

**City of Woodcreek**

**Records Management Plan**

The City adopts and shall abide by the following policies:

Digital Records Policy:

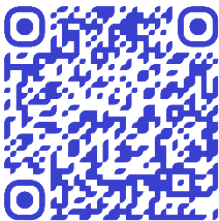
The City will not maintain paper duplicates of digital records. Once a record is recorded digitally, the paper copy may be destroyed immediately. The following guidelines are the basics of the City policy for record retention management.

IMPORTANT: some documents may be considered of historical value such as original city maps and plat records in paper. These shall be retained in perpetuity, and it is encouraged that these records be preserved in a manner to ensure their longevity such as frames or special storage devices. Staff should actively seek to find, identify, validate, preserve and protect these items.

Applicable Records Control Schedules:

**Local Schedule GR: Records that are common to all local government**

Includes items such as administrative records, financial records, personnel and payroll records, support service records, and information technology records. This is not an exhaustive list.



For a more complete list and comprehensive details regarding specific documents please reference the following site:

**[https://www.tsl.texas.gov/slr/localretention/schedule\\_gr](https://www.tsl.texas.gov/slr/localretention/schedule_gr)**

All administrative records will follow the same retention policy as follows:

- (a) At minimum, five years will be retained and posted for public access on the City website, although with any necessary redactions to protect personal identifying information where required.
- (b) Documents older than five years will be kept in permanent digital storage, with the exception of personnel and payroll records, bid packages and requests for proposals; these may be permanently destroyed after five (5) years.
- (c) Permanent digital storage will be housed in a central digital location accessible to staff and the governing body. Residents may view copies of requested documents upon request. These files are not required to be posted and accessible online to the public.
- (d) Notes taken during meetings shall be retained until such time that the minutes have been approved by the governing or advisory body for which they pertain.

## **Local Schedule LC: Records of justice and municipal courts**

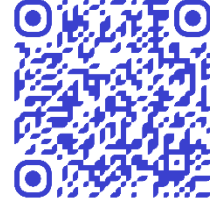
Includes items such as civil and criminal records, inquest, vital statistics, miscellaneous, juvenile records. This is not an exhaustive list.

For a more complete list and comprehensive details regarding specific documents please reference the following site:

[https://www.tsl.texas.gov/slr/localretention/schedule\\_lc](https://www.tsl.texas.gov/slr/localretention/schedule_lc)

Documents of this type should be closely referenced on the State website for the specific policy as these pertain to legal matters.

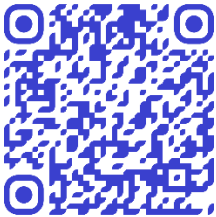
Many of these records require permanent retention.



However, administrative hearing cases and those of minor code violations are only required to be retained for one year unless pending resolution. Repeat violations may result in a longer retention period.

## **Local Schedule PW: Records of public works and other government services**

Includes items such as planning and zoning, building permit, inspection, engineering and public transportation, maintenance, conservation, and other miscellaneous records. This is not an exhaustive list.



For a more complete list and comprehensive details regarding specific documents please reference the following site:

[https://www.tsl.texas.gov/slr/localretention/schedule\\_lc](https://www.tsl.texas.gov/slr/localretention/schedule_lc)

Much of this schedule does not apply to the City of Woodcreek.

Key areas of importance:

- (a) Zoning violations that have been validated shall be retained for three (3) years. Unfounded, inaccurate, or false claims shall not be retained.
- (b) All zoning and plat record, permits, and variances filed and processed are considered permanent retention items. Incomplete or expired submission shall not be retained after five years.
- (c) Master road records of construction, design, and maintenance records for bridges are considered permanent retention items.
- (d) Road maintenance records are only required to be retained for three (3) years.
- (e) Special event records shall be kept for two (2) years.
- (f) Tree and plant records shall be kept for three (3) years.
- (g) Traffic device installation and maintenance records (not including traffic signals – these are for the life of the device) shall be retained for five (5) years.
- (h) Assets such as vehicles, golf carts, sheds shall have records kept for the life or ownership of the item.

- (i) City operation reports are considered permanent retention records.
- (j) Reports to regulatory agencies are considered permanent. This pertains to the final versions of documents and not drafts or copies leading up to the adoption or approval of an item.
- (k) Environmental reports and planning are considered permanent.