



# TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

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## LOCAL SCHEDULE PS (Third Edition)

### RETENTION SCHEDULE FOR RECORDS OF PUBLIC SAFETY AGENCIES

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

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

## Introduction

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

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

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

A local government record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A local government record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

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

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

purpose.

Certain records listed in this schedule are assigned the retention period of AV (as long as administratively valuable). This retention period affords local governments the maximum amount of discretion in determining a specific retention period for the record described.

### **Use of Asterisk (\*)**

The use of an asterisk in this third edition of Local Schedule PS indicates that the record is either new to this edition, the retention period for the record has been changed, or substantive amendments have been made to the description of or remarks concerning the record. An asterisk is not used to indicate minor amendments to grammar or punctuation.

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

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

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## RECORDS OF PUBLIC SAFETY AGENCIES

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

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

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

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

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

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4025-01	<b>ACTIVITY AND STATISTICAL REPORTS</b>	Narrative and/or statistical activity reports prepared by shift supervisors, unit heads, or other public safety personnel on daily or other periodic activities, except reports of the types included in other records groups in this schedule.		
PS4025-01a	<b>ACTIVITY AND STATISTICAL REPORTS</b>	Daily and weekly reports.	1 year.	
PS4025-01b	<b>ACTIVITY AND STATISTICAL REPORTS</b>	Monthly, bimonthly, quarterly, or semi-annual reports.	3 years.	
PS4025-01c	<b>ACTIVITY AND STATISTICAL REPORTS</b>	Annual reports.	PERMANENT.	
PS4025-01d	<b>ACTIVITY AND STATISTICAL REPORTS</b>	Chronological logs or registers of activities, usually kept at station, company, or unit level, of daily activities such as roll calls, briefings, visitors, drills, inspections, except for records of similar types noted elsewhere in this schedule.	1 year.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4025-02	DAILY BULLETINS	Daily bulletins created by a public safety agency providing data on officers or personnel on duty, tasks and vehicles assigned, information concerning special procedures or information (e.g., missing persons, be-on-the-look out for, hazardous fire conditions), and other information customary to the operations of a public safety agency.	1 year.	
PS4025-03	GENERAL AND EMERGENCY ORDERS AND RELATED DOCUMENTATION			
PS4025-03a	GENERAL AND EMERGENCY ORDERS AND RELATED DOCUMENTATION	Orders issued by the head of a public safety agency, or deputies possessing requisite authority, establishing policy or standard operating procedures.	US + 5 years.	<b>Retention Note:</b> Prior to disposal, orders under (a) and (b) shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained <b>PERMANENTLY</b>
PS4025-03b	GENERAL AND EMERGENCY ORDERS AND RELATED DOCUMENTATION	Special orders issued by the head of a public safety agency, or deputies possessing requisite authority, declaring emergencies, ordering evacuations, and similar extraordinary directives.	3 years.	<b>Retention Note:</b> Prior to disposal, orders under (a) and (b) shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained <b>PERMANENTLY</b>
PS4025-03c	GENERAL AND EMERGENCY ORDERS AND RELATED DOCUMENTATION	Codes of conduct.	PERMANENT.	
PS4025-04	OPERATIONAL PERMITS AND CERTIFICATIONS	Permits and certifications from federal or state agencies as required by law or regulation for public safety activities and equipment and any reports, correspondence, or other documentation bearing on the application for the issuance of or renewal of a permit or certification.		
PS4025-04a	OPERATIONAL PERMITS AND CERTIFICATIONS	Granted permits and certifications and associated documentation.	Expiration or cancellation + 3 years.	
PS4025-04b	OPERATIONAL PERMITS AND CERTIFICATIONS	Documentation concerning denied permits.	AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4025-05	PLANNING STUDIES AND REPORTS	Plans, studies, and analyses relating to public safety strategies, personnel needs assessments, station boundary and manpower distribution studies, contingency plans, and similar planning reports pertinent to fulfilling the duties and responsibilities of a public safety agency.		
PS4025-05a	PLANNING STUDIES AND REPORTS	Special reports or studies prepared by order or request of the governing body or considered by the governing body (as reflected in its minutes) or ordered or requested by a state agency or a court.	PERMANENT.	
PS4025-05b	PLANNING STUDIES AND REPORTS	All other planning reports or studies.	5 years.	<b>Retention Note:</b> Prior to disposal, planning reports and studies shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained <b>PERMANENTLY</b> . See also item number 1000-39 in Local Schedule GR (Records Common to All Local Governments).

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

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4050-01	AIRCRAFT HISTORY AND MAINTENANCE RECORDS			



Record Number	Record Title	Record Description	Retention Period	Remarks
PS4050-01a	<b>AIRCRAFT HISTORY AND MAINTENANCE RECORDS</b>	Records maintained on each helicopter or fixed-wing aircraft used to document the total time in service of the airframe, each engine, each propeller, and each rotor; the current status of life-limited parts of each airframe, engine, propeller, rotor, and appliance; any major alterations to such engines and devices; when inspections and overhauls last occurred; and documentation of compliance with Federal Aviation Administration (FAA) airworthiness directives.	LA, but see retention note.	By regulation - 14 CFR 91.417(b)(2).  <b>Retention Notes:</b> a) When an aircraft is sold, all records relating to the aircraft described in (a) must be transferred to the new owner by FAA regulation [14 CFR 91.417(b)(2)].  b) If an aircraft is involved in an accident or incident subject to investigation by the National Transportation Safety Board (NTSB), all records described in (a), and those described in (b) and (c) below that have not been destroyed according to the retention period given, must be retained until the NTSB takes custody of the records or a release is granted by an authorized representative of the board. In addition, any records or reports, including internal memoranda, dealing with the accident or incident must be retained until authorized by the NTSB to the contrary.
PS4050-01b	<b>AIRCRAFT HISTORY AND MAINTENANCE RECORDS</b>	Records of maintenance, preventative maintenance, and alteration.	Until the work is repeated or superseded by other work or for 1 year after the work is performed, as applicable.	By regulation - 14 CFR 91.417(b)(1).
PS4050-01c	<b>AIRCRAFT HISTORY AND MAINTENANCE RECORDS</b>	Records of 100-hour, annual, progressive, or other FAA required or approved inspections.	Until the work is repeated or superseded by other work or for 1 year after the work is performed, as applicable.	By regulation - 14 CFR 91.417(b)(1).
PS4050-02	<b>ANIMAL RECORDS</b>	Records concerning horses, dogs, or other animals owned by public safety agencies, including records of the acquisition of the animal, its registration and pedigree papers (if applicable), records of training, and its veterinary history.	Until the retirement or sale of the animal + 2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4050-03	VEHICLE ASSIGNMENT RECORDS			
PS4050-03a	VEHICLE ASSIGNMENT RECORDS	Logs, registers or similar records documenting the sign-out and use of public safety vehicles by personnel.	1 year.	
PS4050-03b	VEHICLE ASSIGNMENT RECORDS	Authorizations for the home storage of public safety vehicles.	Expiration of authorization + 1 year.	
PS4050-04	VEHICLE HISTORY AND MAINTENANCE RECORDS			
PS4050-04a	VEHICLE HISTORY AND MAINTENANCE RECORDS	Master record on each public safety vehicle (including watercraft) and its apparatus and containing the following: complete description including identification and license numbers; title and registration papers; annual beginning and ending odometer readings; total annual fuel, maintenance, labor, and parts costs; and complete maintenance and inspection history (in summary form showing date and nature of inspection, service, and repair).	LA.	<p><b>Retention Notes:</b> a) This schedule does not require the creation of a vehicle master record of the type described, but if a vehicle master record is not maintained, records containing the prescribed information must be retained for the life of the vehicle. For example, if work orders in (b) are the only record maintained of repairs to public safety vehicles, they must be retained for the life of the vehicle.</p> <p>b) If a public safety vehicle is salvaged as the result of an accident, the vehicle master record or, if one is not created, documents providing the types of information prescribed, must be retained for LA + 3 years.</p> <p>c) If a public safety vehicle is sold or given to another public safety agency for use as a public safety vehicle, the vehicle master record may be transferred with the vehicle.</p>
PS4050-04b	VEHICLE HISTORY AND MAINTENANCE RECORDS	Service requests/work orders.	3 years.	
PS4050-04c	VEHICLE HISTORY AND MAINTENANCE RECORDS	Daily or other periodic activity reports on fuel and oil consumption, odometer readings, etc. from which data is derived for operating cost reports and the vehicle master record.	3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4050-04d	VEHICLE HISTORY AND MAINTENANCE RECORDS	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.	3 years.	
PS4050-04e	VEHICLE HISTORY AND MAINTENANCE RECORDS	Daily or other periodic inventory reports of vehicle apparatus and supplies, including drug supplies in EMS vehicles and aircraft.	3 years.	
PS4050-04f	VEHICLE HISTORY AND MAINTENANCE RECORDS	Specifications, circuit diagrams, and similar documents relating to vehicles and their apparatus.	LA.	
PS4050-05	WEAPONS RECORDS			
PS4050-05a	WEAPONS RECORDS	Records of issuance of weapons to public safety personnel.	Until return of weapon + 3 years.	
PS4050-05b	WEAPONS RECORDS	Records of inspection and repair of weapons.	LA.	
PS4050-05c	WEAPONS RECORDS	Records documenting the sale, gift, loss, or destruction of public safety weaponry.	3 years.	
PS4050-05d	WEAPONS RECORDS	Inventories of weapons.	US + 3 years.	
*PS4050-06	SURVEILLANCE VIDEOS	Video surveillance for, but not limited to, security of property and persons.	AV.	
*PS4050-07	GPS TRACKING RECORDS	Global Positioning System (GPS) data used to track locations of police vehicles.	30 days.	<b>Retention Note:</b> If the GPS data are used to establish the location of a police vehicle as part of an investigation they should be retained with the investigation case file.

**SECTION 1-3: PERSONNEL RECORDS**

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

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
PS4075-01	<b>INTERNAL AFFAIRS INVESTIGATION RECORDS</b>	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.		<b>Retention Notes:</b> a) As used in the records descriptions for this group, the term “formal discipline” is disciplinary action at or above the level of a written reprimand. The term “informal discipline” is disciplinary action below the level of a written reprimand.  b) Retention periods for this record group date from the completion of the investigation.
PS4075-01a	<b>INTERNAL AFFAIRS INVESTIGATION RECORDS</b>	Records of investigation of law enforcement shooting incidents which result in death or injury to any person, including a police officer.	PERMANENT.	
PS4075-01b	<b>INTERNAL AFFAIRS INVESTIGATION RECORDS</b>	Records of investigations that result in sustained formal discipline.	15 years.	
PS4075-01c	<b>INTERNAL AFFAIRS INVESTIGATION RECORDS</b>	Records of investigations that result in sustained informal discipline or of investigations whose findings are inconclusive.	5 years, provided a 1 year infraction free period precedes the date of destruction.	
PS4075-01d	<b>INTERNAL AFFAIRS INVESTIGATION RECORDS</b>	Records of investigations whose findings are not sustained, or in cases where accusations are determined to be unfounded or the accused is exonerated.	3 years.	
PS4075-01e	<b>INTERNAL AFFAIRS INVESTIGATION RECORDS</b>	Written complaints and records of oral complaints received from the public concerning the conduct of law enforcement officers, fire department personnel, and emergency medical personnel that do not lead to an internal affairs investigation.	Determination not to initiate an internal affairs investigation + 2 years.	
PS4075-02	<b>OFF-DUTY ASSIGNMENT RECORDS</b>	Records concerning off-duty assignments of public safety personnel, including applications for such assignments.	2 years.	

**SECTION 1-4: EMERGENCY COMMUNICATIONS RECORDS**

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

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
PS4100-01	<b>9-1-1 MASTER FILES</b>	Master file on residents in a 9-1-1 service area containing name, address, 9-1-1 address, telephone number, and other information needed to provide service.	US.	
PS4100-02	<b>MASTER FILE SOURCE DOCUMENTATION</b>	Documentation received from telephone companies or other sources used to update information in 9-1-1 master files (see item number PS4100-01).	AV.	
PS4100-03	<b>ANTENNA ILLUMINATION RECORDS</b>	Records documenting the monitoring, inspection, and repair of illuminated antenna and antenna supporting structures.	1 year.	By regulation - 47 CFR 90.447.
PS4100-04	<b>COMMUNICATION TAPES AND PRINTOUTS</b>	Tapes and printouts of incoming and outgoing telephone and radio communications.	30 days.	
*PS4100-05	<b>DISPATCH REPORTS</b>	Record created by dispatcher on each call for service showing date and time call received, nature of call, and details of action taken in response to call.	2 years.	<b>Retention Note:</b> Prior to disposal, dispatch records shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained <b>PERMANENTLY</b> .
PS4100-06	<b>RADIO AND PAGING LOGS</b>	Listing of each radio call or pages from or to a dispatcher showing date, time, and location of call.	1 year.	
PS4100-07	<b>TRANSMITTER MEASUREMENT AND REPAIR RECORDS</b>	Records documenting the repair of transmitters and the measurement of frequency tolerances, power output, and modulation on transmitters authorized to operate with a power output in excess of two watts.	1 year.	By regulation - 47 CFR 90.447.

## PART 2: LAW ENFORCEMENT RECORDS

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

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

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

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

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

Record Number	Record Title	Record Description	Retention Period	Remarks
*PS4125-01	ACTIVITY LOGS OR DOCKETS	Logs or equivalent records, usually arranged chronologically or by case, court, or citation number, providing summary data on complaints investigated by law enforcement officers, arrests made, citations issued, accidents investigated, court arraignments, court appearances by officers, and similar activities relating to the arrest or citation of persons or the investigation of offenses.	2 years; or 2 years after last entry if in bound volume.	<b>Retention Note:</b> Prior to disposal, activity logs or dockets which are kept in a bound volume shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained <b>PERMANENTLY</b> .

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4125-02	ARREST REPORTS	Arrest report and fingerprints on each person arrested by the law enforcement agency and charged with a felony or a misdemeanor not punishable by fine only.	75 years, or date of death of individual, if known.	See item number PS4125-05(b)(1) for arrest reports on persons arrested for Class C misdemeanors.  <b>Retention Note:</b> If the arrest report does not provide the following information, documents from offense investigation records (see item number 4125-05) sufficient to provide the information must be retained 75 years or until date of death of the individual, if known: the name (including aliases), date of birth, and physical description of the offender; the name of the arresting agency; the arrest charge and whether it is a felony or a misdemeanor; the date of arrest; and the date and exact disposition of the case by the agency.
PS4125-03	BAIL BOND RECORD	Record of bail or recognizance bonds taken by a sheriff or other peace officer pursuant to Code of Criminal Procedure, Arts. 17.20 to 17.22.	3 years; or 3 years after last entry if in bound volume.	
*PS4125-04	VIDEO AND AUDIO RECORDINGS FROM POLICE VEHICLES	Video or audio recordings of persons detained for possible DWI or other violations.		
*PS4125-04a	VIDEO AND AUDIO RECORDINGS FROM POLICE VEHICLES	Video or audio recordings of persons on whom charges are not filed.	90 days after the date of the stop.	By law -Code of Criminal Procedure, art. 2.135-2(b).
*PS4125-04b	VIDEO AND AUDIO RECORDINGS FROM POLICE VEHICLES	Video or audio recordings of persons on whom charges are filed.  1) Class C misdemeanors.  2) Offenses greater than Class C misdemeanors.	90 days after the date of the stop.  30 days after entry of judgment in case.	By law -Code of Criminal Procedure, art. 2.135-2(b).

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4125-05	<b>OFFENSE INVESTIGATION RECORDS</b>	Offense and supplemental offense reports; investigation reports and notes; witness statements; latent fingerprints; results of chemical analysis and polygraph tests; crime scene, mug shot, and other photographs; laboratory reports; arrest reports (Class C misdemeanors only); citations; affidavits; criminal process; victim impact statements; and other records relating and customary to the investigation of criminal offenses or other violations of state law or local ordinance.		
PS4125-05a	<b>OFFENSE INVESTIGATION RECORDS</b>	Cases not cleared.	Until the statute of limitations has expired.	
PS4125-05b	<b>OFFENSE INVESTIGATION RECORDS</b>	<p>Cases in which an arrest is made or a citation issued and a law enforcement agency has certain knowledge of the pretrial or adjudicated disposition of an arrested or cited person and considers the case to have been cleared by the conviction or acquittal of the person arrested or cited, by the dismissal of charges against the person, or by the entry on the record of a court by a prosecuting attorney of a nolle prosequi.</p> <p>(1) Class C misdemeanors and unclassified violations of state law or local ordinance punishable by fine only (including arrest reports and citations).</p> <p>(2) Class A and B misdemeanors and state jail felonies.</p> <p>(3) Second and third-degree felonies.</p> <p>(4) First-degree and capital felonies.</p> <p>(5) Driving while intoxicated offenses.</p> <p>(6) Or, for any classification of offense.</p>	<p>6 months.</p> <p>2 years.</p> <p>10 years.</p> <p>50 years.</p> <p>10 years.</p> <p>Date of death of individual, if known.</p>	<p><b>Retention Note:</b> a) Retention periods date from date of arrest or citation and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification.</p> <p>b) Copies of documents in offense investigation records the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency need be retained only as long as administratively valuable. Exceptions are copies of notices or other process that provide certain knowledge to the law enforcement agency of the pretrial or adjudicated disposition of a case.</p>



Record Number	Record Title	Record Description	Retention Period	Remarks
PS4125-06	RAP SHEETS	Copies of rap sheets received from the Texas Department of Public Safety or other law enforcement agencies.	AV.	
PS4125-07	STATUTORY WARNING TAPES	Tapes of appearances of arrested persons before magistrates via two-way closed circuit television for the purposes of statutory warnings in accordance with Code of Criminal Procedure, Art. 15.17.	The date the pretrial hearing ends; the 91st day after the date on which the recording was made if the person is charged with a misdemeanor; or the 120th day after the date on which the recording was made if the person is charged with a felony, whichever soonest.	By law - Code of Criminal Procedure, Art. 15.17(a).

**SECTION 2-2: INCIDENT RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4150-01	ACCIDENT REPORTS	Records relating to traffic accidents, including accident reports, supplemental accident reports, photographs, correspondence, and related documentation.		
*PS4150-01a	ACCIDENT REPORTS	Originals.	Send to the Texas Department of Transportation.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*PS4150-01b	ACCIDENT REPORTS	Copies.  1) Accident reports in which no arrest is made.  2) Accident reports in which an arrest is made.	AV.  A <b>copy</b> of the accident report must be retained for the appropriate retention period under item number PS4125-05(b).	
PS4150-02	CHILD ABUSE REPORTS	Copies of child abuse reports received by a law enforcement agency pursuant to Family Code, Sections 261.103 and 261.105, which do not become part of arrest and offense investigation records (see item numbers 4125-02 and 4125-05).	3 years.	
PS4150-03	DEATH IN CUSTODY REPORTS	Copies of reports submitted by a sheriff or the director of a law enforcement agency to the Attorney General concerning the deaths of persons while in the custody of a peace officer or while confined in jail.	3 years.	
PS4150-04	FAMILY VIOLENCE REPORTS	Family violence reports that do not become a part of arrest or offense investigation records (see item numbers 4125-02 and 4125-05).	3 years.	
PS4150-05	FIELD INTERROGATION REPORTS	Reports on persons stopped and interrogated in the field because of suspicious behavior.	AV.	
PS4150-06	GUNSHOT WOUNDS, REPORTS OF	Reports received from physicians or other persons as required by Health and Safety Code, Section 161.041 of the treatment, or the request for treatment, of gunshot wounds.	3 years.	
*PS4150-07	INCIDENT REPORTS	Reports concerning incidents or complaints that, after investigation, did not appear to have involved the commission of a crime.	3 years.	
PS4150-08	MISSING AND UNIDENTIFIED PERSONS FILES	Reports on missing children and adults, requests for investigation, photographs, fingerprints, dental records, x-rays, notifications of possible match, and similar documents relating to the location of missing children and adults, including similar records relating to unidentified bodies found in the county and reported to the sheriff.	Date person located or body identified + 3 years.	<b>Retention Note:</b> If the location of the person or the identification of a body leads to a criminal investigation by the law enforcement agency, the records described must be retained for the same period as arrest and offense investigation records (see item numbers PS4125-02 and PS4125-05).

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4150-09	WARNING CITATIONS	Warning citations issued for violations of motor vehicle laws or for those violations of the penal code (e.g., criminal trespass) in which the issuance of warning citations is customary.	AV.	

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

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4175-01	CHEMICAL BREATH TEST RECORDS	Logs, test records, operational check lists, and similar records relating to the administration of chemical breath tests.	2 years.	
*PS4175-02	CRIMINAL INTELLIGENCE AND ANALYSIS FILES	Records created and maintained to anticipate, prevent, or monitor possible criminal activity, including crime pattern, crime analysis, and modus operandi reports; forecasts; evaluation reports; investigation recommendations; reports on movements of known offenders; information on confidential informants; and messages and alerts from other agencies.	AV.	<p><b>Retention Note:</b> Information compiled by a law enforcement agency pursuant to Chapter 61, Code of Criminal Procedure, concerning criminal combinations or criminal street gangs <b>must</b> be destroyed after 3 years if:</p> <p>(1) the information relates to the investigation or prosecution of criminal activity engaged in by an individual other than a child; and</p> <p>(2) the individual to whom the information relates has not been charged with criminal activity.</p> <p>In determining whether information is required to be removed, the three-year period does not include any period during which the individual who is the subject of the information is confined in the institutional division or the state jail division of the Texas Department of Criminal Justice.</p> <p>By law - Art. 61.06(b), Code of Criminal Procedure.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4175-03	FINGERPRINT RECORDS	Fingerprint records maintained in paper or on automated systems of missing persons, suspects, known offenders, incarcerated persons, etc.	AV.	<b>Retention Note:</b> Fingerprint records of persons arrested for offenses other than Class C misdemeanors must be retained 75 years or until date of death of individual, if known by the arresting agency. See item number PS4125-02.
*PS4175-04	FUGITIVE REPORTS	Certified reports submitted by a sheriff to the Adjutant General (1887-1965) or to the Texas Department of Public Safety (1965-current) on persons who have fled the county and are under indictment for a felony.	AV.	<b>Retention Note:</b> Prior to disposal, fugitive reports shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained <b>PERMANENTLY</b> .
PS4175-05	LAW ENFORCEMENT INFORMATION DISSEMINATION, INQUIRY, AND RECEIPT RECORDS	Reports, logs, and other records pertinent to documenting the dissemination of criminal histories and other information to law enforcement or other agencies through crime information networks (e.g., TCIC, NCIC) or by other methods and similar records documenting inquiries for and the receipt of information.		
PS4175-05a	LAW ENFORCEMENT INFORMATION DISSEMINATION, INQUIRY, AND RECEIPT RECORDS	Records of the dissemination of criminal histories.	3 years.	
PS4175-05b	LAW ENFORCEMENT INFORMATION DISSEMINATION, INQUIRY, AND RECEIPT RECORDS	Records of the dissemination of information other than criminal histories (e.g., missing persons, stolen property).	AV.	
PS4175-05c	LAW ENFORCEMENT INFORMATION DISSEMINATION, INQUIRY, AND RECEIPT RECORDS	Records of inquiries for and the receipt of information, including criminal histories.	AV.	
PS4175-05d	LAW ENFORCEMENT INFORMATION DISSEMINATION, INQUIRY, AND RECEIPT RECORDS	Administrative messages received through TCIC/NCIC or other networks.	AV.	
PS4175-06	MUG BOOKS	Photographs or photograph albums of known offenders used by crime victims or witnesses for identification.	AV.	
PS4175-07	PAWN SHOP TICKETS	Copies of pawn shop tickets provided to a law enforcement agency.	AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4175-08	<b>POLYGRAPH EXAMINATION RECORDS</b>	Polygraph charts, question sheets, reports of examination results, data sheets, films, audio and video of examinations, opinions from the examiner from chart analysis, and other records pertinent to a polygraph examination.	2 years.	<b>Retention Note:</b> If a report of the results of a polygraph examination is placed in offense investigation records (see item number PS4125-05), it must be retained for the retention period for those records. By regulation - 22 TAC 395.4.
PS4175-09	<b>PROPERTY RECORDS</b>	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.	FE of return or disposal of property + 3 years.	<b>Retention Note:</b> Any records in this series must be retained for FE + 5 years if they serve to document the collection of sales tax due to the State Comptroller of Public Accounts.
*PS4175-10	<b>SEX OFFENDER REGISTRATION RECORDS</b>	All documentation relating to the registration of sex offenders for reportable convictions or adjudication with a municipal police department or a sheriff pursuant to the Texas Code of Criminal Procedure, Chapter 62	75 years, or until sex offender's death, but see retention note.	<b>Retention Note:</b> If the law enforcement agency has certain knowledge that a registrant has moved from its jurisdiction, the registration records of the person need only be retained as long as administratively valuable. All documentation relating to the registration of a sex offender who is required to register for life shall be kept until the death of the sex offender. [28 CFR. 811.6]. When a person is no longer required to register as a sex offender, all information about the person must be removed from the sex offender registry. [Code of Criminal Procedure, Section 62.251].
PS4175-11	<b>SPECIAL WATCH RECORDS</b>	Informational forms or lists provided to officers of businesses or residences needing special watch, including requests from the public for such watches.	AV.	
PS4175-12	<b>STOLEN PROPERTY RECORDS</b>	Cards, lists, or logs providing an abstract record of stolen property, including stolen vehicles, usually including description of item or vehicle, place and date stolen, serial numbers, and similar information.	AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4175-13	TELETYPE MESSAGES	Teletype messages received from other law enforcement agencies or through crime information networks that are not made part of offense investigation records (see item number PS4125-05) or other records groups in this schedule.	AV.	
PS4175-14	UNIFORM CRIME REPORTS	Copies of uniform crime reports submitted to the Texas Department of Public Safety.		
PS4175-14a	UNIFORM CRIME REPORTS	Monthly reports.	3 years.	
PS4175-14b	UNIFORM CRIME REPORTS	Annual reports.	PERMANENT.	
PS4175-15	WANTED PERSONS FILES	Records received on persons wanted by other law enforcement agencies.	AV.	
PS4175-16	PROTECTIVE ORDERS			
*PS4175-16a	PROTECTIVE ORDERS	Emergency protective orders issued by magistrates pursuant to Article 17.292, Code of Criminal Procedure.  1) Issued under authority of Art. 17.272(a), Code of Criminal Procedure.  2) Issued under authority of Art. 17.272(b), Code of Criminal Procedure.	Date of order + 31 days or 61 days, per term of order.  Date of order + 61 days or 91 days, per terms of order.	By law Art. 17.292 (j) Code of Criminal Procedures.  By law Art. 17.292 (j) Code of Criminal Procedures.
*PS4175-16b	PROTECTIVE ORDERS	Protective orders (original and modified) issued pursuant to Section 3.581 and Chapter 85, Family Code, including notices of vacation of orders.	Date of receipt of notice of vacation of order; date order expires according to its terms; or 1 year, whichever soonest.	
PS4175-16c	PROTECTIVE ORDERS	Periodic lists of persons under protective orders.	US.	
PS4175-17	BRADY BILL HANDGUN STATEMENTS	Statements made by persons who wish to have handguns sold, transferred, or delivered to them.		
PS4175-17a	BRADY BILL HANDGUN STATEMENTS	Statements and any associated documentation of those to whom the sale, transfer, or delivery of a handgun would not violate federal or state law.	<b>Must</b> be destroyed within 20 business days from the date the statement was signed.	By law - 18 U.S.C. Section 922(s)(6)(B)(i).

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4175-17b	<b>BRADY BILL HANDGUN STATEMENTS</b>	Statements and any associated documentation of those to whom the sale, transfer, or delivery of a handgun would violate federal or state law.	3 years.	
PS4175-18	<b>CONCEALED HANDGUN RECORDS</b>			
PS4175-18a	<b>CONCEALED HANDGUN RECORDS</b>	Lists of persons who possess concealed handgun permits submitted by the Texas Department of Public Safety to county sheriffs, and other law enforcement agencies on request.	US or obsolete.	
PS4175-18b	<b>CONCEALED HANDGUN RECORDS</b>	Copies of reports submitted by law enforcement agencies to the Texas Department of Public Safety as required by 37 TAC 6.119 regarding reportable incidents involving holders of concealed handgun permits that do not become part of arrest and offense investigation records (see item numbers PS4125-02 and PS4125-05).	2 years.	Obsolete record. 37 TAC 6.119 was repealed on 12/25/2003. These records are no longer required to be submitted to the Texas Department of Public Safety.
PS4175-19	<b>HELP END AUTO THEFT (HEAT) RECORDS</b>	Records of persons enrolling in the Help End Auto Theft (HEAT) program, including registration forms and written notices of cancellation from participants that the title to a registered vehicle has been transferred or that they no longer wish to participate in the program.	4 years or upon receipt of cancellation notice, whichever sooner.	
*PS4175-20	<b>DNA COLLECTION RECORDS</b>	DNA records of a person released on bail and those charged with, placed on community supervision for, or convicted of certain offenses.	Date of collection + three years, unless a court orders differently.	By regulation – 37 TAC 117(c).

**SECTION 2-4: JAIL RECORDS**

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

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4200-01	<b>HEADCOUNT REPORTS</b>	Periodic watch reports or checklists of all prisoners incarcerated.	1 year.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4200-02	JAIL INCIDENT REPORTS	Reports of incidents that result in physical harm, or a serious threat of physical harm, to an employee or inmate of a jail or other person, and reports of investigations of such incidents, showing names of persons involved, description of incident, actions taken, and date and time of the occurrence.	5 years.	<b>Retention Note:</b> If a jail incident results in a criminal investigation and arrest, the reports must be retained for the retention periods prescribed in item numbers PS4125-02 and PS4125-05, as applicable.
PS4200-03	JAIL INSPECTION AND OPERATION REPORTS AND LOGS	Inspection reports of a jail and various aspects of its operation and logs or calendars of such inspections, except records of the types described included in other record groups in this part.		
PS4200-03a	JAIL INSPECTION AND OPERATION REPORTS AND LOGS	Daily and weekly reports.	2 years.	
PS4200-03b	JAIL INSPECTION AND OPERATION REPORTS AND LOGS	Monthly or other periodic reports compiled on a sub-annual basis not included in (a).	3 years.	
PS4200-03c	JAIL INSPECTION AND OPERATION REPORTS AND LOGS	Annual reports.	PERMANENT.	
PS4200-04	JAIL OPERATIONAL PLANS	Written plans required of sheriffs by the rules of the Texas Commission on Jail Standards relating to the operations of a county jail on life safety, prisoner classification, the provision of medical services, staffing, sanitation, prisoner discipline, prisoner grievance procedures, prisoner education and rehabilitation, prisoner privileges, the processing of female prisoners, and such other plans as the commission may require.	US + 5 years.	
*PS4200-05	JAIL POPULATION REPORTS	Monthly county jail population reports submitted to a district or county attorney pursuant to Code of Criminal Procedure, Art. 2.19, and to the Texas Commission on Jail Standards, pursuant to Government Code, Section 511.0101.	2 years.	<b>Retention Note:</b> Prior to disposal, jail population reports shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained <b>PERMANENTLY</b> .
PS4200-06	JAIL REGISTER	A summary record, in some form, of each person committed to a jail, showing at a minimum, the name and gender of the person, intake number, the reason for their commitment or confinement, and the date of their release or transfer.		



<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
PS4200-06a	<b>JAIL REGISTER</b>	County jail registers.	PERMANENT.	
PS4200-06b	<b>JAIL REGISTER</b>	Registers for all other local jails.	2 years.	
PS4200-07	<b>PRISONER CONDUCT AND DISCIPLINARY RECORDS</b>	Records relating to the conduct of, or disciplinary action taken with regard to each prisoner, including records of good-time credit earned and notices and reports issued by a disciplinary hearing panel.	Release or transfer of prisoner + 2 years.	
PS4200-08	<b>PRISONER COUNSELING RECORDS</b>	Records relating to the counseling of prisoners.		
PS4200-08a	<b>PRISONER COUNSELING RECORDS</b>	Records of psychological or psychiatric testing and counseling, of alcohol or substance abuse counseling, or of any counseling concerning medical matters.	Release or transfer of prisoner + 5 years.	
PS4200-08b	<b>PRISONER COUNSELING RECORDS</b>	Records of counseling of individual prisoners not noted in (a).	Release or transfer of prisoner + 2 years.	
PS4200-08c	<b>PRISONER COUNSELING RECORDS</b>	Administrative records of jail counseling programs.	3 years.	
PS4200-09	<b>PRISONER GRIEVANCE RECORDS</b>	Written grievances from prisoners and records of decisions of grievance boards.	Release or transfer of prisoner + 2 years.	
PS4200-10	<b>PRISONER INCARCERATION RECORDS</b>	Documentation on the commitment, transfer, or release of each prisoner incarcerated, including personal and classification data sheets; forms used for booking-in and booking-out; and copies of court commitment, transfer, or release orders or similar documents that purport to legally authorize a person's confinement. (See also item number PS4200-06.)	Release or transfer of the prisoner + 2 years.	
PS4200-11	<b>PRISONER MEDICAL RECORDS</b>	Records relating to the medical condition of and medical treatment given to each prisoner, including medical screening reports, medical isolation reports, reports by physicians or allied health personnel, and records of medications given or medical procedures administered.	Release or transfer of prisoner + 5 years.	
PS4200-12	<b>PRISONER PROPERTY INVENTORIES AND RECEIPTS</b>	Records documenting the receipt or confiscation of personal property from prisoners upon commitment and the return of non-confiscated property to prisoners upon release.	Release or transfer of prisoner + 2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4200-13	PRISONER TELEPHONE AND VISITOR RECORDS			
PS4200-13a	PRISONER TELEPHONE AND VISITOR RECORDS	Logs or similar records of prisoner requests to make phone calls, usually showing date of request, name of prisoner, and whether request granted or denied.	1 year or 1 year after last entry if in bound volume.	
PS4200-13b	PRISONER TELEPHONE AND VISITOR RECORDS	Logs, visitor cards, and similar records documenting visits to prisoners.	1 year or 1 year after last entry if in bound volume.	
PS4200-14	PRISONER TRANSFER RECORDS	Copies retained by a sheriff of any of the documents required to accompany the transfer of a prisoner from a county jail to the Texas Department of Criminal Justice as provided by Code of Criminal Procedure, Art. 42.09(8)(a).	AV.	<b>Retention Note:</b> It is an exception to the retention period for this record group that the original of an arrest report as required by Code of Criminal Procedure, art. 42.09(8)(a)(6) must be retained for the retention periods set out on item number PS4125-02, if the sheriff's department making the transfer made the arrest.
PS4200-15	TEXAS COMMISSION ON JAIL STANDARDS, ANNUAL REPORTS TO	Copies of annual reports on jail conditions submitted by a sheriff to the Texas Commission on Jail Standards.	PERMANENT.	
PS4200-16	TEXAS COMMISSION ON JAIL STANDARDS, INSPECTION REPORTS AND NOTICES OF	Reports, either annual or at more frequent intervals, of inspections of a county jail by representatives of the Texas Commission on Jail Standards and any notices of noncompliance, remedial orders, and copies of deficiency correction reports submitted by a sheriff to the commission.	PERMANENT.	
PS4200-17	VIDEOS OF PRISONERS	Video of prisoners in cells or other areas of a jail or holding facility.	30 days.	

## SECTION 2-5: JUVENILE RECORDS

**Retention Note:** Juvenile court records are subject to sealing under Family Code, Section 58.003. While sealing restricts access to the records, it does not affect the minimum retention periods in this part or the destruction of the records following the expiration of the retention periods.

Records maintained by law enforcement agencies or other agencies relating to the investigation of offenses committed by juveniles or records concerning taking juveniles into custody and their prosecution are subject to sealing under Family Code, Section 58.003. On the entry of a sealing order by a court, law enforcement records or records held by other agencies relating to the case must be transferred to the court issuing the order and all index references to the

records ordered sealed must be deleted. The retention periods in this part apply to unsealed records of juveniles in the possession of law enforcement agencies or other agencies.

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
4425-01 through 4425-04	[WITHDRAWN]			
*PS4225-05	<b>VIDEO RECORDINGS [JUVENILE DETENTION HEARINGS]</b>	Video recordings of detention hearings involving juveniles.	The earlier of (1) the 91st day after the date on which the recording is made if the child is alleged to have engaged in conduct constituting a misdemeanor; (2) the 120th day after the date on which the recording is made if the child is alleged to have engaged in conduct constituting a felony; or (3) the date on which the adjudication hearing ends.	By law - Family Code, section 54.012(c).
*PS4225-06	<b>JUVENILE DELINQUENCY RECORDS [INFORMAL DISPOSITION CASES]</b>	Offense reports, disposition reports, fingerprints, photographs, and other records relating to the investigation of an offense or alleged offense committed by a juvenile and the taking of the juvenile into custody in those instances in which the juvenile is made subject to informal discipline, rather than being referred to a juvenile court or placed in a first offender program.	Must be destroyed upon completion of informal disposition.	By law - Family Code, Section 58.001(c).
*PS4225-07	<b>JUVENILE DELINQUENCY RECORDS [INFORMAL DISPOSITION CASES], REPORT ON</b>	Annual statistical reports from a law enforcement agency to an office of official designated by the juvenile board of a county on the number and kind of dispositions made with regard to juveniles without referral to a juvenile court or a first	2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
		offender program.		
*PS4225-08	<b>JUVENILE DELINQUENCY RECORDS [FIRST OFFENDER PROGRAM]</b>	Reports, photographs, fingerprints, and copies of notices to parents by a law enforcement officer referring a child to a first offender program without referral to a juvenile court.	Must be destroyed after the 90th day after the date the juvenile successfully completes the first offender program.	By law - Family Code, Section 58.001(c).  <b>Retention Note:</b> If the child does not successfully complete the program, by his or her own volition, or is withdrawn from the program prior to its completion by the parent, guardian, or other custodian; or if the child is taken into custody before the 90th day after the date the child completes the program for conduct other than the conduct for which the child was referred to the first offender program, the case shall be referred to the juvenile court.
*PS4225-09	<b>JUVENILE DELINQUENCY RECORDS [FIRST OFFENDER PROGRAM] REPORT ON</b>	Annual reports from a law enforcement agency to the juvenile board containing the names and addresses of children taken into custody by the agency, including the gender and ethnicity of each child and the offense committed.	2 years.	
*PS4225-10	<b>JUVENILE DELINQUENCY CASES (NON-REFERRED CASES)</b>	Offense reports, disposition reports, fingerprints, photographs, and other records relating to the investigation of an offense or alleged offense committed by a juvenile and the taking of the juvenile into custody in those instances in which the juvenile is not referred to a juvenile court, placed in a first offender program, or is made subject to informal disposition within 10 days of being taken into custody.	Destroy immediately.	By law - Family Code, Section 58.001(c).
*PS4225-11	<b>VIDEO RECORDINGS OF REQUESTS FOR BREATH SPECIMEN TESTS</b>	Video recordings of children who are requested to take a breath specimen test.	Until the disposition of any proceeding against a child relating to the arrest is final.	By law - Family Code, Section 52.02(d).
*PS4225-12	<b>JUVENILE DELINQUENCY RECORDS [STATUTORY WARNINGS]</b>	Copies of statutory warnings issued to a child and the child's parent, guardian, or custodian in those instances in which a child is not taken into custody, including copies of the notice filed with the law enforcement agency that employs the officer and the office or official designated by the juvenile board.	2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*PS4225-13	JUVENILE CASE PAPERS (JUVENILE PROBATION DEPARTMENTS)	Offense reports, warning notices, fingerprints, photographs, and other records relating to the investigation of an offense committed by a juvenile and the taking of a juvenile into custody in those instances in which a warning notice has been issued and the case has been referred to juvenile court or a first offender program.		
*PS4225-13a	JUVENILE CASE PAPERS (JUVENILE PROBATION DEPARTMENTS)	<p>Cases papers for offenses committed on or before 31 August 1987:</p> <ol style="list-style-type: none"> <li>1. If the person has not been convicted of a felony as an adult.</li>   <li>2. If the person has been convicted of a felony as an adult.</li> </ol>	<p>Until the individual is 23.</p> <p>Until the individual is 33.</p>	<p><b>Retention Note:</b> State law requires that the records can only be destroyed at this point on the motion of a person in whose name files and records are kept or on the court's own motion. Local governments wishing to dispose of juvenile records at the expiration of the retention period prescribed under these circumstances should petition the court for an order directing that the records be destroyed. Local governments may dispose of the juvenile records on their own initiative only according to the retention period set out in PS4225-13(a)(2).</p>
*PS4225-13b	JUVENILE CASE PAPERS (JUVENILE PROBATION DEPARTMENTS)	<p>Case papers for offenses committed between 1 September 1987 and 31 December 1995:</p> <ol style="list-style-type: none"> <li>1. If the person has not been convicted of a felony as an adult.</li> </ol>	<p>Until the individual is 23.</p>	<p><b>Retention Note:</b> State law requires that the records can only be destroyed at this point on the motion of a person in whose name files and records are kept or on the court's own motion. Local governments wishing to dispose of juvenile records at the expiration of the retention period prescribed under these circumstances should petition the court</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>2. If the person has been convicted of a felony as an adult.</p> <p>3. If the juvenile is found to have engaged in conduct involving a violation of the penal code of the grade of felony.</p>	<p>Until the individual is 33.</p> <p>Date of judgment in disposition hearing + 25 years.</p>	<p>for an order directing that the records be destroyed. Local governments may dispose of the juvenile records on their own initiative only according to the retention period set out in PS4225-13(b)(2).</p>
<p>*PS4225-13c</p>	<p><b>JUVENILE CASE PAPERS (JUVENILE PROBATION DEPARTMENTS)</b></p>	<p>Case papers for offenses committed on or after 1 January 1996:</p> <p>1. The most serious allegation adjudicated was conduct indicating a need for supervision;; or the referral or information did not relate to conduct indicating a need for supervision or delinquent conduct and the juvenile court or the court's staff did not take action of the referral or information for that reason.</p> <p>2. The most serious allegation adjudicated was delinquent conduct that violated a penal law of the grade of misdemeanor; or the most serious allegation was delinquent conduct that violated a penal law of the grade of misdemeanor or felony and there was not an adjudication.</p> <p>3. The most serious allegation adjudicated</p>	<p>Until the individual is at least 18 years of age.</p> <p>Until the individual is at least 21 years of age.</p>	

Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>was delinquent conduct that violated a penal law of the grade of felony.</p> <p>4. If the juvenile was tried as an adult or was adjudged delinquent based on the violation of a penal law of the grade of felony and was sentenced to the Texas Youth Commission with a transfer to the Texas Department of Corrections under determinate sentencing procedures.</p>	<p>Until the individual is at least 31 years of age.</p> <p>Follow the retention periods for item number PS4125-05.</p>	
PS4225-14	<b>FINGERPRINTS AND PHOTOGRAPHS OF JUVENILES</b>			
*PS4225-14a	<b>FINGERPRINTS AND PHOTOGRAPHS OF JUVENILES</b>	<p>Fingerprints and photographs for offenses committed on or before 31 August 1987:</p> <p>1. If a petition alleging that the juvenile engaged in delinquent conduct or conduct indicating a need for supervision is not filed, the proceedings are dismissed, the juvenile is found not to have engaged in the alleged conduct, or the juvenile is found to have engaged in the conduct but has reached the age of 18 and there is no record that he or she committed a criminal offense after reaching the age of 17.</p> <p>2. If the juvenile is found to have engaged in the conduct, has reached the age of 18, but there is a record that he or she committed an offense after reaching the age of 17:</p> <p style="padding-left: 40px;">A) If the person has not been convicted of a felony as an adult.</p>	<p>Must be destroyed immediately upon fulfillment of any of the conditions listed.</p> <p>Until the individual is 23.</p>	<p><b>Retention Note:</b> State law requires that the records can only be destroyed at this point on the motion of a person in whose name files and records are kept or on the court's own motion. Local governments wishing to dispose of juvenile records at the expiration of the retention period prescribed under these circumstances should petition the court</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>B) If the person has been convicted of a felony as an adult.</p>	<p>Until the individual is 33.</p>	<p>for an order directing that the records be destroyed. Local governments may dispose of the juvenile records on their own initiative only according to the retention period set out in (2)(B).</p>
<p>*PS4225-14b</p>	<p><b>FINGERPRINTS AND PHOTOGRAPHS OF JUVENILES</b></p>	<p>Fingerprints and photographs for offenses committed between 1 September 1987 and 31 December 1995:</p> <p>1. If a petition alleging that the juvenile engaged in delinquent conduct or conduct indicating a need for supervision is not filed, the proceedings are dismissed, or the juvenile is found not to have engaged in the alleged conduct; or the juvenile is found to have engaged in the conduct but has reached the age of 18, is not subject to commitment to the Texas Youth Commission or to transfer under a determinate sentence to the Texas Department of Corrections and there is <i>no</i> record that he or she committed a criminal offense after reaching the age of 17; or person is older than 18 years, at least three years have elapsed after the person's release from commitment, and there is no evidence that he or she committed a criminal offense after the release.</p> <p>2. If the juvenile is found to have engaged in conduct involving a violation of the penal code of a grade other than felony, has reached the age of 18, but there is a record that he or she committed an offense after the age of 17:</p> <p>A) If the person has not been convicted of a felony as an adult.</p>	<p>Must be destroyed immediately upon fulfillment of any of the conditions listed.</p> <p>Until the individual is 23.</p>	<p><b>Retention Note:</b> State law requires that the records can only be destroyed at this point on the motion of a person in whose name files</p>



Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>B) If the person has been convicted of a felony as an adult.</p> <p>3. If the juvenile is found to have engaged in conduct involving a violation of the penal code of the grade of felony.</p>	<p>Until the individual is 33.</p> <p>Date of judgment in disposition hearing + 25 years.</p>	<p>and records are kept or on the court's own motion. Local governments wishing to dispose of juvenile records at the expiration of the retention period prescribed under these circumstances should petition the court for an order directing that the records be destroyed. Local governments may dispose of the juvenile records on their own initiative only according to the retention period set out in (2)(B).</p>
*PS4225-14c	<b>FINGERPRINTS AND PHOTOGRAPHS OF JUVENILES</b>	<p>Fingerprints and photographs for offenses committed on or after 1 January 1996:</p> <ol style="list-style-type: none"> <li>1. Fingerprints and photographs of juveniles not taken into custody, but with the consent of a parent or guardian to aid future identification if needed.</li> <li>2. Fingerprints and photographs of juveniles not referred to a juvenile court within 10 days after the date the juvenile is taken into custody unless the juvenile is placed in a first offender program or is on informal disposition</li> <li>3. Fingerprints and photographs of juveniles undergoing informal disposition.</li> </ol>	<p>Until the juvenile is 18.</p> <p>Must be destroyed immediately.</p> <p>Must be destroyed upon completion of the informal disposition.</p>	

Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>4. Fingerprints and photographs of juveniles placed in first offender programs</p> <p>5. Fingerprints or photographs taken for comparison in the investigation of an offense that do not result in a positive comparison or identification.</p> <p>6. Fingerprints or photographs of juveniles, whose identities are not known, who are taken into custody with probable cause to believe that the juvenile has engaged in conduct indicating a need for supervision.</p>	<p>Must be destroyed after the 90<sup>th</sup> day after the day the juvenile successfully completes a first offender program.</p> <p>Must be destroyed immediately.</p> <p>Destroy immediately upon identification of the juvenile or upon determination that the juvenile cannot be identified by the fingerprints or photograph.</p>	
PS4225-15	<b>JUVENILE DETENTION REGISTER</b>	Register or roster of juveniles temporarily confined to jail or equivalent detention centers pending disposition.	2 years.	
PS4225-16	<b>JUVENILE INFORMATION SYSTEMS (LOCAL)</b>	Locally maintained juvenile information databases containing the information required by Family Code, §58.304.	PERMANENT	<b>Retention Note:</b> Data concerning an individual contained in the database may be deleted according to retention periods established for juvenile offenders in records series listed elsewhere in this schedule.
PS4225-17	<b>JUVENILE CASE PAPERS (PROSECUTING ATTORNEYS)</b>	Offense reports, warning notices, fingerprints, photographs, and other records relating to the investigation and prosecution of an offense committed by a juvenile and the taking of a juvenile into custody in those instances in which a warning notice has been issued and the case has been referred to juvenile court.		
*PS4225-17a	<b>JUVENILE CASE PAPERS (PROSECUTING ATTORNEYS)</b>	Cases papers for offenses committed on or before		

Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>31 August 1987:</p> <p>1. If the person has not been convicted of a felony as an adult.</p> <p>2. If the person has been convicted of a felony as an adult.</p>	<p>Until the individual is 23.</p> <p>Until the individual is 33.</p>	<p><b>Retention Note:</b> State law requires that the records can only be destroyed at this point on the motion of a person in whose name files and records are kept or on the court's own motion. Local governments wishing to dispose of juvenile records at the expiration of the retention period prescribed under these circumstances should petition the court for an order directing that the records be destroyed. Local governments may dispose of the juvenile records on their own initiative only according to the retention period set out in PS4225-17(a)(2).</p>
*PS4225-17b	<p><b>JUVENILE CASE PAPERS (PROSECUTING ATTORNEYS)</b></p>	<p>Case papers for offenses committed between 1 September 1987 and 31 December 1995:</p> <p>1. If the person has not been convicted of a felony as an adult.</p>	<p>Until the individual is 23.</p>	<p><b>Retention Note:</b> State law requires that the records can only be destroyed at this point on the motion of a person in whose name files and records are kept or on the court's own motion. Local governments wishing to dispose of juvenile records at the expiration of the retention period prescribed under these circumstances should petition the court for an order directing that the records be destroyed. Local governments may dispose of the juvenile records on their own initiative only according to the retention period set out in PS4225-17(b)(2).</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>2. If the person has been convicted of a felony as an adult.</p> <p>3. If the juvenile is found to have engaged in conduct involving a violation of the penal code of the grade of felony.</p>	<p>Until the individual is 33.</p> <p>Date of judgment in disposition hearing + 25 years.</p>	
*PS4225-17c	<b>JUVENILE CASE PAPERS (PROSECUTING ATTORNEYS)</b>	<p>Case papers for offenses committed on or after 1 January 1996:</p> <p>1. The most serious allegation adjudicated was conduct indicating a need for supervision;; or the referral or information did not relate to conduct indicating a need for supervision or delinquent conduct and the juvenile court or the court's staff did not take action of the referral or information for that reason.</p> <p>2. The most serious allegation adjudicated was delinquent conduct that violated a penal law of the grade of misdemeanor; or the most serious allegation was delinquent conduct that violated a penal law of the grade of misdemeanor or felony and there was not an adjudication.</p> <p>3. The most serious allegation adjudicated was delinquent conduct that violated a penal law of the grade of felony.</p> <p>4. If the juvenile was tried as an adult or was adjudged delinquent based on the violation of a penal law of the grade of felony and was sentenced to the Texas Youth Commission with a</p>	<p>Until the individual is at least 18 years of age.</p> <p>Until the individual is at least 21 years of age.</p> <p>Until the individual is at least 31 years of age.</p> <p>Follow the retention periods for item number PS2575-01.</p>	<p>By law - Family Code, Section 58.0071(d)(1).</p> <p>By law - Family Code, Section 58.0071(d)(2).</p> <p>By law - Family Code, Section 58.0071(d)(3).</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
		transfer to the Texas Department of Corrections under determinate sentencing procedures.		

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

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4250-01	<b>CIVIL WRITS AND PROCESS</b>	Writs, notices, orders, and other civil process issuing from a court or other legally authorized agencies or individuals to be executed, posted, or published by a peace officer, including any attached proofs of service; execution; sale; or publication, and, if required by the type of process, any replevy or indemnity bonds.	Return to issuing court or agency after execution or attempted execution.	
PS4250-02	<b>CRIMINAL PROCESS</b>	Original and copies of criminal process to be executed or used by a peace officer.		
PS4250-02a	<b>CRIMINAL PROCESS</b>	Arrest warrants, capiases of all types, and witness attachments.	Retain until arrest or attachment is made or process is dismissed or recalled, then return to issuing court.	
PS4250-02b	<b>CRIMINAL PROCESS</b>	Search warrants and inventories of property.	Return to court after use.	
PS4250-02c	<b>CRIMINAL PROCESS</b>	All other criminal process.	Return to issuing court after execution or attempted execution.	
PS4250-03	<b>JURY SUMMONS RECORDS</b>	Jury lists or registers of jurors summoned for service on petit or grand juries.	AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4250-04	PROCESS LOGS OR DOCKETS	Logs, dockets, or lists of civil and criminal process received and served by a law enforcement agency.	2 years; or if in bound volume, 2 years after last entry.	<b>Retention Note:</b> It is an exception to the retention period given that if a process log maintained by a sheriff or constable doubles as a fee book (see item number PS4300-04), it must be retained for FE + 5 years.

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

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

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4275-01	ALARM PERMITS			
PS4275-01a	ALARM PERMITS	Applications for burglar and similar intruder alarm permits, copies of permits or other documentation evidencing issuance, and any inspection or evaluation reports prepared during a permit period.	Expiration or revocation of permit + 3 years for granted permits; date of denial + 1 year for denied permits.	
PS4275-01b	ALARM PERMITS	Logs or reports of false alarms.	2 years.	
PS4275-02	BLASTER PERMITS	Applications for blaster permits, copies of permits or other documentation evidencing issuance, and any inspection, evaluation, or follow-up reports, prepared during a permit period. (Applicable to sheriffs in counties over 2,000,000 only.)	Expiration or revocation of permit + 3 years for granted permits; date of denial + 1 year for denied permits.	
PS4275-03	TAXI PERMITS	Applications for taxi permits, copies of permits or other documentation evidencing issuance, and any inspection or evaluation reports prepared during a permit period.	Expiration or revocation of permit + 2 years for granted permits; date of denial + 1 year for denied permits.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
PS4275-04	WRECKER PERMITS			
PS4275-04a	WRECKER PERMITS	Applications for wrecker permits, copies of permits or other documentation evidencing issuance, and any inspection or evaluation reports prepared during a permit period.	Expiration or revocation of permit + 3 years for granted permits; date of denial + 1 year for denied permits.	
PS4275-04b	WRECKER PERMITS	Logbooks or similar records documenting the dispatch and/or towing by authorized wreckers.	1 year.	

**SECTION 2-8: FINANCIAL RECORDS**

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

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
PS4300-01	CONTRABAND FORFEITURE FUND DOCUMENTATION	Record of receipts and disbursements to or from funds involving proceeds or property seized and forfeited under Chapter 59, Code of Criminal Procedure.	FE + 5 years.	
PS4300-02	EXPENSE ACCOUNT RECORDS	Documentation of expenses incurred by a sheriff for feeding and lodging jurors, reimbursable mileage for out-county service, housing and feeding of prisoners, conveyance of witnesses, and other expenses permitted by law.	FE + 3 years.	
PS4300-03	EXPENSE AND COLLECTIONS REPORTS	Annual, monthly, or other periodic reports from a sheriff or constable to the commissioners court, the county auditor, or any other county or district official of office expenses incurred or of fines, costs, judgments, claims, and commissions collected for the county.	AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4300-04	FEE BOOK	Record or account of fees collected by a sheriff or constable for the service of civil and criminal process or for other activities for which the officer can collect fees by law.	FE + 5 years.	
PS4300-05	WORK RELEASE SALARY FUND RECORDS			
PS4300-05a	WORK RELEASE SALARY FUND RECORDS	Ledger of receipts and disbursements into or out of the fund.	FE + 5 years.	
PS4300-05b	WORK RELEASE SALARY FUND RECORDS	Payment records of each inmate participating in a work release program, showing name of inmate, salary received, and deductions allowable by law.	FE + 3 years.	

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

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

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4325-01	POLICE ACADEMY RECORDS	(Including both licensed academies and other local government entities under agreement with the Texas Commission on Law Enforcement Officer Standards and Education to provide training.)		<b>Retention Note:</b> It is an exception to the retention periods given in this record group that records documenting the training and educational achievement of employees as described in item number GR1050-28(a) must be retained for date of separation + 5 years for police officers and recruits employed by the local government that operates the police academy or conducts the training program under agreement with the Texas Commission on Law Enforcement Standards and Education.
*PS4325-01a	POLICE ACADEMY RECORDS	Records relating to the administration and conduct of academic and skills training as required by the policies and rules of the Texas Commission on Law Enforcement Officer Standards and Education.	5 years.	By regulation - 37 TAC 215.1(c).



Record Number	Record Title	Record Description	Retention Period	Remarks
PS4325-01b	POLICE ACADEMY RECORDS	Copies of inspection and follow-up inspection reports by inspectors of the Texas Commission on Law Enforcement Officer Standards and Education, including notices of non-compliance with commission standards.	5 years.	
*PS4325-01c	POLICE ACADEMY RECORDS	Minutes of meetings of academy advisory boards.	5 years.	By regulation - 37 TAC 215.7(e).
PS4325-02	WEAPONS PROFICIENCY TESTS	Reports of weapons proficiency tests administered to peace officers.	US + 3 years; or date of separation + 1 year, whichever sooner.	
*PS4325-03	RESIGNATION OR TERMINATION, REPORTS OF	Copies of reports from a law enforcement agency to the Texas Commission on Law Enforcement Standards and Education on the resignation or termination of persons from the agency who are licensed by the commission.	Date of separation + 5 years.	By regulation - 37 TAC 217.7 (g). Reporting requirements Texas Occupations Code, Section 1701.451.

**SECTION 2-10: MISCELLANEOUS RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4350-01	APPLICATIONS FOR DEPUTIES	Copies of applications submitted by a sheriff or constable to a commissioners court for deputies, assistants, or clerks.	AV.	
PS4350-02	CONVICT LABOR RECORD	Register of convicts hired out to individuals and firms for private work, showing name of convict, offense, amount of fines or costs, to whom hired, details of surety bond, type of labor, rate of pay, date contracted, date discharged, and similar information	PERMANENT.	Obsolete record created by county judges or sheriffs from 1875 to 1925.
PS4350-03	ESTRAY RECORDS	Copies of estray reports, affidavits from owners, reports of injury to or the escape of an estray, notices of impoundment, and reports of sale of estray maintained by sheriffs or constables.	AV after filing of original records with county clerk.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4350-04	GAMBLING DEVICE RECORDS	Documentation on the ownership or transfer of ownership of antique gambling devices furnished to sheriffs pursuant to Penal Code, Section 47.06(d).	PERMANENT, but see retention note.	<b>Retention Note:</b> If a sheriff's department receives notice from the former owner of an antique gambling device that the device has been transferred to a new owner, documentation submitted previously by the former owner concerning the device, including the notice of transfer of ownership, need be retained only as long as administratively valuable and is exempt from the destruction request requirement.
PS4350-05	BINGO LICENSE NOTIFICATIONS	Notifications submitted to sheriff's and municipal police departments by bingo licensees that they have been issued a license to conduct bingo in the law enforcement agency's jurisdiction.	1 year.	

### PART 3: RECORDS OF COUNTY MEDICAL EXAMINERS

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

#### SECTION 3-1: DEATH INVESTIGATION RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4375-01	DEATHS RESULTING FROM TRAFFIC ACCIDENTS, REPORTS OF	Copies of reports of persons killed in traffic accidents submitted to the Texas Department of Public Safety.	AV.	
PS4375-02	INQUEST CASE FILES	Records relating to inquests or death investigations conducted by a medical examiner for the county or for any county in a medical examiner district headed by the examiner. (See also item number PS4375-06.)		

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4375-02a	INQUEST CASE FILES	Investigative reports by medical examiner, pathologists, or investigators; autopsy reports; toxicology, histology, and similar laboratory reports supportive of an autopsy or used as the basis for determining a cause of death; any affidavits taken during investigation; and copies of death certificates.	PERMANENT.	<b>Retention Note:</b> Copies of death certificates need to be kept only as long as administratively valuable if the information on the certificate is included in one or more of the other reports listed.
PS4375-02b	INQUEST CASE FILES	Photographs and tissue slides.	AV.	<b>Retention Note:</b> The retention period of as long as administratively valuable is assigned to inquest-related documentation under (b) and (c) because the value of the various documents and photographs varies greatly depending on the circumstances of the death investigated. For example, the value of case papers arising from the investigation of a death that is subsequently certified as being from natural causes is generally much less than that in which the certification is homicide. In another example, personal property inventories, of minor value in a case in which the decedent died of natural causes and the property has been claimed, are often of crucial importance in a case in which the decedent has not been identified.
*PS4375-02c	INQUEST CASE FILES	Requests and consents for autopsy; funeral home releases; reports of death; copies of cremation certificates; personal effects inventories; reports from law enforcement agencies, physicians, funeral homes, and hospitals; correspondence, subpoenas and other court-issued process; copies of injury reports submitted to the Texas Department of Health; and similar documents relating to an inquest investigation.	AV.	See retention note for PS4375-02b.
PS4375-02d	INQUEST CASE FILES	Notices of and documentation concerning organ removal for transplant purposes.	3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4375-03	INQUEST AND/OR AUTOPSY LOGS	Logs or lists of deaths investigated and/or autopsies performed.	PERMANENT.	<b>Retention Note:</b> The requirement that a log or list of deaths investigated by a medical examiner be retained <b>PERMANENTLY</b> may be satisfied by the <b>PERMANENT</b> retention of an index to the inquest case files (see item number PS4375-02a).
PS4375-04	MISSING PERSONS DOCUMENTATION	Reports on missing persons received from law enforcement and other agencies.	AV.	
PS4375-05	MORGUE REGISTERS	Registers or log sheets recording the arrival and removal of bodies from the morgue.	AV.	
PS4375-06	OUT-COUNTY AUTOPSY RECORDS	Originals or copies of reports of autopsies performed for other counties on a fee basis, including any associated photographs, tissue slides, and laboratory reports.	5 years.	

### SECTION 3-2: LABORATORY RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4400-01	AUTOPSY AND LABORATORY WORK-UP DOCUMENTATION	Laboratory worksheets, notes, sound recordings, and similar records used for recording instrument readings, personal observations, and similar data in order to compile autopsy and laboratory reports.	AV.	<b>Retention Note:</b> The retention and disposition of work-up documentation should be guided by the same considerations discussed in the retention note to item number PS4375-02(b) in this schedule.
PS4400-02	EQUIPMENT REPAIR AND MAINTENANCE RECORD	Record of maintenance, service, and repair to instruments used to conduct toxicology, histology, and other laboratory tests and procedures.	LA.	
PS4400-03	LABORATORY LOGS	Logs or registers of toxicological, histological, or other laboratory tests and procedures performed.	3 years.	
PS4400-04	QUALITY CONTROL TEST REPORTS OR LOGS	Reports or logs of quality tests run on laboratory equipment used for toxicological, histology, or other laboratory tests and procedures.	3 years.	

**SECTION 3-3: MISCELLANEOUS RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
PS4425-01	<b>APPLICATIONS FOR DEPUTIES</b>	Copies of applications to the commissioners court for deputies, assistants, and clerks.	AV.	
PS4425-02	<b>EXPENSE AND COLLECTIONS REPORTS</b>	Annual, monthly, or other periodic reports to a commissioners court or the county auditor of office expenses incurred or of fines, costs, judgments, claims, and commissions collected for the county.	AV.	

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

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

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

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
PS4450-01	<b>ARSON INVESTIGATION RECORDS</b>	Investigative, laboratory, and insurance reports; affidavits; depositions; photographs; and similar records used to determine the cause, origin, and circumstances of fires or other incidents.		
PS4450-01a	<b>ARSON INVESTIGATION RECORDS</b>	Investigations in which it is determined that a fire was <b>not</b> caused by arson.	Date of determination + 5 years.	
PS4450-01b	<b>ARSON INVESTIGATION RECORDS</b>	Investigations in which it is determined that a fire <b>was</b> caused by arson.	Follow retention periods for item numbers PS4125-02 or PS4125-05, as applicable.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
PS4450-02	<b>EMERGENCY MEDICAL SERVICE RUN REPORTS</b>	Emergency ambulance run activity reports, advanced life-support report forms, and similar records pertinent to documenting the condition and treatment of sick or injured persons by emergency medical personnel.		
*PS4450-02a	<b>EMERGENCY MEDICAL SERVICE RUN REPORTS</b>	Treatment rendered.	6 years, 3 months from date service rendered, or until the patient's 20th birthday, whichever later.	
*PS4450-02b	<b>EMERGENCY MEDICAL SERVICE RUN REPORTS</b>	Treatment refused.	2 years.	
PS4450-03	<b>FIRE RECORD</b>	A log, register, consolidated daily or other periodic report, or any other form of record that provides in summary form information on each fire or other incident to which fire or emergency medical personnel have responded, including at a minimum the date, time, location, and nature of the incident.	2 years; or 2 years after last entry if in bound volume.	
PS4450-04	<b>INCIDENT REPORTS</b>	Reports, including those completed on Texfirs or other incident reporting system forms, of each fire or other incident to which a fire fighting or other fire agency unit has responded, detailing the type of incident, units responding, action taken, equipment used, and other pertinent data.	5 years.	

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

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
PS4475-01	<b>ALARM PERMITS AND ASSOCIATED DOCUMENTATION</b>			
PS4475-01a	<b>ALARM PERMITS AND ASSOCIATED DOCUMENTATION</b>	Installation certificates for fire detection and fire alarm devices or systems filed with fire agencies.	Life of device or system.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*PS4475-01b	ALARM PERMITS AND ASSOCIATED DOCUMENTATION	Applications for fire detection and alarm permits and copies of permits or other documentation evidencing issuance.	Expiration or revocation of permit + 3 years for granted permits; date of denial + 1 year for denied permits.	
*PS4475-01c	ALARM PERMITS AND ASSOCIATED DOCUMENTATION	Inspection or evaluation reports prepared during a permit period, if permits are required by local policy.	3 years.	
PS4475-02	AUTOMATIC SPRINKLER SYSTEM PERMITS AND ASSOCIATED DOCUMENTATION			
PS4475-02a	AUTOMATIC SPRINKLER SYSTEM PERMITS AND ASSOCIATED DOCUMENTATION	Automatic sprinkler material and test certificates filed with fire agencies.	Life of system.	
*PS4475-02b	AUTOMATIC SPRINKLER SYSTEM PERMITS AND ASSOCIATED DOCUMENTATION	Applications for automatic sprinkler system permits, copies of permits or other documentation evidencing issuance.	Expiration or revocation of permit + 3 years for granted permits; date of denial + 1 year for denied permits.	
*PS4475-02c	AUTOMATIC SPRINKLER SYSTEM PERMITS AND ASSOCIATED DOCUMENTATION	Inspection or evaluation reports prepared during a permit period, if permits are required by local policy.	3 years.	
PS4475-03	CERTIFICATES OF OCCUPANCY	Copies of certificates of occupancy or record of their issuance used to certify final approval for the occupancy of new structures or old structures that have been remodeled to the extent that a certificate of occupancy is required by local policy.	AV, but see retention note.	<b>Retention Note:</b> In a municipality or in any other local government that has authority to certify occupancy, certificates of occupancy must be retained in accordance with item number PW5250-06, if it is the fire agency rather than a building inspection, planning, or other department that issues the official certificate of occupancy or its equivalent.
PS4475-04	COMPLAINTS	Complaints regarding possible violations of the fire code or potential fire hazards.	Resolution of the complaint + 3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4475-05	CONTROLLED BURN RECORDS	Applications for permits for controlled burning and copies of or comparable record of permits issued.	1 year.	
PS4475-06	DRILL AND SIMULATION RECORDS	Reports and related documentation of drills, simulations, and triage exercises conducted or participated in by fire, emergency medical, or emergency communications personnel.	5 years.	
PS4475-07	HAZARDOUS MATERIALS RECORDS			
PS4475-07a	HAZARDOUS MATERIALS RECORDS	Lists of names of representatives of employers and manufacturing employers knowledgeable about hazardous chemicals used or stored, facility and workplace chemical lists, and material safety data sheets (MSDS) submitted to fire chiefs under authority of Health and Safety Code, Title 6, Subtitle D.	US.	<b>Retention Note:</b> When it is known with reasonable certainty that an employer or manufacturing employer has ceased business and that hazardous chemicals have been removed from the place of former business, the records listed in (a) may be disposed.
PS4475-07b	HAZARDOUS MATERIALS RECORDS	Applications, copies of permits or documentation evidencing issuance, and pertinent supplemental documentation relating to the issuance of permits for the sale, use, storage, manufacture, or transport of flammable, corrosive, explosive, or other hazardous materials and chemicals as may be required by local policy.	Expiration or revocation of permit + 3 years for granted permits; 1 year for denied permits.	
PS4475-08	INSPECTION REPORTS AND LOGS	Documentation concerning the inspection of structures and other property by fire agency personnel for fire hazards, conformity with codes and regulations, and for such other reasons permitted by state law or local policy.		
PS4475-08a	INSPECTION REPORTS AND LOGS	Inspection reports of commercial, mercantile, and industrial structures; day care centers and foster homes; hospitals and nursing homes; schools; and other structures or property whose periodic inspection is required by state law or local policy.	US + 3 years, but see retention note.	<b>Retention Note:</b> If a master record is not maintained, then the inspection reports must be maintained for the life of the structure.
PS4475-08b	INSPECTION REPORTS AND LOGS	Inspection reports on an as-needed basis of any structure or property whose periodic inspection is not required by state law or local policy.	3 years.	
PS4475-08c	INSPECTION REPORTS AND LOGS	Inspection reports of private residences done as part of fire prevention and safety programs.	AV.	



Record Number	Record Title	Record Description	Retention Period	Remarks
PS4475-08d	INSPECTION REPORTS AND LOGS	Logs or similar records, arranged by date, address, or name of inspector, listing inspections carried out by the agency.	3 years.	
PS4475-08e	INSPECTION REPORTS AND LOGS	Master card or comparable record on each structure described in (a) providing the location and description of the property and containing summary data on inspections and code violations.	Life of structure.	<b>Retention Note:</b> If a master record is not maintained, then the inspection reports described in (a) must be maintained for the life of the structure.
PS4475-09	NOTIFICATION OF VIOLATIONS RECORDS			
PS4475-09a	NOTIFICATION OF VIOLATIONS RECORDS	Copies of notifications sent or given to the owner, agent, or occupant of a structure or property to correct a violation found during an inspection, including documentation verifying that the violation has been corrected.	Verification of correction + 3 years.	<b>Retention Note:</b> Verification of correction means the date of a follow-up inspection or the receipt of documentation, sufficient in terms of local policy, showing proof of correction.
PS4475-09b	NOTIFICATION OF VIOLATIONS RECORDS	Records relating to the certification of a structure as substandard.	Verification that structure has been brought up to code + 3 years or until demolition + 3 years, as applicable.	
PS4475-10	PLAN REVIEW RECORDS	Documentation relating to the review of construction plans by fire agency personnel as may be required by local policy.	AV.	
PS4475-11	PRE-FIRE PLANNING RECORDS	Planning and survey reports, building plans, and similar records of individual structures or building complexes used to plan fire fighting strategies.	US or AV, as applicable.	

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

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

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4500-01	ALARM AND HYDRANT RECORDS			

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4500-01a	ALARM AND HYDRANT RECORDS	Reports on the inspection, test, and maintenance of agency alarm and alarm boxes (including private alarms linked to department master systems) and of fire hydrants.	US + 3 years.	
PS4500-01b	ALARM AND HYDRANT RECORDS	Inventories of alarms and hydrants, showing location, type of equipment, etc.	US.	
PS4500-02	BREATHING APPARATUS INSPECTION RECORDS	Reports, as required by the Texas Commission on Fire Protection, of the inspection and testing of self-contained breathing apparatus, including reports of all tests required by the commission.	3 years.	By regulation - 37 TAC 435.3(4).
PS4500-03	PROTECTIVE CLOTHING RECORDS			
PS4500-03a	PROTECTIVE CLOTHING RECORDS	Daily or other periodic reports on the inspection of protective clothing.	3 years.	
PS4500-03b	PROTECTIVE CLOTHING RECORDS	Inventories of protective clothing.	US.	
PS4500-04	TEXAS COMMISSION ON FIRE PROTECTION RECORDS	Copies of inspection and follow-up inspection reports by inspectors of the Texas Commission on Fire Protection, including notices of non-compliance with commission standards.	5 years.	

**SECTION 4-4: TRAINING RECORDS**

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

Record Number	Record Title	Record Description	Retention Period	REMARKS
PS4525-01	EMERGENCY MEDICAL SERVICE TRAINING RECORDS	Records relating to the training (including continuing education) of emergency medical personnel sufficient to document who was trained and when, in what subject, and by whom; scores received in academic achievement and performance tests (including copies of all written tests), and similar records of the training and achievement of individual students.	5 years.	<b>Retention Note:</b> It is an exception to the retention periods given in this record group that records documenting the training and educational achievement of employees as described in item number GR1050-28(a) must be retained for date of separation + 5 years for emergency medical personnel employed by the local government that conducts the training.

Record Number	Record Title	Record Description	Retention Period	REMARKS
PS4525-02	<b>FIREFIGHTER RECRUIT TRAINING FACILITY RECORDS</b>	Records relating to recruit training, certified by the Texas Commission on Fire Protection, for structural fire, aircraft crash, and rescue personnel sufficient to document who was trained and when, in what subject, and by whom; scores received in academic achievement and performance tests (including copies of all written tests); and similar records of the training and achievement of individual students.	3 years.	By regulation - 37 TAC 427.13(b).  <b>Retention Note:</b> It is an exception to the retention periods given in this record group that records documenting the training and educational achievement of employees as described in item number GR1050-28(a) must be retained for date of separation + 5 years for fire personnel employed by the local government that operates the training facility.

**SECTION 4-5: MISCELLANEOUS RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4550-01	<b>COUNTY FIRE MARSHAL EXPENSE AND COLLECTIONS REPORTS</b>	Annual, monthly, or other periodic reports to the commissioners court or the county auditor of office expenses incurred or of fines, costs, judgments, claims, and commissions collected for the county.	AV.	

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

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

Record Number	Record Title	Record Description	Retention Period	Remarks
PS4575-01	CASE RECORDS	Case record on each probationer under the direct or indirect supervision of a community supervision and corrections department documenting all significant actions, decisions, and services rendered, including assessment reports, medical and psychological information, case classification forms, supervision plans, periodic evaluations, pre sentence investigation reports (PSIR), criminal history records, court orders, correspondence, and similar records relating to the supervision of the probationer.	Date direct or indirect supervision of the probationer ends + 3 years.	
PS4575-02	CASELOAD RECORDS	Records documenting the distribution of cases among probation officers, including monthly workload summaries	3 years.	

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

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

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

### SECTION 6-1: CASE RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
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Record Number	Record Title	Record Description	Retention Period	Remarks
PS2575-01	CASE FILES AND WORKING PAPERS	Closed and pending case files and working papers, including all documents, papers, correspondence, reports, briefs, notes, drafts, photographs, video and sound recordings, and similar records relating to criminal or civil cases, proceedings, actions, or investigations to which the attorney is a party on behalf of the county or the state.	AV after final disposition.	<p><b>Retention Notes:</b></p> <p>a) The term “final disposition” in the retention period for this record has the following meanings:</p> <p>1) For unadjudicated matters - Date decision made not to proceed further with the matter in question.</p> <p>2) For any case dismissed for want of prosecution, on the motion of the plaintiff or the state, or for other reasons within the power of a court - Effective date of dismissal.</p> <p>3) Civil cases - Date judgment signed in a court; or if new trial or further proceedings granted on motion or mandated on appeal, date judgment rendered and signed in new trial or further proceedings; or if appealed and judgment of trial court affirmed, modified, or rendered as it should have been rendered, or appeal dismissed, date mandate or notice of dismissal received from appeals court.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
PS2575-01 (continued)	CASE FILES AND WORKING PAPERS			<p>4) Criminal cases - Date judgment signed in a court; or if new trial or further proceedings granted on motion or mandated by reversal on appeal, date judgment rendered and signed in new trial or further proceedings; or if appealed and judgment of trial court affirmed or judgment of acquittal issued or appeal dismissed, date mandate or notice of dismissal received from appeals court.</p> <p>b) Prior to disposal, case and working papers shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained <b>PERMANENTLY</b>.</p>
PS2575-02	CIVIL DOCKET OR CASE LOG	Docket or log of civil cases brought or defended by the attorney.	AV.	
PS2575-03	COURT DOCKET OR CASE LOG	Docket or log of civil and criminal cases, a combination form of item numbers PS2575-02 and PS2575-04.	AV.	
PS2575-04	CRIMINAL DOCKET OR CASE LOG	Docket or log of criminal cases prosecuted by the attorney.	AV.	
PS2575-05	DELINQUENT TAX NOTICES	Copies of notices of delinquent property sent to property owners by the county tax assessor-collector and used by the attorney as the basis for tax suits.		
PS2575-05a	DELINQUENT TAX NOTICES	Notices dated 1979 or earlier.	Destroy at option.	
PS2575-05b	DELINQUENT TAX NOTICES	Notices dated 1980 and after.	Follow retention period for item number 2575-01.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*PS2575-06	GRAND JURY DOCKET OR MINUTES	Minutes or record of proceedings before a grand jury.  1) If not a copy of the grand jury docket in the possession of the county clerk.  2) If a copy of the grand jury docket in the possession of the district clerk.	10 years.  AV.	<b>Retention Note:</b> Review before disposal; some records may merit PERMANENT retention for historical reasons.
PS2575-07	JAIL POPULATION REPORTS	Monthly reports submitted by the sheriff showing the names of all inmates housed in the county jail.	AV.	
PS2575-08	LEGAL OPINIONS	Formal legal opinions rendered by the attorney to a county or precinct officer.	PERMANENT.	<b>Retention Note:</b> For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26a.
PS2575-09	MEDICAL EXAMINER RECORDS	Reports and copies of autopsy findings and other records of death investigations conducted by medical examiners and filed with the attorney.	Follow retention period for item number 2575-01.	
PS2575-10	REGISTER OF OFFICIAL ACTS	Register of all official acts as required by Section 41.008, Government Code.	AV.	
PS2575-11	WIRE AND ORAL COMMUNICATIONS INTERCEPTIONS, ANNUAL REPORTS OF	Copies of annual reports submitted by the Attorney to the Administrative Office of the United States Courts and the Director of the Texas Department of Public Safety on activities relating to wire and oral communications interceptions.	AV.	

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

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

Record Number	Record Title	Record Description	Retention Period	Remarks
PS2600-01	APPLICATIONS FOR DEPUTIES	Copies of applications to the commissioners court for deputies, assistants, and clerks.	AV.	
PS2600-02	ATTORNEY GENERAL, REPORT TO	Copies of periodic or special reports to the Attorney General on such matters as the Attorney General may require.	AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PS2600-03	<b>CONTRABAND FORFEITURE FUND DOCUMENTATION</b>	Record of receipts and disbursements to or from proceeds or property seized and forfeited under Chapter 59, Code of Criminal Procedure.	FE + 5 years.	
PS2600-04	<b>EXPENSE AND COLLECTIONS REPORTS</b>	Annual, monthly, or other periodic reports to the commissioners court, the county auditor, the district clerk, or the State Comptroller of office expenses incurred or of fines, costs, judgments, claims, and commissions collected for the county or the state.	AV.	
PS2600-05	<b>HOT CHECK FUND DOCUMENTATION</b>	Record of receipts and disbursements to or from a fund established under Code of Criminal Procedure, art. 102.007, relating to fees for collecting and processing sight orders.	FE + 5 years.	

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