

PLUM CREEK CONSERVATION - RECORDS RETENTION SCHEDULE

Adopted as Amended on _____

ABBREVIATIONS USED IN THIS SCHEDULE

AV – As Long as Administratively Valuable

CE – Calendar Year End

FE – Fiscal Year End

LA – Life of Asset

*TAC-Texas Administrative Code

*TCEQ-Texas Commission on Environmental Quality

US – Until Superseded

Amendment: For documents not specifically listed in PCCD’s January 2024 Approved Records Retention Schedule, the retention period for those documents is subject to the most current and applicable version(s) of the Texas State Library and Archives Commission (TSLAC) Local Government Retention Schedules. All corresponding destruction information shall be documented on the PCCD Record Destruction Log.

DOCUMENT TITLE	DESCRIPTION	RETENTION PERIOD	NOTES	Regulation
SOIL & WATER CONSERVATION RECORDS				
Allocations of Funds, Requests & Claims Submitted to Texas State Soil and Water Conservation Board.		FE + 3 years.		TAC
Variance of Land Use Regulations, Petitions	Granted petitions.	As long as variance in effect + 2 years.		TAC
Variance of Land Use Regulations, Petitions	Denied petitions	2 years.		TAC
Water Quality Management Plans	Water quality management & implementation plans developed by soil & water conservation plans for landowners to	Life of plan + 2 years.		TAC

**Retention Period based on Texas Administration Code , Title 13 (Cultural Resources), Part 1 (Texas State Library & Archives Commission), Chapter 7 (Local Records) Subchapter D (Records Retention Schedules); Rule 7.125 (Records Retention Schedules) and/or TCEQ Publication RG-080 – Water District Financial Management Guide Revised March 2004*

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	prevent & abate pollution including any associated corrective action plans, notifications of withdrawal of certification, & maintenance agreements.			
Tax Assessor Collector Reports	Yearly Reports	Permanent		TAC
Tax Assessor Collector Reports	Monthly Reports	FE + 3 Years	Review before disposal; some monthly reports especially from the early to mid-20th century, contain lists of persons paying poll or occupation taxes & may merit PERMANENT retention for historical reasons.	TAC
Tax Rate Order File	Includes Rules & Regulations & Related Affidavits of Publication.	Permanent.		TCEQ REG-080 03/2004
Water Well Permits		Permanent		TCEQ REG-080 03/2004
Legal Correspondence File		20 Years.		TCEQ REG-080 03/2004
General Legal Agreements		20 Years.		TCEQ REG-080 03/2004
Contracts with Vendors and/or Contractors (<i>not</i> related to construction projects)	Includes correspondence with vendors and/or contractors.	5 Years.		TCEQ REG-080 03/2004

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ADMINISTRATIVE RECORDS				
Agendas	Open Board Meetings	Permanent.		TAC
Dedications		Permanent.		TAC
Minutes	Written Minutes	Permanent.		TAC
Minutes – Notes	Notes taken during meetings from which written minutes are prepared.	90 days <i>after</i> approval of minutes by the Board.		TAC
Minutes - Supporting Documentation	One copy of each document of any type submitted at a meeting for consideration, approval, or other action <i>if</i> such action is reflected in the minutes of that meeting.	2 years.		TAC
Resolutions		Permanent.	Includes resolutions that have been repealed, revoked, or amended.	TAC
Public Comment Forms	Document filled out by members of the public wishing to speak at an open meeting.	2 years.	If all info from comment form is documented in written minutes of the meeting, the public comment form only needs to be retained for 90 days <i>after</i> approval of minutes of the Board.	TAC
GENERAL RECORDS				
Accident Reports	Reports of accidents to persons on local government	See below.		TAC

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	property or in any other situation in which a local government could be party to a lawsuit.			
Accident Reports-Minor	Reports of accidents to minors.	Date minor reaches majority age (18) plus 3 years if claim not filed; 3 years <i>after</i> settlement or denial of claim if filed; whichever applicable.		TAC
Accident Reports-Adults		3 years from date of report if no claim is filed; 3 years after settlement or denial of claim is filed, whichever applicable.		TAC
AFFIDAVITS OF PUBLICATION				
Affidavits of Publications	Published legal notices.	2 years.	*Including any accompanying clipping proofs or tear sheets.	TAC
Annexations, Dis-annexation, Abolition, & Other Jurisdictional Records	Records relating to the annexation or dis-annexation of territory to or from a local government, to its abolition, or to other actions which affect its	Permanent.	A contract or agreement relating to territorial jurisdiction or the delivery of services between 2 or more governments (i.e., between city	TAC

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	territorial jurisdiction or service area, including reports, correspondence, records of public hearings, agreements, and similar records.		and county) must be kept for 4 years after the expiration or termination of the instrument according to its terms.	
Charters	Charters, Articles of Incorporation, Orders of Incorporation, Orders of Change, or other similar documents used to establish or modify the administration of a local government.	Permanent.		TAC
Contracts, Leases, & Agreements	Includes reports, correspondence, performance bonds, certificates of liability, and similar records relating to their negotiation, administration, renewal, or termination except construction contracts.	4 years after the expiration or termination of the instrument according to its terms.	Review before disposal; some may merit Permanent retention for historical reasons.	TAC
Correspondence, Internal Memos, & Subject Files	Routine Correspondence.	5 years.		TCEQ REG-080 03/2004
Deeds	Deeds, titles, abstracts and certificates of title, title insurance, documentation	Permanent.		TAC

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	concerning alteration or transfer of title, & similar records evidencing public ownership of real property.			
Easements	Documentation relating to easements and rights-of-way for public works or other location government purposes including releases.	Permanent.		TAC
Insurance Policies	Liability, theft, fire, health, life, automobile, & other policies for local government property & personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies.	5 years.		TCEQ REG-080 03/2004
Legal Opinions	Formal legal opinions rendered by counsel or Attorney General for a local government, including any written requests for opinions, concerning the governance &	Permanent.	For retention of opinions rendered for a Public Information Act Request see Public Information Act Requests. For retention of informal legal options & other correspondence	TAC

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	administration of a local government.		provided by counsel see GR1000-26a.	
Litigation Case Files; Affidavits, Testimony, Depositions, Briefs		20 years.	Review before disposal; some may merit Permanent retention for historical reasons.	TCEQ REG-080 03/2004
Public Relations Records	Newsletters, press releases, or any other public relations files maintained or issued by an agency (includes print, electronic, audio, & audiovisual records).	2 years.	Review before disposal; some may merit Permanent retention for historical reasons.	TAC
Public Information Act Requests	Includes all correspondence & documentation relating to requests for records under the Public Information Act (Chapter 552, Government Code).	Date request for records fulfilled or withdrawn +1 year.	Review before disposal; some may merit Permanent retention for historical reasons.	TAC
Organizational Charts		US.	Review before disposal; some may merit Permanent retention for historical reasons.	TAC
Photographs, Images, Recordings, & Other Non-Textual Media	Media that documents the history & activities of a local government, any of its	AV.		TAC

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	departments, or projects.			
Policy & Procedure Documentation	Executive orders, directives, manuals that establish & define the policies, procedures, rules, & regulations governing the operations or activities of a local government as a whole or any of its departments, programs, services, or projects.	US, expired, or discontinued + 5 years.	Review before disposal; some may merit Permanent retention for historical or legal reasons.	TAC
Publications	Pamphlets, reports, studies, proposals & similar material printed by or for a local government or any of its subdivision or programs and distributed to or intended for the distribution to the public on request and departmental or program newsletters designed for internal distribution.	One copy of each Permanent.		TAC
RECORDS MANAGEMENT RECORDS				
Records Management Retention Schedule	Retention Schedule including all successive	US.	Original will be retained by the State & Local	TAC

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	versions of & amendments to schedules.		Records Management Division, Texas State Library & Archives Commission.	
Record Destruction Log	Records documenting the disposition of records under records control schedules including requests submitted to the Texas State Library and Archives Commission for authorization to destroy unscheduled records.	Permanent.		TAC
Records Management Policies and Procedures	Plans and similar documents under which a records management program operates.	US, expired, or discontinued + 5 years.		TAC
FISCAL AUDIT RECORDS				
Fiscal Audits Conducted by internal or external auditors.	Annual, biennial, or other audit of any department, fund, account, or activity of a local government.	Permanent.		TAC
Special Audits	Audits ordered by a governing body, court, grand jury or mandated by administrative rules of a state or federal agency.	Permanent.		TAC

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Working Papers, Summaries & Similar Records	Items created for the purposes of conducting an audit.	4 years.		TCEQ REG-080 03/2004
Bank Security Records	Records documenting the pledging of bonds or securities by banks serving as depositories for public funds including depository contracts, security pledges, & statements, surety bonds, & similar records.	4 years after termination, expiration, or release of contractual obligations.		TAC
BOND RECORDS*			*For investment transaction records of bonds see: Investment Transaction Records Section	
Bond Records	Consisting of preliminary studies, proposals, & prospectuses, authorizations, & certifications for issuance or cancellation, & related policy correspondence.	Permanent.		TAC
Bond Certificates & Redeemed Coupons		1 year after payment.		TAC
Bond Registers		Permanent.		TAC
Other Bond Records	Records relating to the exchange, conversion, or replacement of bonds by bondholders.	1 year if information is contained in a bond register; Permanent if information not		TAC

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		contained in bond register.		
BUDGETS & BUDGET DOCUMENTATION				
Annual Budgets	Including amendments.	Permanent.		
Special Budgets	Budgets for capital improvement projects, grant-funded projects, or other projects prepared on a special or emergency basis & not included in an annual budget.	Permanent.		TAC
Working Papers Created Exclusively for the Preparation of Budgets	Includes budget requests, justification statements, & similar documents.	5 years.		TCEQ REG-080 03/2004
Encumbrance & Expenditure Reports	Status reports showing expenditures & encumbrances against a budget.	2 years.		TAC
Budget Change Documentation	Including line item or contingency/reserve fund transfers & supplemental budget requests.	2 years.		TAC
CAPITAL ASSET RECORDS	Documentation relating to capital & fixed assets.			
Equipment or Property Records	Include data on initial cost and disposal authorizations when disposed of.	FE of date of disposal + 3 years.	Review before disposal; some records documenting original construction &	TAC

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			additions/renovations may merit permanent retention for historical reasons.	
Equipment or Property Cost and Depreciation Schedules	Schedules used for capital outlay budgeting or other financial or budget control purposes.	FE + 3 years.		TAC
Equipment or Property Inventory		US + 3 years.		TAC
Property Sale Records	Sale, auction, or disposal records of equipment or property.	1 year.		TAC
Sale of Real Estate (Not Related to Easements)		7 Years.		Internal Revenue Service
FINANCIAL REPORTS	Annual, sub-annual, or irregularly prepared reports or statements on the accounts, funds, or projects created either for internal use or for submission to state agencies as may be required by law or regulation.			
Monthly, Bimonthly, Quarterly, or Semi-Annual Reports		FE + 3 years.		TAC
Annual Reports		Permanent.		TAC
Long-Range Fiscal Planning Reports		Permanent.		TAC
Capital Improvement Reports		Permanent.		TAC

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GRANT DEVELOPMENT & ADMINISTRATIVE RECORDS				
Successful Grant Applications & Proposals	Including any documentation that modifies the terms of a grant.	FE + 3 years.		TAC
Financial, Performance & Compliance Reports	Reports submitted to grantor or sub-grantor agencies.	FE + 3 years.		TAC
Reports, Planning Memos, Studies, Correspondence	Records created for & used in the development of successful grant proposals.	FE + 3 years.		TAC
Unsuccessful Grant Proposals	Any records as noted above related to <i>unsuccessful</i> grant proposals.	AV		TAC
INVESTMENT TRANSACTION RECORDS				
Bank Statements for Investment of Public Funds	To include Certificate of Deposits.	FE + 5 years.		TAC
Charge Schedules/Price Lists	Administrative fees for Well Permit Fees; Transportation Permit Fees, etc.	US + 3 years.		TAC
ACCOUNTING RECORDS				
Accounting Policies & Procedures		US or discontinued + 5 years.		TAC
Accounts Payable & Disbursement Records	Claims, invoices, statements, copies of checks (including for travel and	5 years.	*See Rules regarding Bond-Funded Projects	TCEQ REG-080 03/2004

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	employment related expenses).			
Records to Document Purchase Costs of Capital Equipment and Fixed Assets		FE covered by report + 3 years.		TAC
Reports of Transmittal of Funds to Federal, State, or other Government Agencies	Employee Retirement Deductions.		For Fed & State Payroll and Unemployment Taxes – See Personnel & Payroll Records	TAC
Banking Records	Bank & Credit Card Statements, Canceled Checks, Check Registers, Deposit Slips, Debit & Credit Notices, Reconciliations, Notices of Interest Earned.	FE + 5 years.		TAC
Accounts Receivable Records	Documents that service to document money owed.			TAC
Bill Copies/stubs, Statements, Cash Receipts, Credit Card Receipts		FE of Date of receipt + 3 years.		TAC
Banking Records	Bank & Credit Card Statements, Canceled Checks, Check Registers, Deposit Slips, Debit & Credit Notices, Reconciliations, Notices of Interest Earned.	FE + 5 years.		TAC
Cost Allocation & Distribution Records	Records created to document the	FE + 3 years.		TAC

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	allocation of costs among accounts & funds including records relating to interfund accounting transactions.			
Ledgers, Journals & Entry Documentation			*For Fiscal Years for which an annual financial audit report exists (see Annual, Biennial Fiscal Audit Records)	TAC
General Ledger	Receipts & expenditures from all accounts and funds.	FE + 5 years.		
PERSONNEL & PAYROLL RECORDS			Includes Appointed Board of Directors who are paid wages	
Terminated Employees	Involuntarily Terminated Employees.	All Records retained for 2 years from date of termination.		TAC
Employee Pension and Benefits Records				
Pension Plans	With personal identifying data, beneficiary info, option selection, acknowledgement forms.	Permanent.		TCEQ REG-080 03/2004
Life, Health, & Disability Insurance	With personal identifying data, beneficiary info, option selection, acknowledgement forms.	5 years.		TCEQ REG-080 03/2004
Enrollment Forms	With personal identifying data,			TAC

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	beneficiary info, option selection, acknowledgement forms.			
Annual Reports from a Pension System or Fund		Permanent.		TAC
Employee Recognition Records		2 years.		TAC
Employee Selection Records	Interview notes, audio & videotapes of interviews, applicant rosters, or other records for filling a vacation position	2 years from creation.		TAC
Employee Service Records	Employment history containing name, gender, DOB, SSN, positions held, date of hire, promotion, transfer, demotion, leaves of absences, suspension, wage or salary rate of each position held, date of separation.	Date of Separation + 75 years.		TAC
Employment Advertising or Announcements	Postings related to job openings.	2 years.		TAC
Employment Applications				
Applications, Transcripts, Reference Letters	<i>If</i> required on the application Form or in the Posting	2 years from the creation.		TAC
Oaths of Office		Permanent.		TCEQ REG-080 03/2004

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Verifications of Employment Eligibility (I-9)		3 years from hire or 1 year after separation.		TAC
Workers Compensation Claim Records	Records of accidents to or job-related illnesses of employees.			
Initial & Supplemental Incident Forms, Reports, or Logs		CE Year End (CE) + 5 years.		TAC
Records of Workers Compensation Claims Filed by Employees	Includes any reports or investigations used to determine Eligibility.	As PCCD is self-insured, CE + 50 years.		TAC
Criminal History Checks	Used for condition of or in conjunction with employment application.	End of employee's probationary period or after immediate purpose has been fulfilled, as applicable.		TAC
Employee Acknowledgement Forms	Forms or other documents that show proof of receipt & awareness of local government policies & procedures	US or date of separation + 2 years.	*See Personnel & Payroll Records Section for pension acknowledgement forms and policies and procedures.	TAC
Unsolicited Resumes	Received by PCCD not used in the employment selection process.	AV		TAC
License & Driving Record Checks		US or date of separation.		TAC
PAYROLL RECORDS				
Deduction Authorizations	Documentation used to start,	4 years after Separation or 4		TAC

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	modify, or stop all voluntary or required deductions from payroll, orders of garnishment, or other court orders.	years after amendment, expiration, or termination of authorization, whichever sooner.		
Direct Deposit Authorization		US or date of separation as applicable.		TAC
Earnings and Deduction Records				
Records containing the following employee information: Name, last known address & SSN, amount of wages paid to the employee for each payroll period including all deductions & date of payment.		5 years.	*Master Payroll Register	TCEQ REG-080 03/2004
All Above Employee Information for Minimum Pension Plan		Date of separation + 75 years.	*Master Payroll Register or Year-to-Date register for Each CE Year that shows all persons employed during the year from whose wages, pension, and deductions were made.	TAC
Payroll Adjustment Records	Authorizations and details of adjustments to P/R records because of overpayment,	FE + 3 years.		TAC

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	underpayment, etc.			
FEDERAL & STATE TAX FORMS & REPORTS				
W-4 Forms		4 years after Separation <i>or</i> 4 years after form amended, whichever sooner.		TAC
W-2 and 1099s	Forms used to report the collection, distribution, deposit, & transmittal of payroll or unemployment taxes.	4 years after tax due date or date tax paid, whichever later.		TAC
LEAVE RECORDS				
Paid Time Off, Comp Time, FMLA & Other Authorized leave	Requests & authorization forms.	FE + 3 years.		TAC
Leave Status Reports	Copies of summaries furnished to employees regarding leave earned and used.		*Includes the final report for separated employees.	TAC
PAYROLL ACTION OR INFORMATION NOTICES				
Documents used to create/change information in employee payroll records.				
Documents concerning hiring, termination, pay grade, position or job title, name changes, etc.		2 years. from Date of creation.		TAC
Documents concerning		FE + 3 years.		TAC

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adjustments to payroll or leave status.				
Reimbursable activities, Requests, and Authorizations	Requests & authorizations for travel, participation in educational programs, workshops in which expenses of an employee are reimbursed.	FE + 3 years.		TAC
PURCHASING RECORDS				
Bids & Bid Documentation				
Successful Bids & Requests for Proposals, including invitations to Bid, Bid Bonds, Affidavits, Bid Sheets.		FE + 3 years.	*If a formal written contract is the result of a successful bid or request for proposal, all documents must be retained for the same period as the contract.	TAC
Unsuccessful Bids		2 years.		TAC
Requests for Informal Bid Estimates, Quotes, Responses from Providers for the Procurement of Goods or Services for which State Law does not require the formal letting of bids.		1 year.		TAC
Requests for Information (RFI) preliminary to the procurement of		AV after date of direct purchase, issuance of		TAC

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goods or services by direct purchase or bid.		request for bids, or decision not to proceed.		
Parts & Supplies Inventory Records		1 year.		TAC
Packing Slips		AV		TAC
W-9 Form – Request for Taxpayer Identification (TIN) & Certification		Date account is opened or date instrument purchased + 3 years.		TAC
Property Accident & Damage Reports	Reports of accidents or damage to facilities or equipment if no personal injury involved.	3 years.		TAC
FACILITY, VEHICLE & EQUIPMENT MANAGEMENT RECORDS				
Construction Project Records				TAC
Records concerning planning, design, construction, conversion, modernization of government-owned facilities, structures, infrastructure (electrical lines, underground water lines) and systems including feasibility, screening, & implementation studies; topographical & soil surveys & reports; architectural &		LA + 10 years.		TAC

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engineering drawings, elevations, profiles, blueprints, & as-builts, inspection and investigative reports; lab test reports; environmental impact statements, construction contracts & bonds, correspondence.				
Warranties for Vehicles and Equipment		Expiration of warranty + 1 year.		TAC
Equipment Manuals	Owner's manuals, instructional manuals.	LA		TAC
COMMUNICATION RECORDS				
Postal & Delivery Service Records				
Meter & Permit Usage Records		1 year.		TAC
Registered, Certified, Insured & Special Delivery Mail Receipts & Records by Express or Delivery Companies		1 year.		TAC

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