

# Records Disposition Log

ADM.

Prepared by Records Liaison: J J Almaraz Date 7-15-2021

Total Boxes: 7

Director Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_

RMO Approval Signature: J J Almaraz Date 7-15-2021

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
1	Capital Improvement Advisory Committee Agendas	2 year	2016-2017	S				
1	P&Z Commission Agendas	2 year	2016-2017	S				
1	City Council Agendas	2 year	2017	S				
1	Potential Quorums Notices	2 year	2017	S				
1	Public Hearing Notices	2 years	2017	S				
1	City Council Agendas	2 year	2016	S				
1	Certified Agendas	2 years	2017	S				
1	Open Records	2 years	2017	S				
1	Open Records	2 years	2018	S				
1	Action Agendas	2 years	2017/2018	S				

**Legend**

*Retention Period Codes:* FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent  
*Actions:* R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed  
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*See Att (See Attachment):* Put an X in this field if there is an attachment giving more detail about the records being destroyed.

# Records Disposition Log

Prepared by Records Liaison: Mandy Miller - *MM* Date 07.06.2021

Director Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_

RMO Approval Signature: *D. Walman* Date 7-15-2021

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD2	HR4775-23 - Food Establishment Inspection Reports	2 years	01.01.2013 to 12.31.2013	S	204 pages			
AD2	HR4775-23 - Food Establishment Inspection Reports	2 years	01.01.2014 to 12.31.2014	S	249 pages			
AD2	HR4775-23 - Food Establishment Inspection Reports	2 years	01.01.2012 to 12.31.2012	S	147			
AD2	HR4775-23 - PW5525-05 - Pool and Spa Inspection Reports	3 years	01.01.2012 to 12.31.2012	S	5			
AD2	HR4775-23 - Food Establishment Inspection Reports	2 years	01.01.2011 to 12.31.2011	S	5			
AD2	HR4775-23 - Food Establishment Inspection Reports	2 years	01.01.2015 to 12.31.2015	S	5			
AD2	PW5525-05 - Pool and Spa Inspection Reports	2 years	01.01.2013 to 12.31.2013	S	6 pages			
AD2	PW5525-05 - Pool and Spa Inspection Reports	2 years	01.01.2010 to 12.31.2010	S	1			
AD2	PS4475-08b/HR4775-27 - Custodial Care Sanitation Inspection Report	3 years	01.01.2012 to 12.31.2012	S	6			
AD2	PS4475-08b/HR4775-27 - Custodial Care Sanitation Inspection Report	3 years	01.01.2013 to 12.31.2013	S	11			
AD2	PS4475-08b/HR4775-27 - Custodial Care Sanitation Inspection Report	3 Years	01.01.2014 to 12.31.2014	S	3			
AD2	GR1000-34 PUBLIC INFORMATION/OPEN RECORDS	2 YEARS	03.01.2016 TO 12.31.2016	S	53 REQUESTS			

**Legend**  
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# Records Disposition Log

Prepared by Records Liaison: Mandy Miller - *Miller* Date 07.06.2021

Director Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_

RMO Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_

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AD2	GR1000-34 PUBLIC INFORMATION/OPEN RECORDS	2 years	01.01.2017 to 12.31.2017	S	41 requests			
AD2	GR 1000-04 Potential Quorum Notice	2 years	01.01.2018 to 12.31.2018	S	18			
AD2	GR 1000-04 Potential Quorum Notice	2 years	12.04.2018	S	1			
AD2	GR 1000-04 Public Hearing Notice	2 years	01.01.2018 to 12.31.2018	S	5			
AD2	GR 1000-01a - CC Agenda Retreat	2 Years	04.14.2018	S	2 pages			
AD2	GR 1000-01a - CCS Agenda	2 Years	01.01.2018 to 12.31.2018	S	7 pages			
AD2	GR 1000-01a - CC Agenda	2 Years	01.01.2018 to 12.31.2018	S	69 pages			
AD2	GR 1000-01a - CCS Agenda	2 Years	01.01.2019 to 12.31.2019	S	3 pages			
AD2	GR 1000-01a - CC Agenda	2 Years	01.01.2019 to 12.31.2019	S	69 pages			
AD2	GR 1000-01a - P&Z Agenda	2 Years	01.01.2018 to 12.31.2018	S	30 pages			
AD2	EL3100-01a - Election forms (blank)	Election Day + 22 months	1995	S	unk			
AD2	EL3100-01a - Generic Election supplies (unused)	Election Day + 22 months	1995	S	unk			

**Legend**  
*Retention Period Codes:* FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent  
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RMO Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD2	GR 1000-01a - P&Z Agenda	2 years	01/01/2016 - 12/31/2016	S				
AD2	GR 1000-01a - P&Z Agenda	2 years	06/01/2014 - 12/31/2014	S				
AD2	GR 1000-01a - P&Z Agenda	2 years	01/01/2015 - 12/31/2015	S				

**Legend**  
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Director Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_

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Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD3	GR 1000-01a - CC Agenda with packet	2 years	01/14/2014 to 12/31/2021	S	589 pages			
AD3	PW5375-04 - City of Austin Tech Reports for Robert Mueller Airport	US	1989-1990	S	12 Books			
AD3	EL3100-10a - Misc. Election Records	Election Day + 22 months	1996	S	37			
AD3	EL3125-02a - Candidacy Applications	Election Day + 2 years	1996	S	15			
AD3	GR1000-01b - Closed meetings	2 years	1989 to 1995	S	41			

**Legend**  
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# Records Disposition Log

Prepared by Records Liaison: Mandy Miller *Miller* Date 07.06.2021  
 Director Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 RMO Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD4	GR1000-09 - Sign-in Forms	90 days after approval	01.01.2015 TO 12.31.2015	S	20 pages			
AD4	GR1000-04 - Potential Quorum	2 Years	01.01.2015 TO 12.31.2015	S	2 pages			
AD4	GR1000-04 - City Council Agendas	2 years	01.01.2015 to 12.31.2015	S	71 pages			
AD4	GR1000-09 - Notes from Meeting	90 days after approval	01.01.2015 TO 12.31.2015	S	223 pages			
AD4	GR1000-04 - P&Z Agendas	2 years	01.01.2015 TO 12.31.2015	S	23 pages			
AD4	GR1000-04 - P&Z Agendas	2 years	01.01.2014 TO 12.31.2014	S	16 pages			
AD4	GR1000-04 - P&Z Agendas	2 years	01.01.2013 TO 07.31.2013	S	10 pages			
AD4	GR1000-09 - Notes from Meeting	90 days after approval	01.01.2012 to 12.31.2013	S	24 pages			
AD4	GR1000-04 - P&Z Agendas	2 years	01.01.2011 TO 12.31.2012	S	23 pages			
AD4	PW5200-01 - Misc. Work Order	2 years	blank	S	14 pages			
AD4	GR1000-39 - Publications (handout booklets)	AV	1996, 2000-2003	S	7 pamphlets			
AD4	EL3100-01a - Official Ballot	Election day + 22 Months	05.2.1992	S	3 ballots			

**Legend**  
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# Records Disposition Log

Prepared by Records Liaison: Mandy Miller  Date 07.04.2021

Director Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_

RMO Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD4	PW5450-05c - Daily Collection Data Sheets (Monthly)	5 years	1980 - 1981	S	58 pages			
AD4	GR1000-03g - Agenda Packets	2 years	09/1996	S	90 pages			
AD4	GR1000-03g - Agenda Packets	2 years	08.01.2008 to 10.01.2008	S	167 pages			
AD4	GR1000-03g - Agenda Packets	2 years	09/2007	S	21			
AD4	GR1000-26a - Memorandas	4 years	02/1996	S	24 pages			
AD4	GR1000-45 - Hand written notes (reminders)	CE + 1 year	1997	S	3 notebooks			
AD4	EL3125-02a - Election Packets	Election Day + 2 years	2006 to 2010	S	1,172 pages			
AD4	EL3125-02a - Election Packets	Election Day + 2 years	1996	S	107 pages			
AD4	GL1000-39 - Municipal Law Update booklet	AV	2007/2008	S	1 book			
AD4	GR1000-09 - Sign-in Forms	90 days after approval	1992 - 1993	S	1			
AD4	GR 1000-04 - Public Hearing Notice	2 years	1992 - 1993	S	4			
AD4	GR 1025-01b - Fiscal Audit Records - extra copies	2 years	2011-2016	S	23 booklets			

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RMO Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_

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AD5	GR1000-01a - Certified Agendas	2 years	11.16.1994; 03.21.1995	S	2			
AD5	GR1000-03g - Minutes - supporting doc - copies	2 years	1986 - 1987	S	96 pages			
AD5	EL3125-02a - Candidate Election Packets	Election Day + 2 years	2001	S	276 pages			
AD5	EL3100-01a - Blank Misc. Election forms	Election Day + 22 months	2001	S	52 forms			
AD5	EL3100-01a - Genera; Election supplies (empty envelopes)	Election Day + 22 months	2001	S	29 envelopes			
AD5	EL3100-01 Early Voting Ballots / Tally sheets	Election Day + 22 months	2001	S	55			
AD5	Election Judges - Single appt.	Election Day + 22 months	2001	S	5			
AD5	EL3100-01 Early Voting Ballots / Tally sheets	Election Day + 22 months	1998	S	12			
AD5	Affidavits of Publications - Election Notice	Election Day + 22 months	2001	S	2			
AD5	GR1000-39 (retention Note) - Publication (paperback)	Election Day + 22 months	1994 / 2017 / 2018	S	3 Books			
AD5								
AD5								

**Legend**

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 RMO Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_

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Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD6	GR1000-39 (RN) - Publication (gov. code book)	AV	1998	S	1 book			
AD6	EL3100-04a - Election Officer Records	Election Day + 22 months	1988, 1989, 1997, 1998, 2001	S				
AD6	EL3100-21b - Election Notices	Election Day + 6 months	1988, 1989, 1997, 1998, 2001	S				
AD6	EL3100-03b - Election Records-unused materials	Election Day + 22 months	1988, 1989, 1997, 1998, 2001	S				
AD6	EL3100-01 - Early Election Ballots	Election Day + 22 months	1988, 1989, 1997, 1998, 2001	S				
AD6	EL3100-10a - Election Records - Signature Rooster	Election Day + 22 Months	1988, 1989, 1997, 1998, 2001	S				
AD6	GR1000-26c - Correspondence and Subject Files (copies of RES)	AV	1974	S				
AD6	GR1000-26c - CORRESPONDENCE, INTERNAL MEMO, AND SUBJ. FILES	AV	1996	S	184			
AD6								
AD6								
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# Records Disposition Log

Prepared by Records Liaison: Lluvia T. Almaraz Date 6/21/2021

Director Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_

RMO Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_

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Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD7	GR1000-26 - Internal Memorandums	4 years	2004	S				
AD7	GR1025-27 - CA Accounts Receivable Records	FY end +3yrs	2002	S				
AD7	PW5200-02 - PW Work Orders	2 years	1999	S				
AD7	GR1050-23 - Oath of Office	5 years	2004	S				

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