



LOCAL SCHEDULE PW (Third Edition)

RETENTION SCHEDULE FOR RECORDS OF PUBLIC WORKS AND OTHER GOVERNMENT SERVICES

This schedule establishes mandatory minimum retention periods for records that are associated with public works and other government services. 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 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 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 (Local Government Code, Chapters 201-205) and administrative rules adopted under Texas Government Code, Section 441.158, 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

Per Government Code, Section 441.158, 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. For records for which a period is prescribed, the law provides that each schedule must state the retention period prescribed by federal or state law, rule of court, or regulation; for all other records, each schedule will prescribe a retention period, which have the same effect as if prescribed by law after the records retention schedule is adopted as a rule of the commission. The retention periods given in this schedule are required minimums. The commission also recommends them as appropriate maximum periods. If a federal or state statute or regulation specifies a longer retention period for any records series received, created, or maintained by a local government, the statute or regulation overrides this schedule.

Summary of Important Points

- Retention periods listed in this schedule are **required minimums**. In situations where local governments may need to keep some of the records listed for longer periods, they should consult with appropriate internal staff.
- Federal or state statutes or regulations requiring **longer** retention periods override retention periods listed in this schedule.
- This schedule is format-neutral, meaning the record series and retention periods listed in this schedule **apply to records in any medium**. If records are stored electronically, they must **remain available and accessible until the expiration of the retention period assigned by this schedule**, along with any hardware or software required to access or read them. Electronic records may include e-mail, websites, electronic publications, or any other records in a machine-readable format. Paper or microfilm copies may be retained in lieu of electronic records.
- **The retention period for a record is in calendar years from the date of its creation, unless otherwise stated**. 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.

- 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, applies 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 longest retention period of all the component record series.**
- 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. **Once a local government determines the appropriate specific retention period for the impacted records, they should document this retention period on the records control schedule of the local government (internal retention schedule) for consistent management and disposition.**
- 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 is not listed on any schedule issued by the commission, it may be destroyed if the local government notifies the commission at least 10 days before destroying the record (Government Code, Section 441.095 and Section 441.169(3)).

Use of Asterisk (*)

The use of an asterisk in this edition of Local Schedule PW 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 or remarks concerning the record. An asterisk is not used to indicate minor amendments to grammar or punctuation.

RETENTION CODES: All numbers used with retention periods are expressed in years unless otherwise indicated.

- AV** *As Long as Administratively Valuable:* The immediate purpose for which the record was created has been fulfilled and any subsequent need for the record to conduct the operations of the agency, if any, has been satisfied.
- CE** *Calendar Year End:* December 31.
- FE** *Fiscal Year End:* August 31 (or as applicable to local government, if different)
- LA** *Life of Asset:* The record is retained until the disposition of the asset.
- PM** *Permanent:* A record that possesses enduring legal, fiscal, or administrative value and must be preserved permanently by the local government.
- US** *Until Superseded:* The record is replaced by an updated version. If the record is discontinued or is no longer required by law, the date of supersession is the date the decision to discontinue the record is made or the law takes effect. If the record relates to an employee, the date of supersession is the date of termination or the last date the record is needed with reference to the employee, as applicable.

Abbreviations Used in This Schedule

CFR - Code of Federal Regulations
TAC - Texas Administrative Code

TABLE OF CONTENTS

Retention Note _____	page 7
Part 1: General Records _____	page 7
Part 2: Planning and Zoning Records _____	page 9
Part 3: Building Permit and Inspection Records _____	page 11
Part 4: Public Transportation and Engineering Records _____	page 16
Section 4-1: Road and Street Maintenance and Repair Records _____	page 165
Section 4-2: Traffic Engineering Records _____	page 18
Section 4-3: Parking Control Records _____	page 20
Section 4-4: Transit System Records _____	page 20
Section 4-5: Airport Records _____	page 22
Part 5: Soil and Water Conservation Records _____	page 26
Part 6: Environmental Hazards Records _____	page 27
Part 7: Weights and Measures Records _____	page 37
Part 8: Library and Museum Records _____	page 38
Part 9: Parks and Recreation Records _____	page 40
Part 10: Zoo and Wildlife Records _____	page 42
Part 11: Public Broadcasting Records _____	page 43
Part 12: Social Services Records _____	page 48
Part 13: Veterans Service Officer Records _____	page 54
Part 14: Gaming Records _____	page 54
Part 15: Cemetery Records _____	page 55

Part 16: County Historical Commission Records _____ page 56

Part 17: Miscellaneous Records _____ page 56

PART 1: GENERAL RECORDS

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

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5200-01a	PUBLIC WORKS AND SERVICES PLANNING STUDIES AND REPORTS	<p>Special planning studies or reports prepared by order or request of the governing body or considered by the governing body (as reflected in its minutes) or ordered or requested by a state or federal agency or a court.</p> <p>Related records may include: feasibility studies, reports, analyses, projections, graphic material, appraisals, and similar planning documents by outside consultants or in-house staff relating to comprehensive planning, capital improvements, land use and open space, economic development and outlook, neighborhood and housing renewal and renovation, regional and intergovernmental cooperation, transportation, traffic engineering, transit systems, airport operations, growth patterns, demographics, long-range forecasts and projections, and other aspects of local government planning <i>not</i> listed elsewhere in this schedule.</p>	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5200-01b	PUBLIC WORKS AND SERVICES PLANNING STUDIES AND REPORTS	<p>All other planning reports or studies.</p> <p>Related records may include: feasibility studies, reports, analyses, projections, graphic material, appraisals, and similar planning documents by outside consultants or in-house staff relating to comprehensive planning, capital improvements, land use and open space, economic development and outlook, neighborhood and housing renewal and renovation, regional and intergovernmental cooperation, transportation, traffic engineering, transit systems, airport operations, growth patterns, demographics, long-range forecasts and projections, and other aspects of local government planning <i>not</i> listed elsewhere in this schedule.</p>	5 years.	<p>Retention Note: Review before disposal; developed comprehensive and capital improvements plans and other records of this type may merit PERMANENT or long-term retention for administrative or historical reasons. See also item number GR1000-39 for publications.</p>
*PW5200-01c	PUBLIC WORKS AND SERVICES PLANNING STUDIES AND REPORTS	<p>Planning, reports, studies, or appraisals prepared and maintained in cases of eminent domain authority.</p> <p>Related records may include: feasibility studies, reports, analyses, projections, graphic material, appraisals, and similar planning documents by outside consultants or in-house staff.</p>	10 years.	<p>Retention Notes: a) Retention period based on 10-year timeframe for which entities with eminent domain authority must produce all appraisal reports produced or acquired relating to the property. See Property Code 21.0111(a).</p> <p>b) Review before disposal; developed comprehensive and capital improvements plans and other records of this type may merit PERMANENT or long-term retention for administrative or historical reasons. See also item number GR1000-39 for publications.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5200-02	SERVICE REQUESTS/WORK ORDERS	Service requests and work orders to be performed by public works and services personnel except for work orders noted elsewhere in this schedule.	2 years.	

PART 2: PLANNING AND ZONING RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5225-01	ZONING/PLANNING BOARD CASE FILES	Staff reports, determinations and evaluations, correspondence, approval applications, preliminary maps and plats, and comparable records concerning each planning, zoning, building code, or other public works-related case brought before local government zoning, planning, or development commissions or appeal bodies; or before other special or ad hoc committees constituted for similar purposes.	Disposition of case + 5 years.	Retention Notes: a) The minutes of the various commissions must be retained PERMANENTLY in accordance with item number GR1000-03. In any action by these commissions involving real property, the minutes must identify the property which the action affects. If the minutes do not identify the property, documents referenced in the minutes that do provide such identification must be retained PERMANENTLY . b) Review before disposal; some case files may merit PERMANENT retention for historical reasons.
PW5225-02	ZONING MAPS AND PLATS	Includes final plats and replats.	PERMANENT.	
PW5225-03a	ZONING PERMIT RECORDS	Applications for zoning permits or variances.	5 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5225-03b	ZONING PERMIT RECORDS	Copies of zoning permits or variances or a log or other form of record evidencing their issuance, showing to whom the permit or variance was issued, the property to which it applies, and the zoning classification.	PERMANENT.	
*PW5225-03c	ZONING PERMIT RECORDS	Applications for zoning permits or variances withdrawn by applicant.	AV.	
PW5225-04a	ZONING VIOLATIONS RECORDS	Complaint or allegation not resulting in finding of violations— Records relating to violations of local zoning ordinances, including documents determining that zoning ordinances have not been violated.	1 year after determination that zoning ordinances have not been violated.	
PW5225-04b	ZONING VIOLATIONS RECORDS	Complaint or allegation resulting in finding of violations— Records relating to violations of local zoning ordinances, including documents verifying that the violation has ceased or been corrected.	Verification of correction of violation + 3 years.	

PART 3: BUILDING PERMIT AND INSPECTION RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5250-01a	BLUEPRINTS AND SPECIFICATIONS	Copies of blueprints and specifications submitted for issuance of commercial and non-residential building permits or certificates of occupancy.	Life of structure + 3 years, but see retention notes.	<p>Retention Notes: a) If submission of as-builts is required before the issuance of a certificate of occupancy, the retention period applies only to the as-builts and previously submitted blueprints and specifications need be retained only as long as administratively valuable.</p> <p>b) If a structure is remodeled, and new blueprints and specifications and/or as-builts are submitted [see retention note (a)], superseded documentation of the type described need be kept only as long as administratively valuable.</p> <p>c) For records of the types described for buildings or structures owned by the local government that issues the building permit, see item number GR1075-16.</p> <p>d) For commercial and non-residential buildings that have received local, state, or national designations as historic properties, see item number PW5250-01d .</p> <p>e) Review before disposal; blueprints and/or as-builts of some structures may merit PERMANENT retention for historical reasons.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5250-01b	BLUEPRINTS AND SPECIFICATIONS	Copies of blueprints and specifications submitted for issuance of residential building permits or certificates of occupancy.	AV.	<p>Retention Notes: a) Review before disposal; blueprints and specifications of some structures may merit PERMANENT retention for historical reasons.</p> <p>b) For residential buildings that have received local, state, or national designations as historic properties, see item number PW5250-01d.</p>
PW5250-01c	BLUEPRINTS AND SPECIFICATIONS	Copies of blueprints and specifications submitted for issuance of miscellaneous permits.	AV.	<p>Retention Notes: a) Review before disposal; blueprints and specifications of some structures may merit PERMANENT retention for historical reasons.</p> <p>b) For miscellaneous structures that have received local, state, or national designations as historic properties, see item number PW5250-01d.</p> <p>c) See item number PW5250-10 for retention of miscellaneous permit applications not classified as building permit applications.</p>
PW5250-01d	BLUEPRINTS AND SPECIFICATIONS	Copies of blueprints and specifications submitted for commercial, non-residential, residential, and miscellaneous permits or certificates of occupancy on structures that have received local, state, or national historical property designation.	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*PW5250-01e	BLUEPRINTS AND SPECIFICATIONS	Copies of blueprints and specifications submitted with applications for permits or certificates of occupancy— expired or not granted.	1 year.	For retention of associated applications, see item number PW5250-04b for building permit applications, not granted, and item number PW5250-10b for miscellaneous permit applications, as applicable.
PW5250-02a	BUILDING CODE VIOLATIONS RECORDS	Complaint or allegation not resulting in finding of violations— Records relating to violations of local building codes or ordinances, including documents determining that building regulations have not been violated.	1 year after determination that building regulations have not been violated.	
PW5250-02b	BUILDING CODE VIOLATIONS RECORDS	Complaint or allegation resulting in finding of violations— Records relating to violations of local building codes or ordinances, including documents verifying that the violation has been corrected.	Verification of correction + 3 years.	
PW5250-03	BUILDING MASTER RECORD	Master record of each commercial, non-residential, and residential structure detailing a history of permits issued for construction or alteration, certificates of occupancy issued, inspections carried out, code violations found, and similar information.	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5250-04a	BUILDING PERMIT APPLICATIONS	Granted— Applications for and copies of permits (or records of their issuance) to erect new structures or make alterations to existing structures.	5 years.	Retention Note: If property is subject to issuance of certificate of occupancy, retain for: date of issuance of the certificate + 5 years. See item number PW5250-01 for blueprints submitted as part of the building application.
PW5250-04b	BUILDING PERMIT APPLICATIONS	Not granted— Applications for permits to erect new structures or make alterations to existing structures.	1 year.	See item number PW5250-01e for blueprints submitted as part of the building application.
PW5250-05a	BUILDING PERMIT LOGS	Logs, registers, or similar records providing a listing of building permits and certificates of occupancy issued. If a Building Master Record (PW5250-03) is maintained.	AV.	
PW5250-05b	BUILDING PERMIT LOGS	Logs, registers, or similar records providing a listing of building permits and certificates of occupancy issued. If a Building Master Record (PW5250-03) is not maintained.	PERMANENT.	
PW5250-06a	BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY	Copies of issued building permits and certificates of occupancy if a Building Permit Log (PW5250-05b) or a Building Master Record (PW5250-03) is not maintained.	PERMANENT.	
PW5250-06b	BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY	Copies of issued building permits and certificates of occupancy if a Building Permit Log (PW5250-05b) or a Building Master Record (PW5250-03) is maintained.	AV after entry of evidence of issuance in log or record.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5250-07	BUILDING TRADES OCCUPATIONAL LICENSING RECORDS	Applications, examinations, references, performance bonds, copies of licenses or permits or record of their issuance, and similar records relating to the issuance of occupational licenses to construction contractors and other members of the building trades, including electricians, plumbers, carpenters, welders, etc.	Expiration, cancellation, revocation, or denial of the license + 3 years.	
PW5250-08	INSPECTION REPORTS	Reports of inspections carried out with reference to new construction; alterations to existing structures; code violations; and other projects, activities, or situations requiring inspection by local ordinance, <i>excluding</i> those reports that are made part of any other record group noted elsewhere in this part.	3 years.	
PW5250-09	DEMOLITION RECORDS	Records relating to the demolition and clearance of habitable structures and buildings deemed unfit for occupancy and condemned, including demolition orders, inspection reports, notices to property owners, and any related court documents.	Date of demolition + 3 years.	Retention Note: Review before disposal; some documentation of this type may merit PERMANENT retention for historic or legal reasons.
PW5250-10a	MISCELLANEOUS PERMIT APPLICATIONS	Granted permits— Applications for and copies of permits (or records of their issuance) involving sign installation, fencing, swimming pool construction, driveway construction, and for similar activities as might be required by local ordinance that are <i>not</i> , by ordinance or departmental policy, classified as building applications or permits under item numbers PW5250-04 or PW5250-06.	5 years.	See item number PW5250-01c for blueprints submitted as part of the permit application.

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5250-10b	MISCELLANEOUS PERMIT APPLICATIONS	Denied permits— Applications permits involving sign installation, fencing, swimming pool construction, driveway construction, and for similar activities as might be required by local ordinance that are <i>not</i> , by ordinance or departmental policy, classified as building applications or permits under item numbers PW5250-04 or PW5250-06.	1 year.	See item number PW5250-01e for blueprints submitted as part of the permit application.
PW5250-11a	REPORTS OF BUILDING PERMITS ISSUED	Annual reports prepared for the U.S. Bureau of the Census on the number of commercial and residential building starts and local public construction.	Follow retention period for REPORTS AND STUDIES (NON-FISCAL) [GR1000-41(a)(1)].	
PW5250-11b	REPORTS OF BUILDING PERMITS ISSUED	Monthly reports prepared for the U.S. Bureau of the Census on the number of commercial and residential building starts and local public construction.	Follow retention period for REPORTS AND STUDIES (NON-FISCAL) [GR1000-41(a)(4)].	

PART 4: PUBLIC TRANSPORTATION AND ENGINEERING RECORDS

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

Retention Note: For road and street construction records, see item number GR1075-16 in Local Schedule GR (Records Common to All Local Governments).

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5275-01a	INSPECTION REPORTS	Reports of inspection of roads, streets, streetlights, sidewalks, rights-of-way, etc.	3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5275-01b	INSPECTION REPORTS	Reports of inspection of bridges and overpasses.	Life of structure.	
PW5275-02	MAPS AND PLATS	Maps, plats, engineering and field notes, and profiles and cross-sections of roads, streets, rights of way, bridges, etc.	PERMANENT.	
PW5275-03a	PERMITS	Granted permits— Applications for and copies of permits (or records of their issuance) for excavation and fill; alterations to roads, streets, sidewalks, and curbs; and for similar activities involving alteration of streets and rights of way.	5 years.	
PW5275-03b	PERMITS	Denied permits— Applications for permits for excavation and fill; alterations to roads, streets, sidewalks, and curbs; and for similar activities involving alteration of streets and rights of way.	1 year.	
PW5275-04	SERVICE AND REPAIR REQUESTS	Requests from the public or from other local government departments on street hazards, potholes, other needed repairs on roads, streets, and rights-of-way and requests for traffic signs, lights, changes to traffic flow, etc.	3 years.	
PW5275-05	STREET CLEANING RECORDS	Reports, logs, or similar records documenting street cleaning operations.	1 year.	
PW5275-06	STREET NAME AND HOUSE NUMBER FILES	Records relating to street dedications, street closings, the assignment and alteration of street names and house numbers, and similar records that provide official control of the naming and numbering of streets and roads.	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5275-07a	ROAD AND STREET MAINTENANCE RECORDS	Reports, logs, or similar records, compiled on a daily, weekly, and/or monthly basis documenting repair and maintenance work on the following: Roads, streets, streetlights, sidewalks, rights-of-way, etc.	3 years.	
PW5275-07b	ROAD AND STREET MAINTENANCE RECORDS	Reports, logs, or similar records, compiled on a daily, weekly, and/or monthly basis documenting repair and maintenance work on the following: Bridges and overpasses.	Life of structure.	
PW5275-08	ROAD AND STREET MASTER RECORD	Master record of every public road and street providing a description, history, and classification of each.	PERMANENT.	By law – Civil Statutes, art. 6812b-1(2) for certain counties; by authority of this schedule for municipalities and all other counties.
PW5275-09	ROAD MASTER PLANS	Planning survey of all existing public roads and projected improvements and additions to county road systems developed by county engineers.	PERMANENT.	By law – Civil Statutes, art. 6812b-1(4) for certain counties; by authority of this schedule for municipalities and all other counties.
PW5275-10	TREE AND PLANT FILES	Records relating to the planting, trimming, inspection, and removal of trees and shrubs along public streets, roads, and sidewalks.	3 years.	

SECTION 4-2: TRAFFIC ENGINEERING RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5300-01	ACCIDENT REPORTS	Reports of traffic accidents, usually supplied by the police department, used to monitor, redevelop, or redesign streets, intersections, speed limits, signal timing, directional flow patterns, etc.	AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5300-02	SPECIAL EVENTS FILES	Reports, notifications, planning documents, and similar records used in the preparation for special events such as parades, motorcades, demonstrations, or situations resulting in unusually heavy traffic or street use requiring street closures, traffic rerouting, barricades, signal timing changes, etc.	2 years.	
PW5300-03	TRAFFIC COUNT REPORTS	Reports of traffic passage on streets, roads, bridges, intersections, etc. or use of local government-owned parking lots or structures.	10 years.	Retention Note: If Traffic Count Report is used for special planning studies or reports, see item number PW5200-01a.
PW5300-04a	TRAFFIC DEVICE INSTALLATION AND MAINTENANCE RECORDS	Reports, logs, or similar records documenting the following: Installation, inspection, testing, maintenance, repair, or replacement of traffic signs, signals, and signal boxes.	5 years.	
PW5300-04b	TRAFFIC DEVICE INSTALLATION AND MAINTENANCE RECORDS	Reports, logs, or similar records documenting the following: Painting, inspection, or repainting of pavement and curb markings.	2 years.	
PW5300-05	TRAFFIC PERMITS	Applications for and copies of permits for special parking, house moving, over-dimensional movements, and similar permits and permissions issued by or that concern traffic engineering departments.	Expiration, cancellation, revocation, or denial of the permit + 2 years.	
PW5300-06	TRAFFIC SIGNAL RECORDS	Drawings, wiring diagrams, code and circuit numbers, and similar data on traffic signal components.	Life of signal component.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5300-07	TRAFFIC SIGNS AND SIGNALS INVENTORY RECORDS	Registers, index cards, or similar records providing an inventory of all installed traffic signs and signals, showing type of equipment or sign, location, date of installation, and similar data.	US, but see retention note.	Retention Note: Records of individual signs and signals may be removed and destroyed when the sign or signal is junked or salvaged.

SECTION 4-3: PARKING CONTROL RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5325-01	PARKING DEVICE INSPECTION RECORDS	Reports, logs, or similar records on the inspection, testing, maintenance, and repair of meters, toll gates, or other parking control devices.	2 years.	
PW5325-02	PARKING DEVICE INVENTORY RECORDS	Registers, index cards, or similar records providing an inventory of meters, toll gates, or other parking control devices showing location, type of equipment, date of installation, and similar data.	US, but see retention note.	Retention Note: Records of individual parking devices may be removed and destroyed when the device is junked or salvaged.

SECTION 4-4: TRANSIT SYSTEM RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5350-01	OPERATIONS REPORTS	Periodic reports on usage of rapid transit services.	Follow retention periods for REPORTS AND STUDIES (NON-FISCAL) [GR1000-41].	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5350-02a	VEHICLE HISTORY AND MAINTENANCE RECORDS	Master record on each transit vehicle containing the following: complete description including identification and license numbers; title and registration papers; annual beginning and ending odometer readings; total annual fuel, maintenance, labor, and parts costs; and complete maintenance and inspection history (in summary form showing date and nature of inspection, service, and repair).	Life of asset.	<p>Retention Notes: a) This schedule does not require the creation of a vehicle master record of the type described, but if a vehicle master record is not maintained, records containing the prescribed information must be retained for the life of the vehicle. For example, if work orders in PW5350-02b are the only record maintained of repairs to transit vehicles, they must be retained for the life of the vehicle.</p> <p>b) If a transit vehicle is salvaged as the result of an accident, the vehicle master record or, if one is not created, documents providing the types of information prescribed, must be retained for LA + 3 years.</p> <p>c) If a transit vehicle is sold or given to another transit authority or department for use as a transit vehicle, the vehicle master record may be transferred with the vehicle.</p>
PW5350-02b	VEHICLE HISTORY AND MAINTENANCE RECORDS	Service requests/work orders.	3 years.	<p>Retention Note: If work orders serve as the only form of record documenting repairs to vehicles or equipment [see item number GR1075-18(a)] they must be retained for the life of the vehicle or equipment.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5350-02c	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.	
PW5350-02d	VEHICLE HISTORY AND MAINTENANCE RECORDS	Daily or other periodic inspection reports of vehicles.	3 years.	
PW5350-02e	VEHICLE HISTORY AND MAINTENANCE RECORDS	Specifications, circuit diagrams, and similar documents relating to vehicles and their related apparatuses.	Life of asset.	

SECTION 4-5: AIRPORT RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5375-01	AIRFIELD INCIDENT FILES	Records of accidents or incidents occurring on the movement areas and involving air carrier aircraft and/or ground vehicles.	5 years.	Retention Note: Review before disposal; some documentation of this type may merit PERMANENT or long-term retention for historical or legal reasons.
PW5375-02	AIRSIDE REPORT/AIRFIELD LOG	Materials documenting the activity of a work shift including conditions or events that would adversely affect airport operations.	2 years.	Retention Note: Review before disposal; some documentation of this type may merit PERMANENT or long-term retention for historical or legal reasons.
PW5375-03	CARRIER RECORDS	Informational materials such as copies of airline schedules, brochures, advertising materials, and correspondence from the U. S. Department of Transportation approving carrier routes.	AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5375-04	CERTIFICATION MANUAL	Manual specifying procedures, facilities and equipment descriptions, responsibility assignments, and any other information needed by personnel concerned with operating the airport in order to comply with Federal Aviation Authority (FAA) standards for airport operations per 14 CFR 139.203.	US.	By regulation – 14 CFR 139.201(b)(2). Retention Note: Review before disposal; some documentation of this type may merit PERMANENT or long-term retention for historical or legal reasons.
PW5375-05	COMMUNICATION RECORDINGS	Daily recording of incoming and outgoing telephone and radio communications.	30 days.	Retention Note: Review before disposal; some records of this type may merit PERMANENT or long-term retention for historical or legal reasons.
*PW5375-06	EMERGENCY PLANNING RECORDS	Procedures, instructions, and other records maintained to minimize the possibility and extent of personal injury and property damage on the airport in an emergency .	US.	
PW5375-07a	FOREIGN TRADE ZONE (FTZ) RECORDS	FTZ company operation records.	5 years after deactivation from FTZ.	By regulation – 19 CFR 146.4(d).
PW5375-07b	FOREIGN TRADE ZONE (FTZ) RECORDS	FTZ tenants.	US.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5375-08a	MAINTENANCE AND INSPECTION RECORDS	Non-federal navigation facility reports - Record of meter readings and adjustments, facility maintenance log, radio equipment operation record, ground check error data, facility equipment performance and adjustment data, technical performance report, and similar documentation relating to local government-owned and operated navigational facilities such as VOR facilities, nondirectional radio beacons, instrument landing systems, simplified directional facilities, distance measuring equipment, VHF marker beacons, interim standard microwave landing systems, and microwave landing systems.	PERMANENT.	By regulation – 14 CFR 171.13, 171.33, 171.53, 171.117, 171.163, 171.213, 171.275, and 171.327.
PW5375-08b	MAINTENANCE AND INSPECTION RECORDS	Runway maintenance records - Logs, reports, and similar records relating to the inspection, maintenance, and repair of runways, runway lights, beacons, and other such ground or device maintenance records directly related to the landing and taking off of aircraft, except those included in PW5375-08a.	10 years.	
PW5375-08c	MAINTENANCE AND INSPECTION RECORDS	Safety self-inspections - Daily, or as otherwise required by the airport certification manual or airport certification specifications, reports of safety self-inspections of airport conditions in specific locations showing the conditions found and all corrective actions taken.	1 year.	By regulation – 14 CFR 139.301(b)(5).
PW5375-08d	MAINTENANCE AND INSPECTION RECORDS	Tenant inspections - Materials documenting inspections of the physical facilities of each airport tenant fueling agent.	1 year.	By regulation – 14 CFR 139.301(b)(4).

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5375-08e	MAINTENANCE AND INSPECTION RECORDS	Other inspections.	3 years.	
PW5375-09	NOTICES TO AIRMEN	Reports officially notifying the public, Federal Aviation Authority (FAA), and airlines that a problem exists with the airport facility.	2 years after notice is canceled.	
PW5375-10a	OPERATIONAL PERMITS AND CERTIFICATIONS	Permits and certifications from the Federal Aviation Administration (FAA) or other state and federal agencies and any reports, correspondence, or other documentation bearing directly on the application for, the issuance of, or the renewal of the permit or certification.	5 years after final expiration, cancellation, revocation, or denial of the permit or certification.	
PW5375-10b	OPERATIONAL PERMITS AND CERTIFICATIONS	Records concerning any exemptions granted or deviations required by an emergency.	5 years after deviation or expiration of exemption.	
PW5375-11a	OPERATIONS REPORTS	Daily reports or logs of airport operations, services, and activities, and weekly and/or monthly statistical summaries of such reports.	3 years.	
PW5375-11b	OPERATIONS REPORTS	Annual reports of airport operations, services, and activities.	Follow retention period for REPORTS AND STUDIES (NON-FISCAL) [GR1000-41(a)(1)].	
PW5375-12a	REPORTS TO REGULATORY AGENCIES	Annual reports. Reports on any aspect of airport operations to the Federal Aviation Administration (FAA) or to other state or federal agencies as required by law, regulation, or agency order.	Follow retention periods for REPORTS AND STUDIES (NON-FISCAL) [GR1000-41(a)(1)].	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5375-12b	REPORTS TO REGULATORY AGENCIES	Special reports that are <i>not</i> summarized in annual reports. Reports on any aspect of airport operations to the Federal Aviation Administration (FAA) or to other state or federal agencies as required by law, regulation, or agency order.	Follow retention periods for GR1000-41(a)(1) - REPORTS AND STUDIES (NON-FISCAL).	
PW5375-12c	REPORTS TO REGULATORY AGENCIES	Interim or periodic reports on a less than annual basis that are summarized in an annual report or in a special report under PW5375-12b. Reports on any aspect of airport operations to the Federal Aviation Administration (FAA) or to other state or federal agencies as required by law, regulation, or agency order.	5 years.	

PART 5: SOIL AND WATER CONSERVATION RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5400-01	ALLOCATIONS OF FUNDS, REQUESTS AND CLAIMS FOR	Copies of requests and claims for allocations submitted to the Texas State Soil and Water Conservation Board.	FE + 3 years.	
PW5400-02a	VARIANCE OF LAND USE REGULATIONS, PETITIONS FOR	Granted petitions.	As long as variance in effect + 2 years.	
PW5400-02b	VARIANCE OF LAND USE REGULATIONS, PETITIONS FOR	Denied petitions.	2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5400-03	WATER QUALITY MANAGEMENT PLANS	Water quality management and implementation plans developed by soil and water conservation districts for landowners to prevent and abate pollution, including any associated corrective action plans, notifications of withdrawal of certification, and maintenance agreements.	Life of plan + 2 years.	

PART 6: ENVIRONMENTAL HAZARDS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5450-01a	ASBESTOS MANAGEMENT RECORDS	Records documenting asbestos abatement projects in public buildings.	30 years from the date of project completion.	By regulation – 25 TAC 296.291(b)(1).
PW5450-01b	ASBESTOS MANAGEMENT RECORDS	Records of asbestos inspections.	5 years.	
PW5450-02	ENVIRONMENTAL PROTECTION AND NATURAL RESOURCES MANAGEMENT PLANS	Planning reports, background materials, and supporting documentation used to provide for the protection of the environment.	PERMANENT.	
PW5450-03	ENVIRONMENTAL QUALITY REVIEW RECORDS	Environmental impact statements and related reports, including background materials and supporting documentation used in preparing statements and reports.	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5450-04a	PEST CONTROL RECORDS	Records of pesticide applications, inspections and sampling notifications, training of persons working under the supervision of a licensed pesticide applicator, and other documentation required by pesticide regulations.	2 years.	By law – Agriculture Code, Section 76.114(c) and by regulation – 4 TAC 7.33(a) and 4 TAC 7.144(a) for records related to application of pesticides; by authority of this schedule for all other records.
PW5450-04c	PEST CONTROL RECORDS	Records of distribution of restricted-use pesticides, state limited-use pesticides, or regulated herbicides.	2 years.	By law – Agriculture Code, Section 76.075(a) and by regulation – 4 TAC 7.32(a).
PW5450-04d	PEST CONTROL RECORDS	Records relating to local aquatic vegetation management plan authorized by Parks and Wildlife Code, §11.083, including all local plan submissions and approvals, all treatment proposals submitted to Texas Parks and Wildlife Department (TPWD), all notices received and provided, all control measures taken by the governing entity (including records of date, place, location, type, and amount of all aquatic herbicide applications), and any other information relevant to a particular individual request for shoreline treatment.	5 years.	By regulation – 31 TAC 57.936.
PW5450-05a	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	<p>Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products.</p> <p>Original and amended tank registration documents, original and amended certifications for storage tank system installations and financial responsibility, and notifications to storage tank purchaser.</p>	Operational life of the storage tank system.	<p>By regulation – 30 TAC 334.130(b)(1)(A) and 334.10(b)(2)(A).</p> <p>See item number PW5450-06 for records of movable aboveground storage tanks.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5450-05b	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	<p>Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products.</p> <p>Records of requests for approval of variances or alternative procedures, and documentation of approval of such requests.</p>	Operational life of the storage tank system.	<p>By regulation – 30 TAC 334.43(e).</p> <p>See item number PW5450-06 for records of movable aboveground storage tanks.</p>
PW5450-05c(1)	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	<p>Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products.</p> <p>General information relating to the installation of new storage tank systems and as-built drawings or plans depicting the sizes, dimensions, and locations of site features, system components, etc.</p>	Operational life of the storage tank system.	<p>By regulation – 30 TAC 334.46(i)(2).</p> <p>Retention Note: For records relating to the installation of used storage tanks, see item number PW5450-05j.</p> <p>See item number PW5450-06 for records of movable aboveground storage tanks.</p>
PW5450-05c(2)	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	<p>Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products.</p> <p>Equipment tests including the air tests and the tightness tests conducted on the tanks and piping at the time of installation.</p>	5 years.	<p>By regulation – 30 TAC 334.46(i)(3).</p> <p>Retention Note: For records relating to the installation of used storage tanks, see item number PW5450-05j.</p> <p>See item number PW5450-06 for records of movable aboveground storage tanks.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5450-05d(1)	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	<p>Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products.</p> <p>General information related to the upgrade of existing tank systems, including the tank integrity assessment and cathodic protection requirements and as-built drawings or plans depicting the sizes, dimensions, and locations of any system components or equipment added.</p>	Operational life of the storage tank system.	<p>By regulation – 30 TAC 334.47(e)(2).</p> <p>See item number PW5450-06 for records of movable aboveground storage tanks.</p>
PW5450-05d(2)	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	<p>Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products.</p> <p>Results of equipment tests and tank integrity tests required when upgrading existing storage tank systems including internal inspections, tank and piping tightness tests, and site assessments.</p>	5 years.	<p>By regulation – 30 TAC 334.47(e)(3).</p> <p>See item number PW5450-06 for records of movable aboveground storage tanks.</p>
PW5450-05e	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	<p>Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products.</p> <p>Operation and maintenance records of storage tank systems including records related to inspection, servicing, testing, and inventory control.</p>	5 years.	<p>By regulation – 30 TAC 334.48(g)(3)(A).</p> <p>See item number PW5450-06 for records of movable aboveground storage tanks.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5450-05f(1)	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	<p>Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products.</p> <p>Installation records relating to the corrosion protection system including information on the system designer, drawings or plans depicting the locations of all system components, operating instructions and warranty information, maintenance schedules, and testing procedures.</p>	As long as the corrosion protection system is used.	<p>By regulation – 30 TAC 334.49(e)(2)(A).</p> <p>See item number PW5450-06 for records of movable aboveground storage tanks.</p>
PW5450-05f(2)	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	<p>Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products.</p> <p>Results of tests and inspections of corrosion protection systems and components.</p>	5 years.	<p>By regulation – 30 TAC 334.49(e)(2)(B).</p> <p>See item number PW5450-06 for records of movable aboveground storage tanks.</p>
PW5450-05g(1)	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	<p>Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products.</p> <p>Installation records related to the release detection system; all written performance claims pertaining to the system used and documentation of how those claims have been justified or tested by the equipment manufacturer or installer; and any schedules of required calibration and maintenance provided by the release detection equipment manufacturer.</p>	As long as the release detection system is used.	<p>By regulation – 30 TAC 334.50(e)(2)(A), (B), and (E).</p> <p>See item number PW5450-06 for records of movable aboveground storage tanks.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5450-05g(2)	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	<p>Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products.</p> <p>Results of sampling, testing, or monitoring of releases (including tank tightness tests); records and calculations related to inventory control reconciliation; and documentation of service, calibration, maintenance, and repair of release detection equipment.</p>	5 years.	<p>By regulation – 30 TAC 334.50(e)(2)(C), (D), and (E).</p> <p>See item number PW5450-06 for records of movable aboveground storage tanks.</p>
PW5450-05h(1)	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	<p>Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products.</p> <p>Installation records of spill and overfill control and prevention equipment.</p>	As long as the spill and overfill prevention equipment is used.	<p>By regulation – 30 TAC 334.51(c)(2)(A).</p> <p>See item number PW5450-06 for records of movable aboveground storage tanks.</p>
PW5450-05h(2)	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	<p>Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products.</p> <p>Records of servicing, calibration, maintenance, and repair of spill and overfill control and prevention equipment.</p>	5 years.	<p>By regulation – 30 TAC 334.51(c)(2)(B).</p> <p>See item number PW5450-06 for records of movable aboveground storage tanks.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5450-05h(3)	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	<p>Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products.</p> <p>Transfer or inventory records documenting the basis for claiming an exemption from the spill and overfill control and prevention equipment requirements, if applicable.</p>	5 years.	<p>By regulation – 30 TAC 334.51(c)(3).</p> <p>See item number PW5450-06 for records of movable aboveground storage tanks.</p>
PW5450-05i(1)	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	<p>Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products.</p> <p>General information related to the repair or relining of a storage tank including materials specifications, warranty information, recommended test procedures, and inspection and maintenance schedules applicable to the relining of a storage tank.</p>	Operational life of the storage tank system.	<p>By regulation – 30 TAC 334.52(d)(2)(A) and (C).</p> <p>See item number PW5450-06 for records of movable aboveground storage tanks.</p>
PW5450-05i(2)	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	<p>Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products.</p> <p>Results of inspections, tests, and maintenance activities after the repair or relining of a storage tank.</p>	5 years.	<p>By regulation – 30 TAC 334.52(e)(2)(B).</p> <p>See item number PW5450-06 for records of movable aboveground storage tanks.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5450-05j	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products. Records of the installation of a used tank including inspection and tank tightness test results required for the reuse of used tank.	As long as the tank remains in operation.	By regulation - 30 TAC 334.53(c). See item number PW5450-06 for records of movable aboveground storage tanks.
PW5450-05k	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products. Documentation of compliance with requirements for the temporary removal from service of a storage tank.	5 years.	By regulation – 30 TAC 334.54(e)(4)(B). See item number PW5450-06 for records of movable aboveground storage tanks.
PW5450-05l	STORAGE TANK (IMMOVABLE) SYSTEM RECORDS	Underground storage tank systems containing hazardous substances and petroleum substances, and immovable aboveground storage tanks containing petroleum products. Documentation of compliance with requirements for the permanent removal from service of a storage tank.	As long as any underground storage tank remains in service at the facility or 5 years after the storage tank system is permanently removed from service, whichever longer.	By regulation – 30 TAC 334.55(f). See item number PW5450-06 for records of movable aboveground storage tanks.
PW5450-06	STORAGE TANK (MOVABLE) SYSTEM RECORDS	Records of movable aboveground storage tanks that are regularly used to store petroleum products (e.g., skid tanks), are intended to be moved from one location to another on a regular basis and are not permanently part of any particular facility.	5 years.	By regulation – 30 TAC 334.127(f)(2).

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5450-07a	WASTE GENERATORS, RECORDS OF	Authorized discharges to surface waters - Records documenting permit requirements for monitoring and processing the surface discharge of wastewater generated from treatment of water contaminated by petroleum substances, and discharges to surface waters from locally-owned or operated activities including ready-mixed concrete plants and concrete products plants and their associated facilities, sand and gravel mining and processing facilities, motor vehicle cleaning facilities, and petroleum bulk stations and terminals.	3 years.	
PW5450-07b(1)	WASTE GENERATORS, RECORDS OF	Records of any test results, waste analyses, or other methods used by generators of hazardous waste to determine if waste is hazardous before shipping.	3 years after the waste was last sent to on-site or off-site treatment, storage, or disposal.	<p>By law – 40 CFR 262.11(f).</p> <p>Retention Notes: a) Review 30 TAC Chapter 335 for municipal hazardous waste additional context and information.</p> <p>b) The retention period for the following records maintained by generators of hazardous waste is extended automatically during the course of any unresolved enforcement action regarding the regulated activity.</p> <p>For retention of records related to the storage, processing, or disposal of hazardous waste by local government-owned facilities, see Part 3 of Local Schedule UT (Records of Utility Services).</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5450-07b(2)	WASTE GENERATORS, RECORDS OF	Manifests and related shipment reporting retained by generators of hazardous waste.	3 years.	<p>By law – 40 CFR 262.40.</p> <p>Retention Notes: a) Review 30 TAC 335.9, 30 TAC 335.13, and 40 TAC 262 Subpart D for applicable recordkeeping and reporting procedures. (b) The retention period for the following records maintained by generators of hazardous waste is extended automatically during the course of any unresolved enforcement action regarding the regulated activity.</p> <p>For retention of records related to the storage, processing, or disposal of hazardous waste by local government-owned facilities, see Part 3 of Local Schedule UT (Records of Utility Services).</p>
PW5450-07b(3)	WASTE GENERATORS, RECORDS OF	Annual summary reports submitted by the generators of hazardous waste to the Texas Commission on Environmental Quality (TCEQ).	3 years.	<p>By regulation – 30 TAC 335.329(c).</p> <p>Retention Notes: a) Review 30 TAC Chapter 335 for municipal hazardous waste additional context and information. b) The retention period for the following records maintained by generators of hazardous waste is extended automatically during the course of any unresolved enforcement action regarding the regulated activity.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5450-07c(1)	WASTE GENERATORS, RECORDS OF	Reporting of all accidental discharges or spills, as defined by 30 TAC 327.3(a), required to be reported by regulations of the Texas Commission on Environmental Quality (TCEQ).	3 years.	By regulation – 30 TAC 327.32(f). Retention Note: Review 30 TAC Chapter 327 for more information and context related to spill prevention and control.
PW5450-07c(2)	WASTE GENERATORS, RECORDS OF	Documentation of all discharges, spills, and historical contamination, not subject to notification requirements, and maintained by facilities registered with the Texas Commission on Environmental Quality (TCEQ) as a solid waste generator.	3 years.	Retention Note: Review 30 TAC Chapter 327 for more information and context related to spill prevention and control.
PW5450-07d	WASTE GENERATORS, RECORDS OF	Used oil filters - Shipping documentation maintained by generators of the filters.	3 years.	By law – Health and Safety Code 371.105(b) and by regulation - 30 TAC 328.25(b).
PW5450-07e	WASTE GENERATORS, RECORDS OF	Whole used or scrap tires - Manifests, work orders, invoices, daily logs, or other documentation used to support activities related to the accumulation, handling, and shipment of whole used or scrap tires.	3 years.	By regulation – 30 TAC 328.58(f).

PART 7: WEIGHTS AND MEASURES RECORDS

Retention Note: County public weighers and county or municipal sealers of weights and measures no longer exist. Texas Department of Agriculture (TDA) administers the state’s Weights and Measures Program. These record series are obsolete and will be removed on the next edition of the schedule.

Record Number	Record Title	Record Description	Retention Period	Remarks
*PW5475-01	RECORD OF WEIGHTS	Copies of certificates of weight or measure issued by a public weigher.	3 years.	Obsolete record.
*PW5475-02a	WEIGHTS AND MEASURES INSPECTION RECORDS	Record, maintained in a bound volume or on separate forms, of each inspection, measurement, and test made by a sealer of weights and measures.	3 years.	Obsolete record.
*PW5475-02b	WEIGHTS AND MEASURES INSPECTION RECORDS	Copies of reports to the Texas Department of Agriculture on violations of state weights and measures laws.	1 year.	Obsolete record.

PART 8: LIBRARY AND MUSEUM RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5500-01	LIBRARY MATERIALS CONTROL RECORDS	Records of the acquisition and cataloging of library materials.	AV.	<p>Retention Note: The disposal of library catalog records need not be documented through destruction authorizations (GR1000-40(b)), but governments should establish procedures governing disposal of these records as part of its records management plan (GR1000-40(d)).</p> <p>See item numbers GR1025-26 and GR1075-03 for records documenting purchase of and payment for library materials,</p> <p>See item number PW5500-06 for library catalog.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5500-02	BORROWER REGISTRATION RECORDS	Records documenting the registration of borrowers.	AV.	
PW5500-03	CIRCULATION RECORDS	Records documenting the borrowing of circulating library materials or equipment by qualified patrons (including courtesy and guest borrowers). May include but not limited to: the name and identification of the borrower; material due dates; and overdue item notations.	AV.	<p>Retention Note: The disposal of circulation records need not be documented through destruction authorizations (GR1000-40(b)), but governments should establish procedures governing disposal of these records as part of its records management plan (GR1000-40(d)).</p> <p>See item number GR1025-27 for records related to funds received.</p>
PW5500-04	INTERLIBRARY LOAN (ILL) RECORDS	Interlibrary loan requests fulfilled by the library system for materials from outside institutions for materials requested from outside library systems.	AV.	<p>Retention Note: It is an exception to the retention period for this item that if interlibrary loan services are funded by indirect grants from the U.S. Department of Education, the record copy of documents evidencing interlibrary loan activity must be retained for FE + 5 years. See introductory retention note concerning grant records in Part 2 of Local Schedule GR (Records Common to All Local Governments).</p>
PW5500-05	INVENTORY RECORDS	Shelf lists or equivalent records showing current library and museum holdings.	US.	
PW5500-06	LIBRARY CATALOG	Catalog of bibliographic records used as a guide to library holdings.	US.	<p>Retention Note: See item number GR1025-05a for records documenting purchase of library materials.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
*PW5500-07	ARCHIVES COLLECTION CONTROL RECORDS	Collection control records documenting accessioning, cataloging, preserving, and referencing. May include but not limited to: deeds of gift; appraisal reports (monetary or non-monetary); accession sheets and reports; archives transmittal lists; deaccessioning recommendations; and loss of archival materials.	PERMANENT.	Retention Note: See item number GR5800-02 for archival finding aids.
*PW5500-08	REFERENCE REQUEST RECORDS	This series documents requests for information about, or access to, items within the library system. This series may include but is not limited to: reference request forms; general email correspondence; disposition of or time spent fulfilling the requests; call slips (also called pull slips); and related documentation and correspondence.	AV.	Retention Note: See item number GR1000-41b for activity reports.

PART 9: PARKS AND RECREATION RECORDS

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

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5525-01	ATTENDANCE REPORTS	Reports, statistical compilations, and similar records of attendance at and the use of parks and recreational facilities.	Follow retention periods for REPORTS AND STUDIES (NON-FISCAL) [GR1000-41].	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5525-02	HORTICULTURAL FILES	Inventories, maps, and similar records relating to the botanical description and location of all plants, trees, and shrubs in local government parks, botanical gardens, arboretums, zoos, etc.	AV.	Retention Note: Review before disposal; some records in this group may merit PERMANENT retention for historical reasons.
PW5525-03	PROGRAM FILES	Records relating to sports, recreational, or cultural activities and programs sponsored by a local government, including activity schedules, programs, rosters, status sheets, scorebooks, rules and regulations, activity planning records, and all other similar records not noted elsewhere in this part.	2 years.	Retention Note: Review before disposal; some records in this group may merit PERMANENT retention for historical reasons.
PW5525-04a	RESERVATION AND REGISTRATION RECORDS	Logs, applications, or similar records documenting the reservation of park and recreational facilities not requiring a permit under local ordinance or policy.	2 years.	Retention Note: For reserved or special use of park or recreational facilities requiring a permit under local ordinance or policy, see item number GR1000-36.
PW5525-04c	RESERVATION AND REGISTRATION RECORDS	Waivers of liability/parental consents.	3 years from cessation of activity for which the waiver was signed.	Retention Note: If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as item number GR1000-20 for accident reports.
PW5525-05	SWIMMING POOL REPORTS	Swimming pool water quality test and analysis reports.	3 years.	By regulation – 25 TAC 265.193(o)(5).
*PW5525-06	VISITOR LOGS	Guest books, registers, logs, or similar records of visitors to museums, historical sites, and other facilities owned or operated by a local government.	3 years.	

PART 10: ZOO AND WILDLIFE RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5550-01	PERMITS AND LICENSES	Permits and licenses required by law or regulation from the U. S. Department of Agriculture, the Fish and Wildlife Service of the U. S. Department of Interior, or other federal or state agencies.	Expiration or termination + 3 years.	
PW5550-02	MIGRATORY BIRD RECORDS	Records showing the species and number of migratory birds acquired, possessed, and disposed of; the names and addresses of persons from whom the birds were acquired and to whom such birds were donated or sold; and the dates of the transaction.	CE + 5 years.	By regulation – 50 CFR 21.12(b)(1).
PW5550-03a	WILDLIFE RECORDS	Records relating to the taking, possession, transportation, sale, purchase, barter, exportation, or importation of wildlife under permit issued by the Fish and Wildlife Service of the U. S. Department of Interior.	Expiration of permit + 5 years.	By regulation – 50 CFR 13.46.
*PW5550-03b	WILDLIFE RECORDS	Records relating to animals purchased or acquired, owned, held, leased, or otherwise in the possession of the exhibitor, including animals transported, sold, euthanized, or otherwise disposed of by the exhibitor.	1 year.	By regulation – 9 CFR 2.80(a) and (b). Retention Note: Review 9 CFR 2.75(b) for details on specific records to make, create, and maintain.
PW5550-03c	WILDLIFE RECORDS	Necropsy reports on dead marine mammals.	3 years.	By regulation – 9 CFR 3.110(g)(2).
PW5550-03d	WILDLIFE RECORDS	Water quality test reports for marine mammal facilities.	1 year.	By regulation – 9 CFR 3.106(b)(3).

Record Number	Record Title	Record Description	Retention Period	Remarks
*PW5550-03e	WILDLIFE RECORDS	Animal care and treatment records, including records related to diet, approved activities, and medical treatment or diagnostics.	Life of animal.	Retention Note: Review before disposal; some records in this group may merit PERMANENT retention for historical reasons.

PART 11: PUBLIC BROADCASTING RECORDS

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

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

c) It is an exception to the retention periods given in this part, that records having a substantial bearing on a matter which is the subject of a claim against the licensee, or relating to an FCC investigation or a complaint to the FCC of which the licensee has been advised, shall be retained until the licensee is notified in writing that the records may be discarded, or, if the matter is a private one, the claim has been satisfied or is barred by statutes of limitation.

In addition, it is an exception to the retention period for item number PW5575-08 that logs involving communications incident to a disaster or which include communications incident to or involved in an investigation by the FCC and about which the licensee has been notified, shall be retained by the licensee until specifically authorized in writing by the FCC to destroy them.

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5575-01	APPLICATIONS AND RELATED MATERIALS	A copy of any application tendered for filing with the FCC, together with all related material, including supporting documentation of any points claimed in the application pursuant to Sec. 73.7003, and copies of FCC decisions pertaining thereto. If petitions to deny are filed against the application and have been served on the applicant, a statement that such a petition has been filed shall be maintained in the file together with the name and address of the party filing the petition.	Until final action has been taken on the application, except that applications for a new construction permit granted pursuant to a waiver showing and applications for assignment or transfer of license granted pursuant to a waiver showing shall be retained for as long as the waiver is in effect. In addition, license renewal applications granted on a short-term basis shall be retained until final action has been taken on the license renewal application filed immediately following the shortened license term.	By regulation – 47 CFR 73.3527(e)(2).

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5575-02	ISSUES/PROGRAMS LISTS	For nonexempt noncommercial educational broadcast stations, every three months a list of programs that have provided the station's most significant treatment of community issues during the preceding three-month period. The list shall include a brief narrative describing what issues were given significant treatment and the programming that provided this treatment. The description of the programs shall include, but shall not be limited to, the time, date, duration, and title of each program in which the issue was treated.	Until final action has been taken on the station's next license renewal application.	By regulation – 47 CFR 73.3527(e)(8).
PW5575-03a	CONSTRUCTION PERMIT RECORDS	Records relating to granted permits to construct new stations in the noncommercial educational broadcast services, including copies of applications and all exhibits, letters, and other documents tendered with or incorporated by reference in the application; all correspondence between the applicant and the FCC; any initial and final decisions in any hearings on the application; copies of any petitions filed to deny the application; and documentation relating to any requests for an extension of time to complete construction.	Until the expiration of the first licensing term (5 years for television licensees and 7 years for radio licensees) or until the grant of the first renewal application of the license in question, whichever later.	By regulation – 47 CFR 73.3527(a)(2).

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5575-03b	CONSTRUCTION PERMIT RECORDS	Records relating to denied permits to construct new stations in the noncommercial educational broadcast services, including copies of applications and all exhibits, letters, and other documents tendered with or incorporated by reference in the application; all correspondence between the applicant and the FCC; any initial and final decisions in any hearings on the application; copies of any petitions filed to deny the application; and documentation relating to any requests for an extension of time to complete construction.	Until denial of permit by the FCC or, if appealed to a court, until decision of FCC upheld.	
PW5575-04	DONOR LISTS	Lists of donors supporting specific programs broadcast by the station.	2 years.	By regulation – 47 CFR 73.3527(e)(9).
PW5575-05	EQUAL EMPLOYMENT OPPORTUNITY FILE	Copies of annual employment reports filed with the FCC, including all exhibits, letters, and other documents filed with or incorporated by reference in the report, as required by 47 CFR § 73.2080.	Until final action has been taken on the station's next license renewal application.	By regulation – 47 CFR 73.3527(e)(6).
PW5575-06	OPERATIONAL LICENSES AND PERMITS	Station operation and broadcasting licenses and permits from the FCC, except those noted elsewhere in this part.	Expiration or cancellation of license or permit + 3 years.	
PW5575-07	POLITICAL FILES	Record of requests made by or on behalf of political candidates for broadcast time, including a schedule of time purchased or provided free, when spots aired, the rates charged (if any), and the classes of time purchased (if any).	2 years.	By regulation – 47 CFR 73.1943(d) and 47 CFR 73.3527(e)(5).

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5575-08	STATION LOGS	Logs containing technical data on the operation of the station as required by regulations of the FCC (47 CFR 73.1800 and 73.1820).	2 years, but see retention note.	<p>By regulation – 47 CFR 73.1840(a).</p> <p>Retention Note: It is an exception to the retention period indicated that logs involving communications incident to a disaster or which include communications incident to or involved in an investigation by the FCC and about which the licensee has been notified, shall be retained by the licensee until specifically authorized in writing by the FCC to destroy them. In addition, logs incident to or involved in any claim or complaint of which the licensee has notice shall be retained by the licensee until such claim or complaint has been fully satisfied or until the same has been barred by statute limiting the time for filing of suits upon such claims.</p>

PART 12: SOCIAL SERVICES RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5600-01a	AGING AND DISABLED, RECORDS OF SERVICES FOR THE	<p>Local government services funded through grants from Health and Human Services.</p> <p>Financial records, supporting documents, statistical records, and other records relating to the performance of local governments designated to receive grants as area agencies on aging or local governments subcontracting for services to older persons such as transportation, homemaker services, multipurpose senior centers, information and referral, nutrition services, etc.</p>	<p>5 years following the end of the federal fiscal year to which the record pertains and until any pending litigation, claim, or audit findings, issuance or proposed disallowed costs or other disputes have been resolved.</p>	
PW5600-01b	AGING AND DISABLED, RECORDS OF SERVICES FOR THE	<p>Local government services funded through grants from Health and Human Services.</p> <p>Records relating to all complaints filed concerning a grantee agency.</p>	<p>5 years after the end of grantee's fiscal year and until any pending litigation, claim or audit findings, issuance of proposed disallowed costs, or other disputes have been resolved.</p>	
PW5600-01c	AGING AND DISABLED, RECORDS OF SERVICES FOR THE	<p>Local government services funded through grants from Health and Human Services.</p> <p>Training records certifying completion of an approved National Safety Council Defensive Driving Course for vehicle operators providing transportation services authorized under Title III of the Older Americans Act.</p>	<p>US.</p>	<p>Retention Note: Current certification must be retained to verify that training has been received.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5600-01d	AGING AND DISABLED, RECORDS OF SERVICES FOR THE	Local government services funded through grants from Health and Human Services. Administrative, fiscal, personnel, and client case records documenting case management services and nursing facilities.	3 years and 90 days after the termination of the contract period, or for 3 years after the end of the federal fiscal year in which services were provided if there was a provider agreement/contract with no specific termination date in effect.	By regulation – 26 TAC 554.1924(2). Retention Note: Any personnel or payroll records in this record group must be kept for the retention period indicated here or for the retention period for the record in Part 3 of Local Schedule GR (Records Common to All Local Governments), whichever is longer.
PW5600-01e	AGING AND DISABLED, RECORDS OF SERVICES FOR THE	Local government services funded through grants from Health and Human Services. Records relating to services performed by local authorities under the Texas Home Living Program.	6 years from the date the records were created, any audit exception or litigation involving the records is resolved, or the individual becomes 21 years of age, whichever is longer.	By regulation – 26 TAC 262.701(m).
PW5600-01f	AGING AND DISABLED, RECORDS OF SERVICES FOR THE	Local government services funded through grants from Health and Human Services. Records relating to services performed by local providers under the Intermediate Care Facilities for Individuals with an Intellectual Disability Program (ICF/IID).	5 years from the date the records were created, any audit exception or litigation involving the records is resolved, or the individual becomes 21 years of age.	By regulation – 26 TAC 261.213(b).
PW5600-01g	AGING AND DISABLED, RECORDS OF SERVICES FOR THE	Local government services funded through grants from Health and Human Services. Clinical records relating to Nursing Facility Requirements for Licensure and Medicaid Certification.	5 years after medical services end or, for a minor, three years after a resident reaches legal age under Texas law.	By regulation – 26 TAC 554.1910(b).

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5600-01h	AGING AND DISABLED, RECORDS OF SERVICES FOR THE	Local government services funded through grants from Health and Human Services. Index of admissions and discharges.	PERMANENT.	By regulation – 26 TAC 554.1912(a). Retention Note: See entirety of 26 TAC 554.1912 for additional context and requirements for required types of records and destruction of records.
PW5600-02a(1)	CHILD PROTECTIVE SERVICE RECORDS	Records related to local government provided child protective services— Child placement services (24-hour care and adoption). Case records of children placed in substitute care except for health records and documentation of the termination of parental rights.	Date minor reaches majority age + 5 years.	
PW5600-02a(2)	CHILD PROTECTIVE SERVICE RECORDS	Records related to local government provided child protective services— Child placement services (24-hour care and adoption). For children placed in substitute care, health records that physicians advise will be of medical importance to the child and information concerning the termination of parental rights or the court order.	PERMANENT.	
PW5600-02a(3)	CHILD PROTECTIVE SERVICE RECORDS	Records related to local government provided child protective services— Child placement services (24-hour care and adoption). Case records of children placed in adoption.	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5600-02b	CHILD PROTECTIVE SERVICE RECORDS	<p>Records related to local government provided child protective services— Child welfare contracts.</p> <p>Fiscal documents maintained by a county to ensure that claims for federal matching funds for child welfare contracts with the Texas Department of Family and Protective Services (DFPS) meet applicable federal requirements.</p>	3 years after the date final expenditure is submitted.	<p>By regulation – 45 CFR 75.361.</p> <p>Retention Note: If audited during the three-year period, the county must keep the documents until any audit exceptions are reconciled.</p>
PW5600-02c(1)	CHILD PROTECTIVE SERVICE RECORDS	<p>Records related to local government provided child protective services— Contracts with Texas Department of Family and Protective Services (DFPS) for services for runaways and at-risk youth.</p> <p>Financial and supporting documents, statistical records, and any other records pertinent to the services for which a claim or cost report was submitted to the department or its agent.</p>	3 years and 90 days after the end of the contract period or 3 years after the end of the federal fiscal year in which services were provided (if a provider agreement/contract has no specific termination date in effect) or until all litigation, claims, or audit findings are resolved.	<p>Retention Note: Contract period means the beginning date through the ending date specified in the original agreement/contract; extensions are considered separate contract periods.</p>
PW5600-02c(2)	CHILD PROTECTIVE SERVICE RECORDS	<p>Records related to local government provided child protective services— Contracts with Texas Department of Family and Protective Services (DFPS) for services for runaways and at-risk youth.</p> <p>Records of nonexpendable property acquired under the contract.</p>	3 years after the final disposition of the property.	
PW5600-02d	CHILD PROTECTIVE SERVICE RECORDS	Client files documenting protective services funded through contracts with the Texas Department of Family and Protective Services (DFPS).	5 years from the last date of services.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5600-03a	PURCHASED SOCIAL SERVICES RECORDS	<p>Documentation of social services funded through a contract with the Health and Human Services Commission except purchased health services listed in Local Schedule HR (Records of Public Health Agencies).</p> <p>Financial and supporting documents, statistical records, and any other records pertinent to the services for which a claim or cost report was submitted to the department or its agent.</p>	3 years and 90 days after the end of the contract period or 3 years after the end of the federal fiscal year in which services were provided (if a provider agreement/contract has no specific termination date in effect) or until all litigation, claims, or audit findings are resolved.	Retention Note: Contract period means the beginning date through the ending date specified in the original agreement/contract; extensions are considered separate contract periods.
PW5600-03b	PURCHASED SOCIAL SERVICES RECORDS	<p>Documentation of social services funded through a contract with the Health and Human Services Commission except purchased health services listed in Local Schedule HR (Records of Public Health Agencies).</p> <p>Records of nonexpendable property acquired under the contract.</p>	3 years after the final disposition of the property.	
PW5600-03c	PURCHASED SOCIAL SERVICES RECORDS	<p>Documentation of social services funded through a contract with the Health and Human Services Commission except purchased health services listed in Local Schedule HR (Records of Public Health Agencies).</p> <p>Social services client files.</p>	5 years from the last date of services.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5600-04a	SOCIAL SERVICE CLIENT CASE FILES	<p>Records of local government provided social services such as emergency assistance, childcare programs, services to the aged and disabled, housing and homelessness programs, etc., except for those programs funded by contracts with state agencies, as specified elsewhere in this section.</p> <p>Denied applicant records including application, eligibility worksheet, note of eligibility decision, reason for denial, and explanation of appeal process.</p>	3 years.	
PW5600-04b	SOCIAL SERVICE CLIENT CASE FILES	<p>Records of local government provided social services such as emergency assistance, childcare programs, services to the aged and disabled, housing and homelessness programs, etc., except for those programs funded by contracts with state agencies, as specified elsewhere in this section.</p> <p>Eligible applicant records documenting services provided including application for services, eligibility verification, case assessment, referrals to community resources, etc. Includes eligible applications for which a case is not opened due to abandonment by the applicant.</p>	5 years from last date of service.	
PW5600-05	VOLUNTEER SERVICE FILES	Information about individual volunteers and duties they perform.	Follow retention period for VOLUNTEER SERVICE FILES [GR1050-39].	

PART 13: VETERANS SERVICE OFFICER RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5625-01	CLIENT FILES	Original records documenting the work of veterans service officers with their clients and copies of documents that by law, regulation, or administrative policy of authorizing federal or state agencies are retained by the agent after filing originals with the agency.	3 years.	

PART 14: GAMING RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5650-01a	BINGO APPLICATIONS AND LICENSES	Copies of applications to conduct bingo games.	1 year.	By law – Occupations Code Section 2001.105(c). Retention Note: For game room applications, see item number GR1000-36.
*PW5650-01b	BINGO APPLICATIONS AND LICENSES	Copies of bingo licenses and license renewals.	US or date of issuance + 2 years, whichever sooner.	
PW5650-02a	REPORTS OF PROCEEDS	Reports of proceeds of bingo operators licensed to operate in counties and cities with an imposed gross receipts tax on bingo proceeds.	Follow retention period for ACCOUNTS RECEIVABLE RECORDS [GR1025 -27a].	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5650-02b	REPORTS OF PROCEEDS	Reports of proceeds of bingo operators licensed to operate in counties and cities with no imposed gross receipts tax on bingo proceeds.	AV.	

PART 15: CEMETERY RECORDS

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

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5675-01	CREMATION RECORDS	Records relating to the cremation of human remains in a cemetery crematorium showing name and age of deceased (if known), date of cremation, and disposition of cremated remains.	PERMANENT.	
PW5675-02	INTERMENT RECORDS	Records showing name and age of deceased (if known), date of interment, and type and location of interment.	PERMANENT.	
PW5675-03	DISINTERMENT RECORDS	Court or health department exhumation orders, copies of disinterment permits, reports concerning the disinterment and subsequent disposition of the exhumed remains, and similar records relating to the disinterment or exhumation of human remains.	PERMANENT.	
PW5675-04	CEMETERY MAPS AND PLATS	Maps, plats, or similar records showing the location of all graves and gravesites in the cemetery.	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5675-05	CEMETERY REGISTERS	Ledgers, registers, or similar records showing all cemetery lots by plat number with the name of the purchaser, purchase price, and date of purchase.	PERMANENT.	
PW5675-06	DEEDS (CEMETERY LOTS)	Instruments of ownership of lots and gravesites, including deed books, deed copies, and similar records relating to deed transfers.	PERMANENT.	Retention Note: For official county deed and plat records for property on which cemetery is located, see item number CC1275-07.

PART 16: COUNTY HISTORICAL COMMISSION RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5700-01	COUNTY REGISTER OF HISTORICAL PLACES AND MEMORABILIA	Register containing data on historical places and memorabilia required of county historical commissions by the Local Government Code, Section 318.006(b).	PERMANENT.	

PART 17: MISCELLANEOUS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5725-01a	OIL AND GAS RECORDS	Permits, and associated documentation, from federal or state agencies as required by law or regulation for oil and gas drilling activities and equipment on land owned by municipalities or other local governments.	Expiration, cancellation, revocation, or denial of permit + 5 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
PW5725-01b	OIL AND GAS RECORDS	Inspection reports relating to drilling for oil and gas on land owned by municipalities or other local governments.	3 years.	
PW5725-01c	OIL AND GAS RECORDS	Oil and gas lease and production records, and division orders relating to drilling for oil and gas on land owned by municipalities or other local governments.	Expiration, cancellation, or revocation of associated lease + 5 years.	

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