformity with codes and regulations, and for such other reasons permitted by state law or local policy.		Until superseded + 3 Years	Destroy

FORENSIC INVESTIGATIONS & LABORATORY ANALYSIS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4377-01	Death Investigation Records	Records relating to the official investigations conducted by the Medical Examiner's Office on deceased persons including both those dying within Harris County and those performed at the request of other counties. Includes records documenting the disposition of bodies and property such as Cremation Waivers and Transit Envelopes. Typically includes Autopsy or External Examination Report, Toxicology Report, and Investigator's Report. May include photographs, x-rays, medical/dental records, fingerprint cards, criminal history report, autopsy diagram, etc.	Autopsy Reports; External Examination; Cremation Waivers; Inquests; Out of County Autopsies; Private Autopsies; Transit Envelopes	Permanent	Transfer to Archives

FORENSIC INVESTIGATIONS & LABORATORY ANALYSIS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4402-01	Laboratory Case Files (Work-Up Documentation) - General	Reports and work-up documentation not covered elsewhere in this Schedule created by laboratory analysts analyzing items submitted to Harris County laboratories for analysis and/or forensic examination. NOTE: Some reports are incorporated into other files and those copies will be governed by the retention requirements of that series.	Various laboratory forms, procedure modification and memos, Soil Sampling, Mosquito Analysis, Food Quality Testing, JAJ Toxicology file, Controlled Substance, Forensic Urine Drug Testing Toxicology File.	5 Years or until any issues raised by any outside certifying agency (e.g. the ASCLD/LAB Audit) are resolved.	Destroy
4402-02	Laboratory Case Files (excluding Toxicology)	Files of work-up documentation created by laboratory analysts in the preparation of a report analyzing specimens, substances, and other evidence related to criminal investigations.	Forensic Biology, Gunshot Residue; Trace Evidence; Fire Debris; Forensic Biology Case Files.	50 Years	Destroy

FORENSIC INVESTIGATIONS & LABORATORY ANALYSIS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4402-03	Laboratory Case Files—Deaths (a.k.a. Toxicology Medical Legal Case Files)	Files of work-up documentation created by laboratory analysts analyzing specimens, substances, and other evidence related to deaths other than homicides in the preparation of a report.	Toxicology—Medical Legal	10 Years	Destroy
4402-04	X-Rays—Identified Remains Only	X-Rays created or received to determine cause of death or identify decedent, which are not incorporated into case file. (Caution—in cases of homicide the records may be needed longer. When remains are unidentified, these documents will be retained indefinitely).	X-Rays	10 Years From Date case closed, i.e. decedent identified and cause of death determined.	Destroy

FORENSIC INVESTIGATIONS & LABORATORY ANALYSIS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4402-05	Laboratory Equipment Repair and Maintenance Records	Records related to maintenance and repair for instruments used by the Harris County's Laboratories for analysis and/or forensic examinations. Do not confuse with Quality Assurance testing, calibrations, or other routine adjustments and operations covered by 4402-06.	Instrument maintenance, service, and repair records.	Life of Asset + 5 Years	Destroy
4402-06	Quality Assurance Records--General	Records that document instruments and procedures used by the Harris County laboratories for analysis and/or forensic examinations are properly adjusted, that the laboratory analysts are appropriately trained, and that procedures are followed. Does not include non-record data produced for instructional, experimental, or demonstration purposes.	Auto Tunes; Calibration Records; Check Mixes; Curves Data; Routine Instrument Checks; Temperature Check Logs; QC logs; Reagent Logs; Kit QC Logs; Audit Reports; Annual Schedule Instrument Certifications.	5 Years or until all issues raised by any outside certifying agency (e.g. the ASCLD/LAB ABFT Audit) are resolved.	Destroy

FORENSIC INVESTIGATIONS & LABORATORY ANALYSIS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4402-07	Quality Assurance Records—Validations	Records created by Harris County laboratories to document that instruments used for analysis and/or forensic examinations are properly adjusted. Does not include non-record data produced for instructional, experimental, or demonstration purposes.	Validation Studies	Life of Instrument/ Method + 5 Years.	Destroy
4402-08	Quality Assurance—Training (Medical Examiner Only)	Records created by Harris County Laboratories to document that the laboratory analysts are appropriately trained.	Employee Training Binder; Proficiency Test Records; Court Testimony Monitoring Files	Length of Employment + 5 Years.	Destroy

PUBLIC HEALTH & ENVIRONMENT

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4752-01	Epidemiology Records	Records documenting the outcomes of special projects and the accompanying research.	EPI (Epidemiology) Records; Research documents and Reports; SIDS (Sudden Infant Death Syndrome)	Permanent	Transfer to Archives
4777-01	Medical Records - Adults	Records related to the medical treatment of adults treated in County clinics to include detention facilities.	Family Health Records; Family Planning; Main Files 1970-1999; Mental Health Records; STD Records (except positive syphilis test results); TB Records	7 Years past the last date on which service was given.	Destroy
4777-02	Medical Records - Children and Maternity Records	Records related to medical treatment of juveniles and pregnant women in County clinics to include detention facilities. Note: Since all juveniles from newborns to those just under 18 years old are filed together, currently the effective retention is 28 years for juveniles but 21 years for maternity.	Child Health Records; Juvenile Dental and Medical Records; Juvenile Inmate Records; Maternal Health Records; Pregnant Inmate Medical Records	7 Years Past Last Date of Service or Until Patient is 21 Years Old, Whichever is Longer.	Destroy
4777-03	Medical Records—Containing Positive Syphilis Test Results	Any medial record—adult or child—that contains a positive syphilis test result		18 Years Past Last Date of Service	Destroy

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PUBLIC HEALTH & ENVIRONMENT

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4777-04	Immunization and Consent Forms - Adults	Records related to the immunization of adults and children in the County. Includes consent forms. (NOTE: Because PHES files all immunization consent forms as a single series, currently the effective retention is 28 years.)	IMM - Adults	10 Years	Destroy
4777-05	Immunization and Consent Forms - Juveniles	Records related to the immunization of children in the County. Includes consent forms. NOTE: Because PHES files all immunization consent forms as a single series, currently the effective retention is 28 years.	IMM - Children	21st Birthday or 10 Years after consent form signed by parent or guardian whichever is longer.	Destroy
4777-06	Negative Lab Screenings	Reports that do not become part of the patient's health record related to negative lab screening results for communicable diseases such as HIV, TB, and STDs.	Lab Screenings; Special Services	7 Years	Destroy

Records Control Schedule

PUBLIC HEALTH & ENVIRONMENT

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4777-07	Sanitary Evaluation Reports	Complaints and investigations by PHES of nuisances and violation of health laws and that do not have long term consequences. Do not confuse with 5452-01	Food establishments inspection reports; Investigations - Complaints; Nuisance Abatement investigation reports; Occupational Health complaint intake	Resolution or dismissal of the complaint + 3 Years	Destroy
4777-08	Hazard Abatement Records	Records related to the removal of hazardous substances from the environment including private residences.	Case Files for children lead test (Medical); Lead Abatement house repair files	5 Years	Destroy
5027-01	Ground Water Monitoring Records	Records related to water and wastewater permits containing a groundwater monitoring requirement, records from all groundwater monitoring wells and associated groundwater surface elevations	Water Well Correspondence and Reports	3 Years	Destroy
5027-02	Water Systems Operations Records	Records that document or summarize the operations of water supply, treatment, and distribution facilities, stations, and systems; and wastewater collection and treatment facilities, plants, and systems.	Public Water System Records	3 Years	Destroy

Records Control Schedule

PUBLIC HEALTH & ENVIRONMENT

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5027-03	Water and Wastewater Permit Files	Records related to the issuance and renewal of permits by Harris County for the installation of septic tanks, water and sewer taps and hook-ups, and water meters; for waste discharge	EPA Storm Water Permits; Main Files *Air permits, Water Permits; Main Files *Solid Waste Permits	Expiration, cancellation, revocation, or denial of the permit + 5 Years	Destroy
5027-04	Air Pollution Control Monitoring Records	Records required by solid and hazardous waste permits to assure compliance with air pollution control standards including stack sampling analyses, emissions monitoring, or other tests related to air emissions to prove satisfactory equipment performance.	Air Quality Testing Records	3 Years	Destroy

Records Control Schedule

PUBLIC WORKS & SERVICES INCLUDING SOCIAL & CULTURAL SERVICES

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5202-01	Public Works and Services Planning Studies and Reports	Records related to comprehensive planning, capital improvements, land use and open space studies, reports, analyses, projections, graphic material, and similar planning documents by outside consultants or in-house staff.	Channel Plans; Infrastructure Project Management Reports; Law Library Plans - New; Planning Files; Subdivision Section Information Reports (Sub-ids); Watershed Plans; Watershed Reports	Permanent	Transfer to Archives
5202-02	Inspection Reports - Buildings and Construction	Records related to inspections carried out with reference to new construction; alterations to existing structures; code violations; and other projects, activities, or situations requiring inspection	Developer Inspection Documents	3 Years	Destroy
5202-03	Reports of Building Permits Issued	Annual reports prepared or the U. S. Bureau of the Census on the number of commercial and residential building starts and local public construction.		Permanent	Transfer to Archives

PUBLIC WORKS & SERVICES INCLUDING SOCIAL & CULTURAL SERVICES

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5202-04	Roads, Streets, and Streetlight Inspection Reports	Reports of inspections of roads, streets, streetlights, and other county-owned transportation-related assets except for bridges and overpasses.	Inspection Reports	3 Years	Destroy
5202-05	Bridges and Overpasses - Inspection Reports	Reports of inspections of bridges and overpasses.	Annual Bridge Inspections	Life of Structure + 3 Years	Destroy
5202-06	Permits	Records related to 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.	Culvert Permits; Development Permits; Permits; Septic Licenses and Additions; Sign Permits; Storm Water Quality Permits; Subdivision Platting Files	Permanent	Transfer to Archives
5202-07	Road and Street Master Records	Records related to the master record in some form of every road and street providing a description, history, and classification of each.	Road Log Changes; Road Logs	Permanent	Retain in Department

Records Control Schedule

PUBLIC WORKS & SERVICES INCLUDING SOCIAL & CULTURAL SERVICES

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5202-08	Traffic Count Reports	Records related to reports of traffic passage on streets, roads, bridges, intersections, etc. or use of local government owned parking lots or structures.	Corps of Engineers Monthly Traffic Reports; Hourly Traffic Reports; Lane Summaries; Speed Limit Studies; Traffic Study Files; Traffic/ Engineering Study Requests	1 Year	Destroy
5202-09	Herbicide and Pest Control Records	Records of herbicide and pesticide applications, inspections and sampling notifications, and other documentation required by pesticide regulations.	Herbicide Crew Daily Reports; Pest Control Services Records	2 Years	Destroy
5202-10	Wildlife Records	Records relating to the possession by the County of wild animals including required permits, health records, acquisition and disposition, etc. (See also 4052-01)	Zoo Records	Expiration of Permit (if required) + 5 Years or Death or Disposal of Animal + 5 Years, Which-ever is Longer	Destroy

PUBLIC WORKS & SERVICES INCLUDING SOCIAL & CULTURAL SERVICES

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5202-11	Environmental Complaints and Investigations	Complaints files and investigated by the Environmental Public Health Divisions and its predecessors concerning environmental that have a permanent long term impact on the property. Do not confuse with 4775-43.		Permanent	Transfer to Archives
5502-01	Borrower Registration Records	Records relating to the registration of users of county libraries.	Harris County Public Library Card Applications	Expiration of Registration + 1 year	Destroy
5502-02	Circulation Records	Records documenting the circulation of library materials to individual borrowers.		Deleted Immediately When Item Is Check-in and Any Fine Satisfied	Destroy
5502-03	Library Catalog	Record related to the maintenance of the library catalog	Databases; Finding Aids; Law Library Records	Until superseded	Destroy
5502-04	Archival Accession Records	Records documenting the physical and legal transfer of records into the County Archives.	Accession Files: Accession logs, transmittal forms, deeds of gifts; Holding Records; Processing Forms	Permanent	Retain in Archives

Records Control Schedule

PUBLIC WORKS & SERVICES INCLUDING SOCIAL & CULTURAL SERVICES

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5502-05	Researcher Records (Archives)	Records documenting the registration of users at the Harris County Archives.	Researcher Records: Researcher log, registration forms, request sheets, requests for copies.	Permanent	Retain in Archives
5502-06	Attendance Reports - Parks and Community Centers	Reports, statistical compilations, and similar records of attendance at and the use of parks and recreational facilities.	Community Center Monthly Activities Report; Monthly Rental Schedules; Pavilion and Meeting Room Rentals; Senior Education Center Attendance Records	3 Years	Destroy
5502-07	Horticultural Files	Records related to 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.	Bitterweed Study	1 Year from last reference	Destroy
5502-08	Parks and Recreation 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 activities.	American Red Cross Swim Lessons Sign-Up Sheets; Community Center Files; Community Center Program and Classes Records; Community Center Rentals; Community Center Reservations;Trip Information Files; General Park Files; Park Files; Park Reservation Files; Park Reservations; Reservation Books; Volunteer Orientation Files	2 Years	Destroy

PUBLIC WORKS & SERVICES INCLUDING SOCIAL & CULTURAL SERVICES

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5602-01	Records of Service for the Aging	Records of local government services for the elderly.	Driver Daily Trip Sheets; Medicaid Records; Transportation Requests Forms	FYE + 5 Years	Destroy
5602-02	Child Protective Services Records	Records of local government services to protect children from abuse and neglect.	Abuse, Neglect and Exploitation Investigation Logs/Forms and Related Documents; Child Placement Records; PEI Youth Registration Forms; Preparation for Adult Living (PAL) Program Records	10 Years	Destroy
5602-03	Child Protective Services Records - Client Fiscal Records	Record related to fiscal documents maintained by Harris County regarding expenses associated with the child welfare program.	STAR Monthly Billings; Tuition Waiver Books	FYE + 3 Years From Date Closed.	Destroy

PUBLIC WORKS & SERVICES INCLUDING SOCIAL & CULTURAL SERVICES

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5602-04	Purchased Social Service Records	Records documenting social services funded through a contracts including contracts, reviews, billings, etc.	Contract Review Results; Contracts Services Billing Records; Counseling Contracts; HISD/Excel Academy Attendance Records; National School Breakfast Program (NSBP) and National School Lunch Program (NSLP) Policy Alerts; Partner Monthly Reports; Partner Surveys; Program Goals and Objectives/Logic Models; Quality Assurance Information; Quarterly Physical Restraint Reports/Reviews; TRIAD Intake Case Tracking Logs	5 Years	Destroy
5602-05	Social Services Client Case Files	Records of social services provided to or requested by applicants, including assistance to indigents, crime victims, and survivors.	Client Case Records; Guardianship Records; Office of Refugee Resettlement (ORR) Records; Victim Assistance Records; Crime Victim Compensation Records	5 Years from last date of service	Destroy
5602-06	Child Abuse Assessment and Treatment Records	Records related to serviced provided to abused children (actual or suspected) Includes mental and clinical health records, evidence, review team evaluations, and Clinical Social Work Records	Children's Assessment Center Files	28 Years from Date of Last Service or When Required by Court Order	Destroy

PUBLIC WORKS & SERVICES INCLUDING SOCIAL & CULTURAL SERVICES

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5752-01	Material Safety Datasheets	Records related to material safety data sheets (MSDS) supplied to local government employers by manufacturers or distributors of hazardous chemicals.	Material Safety Data Sheets	1 Year From Date Substances Removed	Destroy
5752-02	Job Safety Records	Records of job safety training given to employees showing the date of each training session, subjects covered during the session, rosters of employees who attended, and the names of instructors.	Job Safety Analysis; Safety Files; Safety Records	5 Years	Destroy

INFORMATION TECHNOLOGY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5802-01	Audit Trails Records - Information Technology	Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	CAD Audit Logs; Tail Sheets; Test in Quality Assurance Updates and/or Changes	2 Years	Destroy
5802-02	Finding Aids, Indexes, and Tracking Systems	Automated indexes, lists, registers, and other finding aids used to provide access to the hard copy and electronic records.	Indexing and Scanning Logs	Until superseded	Destroy
5802-03	Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	CAD Manuals; SMF Data	Until superseded	Destroy

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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5802-04	Processing Files	Electronic files used to produce a master file, including, but not limited to, work files, maintenance and test files, print files, and intermediate input/output records.	Electronic Files from ITC	Until completion of 3rd system backup cycle except for: a) Routine or benchmark file used to test system performance - AV and exempt from destruction notice requirement; b) File which facilitates processing of a particular job or system run, but which doe	Destroy

INFORMATION TECHNOLOGY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5802-05	Application Documentation	Records related to automated software applications and operating system files including job control language, program listing/source code, etc.	Software Records; Software User Guides; Vendor Software Upgrade Guides	Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.	Destroy

INFORMATION TECHNOLOGY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5802-06	Data Processing Planning Records	Reports, studies, analyses, projections, and similar records concerning the creation, development, or modification of data processing systems and services except for disaster recovery plans.	Change Control Records	5 Years	Destroy
5802-07	Electronic Media Library System Files	Records used to control the location, maintenance, and disposition of media in an electronic media library except for records destruction documentation that is maintained permanently	Deletion Reports; Tape Management Reports	Until superseded	Destroy

INFORMATION TECHNOLOGY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5802-08	Input Documents	Records or forms designed and used solely for data input and control when the data processing unit provides centralized data input services and original records are maintained by the program unit except for data entry documents noted elsewhere in this schedule or other schedules adopted by the commission.	Casey Data Cleaning Logs; Directory Listings; Scanned Documents	Until all data has been entered into the system and, if required, verified.	Destroy
5802-09	Network Circuit Inventory	Records containing information on network circuits used by the government including circuit number, vendor, type of connection, terminal series, software, contact person, and other relevant information about the circuit.	Circuit Files; OAS File (Outlying/Downtown Telephone Systems)	Until superseded	Destroy

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INFORMATION TECHNOLOGY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5802-10	Network Implementation Files	Records used to implement a computer network including reports, diagrams of network, and wiring schematics.	Site Pictures/ Layouts/ Diagrams	Until superseded	Destroy
5802-11	Output Records for Computer Production	Reports showing transactions that were accepted, rejected, suspended, and/or processed.	Mobile Computing Logs	30 Days	Destroy
5802-12	System Activity Monitoring Records	Reports showing transactions that were accepted, rejected, suspended, and/or processed.	CICS Journal Records; Communications Log reflecting DIMS errors; Log Books; M204 Journal Records; Online Logs; Tape Backup of Console Logs	30 Days	Destroy