Argyle ISD
Administrative Records - Retention Period
Quick Reference Guide

REQUIRED	RETENTION PERIOD	COMMENTS
Agendas & Minutes:		
Agendas - Open Meetings	2 years	1) If the minutes describe each matter considered by the governing body and reference to an agenda is not required.
	Permanent	2) If the minutes do not describe each matter considered by the governing body and reference to an agenda is required.
Minutes - written	Permanent	
Minutes - notes from which written minutes are prepared	90 days after the approval of the governing body	

Affidavits of Publication:		
Election Notices - in an election not involving a federal office.	Election day + 6 months	By law – Election Code, Sections 4.005(d) and 66.058(a).
All other published legal notices	2 years	

Contracts, Leases & Agreements:		
Contracts, leases, and agreements, including 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.	Retention Note: Review before disposal; some records of this type may merit PERMANENT retention for historical reasons.

Correspondence, Internal, Memoranda & Subject Files:		
Administrative – Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, modification, or redefinition of the programs, services, or projects of a local government and the administrative regulations, policies, and procedures that govern them. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.	4 Years	Retention Note: Review before disposal; some records of this type may merit PERMANENT retention for historical reasons.

Routine - Correspondence and internal memoranda such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.	2 years	
Public Relations Records - News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	2 years	**Retention Note**: Review before disposal; some records may merit **PERMANENT** retention for historical reasons.
Policy and Procedure Documentation - Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and 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.	**Retention Note:** Review before disposal; some records may merit **PERMANENT** or long-term retention for historical or legal reasons.
Subpoenas for production of evidence produced for litigation in which the local government is not a party.	5 years	a) For subpoenas received for litigation in which the local government is a party see GR1000-31. b) For subpoenas requesting personally identifiable information of students see SD3225-02 (for school districts) or JC3775-02 (for junior colleges).
Committee Records - Records of committees, councils, boards, or commissions which are not subject to the Texas Open Meetings Act. Records may include, but are not limited to, member lists, officer election records, agendas, meeting minutes, and related documentation and correspondence	2 year	**Retention Notes:** Review before disposal; some records may merit PERMANENT retention for historical reasons.
General – Incoming/outgoing and internal correspondence pertaining to the regular operation of the policies, programs, services, or projects of a local government. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.	2 years	Retention Note: Records management officers should use caution before disposal of these records to ensure the records should not be classified under administrative correspondence (GR100-26a).

DISCLAIMER NOTE: This quick reference guide was compiled in very generous terms from the GR and SD Schedules published by the Texas State Library & Archives Commission (TSLAC). The most recent GR and SD Schedules should be used as the official reference when archiving and/or destroying records.

Local Schedule GR - Records Common to All Governments
Local Schedule EL - Records of Elections and Voter Registration
Local Schedule TX - Records of Property Taxation
Local Schedule SD - Records for Public School Districts