

RECORDS MANAGEMENT SCHEDULE CITY OF KEMPNER, TEXAS

ADMINISTRATIVE RECORDS

Agendas - Open Meetings	Permanent
Agendas - Closed Meetings	2 Years
Council Meeting Minutes-Written	Permanent
Council Meeting Minutes-Notes	90 days after approval of minutes by Council
Council Meeting Minutes-supporting documents	2 Years
Open Meeting Notices	2 Years
Ordinances, Orders, Resolutions (including those that have been repealed, revoked or amended).	Permanent
Petitions from the public to the council	Consideration of petition + 2 years
Proclamations	2 Years
Notes taken during meetings from which written minutes are prepared	90 days after approval of minutes by the governing body.

Audiovisual recordings of open meetings, except as described in (d), for which written minutes **are not** prepared.

Permanent

GENERAL RECORDS

Affidavits of Publication of municipal ordinances	Permanent
Affidavits of Publication of election notices	Election day + 22 months
Affidavits of Publication all other published legal notices	2 Years
Annexation, de-annexation, abolition and other jurisdictional records	Permanent
Charters	Permanent
Complaints from the public relating to government policy	Resolution or dismissal of complaint + 2 years
Contracts, Leases, and Agreements EXCEPT construction contracts	4 years after the expiration or termination of the instrument according to its terms
Correspondence and internal memoranda-incoming/outgoing and internal correspondence relating to formulation, planning, implementation, modification or redefinitions of the programs, services or projects of the local governmental body	4 years (review prior to disposal-some may merit permanent retention for historical reasons.)
Correspondence and internal memoranda-administrative incoming/outgoing and internal correspondence pertaining to routine operation of the local government	2 Years
Correspondence and internal memoranda - transitory/temporary not essential to the fulfillment of statutory obligations	As long as administratively valuable (review to insure records are not part of others listed in these schedules
Deeds (title opinions, abstracts, certificates of title, title insurance, documentation concerning alteration or transfer of title and other records regarding public ownership of real property	Permanent
Easements and documents relating to easements and ROW for public works or other local government purposes including releases	Permanent

Insurance Policies and documents relating to liability, theft, fire, health, life, automobile, etc for local government	4 years after the expiration or termination of the policy according to its terms
Legal Opinions rendered by counsel	Permanent
Minutes of internal staff meetings	As long as administratively valuable
News releases	As long as administratively valuable
Public Information Requests under the Public Information Act for non-exempted records	Date request for records fulfilled + 1 year
Public Information Requests under the Public Information Act for exempted records	Date of notification that records requested are exempt from disclosure + 2 years
Permits & Licenses except building permits, or relating to health & sanitation or those issued by police or fire depts. listed in other schedules	Expiration, cancellation, revocation or denial + 2 years
Photographs, recordings and other non-textual media of historical nature	Permanent
Photographs, recordings and other non-textual media not of a historical nature	As long as administratively valuable
Policy & Procedure documentation - executive orders, directives, manuals and similar documents that establish and define policies, procedures and regulations of the local government	Until superseded + 5 years
Publications - pamphlets, reports, studies, proposals and similar material printed by or for a local government distributed to the public or departmental or program newsletters for internal distribution - does not include public service or awareness leaflets	Permanent - one copy of each
Records Management and Control schedules including amendments	Until superseded
Records Management destruction schedules	Permanent
Records Management inventory lists	Until superseded, expired or discontinued
Records Management Policy & Procedure documents including disaster preparedness recovery plans	Until superseded + 5 years
Non-fiscal Reports and Studies - non-fiscal performance of a department, program or project annual reports	Permanent
Non-fiscal Reports and Studies - non-fiscal performance of a department, program or project special reports or studies	Permanent
Non-fiscal Reports and Studies - non-fiscal performance of a department, program or project special reports or studies prepared by order of the chief administrative officer	5 years (review as these records may merit permanent retention for historical reasons)
Non-fiscal Reports and Studies - non-fiscal performance of a department, program or project prepared month, bimonthly, quarterly or semi-annually	3 years
Non-fiscal Reports or Studies - activity reports pertaining to workload measure, time studies, number of public contacts, etc	1 year
Conflicts of interest statements or questionnaires submitted by local government officers or vendors	Date of filing + 3 years

List of Local government officers made available to the public with conflict disclosure statements or questionnaires	Until superseded + 1 years
Calendars, Appointment & Itinerary records purchased with local government funds or purchased with personal funds but used by a public official or employee to document work activities	Calendar Year End + 1 year
Insurance Claims related to local government policies	After closed - after resolution of claim + 3 years
Customer Surveys rating governments performance	After closed + 3 years
Charge schedules/price lists of prices charged by local government for services to the public plus documentation to determine the charges	Until superseded + 3 years
FINANCIAL RECORDS	
Audit records-internal and external auditors	Permanent
Audit records-internal and external auditors of department, program, fund or account if included in cumulative audit	2 years
Audit records-internal and external auditors of a department, program, fund or account if NOT included in cumulative audit	Permanent
Audit records-internal and external auditors ordered by a governing body, a court or grand jury or mandated by rules of state or federal agency	Permanent
Audit records-internal and external - working papers, summaries and similar records created for the purpose of conducting an audit	3 years after all questions arising from the audit have been resolved.
Bank security records	4 years after termination, expiration, or release of contractual obligations.
Bond records - certificates and redeemed coupons	1 year after payment
Bond records - preliminary studies, proposals and prospectuses for issuance or cancellation	Permanent
Bond registers	Permanent
Budgets & documentation - annual including amendments	Permanent
Budgets & documentation - special budgets, capital improvements, grant funded projects or others prepared on an emergency basis not included in the annual budget	Permanent
Budgets & documentation - working papers used in preparation of the budget	3 years
Budgets & documentation - encumbrance and expenditure reports	2 years
Budgets & documentation - change documentation including line item or contingency reserve fund transfers and supplemental requests	2 Years
Capital Assets records - equipment or property history containing initial cost, and disposal authorization if disposed of	Fiscal Year End of date of disposal + 5 years

Capital Assets records - equipment or property cost and depreciation schedules used for capital outlay budget or budget control	Fiscal Year End + 3 years
Capital Assets records - equipment or property inventories	Until superseded + 3 years
Capital Assets records - property sale, auction or disposal records of government owned equipment or property NOT including property foreclosed or seized for failure to pay property taxes or seized by law enforcement officers	1 year
Financial reports - monthly, bimonthly, quarterly or semi-annual reports	Fiscal Year End + 3 years
Financial reports - annual reports	Permanent
Financial reports - long range fiscal planning reports	Permanent
Financial reports - capital improvement reports	Permanent
Grant development - successful application and proposals and any documentation that modifies the terms of a grant	Fiscal Year end + 3 years
Grant development - financial, performance and compliance reports submitted to grantor or sub grantor agencies.	Fiscal Year end + 3 years
Grant development - reports, planning memoranda, studies, correspondence and similar records of successful grant proposals	3 years
Grant development-any records relating to unsuccessful grant proposals	As long as administratively valuable
Investment transaction records - documentation relating to investment of public funds	Fiscal Year end + 5 years
Accounting Policies & Procedures - directives and similar records documenting accounting procedures	Until superseded + 5 years
Accounts Payable & Disbursement records-claims invoices, statements, copies of checks & purchase orders and similar records to document disbursements. Including those documenting claims for and reimbursement to employees for travel and other employment-related expenses.	Fiscal End of Date of final payment + 3 years
Accounts Payable & Disbursement records sufficient to document the purchase costs of capital equipment or fixed assets	Fiscal Year End of date of disposal + 3 years
Accounts Payable & Disbursement records of fund transmittal reports to federal, state or other local government agencies, to retirement systems or to other entities if the funds are collected on behalf of other agencies or individuals except federal & state payroll and unemployment taxes	Fiscal Year of period covered by report + 3 years
Accounts Receivable records-copies of bills, stubs, statements, billing registers, account cards, deposit warrants, cash receipts, etc serving to document money owed to or received by local government	Fiscal Year End + 3 years

Accounts Receivable records documenting the receipt of any monies that are remittable to the State Comptroller of Public Accounts	Remittance due date + 5 years
Accounts Receivable record for payment to a local government holding a property lien until the debt is satisfied	Fiscal Year End of date of final payment and release of lien + 3 years
Accounts Receivable records relating to receipt of cash deposits or sureties for the delivery of services	Fiscal Year End of termination of service or refund of deposit + 3 years
Accounts Receivable records of accounts deemed uncollectible including write offs	Fiscal Year End of write off date + 3 years
Banking records - bank statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliations and notices of interest earned, etc.	Fiscal Year End + 5 years
Cost allocation and distribution records allocating costs among accounts and funds	Fiscal Year End + 3 years
Ledgers, Journals & entry documents showing receipts & expenditures from all accounts for which an annual audit report exists	Fiscal Year End + 5 years
Ledgers, Journals & entry documents showing receipts & expenditures from all accounts for which an annual audit report DOES NOT exist	Permanent
Subsidiary ledgers, journals & entry documents	Fiscal Year end + 5 years
Ledgers, Journals and entry supporting documents	Fiscal Year end + 5 years
Transaction Summaries - Daily	30 days
Transaction Summaries - Weekly	90 days
Transaction Summaries - Monthly, bimonthly, quarterly or semi-annual	2 Years
Transaction Summaries - Annual	Fiscal Year End + 3 years
Unclaimed property documentation reported to the State Treasurer	Date on which property is reportable + 10 years
PERSONNEL & PAYROLL RECORDS	
Aptitude & Skills test records of applicants taking tests	2 years
Awards & commendations	Date of separation + 5 years
Certificates & Licenses or permits required to remain eligible to hold position requiring certification or licensing	Until superseded or separation of employee + 5 years
Conflict of Interest Affidavits	5 years after leaving position for which affidavit was filed
Counseling program files reporting interviews, analyses, and similar records of work-related, personal or substance abuse problems of an employee	3 years after termination of counseling
Disciplinary & Adverse Action created by supervisory personnel against employee along with all documentation	2 years after case closed or action taken as applicable
Employee Pension & Benefit records such as pension, life, health disability insurance, seniority & merit systems, and deferred compensation plans including amendments	Termination of plan + 1 year

Employee selection records - notes of interviews, tests, eligibility, background, offers of employment and similar documents to fill a vacant position.	2 years from the creation of the record or the personnel action involved whichever is later
Employment advertisement or announcements relating to job openings, promotions, training program, or overtime opportunities including job orders submitted to employment agencies	2 years
Employment applications, transcripts, letters of reference and similar documents submitted by candidates for vacant positions both hired and not hired	2 years from the creation or receipt of the record of the personnel action involved, whichever is later
Fingerprint Cards	Date of separation + 5 years
Job Evaluations (performance appraisals)	Until superseded + 2 Years
Oaths of Office	Until superseded + 5 years or 5 years after leaving position for which oath required, whichever is applicable
Position Description, Classification, and staff monitoring records including associated task or skill statements	Until superseded or position abolished + 4 years
Training & Educational Achievement Record- certificate of completion, transcripts, test scores or similar records documenting the training, testing or continuing education if such training or testing is required for the position	Date of separation + 5 years
Training and Educational Achievement Records including training manuals, course outlines, and similar training aids used for in-house training programs	Until superseded + 2 Years
Verification of Employment Eligibility (INS form I-9)	3 years from hire or 1 year after separation whichever is later.
Workers Compensation Claim Files - initial and supplemental reports of accidents or job-related illnesses and claims filed	Calendar Year + 5 years
Financial Disclosure statements of officers and/or employees of a local government	Date of separation + 2 years
Deduction Authorizations used to start, modify or stop all voluntary or required deductions from payroll, including orders of garnishment or other court ordered attachments	4 years after separation or 4 years after amendment, expiration or termination of authorization
Direct Deposit application/authorization	Until superseded
Earnings and deduction records - containing employee information	4 years
Federal & State Tax forms and reports used to determine withholding from wages and salaries for payroll tax purposes	4 years after separation or 4 years after form amended, whichever sooner.
Federal & State tax forms and reports used to report the collection, distribution, deposit and transmittal of payroll or unemployment taxes	4 years after tax due date or date tax paid, whichever later

Leave records or unused accumulated sick leave for employees if all or a % of accumulated sick leave is used to calculate length of service and/or accumulated sick leave is creditable to an employee if rehired	Permanent
Leave records requests and authorization for vacation, compensatory, sick, FMLA and other types of authorized leave	Fiscal Year End + 3 years
Leave record or hours-to-date registers	Fiscal Year End + 3 years
Leave records of periodic time summary or leave status reports furnished to each employee including final report of separated employees	2 years
Payroll action regarding hiring, termination, transfer, pay grade, position or job title, name changes, etc	2 years
Payroll documents regarding adjustments to payroll and leave status	Fiscal Year End + 3 years
Time and attendance reports - time cards or sheets, work schedules & documents evidencing adherence to or deviation from normal hours for those employees working on a fixed schedule	4 years
Reimbursable requests and authorizations for travel, participation in education programs, workshops, college classes or other bona fide work related activities when expenses are defrayed or reimbursed	Fiscal Year End + 3 years

SUPPORT SERVICES RECORDS

Successful bids and bid documents - invitations to bid, bid bonds, bid affidavits, bid sheets, and supporting documents	Fiscal Year End + 3 years
Unsuccessful bids and bid documents	2 year
Informal bid records such as requests for quotations or estimates for goods or services not requiring formal letting of bids	1 year
Inventory records (Parts & Supplies)	1 year
Purchase order and receipt records, requisitions, and receiving reports.	Fiscal Year End + 3 years
Purchase order and receipt records, packing slips and order acknowledgements	As long as Administratively Valuable

FACILITY, VEHICLE AND EQUIPMENT RECORDS

Accident & damage reports to facilities, vehicles or equipment IF NO personal injury is involved	3 years
Construction project records - ALL documents regarding planning, design, construction, conversion or modernization of facilities, streets, structures and systems owned by local government	Life of Asset + 10 years (review prior to disposal-some may merit permanent retention for historical reasons.)
Lost & stolen property reports	Fiscal Year End + 3 years
Routine inspection of vehicles and equipment	1 year
Maintenance and repair records of vehicles and equipment	Life of the Asset

Maintenance and repair records of vehicles salvaged as a result of an accident	Life of the Asset + 3 years
Routine cleaning, janitorial and inspection work of facilities	1 year
All other facility maintenance, repair and inspection records including plumbing, electrical, fire suppression and other infrastructural systems	5 years
Service requests/work orders for repairs and maintenance to facilities, vehicles, or equipment	2 years
Usage Reports of facilities, vehicles, and equipment (mileage, fuel consumption, copies run) if reports are used for allocating costs or payment under rental or lease agreements	Fiscal Year End + 3 years
Warranties for vehicles and equipment	Expiration of warranty + 1 year
Vehicle Titles and Registrations	Life of the Asset

COMMUNICATIONS RECORDS

Postal and delivery service records-registered, certified, insured and special delivery mail receipts and similar records by express or delivery companies	1 year
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RECORDS OF AUTOMATED APPLICATIONS

Audit Trail records needed for electronic data audits showing transactions accepted, rejected, suspended and/or processed; history files/tapes; records of on-line updates to application files or security logs	Until audit requirements met
Automated indexes, lists, registers and other finding aids used to provide access to the hard copy and electronic records	Until the related hard copy or electronic records have been destroyed.
Records documenting operational & maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems	Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet and approved retention period that require the hardware to be retrieved and read.

COMPUTER OPERATION & TECHNICAL SUPPORT RECORDS

Access Security records to control or monitor individual access to a system and its data	Date of expiration, or date of seperation + 2yrs
Disaster Preparedness and recovery plans for re-establishment of services and equipment in case of a disaster	Until superseded
Project files created and used in the development, redesign, or modification of automated systems or applications	3 years after completion of project
Electronic records training memoranda, flyers, catalogues, registration forms, rosters and other records documenting training courses provided users	As long as Administratively Valuable

Internet cookies on hard drives that make use of user-specific information transmitted by the Web Server onto the user's computer so that the information might be available for later access by itself or other servers	As long as Administratively Valuable
History files - web sites used during an internet session that allows users to access previously visited pages more quickly or to generate a record of user's progress	As long as Administratively Valuable
Software registrations, warranties and license agreements	Life of the Asset + 3 years
