



As of July 2021

BOARD OF EDUCATION OPERATING PROCEDURES

SUPERINTENDENT

Millard House II

BOARD MEMBERS

Patricia K. Allen

District IV | President

Holly Maria Flynn Vilaseca

District VI | First Vice President

Judith Cruz

District VIII | Second Vice President

Kathy Blueford-Daniels

District II | Secretary

Daniela “Dani” Hernandez

District III | Assistant Secretary

Elizabeth Santos

District I

Sue Deigaard

District V

Anne Sung

District VII

Myrna Guidry

District IX

Note of special thanks to the Board Operating Ad-Hoc Committee Members

Holly Maria Flynn Vilaseca, District VI

Kathy Blueford-Daniels, District II

Anne Sung, District VII

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BOARD OF TRUSTEES OPERATING PROCEDURES

Overview

The purpose of this manual is to formalize the general practices of the Houston ISD Board of Trustees. This document was adopted by the Board at a regularly scheduled meeting and may be modified by a majority vote of the Board. The manual is divided into four (4) sections, Board Relationships, Work of the Board, Board Operations, and New Board Member Orientation.

The Board's responsibility is to define the District's policies and goals that shall reflect the district's advocacy for all students. Board Members serve as advocates for all students by providing leadership at the local, state and national level. The policies set by the Board will ensure that the mission and goals are achieved. It is the Board's responsibility to hire a Superintendent, who then implements the policies and goals adopted by the Board. The Board shall hire the Superintendent and the Chief Audit Executive and evaluate their performance using the evaluation instruments adopted by the board. The superintendent's evaluation is aligned with the Board's Continuous Improvement Process- the Lone Star Governance Framework (See Addendum A- Superintendent Evaluation and Chief Audit Executive Evaluation). These operating procedures will be reviewed annually by the Board.

The Houston ISD Board of Trustees began implementing the Lone Star Governance model in 2016. These procedures align with the Texas Framework for School Board Development:

- **Vision** - The board ensures creation of a shared vision that promotes enhanced student achievement.
- **Structure** - The board provides guidance and direction for accomplishing the vision.
- **Accountability** - The board measures and communicates how well the vision is being accomplished.
- **Advocacy** - The board promotes the vision.
- **Unity** - The board works with the superintendent to lead the district toward the vision.

The Houston ISD Board of Education wants to recognize the Hurst-Eules-Bedford Board of Education in this work as their board operating procedures manual served as an exemplar reference in the creation of our customized board operating procedures manual.



BOARD RELATIONSHIPS

A. Board Members

Board Members may use mail, email, voice mail, text messaging, fax, phone, or personal contact to communicate with each other under circumstances that do not conflict with or circumvent the requirements of the Texas Open Meetings Act; however, Board Members shall never meet, talk, text or e-mail in a group large enough to constitute an official meeting, typically five (5) or more or engage in serial communications prohibited by the Texas Open Meetings Act, unless notice has been posted. In email or text messaging, “Reply to All” should be avoided (See Addendum B- Overview of the Texas Open Meeting Act and Addendum C- Board Member Record Retention Requirements).

B. Superintendent

1. Board Members will keep the Superintendent informed of critical or urgent concerns, ideally within 72 hours. It is the Superintendent’s job to take action and resolve situations. Board Members should not violate the chain of command, causing disrespect and unclear expectations between Staff, Superintendent, and Board. Board members should directly communicate concerns with the Superintendent and/or Chief Audit Executive.
2. The Superintendent will communicate information to all Board Members in a timely manner.
3. Information shared by Superintendent to Board in executive session will be kept confidential until the Superintendent notifies the Board that information is public.

C. Chief Audit Executive (CAE)

Every year, trustees will have the opportunity to provide input concerning the audit plan. The CAE will reach out to trustees individually to schedule a 1:1 meeting and, occasionally, other members from the Audit team and external auditors may reach out to trustees to inform risk assessments. The Audit Plan is approved by the full board annually. Should trustees have questions or concerns outside of the scope of the audit plan, they can directly contact the Chief Audit Executive.

D. District Staff

1. Board Services, under the direction of the Superintendent, may provide personal assistance and services to Board members directly related to their responsibilities as Trustees. (See Addendum D - Policy BB Regulation)
2. Board Members are encouraged to visit with staff members and learn more about their responsibilities with the District but are never to give staff members orders.
3. Board Members are encouraged to visit campuses while at the same time Board Members must ensure the visits do not impede the delivery of instruction in the classroom or disrupt the normal school environment. If a Board Member wishes to initiate a visit to a campus or campuses, Board Members should notify the Superintendent and work with his or her designee to schedule the visit within 5 school days of the requested visit. Board Members may also visit campuses upon invitation from a campus principal. As a courtesy to the administration, Board Members should notify the Superintendent, Board Services, and the Principal at least 48 hours in advance when accepting an invitation from the campus principal.

While visiting a campus, Board Members should observe the following guidelines:

- The Board Member will check in at the principal's office upon arrival at the school.
- While on campus the Board Member should be escorted by a staff member designated by the principal.
- Visits to individual classrooms during instructional time shall be permitted only with the principal's approval.
- Board members will not assume a supervisory role with staff or students.
- Board members will not participate in staff activities unless specifically requested to do so by a campus administrator.
- Board members attending school events as private citizens (for example public events or events for family members) should be mindful that they continue in their official role.

E. Community

Trustees are encouraged to interact with community members through community meetings. Trustees interacting with community members may take one of the three actions to address concerns: 1) refer the individual to the school or department so the concern can be addressed directly with them or 2) refer the concern or complaint to Board Services to be entered as a Board Referral or 3) ask Board Services to enter the concern or complaint as a Superintendent Referral.

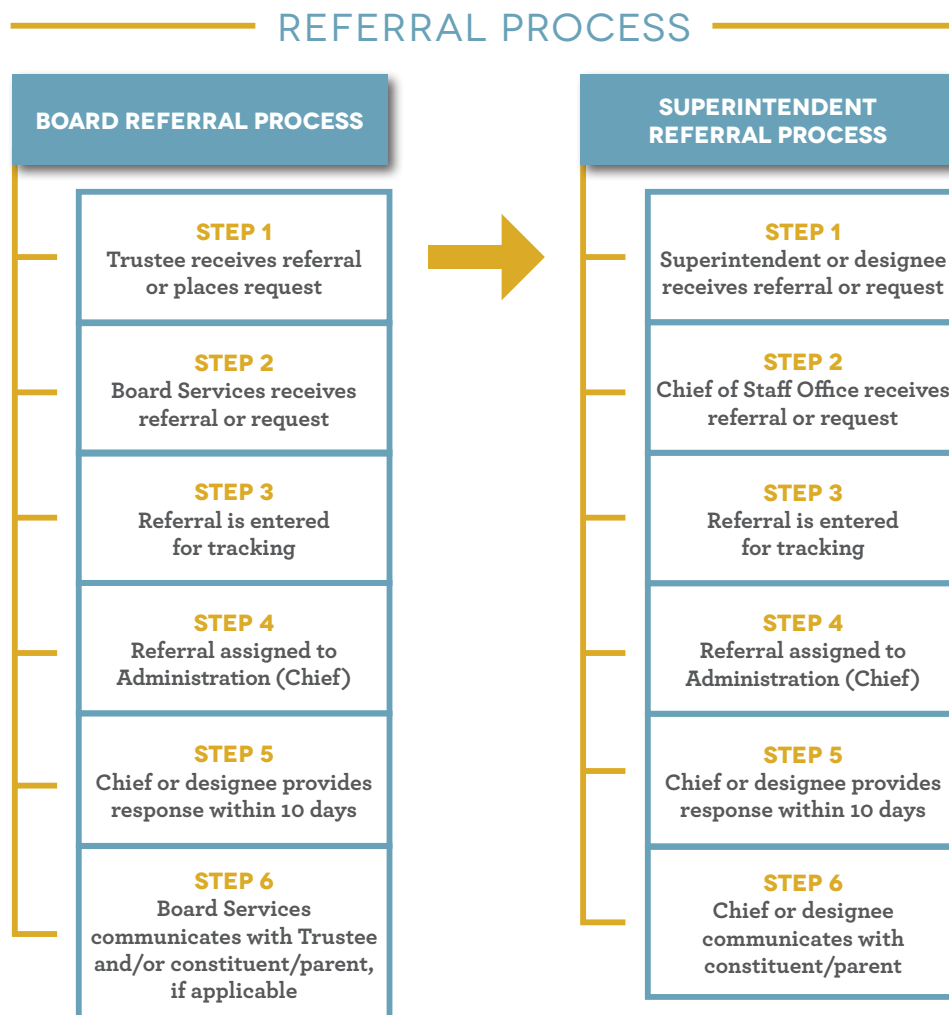
The differences between a Board and a Superintendent referral is who is included in the response. In a Board referral both the individual with the concern and all the trustees receive notification of closure along with the response. In a Superintendent referral, the communication or resolution is with the individual bringing forth the concern. With this in mind, it is best practice to assign parent, student, employee and community concerns as Superintendent referrals and reserve Board referrals for trustees.

Board Referral: A Board referral is any verbal or written communication received from a Board member requesting information or resolution of an issue. Referrals may be the result of questions or concerns from parents, employees, and community members and may

include complaints, grievances, or dissatisfaction with the District, its services, practices, programs, or employees. **Since referrals are designed to show resolution, trustees should request board referrals when they would like to see how an issue was resolved, and send a superintendent referral, when they are alerting administration to a concern.** The director of Board Services, assigns the referral to the appropriate direct report to the Superintendent. The direct report to the Superintendent must forward a written response to the director, Board Services, or designee via hard copy or electronic mail within ten working days of receipt of the referral. The director, Board Services, provides Board members with a weekly report concerning the status of referrals. (See Board Regulation BBE2.)

Superintendent Referrals: A Superintendent referral is any written communication received from a parent or community member requesting information or resolution of an issue and may include complaints or dissatisfaction with the District, its services, practices, programs, or employees. The Chief of Staff assigns the referral to the appropriate direct report to the Superintendent. The direct report to the Superintendent must address the request or concern within ten working days of receipt of the referral. After the request or concern is addressed, the direct report to the Superintendent records all information and action taken on the referral before it is closed.

The following flowcharts illustrate these processes.



F. Other Elected Officials and Advocacy

Relationships with other elected officials are critical to ensure the School District can achieve all its goals. Board Members are encouraged to meet with and visit City Council members and State Legislators. Annually, the Board of Trustees should invite City Council members, City of Houston Director of Education, and Legislators to a Community forum to discuss education policy and other issues that affect the School District (For recommended communication scripts see Addendum E- Communication Scripts).

G. Board Concerns

Board Members are expected to conduct themselves in a professional manner when representing the district, treating all parties with dignity and respect. It is important to note, as an elected official there are few moments when the public will not associate your personal behavior with behavior representing the district. Should issues occur with inappropriate behavior of a board member, the following guideline is available.

1. If a Board Member is concerned that another Board Member has violated the Board Member Ethics (See Addendum F- HISD Policy BBF Local- Board Member Ethics), Rules of Order for Board Meetings, and/or any of the Board's Operating Procedures, it is the responsibility of the concerned Board Member to discuss the alleged violation with the other Board Member in private prior to taking any other action, unless the nature of the allegation requires immediate escalation to the Board President.
2. If, after the concerned Board Member has privately discussed the alleged violation with the other Board Member, the concerned Board Member may request a conference with the Board President and alleged Board Member. If the Board President is involved in the allegation, the concerned Board Member may instead make the request to the Board First Vice President or the next most senior Board Member not involved in the allegation.
3. The Board Members involved will conference to discuss the alleged violation, [unless it would constitute a quorum of the Board, in which case the issue will be posted for discussion at a specially called meeting or the next regularly scheduled meeting of the Board]. All parties are strongly encouraged not to allow any further escalation of these procedures.

If, after the conference, the concerned Board Member remains unsatisfied that the alleged violation has been addressed, the Board President will allow time for discussion during executive session at the next scheduled meeting. If, after the executive session discussion, the Board determines that additional consideration of the alleged violation is warranted, the Board President may call upon Board Counsel or external legal advisor to investigate the nature of the allegations. Once findings are determined results of the investigation will be presented during a future closed session of the Board.

H. Social Media

1. Board Members who participate in social media such as, but not limited to, Facebook, LinkedIn, Instagram, or Twitter should be careful to avoid online conversations that could be construed as speaking for the Board or constituting an online Board meeting.
2. In using social media to communicate about school district business, a school board member should:
 - Clarify that he or she is communicating as an individual member of the board, and not an official district spokesperson.
 - Avoid deliberating school district business with a quorum of the board. In addition to the risk of violating the Open Meetings Act, such communications undermine good working relationships and the purpose of open meetings.
 - Direct complaints or concerns presented online to the appropriate administrator.
 - Avoid posting content that indicates you have already formed an opinion on pending matters.
 - Ask for community input to be provided through appropriate channels, but not allow the social network to direct his or her decisions as a trustee.
 - Post only content that the district has already released to the public. A person commits an offense if the person distributes information considered confidential by law.
 - When attempting to restate what happened at a previous board meeting, clarify that the posting is not an official record of the board meeting and share information only from the open portions of the meeting.
 - Conduct himself or herself online in a manner that reflects well on the district; avoid posting information that has not been verified and made public by the district; and never post anonymously about school business.
 - Immediately report harassing or defamatory communications to the superintendent if they involve school officials, staff, students, or district business.
 - Retain electronic records—including your own posts and content others post to your account—when required to do so by the district’s records retention policy.
 - Immediately report to the district any potential security breach if you lose control or possession of a district-issued or personal electronic device on which confidential district records could be accessed.
 - Comply with the district’s acceptable use policy when using district-issued devices or technology resources, including district Internet access on a personal device.
3. The Board President shall act as the official spokesman for the Board to the media concerning board actions. Other Board Members may speak to the media, but all remarks should be clarified as their personal opinion. A board member who chooses to speak to the media should clarify at the beginning of the statement or interview that the member is speaking only as an individual and not as an authorized representative of the Board of Trustees.



WORK OF THE BOARD

A. Meetings

- a. During the course of board work several types of meetings may occur:
 - Regular Meetings- The Board of Trustees usually takes action and conducts student outcome goal monitoring during Regular Meetings. Community members may register to address the board at Regular Meetings.
 - Agenda Review Meetings- At agenda review meetings, the Board of Trustees may discuss or ask questions about regular meeting agenda items and may conduct student outcome goal monitoring. Community members may register to address the board regarding posted agenda items at Agenda Review Meetings.
 - Board Retreats- Board Retreats bring the board together periodically to engage in (1) team building, (2) board training, and (3) deep dives into student outcome goals.
 - Special Meetings-The Board President shall call special meetings at the Board President's discretion or on request by three members of the Board. Special meetings include but are not limited to Hearings and Workshops. Hearings are usually held on the third Thursday of each month beginning at 8:30am.
 - Emergency Meetings -An emergency meeting may be called only if immediate action is required of a governmental body because of an imminent threat to public health and safety; or a reasonably unforeseeable situation. (Texas Government Code, Section 551.045)
 - Hearing Meetings- Hearing Meetings are held on the third Thursday of each month in the Board Auditorium. Hearings include student and employee grievances, student expulsion hearings, and employee separations (non-renewals and terminations). All nonstudent hearings are open to the public unless otherwise requested by the parties being grieved. Ordinarily, all student hearings are closed to the public unless otherwise requested by the parent or legal guardian. Hearing transcripts are prepared by Board Services in conjunction with Employee Relations.

The Board will meet the first Thursday of the month for an Agenda Review and the second Thursday of the month to hold the Regular Board Public Meeting to conduct the business of the Board which includes discussing student outcome data, providing committee reports, discussing and voting upon other trustee and superintendent items/reports and items requiring approval from the board in order to ensure the business of the District continues.

The start time of the meeting will be determined by the Board. The meeting date may be changed if voted on by the board (See Board Policies BE, BEC, and BED). No regular meetings of the board will be scheduled in July as outlined in BE (Local). In an effort to celebrate achievements across HISD over the course of the scholastic year, each trustee is assigned a month to celebrate accomplishments. Trustees may use three (3) minutes during a Board Meeting to announce an identified achievement during their assigned month. The Board recognizes by proclamation the following months:

- **February:** Black History Month
- **April:** National Arab American Heritage Month
- **May:** Asian and Pacific Islander Heritage Month
- **June:** PRIDE Month
- **September 15-October 15:** Hispanic Heritage Month
- **November:** Native American Heritage Month

B. Developing Board Meeting Agendas

- The meeting agenda is the vehicle through which the Board informs the community of the items it will be discussing at the meeting so that members of the public can decide if they wish to be present for the meeting. As a consequence and given the complexity of District business in an organization of the District's size, preparation of the agenda must be carefully planned, following regular protocols in its construction and posting.
- The Board adheres to the following with regard to its agendas (See Addendum G- Board Agenda Development Calendar):
 - *For each Regular Meeting, the administration will prepare a Q&A Document providing answers to board member questions about agenda items. The Q&A Document will be posted publicly online.*
 - *In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. The board president shall ensure all board members are notified as to any agenda items he or she withdrew, at the time of the withdrawal request and no later than 24 hours prior to the meeting posting, to allow adequate time for board members to respond to withdrawn items.*
- In reviewing the agenda before posting, the president shall ensure that any topics the board, or at least three members of the board, have requested to be addressed are either on the agenda for the first regular meeting that is at least seven calendar days after the date the president receives the request, or on the agenda for a special or emergency meeting if the president determines that the item requires immediate consideration and should be communicated to the public in accordance with state law, Government Code 551.043(b).
- The deadline for submission of proposed agenda items to the Office of Board Services for inclusion on an upcoming agenda is 5:00 p.m. 17 calendar days before the Regular Meeting, unless circumstances (such as a holiday) make that date unavailable. To document a request to add an agenda item, three board members should send a written request to the Board President, while copying Board Counsel and the Chief of Staff, in accordance to the time specifications outlined above. Any items not provided in full with all attachments present to the board of trustees at least 16 days in advance of a Regular Meeting are moved to the following month's agenda.

- The superintendent or designee will ensure that all necessary information is supplied to each board member to allow for informed discussion. It is the responsibility of each board member to review this information in advance and to prepare for meetings.
- Once the agenda is available, trustees should submit questions about agenda items for administrative response in a Q&A Document to the Chief of Staff. At Agenda Review, trustees may request clarification to these answers or engage in further discussion on an item. Immediately following Agenda Review, trustees may submit additional questions for response in an updated to the Q&A Document. Questions submitted through the Q&A process should be focused on helping trustees make a decision about how to vote on agenda items. **Other questions should be submitted through the regular referral process.**

The agenda will be posted for public information in accordance with Texas law.

1. Some items are restricted from the agenda as per Texas Education Code and may only be considered in Executive Session.
2. All Board meetings will observe Robert's Rules of Order; Newly Revised Edition- except as otherwise provided in board procedural rules or law.
3. If a special committee is formed, oral reports will be presented at the Regular Board Meeting and a written account filed in the Regular Board Meeting minutes.
4. All Board Members have an equal vote on all action items. In the case of a tie vote, the item fails.
5. Community Members may address the Board at Agenda Reviews and Regular Board Meetings. Community members may address agenda items during both agenda reviews and regular board meetings. During hearing of the community, which is held at regular board meetings, non-agenda items addressed. During these sections of the agenda the Board is assembled only to gather input from community members and not respond to concerns or suggestions; however the Board can only offer factual information, quote Board policy. Speakers will be limited to two (2) minutes and time may be adjusted by the Board President based upon the number of requests to address the board (See Board Policy BE Local and Regulation).

C. Committees/Appointments

1. Board work shall be done as a committee of the whole. However, from time to time, that work might be more efficiently prepared through an ad hoc or special committee. Ad Hoc/Special committees will be assigned as needed by the board president or board. The assignments will include a specific scope of work and deliverable, as well as a deadline by which that deliverable will be provided to the full board at a regular board meeting. The committee shall select an ad hoc committee chair to oversee the work and ensure it meets the timeline given. Notice of ad hoc committee meetings shall be publicly posted on the District's website. Meeting minutes shall be prepared and approved for the record by the committee and posted on the District's website. An ad hoc committee will be discontinued when the deadline for that ad hoc committee has been met or upon vote of the Board. Ad hoc committees do not have decision-making authority and will not take on additional work beyond what was originally outlined.

Board committees currently in place are the legislative and the audit committees. The Board Legislative Committee chairperson shall have the responsibility of being the liaison between the Board and local, regional, state, and federal government bodies.

Audit Committee Meetings- Audit Committee Meetings are scheduled by the Chair of the Committee. Notice of Audit Committee Meetings shall be publicly posted on the District's website. The Chair will establish the agenda for Audit Committee meetings in consultation with Audit Committee members, senior management, and the Chief Audit Executive.

Meeting agendas will be provided in advance to members, along with appropriate briefing materials. The committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. A portion of each meeting shall be set aside for a private session with the independent and/or internal auditors for items that fall within the executive session provisions of the Texas Open Meetings Act. Minutes will be prepared and approved for the record for the open session portion of the meeting, and a certified agenda shall be prepared for the executive session portion of the meeting. When requested, the Chief Audit Executive will facilitate and coordinate meetings as well as provide ancillary support to the committee, as time and resources permit.

2. **Internal and External Organizations-** Trustees also serve on, or appoint community members to serve on, several internal and external organizations for the purpose of representing the interests of the Houston Independent School District. These organizations range from professional organizations to joint projects with other governmental entities. A listing of external and internal organizations on which board members or community members serve on the District's behalf, along with the selection process for those organizations, follows on the two charts below:

APPOINTMENTS BY HISD TRUSTEES TO EXTERNAL AND INTERNAL ORGANIZATIONS¹

ORGANIZATION	PURPOSE	LENGTH OF TERM	HISD APPOINTMENT METHOD
City of Houston Tax Increment Reinvestment Zones (TIRZs)	TIRZs are special zones created by a City or County to attract new investment in an area. These zones help finance costs of redevelopment and promote growth in areas that would otherwise not attract sufficient market development in a timely manner. Each school district, county, or city, other than the city or county that created the zone, that levies taxes on real property in the zone may appoint one member of the board if the school district, county, or city has approved the payment of all or part of the tax increment produced by the unit into the tax increment fund. HISD currently participates in 12 zones.	Two-Year Terms • TIRZ 1 (St. George Place) –Term Expires December 2020 (Trustee District 7) • TIRZ 2 (Midtown) – Term Expires December 2019 (Trustee District 4) • TIRZ 3 (Main St/Market Square) – Term Expires December 2020 (Trustee District 8) • TIRZ 7 (OST/Alameda Corridor) – Term Expires May 2020 (Trustee District 4) • TIRZ 8 (Gulfgate) – Term Expires December 2020 (Trustee District 3) • TIRZ 9 (South Post Oak) – Term Expires December 2020 (Trustee District 9) • TIRZ 12 (City Park) – Term Expires December 2021 (Trustee District 7) • TIRZ 13 (Old Sixth Ward) –Term Expires December 2019 (Trustee District 8) • TIRZ 14 (Fourth Ward) – Term Expires June 2018 (Trustee District 8) • TIRZ 15 (East Downtown) –Term Expires July 2020 (Trustee District 8) • TIRZ 16 (Uptown) - Term Expires July 2020 (Trustee District 7) • TIRZ 18 (Fifth Ward) –Term Expires July 2022 (Trustee District 2)	Recommendation of Trustee whose geographic district the TIRZ primarily falls in.
Houston Land Bank or LARA [The Land Assemblage Redevelopment Authority]	Organized to assist the City of Houston with the acquisition, management, marketing, redevelopment, and disposition of properties acquired by the City through foreclosure due to delinquent taxes.	Two-Year Terms Positions 8, 9 and 10 on the Board – Term Expires December 2020	Recommendation of Trustee whose geographic district the HLB project(s) is in. HLB properties within HISD are currently primarily located in Trustee Districts 2 and 4.

¹This chart outlines the Board process for selecting community members for service on external organizations.

APPOINTMENTS OF HISD TRUSTEES TO EXTERNAL ORGANIZATIONS²

ORGANIZATION	LENGTH OF TERM	HISD APPOINTMENT METHOD
Harris County Appraisal District (HCAD)	Two Years	Board President Recommendation ³
TASB Board of Directors	Three Years	Board President Recommendation
TASB Delegate	Not stated in bylaws – appears to be at discretion of member district.	Board President Recommendation
TASB Alternate	Not stated in bylaws – appears to be at discretion of member district.	Board President Recommendation
Gulf Coast Area Assn of School Boards	Member – appears to be at discretion of member district Officer – one year	Board President Recommendation
Mexican-American School Board Assn Board of Directors	Two years (unless elected as Director for another region, in which case, one year)	Board President Recommendation
Council of Great City Schools	Undefined – Appears to be at the discretion of the member district.	Board President Recommendation
HISD Foundation	One year	Board President Recommendation
HISD Public Facility Corporation	This is 3-member board. The term is three years.	Board President Recommendation
HISD School Safety and Security Committee	Two years State law provides that the Board President and one other board member shall be members of the Committee. See TEX. EDUC. CODE § 37.109	Board President Recommendation

²The chart outlines the Board process for selecting Board Members to serve on external/internal organizations.

³Selections are made/renewed annually in January/February following reorganization of the Board. The newly installed Board President makes the nominations for approval by the Board.

D. Hiring and Evaluating the Superintendent

Note that this section will be revised and will reflect updated policy regarding the superintendent evaluation process.

- Hiring the superintendent is one of the primary duties of the board and is conducted in accordance to state law.
- Evaluating the Superintendent- (See Addendum A- Superintendent Evaluation)-
 - Because Superintendent performance is considered indistinguishable from school system performance, the Superintendent's evaluation is simply the amalgam of all monthly monitoring reports. A student outcome goal or constraint is considered met if:
 - > *the goal/constraint actual results meet or exceed the targets or*
 - > *at least two thirds of the respective goal progress measure (GPM) / constraint progress measure (CPM) actual results meet or exceed the targets.*
 - > *Overall Superintendent performance is met if at least 75% of the goals and constraints are met.*

- b. On an annual basis, the Board of Trustees will conduct a review of the Superintendent's performance using the Lone Star Governance evaluation instrument and a qualitative survey tool. The superintendent's evaluation ratings shall be based solely on performance on the evaluation instrument. The survey scores will be used to provide feedback to the Superintendent during the summative conference but shall not count towards the superintendent's evaluation ratings.
- c. The Lone Star Governance evaluation instrument assesses the Superintendent's performance on District goals and constraints. The Superintendent's performance on District goals shall constitute at least fifty percent of the summative evaluation rating under the Lone Star Governance system.
- d. The following process and timeline shall be used to evaluate the Superintendent's performance:
- e. Superintendent Evaluation Pre-Conference (Beginning-of-the-Year):
The Board President shall:
 - > *Ensure the September Beginning of the Year Conference has been calendared*
 - > *Ensure that Board members and the Superintendent discuss the evaluation metrics and evaluation goals and constraints at the conference.*
- f. Middle-of-the-Year Conference- The Board President shall:
 - > *Ensure the March Middle of the Year Conference has been calendared.*
 - > *Ensure that the date affords the Superintendent sufficient time to gather the data and present findings during executive closed session.*
 - > *Ensure that the Board and the Superintendent discuss goal and constraint progress at the conference.*
- g. Summative Conference (End-of the-Year)- The Board President shall:
 - > *Ensure the September Summative Conference has been calendared.*
 - > *Ensure that the date affords the Superintendent sufficient time to gather the data and present findings during executive closed session.*
 - > *Ensure that board members and the Superintendent complete the evaluation tool and the survey.*
- h. At the summative conference, Board Members will review Superintendent evaluation data, without the superintendent present, during in Executive Session.
- i. When the evaluation review is completed, the Board President will bring the Superintendent into the session and address the evaluation. Board members will decide on questions and structure of the Summative conversation This conversation will afford the Superintendent the opportunity to respond to any Board Member concerns or address any Board Member questions.
- j. The Board will return to Open Session to vote on the superintendent's evaluation.
- k. The completed, dated evaluation will be signed by all the Board Trustees and the Superintendent.
- l. As part of the summative process, the Board will also make a recommendation regarding any raise deemed appropriate for the Superintendent, considering the Superintendent's performance, the District's financial condition, and the raises being recommended for other staff. The Board may also recommend extension of the Superintendent's contract. Though proposed changes may be discussed in Executive Session, the Board must make any motions and take any votes regarding these changes in Open Session (See Board Policy BJCD Legal, Local and Exhibit).

E. Approving the District Budget

The Board of Trustees is responsible for approving the Annual Budget for the District aligned to the Lone Star Governance Framework by June 30. Trustees are responsible for adopting a budget that aligns to board goals and constraints. The superintendent shall illustrate how budgetary resources are allocated to achieve the board adopted goals and constraints. This can occur through budget workshops, board meeting presentations or budget memos.

Trustees are encouraged to attend budget training provided by external resources such as TASB and review “B” and “C” series policies related to school board budgets.

F. Board’s Responsibility Regarding Policy Review

The District’s policy manual is organized into seven sections, each devoted to a separate area of District governance:

- A — Basic District Foundations
- B — Local Governance
- C — Business and Support Services
- D — Personnel
- E — Instruction
- F — Students
- G — Community and Governmental Relations

Each policy in the manual is assigned an alphabetical code consisting of two to four letters. The first letter is always the letter of the governance section the policy falls under. Legally referenced “(LEGAL)” policies track the language of the U.S. and Texas Constitutions; federal and state statutes, including the Texas Education Code; attorney general opinions; the Texas Administrative Code, including Commissioner’s and State Board of Education rules; and other sources of authority defining the legal context for local school district governance and management.

All legally referenced policies have the designation “(LEGAL)” in the upper right corner of each page directly below the alphabetical code, and again in the lower left corner.

Legal policies are NOT adopted by the Board. These documents are snapshots of often rapidly evolving law and are intended to inform decision-makers, and others, of the legal context in which a school district conducts business. Some lag will occur between the enactment of new law and its reflection in the manual. Current law will supersede any out-of-date (LEGAL) policy as outlined in Board Policy BF(LOCAL).

Local policies are identified by the designation (LOCAL) directly below the alphabetical code, in the upper right corner of each page and again in the lower left corner. Local policies that are preceded by a (LEGAL) policy in the same code generally expand on, or qualify the directives or options provided in the associated legal policy. Other (LOCAL) policies stand alone, reflecting the Board’s intentions in areas not otherwise addressed by law.

Administrative Regulations assist in implementation of policy and are developed by the administration. These documents are identified by the designation (REGULATION) directly below the code in the upper right corner. Regulations are not adopted by the Board. Regulations can provide detailed guidelines, descriptions, practices, and/or procedures for district operation.

Exhibits can be forms to be completed by district students, parents, staff or the public; or charts, tables, or illustrations that accompany policies or regulations. Some exhibits are promulgated by legal authority. While not adopted by the Board, they are included in the district's policy manual to assist in the implementation of policy. Exhibits have the designation (EXHIBIT) directly below the code, in the upper right corner. Multiple exhibits under the same code are usually preceded by a cover page listing the various exhibits.

The usual sequence of materials, should all four documents be found at a given code, is (LEGAL), followed by (LOCAL), followed by (REGULATION), and then by (EXHIBIT).

HISD subscribes to the policy services offered by the Texas Association of School Boards (TASB). This service provides the district with at least quarterly updates of recommended legal policy changes based on the changes in laws in regulations.

In addition, the Board shall encourage the superintendent to authorize a formal review of district policies every five (5) years to identify outdated policies or policies which have been transcended by newer policies. This may be done in an established process which cycles through the policies so that different sections are up for review at different times in whatever manner seems to be most efficient for the administration. Board members who note needed changes in policies based on actual practice should bring those items to the administration's attention (See Board Policy A18 Legal).

G. Board Goals, Superintendent Goal Progress Measures, Superintendent Constraints, Superintendent Constraint Progress Measures, and Board Self- Constraints

- a. Utilizing the Lone Star Governance Framework, the board will adopt no less than three and no more than five Student Outcome Goals. Goals are intended to provide the superintendent with the vision and values representing the community in terms of student outcomes. Each goal will identify the population, measurement tool, the baseline, the target, the deadline as well as annual targets for the duration of the goal. The board will also identify annual targets and deadline targets for all subpopulations applicable to the goal. It is recommended the board goals last no more than a five-year period.
- b. To assist the superintendent in the operational management of the district while working to achieve the Board outcome goals, Board Members will develop one to three Superintendent constraints outlining specifically what the board does not want to allow to happen during the implementation process. Superintendent constraints are written as:
 - The Superintendent shall not.....
 - The superintendent will develop constraint progress measures and report to the board progress for each a minimum of one time per year.

- c. Finally, Board members will also develop (a minimum of one not more than three) Board Self- Constraints. These constraints goals will align with the board goals and will be written in a format similar to that of Superintendent Constraint:
 - The board shall not.....
 - Board Self-Constraints will be reviewed annually, prior to the Superintendent’s summative evaluation.
- d. To provide feedback regularly to the board towards the superintendents’ progress in achieving the board student outcome goals and superintendent constraints, the superintendent will:
 - Develop one to three Goal Progress Measures for each Board Student Outcome Goal and one to Three Constraint progress Measures for each Board Constraint. Both progress measures must include the population, measurement tool, baseline, target, and deadline. The Superintendent will also identify annual targets and deadline targets for all subpopulations applicable to the goal or constraint.
 - Develop a 3-5-year monitoring calendar to inform the board which months the superintendent will report their progress for each goal, constraint, goal progress measure, constraint progress measures, as well as board self-evaluation timelines, and superintendent evaluation timelines (See Addendum G- Sample Monitoring Calendar and Monitoring Report).
 - Develop a systematic monitoring report showing the following (See Addendum H- Sample Monitoring Calendar and Monitoring Report):
 - > *The goal or constraint being monitored*
 - > *The Goal Progress Measure or Constraint Progress Measure being monitored to include:*
 - *previous three reporting periods,*
 - *the current reporting period,*
 - *annual targets and*
 - *deadline target.*
 - > *Superintendents evaluation of each goal and constraint progress measure, and*
 - > *Superintendent next steps*
 (See Board Policy AE Local)

Emergency/Crisis Constraints

During an emergency or crisis resulting in the disruption of normal operations of the district (over a three-month period), the board may:

- Suspend all operations related to the developed Student Outcome Goals, progress monitoring calendar, and reports.
- Develop emergency constraints to guide the superintendent and the superintendent may develop and report on emergency progress measures.
- In the event regular progress monitoring is suspended, the board will set up a meeting with the Superintendent within 30 days to discuss student data, the impact on the evaluation, and how the emergency goals and constraints will be weighed in the Superintendent’s Evaluation Tool.

H. Board Member Training

All board members must annually satisfy the training requirements required by the State of Texas. These requirements are outlined in Board Policy BBD (Legal) (See Addendum I- Board Member Training)

Additionally, the entire Board, including all Board members, must participate with the Superintendent in team-building sessions as follows:

- Annually in January, or no later than the second regular Board meeting of the calendar year;
- Within 30 days of any change in Board membership or hiring a new Superintendent; and
- At any time determined by the Board.

The annual January team-building session must be:

1. Facilitated by a regional education service center or any registered provider; and
2. At least three hours in length, as provided by state law. [See BBD (LEGAL)]

The Board shall annually assess the need for additional teambuilding sessions at the first team-building session of the calendar year and prepare a calendar of sessions based on this assessment. Team-building sessions occur at special board meetings designated for that purpose.

In addition to the continuing education required by the State of Texas, new board members will attend required training on the Lone Star Governance Continuous Improvement Framework.

The cost of the training of the Board will follow the guidelines detailed under Board Operations, “D”, Board Budget, in this manual.

All Board Members while attending HISD reimbursed/paid conferences or training sessions are encouraged to attend as many of the available continuing education opportunities as possible (See Board Policy BBD Legal, Local and Exhibit).

HOUSTON INDEPENDENT SCHOOL DISTRICT

Regularly occurring training opportunities available for board members include:

MONTH	EVENT	WEBSITE
JANUARY		
FEBRUARY	Mexican American School Boards Association (MASBA) Texas Association of Black School Educators (TABSE)	https://masbatx.org/ https://www.tabse.net/
MARCH		
APRIL	National School Board Association (NSBA) Council of Urban Boards of Education (CUBE) National Association of Black School Educators (NABSE)	https://www.nsba.org/ https://www.nsba.org/Events/CUBE-Annual-Conference https://www.nabse.org/
MAY		
JUNE	Texas Association of School Boards (TASB) Summer Leadership Institute	https://www.tasb.org/
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER	Gulf Coast Association of School Boards (GCASB) Texas Association of School Board (TASB) Council of Great City Schools (CGCS)	https://www.cgcs.org/domain/16 https://www.tasb.org/home.aspx https://www.cgcs.org/
NOVEMBER		
AS SCHEDULED	Center for Reform of School Systems (CRSS)	http://crss.org/



BOARD OPERATIONS

A. Board Member Officer Elections

At the first regular meeting each January, the Board shall reorganize, electing its officers for one-year terms. The officers of the Board consist of a President, a First Vice President, a Second Vice President, a Secretary, and an Assistant Secretary who shall be members of the Board. Officers shall be elected by majority vote of the members present and voting at the meeting. A vacancy among officers of the Board shall be filled by majority action of the Board. Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

Election of Board Officers is governed by Board Policies BDAA (Legal) and BDAA (Local), and shall adhere to the following process:

- The January Board Meeting will include a provision during executive/closed session for the purpose of reconstituting the officers of the Board.
- During the executive/closed session, the Board will deliberate the duties and qualifications of the board officer positions. At this time, board members can express their interest to serve in an officer position.
- When reconvened in open session, in compliance with the Texas Open Meetings Act, the Board President will entertain nominations of members for officers. A nomination requires a second. The Board will vote for each office in turn, beginning with the Board President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.
- The current Board President will preside over the election of the Board President. Following the election of the Board President, the newly elected Board President will officiate the election process for the remaining officer positions.
- Newly elected officers will assume responsibility for their office immediately upon election to the Board Office (See Board Policy BDAA Legal and Local).

B. Role and Authority of Officers

In addition to the duties required by law, the President of the Board shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
3. Secure the resolution of complaints concerning Board members.
4. Maintain order at meetings and inform the audience that no demonstrations shall be permitted; recess any meeting to clear the Boardroom at any time if necessary, to maintain order.
5. Oversee and report to the Board on the Superintendent's compliance with the monitoring system found in policy AF (LOCAL) [hot link here](#).

The First Vice President of the Board shall:

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Become President only upon being elected to the position.

The Second Vice President of the Board shall:

1. Act in the capacity and perform the duties of the First Vice President of the Board in the event of the absence or incapacity of the First Vice President.
2. Become First Vice President only upon being elected to the position.

The Secretary of the Board shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

The Assistant Secretary shall act as the Secretary in the absence of the Secretary and shall perform all duties and exercise all functions of the Secretary (See Board Policy BDAA Legal and Local). The Secretary and Assistant Secretary will share responsibility for time-tracking following Lone-Star Governance protocol.

C. Board Member Replacement

Vacancies on the Board may and do occur at other times than at term-end. Trustee vacancies may occur if a Trustee moves out of the School District, moves out of his/her geographic single-member district, resigns for personal reasons, encounters sudden death or illness, or presents some other valid reason to resign. Notification of resignation must be in writing and submitted to the Board President. The Board President shall place

the resignation on the agenda of the next scheduled meeting of the Board, or a special meeting, for acceptance by the Board. A vacancy occurs on the date a Board member's resignation is accepted by the Board or on the eighth day after the date of its receipt by the Board, whichever is earlier.

When a board member resigns from office with time remaining in his /her term, the remaining members have two options:

- 1) Fill the vacancy by appointment until the next regular school board election, or
- 2) Fill the vacancy by special election for the unexpired term.

If the Board decides to fill the vacancy by appointment, the Board must do so not later than 30 days after the creation of the vacancy. The appointee serves until the next regular election of the Board, at which time the board must hold a special election for any unexpired term. If the Board decides to fill the vacancy by special election, the special election must be conducted not later than 90 days after the creation of the vacancy on an authorized uniform election date occurring within the 90-day time period. If no uniform date falls within the 90-day time period, the Board must fill the vacancy by appointment within the 30-day deadline (Article 2774b, Vernon's Annotated Texas Civil Statutes).

D. Board Budget and Travel

1. The individual Trustee food and travel budgets are maintained in the Board Services Budget that will cover the cost of training and education of the Board of Trustees, memberships for education related entities, and other necessary expenses.
2. Board Services will coordinate meeting registration, hotel, travel to and from destination, ground transportation, food, and incidentals costs associated with training opportunities covered within the board budget. All personal costs will be the responsibility of Board Members. (See Policy BBG Local and Regulation)



NEW BOARD MEMBER ORIENTATION

1. The Superintendent will meet with each new board member or groups of board members, less than a quorum, as soon as practical after joining the Board. The Superintendent will review the on-boarding process that has been developed in accordance and alignment with board goals and the strategic priorities.
2. The purpose of the onboarding process is to orient each new trustee to the core departments and initiatives of our district, to provide relevant district context to inform trustee work as stewards for Houston ISD and to develop a greater understanding of the scope of the district's current work and the Superintendent's supervisory responsibilities. A printed copy of this Board Operating Procedures Manual and Exhibits will be provided to new trustees. If any edits are made based upon annual review, each trustee will receive an updated printed copy. A current copy of the manual will also be available on the HISD website.
 - a. Topics included in the On-Boarding process are: Academics (Curriculum and Instruction, Special Populations, Digital Learning, Teacher and Administrator Appraisals and Professional Development), Strategy and Innovation, Finance, Human Resources, Business Operations, Technology and Legal Services, Internal Audit and Ethics and Compliance.
 - b. The Superintendent will arrange for new board members to meet with them and key staff members to engage in the on-boarding process.

ADDENDUM A

District:

Date:

SUPERINTENDENT EVALUATION							
STUDENT OUTCOME GOAL and GOAL PROGRESS MEASURES	TARGET	ACTUAL	MET or 2/3 MET	CONSTRAINT and CONSTRAINT PROGRESS MEASURES	TARGET	ACTUAL	MET or 2/3 MET
Student Outcome Goal 1				Constraint 1			
Goal Progress Measure 1.1				Constraint Progress Measure 1.1			
Goal Progress Measure 1.2				Constraint Progress Measure 1.2			
Goal Progress Measure 1.3				Constraint Progress Measure 1.3			
Constraint 2				Constraint 2			
Goal Progress Measure 2.1				Constraint Progress Measure 2.1			
Goal Progress Measure 2.2				Constraint Progress Measure 2.2			
Goal Progress Measure 2.3				Constraint Progress Measure 2.3			
Student Outcome Goal 1				Constraint 3			
Goal Progress Measure 3.1				Constraint Progress Measure 3.1			
Goal Progress Measure 3.2				Constraint Progress Measure 3.2			
Goal Progress Measure 3.3				Constraint Progress Measure 3.3			
Constraint 4				Constraint 4			
Goal Progress Measure 4.1				Constraint Progress Measure 4.1			
Goal Progress Measure 4.2				Constraint Progress Measure 4.2			
Goal Progress Measure 4.3				Constraint Progress Measure 4.3			
Student Outcome Goal 1				Constraint 5			
Goal Progress Measure 5.1				Constraint Progress Measure 5.1			
Goal Progress Measure 5.2				Constraint Progress Measure 5.2			
Goal Progress Measure 5.3				Constraint Progress Measure 5.3			

By signing below, I affirm that the information being evaluated is complete and accurate			
	Board President	Targets Met	
		Targets Not Met	
	Board Secretary	% Targets Met	
	Superintendent		

EVALUATION NOTES
Superintendent summative evaluation targets are considered met if the Student Outcome Goal or Constraint is met OR 2/3 of the respective GPMs or CPMs are met.
Superintendent performance is considered met if 75% or more summative evaluation targets are met.
If 75% of the evaluation targets are not met, The Board will use their own judgement for performance based upon the Monitoring Reports received and voted on according to the Monitoring Calendar.

Houston ISD
101912

SUPERINTENDENT
EVALUATION

BJCD
(LEGAL)

**Employment and
Evaluation**

The board shall adopt a policy providing for the employment and duties of district personnel. The employment policy must provide that the board employs and evaluates the superintendent. *Education Code 11.1513(a)(1)* [See DC]

Appraisal Process

A board shall appraise a superintendent annually using either:

1. The commissioner of education's recommended appraisal process and criteria; or
2. An appraisal process and performance criteria that are:
 - a. Developed by the district in consultation with the district- and campus-level committees; and
 - b. Adopted by the board.

Education Code 21.354(c)

In addition to other procedures and criteria determined by the board, the commissioner's recommended appraisal process and criteria shall include, at a minimum, an annual evaluation of the superintendent and a student performance domain. Completion of the Lone Star Governance superintendent evaluation may satisfy these requirements. *19 TAC 150.1031(b)–(c)*

Annual
Performance Report

The information in the annual report describing the educational performance of a district [see AIB] shall be a primary consideration of the board in evaluating the superintendent. *Education Code 39.307(3)(C)*

**Penalty for
Noncompliance**

Funds of the district may not be used to pay a superintendent who has not been appraised in the preceding 15 months. *Education Code 21.354(d)*

Confidentiality

A document evaluating the performance of a superintendent is confidential and is not subject to disclosure under the Public Information Act, Government Code Chapter 552. [See GBA]

A district may give the Texas Education Agency (TEA) a document evaluating the performance of a superintendent employed by the district for purposes of an investigation conducted by TEA. A document provided to TEA remains confidential unless the document becomes part of the record in a contested case under the Administrative Procedure Act, Government Code Chapter 2001.

Except as provided by a court order prohibiting disclosure, a document provided to TEA may be used in a disciplinary proceeding against a superintendent if the document may be admitted under rules of evidence applicable to a contested case under Government Code 2001.081.

Education Code 21.355

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BJCD(LEGAL)-P

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Houston ISD
101912

**SUPERINTENDENT
EVALUATION**

BJCD
(LOCAL)

**EVALUATION
INSTRUMENT**

The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description [see BJA(LOCAL)] and performance goals and shall be adopted by the Board.

WRITTEN EVALUATION

The Board shall prepare a written evaluation of the Superintendent annually or at more frequent intervals.

The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in closed meeting.

OBJECTIVES

The Board shall strive to accomplish the following objectives in conducting the Superintendent's written evaluation:

1. Clarify to the Superintendent his or her role, as seen by the Board.
2. Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.
3. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
4. Develop and sustain a harmonious working relationship between the Board and the Superintendent.
5. Ensure administrative leadership for excellence in the District.

SELF-EVALUATION

The Superintendent shall also complete a self-evaluation using the Superintendent's appraisal instrument.

**INFORMAL
EVALUATION**

The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.

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LDU 2010.08
BJCD(LOCAL)-X

ADOPTED:

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101912

SUPERINTENDENT
EVALUATION

BJCD
(EXHIBIT)

PROCEDURES FOR APPRAISAL OF SUPERINTENDENT
RECOMMENDED BY THE COMMISSIONER

Note: The following procedures, which are recommended but not required by the Commissioner, may be used in whole or in part for the Superintendent's evaluation.

The Board shall establish an annual calendar providing for the following activities, in which both the Board and the Superintendent shall participate:

1. Procedures for setting goals that define expectations and set priorities for the Superintendent.
2. Formative conference.
3. Summative conference.

The Superintendent shall be involved in developing, selecting, or revising the appraisal instrument and process.

19 TAC 150.1022

Student performance shall be a part of locally developed appraisal instruments for Superintendents as specified in Education Code 39.054. *19 TAC 150.1022(e)*

A student performance domain shall be included in the appraisal of the Superintendent as follows: "The Superintendent promotes improvement of the performance of students in the District through activities such as comparing disaggregated student performance results to state accountability standards and to prior year performance."

The domains and descriptors used to evaluate the Superintendent may also include:

1. Instructional management.
2. School or organization morale.
3. School or organization improvement.
4. Personnel management.
5. Management of administrative, fiscal, and facilities functions.
6. Student management.
7. School or community relations.
8. Professional growth and development.
9. Student achievement indicators and campus performance objectives.
10. Board relations.

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BJCD(EXHIBIT)-P

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101912

SUPERINTENDENT
EVALUATION

BJCD
(EXHIBIT)

In developing the appraisal instrument, the Board shall use the Superintendent's job description as applicable.

19 TAC 150.1021

The Board may implement a process for collecting staff input for evaluating the Superintendent. If such a process is implemented for use in the Superintendent's evaluation, staff input shall not be anonymous.

Before conducting the Superintendent's appraisal, Board members shall have evidence of training in appropriate personnel evaluation skills related to the locally established criteria and process.

The District, with the approval of the Board, may select the Commissioner-recommended student performance domain for Superintendents or may develop an alternative process in consultation with the District- and campus-level committees and adopted by the Board. If the District uses the Commissioner-recommended student performance domain, it shall meet the following requirements:

1. The Superintendent shall be required to attend an orientation approved by the Commissioner;
2. The results on the Commissioner-recommended student performance domain shall be incorporated into the local appraisal instrument;
3. The results on the Commissioner-recommended student performance domain shall be a primary consideration of the Board in evaluating the Superintendent;
4. For a Superintendent new to the District, the results from the Commissioner-recommended student performance domain shall be on a "report only" basis during the first year. Dropout and attendance data for the Superintendent shall be on a "report only" basis for the first two years.

19 TAC 150.1022

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ADDENDUM C

Board Records Retention Requirements

As officers of Houston ISD, trustees are expected to comply with requirements of the Texas Public Information Act (“TPIA” or “Act”), and to assist the District with its responsibilities under the Act. The TPIA is the Texas version of the federal Freedom of Information Act. The purpose of the TPIA is to give the public full and complete information regarding the affairs of government and official acts of those who represent them, referred to as “public information” under the Act. Public information is any information that is collected, assembled, and maintained by the district under law or ordinance or “in connection with the transaction of official business”. Public information includes:

- Information maintained by a private entity on behalf of the district.
- Information of which the district has ownership or right to access (constructive custody).
- Books, papers, letters, documents, e-mails, Internet posting, text messages, instant messages, other electronic communications, printouts, photographs, film, tape, microfiche, microfilm, photostat copies, sound recordings, maps and drawings, and voice, data, or video representations held in computer memory.

Information is “in connection with the transaction of official business” if the information is created by, transmitted by, received by, or maintained by an officer or employee of the school district in the officer’s or employee’s official capacity.

Notes that may at first seem personal may, in fact, be subject to the PIA. Some examples include:

- Public employee’s appointment calendar including personal entries (ORD 635-1995).
- Handwritten notes taken during an interview by a promotion board (ORD 626-1994).
- Handwritten notes taken by an appraiser while observing a teacher’s classroom (ORD 450-1986).

The definition of public information also applies to and includes any electronic communication created, transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business. This includes emails on district email accounts as well as on personal email accounts if the content of the email deals with district business. It is the content of the email, not who has possession of it or the owner of the account, that will determine whether it is subject to the TPIA.

Under the Act, officers and employees who, in the transaction of official business, create or receive public information that has not been provided to the district’s public information officer become the temporary custodian of the information, even if the officer or employee is no longer associated with the District. Temporary custodians who maintain public information on a privately owned devices must: (1) forward or transfer the public information to the school district or the school district’s server or (2) preserve the public information in its original form in a backup or archive and on the privately owned device for the time specified by the Act.

Public information that is the subject of an audit, TPIA request, or litigation must be preserved until the completion of the litigation, audit, or TPIA request. Additionally, there are state record retention schedules that apply to public information. These schedules identify public

information by its content, not the medium in which it is stored. Therefore, there is no schedule that applies to all emails or all text messages; rather, it is the substance of the email or text message that determines how long each one must be maintained. The required retention length could vary from “as long as administratively valuable” to 10 or more years depending on the content of the communication. Trustees should refer to state record retention schedule GR – Records Common to all Local Governments, and schedule SD- Records for Public School Districts, located at <https://www.HoustonISD.org/Page/31617>, for additional information concerning record retention requirements for specific documents.

If the District receives a request for public information involving information maintained, created, or received by trustees, including emails or text messages, the District’s Public Information Officer and Board Counsel will inform trustees of the nature of the request and the deadline for compliance. If responsive information is maintained on District servers, the information will be downloaded and assembled for trustee review by the District prior to release of the information to the requestor. If the request concerns information maintained by trustees on private devices, trustees must provide all responsive information to the District’s Public Information Officer and/or Board Counsel by the deadline provided. The District’s Public Information Officer Board Counsel will work with trustees to filter responsive information from non-responsive information and to determine whether certain information may fall within a category of information excepted from disclosure under the Act (i.e., attorney-client privileged information, confidential personnel information, personally identifiable student information, etc.).

A person commits an offense if the person willfully destroys, mutilates, removes without permission, or alters public information, including information maintained on private devices which has not been transferred to district servers. An offense under these facts is punishable by a fine of not less than \$25 or more than \$4,000; or confinement in the county jail for not less than three days or more than three months; or both.

Additionally, an officer for public information, or the officer’s agent, commits an offense if, with criminal negligence, the officer or agent fails or refuses to give access to, or to permit or provide copying of, public information to a requestor.

An officer or employee of a school district commits a Class A misdemeanor if he or she knowingly or intentionally destroys or alienates a school district record. An officer or employee also commits a Class A misdemeanor, and under certain factual circumstances a third-degree felony, if he or she intentionally destroys, conceals, removes or otherwise impairs the verity, legibility, or availability of a school district record.



RECORDS RETENTION SCHEDULE

Schedule GR – Records Common to all Local Governments

The schedule is based on Local Schedule GR from the Texas State Library and Archives Commission released on **April 17, 2016**

This schedule establishes mandatory minimum retention periods for records that are associated with Houston ISD schools. No record in this schedule can be disposed of prior to the expiration of its retention period.

HIISD Schedule GR

Effective **April 17, 2016**

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INTRODUCTION

This records retention schedule sets mandatory minimum retention periods for records series commonly found at the Houston Independent School District (HISD). The retention period for a record applies to the record regardless of the medium in which it is maintained. Some records listed in this schedule are maintained electronically in many offices, but electronically stored data used to create in any manner a record or the functional equivalent of a record as described in this schedule must be retained, along with the hardware and software necessary to access the data, for the retention period assigned to the record, unless backup copies of the data generated from electronic storage are retained in paper or on microfilm for the retention period. This includes electronic mail (e-mail), websites and electronic publications.

Unless otherwise stated, the retention period for a record is in calendar years from the date of its creation. The retention period, again unless otherwise noted, applies only to an official record as distinct from convenience or working copies created for informational purposes.

Section 202.002, Local Government Code, forbids the destruction of a local government record at the expiration of its retention period if the subject matter of the record is known by the custodian to be in litigation or if the record is subject to a pending request for disclosure under the Public Information Act.

A HISD 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.

Additionally, a 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.

If a record described in this schedule is maintained in a bound volume of a type in which pages are not designed to be removed, the retention period, unless otherwise stated, dates from the date of the last entry.

If two or more records listed in this schedule are maintained together by a local government and are not severable, the combined record must be retained for the length of time of the component with the longest retention period. A record whose minimum retention period on this schedule has not yet expired and is **less than permanent** may be disposed of if it has been so badly damaged by fire, water, or insect or rodent infestation as to render it unreadable, or if portions of the information in the record have been so thoroughly destroyed that remaining portions are unintelligible. If the retention period for the record is **permanent** in this schedule, authority to dispose of the damaged record must be obtained from the Director and Librarian of the Texas State Library and Archives Commission by the district's Records Management Officer.

*Asterisk -- The use of an asterisk preceding the retention schedule number denotes a change to the retention period by HISD to one that is longer than what is required by the Texas State Library and Archives Commission. A retention schedule number starting with an "H" denotes that this record group is specific to HISD.

Certain records listed in this schedule are assigned the retention period of AV (as long as administratively valuable). This retention period affords local governments the maximum amount of discretion in determining a specific retention period for the record described.

Destruction of HISD records contrary to the provisions of the Local Government Records Act of 1989 and administrative rules adopted under it, including this schedule, is a Class A misdemeanor and, under certain circumstances, a third-degree felony (Penal Code, Section 37.10). Anyone destroying HISD records without legal authorization may also be subject to criminal penalties and fines under the Public Information Act (Government Code, Chapter 552).

ABBREVIATIONS USED IN THIS SCHEDULE**RETENTION CODES**

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 district, if any, has been satisfied.
CE	Calendar year end (December 31)
CFR	Code of Federal Regulations
FE	Fiscal year end (June 30)
LA	Life of Asset – the record is retained until the disposal of the asset.
PERMANENT	A record that possesses enduring legal, fiscal, or administrative value must be preserved permanently. This type of record should be kept on microfilm, or paper, due to the long retention period.
TAC	Texas Administrative Code
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.

DEFINITIONS

Convenience Copy	- An unofficial copy of a record and is maintained for ease of access and reference - also referred to as a “working copy”. A convenience copy has no retention period and can be destroyed at any time.
Custodian	- The person, campus, or department that is responsible for the record copy and its retention period.
Record	- Recorded information, regardless of medium or characteristics, made or received by the district in pursuance of legal obligations or in the transaction of business.
Permanent Record	- Any record of HISD for which the retention period on a records retention schedule is given as permanent. The record should be stored on either microfilm or paper.
Record Copy	- An original or official copy of a record that is retained for legal, operational, historical, or retention purposes. The record copy 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.
Record Series	- A group of identical or related records with the same function and same retention period and are evaluated as a unit for retention scheduling purposes.
Retention Period	- The minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.
Vital Record	- Any necessary records needed for the resumption of its operations in an emergency or disaster and to the re-creation of its legal and financial status, or to the protection and fulfillment of obligations to the people of the state.
Working Copy	- See definition of convenience copy above.

PART 1: ADMINISTRATIVE RECORDS

SECTION 1-1: RECORDS OF GOVERNING BODIES

Retention Note: SCOPE OF SECTION - The retention periods established in this section also apply to the records of subsidiary boards, bureaus, commissions, or committees established by the governing body of a local government that have rulemaking or quasi-judicial authority over any activity or program of the government or that were established by ordinance, order, or resolution for the purposes of advising the governing body or a subsidiary body on policy. Consequently, the use of the term “governing body” in a records description includes the corresponding records of those subsidiary bodies.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-01	AGENDAS			
GR1000-01a	AGENDAS	Open meetings. 1) If the minutes describe each matter considered by the governing body and reference to an agenda is not required. 2) If the minutes do not describe each matter considered by the governing body and reference to an agenda is required.	2 years. PERMANENT.	
GR1000-01b	AGENDAS	Certified agendas of closed meetings.	2 years.	By law - Government Code, Section 551.104(a).
GR1000-02	DEDICATIONS		PERMANENT.	
*GR1000-03	MINUTES			Retention Note: The use of the term “audiovisual recordings” in (c)-(f) means any medium on which audio or a combination of audio and video is recorded.
GR1000-03a	MINUTES	Written minutes.	PERMANENT.	
GR1000-03b	MINUTES	Notes taken during meetings from which written minutes are prepared.	90 days after approval of minutes by the governing body.	
*GR1000-03c	MINUTES	Audiovisual recordings of open meetings, except as described in (d), for which written minutes are not prepared.	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-03d	MINUTES	Audiovisual recordings of workshop sessions of governing bodies in which votes are not made and written minutes are not required by law to be taken.	2 years.	
*GR1000-03e	MINUTES	Audiovisual recordings of open meetings for which written minutes are prepared.	90 days after approval of minutes by the governing body. 2 years.	
*GR1000-03f	MINUTES	Certified audiovisual recordings of closed meetings.		By law - Government Code, Section 551.104(a).

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-03g	MINUTES	Supporting documentation - One copy of each document of any type submitted to a meeting of a governing body for consideration, approval, or other action; if such action is reflected in the minutes of the meeting.	2 years.	Retention Notes: a) The retention periods for many of the documents submitted to a governing body for action are established elsewhere in this or other commission schedules and are often longer than the 2-year retention period for supporting documentation set here. The 2-year retention requirement does not override a longer retention requirement set elsewhere, but rather is meant to ensure that all documents presented for action by a governing body are retained at least two years. This schedule does not require that supporting documentation be maintained together, but the retention by the clerk or secretary to the governing body of one set of the documents submitted at each meeting (often called "council packets" in municipalities) for two years would ensure satisfaction of the minimum retention requirement. Clerks or secretaries to governing bodies should exercise caution in disposing of supporting documentation to avoid destruction of the record copy of a document for which they are custodian before the expiration of its retention period. b) Review before disposal; some supporting documentation, not already required to be maintained PERMANENTLY elsewhere in this or other commission schedules, may merit PERMANENT retention for historical reasons.
GR1000-04	OPEN MEETING NOTICES		2 years.	
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Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-05	ORDINANCES, ORDERS, AND RESOLUTIONS		PERMANENT.	Retention Note: Includes ordinances, orders, or resolutions that have been repealed, revoked, or amended.
GR1000-06	PETITIONS	Petitions from the public to the governing body or subsidiary boards or commissions of a local government.	Final action on the petition + 2 years.	Retention Notes: a) Does not include petitions noted elsewhere in this or other commission schedules or any petition presented to a commissioners court that state law requires a county clerk to record. See Local Schedule CC (Records of County Clerks). b) "Final action" includes a decision to take no further action on a petition.
GR1000-07	PROCLAMATIONS		2 years.	
*GR1000-08	SPEECHES, PAPERS AND PRESENTATIONS-ELECTED OFFICIALS	Notes or text of speeches, papers, presentations or reports delivered in conjunction with government work by elected officials.	End of term in office or termination of service in that position.	Retention Note: a) For speeches, papers, and presentations of other local government staff see GR1000-51. b) Review before disposal; some records may merit PERMANENT retention for historical reasons.
*GR1000-09	PUBLIC COMMENT FORMS	Public comment forms, citizen comment forms, registration cards, or other similar documents filled out by members of the public wishing to speak at an open meeting	2 years	Retention Note: If all information from the public comment form is documented in written minutes of the meeting, the public comment form need only be retained for the retention period listed in GR1000-03b.

SECTION 1-2: GENERAL RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-20	ACCIDENT REPORTS	Reports of accidents to persons on local government property or in any other situation in which a local government could be party to a lawsuit.		Retention Note: For reports of work-related injuries and illnesses to employees see GR1050-32.
GR1000-20a	ACCIDENT REPORTS	Reports of accidents to adults.	3 years from date of report if no claim is filed; 3 years after settlement or denial of the claim if a claim is filed, whichever applicable.	
GR1000-20b	ACCIDENT REPORTS	Reports of accidents to minors.	Date minor reaches majority age + 3 years, if no claim filed; 3 years after settlement or denial of claim if a claim is filed, whichever applicable.	By law – Civil Practice and Remedies Code, Section 16.001.
*GR1000-21	AFFIDAVITS OF PUBLICATION	Affidavits of Publication, including any accompanying clipping proofs or tear sheets		
*GR1000-21a	AFFIDAVITS OF PUBLICATION	Publication of municipal ordinances.	PERMANENT.	Retention Note: It is an exception to the permanent retention period that affidavits of publication and associated documentation for ordinances that are codified or re-codified may be disposed of after the effective date of the new.
*GR1000-21b	AFFIDAVITS OF PUBLICATION	Election notices. 1) In an election involving a federal office. 2) In an election not involving a federal office.	Election day + 22 months. Election day + 6 months.	By law – Election Code, Sections 4.005(d) and 66.058(a).
GR1000-21c	AFFIDAVITS OF PUBLICATION	All other published legal notices.	2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-22	ANNEXATION, DISANNEXATION, ABOLITION, AND OTHER JURISDICTIONAL RECORDS	Records relating to the annexation or disannexation of territory to or from a local government, to its abolition, or to other actions which affect its territorial jurisdiction or service area, including reports, correspondence, records of public hearings, agreements, and similar records.	PERMANENT.	Retention Notes: a) A contract or agreement relating to territorial jurisdiction or the delivery of services between two or more governments (e.g., between a city and a county for fire services in an unincorporated area) must be kept for the retention period in item number GR1000-25.
*GR1000-23	CHARTERS	Charters, Articles of Incorporation, Orders of Incorporation, Orders of Change or other similar documents used to establish or modify the administration of a local government.	PERMANENT.	
*GR1000-24	COMPLAINTS	Complaints received from the public by a governing body or any officer or employee of a local government relating to government employees, policy, etc.	Resolution or dismissal of complaint + 2 years.	Retention Note: a) The 2-year retention period applies only to complaints of a general nature that do not fall into a different category of complaint noted in this or other commissions schedules. For example, potential fire hazards are scheduled in Local Schedule PS (Records of Public Safety Agencies) and have a longer retention period. b) For complaints received from local government employees see GR1050-20
*GR1000-25	CONTRACTS, LEASES, AND AGREEMENTS	Contracts, leases, and agreements, including reports, correspondence, performance bonds, certificates of liability, and similar records relating to their negotiation, administration, renewal, or termination, except construction contracts (see item number GR1075-16).	4 years after the expiration or termination of the instrument according to its terms.	Retention Note: Review before disposal; some records of this type may merit PERMANENT retention for historical reasons.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-26	CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES			Retention Note: The minimum retention period for correspondence or internal memoranda in categories (a) and (b) directly linked to another record series or group listed in this or other commission schedules is that assigned to the other group or series. For example, a letter from an external auditor regarding an audit of a local government's financial records should be retained for the retention period given under item number GR1025-01(e); a letter concerning a workers compensation claim should be retained for the period given under item number GR1050-32, etc. The retention periods that follow are for correspondence and internal memoranda that do not readily fall within other record groups.
GR1000-26a	CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES	Administrative – Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, modification, or redefinition of the programs, services, or projects of a local government and the administrative regulations, policies, and procedures that govern them. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities and topics.	4 years.	Retention Note: Review before disposal; some correspondence of this type may merit PERMANENT retention for historical reasons.
*GR1000-26b	CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES	General – Incoming/outgoing and internal correspondence pertaining to the regular and routine operation of the policies, programs, services, or projects of a local government. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities and topics.	2 years.	Retention Note: Records management officers should use caution before disposal of these records to ensure the records should not be classified under administrative correspondence (GR100-26a).
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Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-26c	CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES	Routine - Correspondence and internal memoranda such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities and topics.	AV.	
*GR1000-27	DEEDS	Deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and similar records evidencing public ownership of real property.	PERMANENT.	
GR 1000-28	EASEMENTS	Documentation relating to easements and rights-of-way for public works or other local government purposes, including releases.	PERMANENT.	
*GR1000-29	INSURANCE POLICIES	Liability, theft, fire, health, life, automobile, and other policies for local government property and personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies.	4 years after expiration or termination of the policy according to its terms and all rights granted under it.	
GR1000-30	LEGAL OPINIONS	Formal legal opinions rendered by counsel or the Attorney General for a local government, including any written requests for opinions, concerning the governance and administration of a local government.	PERMANENT.	Retention Note: For retention of opinions rendered for a Public Information Act Request see GR1000-34. For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26a.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-31	LITIGATION CASE FILES		AV after decision of a local government not to file a lawsuit or decision that a lawsuit will not be filed against it; 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.	Retention Note: a) includes all cases to which a local government is a party unless the case file is of a type noted elsewhere in this or other commission schedules. b) Review before disposal; some case files may merit PERMANENT retention for historical reasons.
*GR1000-32	MINUTES (STAFF)	Minutes of internal staff meetings.	AV.	Retention Note: For minutes of governing bodies of local governments see GR1000-03
GR1000-33	PUBLIC RELATIONS RECORDS	News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	2 years.	Retention Note: Review before disposal; some records may merit PERMANENT retention for historical reasons.
GR1000-34	PUBLIC INFORMATION ACT REQUESTS	Includes all correspondence and documentation relating to requests for records under the Public Information Act (Chapter 552, Government Code).		
*GR1000-34a	PUBLIC INFORMATION ACT REQUESTS	Non-exempted records and withdrawn requests.	Date request for records fulfilled or withdrawn + 1 year.	.
*GR1000-34b	PUBLIC INFORMATION ACT REQUESTS	Exempted records.	Date of notification that records requested are exempt from disclosure + 2 years.	.
*GR1000-35	ORGANIZATIONAL CHARTS		US.	Retention Note: Review before disposal; some records may merit PERMANENT retention for historical reasons.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-36	PERMITS AND LICENSES	Records documenting the application for and the issuance of permits and licenses (including certificates of liability and other required documentation) by a local government for sales, solicitation, facility usage, and similar activities. Does not include permits and licenses issued for the construction of or alterations to real property, for those relating to health and sanitation, or for those issued by police or fire departments listed in other commission schedules.	Expiration, cancellation, revocation, or denial + 2 years.	
GR1000-37	PHOTOGRAPHS, IMAGES, RECORDINGS, AND OTHER NON-TEXTUAL MEDIA	Photographs, photographic scrapbooks, slides, sound recordings, videotapes, posters, and other non-textual media that document the history and activities of a local government or any of its departments, programs, or projects except such records noted elsewhere in this or other commission schedules.	AV.	Retention Note: Review before disposal, some records may merit PERMANENT retention for historical reasons. Some photographs and other non-textual media of the types described should be retained PERMANENTLY for historical reasons, but latitude is allowed to the records management officer and the custodians of records in a local government to determine to what extent a particular photograph, for example, documents the history and activities of the local government. Local governments should consult with local historical or genealogical societies to assist with the appraisal. If it is determined that it does not, it need be kept only as long as administratively valuable. Be certain that photographs and other non-textual media do not fall within other records series. For example, mug shots and photographs of fire damage are listed in Local Schedule PS (Records of Public Safety Agencies) under police and fire department records respectively.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-38	POLICY AND PROCEDURE DOCUMENTATION	Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing the operations or activities of a local government as a whole or any of its departments, programs, services, or projects.	US, expired, or discontinued + 5 years.	Retention Note: Review before disposal; some records may merit PERMANENT or long-term retention for historical or legal reasons.
GR1000-39	PUBLICATIONS	Pamphlets, reports, studies, proposals, and similar material printed by or for a local government or any of its departments, subdivisions, or programs and distributed to or intended for distribution to the public on request and departmental or program newsletters designed for internal distribution.	One copy of each PERMANENT.	Retention Note: The following categories of printed material, whether distributed publicly or internally, are exempted from the retention period and may be disposed of at option: (a) educational matter provided by charitable or public awareness organizations (e.g., United Way, American Heart Association); and (b) public service leaflets or flyers prepared by a local government or others whose contents are of a general nature and not specific to the government distributing them, beyond the inclusion of an address, telephone number, office hours, and similar information (e.g., a flyer detailing water conservation tips sent to customers of a municipal water utility; a pamphlet explaining the appraisal review board process sent to taxpayers by an appraisal district).
GR1000-40	RECORDS MANAGEMENT RECORDS			
GR1000-40a	RECORDS MANAGEMENT RECORDS	Records control schedules (including all successive versions of and amendments to schedules).	US.	Retention Note: Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.
*GR1000-40b	RECORDS MANAGEMENT RECORDS	Records documenting the disposition of records under records control schedules, including requests submitted to the Texas State Library and Archives Commission for authorization to destroy unscheduled records or the originals of permanent records that have been microfilmed.	PERMANENT.	
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Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-40c	RECORDS MANAGEMENT RECORDS	Lists or inventories of the active and inactive records created or received by a local government.	US, expired, or discontinued.	
*GR1000-40d	RECORDS MANAGEMENT RECORDS	Plans and similar documents establishing the policies and procedures under which a records management program operates.	US, expired, or discontinued + 5 years.	
*GR1000-40e	RECORDS MANAGEMENT RECORDS	Records transmittal forms or similar records documenting transfer of records to or from a records storage facility	Date of disposition or return of records from storage, whichever is sooner, +2years	
GR1000-41	REPORTS AND STUDIES (NON-FISCAL)			

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-41a	REPORTS AND STUDIES (NON-FISCAL)	Annual, sub-annual, or irregularly prepared reports, performance audits, or planning studies submitted to the governing body or chief administrative officer of a local government or by the local government to a state agency, as may be required by law or regulation, on the non-fiscal performance of a department, program, or project or for planning purposes, including those prepared by consultants under contract with a local government, except documents of similar types noted in this or other commission schedules.	PERMANENT.	
		(1) Annual reports.	PERMANENT.	
		(2) Special reports or studies prepared by order or request of the governing body or considered by the governing body (as reflected in its minutes) or ordered or requested by a state agency or a court.	PERMANENT.	
		(3) Special reports or studies prepared by order or request of the chief administrative officer.	5 years.	Retention Note: Review before disposal; some records may merit PERMANENT retention for historical reasons.
		(4) Monthly, bimonthly, quarterly, or semi-annual reports.	3 years.	
		(5) Working papers and raw data used to create any report for (1) and (2) above.	3 years.	
		(6) Working papers and raw data used to create any report for (3) and (4) above.	1 year.	
GR 1000-41b	REPORTS AND STUDIES (NON-FISCAL)	Activity reports compiled on a daily or other periodic basis pertaining to workload measures, time studies, number of public contacts, etc., except reports of similar types noted in this or other commission schedules.	1 year.	
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Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-42	WAIVERS OF LIABILITY	Waivers of liability, including statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies, etc.	3 years from date of cessation of activity for which the waiver was signed.	Retention Note: 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 item number GR1000-20 in this schedule.
GR1000-43	CONFLICTS DISCLOSURE STATEMENTS AND CONFLICT OF INTEREST QUESTIONNAIRES	Conflicts disclosure statements and conflict of interest questionnaires submitted by local government officers or vendors and other persons for filing with a local government in accordance with the requirements of Chapter 176, Local Government Code.	Date of filing + 3 years.	
GR1000-44	LOCAL GOVERNMENT OFFICERS, LISTS OF	Lists of local government officers prepared and made available to the public by the local government officer with whom conflicts disclosure statements and conflict of interest questionnaires are filed in accordance with the requirements of Chapter 176, Local Government Code.	US + 1 year.	
GR1000-45	CALENDARS, APPOINTMENT AND ITINERARY RECORDS	Calandars, appointment books or programs, and scheduling or itinerary records, purchased with local government funds or maintained by staff during business hours that document appointments, itineraries and other activities of agency officials or employees.	CE + 1 year.	Retention Note: A record of this type purchased with personal funds, but used by a public official or employee to document his or her work activities may be a local government record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Texas Attorney General.
GR1000-46	INSURANCE CLAIMS	Claims related to liability, theft, fire, health, life, automobile, and other insurance policies.	Settlement or denial of claim + 3 years.	
GR1000-47	CUSTOMER SURVEYS	Surveys returned by the customers or clients of a local government, and the statistical data maintained rating a government's performance.	Issuance of report on results of the survey + 3 years.	
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Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-50	TRANSITORY INFORMATION	Records of temporary usefulness that are not an integral part of a records series of a local government, that are not regularly filed within a local government'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 local government 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 government functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are drafts and working papers , 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 government transaction.	AV.	Retention Note: Records management officers should use caution in assigning this record series to records of a local government to make certain they 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. The disposal of transitory information need not be documented through destruction authorizations or in records disposition logs, but local governments should establish procedures governing disposal of these records.
*GR1000-51	SPEECHES, PAPERS, AND PRESENTATIONS	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with government work by staff of local government.	End of event, US, or discontinued + 2years	Retention Notes: a) For speeches, papers, and presentations of elected officials see GR1000-08 b) For materials developed for in-house training of staff see GR1050-28c.
*GR1000-52	SUBPOENAS	Subpoenas for production of evidence produced for litigation in which the local government is not a party.	AV after fulfilled.	Retention Notes: a) For subpoenas received for litigation in which the local government is a party see GR1000-31 b) For subpoenas requesting personally identifiable information of students see SD3225-02 (for school districts) or JC3775-02 (for junior colleges).
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Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-53	RELEASE OF RECORDS DOCUMENTS	Records that document the release of records or information through any method other than a Public Information Act request or subpoena (including employment verification).	Data records produced + 1 year	Retention Notes: a) For records released under the Public Information Act see GR1000-34. b) For records produced for a subpoena where the local government is not a party, see GR1000-52. c) For records produced for a subpoena where the local government is a party, see GR1000-31.
*GR1000-54	COMMITTEE RECORDS	Records of committees, councils, boards, or commissions which are not subject to the Texas Open Meetings Act. Records may include, but are not limited to, member lists, officer election records, agendas, meeting minutes, and related documentation and correspondence.	2 years	Retention Notes: a) For records of committees, councils, boards, or commissions which are subject to the Texas Open Meetings Act see Section 1-1 of this schedule. b) Review before disposal; some records may merit PERMANENT retention for historical reasons.
*GR1000-55	LOBBYIST REGISTRATION DOCUMENTATION	Forms, reports, or other similar documents submitted to local governments documenting lobbying activities as required by local regulations.	Date of filing + 3 years	
H9200-01	LITIGATION FILES (Office of Legal Services)	Pleadings, memorandums, and correspondence regarding litigation involving the district.	Final disposition of case +5 years.	<i>Requested by HISD Legal Services Dept.</i>
H9200-02	EMPLOYEE INVESTIGATIONS FILES (Office of Legal Services)	Current File, Closed Files, Monitored Files	Final disposition of case +2 years	<i>Requested by HISD Legal Services</i>
H9200-03	HEARINGS/ADMINISTRATIVE PROCEEDINGS (Office of Legal Services)	Notebooks and documents used in hearings and proceedings	Final disposition of case +2 years	<i>Requested by HISD Legal Services Dept.</i>
H9200-04	OFFICE OF CIVIL RIGHTS CASES (Office of Legal Services)	Case Files	Final disposition of case +2 years	<i>Requested by HISD Legal Services Dept.</i>
H9200-05	SPECIAL EDUCATION MATTERS (Office of Legal Services)	Case Files	Final disposition of case +2 years	<i>Requested by HISD Legal Services Dept.</i>

Record Number	Record Title	Record Description	Retention Period	Remarks
<i>H9200-06</i>	SPECIAL EDUCATION RESEARCH (Office of Legal Services)	Research conducted for Special Education cases	Final disposition of case +2 years	<i>Requested by HISD Legal Services Dept.</i>
<i>H9200-07</i>	WORKERS' COMPENSATION CASES (Office of Legal Services)	Case Files	Final disposition of case +2 years	<i>Requested by Legal Services Dept.</i>

PART 2: FINANCIAL RECORDS

Retention Notes: a) AUDIT REQUIREMENTS - Most local governments are required by state law to conduct annual or biennial audits of their records and accounts. These audit requirements were taken into account in setting the retention periods in this schedule. The following retention rules also apply:

- 1) In any local government for which there is no statutory audit requirement and audits are conducted irregularly or in a local government in which a statutorily required audit is delayed, any record in this schedule whose retention period dates from the end of a fiscal year (FE) must be retained for the retention period stated or one year after audit, whichever later.
- 2) With regard to any special fund of a local government or elective county office for which there is no statutory audit requirement and the fund is not audited, any records listed under item numbers GR1025-26, GR1025-27, GR1025-28, and GR1025-30 associated with receipts and disbursements from or to the fund must be retained for FE + 10 years.
- b) GRANT OR LOAN RECORDS - Subsections (1)-(3) apply to any local government, except school districts, receiving federal, state, or private grants; subsection (4) applies to school districts only. If a grant or loan requires a longer retention period than those stated in this schedule, the associated records must be retained for the full retention period required by the terms of the grant or loan.
 - 1) Direct Federal Grants - This subsection applies to grants received by a local government **directly** from a federal grantor agency.
 - i) Federal grantor agencies require that grant-related records be retained for audit purposes for 3 years from the filing of required expenditure reports.
 - ii) In addition to item number GR1025-08(a)-(b), financial and programmatic records of grant-funded projects, including copies or documentation of relevant accounting, banking, purchasing, and payroll records, and other documents and working papers associated with the financial and programmatic administration of the grant funds or used to prepare reports or forms required by federal law or regulation must be retained for the following periods:
 - (A) For grants continued or renewed annually or at other intervals except quarterly that are not part of a multi-year funding cycle - 3 years from the date of submission of the annual or other periodic expenditure report.
 - B) For grants continued or renewed annually or at other intervals except quarterly that are a part of a multi-year funding cycle - 3 years from the date of submission of the annual or other periodic expenditure report for the final reporting period of the grant cycle.
 - C) For grants continued or renewed quarterly - 3 years from the date of submission of the expenditure report for the last quarter of the federal fiscal year.
 - D) For grants for which the requirement of a final expenditure report has been waived - 3 years from the date the report would have been due.
 - E) For all other grants - 3 years from the date of submission of the final expenditure report.
 - iii) The retention periods for the following types of records are exceptions to the periods noted above:
 - A) Records of non-expendable property or equipment acquired with grant funds - 3 years from the date of transfer, replacement, sale, or junking of the item.

B) Cost allocation plans and indirect cost records - 3 years from date of submission or, for plans prepared and retained by the grantee, from the close of the fiscal year covered by the plan.

C) Income records - 3 years from the end of the fiscal year in which the income is used.

iv) If any litigation or audit commences before the expiration of the 3-year period, the records must be retained until all litigation or audit findings are resolved or until the end of the regular 3-year period, whichever is later.

v) If records are transferred to the grantor agency at its request, copies of the records need not be retained.

2) Indirect Federal Grants - This subsection applies to federal grants received as subgrants from state agencies or other local governments (e.g., regional councils of government).

The expenditure reports are submitted to the federal agency by the state or local subgrantor agency after all subgrantees have submitted reports to the subgrantor. Consequently, records under item number GR1025-08(a)-(b) and records described in section (b) (1) must be retained by local government subgrantees for FE + 5 years. Local governments should consult with the state or local subgrantor agency to determine if there are additional or special requirements associated with a particular grant.

The local government must retain copies of reports or records submitted to the subgrantor agency for the periods indicated.

3) State and Private Grants - This schedule extends the 3-year federal retention requirement described in section (b)(1) to state (excluding federal subgrants) and private grant records unless the state or private grantor agency has established different retention requirements, in which case those requirements shall prevail. It is an exception to the extension of federal grant requirements to state and private grants that for state or private grants renewed quarterly as described in section (b) (1) (ii) (B), the 3-year retention requirement runs from the date of submission of the expenditure report for the last quarter of the state fiscal year for state grants and from the last quarter of the local government's fiscal year for private grants.

4) Grant Records and School Districts (including Educational Service Centers) - See Local Schedule SD (Records of Public School Districts). Because of the difficulty of effectively separating financial data that evidence the expenditure of federal funds from those that document the expenditure of local or state-allocated funds, a 5-year retention period has been adopted for most financial records of school districts. The use of the term "school district" in this schedule includes educational service centers, charter schools, county departments of education, and educational cooperatives.

SECTION 2-1: FISCAL ADMINISTRATION AND REPORTING RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1025-01	FISCAL AUDIT RECORDS	Records of fiscal audits conducted by internal and external auditors.		Caution: See note (a) at the beginning of Part 2 of this schedule.
*GR1025-01a	FISCAL AUDIT RECORDS	Annual, biennial, or other periodic audit of any department, fund, account, or activity of a local government.	PERMANENT.	
*GR1025-01b	FISCAL AUDIT RECORDS	Annual, biennial, or other periodic audit of a department, program, fund, or account if included in a cumulative audit under (a).	2 years.	
*GR1025-01c	FISCAL AUDIT RECORDS	Annual, biennial, or other periodic audit of a department, program, fund, or account if not included in a cumulative audit under (a).	PERMANENT.	
*GR1025-01d	FISCAL AUDIT RECORDS	Special audits ordered by a governing body, a court or grand jury, or mandated by administrative rules of a state or federal agency.	PERMANENT.	
*GR1025-01e	FISCAL AUDIT RECORDS	Working papers, summaries, and similar records created for the purposes of conducting an audit.	3 years after all questions arising from the audit have been resolved.	
GR1025-02	BANK SECURITY RECORDS	Records documenting the pledging of bonds or securities by banks serving as depositories for public funds including depository contracts, security pledges and statements, surety bonds, and similar records.	4 years after termination, expiration, or release of contractual obligations.	
GR1025-03	BOND RECORDS			For investment transaction records of bonds see item number GR1025-09b.
GR1025-03a	BOND RECORDS	Bond administrative records consisting of preliminary studies, proposals and prospectuses, authorizations and certifications for issuance or cancellation, and related policy correspondence.	PERMANENT.	
GR1025-03b	BOND RECORDS	Bond certificates and redeemed coupons.	1 year after payment.	By law - Government Code, Section 1302.003 for counties (see statute for procedural instructions for destruction) and by authority of this schedule for all other local governments.
GR1025-03c	BOND RECORDS	Bond registers.	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-03d	BOND RECORDS	Records relating to the exchange, conversion, or replacement of bonds by bondholders.	1 year if information is contained in a bond register; PERMANENT if information is not contained in a bond register.	
GR1025-04	BUDGETS AND BUDGET DOCUMENTATION			
GR1025-04a	BUDGETS AND BUDGET DOCUMENTATION	Annual budgets (including amendments).	PERMANENT.	
GR1025-04b	BUDGETS AND BUDGET DOCUMENTATION	Special budgets (includes budgets for capital improvement projects, grant-funded projects, or other projects prepared on a special or emergency basis and not included in an annual budget).	PERMANENT.	
*GR1025-04c	BUDGETS AND BUDGET DOCUMENTATION	Working papers created exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents.	3 years.	
GR1025-04d	BUDGETS AND BUDGET DOCUMENTATION	Encumbrance and expenditure reports (status reports showing expenditures and encumbrances against a budget).	2 years.	
GR1025-04e	BUDGETS AND BUDGET DOCUMENTATION	Budget change documentation, including line item or contingency/reserve fund transfers and supplemental budget requests.	2 years.	
GR1025-05	CAPITAL ASSETS RECORDS	Documentation relating to the capital and fixed assets of a local government.		
*GR1025-05a	CAPITAL ASSETS RECORDS	Equipment or property history cards or similar records containing data on initial cost, including disposal authorizations when disposed of.	FE of date of disposal + 5 years for school districts; FE + 3 years for other governments.	Retention Note: Review before disposal; property history cards documenting the original construction and additions to or renovations of structures may merit PERMANENT retention for historical reasons.
GR1025-05b	CAPITAL ASSETS RECORDS	Equipment or property cost and depreciation schedules or summaries used for capital outlay budgeting or other financial or budget control purposes.	FE + 5 years for school districts; FE + 3 years for other governments.	
GR1025-05c	CAPITAL ASSETS RECORDS	Equipment or property inventories (including sequential number property logs).	US + 3 years.	
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Record Number	Record Title	Record Description	Retention Period	Remarks
<i>GR-H 1025-05d</i>	CAPITAL ASSETS RECORDS	Property sale, auction, or disposal records of government-owned equipment or property.	FE +2 years	By law - Local Government Code, Section 263.155(b) for counties and by authority of this schedule for all other local governments. Retention Note: Property sale or auction records do not include records arising from the sale or auction of property foreclosed or seized by a taxing unit for failure to pay property taxes or for the sale or auction of property seized by law enforcement officers. For such records use Local Schedule TX (Records of Property Taxation) or Local Schedule PS (Records of Public Safety Agencies) respectively. <i>As requested by HISD Furniture Services Dept.</i>
*GR1025-06	FEDERAL REVENUE SHARING RECORDS	Records concerning the use of federal revenue sharing funds by a local government, including revenue and expenditure summaries; status, budget, and audit reports; and other reports or documentation required by federal law or regulation.	AV.	Obsolete record.
GR1025-07	FINANCIAL REPORTS	Annual, sub-annual, or irregularly prepared financial reports or statements on the accounts, funds, or projects of a local government created either for internal use or for submission to state agencies as may be required by law or regulation, except reports of similar types noted in this or other commission schedules.		
GR1025-07a	FINANCIAL REPORTS	Monthly, bimonthly, quarterly, or semi-annual reports.	FE + 3 years.	
GR1025-07b	FINANCIAL REPORTS	Annual reports.	PERMANENT.	
GR1025-07c	FINANCIAL REPORTS	Long range fiscal planning reports.	PERMANENT.	
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Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-07d	FINANCIAL REPORTS	Capital improvement reports.	PERMANENT.	
GR1025-08	GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS			Retention Note: If grant is for construction of a local government owned facility or part of the infrastructure, follow retention for GR1075-16.
GR1025-08a	GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS	Successful grant applications and proposals and any documentation that modifies the terms of a grant.	FE + 5 years for school districts; FE + 3 years for other governments.	Retention Note: See note (b) at beginning of Part 2 of this schedule.
GR1025-08b	GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS	Financial, performance, and compliance reports submitted to grantor or sub-grantor agencies.	FE + 5 years for school districts; FE + 3 years for other governments.	Retention Note: See note (b) at beginning of Part 2 of this schedule.
GR1025-08c	GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS	Reports, planning memoranda, studies, correspondence, and similar records created for and used in the development of successful grant proposals.	3 years.	
GR1025-08d	GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS	Any records of the type noted in (a) or (b) relating to unsuccessful grant proposals.	AV.	
GR1025-09	INVESTMENT TRANSACTION RECORDS			
GR1025-09a	INVESTMENT TRANSACTION RECORDS	Documentation relating to the investment of public funds (e.g., certificates of deposit) that evidences the investment of funds, the performance or return of investments, the cancellation or withdrawal of investments, and similar activity.	FE + 5 years.	
GR1025-09b	INVESTMENT TRANSACTION RECORDS	Documentation related to the calculation of arbitrage rebate amounts, if any, on proceeds from the sale of tax-exempt bonds.	Retirement of the last obligation of the bond issue + 6 years.	
GR1025-10	CHARGE SCHEDULES/ PRICE LISTS	Schedules of prices charged by a local government for services to the public or other governments, including any documentation used to determine the charges.	US + 3 years.	

SECTION 2-2: ACCOUNTING RECORDS

Retention Notes: a) ACCOUNTING RECORDS OF MOTOR VEHICLE AND BOAT LICENSING AND REGISTRATION - For accounting and banking records relating to motor vehicle licensing not noted in this part, use Part 3 of Local Schedule TX.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-25	ACCOUNTING POLICIES AND PROCEDURES DOCUMENTATION	Policy and procedure directives and similar records documenting accounting methodology.	US, expired, or discontinued + 5 years.	
GR1025-26	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS			
*GR1025-26a	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	Claims, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other employment-related expenses.	FE of date of payment + 5 years for school districts; FE + 3 years for other governments.	Retention Note: Accounts payable and disbursement records for bond-funded projects must be maintained according to the retention period listed in GR1025-26d.
*GR1025-26b	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	Accounts payable records sufficient to document the purchase costs of capital equipment or other fixed assets.	FE of date of disposal + 5 years for school districts; FE + 3 years for other governments.	
*GR1025-26c	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	Reports accompanying the transmittal of funds to federal, state, or other local government agencies (e.g., sales tax to the State Comptroller of Public Accounts), to retirement systems, or to other entities if the funds are collected in whole or in part on behalf of other agencies or individuals (e.g., retirement deductions of employees).	FE of period covered by report + 3 years.	Retention Note: For reports accompanying the transmittal of federal and state payroll and unemployment taxes see item number GR1050-53(b).
GR1025-26d	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	Accounts payable records for bond-funded projects.	FE of date of last bond payment + 5 years for school districts; FE of date of last bond payment + 3 years for other governments.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-27	ACCOUNTS RECEIVABLE RECORDS			Retention Note: For accounts receivable records associated with the collection of property taxes, all local governments, including school districts, should use Local Schedule TX (Records of Property Taxation).
*GR1025-27a	ACCOUNTS RECEIVABLE RECORDS	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records (such as returned checks and associated fees) that serve to document money owed to or received by a local government and its collection or receipt.	FE of date of receipt + 5 years for school districts; FE + 3 years for other governments.	
GR1025-27b	ACCOUNTS RECEIVABLE RECORDS	Accounts receivable records documenting the receipt of any monies by any local government that are remittable to the State Comptroller of Public Accounts (e.g., court costs in criminal cases, sales tax).	Remittance due date + 5 years.	
GR1025-27c	ACCOUNTS RECEIVABLE RECORDS	Account card or similar records documenting payments to a local government in which the government holds a property lien until the debt is satisfied (e.g., liens arising from demolition, lot cleaning), including original liens and lien releases.	FE of date of final payment and release of lien + 3 years.	
GR1025-27d	ACCOUNTS RECEIVABLE RECORDS	Account card or similar records relating to the receipt of cash deposits as sureties for the delivery of services (e.g., water and wastewater).	FE of termination of service or refund of deposit + 3 years.	
*GR1025-27e	ACCOUNTS RECEIVABLE RECORDS	Records of accounts deemed uncollectable, including write-off authorizations.	FE of write-off date + 5 years for school districts; FE of write off + 3 years for other governments.	
*GR1025-28	BANKING RECORDS	Bank statements, credit card statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, monetary transport records (including armored car pickup logs) etc.	FE + 5 years.	
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Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-29	COST ALLOCATION AND DISTRIBUTION RECORDS	Records created to document the allocation of costs among accounts and funds of a local government, including records relating to chargebacks and other interdepartmental or interfund accounting transactions.	FE + 5 years for school districts; FE + 3 years for other governments.	Retention Note: If any of the records in this group are used as ledger and journal entry documentation, they must be retained for FE + 5 years (see item number GR1025-30) by all local governments.
GR1025-30	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION			Retention Note: Be certain to verify before the disposal of any ledger or journal under this item number that the ledger or journal does not serve to document financial activities that require a longer retention period (e.g. investment documentation of proceeds of tax exempt bonds under item number GR1025-09).
GR1025-30a	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION	General ledger showing receipts and expenditures from all accounts and funds of a local government. (1) For fiscal years for which an annual financial audit report (see item number GR1025-01) exists. (2) For fiscal years for which an annual financial audit report (see item number GR1025-01) does not exist.	FE + 5 years. PERMANENT.	Retention Note: Review before disposal; some ledgers may merit PERMANENT retention for historical reasons.
GR1025-30b	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION	Subsidiary ledgers.	FE + 5 years.	Retention Note: Review before disposal; some ledgers may merit PERMANENT retention for historical reasons.
GR1025-30c	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION	Receipt, disbursement, general, or subsidiary journals.	FE + 5 years.	Retention Note: Review before disposal; some journals may merit PERMANENT retention for historical reasons.
GR1025-30d	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION	Journal vouchers and entries or similar posting control forms (including supporting documentation such as correspondence and auditor adjustments that evidence journal entries and amendments).	FE + 5 years.	Retention Note: If bill stubs (see item number GR1025-27a) are used as entry documentation for account journals, they must be retained by all local governments for FE + 5 years rather than the FE + 3 year retention period for accounts receivable records.
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Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-30e	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION	Perpetual care fund registers of government-owned cemeteries.	PERMANENT.	By law - Health and Safety Code, Section 713.005(a).
GR1025-31	TRANSACTION SUMMARIES	Periodic summaries or reports of accounting transactions or activity by department, budget code, program, account, fund, or type of activity, including trial balances, unless the summary is of a type noted elsewhere in this part.		
GR1025-31a	TRANSACTION SUMMARIES	Daily.	30 days.	
GR1025-31b	TRANSACTION SUMMARIES	Weekly.	90 days.	
GR1025-31c	TRANSACTION SUMMARIES	Monthly, bimonthly, quarterly, or semi-annual.	2 years.	
GR1025-31d	TRANSACTION SUMMARIES	Annual.	FE + 5 years for school districts; FE + 3 years for other governments.	Retention Note: If an annual trial balance is not maintained, then the least frequent sub-yearly trial balance must be retained for FE + 5 years by all school districts and FE + 3 years by all other local governments.
GR1025-32	UNCLAIMED PROPERTY DOCUMENTATION	Any form of record sufficient to verify information on unclaimed property previously reported to the State Treasurer 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.	Date on which property is reportable + 10 years.	By law - Property Code, Section 74.103(b).

PART 3: PERSONNEL AND PAYROLL RECORDS

Retention Notes: a) **FEDERAL RETENTION REQUIREMENTS** - Federal retention periods for personnel and payroll records arise principally from the administration of the Civil Rights Act of 1964, Title VII; the Age Discrimination and Employment Act of 1967; the Equal Pay Act; the Fair Labor Standards Act; the Federal Insurance Contribution Act; and the Federal Unemployment Tax Act. Various federal agencies or departments administer these acts and, because retention periods are set to enable each agency to carry out its particular oversight authority, different retention periods are often established for the same record. In compiling Schedule GR, the longest applicable federal retention period is cited as authority for the retention period indicated. A federal regulation is not cited if a state law or regulation requires a longer retention period. A federal retention period is also not cited if a Texas statute of limitations makes a longer retention period advisable. For example, the federal retention requirement for employment contracts [see item number GR1050-15(a)] is given as 3 years from the last effective date of the contract in 26 CFR 516.5, but suits in Texas may be brought by either party to such a contract within four years of the occurrence of an alleged breach; therefore a retention period of 4 years from the last effective date of the contract is set in this schedule. All retention periods in this part apply, by authority of this schedule, to all local governments, although some of them may be otherwise exempt from the federal requirement cited. This provision does not require the creation by exempted local governments of any special documentation demonstrating compliance with federal regulations that may be required of non-exempted governments.

b) **PERSONNEL FILES** - The individual employee personnel file is not scheduled as a unit in this section; documents normally placed in such files are scheduled separately.

c) **TERMINATED EMPLOYEES** - Notwithstanding any retention periods in this part, all personnel records existing on the date of termination of an involuntarily terminated employee must be retained for 2 years from the date of termination [29 CFR 1602.31, 1602.40, and 1602.49].

d) **JTPA AND CETA EMPLOYEES** - Any records maintained on applicants for or holders of positions paid in whole or in part from Comprehensive Employees' Training Act (CETA) funds or affirmative action apprenticeship program funds administered by the U. S. Department of Labor must be retained for 5 years from the date of enrollment in the program. [29 CFR 30.8(e)]. This 5-year retention period is extended by authority of this schedule to comparable records on applicants for or holders of positions paid in whole or in part from Job Training Partnership Act (JTPA) funds.

e) **DEFINITION OF EMPLOYEE** - For the purposes of this part, the term "employee" also includes elected or appointed officials of a local government who are paid wages or a salary from any funds of the local government and anyone voluntarily working or not receiving payment or compensation for working.

f) **PERSONNEL RECORDS IN SHERIFF'S DEPARTMENTS IN CERTAIN COUNTIES** - The Local Government Code, Section 157.904, provides that sheriff's departments in counties with a population of 3.3 million or more shall maintain "a permanent personnel file on each department employee." The precise contents of a personnel file are not specified, but three groups of records are expressly mentioned. Consequently, any record in item numbers GR1050-03, GR1050-07, and GR1050-21, all of which are records of a type mentioned in the statute, must be retained permanently. The sheriffs and their legal counsel should determine what other records may be includable in a permanent personnel file in sheriffs' departments subject to the law.

SECTION 3-1: PERSONNEL RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-01	AFFIRMATIVE ACTION PLANS			
GR1050-01a	AFFIRMATIVE ACTION PLANS	Reports, analyses, and statistical data compiled from source documentation used to develop, implement, and monitor affirmative action plans.	5 years.	By regulation - 29 CFR 30.8(e).
GR1050-01b	AFFIRMATIVE ACTION PLANS	Affirmative action plans.	US + 5 years.	By regulation - 29 CFR 30.8(e).
GR1050-02	APTITUDE AND SKILLS TEST RECORDS	Records relating to aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer, including civil service examinations.		
GR1050-02a	APTITUDE AND SKILLS TEST RECORDS	Validation studies.	Life of test + 2 years.	
GR1050-02b	APTITUDE AND SKILLS TEST RECORDS	Tests.	US + 2 years.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. Retention Note: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.
*GR1050-02c	APTITUDE AND SKILLS TEST RECORDS	Test papers or results of persons taking tests.	Date of creation or personnel action involved, whichever later, + 2 years.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-02d	APTITUDE AND SKILLS TEST RECORDS	Records, other than those noted (a)-(c), relating to the planning and administration of tests.	3 years.	
*GR1050-03	AWARDS AND COMMENDATIONS	Individual award, honor, or commendation bestowed on an employee.	Date of separation + 5 years.	Retention Notes: a) For administrative records of awarding committees, see item number GR 1050-09. b) Refer to Retention Note (f) on page 1 of this schedule for awards bestowed on certain Sheriff's office employees

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-04	CERTIFICATES AND LICENSES	Certificates, licenses, or permits required of employees to qualify for or remain eligible to hold a position requiring certification or licensing.	US or separation of employee + 5 years.	Retention Note: If the submission of copies of certificates, licenses, or permits is required of all applicants for a position, those of applicants not hired must be retained for 2 years under item number GR1050-14.
GR1050-05	CONFLICT OF INTEREST AFFIDAVITS		5 years after leaving position for which the affidavit was filed.	
GR1050-06	COUNSELING PROGRAM RECORDS			
*GR1050-06a	COUNSELING PROGRAM RECORDS	Reports of interviews, analyses, and similar records relating to the counseling of an employee for work-related, personal, or substance abuse problems, including any warnings associated with the counseling. Usually maintained at the supervisory level or by human resources departments.	3 years after termination of counseling.	Retention Note: For records retained by professional therapists; refer to Local Schedule HR for patient records.
GR1050-06b	COUNSELING PROGRAM RECORDS	Records relating to the planning, coordination, implementation, direction, and evaluation of an employee counseling program.	3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1050-07	DISCIPLINARY AND ADVERSE ACTION RECORDS	Records created by civil service boards or by personnel or supervisory officers in considering, or reconsidering on appeal, an adverse action (e.g., demotion, probation, termination, suspension, leave without pay) against an employee, including, as applicable, witness and employee statements, interview reports, exhibits, reports of findings, and decisions and judgments. (1) All employees of sheriff's departments in counties with a population of 3.3 million or more. (2) Police and fire department personnel in municipalities with a population of 10,000 or more that have established police and fire department civil service boards under Local Government Code, Chapter 143. (3) All other local government employees.	PERMANENT. PERMANENT. 2 years after case closed or action taken, as applicable.	Retention Note: Refer to Retention Note (f) on page 1 of this schedule for disciplinary records of certain Sheriff's employees. By law – Local Government Code, Section 157.904. By law – Local Government Code, Section 143.011(c). By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-08	EMPLOYEE PENSION AND BENEFITS RECORDS			For records of pension and deferred compensation deductions from payroll see GR1050-52(b).
*GR1050-08a	EMPLOYEE PENSION AND BENEFITS RECORDS	Employee benefit plans such as pension; life, health, and disability insurance; seniority and merit systems; and deferred compensation plans, including amendments.	Termination of plan + 1 year.	By regulation - 29 CFR 1627.3(b)(2). Retention Note: If the plan or system is not in writing, a memorandum fully outlining the terms of the plan or system and the manner in which it has been communicated to affected employees, together with notations relating to any revisions, must be retained for the same period as written plans.
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Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1050-08b	EMPLOYEE PENSION AND BENEFIT *S RECORDS	Enrollment forms providing personal identifying data, beneficiary information, option selection, and similar information. (1) If the official record is maintained by the retirement system of which the local government is a member or by the service provider. (2) If the official record is maintained by the local government. (A) Pension and deferred compensation. (B) Life, health, accidental death, and disability insurance. (C) Any benefit other than those noted in (A) or (B).	AV. Date of separation + 75 years. Termination of coverage + 4 years. US or separation + 2 years, as applicable	
GR1050-08c	EMPLOYEE PENSION AND BENEFITS RECORDS	Annual reports from a pension system or fund.	PERMANENT.	
*GR1050-09	EMPLOYEE RECOGNITION RECORDS	Award committee reports, selection criteria, nominations, and similar administrative records of employee award or incentive programs.	2 years.	Retention Note: For records of an award/commendation given to an individual employee, see item number GR1050-03.
GR1050-10	EMPLOYEE SECURITY RECORDS			
GR1050-10a	EMPLOYEE SECURITY RECORDS	Records created to control and monitor the issuance of keys, identification cards, passes, or similar instruments of identification and access.	US, date of expiration, or date of separation + 2 years, as applicable.	
GR1050-10b	EMPLOYEE SECURITY RECORDS	Records relating to the issuance of parking permits.	US.	
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Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-11	EMPLOYEE SELECTION RECORDS	Notes of interviews with candidates; audio and videotapes of job interviews; applicant rosters; eligibility lists; test ranking sheets; justification statements for violating eligibility or ranking sequence; and previous injury checks; offers of employment letters; and similar records documenting the filling of a vacant position.	2 years from the creation (or receipt) of the record or the personnel action involved, whichever later.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. Retention Note: See GR1050-36 for background and criminal history checks.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-12	EMPLOYEE SERVICE RECORDS	Summary employment history record for each employee maintained on one or more forms, containing the following minimum information: name; sex; date of birth; social security number; positions held with dates of hire, promotion, transfer, or demotion; dates of leaves of absence or suspension that affect computation of length of service; wage or salary rate for each position held, including step or merit increases within grades; most recent public access option form; and date of separation.	Date of separation + 75 years.	For other information on employees that must also be retained either as part of this record or in another form, see item numbers GR1050-52(b) and GR1050-54(a). Retention Notes: a) This schedule does not require the creation of an employee service record of the type described, but the creation of the record is strongly recommended to allow frequent disposal of documents from which information has been summarized. If an employee service record is not maintained, documents (e.g., employment applications, personnel action forms) containing the prescribed information must be retained date of separation + 75 years. More than one document providing the same element of required information need not be retained. b) The Teacher Service Record (Texas Education Agency Form FIN-115 or its equivalent), containing information required by statute or regulation, shall be considered an employee service record of the type described and must be retained date of separation + 75 years. c) Salary or wage data on an employee service record may be indicated by grade and step numbers if all corresponding wage rate tables (see item number GR1050-59) applicable to a person's employment history are retained date of separation + 75 years.
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Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-13	EMPLOYMENT ADVERTISEMENTS OR ANNOUNCEMENTS	Advertisements or postings relating to job openings, promotions, training programs, or overtime opportunities, including jobs orders submitted to employment agencies.	2 years.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-14	EMPLOYMENT APPLICATIONS	Applications, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions (both hired and not hired) or for promotion, transfer, or training opportunity (both selected and not selected) is required on the application form, by application procedures, or in the employment advertisement.	2 years from the creation (or receipt) of the record or the personnel action involved, whichever later.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-14a	EMPLOYMENT APPLICATIONS	Samples of publications, artwork, or other products of prior achievement not returned to applicants.	AV.	
GR1050-14b	EMPLOYMENT APPLICATIONS	Transcripts of persons hired if state or federal law or regulation mandates a level of education needed to qualify for employment (e.g., school district professional and paraprofessional personnel). See also item number GR1050-28(a).	Date of separation + 5 years.	Retention Note: If applicant screening or hiring decisions are based on resumés, with only successful or interviewed candidates completing employment applications, then resumés of persons not hired must be kept for the same period as employment applications. If resumés are supplemental to employment application forms, they need only be retained as long as administratively valuable.
GR1050-15	EMPLOYMENT CONTRACT/COLLECTIVE BARGAINING RECORDS			
GR1050-15a	EMPLOYMENT CONTRACT/COLLECTIVE BARGAINING RECORDS	Contracts and agreements, including collective bargaining agreements, between a local government and an employee or a group of employees, including written acceptances of such contracts.	Last effective date of contract + 4 years.	
GR1050-15b	EMPLOYMENT CONTRACT/COLLECTIVE BARGAINING RECORDS	Records relating to the negotiation of collective bargaining agreements or similar group contracts, including reports; correspondence; mediation or arbitration agreements; the proceedings, findings, and awards of arbitration boards; and similar records.	Last effective date of contract + 4 years or, if no agreement or contract results, 4 years.	
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Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-16	EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS			
GR1050-16a	EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS	Reports, analyses, or statistical data compiled from source documentation used to complete EEO reports.	3 years.	By regulation - 29 CFR 1602.30, 1602.39, and 1602.48.
GR1050-16b	EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS	EE0-1, EE0-4, EE0-5, and EE0-6 reports.	3 years.	By regulation - 29 CFR 1602.32, 1602.41, and 1602.50.
GR1050-16c	EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS	Case files relating to discrimination complaints, including complaints, legal and investigative documents, exhibits, related correspondence, withdrawal notices, and decisions or judgments.	Resolution of case + 3 years.	
GR1050-17	EQUAL PAY RECORDS	Reports, studies, aggregated or summarized data, and similar documentation compiled to monitor and demonstrate compliance with the Equal Pay Act.	2 years.	By regulation - 29 CFR 1620.32(c).
GR1050-18	FIDELITY BONDS		Effective life of bond + 5 years.	Retention Note: Does not include the Official Bond Record maintained by county clerks, which must be retained PERMANENTLY .
GR1050-19	FINGERPRINT CARDS		Date of separation + 5 years.	Retention Note: If fingerprint cards are created for all applicants for a position, those of persons not hired must be retained 2 years under item number GR1050-14.
*GR1050-20	GRIEVANCE RECORDS	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	Final decision on the grievance + 2 years.	Retention Note: Do not confuse these records with those involving EEO complaints [see item number GR1050-16(c)].
*GR1050-21	JOB EVALUATIONS	Job evaluations, performance appraisals, or other similar documents used to evaluate the performance of employees.	US + 2 years; or date of separation + 2 years, whichever is applicable.	By regulation - 29 CFR 1620.32(c). Retention Notes: a) Refer to SD3575-05 pertaining to evaluations on school teachers. b) Refer to Retention Note (f) on page 1 of this schedule for evaluations of certain Sheriff's office employees.
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Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-22	MEDICAL AND EXPOSURE REPORTS			
*GR1050-22a	MEDICAL AND EXPOSURE REPORTS	Health, physical or psychological examination reports or certificates of all job applicants if physical or psychological condition is a factor in hiring decisions, including the promotion, transfer, or selection for training of current personnel.	2 years from the date of creation or personnel action involved, whichever is later.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-22b	MEDICAL AND EXPOSURE REPORTS	Health or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required. (1) For employees exposed in the course of their work to toxic substances, harmful physical agents, or bloodborne pathogens. (2) For all other employees.	Date of separation + 30 years. US + 2 years. 30 years.	By regulation - 29 CFR 1910.1020(d)(1)(i)-(iii).
GR1050-22c	MEDICAL AND EXPOSURE REPORTS	Environmental, biological, and material safety monitoring reports concerning toxic substances and harmful physical agents in the workplace, including analyses derived from such reports.		By regulation - 29 CFR 1910.1020(d)(1)(ii). See Local Schedule PW 5450-01 for Asbestos Management Records.

Record Number	Record Title	Record Description	Retention Period	Remarks
GRI050-22d	MEDICAL AND EXPOSURE REPORTS	Records of controlled substances and alcohol use and testing. (1) Records of driver alcohol test results indicating an alcohol concentration of 0.02 or greater; records of driver verified positive controlled substances test results; documentation of refusals to take required alcohol and/or controlled substances tests; driver 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 required by 49 CFR 382.401. (2) Records related to the alcohol and controlled substances collection process. (3) Records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02.	5 years. 2 years. 1 year.	By regulation – 49 CFR 382.401
*GRI050-23	OATHS OF OFFICE	Any oaths or affirmations required of local government employees or officers. Includes the Statement of Elected Officer (Secretary of State Form 2201).	US + 5 years or 5 years after leaving position for which oath required, whichever is applicable.	
*GRI050-24	PERSONNEL ACTION OR INFORMATION NOTICES	Documents used by personnel officers to create or change information in the personnel records of individual employees concerning hiring, termination, transfer, pay grade, position or job title, leaves of absence, name changes, and similar personnel actions except those noted elsewhere in this part.	2 years from the date of creation or the personnel action involved, whichever is later..	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GRI050-25	PERSONNEL STUDIES AND SURVEYS	Studies, statistical reports, surveys, cost analyses and projections, and similar records, except those noted elsewhere in this part, on any aspect of the personnel management or administration of a local government.	3 years.	Retention Note: Review before disposal; some documents may merit PERMANENT retention for historical reasons.

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Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-26	POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS			
GR1050-26a	POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS	Job descriptions, including any associated task or skill statements. Also includes documentation concerning the development and analysis of job descriptions and classification systems, including survey, review and audit reports; classification standards and guidelines; selection criteria; determination of classification appeals; etc. Position staffing and vacancy reports.	US or position abolished + 4 years.	By regulation - 40 TAC 815.106(i).
GR1050-26b	POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS		US.	
GR1050-26c	POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS	Personnel requisitions.	2 years.	
*GR1050-27	REDUCTION IN FORCE PLANS	Reduction in force plans and any related implementation documentation.	US, or if implemented, 2 years from date of last reduction in force action under the plan.	
GR1050-28	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS			For other records relating to aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer see item number GR1050-02.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-28a	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS	Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee if such training or testing is required for the position held or if the educational or skill attainment or enhancement affects or could affect career advancement in the local government or, in the case of licensed or certified personnel (e.g., school professionals, firefighters, police officers, health care professionals), in other governments or the private sector.	Date of separation + 5 years.	Retention Note: If information concerning training or testing (e.g., test scores) is transferred to an Employee Service Record (item number GR1050-12), the document from which the information is taken need be retained for only 2 years.
GR1050-28b	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS	Records documenting the planning, development, implementation, administration and evaluation of in-house training programs.	2 years.	
GR1050-28c	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS	Training manuals, syllabuses, course outlines, and similar training aids used in in-house training programs.	US, expired, or discontinued + 2 years.	
GR1050-28d	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS	Skill or achievement measurement records of a training group or class as a whole (e.g., rosters with scores).	2 years.	Retention Note: If the only information documenting the in-house training of an employee of the types described in (a) is contained in the measurement records of a group or class as a whole, the group records must be retained for the date of separation + 5 years for all employees included in the group records.
GR1050-29	UNEMPLOYMENT COMPENSATION CLAIMS RECORDS	Unemployment claims, pertinent correspondence, and similar records documenting unemployment compensation cases.	After closed + 5 years.	
*GR1050-30	VERIFICATIONS OF EMPLOYMENT ELIGIBILITY (Form I-9)		3 years from hire or 1 year after separation, whichever later.	By regulation - 8 CFR 274a.2 (b) (2) (i) (A) and (c) (2). Retention Note: If a former employee is rehired and a Form I-9 is still on file for the employee, the 3-year retention period dates from date of first hire.
GR1050-31	WORK SCHEDULES	Work, duty, shift, crew, case schedules, rosters, or assignments except work schedules includable in item number GR1050-56.	1 year.	
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Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1050-32	WORKERS COMPENSATION CLAIM RECORDS	Records of accidents to or job-related illnesses of employees.		Retention Note: Refer to GR1050-22b (1) for any medical or exposure records created or collected.
*GR1050-32a	WORKERS COMPENSATION CLAIM RECORDS	Initial and supplemental incident forms, reports, or logs	CE + 5 years.	By regulation - 29 CFR 1904.33 Retention Note: If a claim is filed as a result of the accident or illness any forms or reports related to the incident must be retained under GR1050-32b.
*GR1050-32b	WORKERS COMPENSATION CLAIM RECORDS	Records of workers compensation claims filed by employees, including any reports or investigations used to determine eligibility. (1) If the local government is self-insured. (2) If the local government is not self-insured.	CE of closure of claim + 50 years. CE + 5 years	By law – Local Government Code, Section 145.007(c); 159.007(c). Retention Notes: a) For campaign contribution and expenditure statements see item number EL3125-01 in Local Schedule EL (Records of Elections and Voter Registration). b) See item number EL3125-04 for financial disclosure statements of local government candidates.
*GR1050-33	FINANCIAL DISCLOSURE STATEMENTS	Financial disclosure statements of officers and/or employees of a local government required by Local Government Code Section 145.007(c) or 159.007(c).	Date of separation +2 years.	Retention Note: For campaign contribution and expenditure statements see item number EL3125-01 in Local Schedule EL (Records of Elections and Voter Registration).
GR1050-34	PUBLIC ACCESS OPTION FORMS	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 552.04.	US.	Retention Note: The last public access option form completed by an employee prior to termination of employment must be retained as part of the Employee Service Record (see record number GR1050-12 in this schedule).
GR1050-35	EMPLOYEE EXIT INTERVIEWS	Records of interviews and other supporting documentation conducted at time of employee termination.	Date of separation + 2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-36	CRIMINAL HISTORY CHECKS	Used for condition of or in conjunction with employment application.	End of employee's probationary period or after immediate purpose has been fulfilled, as applicable.	By law - Government Code, Chapter 411 Subchapter F for certain education institutions and fire departments, and by authority of this schedule for all other local governments. Retention Note: A local government that is authorized to obtain criminal history recorded information from the Texas Department of Public Safety must refer to Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.
*GR1050-37	EMPLOYEE ACKNOWLEDGEMENT FORMS	Employee acknowledgement forms or other documentation that show proof of receipt and awareness of local government policies and procedures.	US or date of separation +2 years, as applicable.	Retention Note: See item number GR1050-08b for acknowledgement forms of pension and deferred compensation policies and procedures.
GR1050-38	UNSOLICITED RESUMES	Unsolicited résumés received by local governments not used in the employment selection process.	AV.	Retention Note: See item number GR1050-14 for résumés, whether solicited or unsolicited, that are used in any way in the employment selection process.
GR1050-39	VOLUNTEER SERVICE FILES	Information about individual volunteers and duties they perform.	US or date of separation + 3 years.	
*GR1050-40	APPLICATIONS FOR PERMANENT EMPLOYMENT CERTIFICATION (ETA Form 9089)	Includes applications and supporting documentation, including employment applications, summaries of recruitment efforts, job postings, newspaper advertisements, job orders with the Texas Workforce Commission, and correspondence with the U.S. Department of Labor and attorneys.	Date of filing of application + 5 years	
*GR1050-41	OUTSIDE/SECONDARY EMPLOYMENT AUTHORIZATIONS	Personnel forms requesting permission to perform at a job outside of the local government.	Date of separation or until superseded + 2 years, as applicable	
*GR1050-42	LICENSE AND DRIVING RECORD CHECKS		US or date of separation	Retention Note: See item number SD3500-03c for driving record checks of school bus drivers
*GR1050-43	LABOR STATISTICS REPORTS	Reports providing statistical information on labor force.	3 years	
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Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1050-44	AMERICANS WITH DISABILITIES ACT (ADA) DOCUMENTATION	Self-evaluations and plans documenting compliance with the requirements of the Americans with Disability Act.	3 years	By regulation – 28 CFR 35.105(d)

SECTION 3-2: PAYROLL RECORDS

Retention Note: OTHER ACCOUNTING RECORDS - This section supplements Section 2-2 and schedules financial and accounting records found in most local governments specific to the disbursement of payroll. If a payroll-related record is not scheduled in this section, use Section 2-2 for the comparable record; e.g., payroll fund reconciliations should be retained for FE + 5 years under the retention for Banking Records (see item number GR1025-28).

Record Number	Record Title	Record Description	Retention Period	Remarks
GR-H 1050-50	DEDUCTION AUTHORIZATIONS	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including orders of garnishment or other court-ordered attachments.	7 years after separation or 7 years after amendment expiration, or termination of authorization, whichever sooner.	Requested by HISD Payroll Dept.
GR1050-51	DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS		US or date of separation, as applicable.	
GR1050-52	EARNINGS AND DEDUCTION RECORDS			

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-52a	EARNINGS AND DEDUCTION RECORDS	A record containing the following payroll information on each employee: name, last known address and social security number, amount of wages paid to the employee for each payroll period, including all deductions, and date of payment.	Retention of any one of the following records for 5 years by school districts or 4 years by other local governments will satisfy the retention requirement: 1) Individual employee earnings card or record that shows earnings and deductions for each pay period. 2) Master payroll register which shows earnings and deductions for each pay period.	By regulation - 20 CFR 404.1225(b) (3) and 40 TAC 815.106(i).
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Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-52b	EARNINGS AND DEDUCTION RECORDS	A record containing the following minimum pension and deferred compensation information on each employee: name, date of birth, social security number, and amount of pension and deferred compensation deductions.	The retention of any one of the following for date of separation + 75 years will satisfy the retention requirement: 1) Individual employee earnings card or record as in (a) (1). 2) Employee Service Record (see item number GR1050-12) if it contains the prescribed pension and deferred compensation deduction data. 3) Master payroll register, or the final year-to-date register of each calendar year, if the register shows all persons employed during the year from whose wages, pension, and deferred compensation deductions were made.	
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Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-52b (continued)	EARNINGS AND DEDUCTION RECORDS		4) Pension and deferred compensation deduction register, or the final year-to-date pension deduction register of each calendar year, if the register lists all persons employed during the year from whose wages pension and deferred compensation deductions were made. 5) Copies of annual or other periodic statements furnished to each employee detailing the deductions and contributions to a pension or deferred compensation plan during the past year or period.	
GR1050-52c	EARNINGS AND DEDUCTION RECORDS	Master payroll register, including year-to-date registers, if not used to satisfy either of the retention requirements set in (a) or (b).	FE + 5 years for school districts; FE + 3 years for other governments.	
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Record Number	Record Title	Record Description	Retention Period	Remarks
GRI050-52d	EARNINGS AND DEDUCTION RECORDS	Subsidiary payroll registers, if not used to satisfy either of the retention requirements set in (a) or (b). (1) If data contained in the subsidiary payroll register is not contained in the master payroll register. (2) If data contained in the subsidiary payroll register is contained in the master payroll register.	FE + 5 years for school districts; FE + 3 years for other governments. AV.	
GRI050-52e	EARNINGS AND DEDUCTION RECORDS	Copies of annual or other periodic statements furnished to each employee detailing the deductions and contributions to a pension or deferred compensation plan during the past year or period, if not used to satisfy the retention requirement set in (b).	2 years.	
GRI050-52f	EARNINGS AND DEDUCTION RECORDS	Payroll adjustment records, including transaction registers, authorizations, and similar records authorizing and detailing adjustments to payroll records because of overpayment, underpayment, etc.	FE + 5 years for school districts; FE + 3 years for other governments.	
GRI050-53	FEDERAL AND STATE TAX FORMS AND REPORTS			
GRI050-53a	FEDERAL AND STATE TAX FORMS AND REPORTS	Forms used to determine withholding from wages and salaries for payroll tax purposes (W-4 Forms).	4 years after separation or 4 years after form amended, whichever sooner.	By regulation - 20 CFR 404.1225(b) (3), 26 CFR 31.6001-1(e) (2) for federal forms and by authority of this schedule for any state forms.
GRI050-53b	FEDERAL AND STATE TAX FORMS AND REPORTS	Forms and reports used to report the collection, distribution, deposit, and transmittal of payroll or unemployment taxes (W-2, 1099).	4 years after tax due date or date tax paid, whichever later.	By regulation - 20 CFR 404.1225(b) (3), 26 CFR 31.6001-1(e) (2) for federal forms and by authority of this schedule for state forms.
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Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-54	LEAVE RECORDS			
GR1050-54a	LEAVE RECORDS	A record containing a record of the unused accumulated sick leave of each employee if (1) all or a percentage of accumulated sick leave is used to calculate length of service and/or (2) accumulated sick leave is creditable to an employee if rehired.	The retention of any one of the following for date of separation + 75 years will satisfy the retention requirement: 1) Individual employee earnings card or record as described in item number GR1050-52a if it also contains accumulated sick leave data. 2) Employee Service Record (see item number GR1050-12) if it contains the accumulated sick leave data prescribed. 3) Copy of the final time summary or leave status report, as noted in (d), of each separated employee.	
GR1050-54b	LEAVE RECORDS	Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), and other types of authorized leave, and supporting documentation.	FE + 5 years for school districts; FE + 3 years for other governments.	By regulation – 29 CFR 825.500.
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Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-54c	LEAVE RECORDS	Leave or hours-to-date registers.	FE + 5 years for school districts; FE + 3 years for other governments.	
GR1050-54d	LEAVE RECORDS	Copies of periodic time summary or leave status reports furnished to each employee containing information on vacation, sick, compensatory, or other leave earned and used, including the final report of separated employees if they are not used to satisfy the retention requirement set in (a).	2 years.	
GR1050-55	PAYROLL ACTION OR INFORMATION NOTICES	Documents used by payroll officers to create or change information in the payroll records of individual employees except deduction authorizations (see item number GR1050-50) and federal tax forms [see item number GR1050-53(a)].		
*GR1050-55a	PAYROLL ACTION OR INFORMATION NOTICES	Documents concerning hiring, termination, transfer, pay grade, position or job title, name changes, etc.	2 years from the date of creation or personnel action involved, whichever is later	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. Retention Note: Refer to GR1050-12 in this schedule as some information must be kept in Employee Service Record.
GR-H 1050-55b	PAYROLL ACTION OR INFORMATION NOTICES	Documents concerning adjustments to payroll and leave status.	FE + 5 years	Retention Note: Refer to GR1050-12 in this schedule as some information must be kept in Employee Service Record. <i>Requested by HISD Payroll Dept.</i>
GR1050-56	TIME AND ATTENDANCE REPORTS	Time cards or sheets, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules.	4 years.	By regulation - 40 TAC 815.106(i).
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Record Number	Record Title	Record Description	Retention Period	Remarks
GRI050-57	TIME CHANGE RECORDS	Requests and authorizations for overtime, time trading, and other actions that affect normal work time except leave requests [see item number GR1050-54(c)].	2 years.	
GRI050-58	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS TO ENGAGE IN	Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other <i>bona fide</i> work-related activities in which the expenses of an employee are defrayed or reimbursed.	FE + 5 years for school districts; FE + 3 years for other governments.	
GRI050-59	WAGE AND SALARY RATE TABLES			
GRI050-59a	WAGE AND SALARY RATE TABLES	If wage or salary rate for each position listed on an Employee Service Record (see item number GR1050-12) is expressed in dollars.	2 years after last effective date.	By regulation - 29 CFR 516.6(a) (2).
GRI050-59b	WAGE AND SALARY RATE TABLES	If wage or salary rate for each position listed on an Employee Service Record (see item number GR1050-12) is indicated by grade or step number only..	Date of separation + 75 years.	

PART 4: SUPPORT SERVICES RECORDS

SECTION 4-1: PURCHASING RECORDS

Retention Notes: RELATIONSHIP WITH ACCOUNTS PAYABLE RECORDS - In a local government in which purchasing and accounts payable records (see item number 1025-26) are maintained by the same individual or department, duplicate copies of a record need not be created and/or retained to satisfy the retention requirements of this section if the record is used in documenting both the ordering and procurement of and payment for goods and services. In such instances, retention requirements for accounts payable records prevail over those noted in this section.

Record Number	Record Title	Record Description	Retention Period	Remarks
GRI075-01	BIDS AND BID DOCUMENTATION			
GRI075-01a	BIDS AND BID DOCUMENTATION	Successful bids and requests for proposals, including invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation.	FE of award + 5 years for school districts; FE + 3 years for other governments.	Retention Note: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. See item number GR1000-25.
GRI075-01b	BIDS AND BID DOCUMENTATION	Unsuccessful bids.	2 years.	
GRI075-01c	BIDS AND BID DOCUMENTATION	Requests for informal bid estimates, quotes, or responses from providers for the procurement of goods or services for which state law or local policy does not require the formal letting of bids.	1 year.	
GRI075-01d	BIDS AND BID DOCUMENTATION	Requests for information (RFI) preliminary to the procurement of goods or services by direct purchase or bid.	AV after date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.	
*GRI075-02	PARTS AND SUPPLIES INVENTORY RECORDS	Inventories of parts and supplies	1 year.	
GRI075-03	PURCHASE ORDER AND RECEIPT RECORDS			

Record Number	Record Title	Record Description	Retention Period	Remarks
GRI075-03a	PURCHASE ORDER AND RECEIPT RECORDS	Purchase orders, requisitions, and receiving reports.	FE + 5 years for school districts; FE + 3 years for other governments.	
GRI075-03b	PURCHASE ORDER AND RECEIPT RECORDS	Purchasing log, register, or similar record providing a chronological record of purchase orders issued, orders received, and similar data on procurement status.	FE + 3 years.	
GRI075-03c	PURCHASE ORDER AND RECEIPT RECORDS	Packing slips and order acknowledgments.	AV.	
GRI075-03d	PURCHASE ORDER AND RECEIPT RECORDS	Vendor and commodity lists.	US.	
GRI075-04	W-9 FORM - REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (TIN) AND CERTIFICATION	W-9 IRS Form used to request a taxpayer identification number (TIN) for reporting information to IRS. This includes W-9 forms received by local governments from vendors.	Date account is opened or date instrument purchased + 3 years.	By regulation - 26 CFR 31.3406(h)-3(g).

SECTION 4-2: FACILITY, VEHICLE, AND EQUIPMENT MANAGEMENT RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1075-15	ACCIDENT AND DAMAGE REPORTS (PROPERTY)	Reports of accidents or damage to facilities, vehicles, or equipment if no personal injury is involved.	3 years.	Retention Note: For accident reports involving personal injury see item numbers GR1000-20 and GR1050-32.
GR1075-16	CONSTRUCTION PROJECT RECORDS			
*GR1075-16a	CONSTRUCTION PROJECT RECORDS	Records concerning the planning, design, construction, conversion, or modernization of local government-owned facilities, structures, infrastructure (i.e. electrical lines, underground water lines), and systems, including feasibility, screening, and implementation studies; topographical and soil surveys and reports; architectural and engineering drawings, elevations, profiles, blueprints, and as-built; inspection and investigative reports; laboratory test reports; environmental impact statements; construction contracts and bonds; correspondence; and similar documentation except as described in (b), (c) or (d).	LA + 10 years.	Retention Notes: a) Review before disposal; some records may merit PERMANENT retention for historical reasons. b) If a structure, facility, or system is sold or transferred to another person or entity, the local government must retain the original records relating to its construction to fulfill retention requirements. Copies of the records may be given to the person or entity to which the structure, facility, or system is sold or transferred. c) Records of the types described relating to places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1075-16b	CONSTRUCTION PROJECT RECORDS	Records of the types described in (a) relating to the construction of prefabricated storage sheds, bus shelters, parking lot kiosks, non-structural recreational facilities such as baseball diamonds and tennis courts, and similar structures and facilities.	Completion of the project + 10 years.	Retention Notes: a) Review before disposal; some records may merit PERMANENT retention for historical reasons. Records relating to construction of some of the described structures will have historical value if they are closely associated with a major structure as described in GR1075-16a. For example, records relating to the construction of gazebos, fountains, walls, or statuary located on the grounds of a county courthouse are part of the landscape of the courthouse and its grounds and should be retained PERMANENTLY. b) Records of the types described relating to places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY. c) If the construction of a structure described in GR1075-16b includes infrastructure (i.e. electrical lines, underground water lines, etc.), records of the infrastructure must be maintained Life of Asset + 10 years. Retention Note: Records of the types described relating to government-owned structures or places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY.
GR1075-16c	CONSTRUCTION PROJECT RECORDS	Records relating to construction projects described in GR1075-16a and GR1075-16b, that are transitory or of ephemeral relevance, and are not required for maintaining, modifying, and repurposing the building or structure. Records may include, but are not limited to, records of architectural and engineering draft design plans and specifications that precede the signed and sealed versions, , delivery tickets for expendable products, daily work reports, etc.	5 years	

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1075-16d	CONSTRUCTION PROJECT RECORDS	Line Locate Requests, Call Before you Dig records, or other similar records documenting requests for information regarding locations of the underground cable or utility lines.	Completion of project requiring the locate request + 2 years.	Retention Note: If damage to utility lines becomes subject to litigation, the locate records must be retained in accordance with GR1000-31 (Litigation Case Files).
GR1075-17	LOST AND STOLEN PROPERTY REPORTS		FE + 3 years.	
GR1075-18	MAINTENANCE, REPAIR, AND INSPECTION RECORDS	Records documenting the maintenance, repair, and inspection of facilities, vehicles, and equipment.		Retention Note: This record group schedules records of maintenance and repair to general-purpose vehicles, office equipment, and office facilities. For retention requirements for the maintenance and repair of specialized vehicles (e.g., police cars, fire trucks, school buses), equipment (e.g., airport runway beacons, traffic lights), or facilities (e.g., wastewater treatment plants) see other commission schedules.
GR1075-18a	MAINTENANCE, REPAIR, AND INSPECTION RECORDS	Vehicles and equipment. (1) Routine inspection records. (2) Maintenance and repair records.	1 year. Life of asset.	Retention Note: If a vehicle is salvaged as the result of an accident, the maintenance and repair records for the vehicle must be retained for date of salvage + 1 year.
GR1075-18b	MAINTENANCE, REPAIR, AND INSPECTION RECORDS	Facilities. (1) Routine cleaning, janitorial, and inspection work. (2) All other facility maintenance, repair and inspection records (including those relating to plumbing, electrical, fire suppression, and other infrastructural systems).	1 year. 5 years.	Retention Note: Records of the types described relating to government-owned structures or places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY .
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Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1075-19	SERVICE REQUESTS/WORK ORDERS	Requests or work orders for repairs and maintenance to facilities, vehicles, or equipment.	2 years.	Retention Note: If work orders serve as the only form of record documenting repairs to vehicles or equipment [see item number GR1075-18(a)] they must be retained for the life of the vehicle or equipment.
GR1075-20	USAGE REPORTS	Reports of usage of facilities, vehicles, and equipment.		
*GR1075-20a	USAGE REPORTS	Any type of usage report (e.g., mileage, fuel consumption, copies run) if such reports are the basis for allocating costs, for determining payment under rental or lease agreements, etc.	FE + 5 years for school districts; FE + 3 years for other governments.	
*GR1075-20b	USAGE REPORTS	Reservation logs or similar records relating to the use of facilities such as meeting rooms, auditoriums, etc. by the public or other governmental agencies.	2 years.	
*GR1075-20c	USAGE REPORTS	Usage reports compiled for purposes other than those noted in (a) or (b).	1 year.	
GR1075-21	VEHICLE OR EQUIPMENT ASSIGNMENT RECORDS	Assignment logs, authorizations, and similar records relating to the assignment and use of government-owned vehicles or equipment by employees.	After return or reassignment + 2 years.	
GR1075-22	VISITOR CONTROL REGISTERS	Logs, registers, or similar records documenting visitors to limited access or restricted areas.	3 years.	Retention Note: If the visitor control register is needed as part of an investigation it should be retained with the investigation case file PS4125-05.
*GR1075-23	WARRANTIES	Warranties for vehicles and equipment.	Expiration of warranty + 1 year.	
GR1075-24	VEHICLE TITLES AND REGISTRATIONS	Vehicle titles and registrations of government-owned vehicles.	L.A.	
GR1075-25	SURVEILLANCE VIDEOS	Video surveillance for, but not limited to, security of property and persons.	A.V.	Retention Note: If the surveillance video is needed as part of an investigation it should be retained with the investigation case file PS4125-05.
*GR1075-26	EQUIPMENT MANUALS	Equipment manuals, owner's manuals, instructional manuals, or other similar documentation for government owned equipment, except for equipment manuals noted elsewhere in this schedule or other schedules adopted by the commission.	L.A.	

SECTION 4-3: COMMUNICATIONS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1075-40	POSTAL AND DELIVERY SERVICE RECORDS			
GR1075-40a	POSTAL AND DELIVERY SERVICE RECORDS	Meter and permit usage records.	1 year.	
GR1075-40b	POSTAL AND DELIVERY SERVICE RECORDS	Registered, certified, insured, and special delivery mail receipts and similar records of transmittal by express or delivery companies.	1 year.	
GR1075-41	TELEPHONE LOGS OR ACTIVITY REPORTS	Registers or logs of telephone calls and fax transmissions made and similar activity reports.		
GR1075-41a	TELEPHONE LOGS OR ACTIVITY REPORTS	If the log, report, or similar record is used for cost allocation purposes.	FE + 5 years for school districts; FE + 3 years for other governments.	
GR1075-41b	TELEPHONE LOGS OR ACTIVITY REPORTS	If the log, report, or similar record is used for internal control purposes other than cost allocation.	1 year.	
*GR-H 1075-42	E-RATE RECORDS	E-Rate is the Schools and Libraries Program of the Universal Service Fund that provides discounts to schools and libraries for telecommunications and Internet access. E-Rate is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communication Commission (FCC). All records related to the application for, receipt, and delivery of discounted telecommunications and other supported services.	FE of last invoice + 10 years.	By regulation - 47 CFR 54.516. <i>Requested by HISD E-Rate Compliance Office.</i>
*GR1075-43	DIRECTORY INFORMATION	Mailing addresses, telephone or fax numbers, or email addresses, or other contact information maintained by a local government on its employees or persons it serves.	US, expired, or discontinued	Formerly listed as GR1075-41c

SECTION 4-4: WORKPLACE SAFETY RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5750-01	BLOODBORNE PATHOGEN TRAINING RECORDS	Records of training given to employees with exposure to blood borne pathogens showing the dates of training sessions, contents or summaries of the sessions, names and job titles of those who received training, and names and qualifications of instructors.	3 years.	
GR5750-02	FACILITY CHEMICAL LISTS	Copies of tier two forms containing information of hazardous chemicals present in local government facilities submitted to the fire chief of the fire department having jurisdiction over the facilities and to the Texas Department of State Health Services as required by Health and Safety Code, Section 506.006.	30 years.	By law – Health and Safety Code, Section 506.006.
GR5750-03	HAZARD COMMUNICATION PLANS	Plans describing how criteria of the Hazard Communications Act (Chapter 502, Health and Safety Code) with regard to the education and training of employees will be met.	US + 5 years.	By law - Health and Safety Code, Section 502.009(g).
GR5750-04	HAZARDOUS MATERIALS TRAINING RECORDS	Records of training given to employees in a hazard communications program showing the date of each training session, subjects covered during the session, rosters of employees who attended, and the names of instructors.	5 years.	By law - Health and Safety Code, Section 502.009(g).
GR5750-05	MATERIAL SAFETY DATA SHEETS (MSDS)	Material safety data sheets (MSDS) supplied to local government employers by manufacturers or distributors of hazardous chemicals.	AV after receipt of updated sheet or the hazardous chemical is no longer present in the local government, as applicable.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5750-06	WORKPLACE CHEMICAL LISTS	Lists of hazardous chemicals, including superseded lists, compiled and maintained by local governments in accordance with the Health and Safety Code, Section 502.005.	30 years.	By law - Health and Safety Code, Section 502.005(d). Retention Note: State law (Health and Safety Code, Section 502.005(d)) provides that if a local government is dissolved (e.g., a municipality through disincorporation), it shall send the workplace chemical lists in its possession to the director of the Texas Department of State Health Services.
*GR5750-07	DISASTER PREPAREDNESS AND RECOVERY PLANS	Disaster preparedness, continuity or operations, business continuity, or other plans used to prepare for or respond to emergencies or disasters.	US	

PART 5: INFORMATION TECHNOLOGY RECORDS

Retention Notes: (a) This part establishes retention periods for records essential to the creation, maintenance, and use of electronic records (information recorded in a form for computer processing including data, graphics, digital images, multi-media records, etc.) and records related to computer operations/technical support not covered elsewhere in this schedule. Records in this part may be maintained on whatever medium is appropriate including electronic (on-line, magnetic tape, optical disk, CD-ROM, etc.), paper, and microform.

(b) Other types of records may be maintained electronically that are listed elsewhere in this schedule, such as administrative, fiscal, personnel, and support services records, or in other specialized schedules adopted by the Texas State Library and Archives Commission, such as Local Schedule PS (Records of Public Safety Agencies), Local Schedule HR (Records of Public Health Agencies), etc. The retention period for those electronic records will be as specified under the appropriate records series item number according to the function of the information. For example, if an electronic system were used to maintain encumbrance and expenditure reports, the retention period for these electronic records would be 2 years as specified in item number 1025-04(d). Retention requirements apply to records maintained on all types of electronic systems including mainframe, minicomputer, microcomputer, local-area-network based systems, etc.

(c) Administrative rules of the Texas State Library and Archives Commission (13 TAC 7.71-7.79) require that retention procedures for electronic records with an approved retention of 10 years or more must include provisions for scheduling the disposition of the electronic records as well as related software, documentation, and indexes; and for regular recopying, reformatting, and other necessary maintenance or conversion activities to ensure the retention and stability of electronic records until the expiration of their retention periods.

(d) If automated information is copied to paper or microform to create the official record, the electronic files do not have to be maintained for the full retention period of the record. The added value of electronic files for facilitating retrieval, making queries, providing for automated audit trails, etc., should be carefully reviewed prior to destruction of the electronic files even though there is an official record in another medium.

SECTION 5-1: RECORDS OF AUTOMATED APPLICATIONS

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5800-01	AUDIT TRAIL RECORDS	Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	Until audit requirements met.	
GR5800-02	FINDING AIDS, INDEXES, AND TRACKING SYSTEMS	Automated indexes, lists, registers, and other finding aids used to provide access to the hard copy and electronic records.	Until the related hard copy or electronic records have been destroyed.	
GR5800-03	HARDWARE DOCUMENTATION	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	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.	Retention Note: If the retention period of electronic records is extended to meet requirements of an audit, litigation, Public Information Act request, etc. any hardware documentation required to retrieve and read the records must also be retained for the same period.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR5800-04	INFORMATION SYSTEM/DATABASE RECORDS	Relatively long-lived computer files, including databases, containing organized and consistent sets of complete and accurate electronic records.	Until electronic records are transferred to and made usable in a new system environment, or the files have met a retention period established in this or other commission schedule, whichever sooner.	Retention Note: a) The need to retain "snapshots" of some continuing information systems or databases should be carefully evaluated. For example, if a Geographic Information System has only current mapping information, historical versions of zoning changes would not be available even though these records have long-term legal and historical value. b) Records managers should ensure that snapshots which support records on this or other commission schedules are retained for the full retention period of the records they support.
*GR5800-05	PROCESSING RECORDS	Electronic files used to produce or modify an information system or database, including, but not limited to, work files, maintenance and test files, print files, and intermediate input/output records.	Until electronic records are transferred to and made usable in a new system environment, or the files have met a retention period established in this or other commission schedule, whichever sooner.	Retention Note: Routine or benchmark files used to test system performance and files which facilitate processing of a particular job or system run, but which do not add to, delete from, or substantially modify information in an information system or database need be retained only as long as administratively valuable.
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Record Number	Record Title	Record Description	Retention Period	Remarks
*GR5800-06	SOFTWARE PROGRAMS	Automated software applications and operating system files including job control language, etc.	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.	Retention Note: If the retention period of electronic records is extended to meet requirements of an audit, litigation, Public Information Act request, etc. any software program required to retrieve and read the records must also be retained for the same period.
*GR5800-08	TECHNICAL DOCUMENTATION	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition. Includes documentation describing how a system operates and which is necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	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.	Retention Note: If the retention period of electronic records is extended to meet requirements of an audit, litigation, open records action, etc. any technical documentation required to retrieve and read the records must also be retained for the same period.
*GR5800-09	AUTOMATED PROGRAM LISTING/SOURCE CODE	Automated program code and builds which generate the machine-language instructions used to operate software programs	Until superseded or software program no longer used, whichever sooner	
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SECTION 5-2: COMPUTER OPERATIONS AND TECHNICAL SUPPORT RECORDS

Retention Note: Not all of the following types of records will be created with all electronic systems. A local government should determine which records are needed according to the type of computer operation in use (mainframe, individual personal computers, networked personal computers, etc.). The records in this section may be maintained electronically (on-line, magnetic tape, optical disk, etc.) or on another medium such as paper or microform provided the approved retention period is met.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR5825-01	SYSTEM SECURITY RECORDS			
*GR5825-01a	SYSTEM SECURITY RECORDS	Records created for security purposes to control or monitor individual access to a system and its data, including but not limited to user account records, security login information, and password files.	US, date of expiration or date of separation + 2 years, as applicable	
*GR5825-01b	SYSTEM SECURITY RECORDS	Records used to control and monitor the security of a system and its data, including vulnerability scans, intrusion tests, malicious code detection tests, threat and risk assessments, technical security reviews, patch management logs, intrusion detection logs, firewall logs, and related records. Records documenting incidents and investigations involving unauthorized attempted entry, probes and/or attacks on information systems or networks	AV	
GR5825-02	BATCH DATA ENTRY CONTROL RECORDS	Forms and logs used to reconcile batches submitted for processing against batches received and processed.	AV after reconciliation confirmed.	
GR5825-03	CHARGEBACK RECORDS TO DATA PROCESSING SERVICES USERS	Records used to document, calculate costs, and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes.	FE + 5 for school districts; FE + 3 years for other governments.	
GR5825-04	COMPUTER JOB SCHEDULES AND REPORTS	Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.	90 days.	
*GR5825-06	DATA PROCESSING PLANNING RECORDS	Reports, studies, analyses, projections, and similar records concerning the creation, development, or modification of data processing systems and services.	5 years.	Retention Note: Review before disposal; some records of this type may merit PERMANENT retention for historical reasons.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5825-08	ELECTRONIC MEDIA LIBRARY SYSTEM RECORDS	Records used to control the location, maintenance, and disposition of media in an electronic media library except for records destruction documentation that is maintained permanently (see item number GR1000-40).	Until related records or media are destroyed or withdrawn from the library.	
*GR5825-09	DATA ENTRY DOCUMENTS	Records or forms designed and used solely for data input and control except for data entry documents noted elsewhere in this schedule or other schedules adopted by the commission.	Until all data has been entered into the system and, if required, verified.	
GR-H5825-10	NETWORK CIRCUITS INVENTORIES	Records containing information on network circuits used by the government including circuit number, vendor, type of connection, terminal series, software, contact person, and other relevant information about the circuit.	FE + 5 years or US <i>whichever later</i> .	<i>Requested by HISD IT Dept.</i>
GR-H5825-11	NETWORK IMPLEMENTATION RECORDS	Records used to implement a computer network including reports, diagrams of network, and wiring schematics.	FE + 5 years or US <i>whichever later</i> .	<i>Requested by HISD IT Dept.</i>
*GR-H5825-12	OPERATING SYSTEM AND HARDWARE CONVERSION PLANS	Records relating to the replacement of equipment or computer operating systems not included elsewhere in this schedule.	FE + 5 years after completion of conversion.	<i>Requested by HISD IT Dept.</i>
GR5825-13	OUTPUT RECORDS FOR COMPUTER PRODUCTION	Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV.	
*GR5825-14	QUALITY ASSURANCE RECORDS	Information verifying the quality of system, hardware, or software operations including 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.	Until no longer needed as an audit trail.	
GR5825-15	PROJECT RECORDS	Records created and used in the development, redesign, or modification of automated systems or applications.		Retention Note: Does not include purchasing records for computer software or hardware such as individual personal computers, which are covered in Part 4 of this schedule.
GR-H5825-15a	PROJECT RECORDS	Project management records, design documentation, feasibility studies, justifications, user requirements, etc.	FE + 5 years after completion of project.	<i>Requested by HISD IT Dept.</i>

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5825-15b	PROJECT RECORDS	Routine status reports, memos, and correspondence.	AV.	
*GR5825-16	SYSTEM ACTIVITY MONITORING RECORDS	Records or logs that monitor and report levels and patterns of individual and organizational usage of system hardware, software application, and internet resources, including but not limited to log in files, system usage files, application usage files, data entry logs, print spool logs, and records of individual computer usage. May also include levels of storage and network/bandwidth traffic and other documentation related to activities for monitoring and ensuring optimal efficiency of system resource use.	AV.	
GR5825-18	INTERNET COOKIES	Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV.	Retention Note: The disposal of Internet cookies need not be documented through destruction authorizations (GR1000-40(b)), but governments should establish procedures governing disposal of these records as part of its records management plan (GR1000-40(d)).
GR5825-19	HISTORY FILES – WEB SITES	A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of a user's progress.	AV.	Retention Note: The disposal of Internet history files need not be documented through destruction authorizations (GR1000-40(b)), but governments should establish procedures governing disposal of these records as part of its records management plan (GR1000-40(d)).
GR5825-20	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS		LA + 3 years.	
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ADDENDUM D

Policy BB Regulation

Houston ISD
101912

BOARD MEMBERS

BB
(REGULATION)

BOARD SERVICES
OFFICE

1. In addition to the assigned responsibilities related to the function and duties of the Houston Independent School District (HISD) Board of Education as a governing body, the manager, Board Services, with support staff members will provide the following personal assistance and services to Board members in the conduct of business directly related to their responsibilities as officials of the Board.

SCHEDULES

- a. Board Services staff members schedule routine meetings (i.e., Board meetings, agenda review, workshops, hearings, special meetings, etc.); make logistical arrangements for out-of-town Board member travel to conferences (i.e., registration, airline bookings, car rental, and hotel reservations); respond to invitations; and maintain a master calendar of Board member activities. Additionally, individual Trustee district meetings are scheduled on a regular basis, as requested. Fall open house schedules, spring graduation schedules, and the annual Board awards schedules are also provided to Board members. The Board president, with the assistance of the Board Services manager, schedules retreats and other special meetings.

BOARD REFERRALS

- b. A Board referral is any verbal or written communication received from a Board member requesting information or resolution of an issue. Referrals may be the result of questions or concerns from parents, employees, and community members and may include complaints, grievances, or dissatisfaction with the District, its services, practices, programs, or employees. The manager, Board Services, assigns the referral to the appropriate direct report to the Superintendent. The direct report to the Superintendent must forward a written response to the manager, Board Services, or designee via hard copy or electronic mail within five working days of receipt of the referral. See Reference (h). The manager, Board Services, provides Board members with a weekly report concerning the status of referrals. See Reference (g).

CONSTITUENT
CONCERNS

- c. To effectively serve the community, Board Services serves as a liaison between Board members and their constituents. The community liaison staff member is responsible for bringing written and verbal concerns to the attention of Board members via an established referral process. See Reference (g). The referral process ensures that constituent concerns are reviewed and responded to accordingly. A written status report on all constituent concerns is distributed to Board members on a weekly basis.

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BOARD MEMBERS

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|---------------------------------------|---|
| CALENDAR | d. Board Services maintains and provides a calendar of Board workshops and meetings that is distributed to the Board and senior administrative staff members. Also provided is a weekly calendar of District and community events that Board members will be attending. See Reference (e). |
| WRITING SERVICES | e. The Board Services staff writer provides professional writing services to support Board members in their duties. Writing assignments include: speech-writing, Board greetings, Board commendations, position papers, editorial articles, contest entries, brochures, preparing Power Point presentations, and general business correspondence. Additionally, Board Services maintains an active Board of Education Web site at www.houstonisd.org (Department locator, Board Services). |
| TRUSTEE ELECTIONS | f. The Board consists of nine members elected from single-member districts who serve for a period of four years. Elections are held every two years. Board Services provides candidates with information and documents necessary to run a campaign. Board Services also collects filing fees, reminds candidates of report due dates, publishes Notice of School Trustee Election(s) in local newspapers, and assists Governmental Relations with coordinating the election process with city and county officials. Every candidate and office holder is required to file semiannual reports of contributions and expenditures by January 15 and July 15 of each year. Candidates and office holders must file semiannual reports, even if there is no activity to report during the period covered. See References (a), (b), (c), and (d). |
| MEETING MINUTES | g. Minutes are prepared by the meeting coordinator for all regular meetings, special meetings, hearings, and workshops. Copies of the minutes are maintained in Board Services and are available to the public upon request. |
| SECRETARIAL ASSISTANCE | h. Board Services provides secretarial assistance for individual Board members and assists with correspondence and other administrative tasks. |
| OFFICE SUPPLIES | i. Board Services provides personally identifiable stationery and necessary office supplies for each Board member. |
| PRINTING, MAILING, AND GRAPHIC DESIGN | j. Board Services provides printing, mailing and graphic design assistance through HISD Printing Services, HISD Design Department, and the District Post Office through a |

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BOARD MEMBERS

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	fee-for-service plan to facilitate the distribution of information to constituents. See Reference (f).
TRAVEL ARRANGEMENTS	k. Board Services facilitates travel arrangements for out-of-district events. Travel arrangements include booking airline reservations, reserving hotel accommodations, car rental, and etc. In addition, Board Services arranges for transportation to and from the airport, if needed, and transportation for in-district events in an emergency or unusual circumstance.
ACCOMMODATIONS	l. Board Services provides refreshments for lengthy Board meetings and food when meetings extend beyond the meal hour. Additionally, receptions are planned for outgoing Board members and/or incoming newly elected Board members.
CONTINUING EDUCATION AND TRAINING	m. Board members are required, by policy, to obtain a certain amount of continuing education requirements annually. The meeting coordinator retains course credit receipts and provides a summary update twice per year to all Board members indicating whether or not they have met their annual education requirements.
OTHER SERVICES	n. Board Services will provide any other service that is practicable and falls within the purview of the laws governing expenditures.
CONSULTATION	2. This regulation does not require consultation.
MAINTENANCE RESPONSIBILITY	3. The chief of staff is responsible for maintenance of this regulation.

REFERENCES:

- (a) Board Policy BBB(LEGAL)
- (b) Board Policy BBB(LOCAL)
- (c) Board Policy BBFA(LOCAL)
- (d) Board Policy BBG(LOCAL)
- (e) BBA1(REGULATION)
- (f) BBG1(REGULATION)
- (g) BBE2(REGULATION)
- (h) BED1(REGULATION)

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ADDENDUM E

Communications Scripts

1. Recommended Script 1

*For Asking for the Appointment to Meet Legislator for the First Time
(Ask for the person directly; sometimes you'll get through.)*

"Good morning/afternoon, can I speak to <Legislator>?"

If you get to talk to the Legislator directly...

"Hi, <Legislator>, this is <Your Name>, Houston ISD Board Trustee. I would love to have an opportunity to meet with you face-to-face and quickly go over our Legislative Agenda. Is there a good time for us to get together? I will be in your area on <this date> or <this date>. Do either of those dates work for you? Great! What time on that date are you available?"

*"Finally, please consider me a source if you have any questions or want to know any thoughts about how a bill or piece of legislation will affect the School District. I will seek out and provide any data or feedback that you need. I can be reached at <Your Cell Phone Number>. *pause* Thank you so much for taking my call. I look forward to our meeting."*

If they are not available, then say...

"Not a problem, <Staff Member>, can I leave a message with you, then? Excellent! The purpose of my call is to put 10-15 minutes on his/her schedule in the future.

**pause* My name is <Your Name>, Houston ISD Board Trustee. I would love to have an opportunity to meet with <Legislator> face-to-face and quickly go over our Legislative Agenda. Is there a good time for us to get together? I will be in your area on <this date> or <this date>. Do either of those dates work for <Legislator>? Great! What time on that date is <Legislator> available?"*

"Finally, please consider me a source if you have any questions or want to know any thoughts about how a bill or piece of legislation will affect the School District. I will seek out and provide any data or feedback that you need. I can be reached at <Your Cell Phone Number>.

**pause* Thank you so much for taking my call. I look forward to connecting with <Legislator> in the future."*

Thoughts on 2nd and Subsequent Calls

Invite them to the next School District function of interest. Whether it be them or their Staff Member, invite them to football games, school visits, anything. Always thank them for taking your call, attending the School District event, etc. Always invite them to another School District function. Ask them personal questions, such as:

Where did you go to high school? What was your favorite part about school? What information do you want me to pass back to the Board? What are you communicating lately to your constituents that you want me to share with the School District? What legislation is coming that may be of interest to the School District?

2. Recommended Email Script For Asking for the Appointment to Meet Legislator for the First Time

This is very similar to the phone script and should not be a substitute, but could be an additional reminder. You should ALWAYS start with a phone call, followed by an email. Otherwise, emails tend to get lost.

Dear Legislator,

It was a pleasure talking with <Staff Member> on <the date you spoke with Staff Member>. This is just a quick follow up from that call.

My purpose was threefold:

- 1) To see if there was a time on <this date> or <this date> to get on your schedule for 10 or 15 minutes to update you on the Houston ISD Legislative Agenda*
- 2) Invite you out to <Name of School District Event> on <Date of School District Event>. There's going to be close to <Number> students (and/or families, whichever is more applicable) in attendance*
- 3) Give you my cell phone number and email address, should you need the School District to provide you with any facts, findings or data to help you in crafting or voting on bills*

I look forward to talking and meeting with you in the very near future. And hey, feel free to call me at <Your Cell Phone Number>. Thanks for all you do for the students of Houston ISD.

Cordially,

*Your Name
Houston ISD Board Trustee*

3. Recommended Agenda For First Meeting (with Legislator or Staff Member)

Should you get an appointment, take it very seriously. Be conscious of their time and realize it is in flux and that the appointment may shift or even be canceled at the last minute.

“Thank you so much for meeting with me/us today. I am...”

“I/We know your time is precious. Do you mind if I share our Legislative Agenda with you? I will also leave a few copies with you. I am not going to read this to you, but there is one item on the Legislative Agenda that I do want to point out...”

“What can the School District do to help you?”

“What issues are you running across that may be of interest to the School District?”

“Finally, I/we would love to invite you or your staff to X.”

As you leave, *“I/We want to develop an ongoing relationship with you, so feel free to reach out to me/us for any reason.”* Leave card(s).

ADDENDUM F

HISD Policy BBF Local- Board Member Ethics

Houston ISD
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BOARD MEMBERS
ETHICS

BBF
(LOCAL)

CODE OF ETHICS

As a member of the Board, I shall promote the best interests of the District as a whole, and, to that end, I shall adhere to the following educational and ethical standards:

1. I shall be fair, just, and impartial in all my decisions and actions.
2. I shall avoid the appearance of conflict of interest and the appearance of impropriety. [See CAA(LOCAL)]
3. I shall be accountable to the public by representing District policies, programs, priorities, and progress accurately.
4. I shall base my actions around the foundation of the District's legal and ethical policies and procedures, including bringing about desired changes through legal and ethical means, consistently upholding and enforcing all laws, State Board of Education rules, and court orders pertaining to schools and the District.
5. I shall make decisions in terms of what is best for the educational welfare of all students in the District, regardless of an individual's age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression.
6. I shall recognize that decisions must be made by the Board as a whole and make no personal promise or take private action that may compromise the Board, the District, my performance, or my responsibilities.
7. I shall focus my attention on fulfilling the Board's responsibilities of policy making, goal setting, planning, and evaluation, and shall insist on regular and impartial evaluation of all staff members.
8. I shall support and protect school personnel in the proper performance of their duties who are acting in accordance with federal, state and local laws, Board policy, or other applicable criteria.
9. I shall hold confidential all matters that, if disclosed, may needlessly injure the District, individuals, or the schools, and respect the confidentiality of information that is privileged under applicable law.
10. I shall diligently prepare for and attend all regularly scheduled Board meetings insofar as possible and shall ensure I be-

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LDU 2012.12
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BOARD MEMBERS
ETHICS

BBF
(LOCAL)

come informed concerning the issues to be considered at those meetings.

11. I shall avoid personal involvement in activities the Board has delegated to the Superintendent.
12. I shall endeavor to make decisions only after full discussion at publicly held Board meetings, rendering all decisions based on the available facts rather than supposition, opinion, or public favor. I shall share my views while working for consensus.
13. I shall refuse to surrender my judgment to individuals or special groups.
14. I shall encourage the free expression of opinion by all Board members and shall be responsive to the community by seeking its involvement in District affairs and by communicating the priorities and concerns of students, staff members, parents, teachers, and all elements of the community.
15. I shall truthfully communicate to Board members and the Superintendent, at appropriate times, expressions of public reaction to Board policies and school programs.
16. I shall seek continuing education that will enhance my ability to fulfill my duties effectively; including becoming informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school board associations.
17. I shall refrain from using my Board position for personal or partisan gain.
18. As a Board member, I shall remember always that I must remain focused on the educational welfare of all the students attending the public schools, and the prudent and accountable use of District resources.

Board member agreement to the standards herein shall be documented and agreed upon by his or her signing of BBF(EXHIBIT).

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ADDENDUM G

Board Agenda Calendar



Agenda Preparation: Significant Dates For Board

2020–2021

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5	1 2 3	1 2 3 4 5 6 7
2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10	8 9 10 11 12 13 14
9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17	15 16 17 18 19 20 21
16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24	22 23 24 25 26 27 28
23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31	29 30
30 31			
DECEMBER	JANUARY	FEBRUARY	MARCH
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2	1 2 3 4 5 6	1 2 3 4 5 6
6 7 8 9 10 11 12	3 4 5 6 7 8 9	7 8 9 10 11 12 13	7 8 9 10 11 12 13
13 14 15 16 17 18 19	10 11 12 13 14 15 16	14 15 16 17 18 19 20	14 15 16 17 18 19 20
20 21 22 23 24 25 26	17 18 19 20 21 22 23	21 22 23 24 25 26 27	21 22 23 24 25 26 27
27 28 29 30 31	24 25 26 27 28 29 30	28	28 29 30 31
	31		
APRIL	MAY	JUNE	JULY
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1	1 2 3 4 5	1 2 3
4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10
11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17
18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24
25 26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31
	30 31		

Agenda Emailed Hard Copies Questions Due Answers Due Agenda Rev./Add'l Q's
Requests to Remove from Consent Agenda Revised Q&A Regular Meeting Offices Closed

Agenda PDF	Paper Agenda	Trustee Questions To Chief Of Staff	Answers Sent To Board/Q&A Posted On Line	Agenda Review/ Add'l Questions	Remove From Consent Agenda	Revised Q&A To Board & Posted On Line	Board Meeting
PDF emailed to board by 5:00 p.m.	Hard copies ready for pickup or delivery	5:00 p.m.	5:00 p.m.	Additional questions to CoS by end of meeting	Requests to CoS Fri. 9:00 a.m. – Mon. noon	12:00 p.m.	5:00 p.m.
7/28/20	7/30/20	7/31/20	8/5/20	8/6/20	8/7/20	8/10/20	8/13/20
8/25/20	8/27/20	8/28/20	9/2/20	9/3/20	9/4/20	9/8/20	9/10/20
9/22/20	9/24/20	9/25/20	9/30/20	10/1/20	10/2/20	10/5/20	10/8/20
10/27/20	10/29/20	10/30/20	11/4/20	11/5/20	11/6/20	11/9/20	11/12/20
11/17/20	11/19/20	11/20/20	12/2/20	12/3/20	12/4/20	12/7/20	12/10/20
12/15/20	12/17/20	12/18/20	1/6/21	1/7/21	1/8/21	1/11/21	1/14/21
1/26/21	1/28/21	1/29/21	2/3/21	2/4/21	2/5/21	2/8/21	2/11/21
2/23/21	2/25/21	2/26/21	3/3/21	3/4/21	3/5/21	3/8/21	3/11/21
3/23/21	3/25/21	3/26/21	3/31/21	4/1/21	4/5/21	4/6/21	4/8/21
4/27/21	4/29/21	4/30/21	5/5/21	5/6/21	5/7/21	5/10/21	5/13/21
5/25/21	5/27/21	5/28/21	6/2/21	6/3/21	6/4/21	6/7/21	6/10/21
7/27/21	7/29/21	7/30/21	8/4/21	8/5/21	8/6/21	8/9/21	8/12/21

Issued June 23, 2020

ADDENDUM H

Sample Monitoring Calendar and Monitoring Report

School Board Monitoring Calendar			
Month	Goal / Progress Measure	Evaluations / Other Business	Trainings
August	Goal 3: Progress Measure 3.1	Board Quarterly Evaluation	
September	Goal 1: Progress Measure 1.1 Goal 2: Progress Measure 2.1	Summative Superintendent Evaluation TAPR Report	
October	Goal 1: Progress Measure 1.2		Digital Safety & Security
November	Goal 2: Progress Measure 2.2	Board Quarterly Evaluation	
December	Goal 3: Progress Measure 3.2		
January	Goal 1: Progress Measure 1.1 & 1.2 Goal 3: Progress Measure 3.2		
February	Goal 2: Progress Measure 2.1 & 2.2	Board Quarterly Evaluation	
March		Mid-year Superintendent Evaluation	
April	Goal 3: Progress Measure 3.2		
May	Goal 1: Progress Measure 1.1 & 1.2	Board Quarterly Evaluation	
June	Goal 2: Progress Measure 2.1 & 2.2 Goal 3: Progress Measure 3.3	Budget Adoption Tax Rate Hearing	Human Trafficking / Child Abuse
July			EISO / Teambuilding

Board Progress Monitoring Report

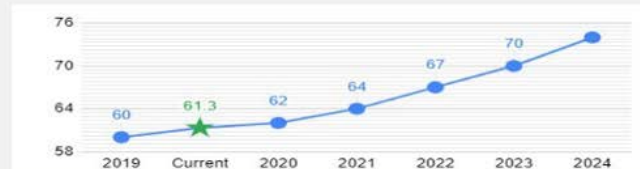
Goal 1: The score of 3rd grade students that score meets grade level or above on STAAR Reading will increase from 43% to 55% by June 2024.

Overall Goal Evaluation:

On Track

Goal Progress Measure 1.2: The percent of K students that score on “on track” on TX-KEA will increase from 54% to 68% by June 2024.

This section describes the current status of the progress measure providing graphable data in comparison to the yearly targets and a break down of data showing the progress of each student group represented in the closing the gaps domain.



Board Outcome Goal 2: Closing the Gaps Student Groups Yearly Targets

	African American	Hispanic	White	American Indian	Asian	Pacific Islander	Two or More Races	Special Ed	Eco. Disadv.	Special Ed (Former)	EL	Cont. Enrolled	Non-Cont. Enrolled
2020	xx%	xx%	xx%	xx%	xx%	xx%	xx%	xx%	xx%	xx%	xx%	xx%	xx%
Current	xx%	xx%	xx%	xx%	xx%	xx%	xx%	xx%	xx%	xx%	xx%	xx%	xx%

ADDENDUM I

Board Member Training

The following continuing education requirements are defined in SBOE rule Texas Administrative Code (TAC) §61.1 and Texas Government Code sections 551.005 and 552.012.

TYPE OF CONTINUING EDUCATION	FIRST YEAR BOARD MEMBERS	EXPERIENCED BOARD MEMBERS	PROVIDER
Local District Orientation	3 hours within first 120 days	Not required	Local District
Orientation to the Texas Education Code	3 hours within first 120 days	Not required	Education Service Center
Update to the Texas Education Code	Not required	Of sufficient length to address major changes	Any registered provider
Evaluating & Improving Student Outcomes	3 hours	Every 2 years	Any authorized provider, including LSG Coaches
Team-building Session and Assessment of Continuing Education Needs of the Board-Superintendent Team	3 hours	3 hours annually	Any registered provider
Additional Continuing Education, based on assessed need and Framework for School Board Development	10 hours	5 hours annually	Any registered provider
Open Meetings Training	1 hour within first 90 days		Attorney General's Office or other approved provider
Public Information Act Training	Check local district policy for board requirements		

From TEA's website at https://tea.texas.gov/Texas_Schools/School_Boards/School_Board_Member_Training, visited on January 28, 2020.

Board Training Requirements

	Tier 1 Orientation/ Updates	Tier 2 Teambuilding	Tier 3 Additional, based on assessed needs	Tier 4* Student Achievement
New	Local Orientation Orientation to the Texas Education Code	3 hours each year	10 hours first year Open Meetings** Public Information**	3 hours every two years
Experienced	Legislative Update After legislative session		5 hours each year	3 hours every two years



* Added in 2018

** OMA and PIA training is required of all elected officials and is not specific to SBOE training rules for school board members.

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Houston ISD
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BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LEGAL)

	Board members serve without compensation. <i>Education Code 11.061(d)</i>
MEMBERS' EXPENSES	Local funds and state funds not designated for a specific purpose may be used for purposes necessary in the conduct of the public schools determined by the board. Reimbursement of travel expenses for school board members is not illegal if the reimbursement is determined to be necessary in the conduct of the school and to serve a proper public purpose. <i>Education Code 45.105(c); Atty. Gen. Op. H-133 (1973)</i>
NONMEMBERS' EXPENSES	A board may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the board when they accompany board members to board-related activities. <i>Atty. Gen. Op. MW-93 (1979)</i>
TRAVEL SERVICES	An officer of a school district who is engaged in official business may participate in the comptroller's contract for travel services. <i>Gov't Code 2171.055(f); 34 TAC 20.406(b)(2)(F)</i>

Note: For guidance regarding board member expense reimbursement and income tax issues, see the *TEA Financial Accountability System Resource Guide*, Section 1.9.2.2 Employee/Board Member Travel and Business Expenses.

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BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LOCAL)

BOARD TRAVEL

Education-related meetings, functions, and activities of, or sponsored by, the following entities are approved for travel at the expense of the District:

1. National School Board Association
2. Texas Association of School Boards
3. National Organization for Legal Problems of Education
4. International Baccalaureate of North America
5. American Personnel and Guidance Association
6. Houston ISD
7. Council of Great City Schools
8. Texas Business Education Coalition
9. Congressional Black Caucus
10. National Alliance of Black School Educators
11. Legislature-related activities in Austin
12. Texas Alliance of Black School Educators
13. International Reading Association
14. Association for Supervision and Curriculum Development
15. American Association of School Administrators
16. National Association of Bilingual Educators
17. Texas Association of Bilingual Educators
18. Texas Computer Education Association
19. American Association of School Personnel Administrators
20. Council for Exceptional Children
21. National Association of Latino Elected Officials
22. National Coalition of Essential Schools
23. Council of Urban Boards of Education (CUBE)
24. National Organization of Black School Board Members
25. Texas Association of Partners in Education
26. Congressional Hispanic Caucus

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BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
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Other travel may be approved by the President of the Board. The Vice-President shall be responsible for approving other travel requested by the President. The Board shall have final responsibility in determining compliance with this policy.

EXPENSE
REIMBURSEMENT

Travel for the Board of Education shall adhere to the following guidelines:

1. Annually, a travel budget for the Board shall be established as part of the budget planning process and shall be budgeted in the General Fund as part of the Board Services Board Trustee travel account.
2. The Board travel budget established as part of the budget planning process shall be divided equally among the Board. The travel allocation for each Board Trustee shall reimburse all out-of-District travel expenditures, including airfare, registration fees, mileage reimbursement, car rental, hotel charges, meal reimbursement, telephone calls, and airport parking. For all travel taken, Board Trustees shall file a travel statement with receipts accounting for travel amounts actually expended. The travel allocation may be also used for in-District travel expenditures.
3. All costs due to cancellation of trips, which cannot be refunded, or additional costs associated with the change of travel arrangements shall be charged to the Board Trustee unless deemed an emergency by the Board President.
4. The following travel costs shall be budgeted separately and shall not be allocated against the Board's annual travel allocation:
 - a. Travel costs incurred on trips for state and federal legislative matters;
 - b. Meetings with TEA;
 - c. Travel costs incurred in representing the District as the Board-appointed delegate representative to TASB; and
 - d. Other designated representation approved by the Board President.
5. Travel accounts shall be maintained by the Chief Financial Officer who will submit quarterly travel reports to the Board.
6. Unused funds at the end of the fiscal year shall revert to the District's General Fund undesignated fund balance. Expenses exceeding an individual Trustee's share of the travel budget shall be borne by that Trustee individually.

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LDU-40-05
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BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LOCAL)

ACCOMMODATIONS

The Board President shall have the use of a national credit card for expenses incurred in accordance with this policy.

The District shall furnish the Board a place to hold regular and special meetings. The Board shall determine the seating arrangements, times, dates, and structure of the meetings at the first regular meeting in January of each year.

Each Trustee shall be furnished with a desk, telephone, and a gathering place to meet with others, as well as a parking space at the Central Administration Office.

The Supervisor of the Board Services Office shall report directly to the Board through the Board President on all assigned responsibilities and duties related to the functions of the Board as a governmental body.

The Supervisor of the Board Services Office shall provide reasonable personal assistance and services to Board members in the conduct of business directly related to their responsibilities and obligations as District officials. In all matters related to administrative functions, the Supervisor of the Board Services Office shall report to the Superintendent's designee.

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BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(REGULATION)

The following regulations are provided at this code:

- [BBG1\(REGULATION\):](#) Guidelines and Procedures Regarding Board of Education Member Printing, Graphic Design, and Mailing Services
- [BBG2\(REGULATION\):](#) Guidelines Regarding the Board of Trustees Travel
- [BBG3\(REGULATION\):](#) Description of Equipment and Facilities Provided to the Houston Independent School District Board of Education

DATE ISSUED: 12/14/2009
LDU 2009.09
BBG(REGULATION)-X

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ADDENDUM J

New Board Member Training

Houston ISD
101912

BOARD MEMBERS
TRAINING AND ORIENTATION

BBD
(LOCAL)

**Public Information
Coordinator**

The Superintendent or designee shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012. [See GBAA]

Team Building

The entire Board, including all Board members, must participate with the Superintendent in team-building sessions as follows:

- Annually in January, or no later than the second regular Board meeting of the calendar year;
- Within 30 days of any change in Board membership or hiring a new Superintendent; and
- At any time determined by the Board.

The annual January team-building session must be:

1. Facilitated by a regional education service center or any registered provider; and
2. At least three hours in length, as provided by state law. [See BBD (LEGAL)]

The Board shall annually assess the need for additional team-building sessions at the first team-building session of the calendar year and prepare a calendar of sessions based on this assessment.

**Reporting
Continuing
Education Credit**

The Board President shall announce the status of each Board member's continuing education credit. The announcement shall be made annually at the last regular Board meeting before the District's uniform election date, whether or not an election is held. The announcement shall be reflected in the meeting minutes and, when necessary, posted on the District's website in accordance with law.

Effective Date

This policy shall be effective as of the adoption date.

DATE ISSUED: 5/6/2019
LDU 2019.01
BBD(LOCAL)-X

ADOPTED:

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BOARD MEMBERS
TRAINING AND ORIENTATION

BBD
(LEGAL)

**Open Meetings Act
Training**

Not later than the 90th day after taking the oath of office, each board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the board and its members under Government Code Chapter 551 (Texas Open Meetings Act).

The attorney general may provide the training and may also approve other acceptable sources of training.

The board shall maintain and make available for public inspection the record of its members' completion of the training. The failure of one or more members of the board to complete the training does not affect the validity of an action taken by the board.

Gov't Code 551.005

**Public Information
Act Training**

Not later than the 90th day after taking the oath of office, each board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the board and its officers and employees under Government Code Chapter 552 (Public Information Act). A board member may designate a public information coordinator to satisfy the training for the board member if the public information coordinator is primarily responsible for administering the responsibilities of the board member or board under the Public Information Act. [See GBAA regarding public information coordinator training] *Gov't Code 552.012*

**SBOE-Required
Training**

A trustee must complete any training required by the State Board of Education (SBOE). *Education Code 11.159*

The continuing education required under Education Code 11.159 applies to each member of the board and consists of orientation sessions, an annual team-building session with the board and the superintendent, and specified hours of continuing education based on identified needs. To the extent possible, an entire board shall participate in continuing education programs together. *19 TAC 61.1(b), (i)*

The SBOE's framework for governance leadership [see BBD(EXHIBIT)] shall be distributed annually by the board president to all current board members and the superintendent. *19 TAC 61.1(a)*

No continuing education shall take place during a board meeting unless that meeting is called for the delivery of board member continuing education. Continuing education may take place before or after a legally called board meeting in accordance with Government Code 551.001(4) (definition of "meeting"). *19 TAC 61.1(c)*

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BOARD MEMBERS
TRAINING AND ORIENTATION

BBD
(LEGAL)

Annually, the SBOE shall commend those board-superintendent teams that receive at least eight hours of continuing education in the continuing education specified at Team Building and Annual Continuing Education below as an entire board-superintendent team.

Annually, the SBOE shall commend those board-superintendent teams that effectively implement the commissioner of education's trustee improvement and evaluation tool developed under Education Code 11.182 or any other tool approved by the commissioner.

19 TAC 61.1(k), (l)

Reporting

At the last regular board meeting before an election of trustees, the board president shall announce the name of each board member who has completed the required continuing education, who has exceeded the required hours of continuing education, and who is deficient in meeting the required continuing education as of the anniversary of the date of each board member's election or appointment to the board. The announcement shall state that completing the required continuing education is a basic obligation and expectation of any board member under SBOE rule. The minutes of the last regular board meeting held before an election of trustees must reflect whether each trustee has met or is deficient in meeting the training required for the trustee as of the first anniversary of the date of the trustee's election or appointment. The president shall cause the minutes to reflect the announcement and, if the minutes reflect that a trustee is deficient in training as of the anniversary of his or her joining the board, the district shall post the minutes on the district's Internet website within ten business days of the meeting and maintain the posting until the trustee meets the requirements. *19 TAC 61.1(j); Education Code 11.159(b)*

Orientation

Local District Orientation

Each new board member shall participate in a local district orientation session within one year before or 120 days after the board member's election or appointment. The purpose of this orientation is to familiarize new board members with local board policies and procedures and district goals and priorities. The orientation shall be at least three hours in length for each new board member and, in addition to topics chosen by the district, shall address local district practices in curriculum and instruction, business and finance operations, district operations, superintendent evaluation, and board member roles and responsibilities.

Any sitting board member may attend or participate in the local district orientation.

19 TAC 61.1(b)(1)(A)

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TRAINING AND ORIENTATION

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(LEGAL)

<i>Education Code Orientation</i>	A sitting board member shall receive a basic orientation to the Education Code and relevant legal obligations. The orientation shall have special but not exclusive emphasis on statutory provisions related to governing Texas school districts. The orientation shall be delivered by regional education service centers and shall be no less than three hours in length. Topics shall include Chapter 26 (Parental Rights and Responsibilities) and Education Code 28.004 (Local School Health Advisory Council and Health Education Instruction).
New Members	A newly elected or appointed board member shall receive the Education Code orientation within the first 120 days of service.
Current Members	The Education Code orientation shall be open to any sitting board member who chooses to attend. <i>19 TAC 61.1 (b)(1)(B)</i>
Legislative Updates	After each session of the Texas Legislature, each board member shall receive an update to the basic orientation to the Education Code from a regional education service center or any registered provider. A board member who has attended a basic orientation session given by a service center that incorporates the most recent legislative changes is not required to attend an update. <i>19 TAC 61.1(b)(1)(C)</i>
Team Building	Annually, the entire board, including all board members, shall participate with their superintendent in a team-building session facilitated by a regional education service center or any registered provider. The team-building session shall be at least three hours in length. The purpose of the team-building session is to enhance the effectiveness of the board-superintendent team and to assess the continuing education needs of the board-superintendent team. The session shall include a review of the roles, rights, and responsibilities of the board as outlined in the framework for governance leadership. The assessment of needs shall be based on the framework for governance leadership [see BBD(EXHIBIT)] and shall be used to plan continuing education activities for the governance leadership team for the year. <i>19 TAC 61.1(b)(2)</i>
Annual Continuing Education	In addition to the continuing education requirements at Orientation and Team Building above, each board member shall receive additional continuing education on an annual basis in fulfillment of assessed needs and based on the framework for governance leadership. [See BBD(EXHIBIT)] The continuing education may be

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BOARD MEMBERS
TRAINING AND ORIENTATION

BBD
(LEGAL)

provided by a regional education service center or other registered provider. *19 TAC 61.1(b)(3)*

At least 50 percent of the continuing education shall be designed and delivered by persons not employed or affiliated with a board member's school district. No more than one hour of the required continuing education that is delivered by the district may use self-instructional materials. *19 TAC 61.1(h)*

First Year

In the first year of service, a board member shall receive at least ten hours of continuing education in fulfillment of assessed needs. Up to five of the required ten hours may be fulfilled through online instruction, provided the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor. *19 TAC 61.1(b)(3)(A)*

Subsequent Years

After the first year of service, a board member shall receive at least five hours of continuing education annually in fulfillment of assessed needs. A board member may fulfill the five hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor. *19 TAC 61.1(b)(3)(B)*

Board President

A board president shall receive continuing education related to leadership duties of the board president as some portion of the annual requirement. *19 TAC 61.1(b)(3)(C)*

Evaluating Student
Academic
Performance

Each board member shall complete continuing education every two years on evaluating student academic performance.

The purpose of the training is to provide research-based information to board members that is designed to support the oversight role of the board of trustees outlined in Education Code 11.1515. [See BAA]

19 TAC 61.1(b)(4)

*Authorized
Provider*

A trustee or candidate may complete the training at a regional education service center or through another authorized provider. *Education Code 11.159(d)*

An authorized provider for training on evaluating student academic performance is a provider who is registered pursuant to 19 Administrative Code 61.1(f) and has demonstrated proficiency in the content required [see Contents, below]. *19 TAC 61.1(b)(4)(C)*

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Houston ISD
101912

BOARD MEMBERS
TRAINING AND ORIENTATION

BBD
(LEGAL)

*Time for
Completion*

A candidate may complete the training up to one year before the candidate is elected.

If a newly elected or appointed board member did not complete this training in the year preceding the member's election, the member must complete the training within 120 days after election or appointment.

A returning board member shall complete the training by the second anniversary of the completion of the trustee's previous training.

Contents

The training on evaluating student academic performance shall be at least three hours in length and include, at a minimum, the following:

1. Instruction in school board behaviors correlated to improved student outcomes with emphasis on inputs, outcomes, and collaborative student outcome goal setting;
2. Instruction in progress monitoring to improve student outcomes with emphasis on progress monitoring practices, formative assessments, interim assessments, and summative assessments; and
3. Instruction in state accountability with emphasis on the Texas Essential Knowledge and Skills, state assessment instruments administered under the Education Code Chapter 39, and the state accountability rating system.

If the training is attended by an entire board and its superintendent, includes a review of local school district data on student achievement, and otherwise meets the requirements described at Team Building above, the training may serve to meet a board member's obligation to receive training described at Team Building and at Evaluating Student Academic Performance, above, as long as the training complies with the Texas Open Meetings Act.

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New Board Member Orientation

1. The Superintendent will meet with each new board member or groups of board members, less than a quorum, as soon as practical after joining the Board. The Superintendent will review the on-boarding process that has been developed in accordance and alignment with board goals and the strategic priorities.
2. The purpose of the onboarding process is to orient each new trustee to the core departments and initiatives of our district, to provide relevant district context to inform trustee work as stewards for Houston ISD and to develop a greater understanding of the scope of the district's current work and the Superintendent's supervisory responsibilities.
 - a. Topics included in the On-Boarding process are:
Academics (Curriculum and Instruction, Special Populations, Digital Learning, Teacher and Administrator Appraisals and Professional Development),
Strategy and Innovation, Finance,
Human Resources, Business Operations,
Technology and Legal Services.
 - b. The Superintendent will arrange for new board members to meet with her/him and key staff members to engage in the on-boarding process.