

<b>LOCAL GOVERNMENT RECORDS CONTROL SCHEDULE</b> Pursuant to Local Government Code § 203.041 Texas State Library and Archives Commission SLR 500 (2/93)		Government: <b>CITY OF AUSTIN</b>				
		Department: <b>Mayor and Council</b>		Division/Office:		
		Address: P.O. Box 1088	City: Austin, Texas	Zip: 78767	Telephone: 974-9045	
<input type="checkbox"/> Original Filing <input type="checkbox"/> Amended Filing		Date: 7/3/08	Page: 1 of 3	Records Management Officer Shirley A. Gentry, City Clerk		
TSL RECORD SERIES NUMBER	COA RECORD SERIES NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD			CUSTODIAL AND DISPOSITION INSTRUCTIONS
			Office	Records Center	Total	

GR1025-26	FIN01-40A	<b>Accounts Payable And Disbursement Records</b>  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 + 3 years		FE + 3 years	Archival Review
GR1000-03(g)	GAR25-05C	<b>Agenda and Backup Austin City Council Meetings</b>  <b>Convenience copies</b>  Austin City Council meeting agenda and supporting documentation for the meetings. Including correspondence and reports.	AV		AV	AV = Until administrative value expires.  Custodian is the Office of the City Clerk
	GAR01-05A	<b>Calendars, Appointment and Itinerary Records</b>  Calendars, appointment books and scheduling or itinerary records, purchased with City funds or maintained by staff during business hours that document appointments, itineraries and other activities of City employees.	CE + 1 year		CE + 1 year	Custodian is the creating department.  CE = Calendar year end.  AR: Calendars, appointment and itinerary records of elected officials, executive staff and department directors may require archival review and should be reviewed by the Austin History Center prior to their destruction.

AC= After closed, terminated, expired or settled; CE= End of Calendar Year; FE= End of fiscal year; LA= Life of asset; PM= Permanent; AV= Until administrative value ends; US= Until superseded; AR= Archival review before disposal; ER= Essential/Vital Record; CFR= Code of Federal Regulations; TAC: Texas Administrative Code.

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	GAR03-05A	<p><b>City Council Project Files</b></p> <p>Files related to land use, development, zoning, capital improvements, economic development, related ordinances or other issues before the Council. Includes constituency correspondence related to projects or ordinance.</p>	AC + 2 years		AC + 2 years	<p>AC = End of final term of office or completion of project.</p> <p>Archival Review</p>
GR1000-26a	GAR02-20A	<p><b>Correspondence And Internal Memoranda</b></p> <p><b>Policy and Program development</b></p> <p>Correspondence and internal memoranda pertaining to the formulation, planning, implementation, modification, or redefinition of the policies, programs, services, or projects of a local government.</p>	AC+ 5 years		AC + 5 years	<p>Archival Review</p> <p>AC = End of final term of office or 3 years whichever is longer.</p>
GR1000-26b	GAR02-05A	<p><b>Correspondence And Internal Memoranda</b></p> <p><b>Administrative</b></p> <p>(includes incoming and copies of outgoing correspondence and internal correspondence and memoranda).</p> <p>Correspondence and internal memoranda pertaining to or arising from the routine administration or operation of the policies, programs, services, and projects of a local government</p> <p>Includes: Request for support.</p>	AC +2 years		AC +2 years	<p>Archival Review</p> <p>AC = End of final term of office or 3 years whichever is longer.</p>
GR1000-26c	GAR02-25A	<p><b>Correspondence And Internal Memoranda</b></p> <p><b>Routine</b></p> <p>Correspondence and internal memoranda such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters.</p> <p>Invitations not accepted.</p>	AV		AV	<p>AV = Until administrative value expires.</p>

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	GAR02-15B	<p><b>Customer Assistance Forms (CAF)</b></p> <p><b>Convenience Copy</b></p> <p>Records related to complaints, issues or requests received by the Mayor, Council Members or City Manager that do not fall under the Open Records requirements. The requests are entered into the City's ACAP (Automated Customer Assistance Process) for distribution among the appropriate City departments. Includes the request, date received, name of department the request was sent to, notes, supporting documentation and the response to the requestor.</p>	2 years		2 years	Custodian is the City Managers Office.
GR1000-03(a)	GAR30-05B	<p><b>Meeting Minutes</b></p> <p><b>Austin City Council</b></p> <p><b>Convenience Copy</b></p> <p>Written minutes of Austin City Council meetings.</p>	AV		AV	AV = Until administrative value expires. Custodian is the Office of the City Clerk
GR1000-03(a)	GAR30-01B	<p><b>Notes of Meeting Minutes</b></p> <p><b>Austin City Council</b></p> <p><b>Convenience Copy</b></p>	AV		AV	AV = Until administrative value expires. Custodian is the Office of the City Clerk
GR1000-05	GAR15-10B	<p><b>Ordinances and Resolutions</b></p> <p><b>Convenience Copies</b></p> <p>Statutes and regulations enacted by the Austin City Council.</p>	AV		AV	AV = Until administrative value expires. Custodian is the Office of the City Clerk
GR1000-38	GAR40-15A	<p><b>Policy And Procedure Documentation</b></p> <p>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.</p>	US + 5 years		US + 5 years	US = Until superseded or obsolete

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GR1000-38	GAR40-15B	<p><b>Policy And Procedure Documentation</b></p> <p><b>Convenience Copies</b></p> <p>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.</p>	US		US	US = Until superseded or obsolete
	GAR03-10A	<p><b>Speeches, Papers And Presentations</b></p> <p>Notes or text of speeches, papers, accepted invitations or reports delivered in conjunction with City work.</p>	AC + 2 years		AC + 2 years	AC = End of final term in office Archival Review

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