



Town of Highland Park, Texas
TOWN COUNCIL MEETING
AGENDA

8:00 AM
February 3, 2026

4700 Drexel Drive Highland Park, TX 75205
Town Council Chambers

I. CALL TO ORDER

II. INVOCATION

III. PUBLIC COMMENT

This portion of the agenda is the public's opportunity to address the Town Council about any item listed on the agenda, except public hearings. Comments related to public hearings will be heard when the specific hearing begins. Public comments are limited to three (3) minutes per speaker, unless otherwise required by law. Per the Texas Open Meetings Act, the Town Council is not permitted to take action on or discuss any item not listed on the agenda. Items suggested for action may be placed on a future agenda at the Town Council's sole discretion.

IV. CONSENT AGENDA

All items under the Consent Agenda are considered to be routine by the Town Council and will be enacted by one motion and vote. There will be no separate discussion of items unless a request by a Council Member is made prior to the time of the Town Council voting on the motion. In such event, the item will be removed, without debate, from the general order of business and considered in its normal sequence.

- A. Take action on an ordinance ordering the General Municipal Election on Saturday, May 2, 2026, for the purpose of electing a Mayor and five Town Council Members and authorizing the Mayor to execute an election services agreement.
- B. Take action on an ordinance establishing an all-way stop intersection at the Douglas Avenue and Lorraine Avenue intersection.
- C. Take action on an ordinance amending the Town's Records Management Program Ordinance and a Resolution adopting the policies and procedures for the Program.
- D. Take action on the minutes of the Town Council meeting held on January 20, 2026.
- E. Take action on the minutes of the Town Council study session held on January 20, 2026.

V. MAIN AGENDA

- A. Review, discuss, and take action to extend the construction time period from 24 to 32 months for a new single-family residence at 3705 Gillon Avenue.

VI. ADJOURNMENT

Any item on this posted agenda could be discussed in closed session as long as it is within one of

the permitted categories under Sections 551.071 through 551.076 and 551.087 of the Texas Government Code.

A member of the public may address the governing body regarding an item on the agenda either before or during the body's consideration of the item, upon being recognized by the presiding officer or the consent of the body.

SPECIAL ACCOMMODATIONS FOR TOWN COUNCIL MEETINGS: Let us know if you need special assistance of any kind.

Please contact the Town of Highland Park Administrative staff at (214) 521-4161 from 7:30 a.m. - 4:30 p.m., Monday through Friday.



**Town of Highland Park
Town Council
Tuesday, February 3, 2026**

Item Coversheet

Take action on an ordinance ordering the General Municipal Election on Saturday, May 2, 2026, for the purpose of electing a Mayor and five Town Council Members and authorizing the Mayor to execute an election services agreement.

PRESENTED BY: Joanna Mekeal, Town Secretary

BACKGROUND:

On May 2, 2026, the Town will conduct an election to elect a Mayor and five Town Council Members for a term of two years. The Town's elections are held on the May Uniform Election Date in even-numbered years. The Town contracts with the Dallas County Elections Department ("DCED") to administer its election, which is a part of the Dallas County Joint Election. A meeting with representatives of DCED to receive and review the draft election services agreement was held on January 21, 2026. Attached to this agenda item is the draft Joint Election Contract for review. DCED requested any feedback or suggested changes by the end of the day on Friday, February 6, 2026. This draft agreement has been sent to the Town Attorney for review. The final agreement will be submitted to the Town Attorney for final review and subsequently executed by the Mayor.

The terms of the election services agreement will include the staffing and equipment required for Early Voting polling locations. DCED implements country-wide Polling Centers for Early Voting and for Election Day; the locations for the May 2nd election will be designated in the Election Services Contract between the Town and DCED. Early Voting will begin on Monday, April 20, and continue through Tuesday, April 28, 2026.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

The terms of the election services agreement provide for the division of expenses among each participating entity in the Dallas County Joint Election. After the election, DCED will determine the final cost for each participating entity and refund any overpayment or invoice any amount due. Past experience has shown that DCED will bill an additional amount after the election is

concluded. As such, the Town's overall election cost could reach \$10,000.00 and will be funded from the Town's general fund operating budget.

ATTACHMENTS

Joint Election Services Contract May 2026 - Draft (002), Ord. No. 2161 - Ordering a General Municipal Election 5-2-2026

**ELECTION SERVICES CONTRACT (“Election Services Contract” or “Contract”)
BETWEEN THE DALLAS COUNTY ELECTIONS ADMINISTRATOR
AND**

Carrollton-Farmers Branch ISD (CFBISD)

Cedar Hill ISD (CHISD)

City of Balch Springs (CoBS)

City of Carrollton (CoC)

City of Cedar Hill (CoCH)

City of Cockrell Hill (CoCk)

City of Combine (CoCb)

City of Coppell (CoCp)

City of DeSoto (CoDe)

City of Duncanville (CoDu)

City of Farmers Branch (CoFB)

City of Ferris (CoF)

City of Garland (CoG)

City of Grand Prairie (CoGP)

City of Grapevine (CoGV)

City of Hutchins (CoH)

City of Irving (CoI)

City of Lancaster (CoL)

City of Lewisville (CoLe)

City of Ovilla (CoO)

City of Richardson (CoR)

City of Rowlett (CoRo)

City of Sachse (CoS)

City of Seagoville (CoSe)

City of University Park (CoUP)

City of Wilmer (CoW)

City of Wylie (CoWy)

Coppell ISD (CISD)

D.C. Park Cities Municipal Utilities District (DCPCMUD)

Dallas ISD (DISD)

DeSoto ISD (DeISD)

Duncanville ISD (DuISD)

East Fork SUD (EFSUD)

Ferris ISD (FISD)

Garland ISD (GISD)

Grand Prairie ISD (GPISD)

Highland Park ISD (HPISD)

Irving ISD (IISD)

Lancaster ISD (LISD)

Mesquite ISD (MISD)

Richardson ISD (RISD)

Town of Addison (ToA)

Town of Highland Park (ToHP)

Town of Sunnyvale (ToS)

Wilmer MUD 1 (WMUD1)

(Collectively, “Participating Political Subdivision(s)”)

**FOR THE CONDUCT OF JOINT ELECTION
TO BE HELD SATURDAY, MAY 2 , 2026
TO BE ADMINISTERED BY THE DALLAS COUNTY ELECTIONS DEPARTMENT**

1) STATUTORY AUTHORITY FOR AND PARTIES TO THIS ELECTION SERVICES CONTRACT

- a) Paul Adams is the duly appointed County Elections Administrator (“Elections Administrator”) of Dallas County, Texas (“County”) and the Department Head of the Dallas County Elections Department (“DCED”). As such, Paul Adams is the County’s Voter Registrar and the Election Officer of Dallas County, Texas, and is authorized by Subchapter D of Chapter 31 of Title 3 and Chapter 271 of Title 16 of the Texas Election Code upon to enter into this Election Services Contract (“Election Services Contract” or “Contract”) with the contracting authorities of the Participating Political Subdivisions listed in “**Attachment E**” of this Election Services Contract. DCED acts at the direction of the Elections Administrator. The Elections Administrator, DCED, and the Participating Political Subdivisions together may be referred to collectively as “Parties” or individually as “Party.”
- b) The Participating Political Subdivisions are hereby participating with each other in this **Special and Joint Election to be held in Dallas County, Texas on Tuesday , May 2, 2026**, under Chapter 271 of Title 16 of the Texas Election Code (“Joint Election”). This Election Services Contract is entered into by and between the Elections Administrator and the Participating Political Subdivisions for election services as outlined herein and in accordance with the Texas Election Code. The Participating Political Subdivisions acknowledge that they are participating in this Joint Election with each other to the extent that they have candidates and/or propositions on the ballot in this Joint Election. The terms and conditions of this Elections Services Contract also apply to any run-off election or re-count related to this Joint Election unless otherwise agreed in writing.
- c) The Elections Administrator will coordinate, supervise, and handle all aspects of administering this Joint Election in accordance with the provisions of the Texas Election Code and as outlined in this Election Services Contract. Each contracting authority of each Participating Political Subdivision will pay its share of the Election Costs to the Elections Administrator for the equipment, supplies, services, and administrative costs outlined in this Election Services Contract. The Elections Administrator will administer the election; however, each Participating Political Subdivision will be responsible for the duties directly administered by the Participating Political Subdivision. Pursuant to Texas Election Code §§ 31.093 and 31.098, the Elections Administrator may enter a contract to furnish the election services requested within this Election Services Contract.
- d) Pursuant to Texas Election Code Section 2.025, and the Texas Secretary of State, if a runoff election is necessary, the date of the runoff for this Joint Election would be **June 13, 2026 (“Joint Runoff Election”)**. This Elections Services Contract and its terms will be automatically extended to cover the Joint Runoff Election unless a Participating Political Subdivision states in writing **on or before Friday, May 15, 2026**, that it does not wish to

participate in a Joint Runoff Election contemplated herein. If there is a request for a recount that results in a Runoff, then the deadline to participate in a Joint Runoff Election may be extended by the Elections Administrator. DCED will provide each Participating Political Subdivision to which this Section 1(d) applies an estimated cost based on the formula in Section 10(b), and such estimated costs will be paid in accordance with Section 10(e) (“Joint Runoff Fees”). Early voting polling place(s) and vote centers for any runoff will be established in accordance with Texas Election Code §§ 43.004 and 43.007.

- e) Joint Runoff Fees will be deposited into a special and separate Joint Runoff Election account. The Joint Runoff Fees must be deposited by the Participating Political Subdivisions that are participating in the Joint Runoff Election within seven (7) days after DCED provides unofficial results of the Joint Election to the Participating Political Subdivisions.
 - f) In the event of a recount and upon a Participating Political Subdivision’s written request, the DCED will provide assistance for a recount to the extent permitted and in accordance with Title 13 of the Texas Election Code (“Recount(s)"). The Participating Political Subdivisions requesting a Recount shall deposit with DCED the deposit received by the candidate requesting the Recount. DCED will bill each requesting Participating Political Subdivision for providing assistance for any Recounts, and such costs will be in accordance with the allowable costs under the Texas Election Code (“Recount Fees”). Recount Fees will be paid by the requesting Participating Political Subdivisions in accordance with Section 10 (e).
- 2) **ATTACHMENTS** The following attachments are hereby incorporated into this Election Services Contract as if set forth herein in their entirety. The Participating Political Subdivisions acknowledge that the following attachments are subject to reasonable changes by the Dallas County Elections Administrator before, during, and after Election Day and any runoff election(s), if any runoff election(s) are required by law to be held.
- a) **“Attachment A”** is an itemized list of the estimated election expenses for this Joint Election and the amounts that each Participating Political Subdivision must deposit with the Dallas County Elections Department. It also includes the Deposit Detail for each entity. The Elections Administrator will amend “Attachment A” to reflect the changing estimates of election expenses that are caused by changing circumstances and by the withdrawal of Participating Political Subdivision(s), if any, from this Election Services Contract.
 - b) **“Attachment B”** is a list of the early voting polling places for this Joint Election. (“early voting vote center(s), or “early voting polling place(s)”).
 - c) **“Attachment C”** is a list of the Election Day Countywide polling places (“vote center(s)”) for this Joint Election.
 - d) **“Attachment D”** is a list of the presiding election judges and alternate election judges for Election Day for this Joint Election.
 - e) **“Attachment E”** is a list of the Participating Political Subdivisions that will be holding

elections in Dallas County election precincts and sub-precincts and the number of registered voters in each of those election precincts or sub-precincts. "Attachment E" will be amended if any of the Participating Political Subdivisions withdraw from this Election Services Contract. "Attachment E" will be amended to reflect the number of registered voters in each election precinct and sub-precinct as of the statutory deadline of **April 2, 2026**, for voters to submit applications to register to vote or changes of address in this Joint Election.

- f) "**Attachment F**" will contain, for each Participating Political Subdivision, the full name of the person serving as a point of contact, the physical address, the mailing address, a facsimile number, and an email address. "Attachment F" will be amended if any of the Participating Political Subdivisions withdraw from this Election Services Contract.
- g) Notwithstanding Section 18, if any of the foregoing attachments are amended by the Elections Administrator, the Elections Administrator will send each Participating Political Subdivision an amended version of the attachment by email to the email address provided by each Participating Political Subdivision in "**Attachment F**". Such amended attachments will be emailed no later than before the start of early voting by personal appearance. If any amendments of any attachments are necessary after the start of early voting by personal appearance, such amended attachments will be emailed no later than five (5) calendar days after Election Day.

3) LEGAL DOCUMENTS

- a) Each Participating Political Subdivision will prepare, adopt, and publish all legally required election orders, resolutions, notices, and other documents that are required by, or of, their governing bodies. Any orders, resolutions, notices, or other documents that are required to be posted to the County's website shall be provided by each Participating Political Subdivision to the Elections Administrator at least three (3) business days before the statutory deadline to post and such orders, resolutions, notices, or other documents shall be posted to the County's website as directed by the Participating Political Subdivisions. Any orders, resolutions, notices, or other documents that are required to be posted at an early voting or election day vote center shall be provided by each Participating Political Subdivision to the Elections Administrator at least seven (7) business days before the statutory deadline to post and such orders, resolutions, notices, or other documents will be provided to each election judge or clerk for posting. **The Elections Administrator and DCED are not responsible for the proper posting or verification of posting of any required notice, order, resolution, or other documents at any early voting or election day vote center. The election judge, clerk, or their designee, at each early voting or election day vote center will be responsible for the posting of any such notice, order, resolution, or other documents.** Such documents can be sent to the attention of:

**Paul Adams
Elections Administrator
1520 Round Table Drive,
Dallas, Texas 75247;**

or, emailed to

DCECommunications@dallascounty.org

With a copy sent to Paul.Adams@dallascounty.org on all communications related to legal documents and questions regarding this election.

- b) Each Participating Political Subdivision is responsible for having its own election orders, resolutions, notices, or official ballot wording translated into the Spanish and Vietnamese languages.

4) **VOTING SYSTEMS**

- a) Each Participating Political Subdivision agrees that, during this Joint Election, voters will cast their ballots on the following voting systems, that are approved by the Texas Secretary of State in accordance with the Texas Election Code and the Texas Administrative Code: the ES&S ExpressVote Universal Voting System Ballot Marking Devices (“BMD(s)”), and the ES&S DS200 Digital Vote Center Scanner (“Tabulators”). Each of these systems are accessible to voters with physical disabilities. On **March 16, 2026**, beginning at 10:00 A.M. or another date as determined necessary by the Elections Administrator in accordance with the Texas Election Code, the Elections Administrator will test the BMDs and Tabulators used for counting ballots at the central counting station. Testing of the BMDs and Tabulators will be conducted until completed, at the County Elections Department at 1520 Round Table Drive, Dallas, Texas 75247. At least 48 hours before the date and hour of each test, the Elections Administrator will publish a newspaper notice with the date, hour, and place of the testing.
- b) The Elections Administrator will provide Electronic Poll Books, BMDs, Tabulators, and any other necessary equipment for this Joint Election. For Early Voting and on Election Day, the Elections Administrator will allocate voting equipment to the vote centers in amounts reasonably sufficient for the anticipated turnout of voters.
- c) The itemized list of the estimated election expenses for this Joint Election are in “**Attachment A**,” which includes, but may not be limited to the number of Electronic Poll Books, BMDs, Tabulators, and any other necessary equipment.
- d) If the Texas Secretary of State limits the use of or de-certifies a voting system or voting equipment or any part of a system or equipment identified in Section 4(a) or 4(b), each Participating Political Subdivision agrees that voters will cast their ballots using a voting system and voting equipment that have been certified by the Texas Secretary of State and adopted by the Dallas County Commissioners Court.

5) **POLLING PLACES/VOTE CENTERS**

- a) The Elections Administrator will select and arrange for the use of and payment for all the early voting vote centers listed in “**Attachment B**” and the Election Day vote centers listed in “**Attachment C**”. Early voting polling places and vote centers identified in Attachments “B” and “C” cannot be changed by a Participating Political Subdivision, but the Elections Administrator may consider changes requested by a Participating Political Subdivision. Any changes to vote centers are subject to the procedures outlined in Section 43.007 of the Texas Election Code. The Elections Administrator will finalize the vote centers as soon as possible before this Joint Election, amend “Attachment B” and “Attachment C” accordingly and send each Participating Political Subdivision the amended “Attachment B” or “Attachment C” in accordance with Section 2(g). Approval of this Election Services Contract by the Participating Political Subdivisions shall constitute approval and designation by the Participating Political Subdivisions of the vote centers listed in Attachments B and C and as amended in accordance with this Contract.
- b) Whenever possible, previously used vote centers that voters are accustomed to using will be used in this Joint Election; however, the Participating Political Subdivisions acknowledge that sometimes previously used vote centers are not available or appropriate for every election. Accessibility under the Americans with Disabilities Act is an important consideration for all vote centers in this Joint Election.
- c) In accordance with Section 43.007(o) of the Texas Election Code, the Elections Administrator will post a notice at each vote center of the four nearest vote centers by driving distance. The Elections Administrator shall be responsible for any notices required under Section 43.062 of the Texas Election Code.

6) **PRESIDING ELECTION JUDGES, ALTERNATE PRESIDING ELECTION JUDGES, ELECTION CLERKS, AND OTHER ELECTION DAY PERSONNEL**

- a) In accordance with Section 32.005 of the Texas Election Code, the Participating Political Subdivisions are responsible for the appointment of the presiding election judges and alternate election judges listed in “Attachment D” for each vote center listed in “Attachment C” subject to the eligibility requirement found in the Texas Election Code Subchapter C, Chapter 32 and Subchapter A, Chapter 83. Approval of this Election Services Contract by the Participating Political Subdivisions shall constitute approval and appointment by the Participating Political Subdivisions of the presiding election judges and alternate election judges listed in “Attachment D” and as amended in accordance with this Contract. The alternate presiding judge shall serve as presiding judge for an election if the regularly appointed presiding judge cannot serve. The Elections Administrator will be responsible for the administration of the election judges listed in “Attachment D”.
- b) In accordance with Section 32.007 of the Texas Election Code, if both the presiding election judge and alternate election judge are ineligible, unable, or unwilling to serve in this Joint Election, and the presiding officer of the appointing authority is unavailable to appoint a replacement, then the Election Administrator will name a replacement

presiding election judge or alternate election judge, amend "Attachment D" accordingly, and send each Participating Political Subdivision the amended "Attachment D" in accordance with Section 2(g).

- c) If amendments to "Attachment D" are necessary due to a presiding election judge or an alternate election judge vacancy that is created before the emergency appointment period begins, then the Elections Administrator will name a replacement presiding election judge or alternate election judge from a list pre-approved by the Dallas County Commissioners Court, amend "Attachment D" accordingly, and send each Participating Political Subdivision the amended "Attachment D" in accordance with Section 2(g).
- d) The Elections Administrator will provide county training programs and applicable notice of such training programs, in accordance with Section 32.114 of the Texas Election Code, for all presiding election judges, alternate election judges, and election clerks for this Joint Election. Pursuant to Section 32.114(b), the training programs will be open to the public free of charge.
- e) To serve in this Joint Election, each presiding election judge and alternate election judge must have attended an in-person training class which includes information regarding recent law changes, court rulings, Voter ID laws, poll watcher rules, election equipment, and election procedures. New judges and election clerks must attend an in-person training class.
- f) The Elections Administrator will notify the Participating Political Subdivisions by email and post on the DCED's website the dates, times, and locations of training classes for both Early Voting and Election Day workers.
- g) To comply with the Federal Voting Rights Act of 1965, as amended, vote centers are required to have interpreter assistance. If a presiding election judge of such a vote center is not bilingual and is unable to hire a bilingual election clerk, the Elections Administrator may recommend an individual to provide interpreter assistance. If the Elections Administrator is unable to recommend an individual to provide interpreter assistance for such a vote center, the Elections Administrator will notify the Participating Political Subdivision in which the vote center is located and request assistance in identifying an interpreter. If a bilingual election clerk is hired by the Elections Administrator for a vote center required to have interpreter assistance, the bilingual clerk will be paid according to a rate set by the Elections Administrator. The Elections Administrator will charge that expense to the funds deposited with the Dallas County Elections Department for the conduct of the elections listed in this Election Services Contract. A Participating Political Subdivision may pay more money to a bilingual clerk than the rate set by the Elections Administrator, however that expense will be borne by that Participating Political Subdivision individually and that extra expense will not be charged to the funds deposited with the Dallas County Elections Department for the conduct of the elections listed in this Election Services Contract.
- h) The Elections Administrator will notify all presiding election judges and alternate election judges about the eligibility requirements of Subchapter C of Chapter 32 of Title 3 of the

Texas Election Code and Section 271.005 of the Texas Election Code. The Elections Administrator will take the necessary steps to ensure that all presiding election judges, and alternate election judges appointed to serve during this Joint Election are eligible to serve and qualified to serve in this Joint Election. Under Section 32.031 of the Texas Election Code, the presiding election judge for each vote center shall appoint the election clerks to assist the presiding election judge in the conduct of the election at the vote center served by the presiding election judge on Election Day.

- i) The presiding election judges are responsible for picking up election supplies at the time and place determined by the Elections Administrator, which will be set forth in the letter to the presiding election judges requesting service for this election. Payments for the presiding election judge will be specified in “**Attachment A.**”
- j) Any Participating Political Subdivision electing to pay their election workers for attending a training class must bear that expense separately from the funds deposited into this Joint Election account.
- k) The Elections Administrator will employ and or contract for other personnel necessary for the proper administration of the election, including such part-time help as is necessary to prepare for the election, to ensure the timely delivery of services, supplies, assistance, and equipment, during the period of early voting and on Election Day, and for the efficient tabulation of ballots at the central counting station.

7) **SUPPLIES AND PRINTING**

- a) The Elections Administrator will obtain and distribute all election supplies and election printing necessary for this Joint Election, including, but not limited to, all forms, signs, and other materials used by the presiding election judges and clerks at the vote centers.
- b) The Elections Administrator will provide maps, if necessary, instructions, and other information that the presiding election judges need to conduct this Joint Election.
- c) Each Participating Political Subdivision must deliver a list to the Elections Administrator of candidates and propositions for their elections no later than **March 5, 2026**. The list must be in English, Spanish, and Vietnamese. The list must include the ballot positions for the candidates and the propositions. The list must include the correct spelling of each candidate’s name and the precise wording of all the propositions. As soon as possible after each Participating Political Subdivision has determined its ballot positions for the candidates and propositions in its election, the Participating Political Subdivision must email the completed list to the Elections Administrator. The Elections Administrator will use the lists received from the Participating Political Subdivisions to create the ballot styles for this Joint Election. The Elections Administrator will deliver the proposed ballots to the Participating Political Subdivisions for approval. Each Participating Political Subdivision will be responsible for proofreading the proposed ballots and notifying the Elections Administrator of any corrections that are required for their ballots. The Elections Administrator is responsible for implementing the corrections made by the Participating Political Subdivisions to their ballots and then producing the ballots for this Joint Election.

8) OPTICAL SCAN CARD BALLOTS

- a) The Elections Administrator will supply a sufficient number of ballots to ensure that there will be more than enough ballots for the Joint Election.

9) RETURNS OF ELECTIONS

- a) Pursuant to Section 127.001 of the Texas Election Code, the Participating Political Subdivisions will establish a central counting station to receive and tabulate ballots cast in this Joint Election under Chapter 127 of Title 8 of the Texas Election Code. As such, the Participating Political Subdivisions authorize the establishment of a central counting station at the Dallas County Elections Department to be managed and operated by the personnel listed in this section in accordance with this Contract and Chapter 127 of the Texas Election Code.

- b) The Participating Political Subdivisions hereby, in accordance with Sections 127.002, 127.003, and 127.004 of the Texas Election Code, appoint the following central counting station officials:

Central Count Station Manager: **Paul Adams**

Tabulation Supervisor: **Danielle Grant**

Assistant Tabulation Supervisor: **Angelica Munoz**

Assistant Tabulation Supervisor: **Michelle Lee**

The Participating Political Subdivisions hereby, in accordance with Sections 127.005 of the Texas Election Code, appoint the following central counting station officials:

Presiding Judge: **Veree Hawkins Brown**

Alternate Presiding Judge: **Mike Slaton**

The Participating Political Subdivisions acknowledge that approval of this Election Services Contract by the Participating Political Subdivisions shall constitute approval and appointment of the election officials listed above for the central counting station.

- c) The Central Count Station Manager or their representative will deliver timely, cumulative reports of the Joint Election results as vote centers are tabulated. The Central Count Station Manager will be responsible for releasing cumulative totals and vote center election returns from the Joint Election to the Participating Political Subdivisions, candidates, press, and the public by the distribution of hard copies or electronic

transmittals (where accessible). The Elections Administrator will operate an election result center to release election results in the **Dallas County Elections Operations Facility, 1520 Round Table Dr., Dallas, Texas 75247.**

- d) The Elections Administrator will link any Participating Political Subdivision's website to DCED's website. Participating Political Subdivisions that want such website linkage should deliver their website address to the Tabulation Supervisor at DCED.
- e) The Elections Administrator will prepare the unofficial canvass report after the results from all vote centers have been counted and will email a copy of the unofficial canvass to each Participating Political Subdivision as soon as possible after all returns, provisional ballots, and late overseas ballots have been tabulated, but no later than **May 11, 2026.** All Participating Political Subdivisions will be responsible for the official canvass of their respective elections.
- f) The Elections Administrator will be responsible for conducting the post-election manual recount, unless the Texas Secretary of State grants a waiver under Section 127.201 of the Texas Election Code. If no such waiver is given, the Elections Administrator will provide notice and copies of the recount to each Participating Political Subdivision and the Secretary of State's Office. Each Participating Political Subdivision must notify the Elections Administrator if such a waiver has been granted or denied as soon as possible, but no later than five (5) calendar days before Election Day.

10) ELECTION EXPENSES

- a) The Participating Political Subdivisions agree to share the costs of administering this Joint Election as specified in "**Attachment A.**" The Election Administrator will charge a general supervisory fee not to exceed ten (10%) percent of the total cost of this Joint Election as authorized by Section 31.100 of the Texas Election Code. In no event will the ten (10%) percent general supervisory fee be refunded to any Participating Political Subdivision. If the ballot language, candidates, propositions, or any other ballot content is changed after their initial programming and/or printing by the Elections Administrator due to a court order from a court of competent jurisdiction, an incorrect submission by the Participating Political Subdivision of ballot language, candidates, propositions, or any ballot content, or the failure of a Participating Political Subdivision to timely submit their final ballot language, then the affected Participating Political Subdivision(s) agrees to pay all expenses associated with re-printing and re-programming the ballots including expenses for expedited services and "**Attachment A**" will be amended by the Election Administrator. Any additional expenses, including but not limited to, additional early voting polling places and/or election day vote centers, that are ordered by a court of competent jurisdiction, shall be paid for by the Participating Political Subdivisions using the same formula listed in Section 10(b).
- b) Allocation of costs among the Participating Political Subdivisions will be according to a formula based on the total cost of the Joint Election multiplied by the Participating Political Subdivision's percentage of the total current, and active registered voters for the Joint Election ("Election Cost(s)"). Any special request(s) for additional vote center(s),

early voting polling place(s), supplies, personnel, or equipment beyond what is allocated and anticipated for the Joint Election will be billed separately as additional costs (“Special Request Fee(s)”). Special Request Fees will be paid by the Participating Political Subdivision making the request. If the special request(s) is agreed to by all Participating Political Subdivisions and stated in this Election Services Contract, then the fees for the special request(s) will be allocated amongst all the Participating Political Subdivisions based on the formula for determining Election Costs. A Special Request Fee will not be assessed against a Participating Political Subdivision who requests an early voting polling place within their jurisdiction if an early voting polling place is not already located in their jurisdiction (“Early Voting Request”). The costs for any Early Voting Request will be allocated amongst all the Participating Political Subdivisions based on the formula for determining Election Costs.

- c) The expenses for early voting by mail and personal appearance will be paid by each Participating Political Subdivision as set forth in “**Attachment A.**”
- d) The Elections Administrator will determine the final election expenses to the extent practicable within one hundred and eighty (180) business days after the final canvass of this Joint Election or the Joint Runoff Election, if any. The Elections Administrator will provide each Participating Political Subdivision with a final, written accounting of all money that was deposited into, and payments that were made from, the Joint Election account(s) maintained by the Dallas County Elections Department for this Joint Election and the Joint Runoff Election, if any.
- e) If the Elections Administrator requires additional funds to perform their obligations under this Election Services Contract that is more than the estimate listed in “**Attachment A**” or any estimate provided for Joint Runoff Fees, then the Elections Administrator will bill each Participating Political Subdivision using the same formula listed in Section 10(b) (“Joint Election Fees”). If the Elections Administrator requires additional funds to assist in any Recounts that is more than the estimate provided for Recount Fees, then the Elections Administrator will bill each Participating Political Subdivision that is participating in a Recount for such fees (“Final Recount Fees”). An invoice will be sent to each Participating Political Subdivision which will include the Joint Election Fees, Special Request Fees, and Final Recount Fees (“Final Bill”). The Participating Political Subdivision shall pay the Final Bill within thirty (30) days of receipt except for any amount the Participating Political Subdivision files a timely good faith written dispute under Section 17 of this Election Services Contract. As soon as practicable after all expenses of this Joint Election are paid and disputes, if any, resolved, any funds that remain in the account maintained by the Dallas County Elections Department for this Election Services Contract will be refunded to the Participating Political Subdivisions (the “Refund(s)”). Refunds will be prorated in accordance with the Participating Political Subdivisions’ respective share of the costs, not including any costs for conducting the Joint Election for which the respective Participating Political Subdivisions may be separately responsible as provided in this Contract. If there is an increase or decrease in the total costs for any line item or if an additional line-item expense is added than what was estimated in “**Attachment A**”, then the Final Bill or Refund will contain an explanation of these changes.

11) DEPOSIT OF FUNDS

- a) Attachment A details the cost and expenses anticipated for the Joint Election. Participating Political Subdivisions will initially receive an estimated cost from the Elections Administrator. The Final Bill will be distributed in accordance with Section 10 (d). Each Participating Political Subdivision hereby agrees to deposit with the Dallas County Elections Department one hundred (100%) percent of the full balance of money listed for its respective entity in “**Attachment A: Deposit of Funds Detail**” of this Election Services Contract not later than **March 11, 2026**. The Dallas County Elections Department will place the money deposited by the Participating Political Subdivisions in a Joint Election account. In accordance with Section 31.100 of the Texas Election Code, only actual expenses directly attributable to this Contract may be paid from the Joint Election account. The Elections Administrator may not charge for performing duties that the officer is required by law to perform.

- b) The deposit of funds by each Participating Political Subdivision is an express condition precedent to the participation of each Participating Political Subdivision in this Election Services Contract. A Participating Political Subdivision may seek an extension from the Elections Administrator as to the due date for the deposit of funds. Such an extension must be sought in writing and prior to the due date for the deposit by the Participating Political Subdivision. Any decision(s) made by the Elections Administrator will be provided in writing to the Participating Political Subdivision. The Elections Administrator, however, shall not be required to grant an extension for the deposit of funds by a Participating Political Subdivision. For any Participating Political Subdivision that fails to deposit the total amounts specified in “**Attachment A**” by the dates specified in this Election Services Contract or any extension granted by the Elections Administrator, the Elections Administrator will be relieved from the responsibility to perform under this Election Services Contract for such Participating Political Subdivision.

- c) The Elections Administrator will draw money from this Joint Election account only to pay for expenses for the Joint Election that are included in “**Attachment A**” to this Election Services Contract and for other expenses to which all the Participating Political Subdivisions agree to in writing.

- d) If a Participating Political Subdivision withdraws completely from this Joint Election on or before **March 2, 2026**, then the Elections Administrator will refund (as soon as practicable) that Participating Political Subdivision’s deposit, less the Participating Political Subdivision’s prorated share of (i) any funds already expended before the withdrawal and (ii) less the general supervision supervisory fee authorized by Section 31.100 of the Texas Election Code. In the event of a partial withdrawal of a Participating Political Subdivision from this Joint Election, the Participating Political Subdivisions shall not be entitled to a refund of the deposit.

- e) The Elections Administrator will not make partial refunds to a Participating Political Subdivision if any candidate(s) or propositions do not appear on the ballot for that Participating Political Subdivision.

- f) Deposits should be made out to Dallas County Elections Department and delivered within the mandatory time frame to:

Paul Adams
Dallas County Elections Administrator
1520 Round Table Drive
Dallas, Texas 75247

In the “memo” section of check place Election Escrow Account: 91496

12) RECORDS OF THE ELECTION

- a) The Elections Administrator is hereby appointed the general custodian of the voted ballots and all election records of this Joint Election to the extent authorized by Sections 31.094, 31.095, 31.096, and 31.097 of the Texas Election Code.
- b) Access to the election records will be available to each Participating Political Subdivision as well as to the public in accordance with the Texas Public Information Act, Chapter 552, Government Code, at the **Dallas County Elections Department, 1520 Round Table Drive, Dallas, Texas 75247** at any time during normal business hours. The Elections Administrator will ensure that the records are maintained in an orderly manner, so that records are clearly identifiable and retrievable per records storage container. However, access to election records that contain confidential information that must be redacted pursuant to federal, or state law may be provided at the offices of the Civil Division of the Criminal District Attorney’s Office of Dallas County, Texas at 500 Elm Street, Suite 6300, Dallas, Texas 75202.
- c) Pursuant to Section 66.058 of the Texas Election Code, the Elections Administrator will retain the precinct election records that are distributed to the Elections Administrator at the Elections Administrator’s main offices and Elections Warehouse for **sixty (60) days** after the date of this Joint Election. At any point sixty (**60) days** after the date of the Joint Election, the Elections Administrator may arrange for transport of precinct election records for the Joint Election to the Dallas County Record Storage facility. If so, the precinct election records will then become the responsibility of Dallas County Record Storage for the remainder of the **twenty-two (22) month** preservation period. If the Elections Administrator does not transport the precinct election records to the Dallas County Records Storage facility, then the precinct election records will remain the responsibility of the Elections Administrator for the remainder of the **twenty-two (22) month** preservation period. Dallas County Record Storage will be responsible for the destruction of the Joint Election records after the preservation period. The Participating Political Subdivisions agree the Elections Administrator may destroy the records from the Joint Election after the **twenty-two (22) month** preservation period without further notice to the Participating Political Subdivisions unless the events in Section 12 (d) occur.
- d) A Participating Political Subdivision must notify the Elections Administrator in writing not later than three (3) business days after any official or employee of the Participating Political Subdivision becomes aware of any election contest, litigation, or criminal investigation or proceeding in connection with this Joint Election or the Joint Runoff

Election. In accordance with Section 1.013 of the Texas Election Code, the election records of the Joint Election and/or Joint Runoff Election, as applicable, must be preserved until any election contest, litigation, or any criminal investigation or proceeding is completed and a judgment, if any, becomes final. Also, the election records of the Joint Election and/or Joint Runoff Election, as applicable, that are within the scope of an active or pending request for public information related to such election records will be maintained by the Elections Administrator until such request for public information is finally concluded.

- e) The Participating Political Subdivisions acknowledge and agree that the Elections Administrator reserves the right to intervene in any election contest or litigation in connection with this Joint Election to preserve any available remedies at law and to preserve the Elections Administrator's obligations under this Contract and the Texas Election Code.
- f) If the Participating Political Subdivisions have changed their single-member districts since their last election, the Subdivisions must submit new boundaries by **January 23, 2026**.
- g) The Elections Administrator will provide each Participating Political Subdivision records that indicate the jurisdictional boundaries of each Participating Political Subdivision by **January 9, 2026**. Each Participating Political Subdivision will have until **February 30, 2026**, to verify in writing that the jurisdictional boundaries provided by the Elections Administrator are correct.

13) EARLY VOTING

- a) Under Sections 31.094 and 271.006 of the Texas Election Code, the Participating Political Subdivisions hereby appoint the Elections Administrator to be the early voting clerk for all political subdivisions participating in this Joint Election. The deputy early voting clerks will be appointed by the Elections Administrator in accordance with subchapter B of Chapter 83 of the Texas Election Code and Section 31.097(b) of the Texas Election Code. A list of appointed deputy early voting clerks will be e-mailed to the Participating Political Subdivisions before the beginning of early voting by personal appearance.
- b) Any qualified voter for this Joint Election may vote early by personal appearance at the main early voting polling place or at one of the early voting branch polling places listed in Attachment B. Early voting will be conducted as agreed by the Parties as follows:
 - Monday, April 20, from 8:00 a.m. to 5:00 p.m.**
 - Wednesday-Friday, April 22-24, from 8:00 a.m. to 5:00 p.m.**
 - Saturday, April 25, from 7:00 a.m. to 7:00 p.m.**
 - Sunday, April 26, 2026, from 12:00 p.m. to 6:00 p.m.**
 - Monday-Friday, April 27-28, 2026, from 7:00 a.m. to 7:00 p.m.**
- c) All requests for early voting ballots by mail that are received by a Participating Political Subdivision must be transported by runner on the day of receipt to the Dallas County Elections Department, Elections Operations Facility at 1520 Round Table Drive, Dallas, Texas 75247 for processing. Persons voting by mail must send their voted ballots to the

Dallas County Elections Department.

- d) All early voting ballots will be prepared for counting by an Early Voting Ballot Board appointed under Subchapter A of Chapter 87 of the Texas Election Code. The Dallas County Commissioners Court will appoint **Lori Raley** as the Presiding Judge, and **Michael Hall** as the Alternate Presiding Judge of the Early Voting Ballot Board. In accordance with Section 87.002(b) of the Texas Election Code, the presiding judge will appoint at least one or more members to the Early Voting Ballot Board. A list of Early Voting Ballot Board members will be furnished to each Participating Political Subdivision by **April 10, 2026**. The Participating Political Subdivisions acknowledge that approval of this Election Services Contract shall constitute approval and appointment of the Presiding and Alternate Presiding Judge listed above for the Early Voting Ballot Board.
- e) A signature verification committee will not be appointed, and signature verification duties will be performed by the Early Voting Ballot Board in accordance with Chapter 87 of the Texas Election Code.
- f) The Presiding Judge of the Early Voting Ballot Board shall deliver notices of rejected ballots in compliance with Section 87.0431, Texas Election Code.

14) CRIMINAL BACKGROUND CHECKS

Pursuant to Section 129.051(g) of the Texas Election Code and Texas Secretary of State Election Advisory no. 2012-02, the Elections Administrator, their agent, or assignee will conduct a criminal background check of any person who is engaged in pre-election programming, testing, and preparing of the voting system equipment. For all other election officials, who are expected to or scheduled to serve or work in this Joint Election at either the Elections Department or at an early voting or election day vote center, the Elections Administrator may conduct a background check of such election officials in accordance with County policy and the Texas Election Code. Any person that does not satisfactorily pass the criminal background check will be ineligible to serve or work in this Joint Election. Failure by the County or the Elections Administrator to obtain a criminal background check does not release the Participating Political Subdivision's obligation to pay for service rendered in good faith. Additionally, DCED will conduct a review of all poll workers against the Texas Public Sex Offender Registry.

15) ELECTION REPORTS

During the early voting period for this Joint Election, the Elections Administrator will deliver daily reports to each Participating Political Subdivision of the Early Voting Location Turnout Totals and Early Voting Roster. The day after the early voting period ends, the Elections Administrator will deliver to each Participating Political Subdivision a Daily Early Voting Roster by vote center report that includes the entire Early Voting period. Pursuant to the Texas Election Code Section 87.121, the Elections Administrator will deliver these election reports by providing a link to a website posting.

16) WITHDRAWAL FROM CONTRACT

- a) No deposits will be refunded if a Participating Political Subdivision withdraws after the

deadline to withdraw from this Election Services Contract has passed.

- b) To withdraw from this Election Services Contract, a Participating Political Subdivision must deliver to the Elections Administrator any certifications and declarations that are required under Subchapter C or Subchapter D of Chapter 2 of Title 1 of the Texas Election Code.
- c) The Elections Administrator will bill any Participating Political Subdivision that withdraws from this Election Services Contract for any expenses incurred prior to the Elections Administrator receiving copies of the certifications and declarations that are required under Subchapter C or Subchapter D of Chapter 2 of Title 1 of the Texas Election Code.
- d) Within ten (10) business days after receiving a withdrawal from the Joint Election in accordance with this Election Services Contract, the Elections Administrator will amend the attachments to this Election Services Contract as appropriate and provide updated copies of the amended attachments to all remaining Participating Political Subdivisions.
- e) The general supervisory fee authorized by Section 31.100 of the Texas Election Code will not be refunded.

17) AUDITING AND PROHIBITION ON WITHHOLDING OF DEPOSITS

- a) The Dallas County Auditor will conduct a review of the deposits and expenditures related to this Election Services Contract before the Final Bill or Refund is submitted to the Participating Political Subdivisions. Refunds will be submitted as soon as practicable.
- b) The Participating Political Subdivisions may request a financial audit of the Final Bill or Refund or dispute the Final Bill or Refund under this Section 17, if: i) the Final Bill exceeds ten percent (10%) of the amount of the Participating Political Subdivision's initial deposit as required in "**Attachment A**" to this Election Services Contract; or ii) the accounting accompanying the Refund is ten percent (10%) less than the amount the Participating Political Subdivision determines should be refunded after its good faith review. The request for a financial audit or written dispute must be requested in accordance with Section 17(c) below.
- c) Should the circumstances giving rise to an audit or dispute in Section 17(b) occur, the Participating Political Subdivision may send a formal written notice of dispute of the Final Bill or Refund ("Dispute Notice") to the Elections Administrator and the other Participating Political Subdivisions. This Dispute Notice must be received by the Elections Administrator and the Participating Political Subdivisions no later than **fourteen (14) calendar days** from the date the Participating Political Subdivision receives the Final Bill or Refund. This Dispute Notice must provide: i) an itemization of the disputed charge(s) by the Participating Political Subdivision; ii) the basis for the dispute; iii) the methodology showing how the Participating Political Subdivision arrived at the amount disputed; and iv) documentation, if available, in support thereof. The Participating Political Subdivision will have no right to withhold any undisputed amounts set forth in this Election Services Contract or reflected in the Final Bill. Payment of undisputed amounts in the Final Bill must be made by the Participating Political Subdivision as set forth in Section 10(e) of this Election Services Contract.

- d) Failure of the Participating Political Subdivision to submit a timely Dispute Notice, as set forth in Section 17(c), shall waive all disputes, claims, or challenges to the Final Bill or Refund by the Participating Political Subdivision. The entire amount of the Participating Political Subdivision's Final Bill shall be due immediately; or any estimated refund amounts will become final.
- e) If the Participating Political Subdivision files a timely Dispute Notice in compliance with Section 17(c), the Participating Political Subdivision will also have the right to conduct a good faith financial audit of the deposits and expenditures related to this Elections Services Contract ("Financial Audit"). In conducting the Financial Audit, the Participating Political Subdivision will have no greater right to demand access to or copies of the County's governmental or election records than those rights specified in the Texas Election Code, the Texas Administrative Code, and the Texas Public Information Act. The cost of any Financial Audit conducted by the Participating Political Subdivision shall be borne by the requesting Participating Political Subdivision and may not be paid for with funds deposited with the Dallas County Elections Department under this Election Services Contract. Further, the Participating Political Subdivision conducting the Financial Audit shall pay the Elections Administrator the reasonable costs for time expended and copies provided to perform the Financial Audit. The results of the Financial Audit must be presented to the Elections Administrator within **thirty (30) calendar days** after a Dispute Notice is properly submitted and received by the Elections Administrator. If the Financial Audit identifies charges by the Elections Administrator of more than ten percent (10%) of the initial deposit amount required by "**Attachment A**", the Elections Administrator will review and assess the findings of the Financial Audit with the Dallas County Auditor and will attempt in good faith to resolve any disputes over the accuracy of any charges with the Participating Political Subdivision. The Elections Administrator shall not be bound by the findings or recommendations of the Participating Political Subdivision's Financial Audit. The financial records will be retained at the County Election Administrator's office until the conclusion of the Financial Audit and resolution of all outstanding audit disputes.
- f) If a Dispute Notice is properly submitted in accordance with this Contract, all Participating Political Subdivisions shall have ten (10) business days after their receipt of the Dispute Notice to provide any applicable documentation in support of or against the Dispute Notice to the Elections Administrator. All Participating Political Subdivisions acknowledge that a Dispute Notice submitted by another Participating Political Subdivision may result in an adjustment to their Final Bill or Refund. If the Elections Administrator and the Dallas County Auditor determine pursuant to a Dispute Notice, or a Financial Audit, that an adjustment to the Final Bills or Refunds for any of the Participating Political Subdivisions is warranted, then the Elections Administrator and Dallas County Auditor will submit their determination of a Final Adjusted Bill or Adjusted Refund to the Dallas County Commissioners Court for approval. **Any Final Adjusted Bill approved by the Dallas County Commissioners Court will be due and payable within thirty (30) calendar days after receipt by the Participating Political Subdivisions. Any Adjusted Refund approved by the Dallas County Commissioners Court will be due and payable to the Participating Political Subdivisions within thirty (30) calendar days after**

approval. If it is determined by the Elections Administrator and the Dallas County Auditor that no adjustment is warranted or if the Dallas County Commissioners Court does not approve an adjustment to the Final Bill or Refund, then the Refund will become final, or any disputed amounts in the Final Bill will be due within thirty (30) calendar days after receipt by the Participating Political Subdivision of the decision of the Dallas County Commissioners Court.

- g) The Participating Political Subdivisions acknowledge that withholding undisputed funds that are required under this Election Services Contract would result in breach of this Elections Services Contract and the other Participating Political Subdivisions' taxpayers subsidizing the withholding Participating Political Subdivision's election expenses.

18) NOTICE

Any addendum to, change/modification of, clarification of, and/or withdrawal from this Contract requires written notice to and written approval by the Dallas County Elections Administrator. Whenever this Election Services Contract requires any consent, approval, notice, request, or demand, it must be in writing to be effective and must be delivered to the Party intended to receive it as shown below:

Address for notice to the Elections Administrator:

Paul Adams
Dallas County Elections Administrator
1520 Round Table Drive
Dallas, Texas 75247
(214) 819-6334 telephone
(214) 819-6301 facsimile

Address for notice for the Participating Political Subdivisions:

The physical addresses as listed in "**Attachment F**".

Any written notice required under this Contract shall be deemed to have been given when personally delivered, or if mailed, seventy-two (72) hours after deposit of the same in the United States Mail, postage prepaid, certified, or registered, return receipt requested, properly addressed to the contact person shown at the respective physical address set forth above, or at such other addresses as shall be specified by written notice delivered in accordance this notice section.

19) LIABILITY FOR NEGLIGENCE

ALL PARTIES TO THIS ELECTION SERVICES CONTRACT AGREE TO BE RESPONSIBLE, IN ACCORDANCE WITH APPLICABLE STATE OR FEDERAL LAW, EACH FOR THEIR OWN NEGLIGENT ACTS OR OMISSIONS, OR OTHER TORTIOUS CONDUCT IN THE COURSE OF PERFORMANCE OF THIS ELECTION SERVICES CONTRACT WITHOUT WAIVING ANY SOVEREIGN IMMUNITY, GOVERNMENTAL IMMUNITY, STATUTORY IMMUNITY, OR

OTHER DEFENSES AVAILABLE TO THE PARTIES UNDER FEDERAL OR STATE LAW. NOTHING IN THIS PARAGRAPH SHALL BE CONSTRUED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, IN OR TO ANY THIRD PERSONS OR ENTITIES. ALL PARTIES AGREE THAT ANY SUCH LIABILITY OR DAMAGES OCCURRING DURING THE PERFORMANCE OF THIS ELECTION SERVICES CONTRACT CAUSED BY THE JOINT OR COMPARATIVE NEGLIGENCE OF THE PARTIES, OR THEIR EMPLOYEES, AGENTS OR OFFICERS WILL BE DETERMINED IN ACCORDANCE WITH COMPARATIVE RESPONSIBILITY LAWS OF TEXAS, BUT ONLY TO THE EXTENT SUCH LAWS ARE APPLICABLE TO THE PARTY.

TO THE EXTENT PERMITTED BY LAW, IF LEGAL ACTION IS FILED AGAINST A PARTY TO THIS ELECTION SERVICES CONTRACT, THAT PARTY SHALL BE SOLELY RESPONSIBLE FOR THEIR OWN RESPECTIVE COSTS AND DEFENSE OF THAT SUIT.

20) CHOICE OF LAW

This Election Services Contract will be governed and interpreted by the laws of the State of Texas.

21) VENUE AND JURISDICTION

The courts of the State of Texas and the United States of America that are physically located in Dallas, Dallas County, Texas are the exclusive jurisdiction and venue for any lawsuit, cause of action, temporary restraining order, temporary injunction, injunction, petition for extraordinary relief, mandamus, or any other legal proceeding or claim arising out of the performance of this Election Services Contract.

22) SEVERABILITY

If any term of this Election Services Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the terms of this Election Services Contract will remain in full force and effect and will in no way be affected, impaired, or invalidated.

23) ENTIRE CONTRACT

This Election Services Contract, including any exhibits or attachments, contains the entire agreement between the Elections Administrator and the Participating Political Subdivisions concerning the duties required by this Election Services Contract. The Elections Administrator of Dallas County, Texas and each Participating Political Subdivision hereby expressly warrant and represent that they are not relying on any promises or agreements that are not contained in this Election Services Contract concerning any of the terms in this Election Services Contract. Except otherwise specified in this Election Services Contract, no modification, amendment, novation, renewal, or other alteration of this Election Services Contract shall be effective unless mutually agreed upon in writing and executed by the Parties hereto.

24) PLURALITY, GENDER, AND HEADINGS

In this Election Services Contract, words in the singular number include the plural, and those in the plural include the singular. Words of any gender also refer to any other

gender. Headings in this Election Services Contract are terms of inclusion, not exclusion.

25) RELATIONSHIP OF PARTIES

The Participating Political Subdivisions, including their respective agents, or employees, are not an agent, servant, joint enterpriser, joint venturer, or employee of the County Elections Administrator, the County, or DCED, and are responsible for their own acts, forbearance, negligence and deeds, and for those of their agents, or employees in conjunction with the performance of services covered under this Election Services Contract. The Participating Political Subdivisions represent that they have, or will secure at their own expense, all personnel and consultants required in performing the duties directly administered by the Participating Political Subdivision. Such personnel and consultants shall not be employees of or have any contractual relationship with the County, the County Elections Administrator, or DCED.

26) FORCE MAJEURE

No Party shall be in default or responsible for delays or failures in performance resulting from causes beyond its control. Such causes include but are not limited to acts of God, fire, storm, flood, earthquake, natural disaster, pandemic, epidemic, nuclear accident, strike, air traffic disruption, lockout, riot, freight embargo, public regulated utility, or governmental statutes, orders, or regulations superimposed after the fact. Any Party delayed by force majeure shall as soon as is reasonably possible give the other Party written notice of the delay. The Party delayed shall use reasonable diligence to correct the cause of the delay, if correctable, and if the condition that caused the delay is corrected, the Party delayed shall immediately give the other Parties written notice thereof and shall resume performance under this Election Services Contract as soon as practicable. The date of delivery or of performance shall be extended for at least a minimum time equal to the time lost by reason of the delay.

27) DEFAULT/CUMULATIVE RIGHTS/MITIGATION

It is not a waiver of default if the non-defaulting Party fails to immediately declare a default or delays in taking any action. The rights and remedies provided by this Election Services Contract are cumulative, and no Party's use of any right or remedy will preclude or waive its right to any other remedy. These rights and remedies are in addition to any other rights the Parties may have by law, statute, ordinance or otherwise. All Parties have a duty to mitigate damages.

28) CONTRA PROFERENTEM

The legal doctrine of contra proferentem will not apply to this Election Services Contract. Consequently, any ambiguity that may exist in this Election Services Contract will not be construed against the Party who drafted this Election Services Contract.

29) ORDER OF PRECEDENCE

Any inconsistencies in this Election Services Contract will be resolved by reviewing and considering this Election Services Contract and Attachments A through F to this Election Services Contract together in context with each other.

30) SIGNATORY WARRANTY

The Elections Administrator of Dallas County, Texas and all of the contracting authorities of all of the Participating Political Subdivisions listed in “**Attachment F**” of this Election Services Contract represent that each has the full right, power and authority to enter into and perform this Election Services Contract in accordance with all of its terms and conditions, and that the execution and delivery of this Election Services Contract has been made by authorized representatives of the Participating Political Subdivisions to validly and legally bind the Participating Political Subdivisions to all terms, performances, and provisions set forth in this Election Services Contract.

31) COUNTERPARTS.

This Election Services Contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same Contract. The Parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF, or other email transmission), which signature shall be binding on the Party whose name is contained therein. A signed copy of this Contract transmitted by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Contract for all purposes.

[Signatures on following page]

WITNESS HEREOF, the Parties have executed this Election Services Contract to be effective as of the date of the last of the Parties to sign.

DALLAS COUNTY:

APPROVED AS TO FORM*

PAUL ADAMS DATE
COUNTY ELECTIONS ADMINISTRATOR
DALLAS COUNTY, TEXAS

JAMES R. PALOMO
ASSISTANT DISTRICT ATTORNEY
DALLAS COUNTY DISTRICT
ATTORNEY'S OFFICE
CIVIL DIVISION

*By law, the Criminal District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval and should seek review and approval by their own respective attorney(s).

ACCEPTED TO AND AGREED TO BY THE _____ on this _____ day of _____, 2026:

APPROVED

[INSERT NAME AND POSITION]

ORDINANCE NO. 2161

AN ORDINANCE OF THE TOWN OF HIGHLAND PARK, TEXAS (“TOWN”), ORDERING A GENERAL MUNICIPAL ELECTION ON SATURDAY, MAY 2, 2026, FOR THE PURPOSE OF ELECTING A MAYOR AND FIVE TOWN COUNCIL MEMBERS; CREATING A SINGLE ELECTION PRECINCT; AUTHORIZING THE MAYOR TO EXECUTE AN ELECTION SERVICES CONTRACT WITH THE DALLAS COUNTY ELECTIONS DEPARTMENT; FIXING THE TIME AND MANNER OF HOLDING SAID ELECTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, under the provisions of the Town’s Charter, it is necessary that the Town Council call a General Municipal Election for the purpose of electing a Mayor and five (5) Town Council Members; and

WHEREAS, Section 41.001(a) of the Texas Election Code, as amended, provides for a general election of Town Officials to be held on uniform election dates; being the first Saturday in May or the first Tuesday after the first Monday in November; and

WHEREAS, Section 11.0581(a) of the Texas Education Code requires independent school districts (ISDs) to conduct their general election for trustees on the same date as the election for the members of the governing body of a municipality located in the school district, the general election for state and county officers, or the election for the members of the governing body of a hospital district; and

WHEREAS, Section 271 of the Texas Election Code authorizes the elections ordered by the authorities of two or more political subdivisions that are to be held on the same day in all or part of the same county to be held jointly in the election precincts that can be served by common polling places; and

WHEREAS, the Town is authorized by law to adopt the provisions contained herein, and has complied with all the prerequisites necessary for the passage of this ordinance; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including, but not limited to, the Open Meetings Act; and

WHEREAS, the purpose of this ordinance is to promote the public health, safety, and general welfare of the citizens of the Town of Highland Park;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS;

SECTION 1. That, all matters stated hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

SECTION 2. That, a General Municipal Election be and the same is hereby ordered to be held on the first Saturday in May 2026, the same being May 2, 2026, for the purpose of electing at large a Mayor and five (5) Town Council Members for the Town of Highland Park, Texas, for a two-year term as heretofore established by the Town Charter.

SECTION 3. That, said election shall be held in accordance with the Election Code of the State of Texas, the statutes of the State of Texas, and the Charter and ordinances of the Town of Highland Park, Texas, and shall be in conformity with the procedures set forth herein.

SECTION 4. That, the election shall be held jointly with the Highland Park Independent School District, the City of University Park, the Dallas County Park Cities Municipal Utility District, and other Dallas County governmental entities on May 2, 2026, pursuant to Chapter 11 of the Texas Education Code and Chapter 271 of the Texas Election Code. The costs of said election shall be shared by the governmental entities as set forth in the Election Services Contract between the Dallas County Elections Department and the Town, which will be on file in the Town Secretary's office.

SECTION 5. That, a single election precinct is hereby created, which shall consist of the territory located within the corporate limits of the Town of Highland Park, Texas, including all or part of Dallas County precincts 2200, 2201, 2202, and 2203. The official polling centers for voting during Early Voting and on Election Day shall be determined by the Dallas County Elections Department and specified within the Election Services Contract. All resident, qualified voters of the Town of Highland Park, Texas shall be permitted to vote in said election. In addition, the election materials outlined in Section 272 of the Texas Election Code shall be printed in English, Spanish, and Vietnamese for use at polling centers during Early Voting and on Election Day.

SECTION 6. That, the polling centers for said election shall be open from 7:00 a.m. to 7:00 p.m. on Election Day.

SECTION 7. That, Paul Adams, Dallas County Elections Administrator, is hereby appointed the Joint Election Early Voting Clerk for all of the participating political subdivisions in compliance with Section 31.097 of the Texas Election Code. Early Voting-Vote by Mail applications should be mailed to Paul Adams, Joint Election Early Voting Clerk, Dallas County Elections, 1520 Round Table Drive, Dallas, Texas 75247, or by email to evapplications@dallascounty.org.

SECTION 8. That, in compliance with Section 85.001 of the Texas Election Code, early voting by personal appearance shall be conducted at the polling centers determined by the Dallas County Elections Department. Said polling places shall be open from 8:00 a.m. to 5:00 p.m. beginning Monday, April 20, 2026, and continuing through Friday, April 24, 2026; from 7:00 a.m. to 7:00 p.m. on Saturday, April 25, 2026; from 12:00 p.m. to 6:00 p.m. on Sunday, April 26, 2026; from 7:00 a.m. to 7:00 p.m. on Monday, April 27, and Tuesday, April 28, 2026.

SECTION 9. That, the Mayor, Town Secretary, and Town Attorney are authorized to execute the Election Services Contract with Dallas County, and any amendments thereto, on behalf of the Town. The Town Secretary is authorized to prepare a Notice of Election as prescribed by the Texas Election Code, to be posted not later than April 11, 2026, and published in accordance with the

provisions of the Code and the Town Charter one time, no earlier than April 2, and no later than April 22, 2026.

SECTION 10. That, this ordinance shall take effect immediately from and after its passage, as the law and the Charter in such cases provide.

PASSED AND APPROVED by the Town Council of the Town of Highland Park, Texas, on this 3rd day of February 2026.

APPROVED AS TO FORM:

APPROVED:

Susan Thomas
Town Attorney

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, February 3, 2026**

Item Coversheet

Take action on an ordinance establishing an all-way stop intersection at the Douglas Avenue and Lorraine Avenue intersection.

PRESENTED BY: Lori Chapin, Director of Engineering

BACKGROUND:

The purpose of this item is to establish an all-way stop intersection at Douglas Avenue and Lorraine Avenue (refer to attached map).

Lorraine Avenue provides a stop sign for both east and westbound traffic at its intersection with Douglas Avenue. The Town has received several requests to evaluate this intersection for the installation of an all-way stop. Residents' concerns focused on site distance, visibility, and the number of vehicles.

Traffic counts taken along Douglas produced volumes that are relatively high, and the speed for the 85th percentile is higher on average when compared with other collector-type roadways (i.e., Lomo Alto Drive). While an all-way stop is not warranted based on these criteria, due to mature trees in the parkway and the ability to park on Douglas Avenue, site distance is impacted when attempting to turn onto Douglas Avenue from Lorraine Avenue. The curbs are painted to encourage motorists from parking too close to the intersection, and adding an all-way stop would help aid in site distance concerns. There are currently stop signs located at Armstrong Parkway, Beverly Drive, and Livingston Avenue. The Lorraine Avenue intersection with Douglas Avenue is situated approximately midway between Armstrong Parkway to the south and Beverly Drive to the north, making this intersection an ideal candidate for an all-way stop.

Staff recommend installing an all-way stop at the Douglas Avenue and Lorraine Avenue intersection for the following reasons:

- Site distance concerns due to mature trees and street parking
- Lorraine Avenue is approximately midway between Armstrong Parkway and Beverly Drive along Douglas Avenue
- Provides additional traffic-calming
- Potential for speeding, as Douglas Avenue is a wider roadway

RECOMMENDATION

Staff recommend approval of the ordinance to add an all-way stop at the Douglas Avenue and Lorraine Avenue intersection.

FINANCIAL IMPACT

Nominal cost associated with the purchase and installation of signs and striping, which wil be funded within the approved FY 2026 Annual Budget.

ATTACHMENTS

Douglas Avenue-Lorraine Avenue Map, Ord. No. 2162 Douglas-Lorraine Stop

LEGEND



EXISTING ALL-WAY STOP INTERSECTIONS



RECOMMENDED ALL-WAY STOP INTERSECTIONS

LIVINGSTON AVE

EDMONDSON AVE

FAIRFAX AVE

BEVERLY DR

N VERSAILLES AVE

S VERSAILLES AVE

BELCLAIRE AVE

LORRAINE AVE

ARCADY AVE

BORDEAUX AVE

BELFORT PL

RHEIMS PL

WESTWAY AVE

FAIRWAY AVE

BOWSER AVE

DALLAS NORTH TOLLWAY

ROLAND AVE

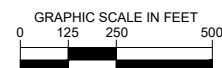
LOMO ALTO DR

ARMSTRONG PKWY

DOUGLAS AVE

PRESTON RD

DOUGLAS AVENUE FROM ARMSTRONG PARKWAY TO BEVERLY DRIVE



THE TOWN OF HIGHLAND PARK



Kimley & Horn
TBPE FIRM NO. 928



CITY OF DALLAS

ORDINANCE NO. 2162

AN ORDINANCE OF THE TOWN OF HIGHLAND PARK, TEXAS AMENDING THE CODE OF ORDINANCES OF THE TOWN OF HIGHLAND PARK, **CHAPTER 12, TRAFFIC AND VEHICLES, ARTICLE 12.04 OPERATION OF VEHICLES GENERALLY, SECTION 12.04.006 STOP INTERSECTIONS**; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Highland Park, Texas (the “Town”), is a Home Rule municipality having full powers of self-government and may enact ordinances relative to its citizens’ health, safety, and welfare that are not inconsistent with the Constitution and laws of the State; and

WHEREAS, Section 311.001 of the Texas Transportation Code provides that a home-rule municipality has exclusive control over and under the public highways, streets, and alleys of the municipality; and

WHEREAS, the Texas Transportation Code, Section 542.202(a)(8) Powers of Local Authorities, grants the Town the authority to designate an intersection as a stop intersection and requiring each vehicle to stop at one or more entrances to the intersection; and

WHEREAS, the failure of a motorist to stop at a stop intersection is proscribed by the Texas Transportation Code; and

WHEREAS, the Town desires to implement those rules and regulations that protect health, life, and property and that preserve good government, order, and security of the Town and its inhabitants; and

WHEREAS, the Town has determined that it is a necessity to regulate activities as provided for herein to safeguard the public; and

WHEREAS, the Town is authorized by law to adopt the provisions contained herein, and has complied with all the prerequisites necessary for the passage of this ordinance; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meetings Act; and

WHEREAS, the purpose of this ordinance is to promote the public health, safety, and general welfare of the citizens of the Town of Highland Park.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Highland Park, Texas:

SECTION 1. That, the statements contained in the preamble to this ordinance are hereby adopted as findings of fact and as a part of the operative provisions hereof.

SECTION 2. That, the Code of Ordinances of the Town of Highland Park, **CHAPTER 12, TRAFFIC AND VEHICLES, ARTICLE 12.04 OPERATION OF VEHICLES GENERALLY, SECTION 12.04.006 STOP INTERSECTIONS** is amended by adding the following stop intersections:

Douglas Avenue	At its intersection with Armstrong Parkway, Lorraine Avenue, Beverly Drive, Livingston Avenue.
----------------	--

SECTION 3. That, all ordinances or any parts thereof in conflict with the terms of this ordinance shall be and hereby are deemed repealed and of no force or effect.

SECTION 4. That, should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or be held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part thereof decided to be unconstitutional, illegal, or invalid, and the same shall not affect the validity of the Code of Ordinances of the Town of Highland Park as a whole.

SECTION 5. That, this ordinance shall take effect immediately following its passage, approval, and publication as provided by law, and it is accordingly so ordained.

PASSED AND APPROVED by the Town Council of the Town of Highland Park, Texas, on this 3rd day of February, 2026.

APPROVED AS TO FORM:

APPROVED:

Susan Thomas
Town Attorney

Will Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, February 3, 2026**

Item Coversheet

Take action on an ordinance amending the Town's Records Management Program Ordinance and a Resolution adopting the policies and procedures for the Program.

PRESENTED BY: Joanna Mekeal, Town Secretary

BACKGROUND:

The Texas Local Government Records Act of 1989 (Title 6, Subtitle C, Local Government Code) requires each local government to designate a Records Management Officer and to establish a records management program by ordinance, order, or resolution, as appropriate. The ordinance or order must provide methods and procedures to enable the governing body, custodians, and the records management officer to fulfill the duties and responsibilities set out in Sections 203.021, 203.022, and 203.023 concerning the management and preservation of records.

In compliance with the Texas Local Government Records Act of 1989, the Town previously adopted Ordinance No. 1191 and Resolution No. 014-90, which are attached to this agenda item for reference.

The purpose of the Town's Records Management Program is to:

1. Reduce the volume of inactive records maintained by Town departments;
2. Ensure the efficient retrieval and use of records;
3. Authorize the timely disposition of records that have met retention requirements and are approved for destruction;
4. Safeguard the security and integrity of Town records;
5. Establish policies governing access to confidential records; and
6. Identify, protect, and preserve vital records.

Updates to the existing records management framework are necessary to align with current best practices and state guidance.

These updates include:

1. Attaching the Records Management Program to a Resolution rather than an Ordinance to allow for more efficient future amendments;
2. Designating the Town Secretary as the Records Management Officer in place of the Town Administrator; and
3. Revising the Ordinance to incorporate recommended language from the Texas State Library and Archives Commission.

This item will return to the Town Council Meeting scheduled for February 3, 2026, under the Consent Agenda.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

This item has no financial impact.

ATTACHMENTS

Res. No. 015-90, Proposed Res. No. 003.26 Record Retention Program Final, Retention Schedule, Ord. No. 1191-Establishing A Records Management Program, Proposed Ord. No. 2163 Records Retention Program (Redline), Proposed Ord. No. 2163 Records Retention Program (Clean)

RESOLUTION NO. 015-90

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, DESIGNATING A RECORDS MANAGEMENT OFFICER IN ACCORDANCE WITH THE TEXAS LOCAL GOVERNMENTS RECORDS ACT (HB-1285).

WHEREAS, the Texas Local Government Records Act (HB-1285) was passed by the legislature and signed into law by the Governor on June 16, 1989, and

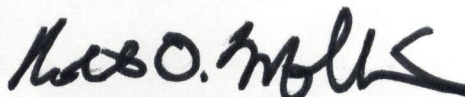
WHEREAS, the Texas Local Government Records Act had an effective date of September 1, 1989, and

WHEREAS, the Act establishes a requirement that each local government designate a Records Management Officer (RMO) by June 1, 1990.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Highland Park, Texas, hereby designates the Town Administrator of the Town of Highland Park as the Town's Records Management Officer.

PASSED AND APPROVED by the Highland Park Town Council on this 21st day of May, A.D. 1990.

APPROVED:



Robert O. Mullins
Mayor

ATTEST:



James Fisher
Town Secretary

RESOLUTION NO. 003-26

A RESOLUTION OF THE TOWN OF HIGHLAND PARK, TEXAS, ADOPTING A RECORDS MANAGEMENT PROGRAM FOR THE TOWN OF HIGHLAND PARK.

WHEREAS, the Texas Local Government Records Act (Title 6, Subtitle C, Texas Local Government Code) requires all cities to establish and implement a Records Management Program; and

WHEREAS, the Act establishes a requirement that each local government designate a Records Management Officer; and

WHEREAS, the Town of Highland Park's Records Management Program is governed by Chapter 1, Article 1.08 of the Code of Ordinances, which designates the Office of the Town Secretary as the Records Management Officer for the Town and requires the Records Management Officer to develop the policies and procedures for the Records Management Program; and

WHEREAS, the Town Secretary has developed, and the Highland Park Town Council desires to adopt, the required policies and procedures for the Records Management Program.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HIGHLAND PARK, TEXAS THAT:

SECTION 1. The Town of Highland Park Records Management Program attached hereto as "Exhibit A" is hereby adopted as the records management program of the Town of Highland Park, effective February 3, 2026.

PASSED AND APPROVED on this 3rd day of February 2026.

APPROVED AS TO FORM:

APPROVED:

Susan Thomas
Town Attorney

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary

Exhibit A



The Town of Highland Park Records Management Program

The Texas Local Government Records Act, effective September 1, 1989, requires all cities to establish and implement a Records Management Program.

The Town of Highland Park's ("Town") Records Management Program ("Program") operates under Chapter 1, Article 1.08 of the Town's Code of Ordinances. This provision designates the Office of the Town Secretary as the Town's Records Management Officer ("RMO"). The Town follows the records control schedules issued by the Texas State Library and Archives Commission.

The purpose of a Records Management Program is to:

- Reduce the volume of inactive records maintained by Town departments;
- Establish and maintain efficient systems for the creation, maintenance, and retrieval of records;
- Ensure the timely disposition of records that have met retention requirements and are approved for destruction;
- Safeguard Town records to ensure their security and integrity;
- Maintain policies governing access to confidential and sensitive records;
- Identify, preserve, and protect vital records; and
- Promote awareness of and compliance with an effective records management program.

The Program shall be used as a tool to assist each department in maintaining records as outlined in the Town's Program.

Each department shall maintain its own records and work closely with the Town Secretary's Office to ensure consistency in procedures and uniformity in the supplies used in the Program.

The Town Secretary, as the RMO, has administrative authority over the records Program, and each Department Director is responsible for the records within their department.

The Town's records retention schedules, and any updates, will be supplied by the Town Secretary's Office. The Town will follow the **Texas State Library and Archives Commission Retention Schedule for Records Common to All Local Governments**. These schedules will enable each department to meet its record destruction and storage needs.

Definitions

Records Management Officer: The Town Secretary, as required in Chapter 1, Article 1.08 of the Town of Highland Park's Code of Ordinances.

Records Custodian: A representative from each department who will coordinate with the Records Management Officer on the records to be maintained in their department.

Local Government Record: Any document, paper, letter, book, map photography, sound or video recording, microfilm, magnetic tape, electronic medium, or other information-recording media, regardless of physical form, or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business.

Active use records: Records that are held by each department and shall be stored in areas that are easily accessible for day-to-day operations.

Semi-active records: Records that are needed or referred to less frequently, for example, only once a month, but must be retained according to legal minimum retention requirements. Once a record has served its purpose for the operation of the office, the record is ready for final disposition. Some records may be destroyed AFTER meeting the authorized minimum retention, and other records must be retained indefinitely (as permanent documents) when they have historical value, or archival value.

Vital records: Vital records are those that are essential to resume business or continue an organization, to recreate an agency's financial or legal position, or to preserve the rights of employees and citizens. Records series commonly regarded as vital have been so designated. These designations are made by the records management officer in each agency. Records series unique to the agency may be considered vital records, even if not so considered by another agency.

Permanent Records: A record that possesses enduring legal, fiscal, or administrative value and must be preserved permanently by the agency.

Non-records: Records that are unofficial and kept only for convenience or reference, stocks of publications and processed documents, and library material intended solely for reference or exhibition. Non-records do not furnish information on organization, function, policy, procedure, operation or other activities and are retained in addition to the official copy. Some examples include: duplicate copies of memos and letter, obsolete blank forms; surplus copies of publications;

circulars or bulletins; notes used as reminders; telephone messages; convenience files (working papers). Copies of records that are classified as “timely” may be disposed of when superseded by a new version or voided because they have outlived their usefulness

Duties of Records Management Officer (“RMO”)

The RMO shall:

- Assist in establishing and developing policies and procedures for the Records Management Program (“Program”) for the Town of Highland Park (“Town”);
- Administer the Program and provide assistance to custodians for the purposes of reducing the costs and improving the efficiency of recordkeeping;
- In cooperation with the custodians of the records, prepare the records control schedules and amended schedules required by Texas Local Government Code 203.041, and the list of obsolete records as provided by Texas Local Government Code 203.044.
- In cooperation with custodians, identify and take adequate steps to preserve local government records that are of permanent value;
- In cooperation with custodians, identify and take adequate steps to protect essential local government records;
- In cooperation with custodians, ensure that the maintenance, preservation, microfiling, destruction, or other disposition of records is carried out in accordance with the policies and procedures of the Town’s Program and the requirements of this subtitle and rules adopted under it;
- Disseminate to the Town’s and custodians information concerning state laws, administrative rules, and the policies of the government relating to local government records; and
- In cooperation with custodians, establish procedures to ensure that the handling of records in any context of the Program by the RMO or those under the officer’s authority is carried out with due regard for:
 - The duties and responsibilities of custodians that may be imposed by law; and
 - The confidentiality of information in records to which access is restricted by law.

Duties of Records Custodian (“RC”)

Each Director shall designate a Records Custodian (“RC”) for their department who will coordinate with the RMO on the records to be maintained within their department. The RC will coordinate and implement the Program's policies and procedures and disseminate information to their department heads and employees.

The RMO will meet, assist, and supervise the initial departmental inventory of records, and support the RCs in establishing and maintaining filing systems, standards, and procedures for proper recordkeeping.

Disposition of Records

In accordance with the Program, the following procedures shall be followed when purging files or destroying records of any kind:

- Departments may purge their files of the non-records WITHOUT consulting with the RMO.
- Records Custodians must check retention schedules PRIOR TO destroying any other records.
 - If the records to be destroyed are scheduled records, the Records Custodian must complete a *Record Retention Disposal Form* and forward it to the RMO.

Public Information

Most records maintained by the Town are open to public inspection and may be subject to the Texas Public Information Act. Local government records are defined by the Act as information “collected, assembled, or maintained...by a governmental body” or for such a body if it “owns...or has a right of access to” the information.

To obtain access to or a copy of a local government record, a written request must be made to the Office of the Town Secretary. It can be made via a printed or handwritten letter, fax, or email. The request must provide sufficient information identifying what record(s) are being sought, and as much information as is needed to locate the record(s). Employees may not ask the requester what purpose they are seeking the record for.

If the requested information is not available due to the destruction of the record, the Town Secretary’s Office must be able to provide evidence of its destruction. Therefore, the Town Secretary’s Office will maintain the original *Record Retention Disposal Form* for the purpose of responding to requests for information that fall under the Texas Public Information Act.

Texas State Records Retention Schedule

5th Edition, 2nd Revision.

Texas Administrative Code, Title 13, Chapter 6, Section 6.10(a)

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

CAUTION

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

INQUIRIES AND COMMENTS REGARDING THIS SCHEDULE SHOULD BE DIRECTED TO:

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
STATE AND LOCAL RECORDS MANAGEMENT DIVISION
PO BOX 12927
AUSTIN, TEXAS 78711-2927
512-463-7610

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INTRODUCTION

The Texas State Records Retention Schedule (RRS) is adopted as an administrative rule of the Texas State Library and Archives Commission and supersedes the schedule of May 10, 2020.

This retention schedule indicates the minimum length of time listed records series must be retained by a state agency before destruction or archival preservation. The RRS does not take the place of an agency's retention schedule, but it is to be used as a guide by the agency in creating and updating its schedule. Records series listed on the RRS are those that are commonly found in most state agencies. The retention periods given in the RRS are required minimums. The commission also recommends them as appropriate maximum retention periods.

In addition to the common records listed in the RRS, each agency has unique records series that must be included in its retention schedule. Each agency must submit a complete records retention schedule, entered on Form SLR 105, or an approved facsimile, to the State and Local Records Management Division of the Texas State Library and Archives Commission (Government Code, §441.185).

Some records in this schedule must be transferred to the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation after they are no longer needed in the agency; other records in this schedule are subject to archival review for historical value by staff of the same division before disposal.

If a federal or state statute or regulation specifies a longer retention period for any records series received, created, or maintained by an agency, the statute or regulation overrides this schedule.

SUMMARY OF IMPORTANT POINTS

- The RRS does not take the place of an agency records retention schedule.
- The RRS is to be used as an authoritative guide in creating and updating an agency records retention schedule.
- Retention periods listed in the RRS are required minimums. Some agencies may need to keep some of the records listed for longer periods; agency legal staff should be consulted.
- Federal or state statutes or regulations requiring longer retention periods override retention periods in the RRS.
- For individual records series, there may be requirements in law or regulation for submitting copies of records to other state agencies. Each agency should determine any requirements for filing copies that may apply to the agency's specific records series.
- TSLAC acknowledges that state agencies that utilize certain state-mandated and state-supported systems, including CAPPS, ABEST, and USAS, may not be the custodians of the records maintained in those systems. Agencies are advised to consult with their own legal counsel regarding final disposition of those records. Record copies maintained by the agencies should be retained according to prescribed retention periods.
- Each agency must submit a complete records retention schedule to the State and Local Records Management Division of the Texas State Library and Archives Commission.
- For assistance in evaluating records having possible historical value, contact the Archives and Information Services Division of the Texas State Library and Archives Commission at 512-463-5455.

EXPLANATION OF FIELDS

RECORDS SERIES ITEM NUMBER — Records series item numbers are assigned by the State and Local Records Management Division of the Texas State Library and Archives Commission.

RECORDS SERIES TITLE — The most general titles possible have been chosen. Explanations are provided for those titles which are not self-explanatory.

ARCHIVAL — Those records series that must be transferred to the Archives and Information Services Division of the Texas State Library and Archives Commission for archival management. Archival codes are shown in the lower right corner of each page of the schedule (see [page ix](#)).

RETENTION PERIOD — Retention is expressed in years unless otherwise noted. Retention codes are listed in the lower left corner of each page of the schedule (see [page x](#)).

REMARKS — This column contains citations to applicable federal or state laws or regulations or other information regarding records retention requirements.

EXPLANATION OF CODES

ARCHIVAL CODES:

- A** The records must be transferred to the Archives and Information Services Division of the Texas State Library and Archives Commission.
- R** The Archives and Information Services Division must be contacted for an archival review of the records before disposition. Those records determined to be archival must be transferred to the Archives and Information Services Division for long-term preservation.

Special Note: Staff of the Archives and Information Services Division conduct archival appraisals on a series by series basis. As a result of these appraisals, one or more records series of an agency bearing the Archival Code R may be found to lack sufficient archival value to merit transfer to the Archives and Information Services Division. In such instances, the agency will be instructed to use a special Archival Code E for the records series.

The following criteria should be considered when identifying archival litigation files (see RSIN [1.1.048](#)):

- any landmark legal opinion;
- cases that change the way an agency operates;
- any case with a high degree of inherent legal interest;
- any case that involved significant people or events;
- any case that received a high degree of media attention;
- natural resource litigation (land and /or oil disputes with statewide impact, water rights and open beach cases);
- cases where monetary judgments exceed \$10 million;
- cases involving a minimum of \$1 million in state tax revenue; or
- records that, in the opinion of the agency's legal counsel, contain highly concentrated, unique, and valuable information unlikely to be found in any other source available to researchers.

RETENTION CODES: All numbers used with retention periods are expressed in years unless otherwise indicated.

- AC After Closed (or terminated, completed, expired, or settled): The record is related to a function or activity with a finite closure date.
- AV As Long as Administratively Valuable: The immediate purpose for which the record was created has been fulfilled and any subsequent need for the record to conduct the operations of the agency, if any, has been satisfied.
- CE Calendar Year End: December 31.
- FE Fiscal Year End: August 31.
- LA Life of Asset: The record is retained until the deposit of the asset.
- PM Permanent: A record that possesses enduring legal, fiscal, or administrative value and must be preserved permanently by the agency.
- US Until Superseded: The record is replaced by an updated version. If a record subject to this retention period is discontinued or is no longer required by law, the date of supersession is the date the decision to discontinue the record is made or the law takes effect. If the record relates to an employee, the date of supersession is the date of termination or the last date the record is needed with reference to the employee, as applicable.

EXPLANATION OF TERMS

ARCHIVES NOTE – Emphasizes the need for action/attention by agency to ensure records with archival value are properly maintained/retained.

CFR – Code of Federal Regulations. Regulations of federal agencies adopted under authority of laws enacted by the U.S. Congress.

RECORD COPY – The document which is kept on file as an original or official record for the total retention period. It is distinct from a "working" or "convenience" copy, which is a duplicate used for reference purposes.

Caution: Care must be taken by records management officers in determining if duplicate records are, indeed, convenience copies or if two or more copies of the same document must be considered record copies. It is very possible for the same document to be present in two or more units of a state agency and be the record copy in each unit if it serves a different function in each of those units.

RECORDS SERIES – A group of identical or related records with the same function and the same retention period that is evaluated as a unit for retention scheduling purposes.

RETENTION PERIOD – The amount of time a records series must be retained before destruction or archival preservation.

STATE PUBLICATION – Information in any format that is publicly distributed and produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency. The term does not include information the distribution of which is solely limited to contractors with or grantees of the agency, staff persons within the agency or within other government agencies, or members of the public under a request made under the Public Information Act, Government Code, Chapter 552. The term includes but is not limited to: a publication distributed in print; on microform; as audiovisual material; as interactive media or on electronic external storage device; as an online publication (including websites); which is an index to other online publications; as one or more text, graphic, or other digital files; or as a user interface to a computer database.

TAC — Texas Administrative Code. Regulations of state agencies adopted under authority of laws enacted by the Texas Legislature.

TRANSITORY INFORMATION — Records of temporary usefulness that are not an integral part of a records series of an agency and are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.

AMENDMENT NOTICE

Occasionally, a records series will be deleted from this schedule because it has been determined that it is not a record maintained in most agencies, but it may remain a specialized record in some agencies.

Missing numbers in the Records Series Item Number sequence indicate that in prior editions of this schedule a records series was eliminated, combined with another records series, or was re-numbered.

Category 1: Administrative Records

Section 1.1 – General

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.002	Audits	Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC+7		AC = Publication or release of final audit findings. The State Auditor's Office (SAO) retains any copies of its audits performed on Texas state agencies. See RSIN 5.4.018 and 5.4.019 for Audit Plan records.	
1.1.004	Legislative Appropriation Requests (LAR)	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC+6		AC = September 1 of odd-numbered calendar years. ARCHIVES NOTE: The final version of Legislative Appropriation Requests must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(3)(A). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	

Retention Codes – See page ii for caution statement.
AC – See event trigger for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of asset
PM – Permanent
US – Until superseded

Archival Codes – See page ix.
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.006	Complaint and Feedback Records	Complaints and other unsolicited feedback received by an agency from the public concerning the agency and records pertaining to the resolution of complaints.	AC+2		AC = Date of receipt, action taken, or final disposition of the complaint, whichever later. CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of RSIN <u>1.1.048</u> .	

Retention Codes – See page ii for caution statement.
AC – See event trigger for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
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Archival Codes – See page ix.
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.007	Correspondence – Administrative	Incoming/outgoing and internal leadership, supervisory, managerial, executive, administrative, substantive, and other high-level correspondence in any media, including electronic communication, pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.	4	R	<p>ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods.</p> <p>CAUTION: This records series and RSIN <u>1.1.008</u> should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by RSIN <u>1.1.004</u>; a letter concerning an audit for that prescribed by RSIN <u>1.1.002</u>, etc. See also RSIN <u>1.1.011</u>.</p>	

Retention Codes – See page ii for caution statement.
AC – See event trigger for specific records series definition
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.008	Correspondence – General	Non-administrative incoming/outgoing and internal correspondence, in any media, including electronic communication, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	2		See comment to RSIN 1.1.007 . See also RSIN 1.1.010 .	
1.1.010	Directives	Any document that officially initiates, rescinds, or amends general office procedures.	US+1			
1.1.011	Executive Orders	Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US+3	A		

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.013	Calendars, Appointment, and Itinerary Records	Calendars, appointment books or programs and scheduling, or itinerary records maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE+1	R	<p>ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, agency heads, and board or commission members require archival review. Contact the State Archives when these records have met their retention periods.</p> <p>CAUTION: A record of this type purchased with personal funds but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.</p>	

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.014	Legal Opinions and Advice	From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV	R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation, or opinions rendered for Public Information Act Requests. See RSIN 1.1.048 , 1.1.020 , and 1.1.021 . ARCHIVES NOTE: Opinions and advice that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation. See page ix for additional guidelines.	
1.1.019	Public Relations Records	News, press releases, marketing files and collateral, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	2	R		

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.020	Public Information Requests – Not Excepted	Includes all correspondence and documentation relating to requests for records that are furnished to the public under the Public Information Act (Chapter 552, Government Code). Also includes withdrawn requests.	AC+1		AC = Date request fulfilled or withdrawn.	
1.1.021	Public Information Requests – Excepted	Includes all correspondence and documentation relating to requests for records that are excepted under the Public Information Act (Chapter 552, Government Code), including records provided to the legislature under section 552.008.	AC+2		AC = Date of notification that records are excepted.	
1.1.023	Organization Charts	Charts or diagrams that show the structure of an agency and the relationships and relative ranks of its departments and job positions.	US	A	ARCHIVES NOTE: Only charts showing the overall arrangement and administrative structure of the state agency need to be transferred to the Archives and Information Services Division, Texas State Library and Archives Commission. Organizational charts showing division/department level detail are not considered archival.	

Retention Codes – See page ii for caution statement.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.024	Plans and Planning Records	Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are neither included in nor directly related to other records series in this schedule.	AC+3	R	AC = Decision made to implement or not to implement result of planning process. ARCHIVES NOTE: Data processing planning records are not archival.	
1.1.026	Texas Register Submissions	Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC+1		AC = Date of publication in the Texas Register.	
1.1.027	Proposed Legislation	Drafts of proposed legislation and related correspondence.	AV			
1.1.038	Surveys and Questionnaires	Surveys soliciting feedback from customers, clients, or stakeholders of an agency, and the statistical data maintained rating an agency's performance.	AC		AC = Final disposition of summary report, or date of decision not to produce a report, as applicable. See RSIN <u>1.1.067</u> for summary reports compiled from customer surveys.	

Retention Codes – See page ii for caution statement. AC – See event trigger for specific records series definition AV – Administratively valuable CE – Calendar year end	FE – Fiscal year end LA – Life of asset PM – Permanent US – Until superseded	Archival Codes – See page ix. A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.040	Speeches, Papers, and Presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC+2	R	AC = End of event, until superseded, or obsolete. ARCHIVES NOTE: Only speeches, papers, and presentations given by or on behalf of executive staff, board or commission members, division directors and program heads require archival review.	
1.1.043	Training Materials	Instructional materials and other records developed by an agency associated with training the entities or non-personnel individuals it regulates or serves, including but not limited to training manuals, course registration, class rosters, sign-in sheets, syllabuses, course outlines, and similar training aids used in external training programs.	AC+1		AC = Close of training session, after training materials superseded, or termination of training program, as applicable. See RSIN <u>3.3.030</u> for internal personnel training materials. CAUTION: Does not include hazardous material training records. See RSIN <u>5.4.007</u> .	

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC+1	R	AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit. ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation. See page ix for more information.	
1.1.053	Registration Logs	Logs or similar records used to register persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission (TEC).	AC		AC = Report filed with the Texas Ethics Commission, or date quarterly report would have been filed when the agency has no information to report.	

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.055	Strategic Plans	Operational strategic plans, which include descriptions of information resources programs, prepared in accordance with Government Code, 2054.095 and 2056.002. Includes working files and related documentation used in creating the final plan.	AC+6		AC = September 1 of odd-numbered calendar years. ARCHIVES NOTE: The final version of Strategic Plans must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(2)(C). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	
1.1.056	ADA (Americans with Disabilities Act) Documentation	Self-evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.	3			28 CFR 35.105(c).

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.057	Transitory Information	Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. See page xii for examples.	AC		<p>AC = Purpose of record has been fulfilled.</p> <p>CAUTION: Records management officers should make certain records are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions.</p> <p>The disposal of transitory information need not be documented through destruction signoffs (RSIN 1.2.001) or in records disposition logs (RSIN 1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (RSIN 1.2.014).</p>	

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.058	Meetings, Agendas and Minutes of Open	Agendas and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Chapter 551, Government Code.	PM	A	<p>ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement (see Texas Government Code, Section 324.008(d)) will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.</p> <p>CAUTION: This records series and RSIN 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.</p>	
1.1.059	Meetings, Agendas and Minutes or Audiovisual Recordings of Closed	Agendas, minutes, or audiovisual recordings of closed meetings of state boards, commissions, committees, and councils.	AC+2		<p>AC = The date of the meeting or completion of pending action involving the meeting, whichever later.</p> <p>See caution comment at RSIN 1.1.058.</p>	Government Code, 551.104(a).

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Archival Codes – See page ix.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.060	Meetings, Audiovisual Recordings of Open	Audiovisual recordings of open meetings of state boards, commissions, committees, and councils.	AC+90 days		AC = Approval of written minutes of the meeting by the governing body of an agency. CAUTION: It is an exception to the AC+90 days retention that if an agency does not prepare written minutes, it must retain recordings of open meetings permanently, following the same retention requirements of RSIN <u>1.1.058</u> . See also caution comment at RSIN <u>1.1.058</u> .	
1.1.061	Meetings – Notes	Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC+90 days		AC = Approval of the written minutes by the governing body. See caution comment at RSIN <u>1.1.058</u> .	
1.1.062	Meetings – Supporting Documentation	Documents submitted at meetings of state boards, commissions, committees, and councils, including exhibit items, documentation for agenda items, public comment forms, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.	2	A	See caution comment at RSIN <u>1.1.058</u> .	

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Archival Codes – See page ix.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.063	Staff Meeting Minutes and Notes	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.	1			
1.1.064	Agency Performance Measures Documentation	Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	FE+3		See RSIN <u>1.1.068</u> for reports on agency performance measures. CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.	
1.1.065	Reports and Studies (Non-Fiscal) – Raw Data	Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV		See RSIN <u>1.1.067</u> for reports produced from raw data. CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. See RSIN <u>1.1.064</u> .	

Retention Codes – See page ii for caution statement.
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Archival Codes – See page ix.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.066	Reports – Biennial or Annual Agency (Narrative)	Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute. Includes working files and related documentation used in creating final report.	AC+6		AC = September 1 of odd-numbered calendar years. ARCHIVES NOTE: The final version of these agency reports must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3. The requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Working files and related documentation used in creating the final report may be disposed of at the expiration of the retention period.	
1.1.067	Reports and Studies (Non-Fiscal)	Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	3	R	See RSIN 1.1.065 for raw data used to produce reports. ARCHIVES NOTE: Reports are archival when they deal with significant aspects of the agency's programs. For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. See page ix for more information.	

Retention Codes – See page ii for caution statement.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.068	Reports on Performance Measures	Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC+6		AC = September 1 of odd-numbered calendar years. See RSIN <u>1.1.064</u> for documentation used to produce reports on agency performance measures.	
1.1.069	Reports – Activity	Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.	1		CAUTION: If reports are used to document performance measures, see RSIN <u>1.1.064</u> .	
1.1.070	Agency Rules, Policies, and Procedures	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects. Includes working files and related documentation used in creating rules, policies, and procedures.	AC+3	R	AC = Until superseded, or termination of program, rules, policies, or procedures, whichever applicable. ARCHIVES NOTE: Working files and related documentation used in creating the final rules, policies, and procedures, are not subject to archival requirement and may be disposed of at the expiration of the retention period.	

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.072	Public Information Reports	Reports made to the Office of Attorney General (OAG) on an agency's Public Information Act activities, per Government Code, 552.010.	2			
1.1.073	Administrative Hearings	Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes.	AC+3	R	<p>AC = Last action.</p> <p>ARCHIVES NOTE: Only records that lead to substantial or statutory changes to the operations of the agency and its policies and procedures should be retained for archival review. Contact the State Archives when these records have met their retention periods.</p> <p>CAUTION: These records may be maintained with related information, including meeting notices, proofs of publication, and meeting minutes, and require a longer retention period.</p>	

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.074	Sunset Review Report and Related Documentation	Sunset Review Report, agency self-study, and other correspondence and supporting documentation related to the Sunset review process for state agencies.	AC+3	R	AC = After the subsequent Sunset Review. ARCHIVES NOTE: Related documentation includes the agency response to the commission's draft report, and documentation of the agency's implementation of the commission's final recommendations. The final version of the agency self-evaluation report must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(1).	
1.1.075	Alternative Dispute Resolutions – Final Agreement	Final agreement described by Government Code, 2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf.	AC+4		AC = Date of final agreement.	Texas Civil Practice and Remedies Code, 154.071.
1.1.076	Subpoenas	Subpoenas for production of evidence produced for litigation in which the state agency is not a party. Includes legal documents requiring recipient to appear in court to testify, or to produce records to be used in litigation.	AC		AC = Date request fulfilled. For subpoenas related to litigation in which the state agency is a party, see RSIN <u>1.1.048</u> .	

Retention Codes – See page ii for caution statement. AC – See event trigger for specific records series definition AV – Administratively valuable CE – Calendar year end	FE – Fiscal year end LA – Life of asset PM – Permanent US – Until superseded	Archival Codes – See page ix. A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.077	Release of Records Documentation	Records that document the release of records or information through any method other than a Public Information Act request or subpoena (including employment verification).	AC		<p>AC = Date records released.</p> <p>See RSIN <u>1.1.020</u> for records released under the Public Information Act. See RSIN <u>1.1.076</u> for records produced for a subpoena. See RSIN <u>1.1.048</u> for records produced for litigation.</p> <p>CAUTION: Some records releases may require a longer retention period. Agencies must determine if a longer retention period is required based on any federal or state statutes or regulations that apply to the agency's functions. Agency legal staff should be consulted.</p>	
1.1.078	Waivers of Liability	Waivers of liability, including statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by state agency policies, etc.	AC+3		<p>AC = Date of cessation of activity for which the waiver was signed.</p> <p>CAUTION: If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports. See RSIN <u>5.4.001</u> and <u>5.4.014a/b</u>.</p>	

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.1.079	Copyright Records	Copyright records which pertain to employees' original work. May include but not limited to a copy of the work itself as submitted to the United States Copyright Office and the corresponding copyright application, registration notice, and supplementary documents.	AC	R	AC = Expiration of copyright.	17 USC 302.

Retention Codes – See page ii for caution statement.
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Category 1: Administrative Records

Section 1.2 – Records Management

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.2.001	Destruction Authorizations	Documents authorizing final disposition of records under a certified records retention schedule. Records may also include destruction authorizations (e.g., form RMD 102) approved by Texas State Library and Archives Commission.	3		CAUTION: If destruction authorizations are maintained as part of RSIN <u>1.2.010</u> (Records Disposition Logs), then longer retention period applies.	
1.2.003	Forms History and Maintenance	Master versions of all forms used internally and externally by the agency, including subsequent revisions to an agency form or any associated design or design modification requests.	AC+2		AC = Until superseded or use of form is discontinued.	

<p>Retention Codes – See page ii for caution statement. AC – See event trigger for specific records series definition AV – Administratively valuable CE – Calendar year end</p>	<p>FE – Fiscal year end LA – Life of asset PM – Permanent US – Until superseded</p>	<p>Archival Codes – See page ix. A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist</p>
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.2.005	Records Retention Schedule	A records retention schedule (i.e., form SLR 105) that identifies the records that are created and maintained by an agency, provides the minimum timeframes the records must be retained, and includes instructions for their disposition. This series may include working files and documentation of certification and approval by the Texas State Library and Archives Commission.	US		Original is retained for 50 years by the State and Local Records Management Division, Texas State Library and Archives Commission.	
1.2.006	Records Transmittal Forms	Forms used to track the transmittal of records to/from onsite and offsite storage areas or a transfer of physical custody.	AV			
1.2.010	Records Disposition Logs	Logs or similar records listing records disposed of by an agency, which might include records series title, dates of records, and date of disposition.	10		CAUTION: Disposition can mean destroyed or transferred.	
1.2.012	Records Inventories	Worksheets or working papers used to capture records inventory information, including location tracking and to document existence and requirements of a records series.	US			

Retention Codes – See page ii for caution statement.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.2.013	Records Access and Locator Aids	Documentation used to provide and improve access to records. Includes indexes, card files, shelf lists, registers, guides, and other finding aids.	AC		AC = When aid is superseded, or no longer needed because associated records have been destroyed. CAUTION: These records must carry the same retention period and archival code of the records they support.	
1.2.014	Records Management Policies and Procedures	Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	US+1			
1.2.015	Disaster Recovery Service Transmittals	Transmittals and related service documentation (e.g., form RMD 109) for disaster recovery services provided by TSLAC or other entities.	AV			
1.2.016	Disaster Recovery Service Approval Forms	Forms used by TSLAC (e.g., form RMD 113) or other entities to establish disaster recovery services, authorize agency staff to access the media, etc.	AC		AC = Until superseded or termination of service.	

Retention Codes – See page ii for caution statement.
AC – See event trigger for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of asset
PM – Permanent
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Archival Codes – See page ix.
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

Category 1: Administrative Records

Section 1.3 – State Publications

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.3.001	State Publications	One copy of each state publication as defined on <u>page xi</u> of this schedule, except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (see RSIN <u>1.1.058</u>) also meets the definition, but it must be retained permanently; RSIN <u>1.1.004</u> , <u>1.1.055</u> , <u>1.1.066</u> , <u>1.1.068</u> , and <u>4.5.003</u> , which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.	AC+2		AC = Until superseded or obsolete. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, TSLAC, by law (Government Code, 441.103-441.105). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.8).	

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
1.3.002	Publication Development Files	Physical and digital development and design files used to create State Publications, including but not limited to background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV	R	See RSIN <u>1.3.001</u> for final State Publications created from development files. ARCHIVES NOTE: Successive and substantive drafts of major publications may be archival. Major is defined by both the publication's authorship and its impact on Texas and Texans. Original artwork, including photo prints and negatives that have significant value as evidence of agency programs as well as the potential for re-use, may be archival.	

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Category 2: Information Technology Records

Section 2.1 – Automated Applications

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
2.1.002	Master Files and Application Data	Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records and associated processing files. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC		AC = Until electronic records are transferred to and made usable in a new system environment, or there are no electronic records being retained to meet an approved retention period established in this schedule that require the use of the system. CAUTION: Records management officers must be certain before assigning the retention period of AC to agency master files and application data that the files do not fall under records series listed elsewhere.	

Retention Codes – See page ii for caution statement.
 AC – See event trigger for specific records series definition
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Archival Codes – See page ix.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
2.1.007	Computer Software Programs	Agency-developed automated software applications, operating system files, and associated processing files, including job control language, programs, applications, scripts, source code, etc.	AC		AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
2.1.008	Computer Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, equipment control systems, and associated processing files.	AC		AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. CAUTION: Hardware needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.

Retention Codes – See page ii for caution statement.
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Archival Codes – See page ix.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
2.1.009	Hardware and Software Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing electronic records; to document modifications to computer programs; to access, retrieve, manipulate, and interpret data in an automated system; and allow for their timely, authorized disposition. Records include but are not limited to: user guides, system or sub-system definitions, system specifications, input and output specifications, system flow charts, program flow charts, program maintenance logs, change notices, data element dictionaries, file layouts, code books or tables, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	AC		AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. CAUTION: Hardware and software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
2.1.010	Audit Trail Records	Files needed for electronic data audits. Records include but are not limited to: reports showing transactions accepted, rejected, suspended, and/or processed; history files or tapes; records of updates to application files; and security logs.	AC		AC = All audit requirements have been met.	

Retention Codes – See page ii for caution statement.
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Category 2: Information Technology Records

Section 2.2 – Computer Operations and Technical Support

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
2.2.001	System or Computer Monitoring Records	Hardware and software components for monitoring agency's computer system resources and performance.	AV		The disposal of monitoring records that are automatically overwritten need not be documented through destruction authorizations (RSIN <u>1.2.001</u>) or in records disposition logs (RSIN <u>1.2.010</u>), but agencies should establish procedures governing disposal of these records as part of its records management plan (RSIN <u>1.2.014</u>).	
2.2.002	Chargeback Records to Data Processing Services Users	Records documenting usage, costs, billing, cost recovery, budgeting, and administrative functions of computer usage and data processing services for individual units / departments / divisions in an agency.	FE+3			

<p>Retention Codes – See page ii for caution statement. AC – See event trigger for specific records series definition AV – Administratively valuable CE – Calendar year end</p>	<p>FE – Fiscal year end LA – Life of asset PM – Permanent US – Until superseded</p>	<p>Archival Codes – See page ix. A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist</p>
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
2.2.010	Data Processing Policies and Procedures	Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US+3		CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. See RSIN 2.1.009 .	
2.2.011	Data Input Documents	Forms and logs used to enter and reconcile data sets submitted for processing.	AC		AC = Data entered into applicable system and, if required, verified.	
2.2.013	Quality Assurance Records	Information verifying the quality of system, hardware, or software operations. Records include but are not limited to: records of errors or failures and the loss of data resulting from such failures; documentation of abnormal termination and of error-free processing; checks of changes put into production; transaction histories; and other records needed as an audit trail to evaluate data accuracy.	AC		AC = No longer needed as an audit trail for any records modified. For quality control records related to non-IT procedures, see RSIN 5.2.018 .	

Retention Codes – See page ii for caution statement.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
2.2.014	Internet Browser Files	A record of web pages visited during an internet session, including data files of user-specific information created by the webserver, that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV		The disposal of internet history records need not be documented through destruction authorizations (RSIN <u>1.2.001</u>) or in records disposition logs (RSIN <u>1.2.010</u>), but agencies should establish procedures governing disposal of these records as part of its records management plan (RSIN <u>1.2.014</u>).	
2.2.016	Software Registrations, Warranties, and License Agreements	Records documenting the registration and licensing of a software application to activate the software for legal use by the end users of a state agency, along with warranties providing that the software will perform in accordance with functional specifications.	LA+3			
2.2.017	Help Desk Tickets	Records documenting the request for and response to help desk tickets received by divisions or units, such as information technology.	AV			
2.2.018	Biennial Information Security Plan	Biennial information security plan for protecting the security of the agency's information.	US			1 TAC 202.23; 1 TAC 202.73.

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Category 3: Personnel Records

Section 3.1 – Employee

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
3.1.001	Applications for Employment – Not Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC+2		AC = Date of the making of the record or the personnel action involved, whichever occurs later. CAUTION: Does not include ADA Accommodation Requests. See RSIN <u>3.1.042</u> .	29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities].
3.1.002	Applications for Employment – Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC+5		AC = Termination of employment.	
3.1.006	Employee Counseling Records	Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisorial level except in those agencies with counseling staff.	AC+3		AC = Termination of counseling.	

<p>Retention Codes – See page ii for caution statement. AC – See event trigger for specific records series definition AV – Administratively valuable CE – Calendar year end</p>	<p>FE – Fiscal year end LA – Life of asset PM – Permanent US – Until superseded</p>	<p>Archival Codes – See page ix. A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist</p>
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
3.1.011	Employee Benefits	Agency copies of information relating to the selection by employees of life, disability, health, vision, dental, and other types of insurance or benefits offered by the State of Texas to its employees.	AC		AC = Until superseded or termination of employment. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for RSIN <u>3.2.001</u> .	
3.1.012	Employment Opportunity Announcements	Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2			29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities].
3.1.013a	Employment Contracts – 9/1/2015 and After	Includes a contract or agreement regarding the terms and conditions of employment of an individual and a contract with a vendor for temporary staffing services. Executed, renewed, or amended on or after September 1, 2015.	AC+7		AC = Expiration or termination of the contract according to its terms.	Government Code, 441.1855.
3.1.013b	Employment Contracts – 8/31/2015 and Prior	Includes a contract or agreement regarding the terms and conditions of employment of an individual and a contract with a vendor for temporary staffing services. Executed, renewed, or amended on or before August 31, 2015.	AC+4		AC = Expiration or termination of the contract according to its terms. NOTE: Refer to SB20 (84th Leg.) for retention period context.	Government Code, 441.1855.

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
3.1.014	Employment Selection Records	Includes notes of interviews with candidates; questions asked of applicants; audio and videotapes of job interviews; driving record and previous injury checks; pre-employment physical examinations; and all other records that document the selection process, except for those noted in Remarks.	AC+2		<p>AC = Date of the making of the record or the personnel action involved, whichever occurs later.</p> <p>CAUTION: Does not include criminal history checks; see RSIN <u>3.1.026</u>.</p> <p>Does not include drug screening test results; see RSIN <u>3.1.040a/b/c</u>.</p> <p>Does not include pre-employment skills tests; see RSIN <u>3.3.027</u> and <u>3.3.028</u>.</p> <p>Does not include pre-employment polygraph examinations; see <u>RSIN 3.1.043</u>.</p>	<p>29 CFR 1602.31 [State Agencies].</p> <p>29 CFR 1602.49(a) [State Universities].</p>
3.1.018	Grievance Records	Records relating to the review of employee grievances or complaints against personnel policies, working conditions, etc.	AC+2		<p>AC = Final decision on the grievance.</p> <p>CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U. S. Department of Labor (DOL). See RSIN <u>1.1.048</u>.</p>	
3.1.019	Performance Appraisals	Job evaluations, performance appraisals, or other similar documents used to evaluate the performance of an employee.	2			29 CFR 1620.32(c).

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
3.1.020	Personnel Corrective Action Documentation	Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC+5		AC = Termination of corrective action. CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under RSIN <u>3.1.021</u> , all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by RSIN <u>3.1.021</u> .	
3.1.021	Personnel Disciplinary Action Documentation	Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the agency, or the employee work force; and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication.	AC+5		AC = Termination of employment.	

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
3.1.022	Personnel Information or Action Forms	Forms or similar records used to create or change information concerning the records of an employee, including pay grade, position classification, employee number, evaluation date, and termination of employment.	2			29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities].
3.1.023	Position/Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC+4		AC = Until superseded or job eliminated.	40 TAC 815.106(i).
3.1.024	Physical Examinations/ Medical Reports	Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC+2		AC = Until superseded or termination of employment. CAUTION: Does not include pre-employment physical examinations. See RSIN <u>3.1.014</u> . Does not include medical or physical examinations for employees exposed to hazardous materials. See RSIN <u>5.4.016a/b</u> .	

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
3.1.026	Criminal History Checks	Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC		AC = The criminal history record has served the immediate purpose for which it was obtained. CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.	
3.1.027	Training and Educational Achievement Records (Individual)	Certificates of completion, certifications, licenses, transcripts, test scores, or similar records documenting the training, testing, certification, licensing, or continuing education achievements of an employee.	AC+5		AC = Termination of employment.	
3.1.029	Employment Eligibility Documentation	Federal reporting form (Form I-9).	AC		AC = 3 years after date of hire or 1 year after termination of employment, whichever later.	8 CFR 274a.2(b)(2)(i)(A) and (c)(2).
3.1.034	Resumes – Unsolicited	Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur.	AV		See RSIN <u>3.1.014</u> for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.	

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
3.1.036	Apprenticeship Records	Summary of apprenticeship applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants.	5			29 CFR 30.8(e).
3.1.037	Employee Recognition Records	Awards, incentives, tenure, etc.	AC+5		AC = Termination of employment.	
3.1.038	Public Access Option Records	Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024.	US		CAUTION: Most recent public access election information must be kept as long as the former employee verification records. See RSIN <u>3.3.011</u> .	

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
3.1.039	Ombudsman Records	Consultation records, notes, letters, memos, emails, reports, and other documentation.	AC		AC = Final decision or matter closed. CAUTION: Does not include formal complaint filed with EEOC (Equal Employment Opportunity Commission). If matter becomes a grievance or the subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate records series. See RSIN 1.1.048 , 3.1.006 , 3.1.018 , 3.1.020 , and 3.1.021 .	
3.1.040a	Employee Drug Testing and Screening Records – Positive Results and Calibration	Records of employee alcohol test results indicating an alcohol concentration of 0.02 or greater; records of employee verified positive controlled substances test results; documentation of refusals to take required alcohol and/or controlled substances tests; employee evaluation and referrals; calibration documentation; records related to the administration of the alcohol and controlled substances testing programs; copy of each annual calendar year summary.	5			49 CFR 382.403 for commercial motor vehicle drivers.

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
3.1.040b	Employee Drug Testing and Screening Records – Collection Records	Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices).	2		See RSIN 3.1.040a for calibration documentation.	
3.1.040c	Employee Drug Testing and Screening Records – Negative Results	Records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02.	1			
3.1.041	Employee Acknowledgement and Agreement Forms	Agreements between employee and agency authorizing certain actions, including acknowledgement forms, telecommuting agreements, outside/secondary employment authorizations, or other documentation that show proof of receipt and awareness of and adherence to agency policies and procedures.	AC+2		AC = Until superseded, obsolete, or date of separation, as applicable.	
3.1.042	ADA Accommodation Requests	Employee or applicant requests for reasonable accommodation under the ADA (Americans with Disabilities Act).	AC+2		AC = For employees, termination of employment; for job applicants who were not selected, date of application.	29 CFR 1602.31.
3.1.043	Polygraph Examination Results	Polygraph examinations and results that are administered as a part of the employment selection process.	3			29 CFR 801.

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Category 3: Personnel Records

Section 3.2 – Payroll

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
3.2.001	Employee Deduction Authorizations	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC+4		AC = After termination of employment or after amendment, expiration, or termination of authorization, whichever sooner.	
3.2.002	Employee Earnings Records	Payroll records and registers documenting employee earnings, wages, and pay. This may include but is not limited to payroll input records, summary statements, payroll vouchers, payroll detail sheets, and payroll history.	4			40 TAC 815.106(i).
3.2.003	Federal Tax Records	Includes 1099, W2, FICA, and other tax records.	AC+4		AC = Tax due date, date the claim is filed, or date tax is paid, whichever later.	26 CFR 31.6001 - 1(e)(2).
3.2.004	Income Adjustment Authorizations	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	2			29 CFR 516.6(c).
3.2.005	W-4 Forms	Employer's copy of "Employee's Withholding Exemption Certificate."	AC+4		AC = Until superseded, obsolete, or termination of employment.	26 CFR 31.6001-1 (e)(2).

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
3.2.006	Wage Rate Tables	Records defining the wage or salary rate for each position in the agency expressed in dollars, grades, or step numbers.	2			29 CFR 516.6(a)(2).
3.2.007	Unemployment Compensation Records	Records and documentation relating to unemployment compensation claims, including reimbursement of funds disbursed by Texas Workforce Commission (TWC).	AC+5		AC = Resolution of the claim.	
3.2.008	Direct Deposit Application/ Authorizations	Forms used to deposit employee's earnings into a specified personal account.	AC		AC = Until superseded, cancelled, or last payment deposited after termination of employment, whichever applicable.	
3.2.009	State Deferred Compensation Records	Records documenting the amount of pension or deferred compensation earned by individual employees.	4			

Retention Codes – See page ii for caution statement.
AC – See event trigger for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of asset
PM – Permanent
US – Until superseded

Archival Codes – See page ix.
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

Category 3: Personnel Records

Section 3.3 – Personnel Administration

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
3.3.001a	Affirmative Action Plans – Employees	Affirmative action plans for regular employees and apprenticeship programs.	AC+5		AC = Date of the making of the record or the personnel action involved, whichever occurs later.	29 CFR 30.12(d).
3.3.001b	Affirmative Action Plans – Contractors	Affirmative action plans for contractors and subcontractors.	AC+2		AC = Date of the making of the record or the personnel action involved, whichever occurs later.	41 CFR 60-1.12(a).
3.3.004	Benefit Plans	Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	AC+1		AC = Until superseded or plan terminated.	29 CFR 1627.3(b)(2).
3.3.010	Labor Statistics Reports	Reports providing statistical information on labor force.	3			
3.3.011	Former Employee Verification Records	Minimum information needed to verify employment. Includes: name; social security number; exact dates of employment; last known address; and most recent public access authorization.	AC+75		AC = Termination of employment. See RSIN <u>3.1.038</u> .	

<p>Retention Codes – See page ii for caution statement. AC – See event trigger for specific records series definition AV – Administratively valuable CE – Calendar year end</p>	<p>FE – Fiscal year end LA – Life of asset PM – Permanent US – Until superseded</p>	<p>Archival Codes – See page ix. A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist</p>
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
3.3.015	Positions/Job Classification Review File	Records relating to review and monitoring of job classifications within an agency.	US+3			
3.3.020	Work Schedules/ Assignments	Work, duty, shift, crew, or case schedules, rosters, or assignments.	AV			
3.3.022	Texas Workforce Commission (TWC) Reports	Reports to the agency from TWC or its predecessor pertaining to employees.	3			
3.3.023	Reimbursable Activity Records	Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE+3			
3.3.024	Personnel Policies and Procedures	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US+3			
3.3.025	Job Procedure Records	Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.	US+3			

Retention Codes – See page ii for caution statement.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
3.3.026	Agency Staffing Reports	Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US+3			
3.3.027	Aptitude and Skills Tests	Aptitude, competency, or skills tests and checklists required of job applicants or of current personnel to qualify for promotion or transfer, including validation records.	AC+2		AC = Until superseded or no longer used by agency. CAUTION: One copy of each different master test (different in terms of either questions or administration procedures) should be retained for the period indicated.	29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49 [State Universities].
3.3.028	Aptitude and Skills Tests (Test Papers)	Completed aptitude, competency, or skills test papers and checklists of job applicants or of current personnel taking a test to qualify for promotion or transfer.	2			29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49 [State Universities].

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
3.3.030	Internal Training Administration Records	Records documenting the planning, development, implementation, administration, and evaluation of in-house training programs, including but not limited to training manuals, course registration, class rosters, sign-in sheets, syllabuses, course outlines, and similar training aids used in in-house training programs.	AC+2		AC = Close of training session, after training materials superseded, or termination of training program, as applicable. See RSIN <u>1.1.043</u> for external training records. See RSIN <u>3.1.027</u> for individual employee training records. CAUTION: Does not include hazardous material training records. See RSIN <u>5.4.007</u> .	
3.3.031	EEO Reports and Supporting Documentation	Includes documentation used to complete EEO (Equal Employment Opportunity) reports.	3			29 CFR 1602.32, 1602.48, and 1602.50.
3.3.032	Equal Pay Records	Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the federal Equal Pay Act.	2			29 CFR 1620.32(c).
3.3.033	Recruitment Plans	Diversity and recruitment plans and related workforce analyses.	3			Texas Labor Code, 21.501 and 502.

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Archival Codes – See page ix.
A/I – Transfer to State/University Archivist
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Category 3: Personnel Records

Section 3.4 – Time and Leave

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
3.4.001	Accumulated Leave Adjustment Requests	Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances at end of fiscal year, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE+3			
3.4.002	Leave Status Reports	Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE+3			
3.4.004	Overtime Schedules and Authorizations	Records created to schedule time worked by employees outside of or in addition to their regular working hours, including approval authorizations.	2		CAUTION: Only includes overtime schedules and authorizations. See RSIN <u>3.4.006</u> for timekeeping records.	
3.4.006	Time and Attendance Records	Records documenting individual employee's hours worked, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules.	4			40 TAC 815.106(i).

Retention Codes – See page ii for caution statement.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
3.4.007	Time Off and/or Sick Leave Requests	Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), sick pool leave, and other types of authorized leave, and supporting documentation.	FE+3			Government Code, Section 661.152(d); 29 CFR 825.500(b).
3.4.008	Sick Leave Pool Documentation	Records documenting number of hours transferred in and out of comprehensive sick leave pool.	FE+3			

Retention Codes – See page ii for caution statement.
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Archival Codes – See page ix.
A/I – Transfer to State/University Archivist
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Category 4: Fiscal Records

Section 4.1 – General Accounting Records

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
4.1.001	Accounts Payable Information	Claims; invoices; statements; copies of checks and purchase orders; expenditure authorizations; ledgers; encumbrance, purchase, general journal, expenditure, and special vouchers; and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other expenses.	FE+3			
4.1.006	Investment Transaction Files	Records documenting the investment of any public funds that evidence the investment of such funds, the cancellation or withdrawal of investments, and similar activities.	FE+5		See RSIN <u>4.5.002</u> for reports associated with investments.	

<p>Retention Codes – See page ii for caution statement. AC – See event trigger for specific records series definition AV – Administratively valuable CE – Calendar year end</p>	<p>FE – Fiscal year end LA – Life of asset PM – Permanent US – Until superseded</p>	<p>Archival Codes – See page ix. A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist</p>
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
4.1.009	Accounts Receivable Information	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipts books, cash transfers, daily cash reports, reconciliations, general journal vouchers, special vouchers, and similar records that serve to document money owed to or received by a state agency and its collection or receipt.	FE+3			

Section 4.2 – [withdrawn]

Section 4.3 – [withdrawn]

Section 4.4 – [withdrawn]

Retention Codes – See page ii for caution statement. AC – See event trigger for specific records series definition AV – Administratively valuable CE – Calendar year end	FE – Fiscal year end LA – Life of asset PM – Permanent US – Until superseded	Archival Codes – See page ix. A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist
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Category 4: Fiscal Records

Section 4.5 – Fiscal and Financial Reports

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
4.5.002	Fiscal Management Reports	Internal and external periodic fiscal management reports and associated worksheets, including federal financial reports, salary reports, HUB reports, investment performance reports, etc.	FE+5		CAUTION: This series does not include fiscal reports created to fulfill grant requirements. See RSIN <u>4.7.008</u> .	

<p>Retention Codes – See page ii for caution statement. AC – See event trigger for specific records series definition AV – Administratively valuable CE – Calendar year end</p>	<p>FE – Fiscal year end LA – Life of asset PM – Permanent US – Until superseded</p>	<p>Archival Codes – See page ix. A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist</p>
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
4.5.003	Annual Financial Reports	Annual Financial Reports (AFR) required by the General Appropriations Act (100 Day Report).	AC+6		<p>AC = September 1 of odd-numbered calendar years.</p> <p>ARCHIVES NOTE: The final version of Annual Financial Reports must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(2)(a). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.</p> <p>CAUTION: If an agency does not produce a biennial or annual narrative report as described in RSIN <u>1.1.066</u>, then the archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, TSLAC.</p>	
4.5.007	USAS Reports – Daily/Monthly	Periodic reports compiled from information entered into the Uniform Statewide Accounting System (USAS).	AC		AC = Receipt and reconciliation of annual report.	

Retention Codes – See page ii for caution statement.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
4.5.009	USAS Reports - Annual	Yearly report compiled from information entered into the Uniform Statewide Accounting System (USAS).	FE+3			
4.5.010	Unclaimed Property Reports and Documentation	Sufficient records to verify information on unclaimed property previously reported to the State Comptroller showing the name and last known address of the apparent owner of reportable unclaimed property, a brief description of the property, and the balance of each unclaimed account, if appropriate.	AC+10		AC = Date on which property is reportable.	Property Code, Section 74.103(b).

Section 4.6 – [withdrawn]

Category 4: Fiscal Records

Retention Codes – See page ii for caution statement. AC – See event trigger for specific records series definition AV – Administratively valuable CE – Calendar year end	FE – Fiscal year end LA – Life of asset PM – Permanent US – Until superseded	Archival Codes – See page ix. A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist
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Section 4.7 – Other Fiscal

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
4.7.001	Accounting Policies and Procedures Manual	Records documenting the internal and external procedural requirements with respect to the accounting department of a state agency.	US+3			
4.7.003	Uncollectible Accounts	Records of accounts deemed uncollectible, including write-off authorizations and returned checks, warrants, and drafts.	AC+3		AC = Date account deemed uncollectable.	
4.7.004	Capital Asset Records	Documentation relating to the capital and fixed assets of a state agency, including equipment or property history cards containing data on initial cost, depreciation schedules or summaries used for capital outlay budgeting, and property sale, auction, or disposal records of agency owned equipment and property.	LA+3			
4.7.005	Claim Files	Records documenting requests for payment of a sum of money according to the terms of a policy or contract.	AC+3		AC = Resolution of claim.	

<p>Retention Codes – See page ii for caution statement. AC – See event trigger for specific records series definition AV – Administratively valuable CE – Calendar year end</p>	<p>FE – Fiscal year end LA – Life of asset PM – Permanent US – Until superseded</p>	<p>Archival Codes – See page ix. A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist</p>
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
4.7.008a	Grant Records – Awarded	This series documents state, federal, and other sponsored grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by agencies.	AC+3		AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule). CAUTION: Retention requirements may vary depending on the specific funding agency. Records in this series may be subject to Government Code 441.1855. Agencies must ensure that records are retained for the appropriate retention period.	
4.7.008b	Grant Records – Non-Awarded	Non-awarded, denied, or unfunded grant applications and proposals.	AC+2		AC = Date of notification.	
4.7.010	Long-Term Liability Records	Records documenting financial obligations of a state agency that are not payable within one year of the date of the balance sheet, including debentures, loans, deferred tax liabilities, bonds, and pension obligations.	AC+3		AC = Retirement of debt.	
4.7.012	Signature Authorizations	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	AC+4		AC = Until superseded, date of expiration, or termination of employee, whichever sooner.	

Retention Codes – See page ii for caution statement.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
4.7.013	Federal Tax Information (FTI) Audit Logs	Logs documenting requests and receipt of FTI, including any information created by the recipient that is derived from federal return or return information received from the IRS or obtained through a secondary source.	5			IRS Publication 1075.
4.7.014	Indirect Cost Plans	Indirect cost plan and supporting documentation created or maintained in the development of the plan.	AC+3		AC = If submitted for negotiation of rate, date of submission; if not submitted for negotiation, the end of the fiscal year covered by the proposal, plan, or other computation.	2 CFR 200.333(f)(1) and (2).

Retention Codes – See page ii for caution statement.
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Category 4: Fiscal Records

Section 4.8 – Banking Records

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
4.8.001	Banking Records	Bank statements, credit card statements, cancelled checks, check registers, deposit slips, debit and credit notices, reconciliations, and other banking related records.	FE+3			

Retention Codes – See page ii for caution statement.
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Category 4: Fiscal Records

Section 4.9 – Budgeting

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
4.9.001	Annual Operating Budgets	Required by the General Appropriations Act. Includes encumbrances and documentation about budget transfers and revisions, as well as detail charts of accounts.	FE+3			

<p>Retention Codes – See page ii for caution statement. AC – See event trigger for specific records series definition AV – Administratively valuable CE – Calendar year end</p>	<p>FE – Fiscal year end LA – Life of asset PM – Permanent US – Until superseded</p>	<p>Archival Codes – See page ix. A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist</p>
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Category 5: Support Services Records

Section 5.1 – General

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.1.001a	Contract Administration Files – 9/1/2015 and After	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Executed, renewed, or amended on or after September 1, 2015.	AC+7		AC = Expiration or termination of the instrument according to its terms. See related RSIN <u>5.3.007a/b/c</u> for bid documentation. See RSIN <u>5.2.028</u> for building construction contracts. See RSIN <u>5.1.017</u> for contract logs.	Government Code, 441.1855.

Retention Codes – See page ii for caution statement.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.1.001b	Contract Administration Files – 8/31/2015 and Prior	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Executed, renewed, or amended on or before August 31, 2015.	AC+4		AC = Expiration or termination of the instrument according to its terms. See related RSIN <u>5.3.007a/b/c</u> for bid documentation. See RSIN <u>5.2.028</u> for building construction contracts. See RSIN <u>5.1.017</u> for contract logs. NOTE: Refer to SB20 (84th Leg.) for retention period context.	Government Code, 441.1855.
5.1.003	Delivery Reports	Records documenting incoming or outgoing deliveries, including through private courier services.	2			
5.1.004	Mail and Telecommunications Listings	Any mailing address, telephone or fax number, or email address records maintained by an agency on its employees or on entities or persons it serves.	US			
5.1.005	Postage Records	Records and reports of postage expenses, including postal meter usage.	FE+3			

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.1.007	Requisitions for In-Agency or Inter-Agency Copy/Printing Service	Includes word processing and data processing.	AV			
5.1.010	Licenses and Permits for Non-Vehicles	Licenses and permits obtained from external agencies or organizations in order to perform operations.	AC+2		AC = Expiration date of license or permit. CAUTION: Does not include licenses and permits issued by an agency as part of its statutory responsibilities.	
5.1.011	Photocopier and Telefax Usage Logs and Reports	Registers or logs of print copies and fax transmissions made by user or in total.	AV			
5.1.012	Charge Schedules/Price Lists	Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US+3			
5.1.013a	Insurance Policies - 9/1/2015 and After	Liability, theft, fire, health, life, automobile, and other policies for government property and personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies. Executed, renewed, or amended on or after September 1, 2015.	AC+7		AC = Expiration or termination of the policy according to its terms.	Government Code, 441.1855.

Retention Codes – See page ii for caution statement.
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Archival Codes – See page ix.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.1.013b	Insurance Policies – 8/31/2015 and Prior	Liability, theft, fire, health, life, automobile, and other policies for government property and personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies. Executed, renewed, or amended on or before August 31, 2015.	AC+4		AC = Expiration or termination of the policy according to its terms. NOTE: Refer to SB20 (84th Leg.) for retention period context.	Government Code, 441.1855.
5.1.014	Office Procedures	Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency, e.g., agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.	US+1			
5.1.015	Correspondence Tracking Records	Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service (USPS) or by private couriers.	1			
5.1.017	Contract Log	List of agency contracts, leases, and agreements, including general obligation, land lease, utilities, and construction contracts.	FE+3			

Retention Codes – See page ii for caution statement.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.1.018	Surveillance Videos	Surveillance videos of buildings, facilities, vehicles, or other state property.	AV		See RSIN <u>5.4.001</u> or <u>5.4.014</u> if video is needed for an accident investigation or RSIN <u>1.1.048</u> if the video is needed as evidence in litigation. The disposal of surveillance videos need not be documented through destruction signoffs (RSIN <u>1.2.001</u>) or in records disposition logs (RSIN <u>1.2.010</u>).	

Retention Codes – See page ii for caution statement.
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Archival Codes – See page ix.
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R/O – Review by State/University Archivist

Category 5: Support Services Records

Section 5.2 – Facility Management

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.2.001	Appraisals – Building or Property	Assessments or evaluations of the value of state-owned buildings or property.	AV	R		
5.2.002	Building Construction Project Files	Project records related to planning, design, construction, conversion, or modernization of state facilities, structures, infrastructure, and systems, including feasibility, screening, and implementation studies; topographical and soil surveys and reports; as-builts; laboratory test reports; environmental impact statements; correspondence; successful and unsuccessful bid documentation and other related documentation.	AC+10	R	AC = Completion of project. See RSIN 5.2.003a/b and 5.2.028 for further retention of completed building documentation. See RSIN 5.3.007a/b for additional bid documentation retention periods, including RSIN 5.3.007c for invalid bids that do not meet agency submission requirements. ARCHIVES NOTE: Archival review designation is for state-owned buildings only.	
5.2.003a	Building Plans and Specifications – State Owned	Includes architectural and engineering drawings, profiles, and blueprints of planning, design, construction, conversion, or modernization of state-owned facilities, structures, infrastructure, and systems.	LA	R	See RSIN 5.2.002 and 5.2.028 .	

Retention Codes – See page ii for caution statement.
 AC – See event trigger for specific records series definition
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Archival Codes – See page ix.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.2.003b	Building Plans and Specifications – Leased	Includes architectural and engineering drawings, profiles, and blueprints of planning, design, construction, conversion, or modernization of leased facilities, structures, infrastructure, and systems.	AC+2		AC = Termination or cancellation of lease according to its terms. See RSIN <u>5.2.002</u> and <u>5.2.028</u> .	
5.2.004	Building Space Requests	Records documenting building space requests and approvals. Information on request forms may include but is not limited to: the building and room; the reason for the change; parties involved in the request; date of request and approval.	1			
5.2.005	Calibration Records (Equipment or Instrument)	Records documenting the determination, checking, or rectifying of any instrument giving quantitative measurements.	2		CAUTION: Some equipment and instruments may require longer retention period. State agencies must determine if longer retention period is required based on the type of equipment or instruments they use within their agency.	
5.2.006	Inventory and Property Control Records	Records documenting the inventorying, maintenance, usage, checkout, and disposal of supplies, equipment, and property of a state agency. Includes lost, stolen, and damage reports.	FE+3		See RSIN <u>5.2.008</u> for the maintenance logs of individual pieces of equipment.	

Retention Codes – See page ii for caution statement.
AC – See event trigger for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of asset
PM – Permanent
US – Until superseded

Archival Codes – See page ix.
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.2.008	Inspection, Repair, and Maintenance Records – Equipment	Equipment history file, which may include logbooks and requests for installation, moves, service, repair, etc.	LA+3		For service agreements or contracts related to equipment repairs and service, retain in accordance with RSIN <u>5.1.001</u> . For vehicle maintenance records, see RSIN <u>5.6.003</u> .	
5.2.010	Equipment Manuals		LA			
5.2.011	Equipment Warranties		AC+1		AC = Expiration of Warranty.	
5.2.012	Estimate Files (Supply and Repair Cost Estimates)	Quotes for minor construction and repair projects and supplies. Includes supporting documentation, as applicable.	1			
5.2.016	Inventory System Update Listings	Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC		AC = Transfer of information into annual listing. See RSIN <u>5.2.006</u> for annual inventory listing.	
5.2.018	Quality Control Reports	Documentation and reporting on adherence to procedures that ensure quality of a process, product, or service.	2		See RSIN <u>2.2.013</u> for quality control records related to IT procedures.	
5.2.019	Service Orders	Requests or work orders for repairs or maintenance to facilities, vehicles, or equipment completed by internal agency personnel or external service providers.	1			

Retention Codes – See page ii for caution statement.
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Archival Codes – See page ix.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.2.022	Utility Usage Reports	Any type of usage report or log used to monitor utilities such as gas, electric, water, etc.	AV		CAUTION: Does not include utility usage reports for agencies that operate their own utilities.	
5.2.024	Equipment Descriptions and Material Specifications	Equipment and material descriptions and specifications that may include but are not limited to detailed descriptions; lists of raw materials and ingredients; physical characteristics of items; special handling procedures; or technical drawings.	AC+2		AC = Equipment or material is no longer in the agency.	
5.2.026	Facilities Reservation Logs	Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.	2			
5.2.027	Space Utilization Reports	Reports summarizing efficiency of facility space utilization, which may include data on room usage, demand, allocation, and capacity.	AV			
5.2.028	Building Construction Contract and Inspection Records	Building construction contracts, surety bonds, and inspection records.	LA+10	R	See also RSIN <u>5.2.002</u> and <u>5.2.003a/b</u> .	

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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.2.029	Returned Mail	Documentation of mail returned by the postal or other mail delivery services as undeliverable.	AC+1		AC = Date returned. CAUTION: If corrected address provided and mail rerouted, maintain address update documentation for prescribed retention period.	

Retention Codes – See page ii for caution statement.
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Category 5: Support Services Records

Section 5.3 – Purchasing

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.3.003	Freight Claims	Freight or cargo claims against carrier for damage or loss to a shipment.	AC+2		AC = Resolution of claim.	43 TAC 218.61(d); 49 USC 14706(e).
5.3.004	Shipping Information	Shipping information, including order acknowledgements, packing slips, and related documentation.	AV		CAUTION: Some shipping information may require longer retention period. State agencies must determine if longer retention period is required based on the type of materials shipped to or from their agency.	
5.3.007a	Bid Documentation – 9/1/2015 and After	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, awarded and unawarded bids, and bid tabulation /evaluations. Associated with a contract executed, renewed, or amended on or after September 1, 2015.	AC+7		AC = Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.	Government Code, 441.1855.

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 AC – See event trigger for specific records series definition
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Archival Codes – See page ix.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.3.007b	Bid Documentation – 8/31/2015 and Prior	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, awarded and unawarded bids, and bid tabulation /evaluations. Associated with a contract executed, renewed, or amended on or before August 31, 2015.	FE+3		NOTE: Refer to SB20 (84th Leg.) for retention period context.	Government Code, 441.1855.
5.3.007c	Bid Documentation – Invalid Bids	Invalid bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g., withdrawn, missed submission deadline, incomplete submission, etc.)	AC+2		AC = Date of notification of denial or date of withdrawal, as applicable.	
5.3.008	Purchasing Logs	Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE+3			

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Archival Codes – See page ix.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.3.009	Requests for Information	Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC		AC = Decision not to proceed with the procurement. See RSIN <u>1.1.020</u> and <u>1.1.021</u> for public information requests. CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with RSIN <u>5.3.007a/b/c</u> .	
5.3.010	Vendor Records/W-9	W-9 IRS Form used to request a taxpayer identification number (TIN) for reporting information to the Internal Revenue Service (IRS). This includes W-9 forms received by a state agency from vendors.	AC+3		AC = Date account is opened or date instrument purchased.	26 CFR 31.3406(h)-3(g).

Retention Codes – See page ii for caution statement.
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Archival Codes – See page ix.
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Category 5: Support Services Records

Section 5.4 – Risk Management

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.4.001	Occupational Accident Reports and Associated Documentation	Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the State Office of Risk Management (SORM) or its predecessors or maintained internally on accident frequency.	CE+5		See RSIN <u>5.4.014a/b</u> for non-employee accidents.	29 CFR 1904.33; 28 TAC 120.1(c).
5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.	US			
5.4.003	Safety, Drill, and Inspection Records	Fire, safety, emergency drill, alarm, and other inspection records of agency facilities and equipment, including orders issued by inspectors to correct deficiencies in compliance with any code or regulations.	AC+3		AC = Date of drill, alarm, inspection, or date of the correction of deficiency, whichever applicable. CAUTION: Does not include inspection reports of building construction. See RSIN <u>5.2.028</u> .	

Retention Codes – See page ii for caution statement.
 AC – See event trigger for specific records series definition
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 US – Until superseded

Archival Codes – See page ix.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.4.007	Hazardous Materials Training Records	Records of training given to employees in an agency hazard communications program. May include but is not limited to date of class, roster of attendees, subjects covered, and instructors.	5		See RSIN <u>3.1.027</u> for individual employee training records.	Texas Health and Safety Code, 502.009(g).
5.4.008	Hazard Communication Plans	Plan that provides information to employees about the hazardous chemicals to which they may be exposed to in their workplace.	US+5			Texas Health and Safety Code, 502.009(g).
5.4.009	Workplace Chemical Lists	List of each hazardous chemical normally present in the workplace.	30			Texas Health and Safety Code, 502.005(d).
5.4.010	Safety Data Sheets	Safety Data Sheets (SDS) that list information relating to occupational safety and health for the use of various substances and products.	AC		AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable. CAUTION: If Workplace Chemical Lists (RSIN <u>5.4.009</u>) are not maintained, these records must be maintained for 30 years.	29 CFR 1910.1020(d)(1)(ii)(B).
5.4.011	Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	3			

Retention Codes – See page ii for caution statement.
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Archival Codes – See page ix.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment, or automated systems.	AC+2		AC = Until superseded, date of expiration, or date of termination, whichever sooner.	
5.4.013	Continuity of Operations Plans (COOP)	Plans developed (per Texas Labor Code, 412.054) to mitigate the damage of potential events that could endanger an agency's ability to function. Includes disaster preparedness, response, and recovery plans.	US		See RSIN <u>5.4.017</u> for records related to responding or recovering from an emergency.	
5.4.014a	Accident Reports – Adults	Reports of accidents to adults on state property or in any other situation in which the state agency could be a party to a lawsuit.	AC+3		AC = Date of report, or if a claim is filed, after settlement or denial of claim, whichever applicable.	
5.4.014b	Accident Reports – Minors	Reports of accidents to minors on state property or in any other situation in which the state agency could be a party to a lawsuit.	AC+3		AC = Date minor reaches the age of majority, or if a claim filed, after settlement or denial, whichever applicable.	

Retention Codes – See page ii for caution statement.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.4.015	Hazardous Materials – Administrative Records	This series documents the use of hazardous carcinogenic compounds, building by building survey and plan to correct asbestos and other material hazards. This series may include but is not limited to: surveys; monitoring tests and reports; data forms; building plans; correction checklists; removal job records; research protocols; lists of carcinogenic compounds used; environmental, biological, and material safety monitoring reports concerning toxic substances and harmful physical agents in the workplace, including analyses derived from such reports.	AC+30		AC = Date of project or research completion. See RSIN <u>5.4.016a/b</u> for hazardous material exposure records.	29 CFR 1910.1001; 29 CFR 1910.1020(d)(ii); 25 TAC 295.62(a).
5.4.016a	Hazardous Materials – Employee Exposure Records	Environmental, biological, and material safety monitoring reports, including health or physical examination reports or certificates of employees, who have experienced exposure to toxic substances, harmful physical agent, or bloodborne pathogens in the workplace, including analyses derived from such reports.	AC+30		AC = Termination of employment.	29 CFR 1910.1020(d); 29 CFR 1910.1001; 29 CFR 1910.1020(d)(1)(ii).

Retention Codes – See page ii for caution statement.
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.4.016b	Hazardous Materials – Periodic Monitoring	Environmental, biological, and material safety monitoring reports, including health or physical examination reports or certificates of employees, for whom periodic monitoring of health or fitness is required concerning toxic substances, harmful physical agent, or bloodborne pathogens in the workplace, including analyses derived from such reports.	US+2			29 CFR 1910.1020(d); 29 CFR 1910.1001; 29 CFR 1910.1020(d)(1)(ii).
5.4.017	Emergency Response and Recovery Records	This series documents the events and damages to institutional property due to storms, riots, fires, droughts, floods, and other events affecting citizens and facilities within the jurisdiction of the institution. This series may include but is not limited to: diaries; logs; reports; photographs; notes which indicate or document what happened, when, and where; and related documentation and correspondence.	3	R	See RSIN <u>5.4.013</u> for Continuity of Operations Plans (COOP). CAUTION: If grant monies are received to assist with the response or recovery, the retention requirements for this series may vary depending on the specific funding agency.	

Retention Codes – See page ii for caution statement.
AC – See event trigger for specific records series definition
AV – Administratively valuable
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Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.4.018	Annual Audit Plan	Includes working papers and agency risk assessment used to develop the plan, per Texas Internal Auditing Act requirement.	AC+7		AC = After final plan has been issued. See RSIN <u>1.1.002</u> for individual Audit records not related to the development of the Audit Plan.	Government Code, 2102.013.
5.4.019	Audit Peer Review – Working Papers	Documents collected or generated as part of the process of reviewing other state agency internal audit programs. Includes but is not limited to: self-assessments, worksheets, surveys or questionnaires, evaluations, and other documents as described in the State Agency Internal Audit Forum (SAIAF) Peer Review Manual.	AC+1		AC = After final report has been issued. See RSIN <u>1.1.002</u> for individual Audit records not related to the peer review of an Audit Plan.	Government Code, 2102.007(a)(5).

Retention Codes – See page ii for caution statement.
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Archival Codes – See page ix.
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Category 5: Support Services Records

Section 5.5 – Telecommunications

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.5.002	Telephone Activity Records	Telephone logs created for internal documentation purposes; station activity reports of internal listings of incoming/outgoing telephone activity to individual telephone stations; operator call transfers; summary detail reports; and system activity reports of internal listings of all incoming/outgoing agency telephone activity.	AV		See RSIN <u>4.1.001</u> for telephone bills.	
5.5.007	Disputed Call Documentation	Documentation relating to disputed long-distance calls, including documents evidencing repayment by employees for personal long-distance use.	AC+3		AC = Dispute resolved or repaid + FE.	

<p>Retention Codes – See page ii for caution statement. AC – See event trigger for specific records series definition AV – Administratively valuable CE – Calendar year end</p>	<p>FE – Fiscal year end LA – Life of asset PM – Permanent US – Until superseded</p>	<p>Archival Codes – See page ix. A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist</p>
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Category 5: Support Services Records

Section 5.6 – Vehicles

Records Series Item No. (RSIN)	Records Series Title	Records Series Description	Retention Period	Archival	Remarks	Legal Citation
5.6.001a	Aircraft Flight Logs – State Owned	Logs and related documentation used to maintain information about state owned aircraft flight data.	LA+3			
5.6.001b	Aircraft Flight Logs – Leased	Logs and related documentation used to maintain information about leased aircraft flight data.	FE+3			
5.6.002	Aircraft Passenger Lists	List of passengers on an aircraft.	FE+3			
5.6.003	Inspection, Repair, and Maintenance Records – Vehicles	Records and documentation related to inspections, repairs, and maintenance for state vehicles.	LA+1		See RSIN 5.2.008 for non-vehicle equipment maintenance records.	
5.6.004	License and Driving Record Checks		AC		AC = Until superseded or until termination of employment.	
5.6.005	Vehicle Use Reports	Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE+3			
5.6.007	Vehicle Titles and Registrations	Vehicle titles, registration information, and owner manuals for state vehicles.	LA			
5.6.009	Parking Permits or Assignments	Records documenting issuance of parking permits and assignments.	US		See RSIN 4.1.009 for payment of permit fees.	

Retention Codes – See page ii for caution statement.
 AC – See event trigger for specific records series definition
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ORDINANCE NO. 1191

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS ESTABLISHING A RECORDS MANAGEMENT PROGRAM TO BE ADMINISTERED BY A RECORDS MANAGEMENT OFFICER; PRESCRIBING POLICIES AND PROCEDURES; PROVIDING A VALIDITY CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INCORPORATION INTO THE TOWN'S CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Title 6, Subtitle C, Local Government Code, hereinafter referred to as Local Government Records Act, provides that a City or Town must establish by ordinance an active and continuing records management program to be administered by a Records Management Officer; and

WHEREAS, the Town of Highland Park, Texas, hereinafter referred to as Town, desires to adopt an ordinance for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective records keeping;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS:

SECTION I. DEFINITION OF TOWN RECORDS

- A. All papers, correspondence, memoranda, accounts, reports, maps, plans, photographs, sound and video recordings, files, microform, magnetic or paper tape, punched card, or other documents, regardless of physical form or characteristic, which have been or shall be created, received, filed, or recorded by any Town office or department or its lawful successor, or officials thereof in pursuance of law or ordinance or in the conduct, transaction, or performance of any business, duty, or function of public business, whether or not confidential or restricted in use, are hereby declared to be records of the Town of Highland Park, Texas (Town) and shall be without limitation created, maintained and disposed of in accordance with all provisions of this ordinance or procedures authorized by it and in no other manner.
- B. Library and museum, including but not limited to materials acquired solely for reference, exhibit and/or display, and stocks of publications, shall not constitute records for purposes of this ordinance.

SECTION II. TOWN RECORDS DECLARED PUBLIC PROPERTY

All Town records as defined in Section I, Subsection A, of this ordinance are hereby declared to be property of the Town. No Town official and/or employee or his or her

successors has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, and/or use of such records is prohibited.

SECTION III. POLICY

It is hereby declared to be the policy of the Town to provide for efficient, economical and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition.

SECTION IV. DESIGNATION OF RECORDS MANAGEMENT OFFICER.

The Town Administrator is hereby designated as Records Management Officer for the Town. The Records Management Officer shall cause his or her name to be filed with the Director and Librarian of the Texas State Library within thirty (30) days of the effective date of this ordinance. Any of the duties imposed upon the Records Management Officer by this section may be delegated to any official or employee of the Town under the administrative control of the Town Administrator.

SECTION V. DUTIES OF RECORDS MANAGEMENT OFFICER.

The Records Management Officer shall have the following duties; however, duties assigned shall be limited to records management activities:

- A. Plan, formulate, and prescribe basic files management and records disposition policies, systems, standards, and procedures.
- B. Prepare records retention and disposition schedules in cooperation with Department Heads for all offices and departments; define and identify all vital and permanent records, and establish retention periods for all records. Retention periods shall be no shorter than desired by the originating office or department, but shall be as long as deemed necessary by either the Records Management Officer or Records Management Committee.
- C. Review schedules annually, and update or amend schedules if needed.
- D. Provide records management advice and assistance to Department Heads for all offices and departments, by preparation of manuals outlining procedures and policies, and by on-site consultation.

- E. Develop, disseminate, and coordinate a files maintenance and records disposition procedures, without limitation to those prescribed by this ordinance, to meet the current and long-term information needs of the Town.
- F. Train departmental Records Officers and other personnel in the fundamentals of records management and their duties in the records management program.
- G. Carry out at the proper time actions such as microphotography, destruction, and transfers that are required by records schedules.
- H. Establish, monitor and require compliance with standards for filing and storage equipment and supplies in all offices and departments.
- I. Develop Town wide forms design and control system.
- J. Establish in cooperation with other responsible officials or employees, a disaster plan for each Town office or department to insure maximum availability of records for re-establishing operations quickly and with minimum disruption and expense.
- K. Develop procedures to insure the permanent preservation of the historically valuable records of the Town.
- L. Protect privacy and assure availability of public information from records; bring attention to the Town Administrator any office or department not in compliance with laws or regulations regarding public access to information or protection of privacy.

SECTION VI. RESPONSIBILITIES OF TOWN DEPARTMENT HEADS

All Town department heads are responsible for the implementation and operation of effective files operations, records transfers and dispositions, and other activities in accordance with the provisions of this ordinance within their areas of responsibility. They are designated Records Officers and will provide the Records Management Officer the names of such designees of all file stations and file custodians under their supervision.

SECTION VII. RESPONSIBILITIES OF RECORDS OFFICERS

The Records Officer in each office or department is responsible for providing coordination between the Records Management Officer and personnel in his or her office or

department to ensure that all provisions of this ordinance are complied with. This responsibility shall include overseeing the application of records schedules within his or her office and/or department.

SECTION VIII. TOWN OFFICES TO USE RECORDS SCHEDULES

All Town offices and departments shall adopt records retention and disposition schedules, and destroy, transfer, or otherwise dispose of records only according to such schedules.

SECTION IX. DEVELOPMENT OF RECORDS RETENTION AND DISPOSITION SCHEDULES

- A. A Records Management Committee consisting of Town Department Heads and Town Attorney is hereby established. This Committee shall:
1. assist the Records Management Officer in the development of policies and procedures governing the records management program
 2. review the performance of the program on a regular basis and propose changes and improvements as needed
 3. review and approve records control schedules
 4. give final approval to the destruction of records in accordance with approved records control schedules; and
 5. actively support and promote the records management program throughout the Town.
- B. The records retention and disposition schedule shall be submitted to the Town Council for approval, and upon approval shall constitute full authority to destroy, transfer, microphotograph, or take other actions. The Records Management Officer shall notify the State Librarian of intended destruction as required by law but no further notice to the State or Town shall be required.
- C. Revision of retention periods shall be submitted for review and adopted in the same manner as the original retention periods.

SECTION X. ONE-TIME DESTRUCTION OF OBSOLETE RECORDS

Prior to adoption of records schedules for an office or department, one-time destruction of accumulated obsolete records of that office or department may be made as approved by the Town Council under the supervision of the Records

Management Officer. Prior to such destruction, the Records Management Officer shall submit lists of any records to be destroyed to the Records Management Committee. The Committee shall give written notice within ten (10) working days of any records the Committee deems should not be destroyed, and such records shall be retained for a period suggested by the Committee. The Records Management Officer shall also submit notice as required by law to the State Librarian. Obsolete records shall include without limitation records no longer created by the office or department and no longer needed for administrative, legal, fiscal, or other research purposes.

SECTION XI. PRESERVATION OF PERMANENT RECORDS

The Records Management Officer shall develop procedures to insure the permanent preservation of the historically valuable records of the Town. The Records Management Officer shall provide housing under archival conditions for such records in a municipal facility and in such manner that the records, unless their use is restricted by law or regulation, are open to the public for research purposes. If Town owned facilities are not available, the Records Management Officer shall arrange for the transfer of the records to the Texas State Library for perpetual care and preservation in one of its nearby regional historical resource depositories, or shall make other arrangements for their permanent preservation not contrary to law or regulation. In no circumstances shall any permanent records of the Town be transferred to private individuals, to private historical societies or museums, or to private colleges or universities.

SECTION XII. MICRO-GRAPHICS PROGRAM ESTABLISHED

A centralized micro-graphics program shall be designed and implemented by the Records Management Officer to serve all Town offices and departments.

Unless a micro-graphics program in an office or department is specifically exempted by order of the Town Council, all microfilming of records will be centralized and under direct supervision of the Records Management Officer. The records management plan will establish policies and procedures for the microfilming of Town records including without limitation policies to ensure that all microfilming is done in accordance with standards and procedures for microfilming of local government records established in rules of the Texas State Library and Archives Commission. The plan will also establish criteria for determining eligibility of records for microfilming. Procedures will be established for insuring that microfilm programs, exempt from the centralized operations, are reviewed periodically for their cost effectiveness, administrative efficiency and conformance with State Library rules.

SECTION XIII. VALIDITY.

Should any portion of any Town ordinance conflict with any provision of this ordinance the same is hereby repealed, and all other provisions of the conflicting ordinance shall remain in full force and effect.

SECTION XIV. SEVERABILITY.

Should any word, phrase, sentence section or subsection of this ordinance be held to be void, unconstitutional or unenforceable, the same shall not affect the validity of the remaining portions of this ordinance which shall remain in full force and effect.

SECTION XV. INCORPORATION.

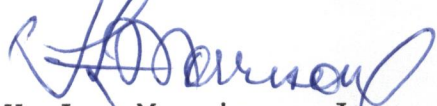
This ordinance shall be deemed to be incorporated into the Town's Code of Ordinances.

SECTION XVI. EFFECTIVE DATE.

This ordinance shall become effective immediately upon its passage and approval, as provided by law.

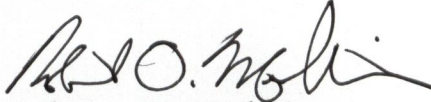
PASSED AND APPROVED by the Highland Park Town Council on this the 17th day of December, 1990.

APPROVED AS TO FORM:



H. Lou Morrison, Jr.
Town Attorney

APPROVED:



Robert O. Mullins
Mayor

ATTEST:



James Fisher
Town Secretary

ORDINANCE NO. ~~494~~ 2163

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS ~~ESTABLISHING AMENDING A~~ CHAPTER 1, GENERAL PROVISIONS, BY ~~REPEALING AND REPLACING ARTICLE 1.08, RECORDS MANAGEMENT; RECORDS MANAGEMENT PROGRAM TO BE ADMINISTERED BY A RECORDS MANAGEMENT OFFICER;~~ PRESCRIBING POLICIES AND PROCEDURES FOR THE RECORDS MANAGEMENT PROGRAM; DESIGNATING A RECORDS MANAGEMENT OFFICER; ADOPTING RECORDS CONTROL SCHEDULES; PROVIDING FOR COOPERATION WITH STATE SURVEYS; PROVIDING A VALIDITY CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INCORPORATION INTO THE TOWN'S CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Title 6, Subtitle C, Local Government Code, hereinafter referred to as Local Government Records Act, provides that a ~~c~~City or ~~t~~Town must establish by ordinance an active and continuing records management program to be administered by a Records Management Officer; and

WHEREAS, the Town of Highland Park, Texas (the "Town") desires to establish, promote, and support an active and continuing program for the efficient and economical management of the Town's records; and

WHEREAS, the purpose of the records management program (the "Program") is to facilitate the creation and maintenance of Town records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Town and to furnish the information necessary to protect the legal and financial rights of the Town, the State of Texas, and persons affected by the activities of the Town; and

WHEREAS, the Program shall serve to facilitate the identification, preservation, and protection of the Town's essential records and records that are of permanent value; and

WHEREAS, the Town of Highland Park, Texas, hereinafter referred to as Town, desires to adopt an ordinance for ~~that~~ the above stated purposes and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective records keeping;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS:

SECTION I. ~~DEFINITION OF TOWN RECORDS~~ INCORPORATION OF RECITALS

All matters stated in the recitals above are found to be true and correct legislative and factual findings of the Town and are hereby approved and incorporated herein and made a part hereof for all purposes.

~~A. All papers, correspondence, memoranda, accounts, reports, maps, plans, photographs, sound and video recordings, files, microform, magnetic or paper tape, punched card, or~~

~~other documents, regardless of physical form or characteristic, which have been or shall be created, received, filed, or recorded by any Town office or department or its lawful successor, or officials thereof in pursuance of law or ordinance or in the conduct, transaction, or performance of any business, duty, or function of public business, whether or not confidential or restricted in use, are hereby declared to be records of the Town of Highland Park, Texas (Town) and shall be without limitation created, maintained and disposed of in accordance with all provisions of this ordinance or procedures authorized by it and in no other manner.~~

~~B. Library and museum, including but not limited to materials acquired solely for reference, exhibit and/or display, and stocks publications, shall not constitute records for purposes of this ordinance.~~

SECTION II. TOWN RECORDS DECLARED PUBLIC PROPERTY AMENDMENT.

Chapter 1, General Provisions, is hereby amended by repealing Article 1.08, Records management, in its entirety, and replacing it with a new Article 1.08 to read as follows, with all other Chapters, Articles, Sections, and Subsections not herein amended to remain in full force and effect:

Article 1.08 RECORDS MANAGEMENT

1.08.001 DEFINITION OF TOWN RECORDS

All documents, papers, letters, books, maps, photographs, sound and video recordings, microform, magnetic tape, electronic media, or other information-recording media regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the Town of Highland Park or any of its officers or employees pursuant to law or in the transaction of public business, are declared to be the records of the Town of Highland Park, Texas and shall be created, maintained and disposed of in accordance with all provisions of this ordinance or procedures authorized by it and in no other manner.

1.08.002 TOWN RECORDS DECLARED PUBLIC PROPERTY

All Town records, as defined in Section 1.08.001, are hereby declared to be property of the Town of Highland Park. No Town official and/or employee or his or her successor has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. Unauthorized destruction, removal from files, and/or use of such records is prohibited.

~~All Town records as defined in Section I, Subsection A, this ordinance are hereby declared to be property of the Town. No Town official and/or employee or his or her successor has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, and/or use of such records is prohibited.~~

SECTION III. 1.08.003 POLICY

It is hereby declared to be the policy of the Town of Highland Park to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice. This policy shall apply to all employees, agents, independent contractors, and volunteers of the Town of Highland Park

~~It is hereby declared to be the policy of the Town to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition.~~

SECTION IV. DESIGNATION OF 1.08.004 RECORDS MANAGEMENT OFFICER.

~~The Town Administrator Secretary is hereby will serve as designated as Records Management Officer for the Town of Highland Park, as provided by law, and will develop policies and procedures for the Records Management Program to ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act. The Records Management Officer shall cause his or her name to be filed with the Director and Librarian of the Texas State Library within thirty (30) days of the effective date of this ordinance. Any of the duties imposed upon the Records Management Officer by this section may be delegated to any official or employee of the Town under the administrative control of the Town Administrator.~~

SECTION V.— DUTIES OF RECORDS MANAGEMENT OFFICER; 1.08.005 RECORDS CONTROL SCHEDULES

The Town's records control schedule shall be the applicable records control schedules issued by the Texas State Library and Archives Commission. These schedules shall be adopted by the Records Management Officer for use in the Town of Highland Park, as provided by law. The Records Management Officer shall prepare amendments to the schedules as needed to reflect new records created or received by this office, or revisions to retention periods established in a records retention schedule issued by the Commission. Any destruction of records of the Town of Highland Park will be in accordance with these schedules and the Local Government Records Act.

SECTION II. STATE SURVEYS.

The Town Council directs the Town Secretary to cooperate with the Texas State Library and Archives Commission in its conduct of statewide records management surveys, in accordance with Texas Local Government Code section 203.021.

The Records Management Officer shall have the following duties; however, duties assigned shall be limited to records management activities:

- ~~A. Plan, formulate, and prescribe basic files management and records disposition policies, systems, standards, and procedures.~~
- ~~B. Prepare records retention and disposition schedules in cooperation with Department Heads for all offices and departments; define and identify all vital and permanent records, and establish retention periods for all records. Retention periods shall be no shorter than desired by the originating office or department, but shall be as long as deemed necessary by either the Records Management Officer or Records Management Committee.~~
- ~~C. Review schedules annually, and update or amend schedules if needed.~~
- ~~D. Provide records management advice and assistance to Department Heads for all offices and departments, by preparation of manuals outlining procedures and policies, and by on-site consultation.~~
- ~~E. Develop, disseminate, and coordinate a files maintenance and records disposition procedures, without limitation to those prescribed by this ordinance, to meet the current and long-term information needs of the Town.~~
- ~~F. Train departmental Records Officers and other personnel in the fundamentals of records management and their duties in the records management program.~~
- ~~G. Carry out at the proper time actions such as microphotography, destruction, and transfers that are required by records schedules.~~
- ~~H. Establish, monitor and require compliance with standards for filing and storage equipment supplies in all offices and departments.~~
- ~~I. Develop town-wide forms design and control system.~~
- ~~J. Establish in cooperation with other responsible officials or employees, a disaster plan for each Town office or department to insure maximum availability of records for re-establishing operations quickly and with minimum disruption and expense.~~
- ~~K. Develop procedures to ensure the permanent preservation of the historically valuable records of the Town.~~
- ~~L. Protect privacy and assure availability of public information from records; bring attention to the Town Administrator any office or department not in compliance with laws or regulations regarding public access to information or protection of privacy.~~

~~SECTION VI.— RESPONSIBILITIES OF TOWN DEPARTMENT HEADS~~

~~All Town department heads are responsible for the implementation and operation of effective files operations, records transfers and dispositions, and other activities in accordance with the provisions of this ordinance within their areas of responsibility. They are designated Records Officers and will provide the Records Management Officer the names of such designees of all file stations and file custodians under their supervision.~~

~~SECTION VII.— RESPONSIBILITIES OF RECORDS OFFICERS~~

~~The Records Officer in each office or department is responsible for providing coordination between the Records Management Officer and personnel in his or her office or department to ensure that all provisions of this ordinance are complied with. This responsibility shall include overseeing the application of records schedules within his or her office and/or department.~~

~~SECTION VIII.— TOWN OFFICES TO USE RECORDS SCHEDULES~~

~~All Town offices and departments shall adopt records retention and disposition schedules, and destroy, transfer, or otherwise dispose of records only according to such schedules.~~

~~SECTION IX.— DEVELOPMENT OF RECORDS RETENTION AND DISPOSITION SCHEDULES~~

~~A. A Records Management Committee consisting of Town Department Heads and Town Attorney is hereby established. This Committee shall:~~

- ~~1. assist the Records Management Officer in the development of policies and procedures governing the records management program~~
- ~~2. review the performance of the program on a regular basis and propose changes and improvements as needed~~

- ~~3. review and approve records control schedules~~
- ~~4. give final approval to the destruction of records in accordance with approved records control schedule; and~~
- ~~5. actively support and promote the records management program throughout the Town.~~

~~B. The records retention and disposition schedule shall be submitted to the Town Council for approval, and upon approval shall constitute full authority to destroy, transfer, microphotograph, or take other actions. The Records Management Officer~~

shall notify the State Librarian of intended destruction as required by law but no further notice to the State or Town shall be required.

~~C. Revision of retention periods shall be submitted for review and adopted same manner as their the original retention periods.~~

~~SECTION X.— ONE TIME DESTRUCTION OF OBSOLETE RECORDS~~

~~Prior to adoption of records schedules for an office or department, one-time destruction of accumulated obsolete records of that office or department may be made as approved by the Town Council under the supervision of the Records Management Officer. Prior to such destruction, the Records Management Officer shall submit lists of any records to be destroyed to the Records Management Committee. The Committee shall give written notice within ten (10) working days of any records the Committee deems should not be destroyed, and such records shall be retained for a period suggested by the Committee. The Records Management Officer shall also submit notice as required by law to the State Librarian. Obsolete records shall include without limitation records no longer created by the office or department and no longer needed for administrative, legal, fiscal, or other research purposes.~~

~~SECTION XI.— PRESERVATION OF PERMANENT RECORDS~~

~~The Records Management Officer shall develop procedures to ensure the permanent preservation of the historically valuable records of the Town. The Records Management Officer shall provide housing under archival conditions for such records in a municipal facility and in such manner that the records, unless their use is restricted by law or regulation, are open to the public for research purposes. If Town owned facilities are not available, the Records Management Officer shall arrange for the transfer of the records to the Texas State Library for perpetual care and preservation in one of its nearby regional historical resource depositories, or shall make other arrangements for their permanent preservation not contrary to law or regulation. In no circumstances shall any permanent records of the Town be transferred to private individuals, to private historical societies or museums, or to private colleges or universities.~~

~~SECTION XII.— MICRO GRAPHICS PROGRAM ESTABLISHED~~

~~A centralized micro-graphics program shall be designed and implemented by the Records Management Officer to serve all Town offices and departments.~~

~~Unless a micro-graphics program in an office or department is specifically exempted by order of the Town Council, all microfilming of records will be centralized and under direct supervision of the Records Management Officer. The records management plan will establish policies and procedures for the microfilming of Town records, including, without limitation, policies to ensure that all microfilming is done in accordance with standards and procedures for microfilming of local government records established in rules of the Texas State Library and Archives Commission. The plan will also establish criteria for determining eligibility of records for microfilming. Procedures will be established for ensuring that microfilm programs, exempt from the centralized operations,~~

~~are reviewed periodically for their cost effectiveness, administrative efficiency and conformance with State Library rules.~~

SECTION ~~XIII~~. VALIDITY.

Should any portion of any Town ordinance conflict with any provision of this ordinance the same is hereby repealed, and all other provisions of the conflicting ordinance shall remain in full force and effect.

SECTION ~~XIV~~. SEVERABILITY.

Should any word, phrase, sentence section or subsection of this ordinance be held to be void, unconstitutional or unenforceable, the same shall not affect the validity of the remaining portions of this ordinance which shall remain in full force and effect.

SECTION ~~XV~~. INCORPORATION.

This ordinance shall be deemed to be incorporated into the Town's Code of Ordinances.

SECTION ~~XVI~~. EFFECTIVE DATE.

This ordinance shall become effective immediately upon its passage and approval, as provided by law.

PASSED AND APPROVED by the Highland Park Town Council on this ~~17th-3rd~~ day of ~~December~~ February, ~~1990~~ 2026.

APPROVED AS TO FORM:

APPROVED:

Susan Thomas
Town Attorney

Will C. Beecher
Mayor

ATTEST:

Joanna Mekeal
Town Secretary

ORDINANCE NO. 2163

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS AMENDING CHAPTER 1, GENERAL PROVISIONS, BY REPEALING AND REPLACING ARTICLE 1.08, RECORDS MANAGEMENT; PRESCRIBING POLICIES AND PROCEDURES FOR THE RECORDS MANAGEMENT PROGRAM; DESIGNATING A RECORDS MANAGEMENT OFFICER; ADOPTING RECORDS CONTROL SCHEDULES; PROVIDING FOR COOPERATION WITH STATE SURVEYS; PROVIDING A VALIDITY CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INCORPORATION INTO THE TOWN'S CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Title 6, Subtitle C, Local Government Code, hereinafter referred to as Local Government Records Act, provides that a city or town must establish by ordinance an active and continuing records management program to be administered by a records management officer; and

WHEREAS, the Town of Highland Park, Texas (the "Town") desires to establish, promote, and support an active and continuing program for the efficient and economical management of the Town's records; and

WHEREAS, the purpose of the records management program (the "Program") is to facilitate the creation and maintenance of Town records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Town and to furnish the information necessary to protect the legal and financial rights of the Town, the State of Texas, and persons affected by the activities of the Town; and

WHEREAS, the Program shall serve to facilitate the identification, preservation, and protection of the Town's essential records and records that are of permanent value; and

WHEREAS, the Town of Highland Park, Texas, hereinafter referred to as Town, desires to adopt an ordinance for the above stated purposes and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective records keeping.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS:

SECTION I. INCORPORATION OF RECITALS.

All matters stated in the recitals above are found to be true and correct legislative and factual findings of the Town and are hereby approved and incorporated herein and made a part hereof for all purposes.

SECTION II. AMENDMENT.

Chapter 1, General Provisions, is hereby amended by repealing Article 1.08, Records management, in its entirety, and replacing it with a new Article 1.08 to read as follows, with all other Chapters, Articles, Sections, and Subsections not herein amended to remain in full force and effect:

Article 1.08 RECORDS MANAGEMENT

1.08.001 DEFINITION OF TOWN RECORDS

All documents, papers, letters, books, maps, photographs, sound and video recordings, microform, magnetic tape, electronic media, or other information-recording media regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the Town of Highland Park or any of its officers or employees pursuant to law or in the transaction of public business, are declared to be the records of the Town of Highland Park, Texas and shall be created, maintained and disposed of in accordance with all provisions of this ordinance or procedures authorized by it and in no other manner.

1.08.002 TOWN RECORDS DECLARED PUBLIC PROPERTY

All Town records, as defined in Section 1.08.001, are hereby declared to be property of the Town of Highland Park. No Town official and/or employee or his or her successor has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. Unauthorized destruction, removal from files, and/or use of such records is prohibited.

1.08.003 POLICY

It is hereby declared to be the policy of the Town of Highland Park to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice. This policy shall apply to all employees, agents, independent contractors, and volunteers of the Town of Highland Park

1.08.004 RECORDS MANAGEMENT OFFICER.

The Town Secretary will serve as Records Management Officer for the Town of Highland Park, as provided by law, and will develop policies and procedures for records management program to ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

1.08.005 RECORDS CONTROL SCHEDULES

The Town's records control schedules shall be the applicable records control schedules issued by the Texas State Library and Archives Commission. These schedules shall be adopted by the Records Management Officer for use in the Town of Highland Park, as provided by law. The Records Management Officer shall prepare amendments to the schedules as needed to reflect new records created or received by this office, or revisions to retention periods established in a records retention schedule issued by the Commission. Any destruction of records of the Town of Highland Park will be in accordance with these schedules and the Local Government Records Act.

SECTION II. STATE SURVEYS.

The Town Council directs the Town Secretary to cooperate with the Texas State Library and Archives Commission in its conduct of statewide records management surveys, in accordance with Texas Local Government Code section 203.021.

SECTION III. VALIDITY.

Should any portion of any Town ordinance conflict with any provision of this ordinance the same is hereby repealed, and all other provisions of the conflicting ordinance shall remain in full force and effect.

SECTION IV. SEVERABILITY.

Should any word, phrase, sentence, section, or subsection of this ordinance be held to be void, unconstitutional, or unenforceable, the same shall not affect the validity of the remaining portions of this ordinance, which shall remain in full force and effect.

SECTION V. INCORPORATION.

This ordinance shall be deemed to be incorporated into the Town's Code of Ordinances.

SECTION VI. EFFECTIVE DATE.

This ordinance shall become effective immediately upon its passage and approval, as provided by law.

PASSED AND APPROVED by the Highland Park Town Council on this 3rd day of February 2026.

APPROVED AS TO FORM:

APPROVED:

Susan Thomas
Town Attorney

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, February 3, 2026**

Item Coversheet

**Take action on the minutes of the Town Council meeting held on
January 20, 2026.**

PRESENTED BY: Joanna Mekeal, Town Secretary

BACKGROUND:

Minutes of the Town Council meeting held on January 20, 2026.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

This item has no financial impact.

ATTACHMENTS

2026-1-20 TC Minutes

MINUTES OF A MEETING OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT THE TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205, AT 8:00 A.M. ON TUESDAY, JANUARY 20, 2026.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Council Members Marc Myers, Lydia Novakov, and Leland White attended the meeting. Council Member Alan Friedman was absent from the meeting.

- I. Mayor Will C. Beecherl called the meeting to order at 8:00 a.m.
- II. Council Member Marc Myers gave the Invocation.
- III. PUBLIC COMMENT

Mayor Beecherl asked if anyone wished to address the Town Council about any item listed on the agenda and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Public comments are limited to three minutes per speaker unless otherwise required by law. Items suggested for action may be placed on a future agenda at the Town Council's discretion. No comment was made.

IV. CONSENT AGENDA

On a motion made by Council Member Lydia Novakov, seconded by Mayor Pro Tem Don Snell, the Town Council voted unanimously to approve Items A. through E. on the Consent Agenda. Prior to the vote, Mayor Beecherl explained that all items under the Consent Agenda are considered routine or discussed at a previous meeting. There will be no separate discussion of items unless a request by a Council Member is made prior to the Town Council voting on the motion.

- A. *Take action authorizing the Town Administrator to execute the Chapter 59 Local Agreement renewal between the Department of Public Safety and the District Attorney's Office.*
- B. *Take action on an Interlocal Agreement with the Sheriffs' Association of Texas, Inc.*
- C. *Take action on FY25-26 DPS Capital Expenditure - Police fleet purchase.*
- D. *Take action on the minutes of the Town Council meeting held on January 6, 2026.*
- E. *Take action on the minutes of the Town Council study session held on January 6, 2026.*

V. MAIN AGENDA

A. *Review, discuss, and take action to extend the construction time period for a new single-family residence at 3301 Beverly Drive from February 1, 2026, to February 1, 2027. An extension of 12 months.* Jeff Armstrong, A.I.C.P., Director of Community Development, stated that the applicant, Barry Buford of Buford Hawthorne Builders, LP, is requesting a 12-month extension of a building permit to complete construction of a new single-family residence at 3301 Beverly Avenue. The building permit was originally issued on February 2, 2024, and is scheduled to expire on February 1, 2026. The requested extension would extend the permit expiration date to February 1, 2027. The residence under construction includes 16,122 square feet of conditioned living space

and an additional 3,276 square feet of roofed structures, for a total of 19,398 square feet. Staff reported that there have been no citizen complaints associated with this project. In response to questions from the Town Council, Mr. Buford explained that the primary reason for the extension request is the extensive work required for the basement construction. He expressed confidence that a 12-month extension would provide sufficient time to complete the project. On a motion made by Council Member Marc Myers, seconded by Council Member Lydia Novakov, the Town Council voted unanimously to approve a 12-month extension of the construction time period for the new single-family residence, extending the permit expiration date from February 1, 2026, to February 1, 2027.

VI. ADJOURNMENT

Mayor Beecherl adjourned the Town Council meeting at 8:10 a.m.

APPROVED on the 3rd day of February 2026.

APPROVED:

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, February 3, 2026**

Item Coversheet

**Take action on the minutes of the Town Council study session held
on January 20, 2026.**

PRESENTED BY: Joanna Mekeal, Town Secretary

BACKGROUND:

Minutes of the Town Council study session held on January 20, 2026.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

This item has no financial impact.

ATTACHMENTS

2026-01-20 TCSS Minutes

MINUTES OF A STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205, AT 8:16 A.M. ON TUESDAY, JANUARY 20, 2026.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Council Members Marc Myers, Lydia Novakov, and Leland White attended the meeting. Council Member Alan Friedman was absent from the meeting.

I. Mayor Will C. Beecherl called the meeting to order at 8:16 a.m.

II. PUBLIC COMMENT

Mayor Beecherl asked if anyone wished to address the Town Council about any item listed on the agenda and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Public comments are limited to three minutes per speaker unless otherwise required by law. Items suggested for action may be placed on a future agenda at the Town Council's discretion. There was no comment.

III. REPORTS

A. Review and discuss a presentation from the Preservation Park Cities over the final Register of Historic Homes document. Members of Preservation Park Cities ("PPC"), Larry Good and Craig Melde, delivered a presentation to the Town Council regarding concerns about the increasing demolition of architecturally significant homes in the Town of Highland Park and the City of University Park. PPC engaged Mr. Melde's firm to conduct further research and develop an official Register of Historic Houses. Mr. Melde explained that Phase 1 includes Priority 1 and Priority 2 Highland Park properties, as well as a proposed historic district, all supported by historical research and statements of significance. The Register follows the criteria and standards of the National Register of Historic Places. Mr. Melde presented Priority 1 Properties, the Conner Park-Lakeside District, and Priority 2 Properties. Mr. Good requested that the Town Council consider adopting the Register of Historic Houses as an official document, potentially publishing it on the Town's website, delaying demolition of listed properties, increasing demolition permit fees, strengthening review requirements for non-resident builder-developers, establishing a Landmark/Architectural Review Committee, and implementing property tax abatements for the rehabilitation of historic homes. He also suggested zoning amendments to allow greater flexibility in rear building envelopes for additions to historic houses. The Town Council Members asked clarifying questions throughout the presentation and thanked the PPC members for their research and presentation.

B. Review and discuss Capital Improvement Program project status. Lori Chapin, P.E., Director of Engineering, presented an update to the Town Council on the current year's Capital Improvements Program ("CIP") projects. The presentation included all the projects related to the Roadway (Capital Fund), Utility (Utility Fund), Stormwater (Stormwater Fund), Parks (Capital Fund), and Facilities (Building Maintenance Fund), as well as detailing each project's purpose, scope of work, status, and cost or projected cost. Ms. Chapin also demonstrated a web-based CIP reporting system designed to be internal and external-facing, providing a mechanism for real-time

project updates. It includes interactive filters and visuals, along with project details, costs, status, and schedule. The Town Council Members asked clarifying questions throughout the presentation regarding specific projects and thanked Ms. Chapin and the Engineering Department for their work and for the summary of project statuses.

IV. FUTURE AGENDA DISCUSSION

A. Review and discuss an ordinance ordering the General Municipal Election on Saturday, May 2, 2026, for the purpose of electing a Mayor and five Town Council Members and authorizing the Mayor to execute an election services agreement. Joanna Mekeal, T.R.M.C, Town Secretary, explained that on May 2, 2026, the Town of Highland Park will hold an election to fill the Mayor and five Town Council Member positions for a term of two years. The Town contracts with the Dallas County Elections Department (“DCED”) to administer its election, which is a part of the Dallas County Joint Election. A meeting with representatives of DCED to receive and review the draft election services agreement will be held on January 21, 2026. The final agreement will be submitted to the Town Attorney for review and subsequently executed by the Mayor. The terms of the election services agreement will include the staffing and equipment required for Early Voting polling locations. DCED implements countrywide Polling Centers for Early Voting and for Election Day. Locations for the May 2nd election will be designated in the Election Services Contract between the Town and DCED. This item will be returned to a future Town Council Meeting for approval of the ordinance ordering the election.

B. Review and discuss the establishment of an all-way stop intersection at Douglas Avenue and Lorraine Avenue. Lori Chapin, P.E., Director of Engineering, noted that Lorraine Avenue currently has stop control for east- and west-bound traffic at Douglas Avenue. The Town has received multiple requests to evaluate the intersection for an all-way stop due to concerns related to sight distance, visibility, and traffic volumes. In November 2025, the Town retained Kimley-Horn Associates, Inc. to conduct traffic counts and speed studies. Results indicate relatively high traffic volumes and 85th percentile speeds compared to similar collector roadways. While the intersection does not meet standard warrants for an all-way stop, sight distance is constrained by mature trees and on-street parking along Douglas Avenue. Although curb markings discourage parking near the intersection, an all-way stop would help address these visibility concerns. The intersection is located approximately midway between existing all-way stops at Armstrong Parkway and Beverly Drive, making it a suitable candidate for additional stop control. This item will be returned to a future Town Council Meeting for approval of the ordinance establishing an all-way stop intersection at Douglas Avenue and Lorraine Avenue.

C. Review and discuss amending the Retention Policy Resolution and Ordinance. Joanna Mekeal, T.R.M.C., Town Secretary, explained that the Texas Local Government Records Act of 1989 requires local governments to designate a Records Management Officer and adopt a Records Management Program. In compliance with the Texas Local Government Records Act of 1989, the Town previously adopted Ordinance No. 1191 and Resolution No. 014-90. The Records Management Program is intended to reduce inactive records, ensure efficient record retrieval, authorize timely disposition in accordance with retention requirements, protect record security and integrity, govern access to confidential records, and preserve vital records. Updates to the existing records management framework are necessary to align with current best practices and state

guidance. These updates include revising the Ordinance to incorporate recommended language from the Texas State Library and Archives Commission, attaching the Records Management Program to a Resolution rather than an Ordinance to allow for more efficient future amendments, and designating the Town Secretary as the Records Management Officer in place of the Town Administrator. In response to a question raised by Council Member Novakov, Mrs. Mekeal confirmed that once a record has passed its state retention schedule, it will be permanently destroyed. This item will be returned to a future Town Council Meeting for approval to amend the Retention Policy Ordinance and Resolution.

D. Review, discuss, and consider the opportunity for a Town Council Member to request an item to be placed on a future Town Council Meeting agenda. Mayor Beecherl asked if any Town Council Member would like to request that an item be placed on a future Town Council study session agenda for discussion or consideration. There was no request made.

V. CLOSED SESSION

A. In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.072 – REAL ESTATE – the Town Council will convene into closed session to deliberate the purchase, exchange, lease, or value of real property.

B. In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.071 – CONSULTATION WITH ATTORNEY – the Town Council will convene in closed session for consultation with and to receive legal advice from the Town Attorney regarding pending or contemplated litigation or settlement offer or regarding a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter re: DART withdrawal election.

Mayor Beecherl announced that it is not necessary for the Town Council to convene in a closed session and that the Town Council will not discuss the items listed under Closed Session. The Town Council did not convene in closed session.

VI. OPEN SESSION

A. Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item A. and B. above shall be made, if any. No motion was made since the Town Council did not convene in Closed Session.

VII. ADJOURNMENT – Mayor Beecherl adjourned the Study Session at 9:47 a.m.

APPROVED on the 3rd day of February 2026.

APPROVED:

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, February 3, 2026**

Item Coversheet

Review, discuss, and take action to extend the construction time period from 24 to 32 months for a new single-family residence at 3705 Gillon Avenue.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

The applicant, Matt Cain of Tatum Brown Custom Homes, has submitted a formal request for a building permit to allow a 32-month construction period for a new single-family residence located at 3705 Gillon Ave. The proposed residence would be 14,611 square feet under roof and includes a full basement. The 4,300 square foot basement is comprised of living space and a mechanical room. This request is being made in advance of construction, and the requested 32-month period would commence upon permit issuance.

In accordance with Section R105.5.1.4 of the Town's Building Code, all permits for major residential construction are generally limited to a duration of 24 months. However, the Code allows a property owner to request a longer period prior to permit issuance by submitting a formal written application and participating in a hearing before the Town Council. The applicant has exercised this right and submitted a letter detailing the request, which is attached for reference.

As provided in the Code, the Town Council must determine whether the applicant has presented compelling reasons and information establishing, with reasonable certainty, that:

Highly extraordinary circumstances exist in connection with the proposed construction; and
The additional time requested—eight (8) months in this case—is reasonably necessary to complete the project, assuming construction is conducted in a manner consistent with the objectives outlined in Section R105.5.1.3.

These objectives include ensuring that construction:

Is completed as rapidly as reasonably possible;

Minimizes disruption to the neighborhood while respecting public access to streets, sidewalks, driveways, alleyways, and easements;

Maintains the safety, orderliness, and visual appeal of the neighborhood;

Reduces inconvenience and aggravation to residents and visitors to the greatest extent reasonably possible.

The applicant's parking plan indicates parking for six vehicles on Gillon Ave. adjacent to the lot

and five vehicles on the lot.

To help manage potential construction-related impacts, a Construction Management Plan has been developed. Staff is recommending that the implementation of this plan be included as a condition of the extension, consistent with the approach taken in recent, similar requests for large-scale residential projects.

RECOMMENDATION

Staff recommends approval of the applicant’s request for a 32-month permit, subject to the conditions detailed in the attached Construction Management Plan.

FINANCIAL IMPACT

This item has no financial impact.

ATTACHMENTS

3705 Gillon Ave- Permit Extension Request Letter - 26.01.05, Parking Plan,
Construction_Parking_Management_Plan_3705 Gillon

January 05, 2026

RE: Permit Extension for 3705 Gillon

Mr. Armstrong,

I am writing to you on behalf of our clients Mr. and Mrs. David Muzzo, regarding our prospective project at 3705 Gillon. We are reaching out to formally request an additional 8-month extension to our potential permit. We had our Pre-Application Meeting on January 08, 2026.

Despite what will be our most diligent efforts, we are currently projecting the completion of this project will require 32 months. This additional time is critical for us to successfully complete the project without compromising on the quality of work and adhering to all required standards.

We would like to provide some context regarding the challenges we expect to encounter, which will significantly impact on our timeline:

1. **Size and Scale of the Project:** The ambitious nature of this project, given its size and scale, has necessitated more time than the Town of HP currently allows. With the extension, our total construction time is projected to be 32 months. This project has a full basement. The basement takes up one current lot. We anticipate the subgrade work will last for about 4-6 months

We understand the importance of adhering to deadlines and are committed to completing this project efficiently while ensuring the highest standards are met. We believe that with an additional 8 months, we can overcome these challenges and deliver a project that meets the expectations of all stakeholders involved.

We appreciate your consideration of our request and are available to discuss this matter further or provide any additional information required.

Thank you for your time and understanding.

Sincerely,

Matt Cain

President

Tatum Brown Custom Homes

3838 Oak Lawn, Suite 1520

Dallas, Texas 75219

214.361.4877

LEGAL DESCRIPTION

Being all of Lot 2, and the Easterly 15 feet of Lot 3 Block 14, Highland Park, First Installment, an Addition, located in Highland Park, Dallas County, Texas, according to the plat thereof, recorded in Volume 1, Page 209, Map Records, Dallas County, Texas, same being that tract of land conveyed to Stephen H. Brooks, by deed recorded in Document No. 201000146004, Official Public Records of Dallas County, Texas, and being more particularly described by metes and bounds as follows:

Beginning at a 1/2" inch iron rod found for corner, said corner being along the Southwest line of Gillon Avenue (54 feet right-of-way), and being the North corner of that tract of land conveyed to John A. Stoneham and wife Harriet H. Stoneham by deed recorded in Volume 78024, Page 1384, Deed Records of Dallas County, Texas;

Thence South 25 degrees 59 minutes 18 seconds West, along the Northwest line of said Stoneham tract, a distance of 200.43 feet to a 1/2 inch iron rod found for corner, said corner being the West corner of said Stoneham tract, and being along the Northeast line of a 14 foot Alley, and being the beginning of a non-tangent curve turning to the left with a radius of 3374.94 feet, a delta angle of 01 degrees 43 minutes 55 seconds, a chord bearing of North 65 degrees 53 minutes three seconds West, and a chord length of 102.01 feet;

Thence along said curve to the left, along the Northeast line of said Alley, an arc length of 102.01 feet to a 1/2 inch iron rod found for corner, said corner being the South corner of that tract of land conveyed to Drew William Ungerman and Kelly H. Ungerman, by deed recorded in Document No. 201500141108, Official Public Records of Dallas County, Texas;

Thence North 22 degrees 16 minutes 46 seconds East, along the Southeast line of said Ungerman tract a distance of 199.00 feet to a 1/2 inch iron rod found for corner, said corner being the East corner of said Ungerman tract, and being along the Southwest line of said Gillon Avenue, and being the beginning of a non-tangent curve turning of the right, with a radius of 2309.92 feet, a delta angle of 2 degrees 51 minutes 05 seconds, a chord bearing of South 66 degrees 35 minutes 41 seconds East, and a chord length of 114.94 feet;

Thence along said curve to the right, along the Southwest line of said Gillon Avenue, an arc length of 114.95 ft to the POINT OF BEGINNING and containing 21,680 square feet or 0.50 acres of land.

SQUARE FOOTAGE CALCULATIONS

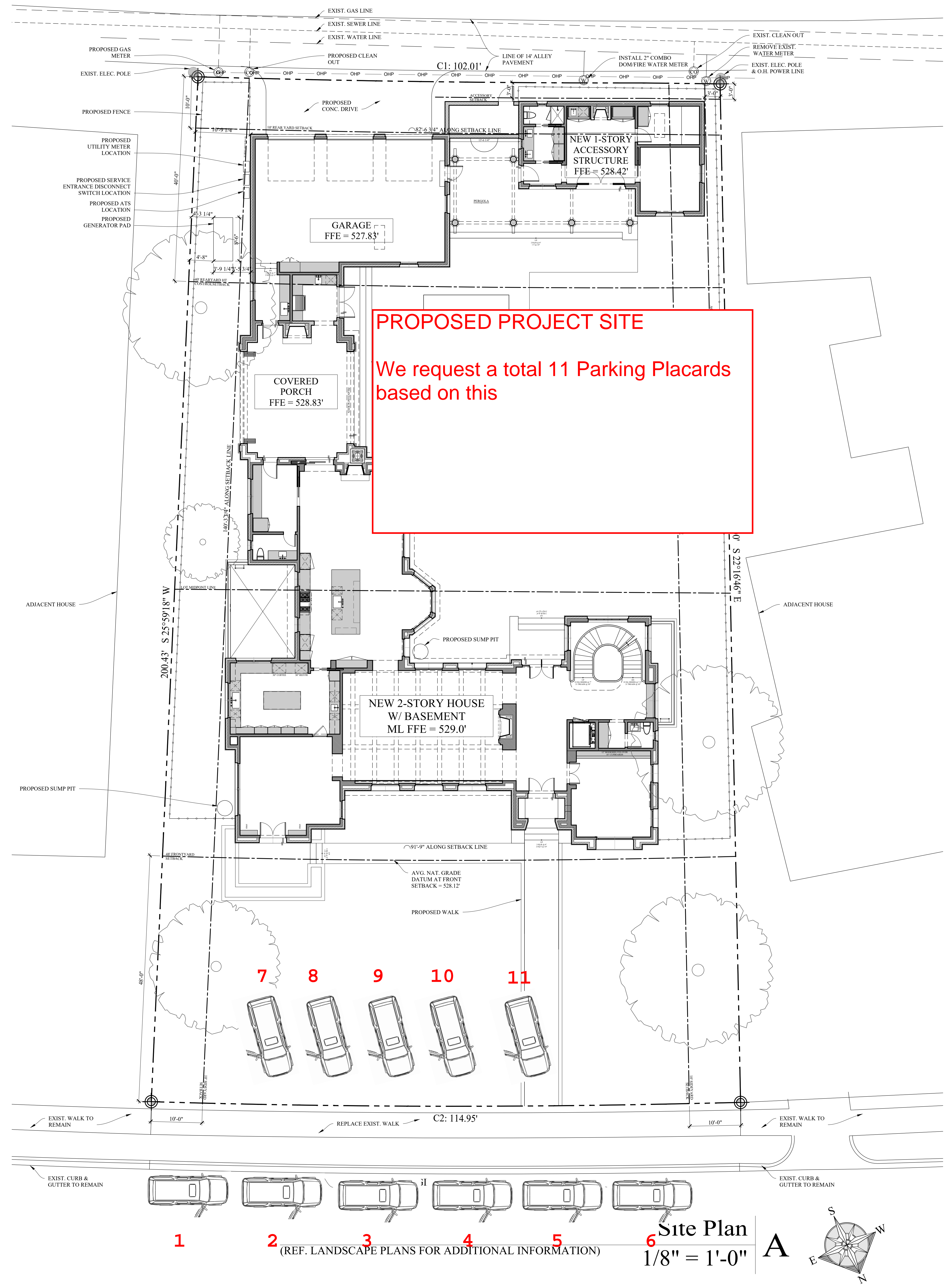
A/C SQUARE FOOTAGE CALCULATIONS	
BASEMENT A/C:	4005 SF.
1ST FLOOR A/C:	3724 SF.
CASITA FLOOR A/C:	686 SF.
2ND STORY A/C:	4018 SF.
TOTAL A/C:	12,433 SF.
NON-A/C SQUARE FOOTAGE CALCULATIONS	
BASEMENT MECHANICAL	342 SF.
GARAGE AND MUDROOM	1,112 SF.
SCREENED PORCH AND GRILL	660 SF.
FRONT ENTRY PORCH	64 SF.
TOTAL NON-A/C:	2,178 SF.
TOTAL UNDER ROOF	14,611 SF.

ZONING

DISTRICT: C	
FRONT YARD SETBACK	48'-0"
REAR YARD SETBACK	10'-0"
SIDE YARD SETBACK	10'-0"
ACCESSORY STRUCTURE SETBACK	3'-0"
MAX. RIDGE HEIGHT	35'-0"
MAX. PLATE HEIGHT	26'-0"
MAX. RIDGE HEIGHT @ REAR 40'	25'-0"
MAX. PLATE HEIGHT @ REAR 40'	12'-6"

SITE PLAN SYMBOLS

+	INDICATES COLD WATER TAP FOR REFRIGERATOR OR ICE MAKER
+	GAS INDICATES GAS SUPPLY
+	INDICATES GAS KEY
+	GAS INDICATES SWITCHED GAS KEY
+	HB INDICATES FROST FREE HOSE BIB.



Site Plan
 1/8" = 1'-0" A



BLUME ARCHITECTURE
 Website: blumearchitecture.com Tel. 972.743.2835
 Email: christy@blumearchitecture.com



MUZZO RESIDENCE
 3705 GILLON AVENUE
 DALLAS COUNTY, TEXAS

BUILDER:
 Tatum Brown Homes
 3838 Oak Lawn Ave. #1520
 Dallas, Texas 75219
 214.361.4877

LANDSCAPE ARCH.
 Heritage Studio LA
 865.297.5255

CIVIL:
 Macatee Engineering, Inc.
 4144 N Central Expy #340
 Dallas, TX 75204
 214.373.1180

STRUCTURAL ENG.
 Jensen Engineers, Inc.
 825 18th Street
 Plano, TX 75074
 972.994.0747

REVISIONS:

ISSUE DATE:
 1-2-2026

SHEET NO:

A1.0

Construction Management Plan

Project Address: 3705 Gillon Avenue, Highland Park, TX 75205

Permit #: BP-26-5

Effective Dates: From date of permit issuance through issuance of a Certificate of Occupancy.

I. Purpose

This Construction Parking Management Plan (CPMP) outlines the parking and access requirements for the construction project at 3705 Gillon Ave. Due to the site's urban location and limited availability of on-street parking, the Town is implementing the following conditions to minimize impacts on neighbors, ensure emergency vehicle access, and maintain public safety.

II. On-Street Parking Conditions

1. Placard Limit

Six (6) placards can be issued for this project:

Alley Obstruction

Contractors and subcontractors are prohibited from blocking alley at all times without first obtaining permission from the Town Administrator or designee.

- Approval of alley obstruction will be limited to work associated with ingress/egress (driveways & flatwork) and utility taps and connections.

III. Supplemental Conditions

2. Off-Street Parking Plan

The contractor must submit an off-street parking plan identifying:

- Locations for additional offsite contractor or subcontractor parking.
- Staging areas for deliveries.
- Any use of nearby lots or shuttle services.

3. Shuttle/Carpool Program

Contractors are encouraged to carpool or use a shuttle system between off-site parking locations and the job site to reduce on-street congestion.

4. Loading & Staging Area Restrictions

- No construction vehicles may idle or stage in the public right-of-way.
- A designated loading area must be identified and approved as part of the construction management plan.
- Deliveries must be scheduled during non-peak hours when feasible.

5. First Responder Access

A minimum 10-foot clear travel lane must be maintained at all times for emergency access. The site superintendent will ensure daily compliance.

6. Working Hours Enforcement

Contractor vehicles may arrive no earlier than 7 am Monday through Saturday and must depart no later than 7 pm, per approved construction hours. Early arrival or late departure parking is prohibited.

7. Neighbor Communication & Complaint Response

-The contractor must notify all adjacent properties of:

- Project timeline
 - Parking restrictions
 - A 24-hour complaint contact number
- The site superintendent must respond to parking or access concerns within 24 hours.

8. Town Inspections & Enforcement

- The Town reserves the right to conduct unannounced compliance checks.
- Violations may result in fines, suspension of placards, or revocation of the building permit.

IV. Acknowledgment

I acknowledge and agree to comply with all terms of this Construction Parking Management Plan and understand that violations may result in enforcement action by the Town.

Contractor/Superintendent Name: _____

Signature: _____

Date: _____

Attachments:

- Off-Street Parking Plan (to be submitted by contractor)