



# TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

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## LOCAL SCHEDULE CC

(Third Edition)

### RETENTION SCHEDULE FOR RECORDS OF COUNTY CLERKS

This schedule establishes mandatory minimum retention periods for records series (identified in the Record Title column) that are associated with the office of the County Clerk. No local government office may dispose of a record listed in this schedule prior to the expiration of its retention period. A records control schedule of a local government may not set a retention period that is less than that established for the record in this schedule. Original paper records may be disposed of prior to the expiration of their minimum retention periods if they have been microfilmed or electronically stored pursuant to the provisions of the Local Government Code, Chapter 204 or Chapter 205, as applicable, and rules of the Texas State Library and Archives Commission adopted under those chapters. Actual disposal of such records by a local government is subject to the policies and procedures of its records management program.

Destruction of local government 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 local government records without legal authorization may also be subject to criminal penalties and fines under the Public Information Act (Government Code, Chapter 552).

### Introduction

The Government Code, Section 441.158, provides that the Texas State Library and Archives Commission shall issue records retention schedules for each type of local government, including a schedule for records common to all types of local government. The law provides further that each schedule must state the retention period prescribed by federal or state law, rule of court, or regulation for a record for which a period is prescribed; and prescribe retention periods for all other records, which periods have the same effect as if prescribed by law after the records retention schedule is adopted as a rule of the commission.

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 applies only to an official record as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, each local government should decide which shall be the official record and in which of its divisions or departments it will be maintained. Local governments in their records management programs should establish policies and procedures to provide for the systematic disposal of copies.

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

A local government 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 were not meant to be removed, the retention period, unless otherwise stated, dates from the date of 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. A Request for Authority to Destroy Unscheduled Records (Form SLR 501) should be used for this purpose.

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.

#### **Use of Asterisk (\*)**

The use of an asterisk in this third edition of Local Schedule CC indicates that the record is either new to this edition, the retention period for the record has been changed, or amendments have been made to the description or remarks concerning the record. An asterisk is not used to indicate minor amendments to grammar or punctuation.

**ABBREVIATIONS USED IN THIS SCHEDULE**

- AR – After release, replacement, termination, or cancellation of the instrument; or if recorded, of all instruments in volume
- AV – As long as administratively valuable
- FE – Fiscal year end
- TAC – Texas Administrative Code
- US – Until superseded

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## RECORDS OF COUNTY CLERKS

### PART 1: COUNTY CLERK AS CLERK TO COMMISSIONERS COURT

#### SECTION 1-1: RECORDS OF PROCEEDINGS

Record Number	Record Title	Record Description	Retention Period	Remarks
*CC1100-01	COMMISSIONERS COURT AGENDAS	Including agendas of the commissioners court sitting as a board of equalization, as a board of managers for a hospital district, or sitting as the governing body of any other government entity as required by law.		
*CC1100-01a	COMMISSIONERS COURT AGENDAS	Open meetings.  1) If the minutes describe each matter considered by the commissioners court and reference to an agenda <b>is not</b> required.  2) If the minutes do not describe each matter considered by the commissioners and reference to the agenda is required.	2 years, but if an action involving the meeting is brought within that period, the governmental body shall preserve the certified agenda or tape while the action is pending.  PERMANENT.	
*CC1100-01b	COMMISSIONERS COURT AGENDAS	Certified agendas of closed meetings.	2 years.	By law - Government Code, Section 551.104(a).
CC1100-02	COMMISSIONERS COURT DOCKET	Register of petitions, applications, and claims filed.		
CC1100-02a	COMMISSIONERS COURT DOCKET	If information is duplicated in Commissioners Court Minutes [CC1100-03].	5 years after last entry.	
CC1100-02b	COMMISSIONERS COURT DOCKET	If information is not duplicated in Commissioners Court Minutes [CC1100-03].	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*CC1100-03	<b>COMMISSIONERS COURT MINUTES (THE USE OF THE TERM AUDIOTAPES IN (C) - (E) INCLUDES VIDEOTAPES WITH SOUND)</b>	Including minutes of the Commissioners Court sitting as a board of equalization, as a board of managers for a hospital district, or sitting as the governing body of any other government entity as provided by law.		
*CC1100-03a	<b>COMMISSIONERS COURT MINUTES</b>	Written minutes.	PERMANENT.	
*CC1100-03b	<b>COMMISSIONERS COURT MINUTES</b>	Notes taken during meetings to aid in the preparation of minutes.	90 days after approval of the minutes by the Commissioners Court or attestation by the county clerk to their accuracy.	
*CC1100-03c	<b>COMMISSIONERS COURT MINUTES</b>	Audio or videotapes of proceedings in open meetings.  (1) Audiotapes from which written minutes are prepared.  (2) Audiotapes from which written minutes are not prepared.	90 days after approval of the minutes by the Commissioners Court or attestation by the county clerk to their accuracy.  PERMANENT.	
CC1100-03d	<b>COMMISSIONERS COURT MINUTES</b>	Audiotapes of closed meetings.	2 years.	By law - Government Code, Section 551.104(a).
*CC1100-03e	<b>COMMISSIONERS COURT MINUTES</b>	Audiotapes of workshop sessions in which votes are not made and written minutes are not required by law to be taken.	2 years.	



Record Number	Record Title	Record Description	Retention Period	Remarks
*CC1100-03f	COMMISSIONERS COURT MINUTES	Supporting documentation - One copy of each document of any type submitted to a meeting of commissioners court for consideration, approval, or other action, if such action is reflected in the minutes of a meeting.	2 years.	Retention Note: The retention periods for many of the documents submitted to Commissioners Court 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 Commissioners Court are retained at least two years. This schedule does not require that supporting documentation be maintained together, but the retention by a county clerk of one set of the documents submitted at each meeting for two years would ensure satisfaction of the minimum retention requirement. County clerks 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. Prior to disposal, supporting documentation shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY.
CC1100-04	[WITHDRAWN – SEE CC1100-03C-E]			
CC1100-05	[WITHDRAWN – SEE CC1100-03B]			
CC1100-06	COMMISSIONERS COURT ORDERS AND RESOLUTIONS			
*CC1100-06a	COMMISSIONERS COURT ORDERS AND RESOLUTIONS	If recorded in Commissioners Court Minutes or in a separate volume of proceedings [CC1100-03].	AV after recording.	
CC1100-06b	COMMISSIONERS COURT ORDERS AND RESOLUTIONS	If not recorded in Commissioners Court Minutes or in a separate volume of proceedings [1100-03].	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1100-07	COMMISSIONERS COURT, PETITIONS TO		2 years after consideration by the court.	Retention Note: Review before disposal; some petitions relating to significant events in a county may have historical value. This schedule recommends, but does not require, that such original petitions that have not been recorded in one of the permanent records listed in this section be retained PERMANENTLY.
CC1100-08	[WITHDRAWN – SEE CC1100-03]			
CC1100-09	TEMPORARY BOARD AND COMMISSION MINUTES	Proceedings of temporary boards or commissions appointed by Commissioners Court.	PERMANENT.	
CC1100-10	[WITHDRAWN – SEE CC1100-03F]			

**SECTION 1-2: FINANCIAL RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
*CC1125-01	ACCOUNT OF OCCUPATION TAX RECEIPTS	Statements of account from the State Comptroller to commissioners court showing amount of occupation taxes collected by the county.	AV.	
CC1125-02	ANNUAL FEE REPORTS	Annual statements of fees, costs, and commissions earned, collected, and owed by district, county, and precinct officers.	FE + 3 years.	
CC1125-03	ANNUAL REPORTS OF SINKING FUNDS		AV.	
CC1125-04	APPLICATIONS FOR DEPUTIES	Applications by officials for the appointment of deputies and assistants.	1 year after appointment or denial of application.	
CC1125-05	AUDITOR'S REPORTS			
CC1125-05a	AUDITOR'S REPORTS	Monthly or other partial year reports.	FE + 3 years.	
CC1125-05b	AUDITOR'S REPORTS	Annual reports.	PERMANENT.	
CC1125-06	BANKING RECORDS	Bank statements, canceled or digitized images of checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, etc. of a county clerk.	FE + 5 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1125-07	BIDS AND BID DOCUMENTATION	Original bid documentation maintained by county clerks in counties without county auditors or county purchasing agents.		
CC1125-07a	BIDS AND BID DOCUMENTATION	Requests for proposals and successful bids, including invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation.	FE + 3 years.	<b>Retention Note:</b> If a formal written contract is the result of a request for proposal or successful bid, the request for proposal or successful bid and its supporting documentation must be retained for the same period as the contract. See item number [CC1125-12].
CC1125-07b	BIDS AND BID DOCUMENTATION	Unsuccessful bids.	2 years.	
*CC1125-07c	BIDS AND BID DOCUMENTATION	Informal bid records, such as requests for quotes or estimates, for the procurement of goods or services for which state law or local policy does not require the formal letting of bids.	1 year.	
*CC1125-07d	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.	
CC1125-08	BOND REGISTERS			
CC1125-08a	BOND REGISTERS	If bond registers are duplicates of those maintained by the county treasurer or the county auditor.	AV.	
CC1125-08b	BOND REGISTERS	If bond registers are not duplicates of those maintained by the county treasurer or the county auditor.	PERMANENT.	
CC1125-09	BONDS AND COUPONS	Canceled or unsold bonds, bond interest paying coupons, and similar instruments of paid bonded indebtedness, including lists of bonds and coupons to be destroyed.		

Record Number	Record Title	Record Description	Retention Period	Remarks
*CC1125-09a	BONDS AND COUPONS	Any unsold and undelivered bonds that have been printed, but the authority to issue has been revoked by an election.	See retention note.	By law - Government Code, Section 1252.003(d).  <b>Retention Note:</b> Must be canceled and burned after canvass of election returns indicates revocation of the bond issue has been approved by the electorate.
*CC1125-09b	BONDS AND COUPONS	Canceled bonds or coupons in the possession of the county depository or another entity acting as paying agent for the bond issue.	See retention note.	By law - Government Code, Chapter 1302.  <b>Retention Note:</b> Commissioners courts may contract with the county's depository or another entity that acts as the registrar or paying agent for a county security issued by the county for the destruction of a county security that has been issued and paid by the county provided that a) 1 year has elapsed since the bond or coupon was paid; or b three months after the date the depository, registrar, or paying agent files a list identifying the county security to be destroyed with the commissioners court or county treasurer.
CC1125-09c	BONDS AND COUPONS	Canceled bonds or coupons in the possession of a county clerk.	1 year after payment.	
CC1125-10	CLAIMS	Bills, invoices, and other claims requesting payment for goods or services rendered.		
CC1125-10a	CLAIMS	In counties without an auditor or in counties with an auditor in which the county clerk retains the original claims as clerk to the commissioners court.	FE + 3 years.	
CC1125-10b	CLAIMS	In counties with an auditor in which the county clerk retains copies and the county auditor the original claims.	AV.	
CC1125-11	CONTRACT RECORD	Recorded contracts, leases, or agreements entered into by the county.	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1125-12	CONTRACTS, LEASES, AND AGREEMENTS	Contracts, leases, and agreements entered into by the county, including reports, correspondence, performance bonds, and similar records relating to their negotiation, administration, renewal, or termination, <i>except</i> construction contracts.	4 years after the expiration or termination of the instrument according to its terms.	For construction contracts, see item number [GR1075-16] or [CC1200-22].
CC1125-13	COUNTY BUDGETS	Annual, supplemental, and special budgets, including amendments.	PERMANENT.	
CC1125-14	COUNTY DEPOSITORY PLEDGE CONTRACTS	Pledge contracts with banks acting as depositories for county or court trust funds, including any lists and amounts of securities pledged, notices of additional pledges, reconciliation papers, and similar documents relating to the contract.	4 years after the expiration or termination of the contract according to its terms.	
CC1125-15	DEPOSIT WARRANTS	Copies or stub books of deposit warrants issued by the county clerk for monies deposited in county funds or accounts.	FE + 3 years.	
CC1125-16	FINANCE LEDGER	Record of credits to and debits from the various accounts and funds administered by county officials, maintained by county clerks in counties without county auditors.		
CC1125-16a	FINANCE LEDGER	Fiscal years for which an annual audit report (see item numbers [CC1125-05] and [CC1125-17]) exists.	FE + 5 years.	<b>Retention Note:</b> Prior to disposal, finance ledgers shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY.
CC1125-16b	FINANCE LEDGER	Fiscal years for which an annual audit report (see item numbers [CC1125-05] and [CC1125-17]) does not exist.	PERMANENT.	
CC1125-17	INDEPENDENT AUDIT REPORTS	Audit reports by an auditor other than the county auditor.	PERMANENT.	
CC1125-18	MINUTES OF ACCOUNTS ALLOWED (CLAIM MINUTES)		PERMANENT.	
CC1125-19	MINUTES OF TREASURER'S REPORT		PERMANENT.	
CC1125-20	MONTHLY EXPENSE REPORTS	Monthly statements by district, county, and precinct officers of expenses incurred.	FE + 3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*CC1125-21	PRISONER EXPENSE REPORTS	Reports concerning expenses incurred for the safekeeping or maintenance of county prisoners.	FE + 3 years.	<b>Retention Note:</b> Prior to disposal, prisoner expense reports should be appraised for historical value. These reports, especially those from the early to mid 20th century, often contain information of historical interest regarding the life of prisoners and prison conditions.
CC1125-22	PUBLIC HOSPITAL BOND RECORD	Record of bonds issued by a public hospital district if, by law, the county clerk maintains the record.	FE of cancellation of last bond under issue + 5 years.	<b>Retention Note:</b> Prior to disposal, bond records shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY. Older bond records from a time when the government itself or a local bank handled the issuance and payment of bonds often contain the names of local residents who subscribed to the bond issue. These bond records usually merit PERMANENT retention for historical reasons.
CC1125-23	REPORTS OF COLLECTIONS	Reports of collections submitted by district, county, and precinct officers.	FE + 3 years.	
*CC1125-24	TREASURER'S MONTHLY REPORTS		Until superseded by Treasurer's Quarterly Reports.	
CC1125-25	TREASURER'S QUARTERLY REPORTS		FE + 3 years.	
CC1125-26	VITAL STATISTICS REPORTS	Reports from the State Registrar certifying the number of birth, death, and fetal death certificates filed by each local registrar.	FE + 3 years.	

**SECTION 1-3: ROAD RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1175-01	DRAINAGE CONSTRUCTION REPORTS	Reports on the construction of ditches and canals by private corporations.	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1175-02	HIGHWAY FUND ANNUAL REPORTS	Annual reports to the State Treasurer detailing how monies from county road funds were spent.	PERMANENT.	
CC1175-04	JURY OF VIEW REPORTS	Reports of juries of view appointed to oversee the laying out or alteration of county roads and ditches.		
CC1175-04a	JURY OF VIEW REPORTS	Originals of reports that have been recorded in Commissioners Court Minutes [CC1100-03] or Road Minutes [CC1175-09].	AV after recording.	
CC1175-04b	JURY OF VIEW REPORTS	Originals of reports that have not been recorded in Commissioners Court Minutes [CC1100-03] or Road Minutes [CC1175-09].	PERMANENT.	
*CC1175-05	ORDERS FOR APPOINTMENT OF JURIES OF VIEW		AV after submission of report of jury of view.	
CC1175-06	ROAD COMMISSIONER'S REPORTS			
CC1175-06a	ROAD COMMISSIONER'S REPORTS	Originals of reports that have been recorded in Commissioners Court Minutes [CC1100-03] or Road Minutes [CC1175-09].	AV after recording.	
CC1175-06b	ROAD COMMISSIONER'S REPORTS	Originals of reports that have not been recorded in Commissioners Court Minutes [CC1100-03] or Road Minutes [CC1175-09].	PERMANENT.	
CC1175-07	ROAD CONSTRUCTION SURETY BONDS	Surety bonds filed by owners of real estate subdivisions for the construction of streets and roads.	Effective life of bond + 5 years.	
CC1175-08	ROAD DISTRICT BOND RECORD		FE of cancellation of last bond under issue + 5 years.	<b>Retention Note:</b> Prior to disposal, bond records shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY. Older bond records from a time when the government itself or a local bank handled the issuance and payment of bonds often contain the names of local residents who subscribed to the bond issue. These bond records usually merit PERMANENT retention for historical reasons.

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
*CC1175-09	ROAD MINUTES	Proceedings of commissioners court relating to county roads, bridges, and ditches.		
CC1175-09a	ROAD MINUTES	Any volume containing minutes of proceedings and actions concerning road matters.	PERMANENT.	
CC1175-09b	ROAD MINUTES	Any volume containing recorded copies of road petitions; orders for juries of view; or reports of juries of view or road overseers, supervisors, or commissioners.	PERMANENT.	
CC1175-09c	ROAD MINUTES	Any volume containing only a record of appointments of or commissions issued to road overseers.	AV.	
CC1175-10	ROAD OVERSEERS ANNUAL REPORTS			
CC1175-10a	ROAD OVERSEERS ANNUAL REPORTS	Originals of reports that have been recorded in Commissioners Court Minutes [CC1100-03] or Road Minutes [CC1175-09].	AV.	
CC1175-10b	ROAD OVERSEERS ANNUAL REPORTS	Originals of reports that have not been recorded in Commissioners Court Minutes [CC1100-03] or Road Minutes [CC1175-09].	PERMANENT.	
CC1175-11	ROAD OVERSEERS COMMISSIONS		AV.	
CC1175-12	ROAD SUPERINTENDENT'S REPORTS			
CC1175-12a	ROAD SUPERINTENDENT'S REPORTS	Originals of reports that have been recorded in Commissioners Court Minutes [CC1100-03] or Road Minutes [CC1175-09].	AV after recording.	
CC1175-12b	ROAD SUPERINTENDENT'S REPORTS	Originals of reports that have not been recorded in Commissioners Court Minutes [CC1100-03] or Road Minutes [CC1175-09].	PERMANENT.	
CC1175-13	ROAD SUPERVISORS REPORT'S			
CC1175-13a	ROAD SUPERVISORS REPORT'S	Originals of reports that have been recorded in Commissioners Court Minutes [CC1100-03] or Road Minutes [CC1175-09].	AV after recording.	
CC1175-13b	ROAD SUPERVISORS REPORT'S	Originals of reports that have not been recorded in Commissioners Court Minutes [CC1100-03] or Road Minutes [CC1175-09].	PERMANENT.	
CC1175-14	STATE HIGHWAY BIDS	Copies of bids submitted to the Texas Department of Transportation or its predecessors for construction or improvement of state highways.	AV.	



Record Number	Record Title	Record Description	Retention Period	Remarks
CC1175-15	SURVEY REPORTS	Reports, including surveys, specifications, and cost estimates, submitted by surveyors or the county engineer to commissioners court on the construction or repair of county roads and bridges and county-owned drainage ditches.		
CC1175-15a	SURVEY REPORTS	Originals of reports and associated papers that have been recorded in Commissioners Court Minutes [CC1100-03], Road Minutes [CC1175-09], or Plat Record [CC1275-17].	AV after recording.	
CC1175-15b	SURVEY REPORTS	Originals of reports and associated papers that have not been recorded in Commissioners Court Minutes [CC1100-03], Road Minutes [CC1175-09], or Plat Record [CC1275-17].	PERMANENT.	

**SECTION 1-4: RECORDS OF WATER DISTRICTS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1200-01	COMMISSIONERS COURT PROCEEDINGS CONCERNING WATER DISTRICTS	Proceedings, findings, orders, and declarations of commissioners court or a joint board concerning drainage, fresh water supply, irrigation, levee improvement, navigation, self-liquidating navigation, stormwater control, water control and improvement, water control and preservation, and water improvement districts.	PERMANENT.	<b>Retention Note:</b> Originals of any of these documents that have been recorded in Commissioners Court Minutes [CC1100-03] or in a separate volume of proceedings need only be kept as long as administratively valuable.
CC1200-02	DRAINAGE DISTRICT ANNUAL MAINTENANCE REPORTS		PERMANENT.	
CC1200-03	DRAINAGE DISTRICT BOND AGREEMENTS	Agreements between commissioners court and district bondholders for retirement of bonds of dissolved districts.	Retirement of all bonds of district + 7 years.	
CC1200-04	DRAINAGE DISTRICT CIVIL ENGINEER REPORTS		PERMANENT.	
CC1200-05	FRESH WATER SUPPLY DISTRICT BOARD RESOLUTIONS	Copies of resolutions of district boards adding or excluding land from districts, redefining boundaries, or discharging liability of taxpayers in excluded territory.		

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1200-05a	FRESH WATER SUPPLY DISTRICT BOARD RESOLUTIONS	Recorded copies.	PERMANENT.	
CC1200-05b	FRESH WATER SUPPLY DISTRICT BOARD RESOLUTIONS	Filed copies.	AV after recording.	
CC1200-06	IRRIGATION DISTRICT CREATION AND DISSOLUTION ORDERS	Filed and recorded copies of the orders of district boards creating or dissolving districts.		
CC1200-06a	IRRIGATION DISTRICT CREATION AND DISSOLUTION ORDERS	Recorded copies.	PERMANENT.	
CC1200-06b	IRRIGATION DISTRICT CREATION AND DISSOLUTION ORDERS	Filed copies.	AV after recording.	
*CC1200-07	IRRIGATION DISTRICTS, RECORDS OF DISSOLVED	Records of dissolved irrigation districts.	See retention note.	By law - Water Code, Section 58.828.  <b>Retention Note:</b> State law requires that a county clerk, after obtaining custody of the records of a dissolved irrigation district, contact the Director and Librarian of the Texas State Library and Archives Commission to arrange for the transfer of the records to its custody.
*CC1200-08	LEVEE IMPROVEMENT DISTRICT RECLAMATION PLANS		3 years.	<b>Retention Note:</b> Prior to disposal, levee improvement district reclamation plans shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY.
CC1200-09	PRIVATE WATER COMPANY ANNUAL REPORTS	Annual operations and financial reports of private water companies in counties with populations of over 1,500,000.	PERMANENT.	
CC1200-10	STORMWATER CONTROL DISTRICT STORMWATER PLANS		3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*CC1200-11	TEXAS COMMISSION ON ENVIRONMENTAL QUALITY ORDERS CONCERNING WATER DISTRICTS	Copies of orders, findings, reports, and decisions from the Texas Commission on Environmental Quality or its predecessors relating to the creation and formation of irrigation, levee improvement, stormwater control, underground water conservation, water control and improvement, and water improvement districts.	PERMANENT.	
*CC1200-12	WATER ADJUDICATION CASE PAPERS	Documentation received from the Texas Commission on Environmental Quality or its predecessors; and copies of documents and correspondence submitted to the Commission involving water rights adjudications to which the county is a party or in which the county has an interest.	PERMANENT.	
CC1200-13	WATER CONTROL AND IMPROVEMENT DISTRICTS, RECORDS OF DISSOLVED	Records of dissolved water control and improvement districts.	See retention note.	By law - Water Code, Section 51.828.  <b>Retention Note:</b> State law requires that a county clerk, after obtaining custody of the records of a dissolved water control and improvement district, contact the Director and Librarian of the Texas State Library and Archives Commission to arrange for the transfer of the records to its custody.
CC1200-14	WATER CONTROL AND PRESERVATION DISTRICT BOND RESOLUTIONS		PERMANENT.	
CC1200-15	WATER DISTRICT ANNUAL AUDIT REPORTS		3 years.	
CC1200-16	WATER DISTRICT ANNUAL FINANCIAL DORMANCY AFFIDAVITS		3 years.	
CC1200-17	WATER DISTRICT ANNUAL FINANCIAL REPORTS		3 years.	
CC1200-18	WATER DISTRICT PROCEEDINGS RECORD	Recorded proceedings of irrigation, underground water conservation, and water control and improvement district boards and of all orders or decrees of any court affecting the creation, boundaries, or validity of the districts.	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1200-19	WATER DISTRICT BOND RECORD	Bond record of drainage and water control and preservation districts.	FE of cancellation of last bond under issue + 5 years.	<b>Retention Note:</b> Prior to disposal, bond records shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY. Older bond records from a time when the government itself or a local bank handled the issuance and payment of bonds often contain the names of local residents who subscribed to the bond issue. These bond records usually merit PERMANENT retention for historical reasons.
CC1200-20	WATER DISTRICT COMMISSIONERS OF APPRAISEMENT REPORTS	Final reports of commissioners of appraisal for taxation on benefit basis in irrigation, levee improvement, water control and improvement, and water improvement districts.	PERMANENT.	
CC1200-21	WATER DISTRICT CONDEMNATION DECREES	Certified final decrees of condemnation rendered by levee improvement, navigation, and water control and improvement district tribunals in eminent domain proceedings.	PERMANENT.	
CC1200-22	WATER DISTRICT CONSTRUCTION CONTRACTS	Construction contracts of drainage, irrigation, navigation, self-liquidating navigation, water control and improvement, water control and preservation, and water improvement districts.		
CC1200-22a	WATER DISTRICT CONSTRUCTION CONTRACTS	Recorded copies.	PERMANENT.	
CC1200-22b	WATER DISTRICT CONSTRUCTION CONTRACTS	Filed copies.	AV after recording.	
CC1200-23	WATER DISTRICT CREATION REVIEW REPORTS		PERMANENT.	
CC1200-24	WATER DISTRICT DISSOLUTION TAX RECEIPTS	Dissolution tax receipts of drainage, irrigation, water control and improvement, and water improvement districts.	FE + 3 years.	
CC1200-25	WATER DISTRICT FINANCIAL STATUS REPORTS	Reports on financial status of drainage and navigation districts made by the county treasurer by order of commissioners court.	PERMANENT.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1200-26	<b>WATER DISTRICT INFORMATION FORMS</b>	Information forms and boundary maps of each water district in a county whose principal function is to provide water and sewer services, including any statements of amendment or dissolution.	PERMANENT.	
CC1200-27	<b>WATER DISTRICT JUDGMENTS</b>	Certified judgments from district or higher courts on appeal from decisions of commissioners court relating to the creation of irrigation, levee improvement, and water control and improvement districts.	PERMANENT.	
CC1200-28	<b>WATER DISTRICT PETITIONS AND ORDERS TO ADD LAND</b>	Filed and recorded petitions to add land to drainage, irrigation, municipal utility, regional water, special utility, and water control and improvement districts granted by district boards.		
CC1200-28a	<b>WATER DISTRICT PETITIONS AND ORDERS TO ADD LAND</b>	Recorded copies.	PERMANENT.	
CC1200-28b	<b>WATER DISTRICT PETITIONS AND ORDERS TO ADD LAND</b>	Filed copies.	AV after recording.	
CC1200-29	<b>WATER DISTRICT RATE STATEMENTS</b>	Rate statements of municipal utility and regional utility districts under contract with cities concerning water and sewer rates with accompanying maps or plats of the districts.	PERMANENT.	
CC1200-30	<b>WATER DISTRICT SEMI-ANNUAL REPORTS</b>	Semi-annual reports of drainage and water improvement districts.	3 years.	Retention Note: Prior to disposal, water district semi-annual reports shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY.
CC1200-31	<b>WATER DISTRICT TENTATIVE DISSOLUTION TAX ROLLS</b>	Tentative dissolution tax rolls of irrigation and water control and improvement districts.	AV.	
CC1200-32	<b>WATER DISTRICT TRUSTEE'S REPORTS</b>	Final accounts and reports to commissioners court by the county treasurer as trustees of dissolved drainage and water improvement districts or by the trustees of dissolved levee improvement districts.	PERMANENT.	

## SECTION 1-5: MISCELLANEOUS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1225-01	BOARD OF EQUALIZATION NOTICES	Copies of notices sent to property owners notifying them of impending changes in land valuation.	AV.	
CC1225-02	CHARGES AGAINST COUNTY HEALTH OFFICERS	Charges or complaints against county health officers filed with commissioners court by the state.	AV.	
CC1225-03	COUNTY AUDITORIUM ANNUAL BUDGETS AND FINANCIAL STATEMENTS		PERMANENT.	
CC1225-04	COUNTY BUILDING AUTHORITY ANNUAL BUDGETS		PERMANENT.	
CC1225-05	COUNTY BUILDING AUTHORITY QUARTERLY REPORTS		FE + 3 years.	
*CC1225-06	COUNTY HEALTH OFFICER REPORTS		1 year, but see retention note.	<b>Retention Note:</b> Prior to disposal, county health officers' reports shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY. Some reports from county health officers, especially from the period 1909 to 1950, dealing with the control and quarantine of epidemic diseases such as yellow fever may have historical value. See also Tuberculosis Control Board Quarterly Reports[CC1225-31].
CC1225-07	COUNTY HISTORICAL COMMISSION REPORTS AND SURVEYS		PERMANENT.	
CC1225-07a	COUNTY AND REGIONAL HOUSING AUTHORITY ANNUAL REPORTS		PERMANENT.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1225-08	COUNTY MUSEUM ANNUAL BUDGETS AND FINANCIAL STATEMENTS		PERMANENT.	
*CC1225-09	COUNTY NURSE MONTHLY REPORTS		1 year.	Retention Note: Prior to disposal, county nurse monthly reports should be appraised for historical value. These reports, especially those from the early to mid 20 <sup>th</sup> century, often contain information of historical interest regarding the health of county residents, especially those who lived in rural areas.
CC1225-09a	COUNTY PARK BOARD ANNUAL FINANCIAL REPORTS		PERMANENT.	
*CC1225-10	EXTENSION AND DEMONSTRATION AGENTS' REPORTS	Monthly and annual reports of county agricultural extension agents and county home demonstration agents.	PERMANENT.	
CC1225-11	ENCLOSED SCHOOL LAND REPORTS	Annual reports to commissioners court by county surveyor on number of sections of school land sold and enclosed during the year.	AV.	
*CC1225-12	FERRY LICENSE APPLICATIONS	Original applications and/or copies of licenses issued to ferrymen, launch pilots, or branch pilots.	PERMANENT.	
CC1225-13	GLANDERS APPRAISEMENT REPORTS	Reports of appraisal of horses, mules, and asses affected with glanders submitted by committees of appraisal.	2 years.	
CC1225-14	HOSPITAL BOARD OR DISTRICT REPORTS			
CC1225-14a	HOSPITAL BOARD OR DISTRICT REPORTS	Quarterly and other partial year reports.	FE + 3 years.	
CC1225-14b	HOSPITAL BOARD OR DISTRICT REPORTS	Annual reports.	PERMANENT.	
CC1225-15	INSURANCE POLICIES ON COUNTY PROPERTY		4 years after the expiration or termination of the policy according to its terms.	
CC1225-16	INVENTORIES OF COUNTY PROPERTY			
CC1225-16a	INVENTORIES OF COUNTY PROPERTY	Capital asset equipment or property inventories (including sequential number property logs).	US + 3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1225-16b	INVENTORIES OF COUNTY PROPERTY	Inventory records (parts and supplies).	1 year.	
CC1225-17	LEGAL OPINIONS	Copies of legal opinions rendered to commissioners court, the county judge, or the county clerk by a county or district attorney.	AV.	<b>Retention Note:</b> For the record copies of the opinions maintained PERMANENTLY by county and district attorneys, see item number [GR1000-30].
*CC1225-18	LIVESTOCK AUCTION COMMISSION MERCHANTS, QUARTERLY REPORTS OF		2 years.	Agriculture Code 147.041(c).
CC1225-19	MOSQUITO CONTROL DISTRICT BIENNIAL REPORTS		PERMANENT.	
CC1225-20	ODOMETER READINGS	Monthly reports of odometer readings of county-owned vehicles used by the county sheriff or deputies.	AV.	
CC1225-21	PAUPER APPLICATIONS	Applications and petitions by persons requesting to be declared paupers and eligible for county aid, and similar applications by needy mothers.	PERMANENT.	
CC1225-22	PAUPER RECORD (INDIGENT RECORD)	Record of payments or allowances made to paupers or needy mothers by the commissioners court.	PERMANENT.	
CC1225-23	[WITHDRAWN – SEE GR1075-16]			
CC1225-24	RECORD OF INMATES	Register of inmates of county poorhouses or asylums.	PERMANENT.	
CC1225-25	REPORTS OF ANIMALS SLAUGHTERED (BUTCHERS' REPORTS)			
CC1225-25a	REPORTS OF ANIMALS SLAUGHTERED (BUTCHERS' REPORTS)	Originals of reports that have been recorded in Record of Animals Slaughtered [CC1475-14].	AV.	
CC1225-25b	REPORTS OF ANIMALS SLAUGHTERED (BUTCHERS' REPORTS)	Originals of reports that have not been recorded in Record of Animals Slaughtered [CC1475-14].	PERMANENT.	
CC1225-26	RURAL FIRE PREVENTION DISTRICT ANNUAL REPORTS		PERMANENT.	
*CC1225-27	SCALP BOUNTY RECORDS	All documents relating to the payment of scalp bounties by commissioners court.	AV.	Retention Note: Review before disposal. Some of these records may merit PERMANENT retention for historical reasons.



Record Number	Record Title	Record Description	Retention Period	Remarks
CC1225-28	SOLID WASTE DISPOSAL PERMIT RECORDS	Applications, copies of permits, and other documentation related to the issuance of permits by the county for the operation of facilities for the processing, storage, or disposal of solid waste.	Expiration, cancellation, or denial of permit + 3 years.	
CC1225-29	SOLID WASTE DISPOSAL PLANS AND REGULATIONS	Plans and regulations concerning the handling, transport, processing, storage, or disposal of solid waste in the county.	PERMANENT.	
CC1225-29a	SURPLUS AND SALVAGE PROPERTY REPORTS	Reports on county surplus or salvaged property sold by competitive bid or at auction or destroyed.	1 year.	By law - Local Government Code, Section 263.155(b).
*CC1225-30	TICK ERADICATION INSPECTION REPORTS		PERMANENT.	
CC1225-31	TUBERCULOSIS CONTROL BOARD QUARTERLY REPORTS		FE + 3 years.	Retention Note: Prior to disposal, tuberculosis control board quarterly reports shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY.
*CC1225-32	WRECK-MASTER SALVAGE REPORTS		PERMANENT.	

**SECTION 1-6: RECORDS OF THE COUNTY JUDGE**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1250-01	ACKNOWLEDGMENT RECORD	Record of acknowledgments or proofs of instruments taken by the county judge as ex-officio notary public.	10 years.	
CC1250-02	ANNUAL FEE REPORTS		AV.	
CC1250-03	CASH RECEIPTS		FE + 3 years.	
CC1250-04	CONVICT LABOR RECORD	Register of convicts doing work for the county or hired out to individuals and firms for private work.	PERMANENT.	
CC1250-05	DAILY CASH BOOK OR REPORTS		FE + 3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1250-06	DEPOSIT WARRANTS	Copies of deposit warrants issued by the county clerk or the county treasurer for monies deposited in any funds or accounts of the county judge.	FE + 3 years.	
CC1250-07	FEE BOOK		FE + 5 years.	
CC1250-08	MONTHLY EXPENSE REPORTS		AV.	
*CC1250-09	PUBLIC INFORMATION REQUESTS	Written public information requests, including those sent by electronic mail or facsimile, submitted to a county judge, including correspondence and other documentation relating to the requests.		
*CC1250-09a	PUBLIC INFORMATION REQUESTS	Non-exempted records.	Date request for records fulfilled + 1 year.	
*CC1250-09b	PUBLIC INFORMATION REQUESTS	Exempted records.	Date of notification that records requested are exempt from disclosure + 2 years.	
CC1250-10	REPORTS OF COLLECTIONS (MONTHLY FEE REPORTS)		AV.	

**PART 2: COUNTY CLERK AS RECORDER**

**SECTION 2-1: PROPERTY RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1275-01	ALIEN OWNED LAND RECORD		PERMANENT.	
CC1275-02	APPLICATION RECORD - ACTUAL SETTLER		PERMANENT.	
CC1275-03	APPLICATION RECORD - ADDITIONAL LANDS		PERMANENT.	
CC1275-04	BILL OF SALE RECORD (PERSONAL PROPERTY RECORD)		PERMANENT.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1275-05	<b>BOARD OF LAND COMMISSIONERS, MINUTES OF (REGISTER OF HEADRIGHT CERTIFICATES)</b>		PERMANENT.	
CC1275-06	<b>BURNED DEED RECORD</b>		PERMANENT.	
CC1275-07	<b>CEMETERY RECORDS</b>	Deeds, plats, and all other records relating to cemeteries situated in county, including any lists of persons buried.	PERMANENT.	
CC1275-08	<b>CLASSIFICATION RECORD (RECORD OF UNSOLD PUBLIC LANDS, SCHOOL LAND SALE RECORD)</b>		PERMANENT.	
CC1275-09	<b>CONDOMINIUM RECORD</b>		PERMANENT.	
CC1275-10	<b>COUNTY DEEDS, EASEMENTS, AND RIGHTS OF WAY</b>	Originals and recorded copies of deeds to county-owned land and instruments relating to easements and rights of way granted to the county.	PERMANENT.	
CC1275-11	<b>DEED RECORD</b>		PERMANENT.	
CC1275-12	<b>DELINQUENT TAX DEED RECORD (SHERIFF'S DEED RECORD)</b>		PERMANENT.	
CC1275-13	<b>LAND OFFICE NOTICES</b>	Notices of forfeiture of title to or lease of public school lands due to non-payment of interest or failure to drill offset wells.		
*CC1275-13a	<b>LAND OFFICE NOTICES</b>	Notices of forfeiture due to non-payment.	90 days after notation made in Deed Record [CC1275-11].	
CC1275-13b	<b>LAND OFFICE NOTICES</b>	Notices of forfeiture due to failure to drill offset wells.	90 days after notation made in the Oil and Gas Lease Record [CC1275-14] or the Deed Record [CC1275-11].	
CC1275-14	<b>OIL AND GAS LEASE RECORD</b>		PERMANENT.	
CC1275-15	<b>OYSTER BED CLAIMS RECORD</b>		PERMANENT.	
CC1275-16	<b>PATENT RECORD</b>		PERMANENT.	
CC1275-17	<b>PLAT RECORD</b>		PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1275-18	PUBLIC LAND LEASE RECORD (ABSTRACT OF LEASES OF PUBLIC LAND)		PERMANENT.	
CC1275-19	SLAVE RECORDS	Records involving the sale, purchase, capture, or liberation of slaves.	PERMANENT.	
CC1275-20	TRANSCRIBED DEED RECORD		PERMANENT.	
CC1275-21	TRANSCRIBED SPANISH DEED RECORD		PERMANENT.	
CC1275-22	TRANSFER OF PROPERTY REGISTER	Record or register of property transfers, by sale or other means, showing names of grantor and grantee, type of instrument, description of property, date filed, and the page and volume number of the Deed Record [CC1275-11] in which the instrument is recorded.	PERMANENT.	
CC1275-23	VETERANS LAND BOARD NOTICES	Notices of forfeiture of land purchase contracts due to non-payment.	90 days after notation made in the Deed Record [CC1275-11].	

**SECTION 2-2: MORTGAGE AND LIEN RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1300-01	ABSTRACT OF JUDGMENT RECORD		PERMANENT.	
CC1300-02	ASSIGNMENTS OF ACCOUNT NOTICES		AV.	
CC1300-03	ASSIGNMENT OF ACCOUNTS REGISTER		AV.	
CC1300-04	ATTACHMENT LIEN RECORD		PERMANENT.	
CC1300-05	CHATTEL MORTGAGE ATTACHED TO REALTY REGISTER (MACHINERY MORTGAGE REGISTER)		PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*CC1300-06	CHATTEL MORTGAGE REGISTER (CHATTEL MORTGAGE RECORD)	(1) Any chattel mortgage register containing recorded copies of chattel mortgages dated 1846-1940, 1945, and 1950, with corresponding indexes.  (2) All other chattel mortgage registers.	PERMANENT.  AV.	
CC1300-07	CHATTEL MORTGAGE RELEASES		AV.	
CC1300-08	CHATTEL MORTGAGES		AV.	
CC1300-09	CHATTEL MORTGAGES ATTACHED TO REALTY (MACHINERY MORTGAGES)		PERMANENT.	
CC1300-10	DEED OF TRUST RECORD (MORTGAGE RECORD)		PERMANENT.	
CC1300-11	FACTORS LIENS AND LIEN RELEASES		AV.	
CC1300-12	FACTORS LIEN REGISTER		AV.	
CC1300-13	FEDERAL LAND BANK DEED OF TRUST RECORD (AMORTIZATION RECORD)		PERMANENT.	
CC1300-14	FEDERAL TAX LIEN NOTICES AND RELEASES		AR + 1 year.	
CC1300-15	FEDERAL TAX LIEN RECORD		AR + 1 year.	
CC1300-16	FINANCING STATEMENT FILE REGISTER	Register of financing statements and associated statements received for filing.		
CC1300-16a	FINANCING STATEMENT FILE REGISTER	If the register does not contain a record of filing fees collected.	AV.	
CC1300-16b	FINANCING STATEMENT FILE REGISTER	If the register does contain a record of filing fees collected, but the information is duplicated in a Fee Book [1525-06].	AV.	
CC1300-16c	FINANCING STATEMENT FILE REGISTER	If the register does contain a record of filing fees collected and the information is not duplicated in a Fee Book [1525-06].	FE + 3 years after last entry.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*CC1300-17	FINANCING STATEMENTS		Lapse or termination + 1 year, but see retention note.	By law - Business and Commerce Code, Section 9.522(a).  Retention Note: In those counties that retain the hard copy of the financing statement in an alphabetical or other form of file in addition to the principal copy of the financing statement, both copies may be disposed of at the expiration of the retention period.
CC1300-18	HOSPITAL LIEN RECORD		AR + 1 year.	
CC1300-19	HOSPITAL LIENS AND LIEN RELEASES		AR + 1 year.	
CC1300-20	LABORERS LIEN RECORD (EMPLOYEES LIEN RECORD)		AR + 1 year.	
CC1300-21	LANDLORDS LIEN RECORD (RENTAL LIEN RECORD)		AR + 1 year.	
CC1300-22	LIS PENDENS RECORD		AR + 1 year.	
CC1300-23	MECHANICS AND MATERIALMEN LIEN RECORD		PERMANENT.	
CC1300-23a	MENTAL HEALTH LIENS AND LIEN RELEASES		AR + 1 year.	
CC1300-24	PROGENY LIEN RECORD	Recorded agreements establishing liens on progeny of livestock.	AV.	
CC1300-25	RELEASE RECORD	Recorded releases of mortgages, deeds of trust, liens, and other instruments affecting real property.	PERMANENT.	
CC1300-26	FINANCING STATEMENTS, REQUESTS FOR INFORMATION FROM	Forms requesting information from, or copies of, financing statements or statements of assignment.	30 days.	
CC1300-27	SALE OF REAL PROPERTY UNDER CONTRACT LIEN, NOTICES OF	Notices of sale of real property under a power of sale conferred by a deed of trust or other contract lien.	Day after date of sale.	By law - Property Code, Section 51.002(f).
CC1300-28	SECURITY INTEREST IN FIXTURES, INDEX TO	Index to financing statements related to fixtures.		
CC1300-28a	SECURITY INTEREST IN FIXTURES, INDEX TO	If only an index to financing statements related to fixtures filed from 1967 through 1973.	AR + 1 year.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1300-28b	SECURITY INTEREST IN FIXTURES, INDEX TO	If an index to financing statements related to fixtures filed after 1 January 1974 and recorded in the Deed of Trust Record [CC1300-10].	PERMANENT.	
CC1300-29	STATE TAX LIEN RECORD		AR + 1 year.	
CC1300-30	STATE TAX LIENS AND LIEN RELEASES		AR + 1 year.	
CC1300-31	UTILITY SECURITY RECORDS (AFTER ACQUIRED PROPERTY RECORDS)	Filed and recorded security mortgages, deeds of trust, indentures, supplemental mortgages, and similar instruments, including those containing after acquired property provisions, of public utilities and railroads.		
CC1300-31a	UTILITY SECURITY RECORDS (AFTER ACQUIRED PROPERTY RECORDS)	Original utility security instruments filed with Chattel Mortgages Attached to Realty [CC1300-09], Chattel Mortgages [CC1300-08], Financing Statements [CC1300-17], or separately, and recorded.	AV.	
CC1300-31b	UTILITY SECURITY RECORDS (AFTER ACQUIRED PROPERTY RECORDS)	Original utility security instruments filed with Chattel Mortgages Attached to Realty [CC1300-09], Chattel Mortgages [CC1300-08], Financing Statements [CC1300-17], or separately and not recorded.	PERMANENT.	
CC1300-31c	UTILITY SECURITY RECORDS (AFTER ACQUIRED PROPERTY RECORDS)	Abstracts or recorded copies of utility security instruments abstracted or recorded in the Chattel Mortgages Attached to Realty Register [CC1300-05], Deed of Trust Record [CC1300-10], or in separate volumes.	PERMANENT.	
CC1300-31d	UTILITY SECURITY RECORDS (AFTER ACQUIRED PROPERTY RECORDS)	Index.	PERMANENT.	
CC1300-32	VENDORS LIEN RECORD		PERMANENT.	

**SECTION 2-3: BIRTH RECORDS**

**Retention Note:** Section 191.026, Health and Safety Code was amended by the 75th Legislature in 1997 by adding subsection (e) to provide the following:

(e) The local registrar may, after the first anniversary of the date of registration of a birth, death, or fetal death, destroy the hard copy record of the birth, death, or fetal death maintained by the local registrar if:

- (1) the local registrar has access to electronic records of births, death and fetal deaths maintained by the Texas Vital Statistics Office; and
- (2) before destroying the records, the local registrar certifies to the state registrar that each record maintained by the local office that is to be destroyed has been verified against the records contained in the bureau's database and that each record is included in the database or otherwise accounted for.

The permanent retention period established in this schedule and by law for item numbers [CC1325-03], [CC1325-04(b)], [CC1325-04(d)], [CC1325-05], [CC1325-06], [CC1325-08], [CC1325-11(a)], [CC1325-11(d)], [CC1325-13], [CC1325-14], and [CC1325-17] is not required for those county clerks who choose to follow the option permitted by Section 191.026(e), provided they do so in accordance with procedures developed by the Texas Vital Statistics Office of the Texas Department of State Health Services to implement the section.

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1325-02	BAPTISMAL AND PHYSICIANS REGISTERS	Baptismal registers, account books of physicians, or any similar record that provides a listing of baptisms and births that have taken place in the county.	PERMANENT.	
CC1325-03	BIRTH AND DEATH RECORD (COMBINATION FORM OF THE BIRTH RECORD AND THE DEATH RECORD)		PERMANENT, but see retention note at the beginning of Section 2-3.	By law - Health and Safety Code, Section 191.026.
CC1325-04	BIRTH CERTIFICATES	Copies of birth certificates, supplementary birth certificates, delayed birth certificates and supporting documentation, and amendments to birth certificates received by the county clerk as a local registrar or from local registrars or the Texas Department of State Health Services.		
CC1325-04a	BIRTH CERTIFICATES	Notices of birth (1873-1876; 1903-1911) or copies of birth certificates (1911-1927) that have been recorded or entered in the Birth Record [CC1325-05].	AV after recording.	



<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1325-04b	<b>BIRTH CERTIFICATES</b>	Notices of birth (1873-1876; 1903-1911) or copies of birth certificates (1911-1927) that have not been recorded or entered in the Birth Record [CC1325-05].	PERMANENT, but see retention note at the beginning of Section 2-3.	By law - Health and Safety Code, Section 191.026.
CC1325-04c	<b>BIRTH CERTIFICATES</b>	Copies of birth certificates (1927-current), supplementary birth certificates (1935-current), delayed birth certificates (1939-current), or amendments to birth certificates (1927-current) that have been recorded in full in the Birth Record [CC1325-05], the Delayed Birth Record [CC1325-06], or a Supplementary Birth Record [CC1325-08].	AV after recording.	
CC1325-04d	<b>BIRTH CERTIFICATES</b>	Copies of birth certificates (1927-current), supplementary birth certificates (1935-current), delayed birth certificates (1939-current), or amendments to birth certificates (1927-current) that have not been recorded in full in the Birth Record [CC1325-05], the Delayed Birth Record [CC1325-06], or a Supplementary Birth Record [CC1325-08].	PERMANENT, but see retention note at the beginning of Section 2-3.	By law - Health and Safety Code, Section 191.026.
CC1325-05	<b>BIRTH RECORD (BIRTH REGISTER BEFORE 1912)</b>		PERMANENT, but see retention note at the beginning of Section 2-3.	By law - Health and Safety Code, Section 191.026.
CC1325-06	<b>DELAYED BIRTH RECORD (PROBATE BIRTH RECORD)</b>		PERMANENT, but see retention note at the beginning of Section 2-3.	By law - Health and Safety Code, Section 191.026.
CC1325-07	<b>ORDERS FOR CERTIFIED COPIES OF ILLEGITIMATE BIRTH CERTIFICATES</b>	Applications for the issuance of and court orders or judge's letters authorizing the issuance of illegitimate birth certificates.	AV.	
CC1325-08	<b>SUPPLEMENTARY BIRTH RECORD</b>	Recorded or duplicate copies of supplementary birth certificates issued as the result of adoption, legitimation, or judicial determination of paternity.	PERMANENT, but see retention note at the beginning of Section 2-3.	By law - Health and Safety Code, Section 191.026.

Record Number	Record Title	Record Description	Retention Period	Remarks
*CC1325-08a	<b>RECORD OF ISSUANCE OF CERTIFIED COPIES OR ABSTRACTS OF BIRTH RECORDS</b>	Record of the issuance of certified copies or abstracts of birth records showing date issued, document number, name and address of person to whom issued, and form of identification presented by applicant.	3 years from the date issued.	By regulation - 25 TAC 181.28(e).  <b>Retention Note:</b> The administrative rule of the Texas Department of State Health Services setting the 3 year minimum retention period states that the application form, with the document number inserted, may serve to document the issuance of the copies or abstracts. For those clerks who document the issuance of the copies or abstracts by other means, the applications need be retained only AV after the required information from the application is entered in the alternative record of issuance.

**SECTION 2-4: DEATH RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1325-10	<b>BURIAL TRANSIT PERMIT RECORDS (BURIAL PERMIT RECORDS)</b>	Stubs, copies, or lists of burial transit permits issued.	2 years.	
*CC1325-11	<b>DEATH CERTIFICATES</b>	Copies of death certificates, fetal death certificates, and amendments to death certificates received by the county clerk as a local registrar or from local registrars or the Texas Department of State Health Services.		
CC1325-11a	<b>DEATH CERTIFICATES</b>	Notices of death (1903-1911) or copies of death certificates (1911-1927) that have been recorded or entered in the Death Record [CC1325-13].	AV after recording.	
CC1325-11b	<b>DEATH CERTIFICATES</b>	Notices of death (1903-1911) or copies of death certificates (1911-1927) that have not been recorded or entered in the Death Record [CC1325-13].	PERMANENT, but see retention note at the beginning of Section 2-3.	By law - Health and Safety Code. Section 191.026.

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1325-11c	DEATH CERTIFICATES	Copies of death certificates (1927-current), fetal death certificates (1951-current), delayed death certificates (1939-current), or amendments to death certificates (1927-current) that have been recorded in full in the Death Record [CC1325-13], the Delayed Death Record [CC1325-14], or a Fetal Death Record [CC1325-17].	AV after recording.	
CC1325-11d	DEATH CERTIFICATES	Copies of death certificates (1927-current), fetal death certificates (1951-current), delayed death certificates (1939-current), or amendments to death certificates (1927-current) that have not been recorded in full in the Death Record [CC1325-13], the Delayed Death Record [CC1325-14], or a Fetal Death Record [CC1325-17].	PERMANENT, but see retention note at the beginning of Section 2-3.	By law - Health and Safety Code. Section 191.026.
*CC1325-12	NOTIFICATIONS OF DEATH OF PERSONS UNDER 55	Abstracts, transcripts, or copies of death certificates from the Texas Vital Statistics Office of the Texas Department of State Health Services of persons under age 55 (or under 18 prior to May 1987) whose birth certificates were recorded by the county clerk.	Until notation made in Birth Record.	
CC1325-13	DEATH RECORD		PERMANENT, but see retention note at the beginning of Section 2-3.	By law - Health and Safety Code. Section 191.026.
CC1325-14	DELAYED DEATH RECORD (PROBATE DEATH RECORD)		PERMANENT, but see retention note at the beginning of Section 2-3.	By law - Health and Safety Code. Section 191.026.
CC1325-15	DISINTERMENT PERMITS	Copies of disinterment permits issued by the county clerk.	PERMANENT.	
CC1325-16	DISINTERMENT PERMITS, APPLICATIONS FOR		AV.	
CC1325-17	FETAL DEATH RECORD (STILLBORN RECORD)		PERMANENT, but see retention note at the beginning of Section 2-3.	By law - Health and Safety Code. Section 191.026.

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1325-18	REPORTS OF DEATH	Reports of death filed by funeral directors or persons acting as such with the county clerk.	Until receipt of death certificate.	
*CC1325-18a	RECORD OF ISSUANCE OF CERTIFIED COPIES OR ABSTRACTS OF DEATH RECORDS	Record of the issuance of certified copies or abstracts of death records showing date issued, document number, name and address of person to whom issued, and form of identification presented by applicant.	3 years from the date issued.	By regulation - 25 TAC 181.28(e).  <b>Retention Note:</b> The administrative rule of the Texas Department of State Health Services setting the 3 year minimum retention period states that the application form, with the document number inserted, may serve to document the issuance of the copies or abstracts. For those clerks who document the issuance of the copies or abstracts by other means, the applications need be retained only AV after the required information from the application is entered in the alternative record of issuance.

**SECTION 2-5: MARRIAGE RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1325-19	INFORMAL MARRIAGE RECORDS			
*CC1325-19a	INFORMAL MARRIAGE RECORDS	Recorded informal marriage record, if maintained separately from the Marriage Record.	PERMANENT.	
*CC1325-19b	INFORMAL MARRIAGE RECORDS	Declarations of informal marriages.	AV.	By law - Family Code, Section 2.404(c).  <b>Retention Note:</b> County clerks are no longer required to retain copies of declarations of informal marriages after recording the marriages and sending copies to the Texas Vital Statistics Office of the Texas Department of State Health Services.

Record Number	Record Title	Record Description	Retention Period	Remarks
*CC1325-20	MARRIAGE AFFIDAVITS	Affidavits by couples or by third parties that the couples are of age to marry without parental consent; or if one of the parties does not appear, affidavits that the absent party is on active duty as a member of the armed forces of the United States or the state military forces or is confined in a correctional facility, as defined by the Penal Code, Section 1.07.	AV, but see retention note.	<b>Retention Note:</b> County clerks are not required to retain copies of the affidavits, but may have done so in the past. Marriage affidavits vary considerably in the quality and quantity of the information they contain. Some may have sufficient genealogical information to merit retention for historical purposes. In such cases this schedule recommends, but does not require, that the marriage affidavits be retained PERMANENTLY.
CC1325-21	MARRIAGE BONDS	Marriage bonds or similar documents evidencing marriage prior to June 5, 1837.	PERMANENT.	
CC1325-22	MARRIAGE CONTRACT RECORD	Recorded pre-nuptial or spousal agreements and associated documentation.	PERMANENT.	
*CC1325-23	MARRIAGE LICENSE APPLICATIONS		AV.	Retention Note: County clerks are not required to retain copies of marriage licenses applications after forwarding the applications to the Texas Vital Statistics Office of the Texas Department of State Health Services.
CC1325-24	MARRIAGE LICENSE CORRECTIONS	Affidavits or notices of correction of information on marriage licenses due to clerical or other error, including any attached incorrect versions of the marriage license.		
CC1325-24a	MARRIAGE LICENSE CORRECTIONS	If corrected information is recorded or noted in the Marriage Record [CC1325-26].	AV after correction made.	
CC1325-24b	MARRIAGE LICENSE CORRECTIONS	If corrected information is not recorded or noted in the Marriage Record [CC1325-26].	PERMANENT.	
CC1325-25	MARRIAGE LICENSE STUB BOOKS (MARRIAGE LICENSE RECEIPTS)			
CC1325-25a	MARRIAGE LICENSE STUB BOOKS (MARRIAGE LICENSE RECEIPTS)	In those counties that no longer use stub books.	AV.	
CC1325-25b	MARRIAGE LICENSE STUB BOOKS (MARRIAGE LICENSE RECEIPTS)	In those counties that still use license stub books.	AV after all licenses in the volume have been issued.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1325-26	MARRIAGE RECORD		PERMANENT.	
CC1325-27	MARRIAGE RECORD (NEGRO)		PERMANENT.	
CC1325-28	MARRIAGES, LISTS OF	Lists of persons married in county.		
CC1325-28a	MARRIAGES, LISTS OF	If the list contains the names of couples all of whose marriage licenses are recorded in an existing volume of the Marriage Record [CC1325-26].	AV.	
CC1325-28b	MARRIAGES, LISTS OF	If the list contains the names of couples all of whose marriage licenses are not recorded in an existing volume of the Marriage Record [CC1325-26].	PERMANENT.	
CC1325-29	MEDICAL EXAMINATION CERTIFICATES AND WAIVERS		AV	
CC1325-30	NOTICE OF INTENTION TO MARRY RECORD		PERMANENT.	
CC1325-31	PARENTAL CONSENT (OR OBJECTION) FORMS			
*CC1325-31a	PARENTAL CONSENT (OR OBJECTION) FORMS	Parental consents or objections dated 1950 or earlier.	PERMANENT.	Retention Note: These notices are frequently attached to stub books.
CC1325-31b	PARENTAL CONSENT (OR OBJECTION) FORMS	All others.	AV.	

**SECTION 2-6: ELECTION RECORDS**

**Note:** All Class 1350 records were withdrawn effective February 1, 1992. County clerks should use Local Schedule EL (Records of Elections and Voter Registration) to determine retention periods for election records.

**SECTION 2-7: TAX RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1375-01	CERTIFICATES OF CANCELLATION/CORRECTION RECORD	Recorded cancellation or correction certificates issued by tax assessor-collector and approved by commissioners court acknowledging that property was erroneously reported as delinquent.	20 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*CC1375-02	DELINQUENT AND INSOLVENT TAXPAYERS, LISTS OF	Copies of annual lists of delinquent and insolvent taxpayers sent by the tax assessor-collector to commissioners court .		
*CC1375-02a	DELINQUENT AND INSOLVENT TAXPAYERS, LISTS OF	All lists and reports, whether bound, recorded, or separate, dated 1950 or earlier.	PERMANENT.	
*CC1375-02b	DELINQUENT AND INSOLVENT TAXPAYERS, LISTS OF	All reports dated 1951 or later.	AV.	
*CC1375-03	DELINQUENT TAX RECORD	All records dated 1950 or earlier. All records dated 1951 or later.	PERMANENT. AV.	
*CC1375-04	DELINQUENT TAX ROLLS			
*CC1375-04a	DELINQUENT TAX ROLLS	All records dated 1950 or earlier.	PERMANENT.	
*CC1375-04b	DELINQUENT TAX ROLLS	All records dated 1951 or later.	AV.	
CC1375-05	DRUMMERS LICENSE RECORD	Recorded special \$50 occupation tax receipts issued to drummers (traveling salesmen) by the State Comptroller.	PERMANENT.	
CC1375-06	ERRORS IN ASSESSMENT, LISTS OF		AV.	
CC1375-07	OCCUPATION TAX REGISTER		PERMANENT.	
CC1375-08	RECORD OF LAND OR TOWN LOTS SOLD FOR TAXES	Record or register of land or town lots in the county sold for taxes.	PERMANENT.	
CC1375-09	REDEMPTION RECORD		PERMANENT.	
*CC1375-10	REPORTS OF LAND SOLD UNDER JUDGMENT		PERMANENT.	
*CC1375-11	REPORTS OF LAND SOLD UNDER JUDGMENT AND REDEEMED		PERMANENT.	
CC1375-12	REPORTS OF COUNTY TAXES COLLECTED	Monthly, quarterly, and annual reports of county taxes collected, submitted by the tax assessor-collector.		
CC1375-12a	REPORTS OF COUNTY TAXES COLLECTED	Monthly reports.	FE + 3 years.	
CC1375-12b	REPORTS OF COUNTY TAXES COLLECTED	Quarterly reports.	AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1375-12c	REPORTS OF COUNTY TAXES COLLECTED	Annual reports.	PERMANENT.	
CC1375-13	REPORTS OF STATE AND COUNTY TAXES COLLECTED	Annual, quarterly, and monthly reports of state and county taxes collected, submitted by tax assessor-collector to commissioners court.	AV.	
CC1375-14	REPORTS ON TAXES AND INDEBTEDNESS OF LOCAL UNITS OF GOVERNMENT		AV.	
CC1375-15	TAX RECEIPT RECORD	Recorded tax receipts submitted by taxpayers.	20 years.	
CC1375-16	TAX RECEIPTS	Receipt stubs or copies of receipts issued by the tax assessor-collector.	AV.	
*CC1375-17	TAX ROLLS	Copies of county tax rolls or assessment lists.	AV.	Retention Note: If the county tax assessor-collector does not have the original tax or assessment roll for any given year, the County Clerk must retain that tax or assessment roll for that year PERMANENTLY.

**SECTION 2-8: BOND AND DEPUTATION RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1400-01	ANATOMICAL BONDS		AV.	
CC1400-02	BONDS AND CONTRACTS TO PAY LIENS AND CLAIMS	Filed statutory payment bonds (Property Code Chapter 53) with accompanying construction contracts or agreements between contractor and owner.		
CC1400-02a	BONDS AND CONTRACTS TO PAY LIENS AND CLAIMS	If recorded.	AR.	
CC1400-02b	BONDS AND CONTRACTS TO PAY LIENS AND CLAIMS	If not recorded.	AR + 5 years.	
*CC1400-03	BONDS AND CONTRACTS TO PAY LIENS AND CLAIMS RECORD	Recorded statutory payment bonds (Property Code Chapter 53) and construction contracts or agreements between contractor and owner.	AR + 5 years.	
CC1400-04	BUTCHERS' BONDS			



<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1400-04a	<b>BUTCHERS' BONDS</b>	Recorded copies and filed copies that have not been recorded.	AR + 5 years.	
CC1400-04b	<b>BUTCHERS' BONDS</b>	Filed copies that have been recorded.	AR.	
CC1400-05	<b>COMMISSION MERCHANTS BOND RECORD</b>		AR + 5 years.	
CC1400-06	<b>COMMISSION MERCHANTS BONDS</b>			
CC1400-06a	<b>COMMISSION MERCHANTS BONDS</b>	If recorded.	AR.	
CC1400-06b	<b>COMMISSION MERCHANTS BONDS</b>	If not recorded.	AR + 5 years.	
CC1400-07	<b>CONTRACTING STEVEDORES BOND RECORD</b>		AR + 5 years.	
CC1400-08	<b>CONTRACTORS BONDS</b>	Filed or recorded performance bonds of contractors under contract with county.	AR + 5 years.	
CC1400-09	<b>COUNTY DEPOSITORY BONDS</b>	Bonds of banks acting as depositories for county funds and statements describing unencumbered and non-exempt lands owned by sureties.	AR + 5 years.	
CC1400-10	<b>DEPUTATION RECORD</b>	Recorded notices of appointment of persons to perform duties of county officials as deputies.	PERMANENT.	
CC1400-11	<b>DEPUTATIONS</b>	Filed notices of appointment of persons to perform duties of county officials as deputies.	AR + 5 years or termination of employment + 5 years, whichever sooner.	
CC1400-12	<b>FERRY BONDS</b>	Filed or recorded bonds of ferrymen, launch pilots, or branch pilots licensed by commissioners court.		
CC1400-12a	<b>FERRY BONDS</b>	Bonds dated 1910 and earlier.	PERMANENT.	
CC1400-12b	<b>FERRY BONDS</b>	Bonds dated 1911 and later.	AR + 5 years.	
CC1400-13	<b>LIQUOR AND MALT LIQUOR DEALERS BOND RECORD</b>		AV.	
CC1400-14	<b>LIQUOR AND MALT LIQUOR DEALERS BONDS</b>		AV.	
CC1400-15	<b>LIVESTOCK AUCTION COMMISSION MERCHANTS BOND RECORD</b>		AR + 5 years.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1400-16	LIVESTOCK AUCTION COMMISSION MERCHANTS BONDS			
CC1400-16a	LIVESTOCK AUCTION COMMISSION MERCHANTS BONDS	If recorded.	AR.	
CC1400-16b	LIVESTOCK AUCTION COMMISSION MERCHANTS BONDS	If not recorded.	AR + 5 years.	
CC1400-17	LIVESTOCK COMMISSION MERCHANTS BOND RECORD		AR + 5 years.	
CC1400-18	LIVESTOCK COMMISSION MERCHANTS BONDS			
CC1400-18a	LIVESTOCK COMMISSION MERCHANTS BONDS	If recorded.	AR.	
CC1400-18b	LIVESTOCK COMMISSION MERCHANTS BONDS	If not recorded.	AR + 5 years.	
CC1400-19	LOAN BROKERS BOND RECORD		AV.	
CC1400-20	LOAN BROKERS BONDS		AV.	
CC1400-21	NOTARY PUBLIC BOND RECORD		AV.	
CC1400-22	NOTARY PUBLIC BONDS		AV.	
CC1400-23	OATH OF OFFICE RECORD	Recorded oaths of office of county officials and deputies, including those of the directors and officers of special districts and that are or were required by law to have their oaths.		
CC1400-23a	OATH OF OFFICE RECORD	If recorded in the Official Bond Record [CC1400-26], the Official Bond and Deputation Record [CC1400-25], or the Deputation Record [CC1400-10].	Follow the retention for the records indicated.	
CC1400-23b	OATH OF OFFICE RECORD	If recorded separately.	1 year after the oaths of all officials or deputies in volume have left office.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1400-24	<b>OATHS OF OFFICE</b>	Filed oaths of office of county officials and deputies, including those of the directors and officers of special districts that are or were required by law to take the oath of office and file it with the county clerk.		
CC1400-24a	<b>OATHS OF OFFICE</b>	If filed with Official Bonds [CC1400-27] or Deputations [CC1400-11].	Follow the retention for the records indicated.	
CC1400-24b	<b>OATHS OF OFFICE</b>	If filed separately.	1 year after the official or deputy leaves office.	
CC1400-25	<b>OFFICIAL BOND AND DEPUTATION RECORD</b>		PERMANENT.	
CC1400-26	<b>OFFICIAL BOND RECORD</b>		PERMANENT.	
CC1400-27	<b>OFFICIAL BONDS</b>	Filed bonds and qualifying oaths of county officials and deputies, including those of the directors and officials of special districts that are or were required by law to be filed with the county clerk.	AR + 5 years or termination of employment + 5 years, whichever sooner.	
CC1400-28	<b>PAWNBROKERS BONDS</b>		AV.	
CC1400-29	<b>PUBLIC WAREHOUSEMEN BONDS AND APPLICATIONS</b>			
CC1400-29a	<b>PUBLIC WAREHOUSEMEN BONDS AND APPLICATIONS</b>	Recorded copies and filed copies that have not been recorded.	AR + 5 years.	
CC1400-29b	<b>PUBLIC WAREHOUSEMEN BONDS AND APPLICATIONS</b>	Filed copies that have been recorded.	AR.	
CC1400-30	<b>PUBLIC WEIGHERS BOND RECORD</b>		AR + 5 years.	
CC1400-31	<b>PUBLIC WEIGHERS BONDS</b>		AR + 5 years.	
CC1400-32	<b>WRECK-MASTERS BONDS</b>		AV.	

## SECTION 2-9: BUSINESS AND PROFESSIONAL RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*CC1425-01	ACCOUNT BOOKS OF PRIVATE BUSINESSES AND ORGANIZATIONS	Account books, ledgers, registers, and similar financial or administrative records of private businesses or organizations filed for record with the county clerk.	AV.	<p><b>Retention Note:</b> Private businesses and organizations, especially insurance companies, benevolent associations, and agriculture-related businesses, occasionally filed account books and other financial records with the county clerk; some of which may have come into the possession of the county clerk as clerk to the county court and the keeper of trust funds.</p> <p>Although these records were not required to be filed with county clerks, they should be reviewed for possible historical value before disposal. County clerks should seek the advice of local historical and genealogical groups as part of their review.</p>
CC1425-02	ANATOMICAL AFFIDAVITS	Affidavits of agents in charge of unclaimed human remains declaring that relatives of the deceased cannot be found.	4 years.	
CC1425-03	ASSUMED NAME CERTIFICATES			
CC1425-03a	ASSUMED NAME CERTIFICATES	Certificates filed on or before August 28, 1977.	AV.	
CC1425-03b	ASSUMED NAME CERTIFICATES	Certificates filed August 29, 1977 and later.	AR + 2 years.	
*CC1425-04	ASSUMED NAME REGISTER	Register of certificates filed by individuals, owners of businesses, or by corporations conducting business under an assumed name.	PERMANENT.	
*CC1425-05	BANKS, RECORDS RELATING TO THE CREATION, OPERATION, AND DISSOLUTION OF		AV.	
CC1425-06	BUTCHERS REGISTER	Register of slaughterers or butchers who slaughter less than 300 head of cattle a day for profit.	PERMANENT.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
*CC1425-07	<b>COTTON GINNERS RECORD</b>	Affidavits of cotton ginner pledging to report the number of bales ginned to the state and stub books or registers of certificates issued for receipt of affidavits.	PERMANENT.	
CC1425-08	<b>DENTAL RECORD</b>	Recorded licenses of dentists issued by local boards or by the state.	PERMANENT.	
CC1425-09	<b>DISCHARGE RECORD</b>			
CC1425-09a	<b>DISCHARGE RECORD</b>	Recorded copies of military discharge papers.	PERMANENT.	
*CC1425-09b	<b>DIRECTIONS TO DESTROY MILITARY DISCHARGE RECORD FILED WITH THE COUNTY CLERK BEFORE SEPTEMBER 1, 2003.</b>	Directions by veterans who are subjects of the records or the legal guardian of the veterans, in writing, that the county clerk destroy all copies of the records.	PERMANENT.	
CC1425-10	<b>EMBALMERS RECORD</b>	Recorded licenses of embalmers, morticians, or funeral directors issued by the state.	PERMANENT.	
CC1425-11	<b>FARMERS COOPERATIVE SOCIETIES - CHARTERS</b>	Charters and by-laws, and any amendments, of farmers' cooperative societies.	PERMANENT.	
CC1425-12	<b>FIREMEN, LISTS OF</b>	Lists of volunteer firemen.	PERMANENT.	
*CC1425-13	<b>GOING OUT OF BUSINESS SALE RECORDS</b>		2 years.	
CC1425-14	<b>LIMITED PARTNERSHIP RECORD</b>	Recorded limited partnership documents.	PERMANENT.	
*CC1425-15	<b>MIDWIFE IDENTIFICATION RECORDS</b>	Includes the midwife roster provided by the Department of State Health Services, copies of current licenses, and/or any other identification forms of midwives licensed by the state.	US or 2 years, whichever sooner.	
CC1425-16	<b>MINISTRY REGISTER</b>	Recorded ordination certificates of pastors.	PERMANENT.	
CC1425-17	<b>MUSTER ROLLS</b>		PERMANENT.	
CC1425-18	<b>NATUROPATHIC RECORD</b>	Recorded licenses of naturopaths issued by the state.	PERMANENT.	
CC1425-19	<b>NOTARY PUBLIC APPOINTMENT RECORDS</b>		AV.	
CC1425-20	<b>NURSES RECORD</b>	Recorded certificates of nurses issued by the state.	PERMANENT.	
CC1425-21	<b>OPTOMETRY RECORD</b>	Recorded licenses of optometrists issued by the state.	PERMANENT.	
CC1425-22	<b>PAWNBROKER SALE REPORTS</b>		AV.	
CC1425-23	<b>PHARMACY REGISTER</b>	Register of pharmacists or recorded permits of pharmacists issued by local boards.	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1425-24	POLYGRAPH EXAMINERS RECORD	Recorded licenses of polygraph examiners issued by the state.	PERMANENT.	
CC1425-25	POWER OF ATTORNEY RECORD	Recorded instruments conveying or revoking power of attorney.	PERMANENT.	
CC1425-26	[WITHDRAWN]			
CC1425-27	PUBLIC UTILITY CORPORATION RECORD	Recorded annual financial reports of public utility corporations operating in the county.		
CC1425-27a	PUBLIC UTILITY CORPORATION RECORD	Recorded reports and original reports that have not been recorded.	PERMANENT.	
CC1425-27b	PUBLIC UTILITY CORPORATION RECORD	Originals of reports that have been recorded.	AV.	
CC1425-28	RAILROADS - ARTICLES OF INCORPORATION	Filed articles of incorporation and by-laws of railroads.	AV.	
CC1425-29	STATEMENTS OF ABANDONMENT OF USE OF ASSUMED NAME		2 years.	
CC1425-30	TRADEMARK REGISTER		PERMANENT.	
CC1425-31	TUBERCULOSIS NURSES RECORD	Recorded certificates of tuberculosis nurses issued by the state.	PERMANENT.	
CC1425-32	WORKMEN'S COMPENSATION LIABILITY RECORD	Recorded notices from businesses indicating compliance with the Workmen's Compensation Act (1917) and the Employer's Liability Act (1923).	AV.	

**SECTION 2-10: SCHOOL RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1450-01	ABSTRACTS OF SCHOOL CENSUSES	Abstracts of school censuses compiled by the tax assessor-collector (1854-1885) or district trustees (1885-1905).	PERMANENT.	
CC1450-02	ANNUAL AUDIT REPORTS OF COMMON SCHOOL DISTRICTS		PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1450-03	ANNUAL STATEMENTS OF SCHOOL FUNDS (ANNUAL REPORTS OF COUNTY SCHOOL ACCOUNTS)		AV.	
CC1450-04	CONSOLIDATED SCHOLASTIC CENSUS ROLLS		PERMANENT.	
CC1450-05	RECORD OF SCHOOL DISTRICTS	Proceedings of county board of school trustees or commissioners court establishing school district boundaries.	PERMANENT.	
CC1450-06	SCHOOL DISTRICT BUDGETS			
CC1450-06a	SCHOOL DISTRICT BUDGETS	Independent school districts.	AV.	
CC1450-06b	SCHOOL DISTRICT BUDGETS	Common school districts.	PERMANENT.	

**SECTION 2-11: LIVESTOCK RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1475-01	ANIMALS KILLED ON RAILROAD RIGHT-OF-WAY RECORD		Last entry + 3 years.	
CC1475-02	ANIMALS KILLED ON RAILROAD RIGHT-OF-WAY REPORTS		3 years.	
CC1475-03	BILL OF SALE RECORD (LIVESTOCK)		PERMANENT.	
CC1475-04	BRAND REFERENCE BOOK	Record used as a guide to the symbols used as marks and brands and serving as a form of index to the Marks and Brands Record [CC1475-13].	PERMANENT.	
CC1475-05	BRAND TRANSFER RECORD	Record of the transfer or sale of marks and brands.	PERMANENT.	
CC1475-06	CATTLE RECORDS	Bills of sale and shipment records of cattle, including lists of marks and brands; names of purchasers, sellers, and shippers; and inspection reports.	PERMANENT.	
CC1475-08	[WITHDRAWN]			
CC1475-09	[WITHDRAWN]			

Record Number	Record Title	Record Description	Retention Period	Remarks
*CC1475-11	LIVESTOCK QUARANTINE RECORDS	Reports, notices, orders, and similar records relating to the quarantine of livestock.	PERMANENT.	
CC1475-12	MARKS AND BRANDS APPLICATIONS		2 years.	
CC1475-13	MARKS AND BRANDS RECORD		PERMANENT.	
CC1475-14	RECORD OF ANIMALS SLAUGHTERED (BUTCHERS' RECORD)	Recorded reports of animals slaughtered.	PERMANENT.	
CC1475-15	RECORD OF INSPECTION (RECORD OF HIDES AND ANIMALS)	Certified copy of the records of inspection by the inspector of hides and animals.	PERMANENT.	
CC1475-16	TATTOO REGISTRATIONS	Certificates of registration for tattoo marks of hogs, dogs, sheep, or goats filed by the Texas Department of Public Safety.	PERMANENT.	

**SECTION 2-12: WATER RECORDS**

Record Number	Record Title	Record Title	Retention Period	Remarks
CC1500-01	CAUSEWAY RECORD	Recorded statements and maps detailing the location, ownership, size, etc. of bridges, dams, dikes, causeways, and roadways constructed across any arm, inlet, or saltwater bay of the Gulf of Mexico.	PERMANENT.	
CC1500-02	CERTIFICATES OF ADJUDICATION RECORD	Recorded certificates of adjudication issued by the Texas Commission on Environmental Quality or its predecessors authorizing the appropriation, storage, or diversion of state water as determined by court action.	PERMANENT.	
CC1500-03	WATER PERMIT RECORD (IRRIGATION RECORD)	Recorded permits and associated documentation issued by the Texas Commission on Environmental Quality or its predecessors authorizing the appropriation, storage, or diversion of state water.	PERMANENT.	
CC1500-04	WATER RIGHTS AGREEMENT RECORD	Recorded agreements between the Texas Commission on Environmental Quality and claimants for the administration of unadjudicated water rights.	PERMANENT.	



Record Number	Record Title	Record Title	Retention Period	Remarks
CC1500-05	WATER RIGHTS RECORD (IRRIGATION RECORD)	Recorded statements of water rights appropriations or declarations of intent to appropriate state water, including maps and plats denoting the routes of canals and ditches.	PERMANENT.	

**SECTION 2-13: ADMINISTRATIVE AND FINANCIAL RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1525-01	ACKNOWLEDGMENT RECORD (COUNTY CLERK)	Record of acknowledgments or proofs of instruments taken by the county clerk as ex-officio notary public.	10 years.	
CC1525-02	ACKNOWLEDGMENT RECORD (NOTARY PUBLIC)	Record of acknowledgments or proofs of instruments taken by notaries public.	10 years.	
CC1525-03	ANNUAL FEE REPORTS		AV.	
CC1525-04	CASH RECEIPTS		FE + 3 years.	
CC1525-05	DAILY CASH BOOK OR REPORTS		FE + 3 years.	
CC1525-06	FEE BOOK		FE + 5 years.	
CC1525-07	FEE STATEMENTS	Copies of statements of filing fees due sent out by county clerk to companies or individuals.	FE + 3 years.	
CC1525-08	INSTRUMENTS LEFT FOR RECORD	The following instruments that have been recorded as required or permitted by law, but are unclaimed by their owners or are unreturnable. The instruments may be disposed of at the expiration of the retention period given for each record below, with the retention period dating from the date of recording.		
CC1525-08a	INSTRUMENTS LEFT FOR RECORD	Deeds, deeds of trust and mortgages, liens, oil and gas leases, powers of attorney, military discharge papers, and marriage licenses.	5 years.	
CC1525-08b	INSTRUMENTS LEFT FOR RECORD	Bills of sale [CC1275-04 and CC1475-03] and tax receipts.	2 years.	
CC1525-09	INSTRUMENTS SENT, RECORD OF	Record or register of recorded instruments returned by mail to those who filed them.	1 year.	
CC1525-10	MONTHLY EXPENSE REPORTS		AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1525-12	OPEN MEETING NOTICES	Notices of open meetings of the governing bodies of water districts and all other special districts required by law to file notices.	2 years.	
CC1525-13	[WITHDRAWN]			
*CC1525-14	RECORDS DESTRUCTION NOTICES	Records destruction notices filed with the county clerk by other county officials and offices.	10 years.	<b>Retention Note:</b> These records destruction notices have PERMANENT retention if they serve as the County's official file copy.
CC1525-15	[WITHDRAWN]			
CC1525-16	REGISTER OF INSTRUMENTS FILED FOR RECORD (CLERK'S FILE DOCKET, FILE REGISTER, RECEPTION RECORD)		PERMANENT.	
CC1525-17	REPORTS OF COLLECTIONS (MONTHLY FEE REPORTS)		AV.	

**SECTION 2-14: MISCELLANEOUS RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1550-01	ADOPTION STATEMENTS (AFFIDAVITS OF HEIRSHIP)	Statements by persons that they have adopted other persons as their legal heirs.		
CC1550-01a	ADOPTION STATEMENTS (AFFIDAVITS OF HEIRSHIP)	Recorded statements and originals of statements that have not been recorded.	PERMANENT.	
CC1550-01b	ADOPTION STATEMENTS (AFFIDAVITS OF HEIRSHIP)	Originals of statements that have been recorded.	AV after recording.	
CC1550-02	AUTOMOBILE REGISTER	Register of automobiles licensed in county from 1907 to 1917.	PERMANENT.	
CC1550-03	CENSUS RECORDS	Lists of persons enumerated, mortality schedules, or other documents relating to the federal decennial censuses or any special state or county census.	PERMANENT.	
*CC1550-04	CERTIFICATES OF DEPOSIT (RECEIPTS) FOR WILLS FILED FOR SAFEKEEPING		Return of will + 10 years.	
CC1550-05	CITY BUDGETS		3 years.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1550-06	CONFEDERATE WIDOWS' AFFIDAVITS	Affidavits by widows of Confederate veterans attesting to their inability to obtain information on regiments or companies in which their husbands served.	PERMANENT.	
CC1550-07	CROSSTIES AND STAVES PURCHASE STATEMENTS	Purchase statements by buyers of crossties and staves for which a bill of sale was not provided by the seller.	2 years.	
CC1550-07a	EMERGENCY SERVICES DISTRICT ANNUAL REPORTS		PERMANENT.	
CC1550-08	EXPLOSIVE LICENSES, RECORDS OF	Register or license stubs of licenses issued by authority of the U. S. Bureau of Mines for the sale, purchase, or use of explosives pursuant to provisions of the Federal Explosives Act.	AV.	
*CC1550-09	FISH, GAME AND TRAPPING LICENSING RECORDS	Registers, stub books, duplicate licenses, duplicate receipts, affidavits of loss of license, and reports relating to the issuance of fish, game and trapping licenses.		
*CC1550-09a	FISH, GAME AND TRAPPING LICENSING RECORDS	Records in counties in which the county clerk is no longer an issuing agent.	AV.	Retention Note: Prior to disposal, trapping licensing records should be appraised for historical value. These records may contain information of historical and economic significance.
*CC1550-09b	FISH, GAME AND TRAPPING LICENSING RECORDS	Records in counties in which the county clerk is an issuing agent.  (1) Records in counties in which the county clerk is an issuing agent: All records dated 1985 and earlier.  (2) Records in counties in which the county clerk is an issuing agent: All records dated 1986 or later.	AV.  FE + 3 years.	Retention Note: Prior to disposal, trapping licensing records should be appraised for historical value. These records may contain information of historical and economic significance.
CC1550-10	FOOD STAMP PROGRAM RECORDS	Documentation relating to the distribution of food stamps.	AV.	
CC1550-11	HEADLIGHT TESTING STATION RECORDS	Documentation relating to headlight testing stations established by commissioners court pursuant to the Texas Headlight Act (1925).	AV	
CC1550-11a	INJECTION WELLS, APPLICATIONS TO DRILL		AV.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1550-12	LOG BRAND RECORD		PERMANENT.	
CC1550-13	MUNICIPAL RESOLUTIONS ADOPTING HOME RULE	Resolutions or ordinances by municipalities accepting municipal status under Title 28 of the Texas Civil Statutes.	PERMANENT.	
CC1550-14	NOXIOUS WEED CONTROL DISTRICT ANNUAL REPORTS		PERMANENT.	
CC1550-15	OLD-AGE PENSION LISTS OR REGISTERS	Monthly lists of persons in the county receiving old-age pensions from the state.	PERMANENT.	
CC1550-16	PROTEST RECORD	Record of protest notices issued by notaries public evidencing non-payment of monies owed or non-performance of services promised.	10 years.	
CC1550-17	RECORD OF TIMBER CUT	Recorded quarterly reports of persons who float or raft timber on rivers or creeks.	PERMANENT.	
CC1550-18	REPORTS OF LIQUOR SEIZED	Reports of liquor and associated property seized, and copies of receipts issued by the sheriff for goods if liquor or property was seized by officers other than the sheriff.		
CC1550-18a	REPORTS OF LIQUOR SEIZED	Receipts.	AV.	
CC1550-18b	REPORTS OF LIQUOR SEIZED	Reports.	PERMANENT.	
CC1550-19	REQUESTS FOR FREE COPIES BY VETERANS	Requests by veterans for free copies of records.	90 days.	
CC1550-20	SELECTIVE SERVICE RECORDS	All records relating to the registration of men for military service under the Selective Training and Service Act of 1940.	AV.	
*CC1550-21	TEXAS RELIEF COMMISSION RECORDS	Records relating to the welfare and relief activities of the Texas Relief Commission.	PERMANENT.	
CC1550-22	WILLS FILED FOR SAFEKEEPING		Until retrieved or disposed of.	In accordance with Probate Code, Section 71.
CC1550-23	WIND EROSION DISTRICT ANNUAL AUDIT REPORTS		PERMANENT.	
CC1550-24	AXLE OVERWEIGHT RECORDS	Notifications and other documents submitted by operators of vehicles granted axle overweight permits by the Texas Department of Transportation.	1 year.	
*CC1550-25	AIR QUALITY PERMIT RECORDS	Applications, copies of permits, and other documentation related to the issuance of permits by the county clerk.	PERMANENT.	

### PART 3: COUNTY CLERK AS CLERK OF COUNTY COURT

**Retention Notes:** a) SCOPE OF THIS PART - The term "county court" as used in the descriptions of records in this part includes not only the constitutional county courts, but also county courts at law; county civil courts at law; county criminal courts; county criminal courts at law; county courts for criminal cases; county criminal courts of appeal; probate courts; and any other county courts that may hereafter be created by statute.

In some counties, the district clerk serves either as the exclusive clerk to one or more statutory county courts in the county, as clerk in those cases concerning family law only, or as clerk in those cases concerning both family law and those in civil and/or criminal law in which the court has concurrent jurisdiction with district courts. The district clerk must follow the minimum retention periods in this section for the records of any county court to which he or she is clerk. If the court also has concurrent jurisdiction with district courts in family law matters, the clerk must use the retention periods set down in the Local Schedule DC (Records of District Clerks) for those records relating to family law.

In some counties, the county clerk serves as exclusive clerk to a statutory county court that has been granted concurrent jurisdiction with district courts in family law matters. The county clerk should follow the retention periods in this section for civil, criminal, and probate records and those in Local Schedule DC for records concerning family law matters (e.g., Divorce Minutes [DC2075-13]).

b) MEANING OF FINAL JUDGMENT - For retention dating purposes, the use of the term "final judgment" in retention periods, unless otherwise qualified, means:

- 1) Civil Cases - From the date judgment rendered and signed in a county court; or if new trial or further proceedings granted on motion or mandated on appeal, from date judgment rendered and signed in new trial or further proceedings; or if appealed and judgment of trial court affirmed, modified, or rendered as it should have been rendered, or appeal dismissed, from date mandate or notice of dismissal received from appeals court; whichever applicable.
- 2) Criminal Cases - From the date judgment rendered and signed in a county court; or if new trial or further proceedings granted on motion or mandated by reversal on appeal, from date judgment rendered and signed in new trial or further proceedings; or if appealed and judgment of trial court affirmed or judgment of acquittal issued or appeal dismissed, from date mandate or notice of dismissal received from appeals court; whichever applicable.
- 3) Juvenile, Mental Illness, Mental Retardation, Alcoholism, or Narcotics Addiction Cases - State laws provide that appeals from decisions in these types of hearings shall be governed by the Texas Rules of Civil Procedure and the Texas Rules of Appellate Procedure, and the dating of final judgment should follow the guidelines set out in (b)(1) above.

c) HISTORIC COURT RECORDS RETENTION REQUIREMENTS - Notwithstanding the retention periods set down in this schedule, the following records must be retained PERMANENTLY:

- 1) all case papers dated 1950 or earlier and trial dockets containing entries dated 1950 or earlier;
- 2) case papers and trial dockets from any period if the minutes of the case have been lost or destroyed; and
- 3) case papers in a case from any period that, because of its notoriety or significance, might possess enduring value.

d) FINGERPRINTS - Texas Code of Criminal Procedure, art. 38.33, requires that the fingerprint of a person convicted of a Class A misdemeanor or a felony be placed on the judgment or docket sheet. This requirement applies only to convictions had on or after 1 September 1987.

If the fingerprint appears on a judgment sheet or an order for probation that is incorporated directly into the Criminal Minutes [CC1600-07] or the County Court Minutes [CC1650-06] none of the retention periods listed in Part 3 of this schedule is affected, but if the only copy of the fingerprint appears on a document in either of the following two categories, then the document must be retained 20 years after final judgment or after last entry, as applicable.

Category 1 - On a docket sheet in the Criminal Docket [CC1600-05] or the Criminal File Docket, Type IV [CC1600-06d], or on a separate docket sheet filed with the Criminal Case Papers [CC1600-04].

Category 2 - On a judgment or an order for probation filed with the Criminal Case Papers [CC1600-04] and not directly incorporated into the Criminal Minutes [CC1600-07] or the County Court Minutes [CC1650-06].

The 20 year retention required for documents in Categories 1 and 2 apply only to those documents or portions of a docket, judgment, or order created on or after 1 September 1987 and containing the only copy of the fingerprints of convicted persons. It does not apply to any documents in the same categories created on or before 31 August 1987.

e) RETENTION OF CIVIL EXHIBITS AND DEPOSITIONS - Exhibits and depositions in civil cases must be retained and disposed of in accordance with the following orders of the Texas Supreme Court, unless a county has obtained a modified order from the Supreme Court amending the procedure for that county.

1) Exhibits: In compliance with the provisions of Texas Rules of Civil Procedure 14b, the Supreme Court hereby directs that exhibits offered or admitted into evidence shall be retained and disposed of by the clerk of the court in which the exhibits are filed upon the following basis.

This order shall apply only to: (1) those cases in which judgment has been rendered on service of process by publication and in which no motion for new trial was filed within two years after judgment was signed; and, (2) all other cases in which judgment has been signed for one year and in which no appeal was perfected or in which a perfected appeal was dismissed or concluded by a final judgment as to all parties and the issuance of the appellate court's mandate such that the case is no longer pending on appeal or in the trial court.

The party who offered an exhibit may withdraw it from the clerk's office within thirty days of the later of (1) a case becoming subject to this order, or (2) the effective date of this order. The clerk, unless otherwise directed by the court, may dispose of any exhibits remaining after such time period.

The order was effective June 1, 2005.

2) Deposition Transcripts and Depositions Upon Written Questions: In compliance with the provisions of Rule 191.4(e), Texas Rules of Civil Procedure, the Supreme Court hereby directs that deposition transcripts and depositions upon written questions be retained and disposed of by the clerk of the court in which the same are filed upon the following basis.

This order shall apply only to: (1) those cases in which judgment has been rendered on service of process by publication and in which no motion for new trial was filed within two years after judgment was signed; and, (2) all other cases in which judgment has been signed for one year and in which no appeal was perfected or in which a perfected appeal was dismissed or concluded by a final judgment as to all parties and the issuance of the appellate court's mandate such that the case is no longer pending on appeal or in the trial court.

The party who offered a deposition transcript or deposition upon written questions may withdraw it from the clerk's office within thirty days of the later of (1) a case becoming subject to his order, or (2) the effective date of this order. The clerk, unless otherwise directed by the court, may dispose of any deposition transcript or deposition upon written questions remaining after such time period.

The order was effective June 1, 2005.

\* f) RETENTION OF CRIMINAL EXHIBITS - Exhibits in criminal cases in which a person was convicted must be retained and disposed of in accordance with the following provisions of the Texas Code of Criminal Procedure, art. 2.21:

1) To be eligible for disposal the exhibit must not be contraband or a firearm, must not have been ordered by the court to be returned to its owner, must not contain biological material (see paragraph 5 of this note), and is not an exhibit in another pending criminal action.

2) An eligible exhibit may be disposed of on or after the first anniversary of the date on which a conviction becomes final in the case, if the case is a misdemeanor or a felony for which the sentence imposed by the court is five years or less; or on or after the second anniversary of the date on which a conviction becomes final in the case, if the case is a non-capital felony for which the sentence imposed by the court is greater than 5 years.

3) Prior to disposal, county and district clerks in a county with a population of less than 1.7 million must provide written notice by mail to the attorney representing the state and the attorney representing the defendant of the intent to dispose. If a request for return is not received from either attorney before the 31st day after the date of notice, the clerk may dispose of the exhibit.

4) County and district clerks in a county with a population of 1.7 million or more may dispose of an eligible exhibit on the date provided in (2) if on that date the clerk has not received a request for the exhibit from either the attorney representing the state or the attorney representing the defendant.

(5) If the exhibit contains biological material:

(a) In a criminal case in which a defendant is convicted, the attorney representing the state, a clerk, or any other officer in possession of evidence described by Subsection (b) shall ensure the preservation of the evidence.

(b) This article applies to evidence that: (1) was in the possession of the state during the prosecution of the case; and

(2) at the time of conviction was known to contain biological material that if subjected to scientific testing would more likely than not:

(A) establish the identity of the person committing the offense; or

(B) exclude a person from the group of persons who could have committed the offense.

(c) Except as provided by Subsection (d), material required to be preserved under this article must be preserved:

(1) until the inmate is executed, dies, or is released on parole, if the defendant was convicted of a capital felony; or

(2) until the defendant dies, completes the defendant's sentence, or is released on parole or mandatory supervision, if the defendant is sentenced to a term of confinement or imprisonment.

(d) The attorney representing the state, clerk, or other officer in possession of evidence described by Subsection (b) may destroy the evidence, but only if the attorney, clerk, or officer by mail notifies the defendant, the last attorney of record for the defendant, and the convicting court of the decision to destroy the evidence and a written objection is not received by the attorney, clerk, or officer from the defendant, attorney of record, or court before the 91st day after the later of the following dates:

(1) the date on which the attorney representing the state, clerk, or other officer receives proof that the defendant received notice of the planned destruction of evidence; or

(2) the date on which notice of the planned destruction of evidence is mailed to the last attorney of record for the defendant.

### SECTION 3-1: CIVIL CASE RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1575-01	APPEARANCE DOCKET (CALL DOCKET)	Docket books or sheets of civil suits filed that are used to call cases on appearance day.	3 years.	
CC1575-02	CIVIL BAR DOCKET	Docket books or sheets of civil suits filed for the use of attorneys.	AV.	



Record Number	Record Title	Record Description	Retention Period	Remarks
CC1575-03	CIVIL CASE PAPERS	Documents relating to civil suits (including pre-trial, preliminary, or interlocutory proceedings or hearings) and of scire facias and ancillary civil proceedings, except condemnation suits (see CC1575-07).		
CC1575-03a	CIVIL CASE PAPERS	<p>Cases dismissed on motion of plaintiff, for want of prosecution, or for other reasons within the court's power.</p> <p>(1) Case papers dated 1950 or earlier.</p> <p>(2) Case papers dated after 1950.</p>	<p>PERMANENT</p> <p>Dismissal + 3 years.</p>	<p><b>Retention Notes:</b> Prior to disposal civil case papers dated after 1950 must be appraised by the county clerk for historical value and those determined by the clerk to merit retention for historical reasons must be retained PERMANENTLY. Some civil case papers may merit PERMANENT retention because they provide significant documentation of the history of the local community or the state.</p> <p>County clerks should consult with local historical or genealogical societies or other knowledgeable persons in the county to assist with the appraisal.</p>
*CC1575-03b	CIVIL CASE PAPERS	<p>All other case papers.</p> <p>(1) Case papers dated 1950 or earlier.</p>	<p>PERMANENT</p>	<p><b>Retention Notes:</b> Prior to disposal civil case papers dated after 1950 must be appraised by the county clerk for historical value and those determined by the clerk to merit retention for historical reasons must be retained PERMANENTLY. Some civil case papers may merit PERMANENT retention because they provide significant documentation of the history of the local community or the state.</p> <p>County clerks should consult with local historical or genealogical societies or other knowledgeable persons in the county to assist with the appraisal.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
		(2) All other cases.	Final judgment + 12 years or, if applicable to the case, 12 years from date judgment revived, whichever longer, provided that at the time of disposal (1) no discovery proceedings are underway in the case and (2) the judgment and mandate (if applicable) have been entered of record in a permanent minute book of the court. See retention note (c) at the beginning of Part 3.	
*CC1575-03c	CIVIL CASE PAPERS	Exhibits and depositions.	See retention note (e) at the beginning of Part 3.	<p><b>Retention Note:</b> Prior to disposal exhibits and depositions dated after 1950 must be appraised by the county clerk for historical value and those determined by the clerk to merit retention for historical reasons must be retained PERMANENTLY. Some exhibits and depositions may merit PERMANENT retention because they provide significant documentation of the history of the local community or the state.</p> <p>County clerks should consult with local historical or genealogical societies or other knowledgeable persons in the county to assist with the appraisal.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1575-03d	CIVIL CASE PAPERS	Bills of cost under both (a) and (b).	FE of final payment + 3 years.	
*CC1575-03e	CIVIL CASE PAPERS	Clerk's Record (formerly called transcripts) and Court Reporter Record (formerly called statements of fact) from the county court on appeal.	AV.	<p><b>Retention Note:</b> Prior to disposal, Clerk's Record and Court Reporter Record dated after 1950 must be appraised by the county clerk for historical value and those determined by the clerk to merit retention for historical reasons must be retained <b>PERMANENTLY</b>. Some Clerk's Record and Court Reporter Record may merit permanent retention because they provide significant documentation of the history of the local community or the state.</p> <p>County clerks should consult with local historical or genealogical societies or other knowledgeable persons in the county to assist with the appraisal.</p>
CC1575-03f	CIVIL CASE PAPERS	Citations, waivers of citation, witness attachments, returns, and applications for such process.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	
CC1575-03g	CIVIL CASE PAPERS	Appeal, cost, supersedeas, or similar surety bonds or certificates of deposit or affidavits in lieu thereof.	3 years after final judgment rendered or proceedings otherwise terminated in the case	
CC1575-04	CIVIL DOCKET		PERMANENT	By rule of court - Rules of Civil Procedure, Rule 26.
CC1575-05	CIVIL FILE DOCKET (CIVIL DOCKET-PENDING)	Original entry docket books or sheets of civil cases.		
CC1575-05a	CIVIL FILE DOCKET (CIVIL DOCKET-PENDING)	TYPE I - File docket, which does not contain an account of fees due, whose contents are transcribed into a docket of disposed cases after adjudication.	AV after transcription.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1575-05b	CIVIL FILE DOCKET (CIVIL DOCKET-PENDING)	TYPE II - File docket, which does contain an account of fees due, whose contents, except those relating to fees, are transcribed into a docket of disposed cases after adjudication.	FE + 5 years.	
CC1575-05c	CIVIL FILE DOCKET (CIVIL DOCKET-PENDING)	TYPE III - Non-transferred sheets of a file docket, which does not contain an account of fees due, whose sheets are transferred to a docket of disposed cases as the case moves from pending to disposed.	3 years.	
CC1575-05d	CIVIL FILE DOCKET (CIVIL DOCKET-PENDING)	TYPE IV - File docket, which may or may not contain an account of fees due, whose contents are not transcribed or whose sheets are not transferred, but which serves as a combination pending and disposed docket.	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1575-06	CIVIL MINUTES		PERMANENT.	
CC1575-07	CONDEMNATION CASE PAPERS (EMINENT DOMAIN CASE PAPERS)			
CC1575-07a	CONDEMNATION CASE PAPERS (EMINENT DOMAIN CASE PAPERS)	Cases dismissed on motion of plaintiff, for want of prosecution, or for other reasons within the court's power.	Dismissal + 3 years.	
CC1575-07b	CONDEMNATION CASE PAPERS (EMINENT DOMAIN CASE PAPERS)	All other cases.	See retention note.	<b>Retention Note:</b> Condemnation case papers must be retained for 12 years after entry of judgment approving award in the court minutes in the absence of objection or after final judgment rendered or proceedings otherwise terminated in court in trial of the cause, whichever applicable, except if suit is dismissed on motion of condemnor, the award of the special commissioners must be retained PERMANENTLY or, if it is entered of record in any subsequent suit, until the expiration of the retention period applicable to the records of that suit, whichever sooner.
CC1575-07c	CONDEMNATION CASE PAPERS (EMINENT DOMAIN CASE PAPERS)	Exhibits and depositions.	See retention note (e)at the beginning of Part 3.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1575-07d	CONDEMNATION CASE PAPERS (EMINENT DOMAIN CASE PAPERS)	Bills of cost under both (a) and (b).	FE of final payment + 3 years.	
*CC1575-07e	CONDEMNATION CASE PAPERS (EMINENT DOMAIN CASE PAPERS)	Clerk's Record (formerly called transcripts) and Court Reporter Record (formerly called statements of fact) from the county court on appeal.	AV.	
CC1575-07f	CONDEMNATION CASE PAPERS (EMINENT DOMAIN CASE PAPERS)	Citations, waivers of citation, witness attachments, returns, and applications for such process.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	
CC1575-07g	CONDEMNATION CASE PAPERS (EMINENT DOMAIN CASE PAPERS)	Appeal, cost, supersedeas, or similar surety bonds or certificates of deposit or affidavits in lieu thereof.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	
CC1575-08	JURY DOCKET (JURY TRIAL DOCKET)	Docket books or sheets of civil suits in which juries have been requested.	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
*CC1575-09	SUBPOENAS	Stub books, copies, or recorded copies of civil subpoenas issued.	5 years.	

**SECTION 3-2: CRIMINAL CASE RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1600-01	BAIL BOND RECORD	Record of bail or recognizance bonds set or taken.	3 years.	
CC1600-02	CAPIASES	Stub books or copies of capiases and summonses issued.	2 years.	
CC1600-03	CRIMINAL BAR DOCKET (STATE BAR DOCKET)	Docket books or sheets of criminal cases filed for the use of attorneys.	AV.	
CC1600-04	CRIMINAL CASE PAPERS	Documents relating to criminal cases.		

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
*CC1600-04a	[WITHDRAWN – see CC1600-04b]			
CC1600-04b	<b>CRIMINAL CASE PAPERS</b>	All other cases.	Date of dismissal or final judgment + 5 years, as applicable, but see retention note (d) at the beginning of Part 3.	
CC1600-04c	<b>CRIMINAL CASE PAPERS</b>	Exhibits.	See retention note (f) at the beginning of Part 3.	
CC1600-04d	<b>CRIMINAL CASE PAPERS</b>	Bills of cost.	FE of final payment + 5 years.	
*CC1600-04e	<b>CRIMINAL CASE PAPERS</b>	Clerk’s Record (formerly called transcripts) and Court Reporter Record (formerly called statements of fact) from the county court on appeal.	Receipt of mandate + 3 years.	
CC1600-04f	<b>CRIMINAL CASE PAPERS</b>	Pre-sentence investigation reports.	Final judgment + 2 years.	
*CC1600-04g	<b>CRIMINAL CASE PAPERS</b>	Warrants, capiases, summonses, witness attachments, returns, and applications for such process.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	
CC1600-04h	<b>CRIMINAL CASE PAPERS</b>	Bail, personal, appeal, peace, cost, and other surety bonds, or certificates of deposit or affidavits in lieu thereof.	3 years after final judgment rendered or proceedings otherwise terminated in the case.	
CC1600-05	<b>CRIMINAL DOCKET</b>		5 years, but see retention note (d) at the beginning of Part 3.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1600-06	CRIMINAL FILE DOCKET (CRIMINAL DOCKET-PENDING)	Original entry docket books or sheets of criminal cases.		
CC1600-06a	CRIMINAL FILE DOCKET (CRIMINAL DOCKET-PENDING)	TYPE I - File docket, which does not contain an account of fees due, whose contents are transcribed into a Criminal Docket [CC1600-05] after adjudication.	AV after transcription.	
CC1600-06b	CRIMINAL FILE DOCKET (CRIMINAL DOCKET-PENDING)	TYPE II - File docket, which does contain an account of fees due, whose contents, except that relating to fees, are transcribed into a Criminal Docket [CC1600-05] after adjudication.	FE + 5 years.	
CC1600-06c	CRIMINAL FILE DOCKET (CRIMINAL DOCKET-PENDING)	TYPE III - Non-transferred sheets of file docket, which does not contain an account of fees due, whose sheets are transferred to a Criminal Docket [CC1600-05] as the case moves from pending to disposed.	3 years.	
CC1600-06d	CRIMINAL FILE DOCKET (CRIMINAL DOCKET-PENDING)	TYPE IV - File docket, which does contain an account of fees due, whose contents are not transcribed or whose sheets are not transferred, but which serves as a combination file docket, criminal docket, and fee book.	FE + 5 years, but see retention note (d) at the beginning of Part 3.	
CC1600-07	CRIMINAL MINUTES		PERMANENT.	
CC1600-08	PROBATION MINUTES		PERMANENT.	
*CC1600-09	SUBPOENAS (CRIMINAL)	Stubs books, copies, or recorded copies of subpoenas issued.	5 years.	
CC1600-10	WITNESS ATTACHMENTS	Stub books, copies, or recorded copies of attachment writs issued.	2 years.	
CC1600-11	WITNESS RECORD (WITNESS DOCKET)	Register of witnesses subpoenaed, attached, or recognized in criminal cases.	3 years.	

**SECTION 3-3: PROBATE CASE RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1625-01	ANNUAL ACCOUNT RECORD (PROBATE ACCOUNT RECORD)	Recorded annual or final reports or exhibits of account of executors, administrators, and guardians.	PERMANENT.	
CC1625-02	APPRENTICESHIP RECORD	Record of the apprenticeship of minors.	PERMANENT.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1625-03	<b>COMMUNITY PROPERTY DOCKET</b>	Docket books or sheets of probate cases involving the administration of community property due to the death or incompetence of a spouse.	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26
CC1625-04	<b>COMMUNITY PROPERTY MINUTES</b>	Record of the proceedings of the county court in cases involving the administration of community property due to the death or incompetence of a spouse.	PERMANENT.	
CC1625-05	<b>GUARDIANS' CLAIM DOCKET</b>	Register of claims on estates of persons under guardianship.	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1625-06	<b>GUARDIANS' DOCKET</b>	Docket books or sheets of cases involving the appointment of guardians.	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1625-07	<b>GUARDIANSHIP MINUTES (GUARDIANSHIP RECORD)</b>		PERMANENT.	
CC1625-08	<b>INVENTORY RECORD (PROBATE INVENTORY RECORD)</b>	Recorded inventories and appraisements of property in probate cases.	PERMANENT.	
CC1625-09	<b>PROBATE BOND RECORD (PROBATE BOND DOCKET)</b>	Recorded bonds and qualifying oaths of executors, administrators, and guardians.	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1625-10	<b>PROBATE CASE PAPERS</b>	Original case papers, including wills, of matters within the jurisdiction of a county court as probate court.	PERMANENT.	
CC1625-11	<b>PROBATE CLAIM DOCKET</b>	Register of claims against estates of decedents or of those under guardianship.	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1625-12	<b>PROBATE DOCKET</b>		PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1625-13	<b>PROBATE FILE DOCKET (PROBATE DOCKET-PENDING)</b>	Original entry docket books or sheets of probate cases.	Follow retention periods for Civil File Docket (Civil Docket-Pending) [CC1575-05].	
CC1625-14	<b>PROBATE MINUTES</b>		PERMANENT.	
CC1625-15	<b>PROBATE RECORD (FINAL PROBATE RECORD)</b>	Recorded documents filed in probate cases.	PERMANENT.	
CC1625-16	<b>REPORTS OF SALE RECORD</b>	Recorded reports of sale of property from estates submitted by executors, administrators, or guardians.	PERMANENT.	
CC1625-17	<b>SMALL ESTATES AFFIDAVITS</b>	Affidavits filed by the distributees of small estates.		



Record Number	Record Title	Record Description	Retention Period	Remarks
CC1625-17a	SMALL ESTATES AFFIDAVITS	Originals of affidavits that have been recorded in the Small Estates Record [CC1625-19].	1 year after estate settled and closed.	
CC1625-17b	SMALL ESTATES AFFIDAVITS	Originals of affidavits that have not been recorded in the Small Estates Record [CC1625-19].	PERMANENT.	
CC1625-18	SMALL ESTATES DOCKET	Docket books or sheets of hearings to approve small estates affidavits.	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1625-19	SMALL ESTATES RECORD	Recorded affidavits filed by the distributees of small estates.	PERMANENT.	
CC1625-20	VITAL STATISTICS DOCKET OR MINUTES (PROBATE BIRTH DOCKET OR MINUTES; DELAYED BIRTH DOCKET OR MINUTES)	Docket books or sheets or minutes of hearings on applications for the issuance of delayed birth or death certificates or for the issuance of certified copies of illegitimate birth certificates heard.	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1625-21	VITAL STATISTICS CASE PAPERS (PROBATE BIRTH CASE PAPERS; DELAYED BIRTH CASE PAPERS)	Documents relating to hearings on the issuance of delayed birth or death certificates or certified copies of illegitimate birth certificates.	2 years from date application denied or order for registration issued.	
CC1625-22	WILL RECORD	Recorded copies of wills.	PERMANENT.	

**SECTION 3-4: MULTI-CASE/MULTI-COURT RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1650-01	APPEAL RECORD (TRANSCRIPT DOCKET)	Record or register of civil, criminal, or probate cases appealed to a higher court.	AV.	
CC1650-02	ATTORNEYS' ORDER BOOK (CITATION RECORD)	Record of attorneys' requests for the issuance of legal papers.	AV.	
CC1650-03	ATTORNEYS' RECEIPT BOOK	Attorneys' receipts for documents temporarily withdrawn from custody of the court.	AV.	
CC1650-04	COUNTY COURT DOCKET	Combined form of the Civil Docket [CC1575-04] and the Criminal Docket [CC1600-05].	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1650-05	COUNTY COURT FILE DOCKET (COUNTY COURT DOCKET-PENDING)	Original entry docket books or sheets of civil, criminal, and probate cases.	Follow retention periods for Civil File Docket (Civil Docket-Pending) [CC1575-05].	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1650-06	COUNTY COURT MINUTES (CIVIL AND CRIMINAL MINUTES)		PERMANENT.	
CC1650-07	DEPOSITION RECORD	Record or register of depositions filed.	AV.	
CC1650-08	EXECUTION DOCKET	Record of executions issued to enforce judgments.	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1650-09	MOTION DOCKET	Docket books or sheets recording motions filed by attorneys.		
CC1650-09a	MOTION DOCKET	Combined civil/criminal motion docket.	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1650-09b	MOTION DOCKET	Separate civil motion docket.	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1650-09c	MOTION DOCKET	Separate criminal motion docket.	5 years.	
CC1650-10	SCIRE FACIAS DOCKET (BOND FORFEITURE DOCKET)		PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1650-11	SCIRE FACIAS MINUTES (BOND FORFEITURE MINUTES)		PERMANENT.	
*CC1650-12	SHORTHAND NOTES OF OFFICIAL COURT REPORTERS	Shorthand notes of official court reporters.		
*CC1650-12a	SHORTHAND NOTES OF OFFICIAL COURT REPORTERS	Notes taken in a criminal case in which a person is convicted and sentenced to a term of more than two years and an appeal is not taken.	Length of sentence or date notes taken + 3 years, whichever longer.	By law, Government Code Section 52.046(a)(4).
*CC1650-12b	SHORTHAND NOTES OF OFFICIAL COURT REPORTERS	Notes in all other manner of cases.	Date notes taken + 3 years.	By law, Government Code Section 52.046(a)(4).
*CC1650-12c	SHORTHAND NOTES OF OFFICIAL COURT REPORTERS	Copies of Clerk's Record (formerly called transcripts) and Court Reporter Record (formerly called statements of fact).	AV.	Retention Note: While the responsibility for preserving Clerk's Record and Court Reporter Record lies with the court reporter, reporters may have left office and left these documents with the clerk of the court or in storage in county buildings. These documents may be disposed of after the expiration of the retention period given. State law also does not require that court reporters retain copies of any transcripts or statements of facts they prepare, but most do so for reference.

**SECTION 3-5: JURY RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Total Retention</b>	<b>Remarks</b>
CC1675-01	JURY LISTS	Lists of persons chosen for service in district, county, or justice courts, including lists of persons whose service has been postponed and defendants' and plaintiffs' lists.	1 year.	
CC1675-02	JURY TIME BOOK (JURY RECORD)	Record of persons serving on county or justice court juries.	FE + 3 years.	
CC1675-03	STATEMENTS OF EXEMPTION FROM JURY DUTY	Statements by persons claiming temporary or permanent exemption from jury duty on statutory grounds, including any statements of rescission of such claims.		
CC1675-03a	STATEMENTS OF EXEMPTION FROM JURY DUTY	Statements requesting permanent exemption.	AV after notification sent to tax assessor-collector.	
CC1675-03b	STATEMENTS OF EXEMPTION FROM JURY DUTY	Statements requesting temporary exemption.	1 year.	
CC1675-04	JUROR QUESTIONNAIRES	Forms completed by jurors reporting for jury duty.	AV.	

**SECTION 3-6: JUVENILE RECORDS**

**Retention Note:** Juvenile court records are subject to sealing under Family Code, Section 58.003. While sealing restricts access to the records, it does not affect the minimum retention periods in this part or the destruction of the records following the expiration of the retention periods.

Records maintained by law enforcement agencies or other agencies relating to the investigation of offenses committed by juveniles or records concerning taking juveniles into custody and their prosecution are subject to sealing under Family Code, Section 58.003. On the entry of a sealing order by a court, law enforcement records or records held by other agencies relating to the case must be transferred to the court issuing the order and all index references to the records ordered sealed must be deleted. The retention periods in this part apply to unsealed records of juveniles in the possession of law enforcement agencies or other agencies.

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1700-01	<b>DEPENDENT JUVENILE RECORD</b>	Proceedings of a county court in hearings from 1907 to 1918 involving dependent or neglected children.	PERMANENT.	Obsolete record.
1700-02 through 1700-04	[WITHDRAWN]			
*CC1700-05	<b>VIDEO RECORDINGS (JUVENILE DETENTION HEARINGS)</b>	Video recordings of detention hearings involving juveniles.	The earlier of (1) the 91st day after the date on which the recording is made if the child is alleged to have engaged in conduct constituting a misdemeanor; (2) the 120th day after the date on which the recording is made if the child is alleged to have engaged in conduct constituting a felony; or (3) the date on which the adjudication hearing ends.	By law – Family Code, Section 54.012(e).
*CC1700-06	<b>JUVENILE DELINQUENCY RECORDS (INFORMAL DISPOSITION CASES), REPORT ON</b>	Annual statistical reports from a law enforcement agency to an office of official designated by the juvenile board of a county on the number and kind of dispositions made with regard to juveniles without referral to a juvenile court or a first offender program.	2 years.	
*CC1700-07	<b>JUVENILE DELINQUENCY RECORDS (FIRST OFFENDER PROGRAM) REPORT ON</b>	Annual reports from a law enforcement agency to the juvenile board containing the names and addresses of children taken into custody by the agency, including the gender and ethnicity of each child and the offense committed.	2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*CC1700-08	VIDEO RECORDINGS OF REQUESTS FOR BREATH SPECIMEN TESTS	Video recordings of children who are requested to take a breath specimen test.	Until the disposition of any proceeding against a child relating to the arrest is final.	By law – Family Code, Section 52.02(d).
*CC1700-09	JUVENILE DELINQUENCY RECORDS (STATUTORY WARNINGS)	Copies of statutory warnings issued to a child and the child’s parent, guardian, or custodian in those instances in which a child is not taken into custody, including copies of the notice filed with the law enforcement agency that employs the officer and the office or official designated by the juvenile board.	2 years.	
*CC1700-10	JUVENILE CASE PAPERS	Documents relating to juvenile detention, transfer, adjudication, or disposition, including all records transferred to the court by law enforcement or other agencies under sealing orders issued by a court.		
*CC1700-10a	JUVENILE CASE PAPERS	<p>Cases papers for offenses committed on or before 31 August 1987:</p> <ol style="list-style-type: none"> <li>1. If the person has not been convicted of a felony as an adult.</li>   <li>2. If the person has been convicted of a</li> </ol>	<p>Until the individual is 23.</p> <p>Until the individual</p>	<p><b>Retention Note:</b> State law requires that the records can only be destroyed at this point on the motion of a person in whose name files and records are kept or on the court’s own motion. Local governments wishing to dispose of juvenile records at the expiration of the retention period prescribed under these circumstances should petition the court for an order directing that the records be destroyed. Local governments may dispose of the juvenile records on their own initiative only according to the retention period set out in CC1700-10(a)(2).</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
		felony as an adult.	is 33.	
*CC1700-10b	JUVENILE CASE PAPERS	<p>Case papers for offenses committed between 1 September 1987 and 31 December 1995:</p> <ol style="list-style-type: none"> <li>1. If the person has not been convicted of a felony as an adult.</li> <li>2. If the person has been convicted of a felony as an adult.</li> <li>3. If the juvenile is found to have engaged in conduct involving a violation of the penal code of the grade of felony.</li> </ol>	<p>Until the individual is 23.</p> <p>Until the individual is 33.</p> <p>Date of judgment in disposition hearing + 25 years.</p>	<p><b>Retention Note:</b> State law requires that the records can only be destroyed at this point on the motion of a person in whose name files and records are kept or on the court's own motion. Local governments wishing to dispose of juvenile records at the expiration of the retention period prescribed under these circumstances should petition the court for an order directing that the records be destroyed. Local governments may dispose of the juvenile records on their own initiative only according to the retention period set out in CC1700-10(b)(2).</p>
*CC1700-10c	JUVENILE CASE PAPERS	<p>Case papers for offenses committed on or after 1 January 1996:</p> <ol style="list-style-type: none"> <li>1. The most serious allegation adjudicated was conduct indicating a need for supervision;; or the referral or information did not relate to conduct indicating a need for supervision or delinquent conduct and the juvenile court or the court's staff did not take action of the referral or information for that reason.</li> </ol>	<p>Until the individual is at least 18 years of age.</p>	<p>By law - Family Code, Section 58.0071(d)(1).</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>2. The most serious allegation adjudicated was delinquent conduct that violated a penal law of the grade of misdemeanor; or the most serious allegation was delinquent conduct that violated a penal law of the grade of misdemeanor or felony and there was not an adjudication.</p> <p>3. The most serious allegation adjudicated was delinquent conduct that violated a penal law of the grade of felony.</p> <p>4. If the juvenile was tried as an adult or was adjudged delinquent based on the violation of a penal law of the grade of felony and was sentenced to the Texas Youth Commission with a transfer to the Texas Department of Corrections under determinate sentencing procedures.</p>	<p>Until the individual is at least 21 years of age.</p> <p>Until the individual is at least 31 years of age.</p> <p>Follow the retention periods for item number CC1600-004.</p>	<p>By law - Family Code, Section 58.0071(d)(2).</p> <p>By law - Family Code, Section 58.0071(d)(3).</p>
*CC1700-11	FINGERPRINTS AND PHOTOGRAPHS OF JUVENILES			
*CC1700-11a	FINGERPRINTS AND PHOTOGRAPHS OF JUVENILES	<p>Fingerprints and photographs for offenses committed on or before 31 August 1987:</p> <p>1. If a petition alleging that the juvenile engaged in delinquent conduct or conduct indicating a need for supervision is not filed, the proceedings are dismissed, the juvenile is found not to have engaged in the alleged conduct, or the juvenile is found to have engaged in the conduct but has reached the age of 18 and there is no record that he or she committed a criminal offense after reaching the age of 17.</p> <p>2. If the juvenile is found to have engaged in the conduct, has reached the age of 18, but there is a record that he or she committed an offense after reaching the age of 17:</p> <p>A) If the person has not been convicted</p>	<p>Must be destroyed immediately upon fulfillment of any of the conditions listed.</p> <p>Until the individual</p>	<p><b>Retention Note:</b> State law requires that</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>of a felony as an adult.</p> <p>B) If the person has been convicted of a felony as an adult.</p>	<p>is 23.</p> <p>Until the individual is 33.</p>	<p>the records can only be destroyed at this point on the motion of a person in whose name files and records are kept or on the court's own motion. Local governments wishing to dispose of juvenile records at the expiration of the retention period prescribed under these circumstances should petition the court for an order directing that the records be destroyed. Local governments may dispose of the juvenile records on their own initiative only according to the retention period set out in (2)(B).</p>
*CC1700-11b	<b>FINGERPRINTS AND PHOTOGRAPHS OF JUVENILES</b>	<p>Fingerprints and photographs for offenses committed between 1 September 1987 and 31 December 1995:</p> <p>1. If a petition alleging that the juvenile engaged in delinquent conduct or conduct indicating a need for supervision is not filed, the proceedings are dismissed, or the juvenile is found not to have engaged in the alleged conduct; or the juvenile is found to have engaged in the conduct but has reached the age of 18, is not subject to commitment to the Texas Youth Commission or to transfer under a determinate sentence to the Texas Department of Corrections and there is <i>no</i> record that he or she committed a criminal offense after reaching the age of 17; or person is older than 18 years, at least three years have elapsed after the person's release from commitment, and there is no evidence that he or she committed a criminal offense after the release.</p> <p>2. If the juvenile is found to have engaged in conduct involving a violation of the penal code of a grade other than felony, has reached the age of</p>	<p>Must be destroyed immediately upon fulfillment of any of the conditions listed.</p>	



Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>18, but there is a record that he or she committed an offense after the age of 17:</p> <p>A) If the person has not been convicted of a felony as an adult.</p> <p>B) If the person has been convicted of a felony as an adult.</p> <p>3. If the juvenile is found to have engaged in conduct involving a violation of the penal code of the grade of felony.</p>	<p>Until the individual is 23.</p> <p>Until the individual is 33.</p> <p>Date of judgment in disposition hearing + 25 years.</p>	<p><b>Retention Note:</b> State law requires that the records can only be destroyed at this point on the motion of a person in whose name files and records are kept or on the court's own motion. Local governments wishing to dispose of juvenile records at the expiration of the retention period prescribed under these circumstances should petition the court for an order directing that the records be destroyed. Local governments may dispose of the juvenile records on their own initiative only according to the retention period set out in (2)(B).</p>
*CC1700-11c	FINGERPRINTS AND PHOTOGRAPHS OF JUVENILES	<p>Fingerprints and photographs for offenses committed on or after 1 January 1996:</p> <p>1. Fingerprints and photographs of juveniles not taken into custody, but with the consent of a parent or guardian to aid future identification if needed.</p> <p>2. Fingerprints and photographs of juveniles not referred to a juvenile court within 10 days after the date the juvenile is taken into custody unless the juvenile is placed in a first offender program or is on informal disposition</p>	<p>Until the juvenile is 18.</p> <p>Must be destroyed immediately.</p>	<p>By law – Family Code, Section 58.001(c).</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
		<p>3. Fingerprints and photographs of juveniles undergoing informal disposition.</p> <p>4. Fingerprints and photographs of juveniles placed in first offender programs</p> <p>5. Fingerprints or photographs taken for comparison in the investigation of an offense that do not result in a positive comparison or identification.</p> <p>6. Fingerprints or photographs of juveniles, whose identities are not known, who are taken into custody with probable cause to believe that the juvenile has engaged in conduct indicating a need for supervision.</p>	<p>Must be destroyed upon completion of the informal disposition.</p> <p>Must be destroyed after the 90<sup>th</sup> day after the day the juvenile successfully completes a first offender program.</p> <p>Must be destroyed immediately.</p> <p>Destroy immediately upon identification of the juvenile or upon determination that the juvenile cannot be identified by the fingerprints or photograph.</p>	<p>By law – Family Code, Section 58.001(c).</p> <p>By law – Family Code, Section 58.001(c).</p> <p>By law – Family Code, Section 58.0021(e).</p> <p>By law – Family Code, Section 58.0022.</p>
*CC1700-12	JUVENILE COURT DOCKET		5 years.	
*CC1700-13	JUVENILE RECORD (JUVENILE COURT MINUTES)		PERMANENT.	
*CC1700-14	JUVENILE DETENTION REGISTER	Register or roster of juveniles temporarily confined to jail or equivalent detention centers pending disposition.	2 years.	
*CC1700-15	JUVENILE INFORMATION SYSTEMS (LOCAL)	Locally maintained juvenile information databases containing the information required by Family Code, §58.304.	PERMANENT.	<b>Retention Note:</b> Data concerning an individual contained in the database may be deleted according to retention periods established for juvenile offenders in records series listed elsewhere in this schedule.

Record Number	Record Title	Record Description	Retention Period	Remarks
*CC1700-16	AUDIO OR VIDEOTAPES OF RELEASE HEARINGS		Date of final judgment in release hearing + 2 years.	By law – Family Code, Section 540.11(g).

**SECTION 3-7: RECORDS OF COMMITMENT AND ADMISSION  
TO STATE CARE**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1725-01	ALCOHOLISM CASE PAPERS	Documents relating to alcoholic commitment cases.	5 years after final judgment on grant or denial of petition for commitment.	
CC1725-02	ALCOHOLISM DOCKET		PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1725-03	ALCOHOLISM MINUTES		PERMANENT.	
CC1725-04	CANCER AND PELLAGRA APPLICATIONS	Documents filed with the county judge by or on behalf of persons seeking admission to state hospitals for the treatment of cancer or pellagra.	AV.	
*CC1725-05	CRIPPLED CHILDREN APPLICATIONS	Documents filed with the county judge seeking hospitalization and medical care for crippled children.	AV.	Retention Note: Prior to disposal, crippled children applications shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY.
*CC1725-06	CRIPPLED CHILDREN DOCKET		PERMANENT.	By rule of court – Rules of Civil Procedure, Rule 26.
CC1725-07	CRIPPLED CHILDREN MINUTES		AV.	
CC1725-08	EPILEPTIC APPLICATIONS	Documents filed with the county judge by or on behalf of persons seeking admission to the Abilene State Supported Living Center.	AV.	
CC1725-09	EPILEPTIC DOCKET		PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1725-10	EPILEPTIC MINUTES		PERMANENT.	
CC1725-11	MENTAL ILLNESS CASE PAPERS (LUNACY CASE PAPERS)	Documents relating to the temporary or extended commitment under civil or criminal law of mentally ill persons (including juveniles) heard in county court.		
CC1725-11a	MENTAL ILLNESS CASE PAPERS (LUNACY CASE PAPERS)	Cases in which application for commitment denied or judgment against commitment issued by court.	Final judgment + 5 years.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1725-11b	<b>MENTAL ILLNESS CASE PAPERS (LUNACY CASE PAPERS)</b>	Cases in which application for commitment granted or judgment for commitment rendered and the date of death or discharge from hospitalization or outpatient services is known.	Date of death or discharge + 10 years.	
CC1725-11c	<b>MENTAL ILLNESS CASE PAPERS (LUNACY CASE PAPERS)</b>	Cases in which application for commitment granted or judgment for commitment rendered and date of death or discharge from hospitalization or outpatient services is not known.	Date of commitment + 50 years.	
CC1725-12	<b>MENTAL ILLNESS DOCKET (LUNACY DOCKET)</b>		PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1725-13	<b>MENTAL ILLNESS MINUTES (LUNACY MINUTES)</b>		PERMANENT.	
CC1725-14	<b>MENTAL RETARDATION CASE PAPERS</b>	Documents involving the civil or criminal commitment or transfer of mentally retarded persons (including juveniles) to residential care facilities or state mental hospitals.		
CC1725-14a	<b>MENTAL RETARDATION CASE PAPERS</b>	Cases in which application for commitment denied or judgment against commitment issued.	Final judgment + 5 years.	
CC1725-14b	<b>MENTAL RETARDATION CASE PAPERS</b>	Cases in which application for commitment granted or judgment for commitment rendered and date of death or discharge of the patient is known.	Date of death or discharge + 10 years.	
CC1725-14c	<b>MENTAL RETARDATION CASE PAPERS</b>	Cases in which application for commitment is granted or judgment for commitment rendered and date of death or discharge of the patient is not known.	Date of commitment + 50 years.	
CC1725-15	<b>MENTAL RETARDATION DOCKET (FEEBLEMINDED DOCKET)</b>		PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1725-16	<b>MENTAL RETARDATION MINUTES (FEEBLEMINDED MINUTES)</b>		PERMANENT.	
CC1725-17	<b>NARCOTICS ADDICTION CASE PAPERS</b>	Documents relating to narcotics addiction commitment cases.		
CC1725-17a	<b>NARCOTICS ADDICTION CASE PAPERS</b>	Cases in which petition for commitment denied.	5 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1725-17b	NARCOTICS ADDICTION CASE PAPERS	Cases in which petition for commitment granted and date of death or discharge of patient is known.	Discharge of patient + 5 years.	
CC1725-17c	NARCOTICS ADDICTION CASE PAPERS	Cases in which petition for commitment granted and date of death or discharge of patient is not known.	Date of commitment + 10 years.	
CC1725-17d	NARCOTICS ADDICTION DOCKET		PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1725-18	NARCOTICS ADDICTION MINUTES		PERMANENT.	
*CC1725-19	TUBERCULOSIS APPLICATIONS	Documents filed with the county judge by or on behalf of persons seeking admission to state chest hospitals.	AV.	Retention Note: Prior to disposal, tuberculosis applications shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY.
*CC1725-20	TUBERCULOSIS DOCKET	Dockets books or sheets setting hearings by the county judge on tuberculosis applications.	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
CC1725-21	TUBERCULOSIS MINUTES		PERMANENT.	

**SECTION 3-8: NATURALIZATION RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1750-01	DECLARATION OF INTENTION RECORD	Bound or filed originals or recorded copies of declarations of intention to become citizens filed by aliens.	PERMANENT.	
CC1750-02	NATURALIZATION PAPERS	Petitions for naturalization, oaths of allegiance, witness affidavits, and orders granting or denying citizenship submitted by aliens or their witnesses.	PERMANENT.	
CC1750-03	NATURALIZATION RECORD	Proceedings involving naturalization.	PERMANENT.	

**SECTION 3-9: LIQUOR LICENSING RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1775-01	BEER AND WINE LICENSE APPLICATION RECORDS	Applications submitted to the county judge for wine and beer retail permits or for licenses to manufacture, distribute, or sell beer within the county.	2 years.	
CC1775-02	BEER AND WINE LICENSE DOCKET	Docket books or sheets setting hearings on applications for beer or wine licenses or permits.	10 years.	
CC1775-03	LIQUOR LICENSE APPLICATION RECORDS	Original applications for retail malt or spiritous liquor licenses.	AV.	
CC1775-04	LIQUOR LICENSE DOCKET (LIQUOR DEALERS DOCKET)	Docket of applications for retail malt or spiritous liquor licenses.		
CC1775-04a	LIQUOR LICENSE DOCKET (LIQUOR DEALERS DOCKET)	If the Liquor License Record [CC1775-05] for the same period has survived.	AV.	
CC1775-04b	LIQUOR LICENSE DOCKET (LIQUOR DEALERS DOCKET)	If the Liquor License Record [CC1775-05] for the same period has not survived.	PERMANENT.	
CC1775-05	LIQUOR LICENSE RECORD (LIQUOR DEALERS JUDGMENT RECORD)	Proceedings of county court on applications for retail malt or spiritous liquor licenses.	PERMANENT.	
CC1775-06	NOTICES OF APPLICATION FOR ALCOHOLIC BEVERAGE PERMITS	Notices to the county judge from the Texas Alcoholic Beverage Commission or its predecessors of applications for permits made directly to the Commission.	AV.	

**SECTION 3-10: FEE AND ADMINISTRATIVE RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1800-01	CASH RECEIPTS	Receipt books or copies of receipts upon payment of fees, fines, or costs in civil, criminal, probate or other cases; or for the deposit of trust funds.		
CC1800-01a	CASH RECEIPTS	Criminal receipts.		

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1800-01a	CASH RECEIPTS	(1) If county has an auditor.  (2) If county does not have an auditor.	Transferred to auditor when all receipts issued.  FE + 5 years.	By law - Code of Criminal Procedure, Section 103.011.
CC1800-01b	CASH RECEIPTS	All other county court receipts.	FE + 3 years.	
CC1800-02	COST DEPOSIT RECORD	Journal, ledger, ledger cards, or similar records of receipts to and disbursements from monies deposited with the county clerk to cover costs in civil and probate proceedings.	FE + 5 years.	
CC1800-03	COURT REPORTER REPORTS	Monthly reports submitted by court reporters to the presiding judge of a county court.	1 year	
CC1800-04	FEE BOOK	Fee books or sheets showing accounts of fees or costs accrued in cases heard in a county court.	FE + 5 years.	
CC1800-06	JURY CERTIFICATES	Stubs or copies of jury certificates issued.	FE + 3 years.	
CC1800-07	TEXAS JUDICIAL COUNCIL, STATISTICAL REPORTS TO		3 years.	
CC1800-08	TRUST FUND RECORD	Journal, ledger, or similar record of receipts to and disbursements from trust funds, including those involving restitution by persons on probation.	FE + 5 years.	
CC1800-09	WITNESS AFFIDAVITS AND CERTIFICATES (WITNESS FEE CLAIMS)	Copies or stub books of affidavits or statements by persons or assignees claiming compensation for service as witnesses.	FE + 3 years.	

**SECTION 3-11: MISCELLANEOUS COURT RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1810-01	MOTOR CARRIER CONVICTIONS, REPORTS OF RECORD OF	Copies of reports to the State Comptroller of fines assessed and collected for violations of the Motor Carrier Act.	AV.	
CC1810-02	TRAFFIC CONVICTION ABSTRACTS	Copies of abstracts submitted to the Department of Public Safety pertaining to traffic violations.	AV.	



## PART 4: OFFICIAL PUBLIC RECORDS OF COUNTY CLERKS

**Prefatory Note:** The Local Government Code, Section 193.008, provides that county clerks who microfilm must divide instruments received for filing, registering, or recording in classes specified by statute for recording on microfilm. The Local Government Code, Section 193.002(a), permits clerks who do not microfilm to divide and maintain instruments in the same manner. The records series titles contained in this part are those prescribed by statute.

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1820-01	OFFICIAL PUBLIC RECORDS OF REAL PROPERTY		PERMANENT.	
CC1820-02	OFFICIAL PUBLIC RECORDS OF PERSONAL PROPERTY AND CHATTELS		PERMANENT.	
CC1820-03	OFFICIAL PUBLIC RECORDS OF PROBATE COURTS		PERMANENT.	
CC1820-04	OFFICIAL PUBLIC RECORDS OF COUNTY CIVIL COURTS		PERMANENT.	
CC1820-05	OFFICIAL PUBLIC RECORDS OF COUNTY CRIMINAL COURTS		PERMANENT.	
CC1820-06	OFFICIAL PUBLIC RECORDS OF COMMISSIONERS COURT		PERMANENT.	
CC1820-07	OFFICIAL PUBLIC RECORDS OF GOVERNMENTAL, BUSINESS, AND PERSONAL MATTERS		PERMANENT.	
CC1820-08	OFFICIAL PUBLIC RECORDS	A combination of Official Public Records of Real Property [CC1820-01] and Official Public Records of Governmental, Business, and Personal Matters [CC1820-07].	PERMANENT.	

## PART 5: RECORDS OF THE COUNTY SURVEYOR

**Prefatory Note:** State law (Local Government Code Section 23.057) provides that when the office of county surveyor is vacant or has been abolished the county clerk shall take custody of the records of the county surveyor and assume the recording duties of that office.

## SECTION 5-1: SURVEY RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1825-01	AFFIDAVITS OF LOSS OR DESTRUCTION OF FIELD NOTES		1 year.	
CC1825-02	ENCLOSED SCHOOL LAND REPORTS	Copies of annual reports to commissioners court on number of sections of school land sold and enclosed during the year in county.	AV.	
*CC1825-03	FIELD NOTES	Original field notes of surveys of public land.	PERMANENT.	<b>Retention Note:</b> If it is determined that the field notes have been recorded in the Survey Record (Record of Field Notes) [CC1825-06] and sets of such original field notes have been sent to the General Land Office or to the agencies, persons, or companies that ordered the survey as required by law or dictated by the customary practices of surveying, the field notes may be destroyed. Rough field notes or other notes or papers used in the preparation of formal field notes may also be destroyed.
CC1825-04	MAPS AND PLATS	Maps of county lands and rights of way, plats and profiles of surveys, and all other maps and plats used or created by the county surveyor.		
CC1825-04a	MAPS AND PLATS	Plats and maps that are recorded in the Survey Record (Record of Field Notes) [CC1825-06] or the Plat Record [CC1275-17].	AV.	
CC1825-04b	MAPS AND PLATS	Plats and maps that are not recorded in the Survey Record [CC1825-06] or the Plat Record [CC1275-17].	PERMANENT.	
CC1825-05	RECORD OF APPLICATIONS FOR SURVEY, LEASE, OR PURCHASE OF PUBLIC LANDS	Recorded applications and supporting documentation for the survey, lease, or purchase of public land.	2 years.	
CC1825-06	SURVEY RECORD (RECORD OF FIELD NOTES)	Recorded copies of field notes and plats of surveys of public land.	PERMANENT.	

**SECTION 5-2: FEE AND ADMINISTRATIVE RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1850-01	ANNUAL FEE REPORTS		AV.	
CC1850-02	CASH RECEIPTS		FE + 3 years.	
CC1850-03	DAILY CASH BOOK OR REPORTS		FE + 3 years.	
CC1850-04	DEPOSIT WARRANTS	Copies of deposit warrants issued by the county clerk or the county treasurer for monies deposited in any funds or accounts of the county surveyor.	FE + 3 years.	
CC1850-05	FEE BOOK		FE + 5 years.	
CC1850-06	LEGAL OPINIONS	Copies of legal opinions rendered to the county surveyor by the county attorney or the district attorney.	AV.	
CC1850-07	MONTHLY EXPENSE REPORTS		AV.	
CC1850-09	[WITHDRAWN]			
CC1850-10	[WITHDRAWN]			
CC1850-11	REPORTS OF COLLECTIONS (MONTHLY FEE REPORTS)		AV.	

**PART 6: RECORDS OF THE COUNTY SUPERINTENDENT OF SCHOOLS AND COUNTY BOARDS OF SCHOOL TRUSTEES [ABOLISHED OFFICES AND BOARDS ONLY]**

**Prefatory Note:** Texas Education Code, former Section 17.95, effective December 31, 1978, abolished the county board of school trustees and the office of county superintendent of schools in counties without common or rural school districts. The board and/or the office can be continued through ad valorem taxation or by contract among the independent school districts of a county. Records still in the possession of a county officer or records custodian shall be transferred to the custody of the Texas State Library and Archives Commission. The county judge of a county in possession of these records may petition the Director and Librarian to allow the county to retain all or part of the records and the director and librarian may grant the petition. (Local Government Code Section 201.008).

This schedule applies only to the records of boards and offices abolished December 31, 1978 or earlier. For records of active offices of the county superintendent of schools see Local Schedule SD (Records of Public School Districts).

The retention periods set down in this section must be followed by the county clerk, the county judge, the county treasurer, or any other county officer who has custody of any of the records of abolished offices listed in this section.

## SECTION 6-1: RECORDS OF PROCEEDINGS

Record Number	Record Title	Record Description	Total Retention	Remarks
CC1875-01	ELECTION RECORD (SCHOOL TRUSTEES)		PERMANENT.	
CC1875-02	MINUTES OF THE COUNTY BOARD OF SCHOOL TRUSTEES		PERMANENT.	
CC1875-03	NOTICES OF COUNTY BOARD OF SCHOOL TRUSTEES MEETINGS		AV.	
CC1875-04	[WITHDRAWN]			
*CC1875-05	RECORD OF SCHOOL DISTRICTS	Proceedings of the county board of school trustees or commissioners court establishing school district boundaries, including petitions, plats, and survey field notes.	PERMANENT.	<b>Retention Note:</b> Original survey field notes of school district boundaries or of other surveys relating to schools found among the records of the county superintendent of schools may be destroyed at option provided that they have been properly recorded in the Minutes of the County Board of School Trustees [1875-02] or in this record. If they have not been properly recorded in either of those records they should be retained PERMANENTLY.
CC1875-06	SCHOOL DISTRICT BOARD MINUTES	Proceedings of the boards of trustees of independent, common, or rural school districts in the county that through dissolution or by other means passed to the custody of the county superintendent of schools.	PERMANENT.	
CC1875-07	SCHOOL TRUSTEE REGISTER	Register, record, or lists of school trustees and board officers in the county.	PERMANENT.	

## SECTION 6-2: FINANCIAL RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1900-01	ACCOUNT JOURNALS	Account books or journals of original entry detailing receipts to, disbursements from, or encumbrances involving school funds or accounts.	AV.	
CC1900-02	ACCOUNTS PAYABLE RECORDS		AV.	
CC1900-03	ANNUAL AUDIT REPORTS OF SCHOOL DISTRICTS		AV.	
CC1900-04	ANNUAL STATEMENTS OF SCHOOL FUNDS (ANNUAL REPORTS OF COUNTY SCHOOL ACCOUNTS; ANNUAL FINANCIAL REPORTS OF COUNTY SCHOOLS)		AV.	
CC1900-05	ASSESSMENT ABSTRACTS		AV.	
CC1900-06	BANKING RECORDS		AV.	
CC1900-07	BOND REGISTERS		AV.	<b>Retention Note:</b> Prior to disposal, bond registers shall be appraised by the records management officer for historical value and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY. Older bond registers from a time when the government itself or a local bank handled the issuance and payment of bonds often contain the names of local residents who subscribed to the bond issue. These registers usually merit PERMANENT retention for historical reasons.
CC1900-08	BONDS AND COUPONS	Canceled or unsold bonds, coupons, and similar instruments of paid bonded indebtedness.	AV.	
CC1900-09	BUDGET REQUESTS		AV.	
CC1900-10	CASH RECEIPTS		AV.	
CC1900-12	DEPOSIT WARRANTS		AV.	
CC1900-13	FEDERAL AND STATE TAX FORMS		AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1900-14	OFFICE AND TRAVEL EXPENSE REPORTS		AV.	
CC1900-15	OFFICIAL BUDGETS		AV.	
CC1900-16	PAYROLL REGISTERS		AV.	
CC1900-17	REPORT OF SCHOOL DISTRICT TAXES COLLECTED		AV.	
CC1900-18	RETIREMENT RECORD	Record book or account sheets of teacher or other school employee retirement and/or federal withholding tax deductions.	AV.	
CC1900-19	RETIREMENT REPORTS	Copies of pay period or other reports submitted by the county superintendent of schools to the Teacher Retirement System of Texas detailing retirement deductions.	AV.	
CC1900-20	SCHOOL FUND LEDGER (SCHOOL LEDGER, ACCOUNTS WITH SCHOOL DISTRICTS, COUNTY SUPERINTENDENT'S SCHOOL RECORD, SUPERINTENDENT'S SCHOOL RECORD, COUNTY JUDGE'S SCHOOL RECORD)	General account ledger maintained by the county superintendent of schools showing apportionment to and receipts and disbursements from all school funds or accounts under his control.	AV.	<b>Retention Note:</b> It is an exception to the retention given that if any volume of a school fund ledger contains lists of persons applying for teaching certificates by examination or of trustees and teachers in each district, information on the location of schoolhouses, or recorded copies of the orders of the county board of school trustees affecting school finances it must be retained PERMANENTLY.

**SECTION 6-3: STUDENT RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
CC1925-01	ACHIEVEMENT TESTS		AV.	
CC1925-02	BIRTH CERTIFICATES	Copies of birth certificates of students filed by parents or guardians for enrollment or other purposes.	AV.	
CC1925-03	CENSUS FORMS	Original census forms filled out for each family having children of school age.		
CC1925-03a	CENSUS FORMS	All census forms dated 1948 or earlier.	PERMANENT.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1925-03b	CENSUS FORMS	All census forms dated 1949 or later.  (1) Forms for any year from 1949 to 1970 for which a Consolidated Scholastic Census [CC1925-04] exists.  (2) Forms for any year from 1949 to 1970 for which a Consolidated Scholastic Census [CC1925-04] does not exist.	AV.  PERMANENT.	
CC1925-04	CONSOLIDATED SCHOLASTIC CENSUS ROLLS	Consolidated census rolls of students enrolled in schools within a county.	PERMANENT.	
CC1925-05	CUMULATIVE SCHOLASTIC RECORD (PERMANENT GRADE RECORD, PERMANENT SCHOOL RECORD, PERMANENT GRADE SHEETS)	Record books, cards, or sheets showing academic achievement record of each student enrolled in county schools.		
CC1925-05a	CUMULATIVE SCHOLASTIC RECORD (PERMANENT GRADE RECORD, PERMANENT SCHOOL RECORD, PERMANENT GRADE SHEETS)	For students in grades Pre-K through 8.	AV.	
CC1925-05b	CUMULATIVE SCHOLASTIC RECORD (PERMANENT GRADE RECORD, PERMANENT SCHOOL RECORD, PERMANENT GRADE SHEETS)	For students in grades 9-12.	PERMANENT.	
CC1925-06	SCHOOL CENSUS RECORDS	Registers or lists of children of school age resident in county compiled from 1854 to 1905.	PERMANENT.	
CC1925-07	STUDENT HEALTH RECORDS		AV.	
CC1925-08	STUDENT TRANSFER RECORDS	Registers or other records documenting the transfer of students between school districts within a county or to districts in adjoining counties.	AV.	

**SECTION 6-4: ATTENDANCE AND ENROLLMENT RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1950-01	ATTENDANCE OFFICERS' RECORD	Register or list of children of school age who are not attending public or private schools in violation of compulsory attendance laws.	AV.	
CC1950-02	DAILY ATTENDANCE SHEETS		AV.	
CC1950-03	PRINCIPALS' PERIOD REPORTS		AV.	
CC1950-04	SUPERINTENDENT'S ANNUAL REPORTS	Superintendent's annual reports on school enrollment.	AV.	
CC1950-05	TEACHERS' DAILY REGISTER (DAILY REGISTER OF PUPIL ATTENDANCE)		AV.	
CC1950-06	TEACHERS' MONTHLY OR PERIOD REPORTS		AV.	

**SECTION 6-5: PERSONNEL RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
CC1975-01	COUNTY INSTITUTE ATTENDANCE, RECORD OF	Record of attendance by teachers at county teaching institutes.	AV.	
CC1975-02	PERSONNEL RECORDS	Employment records of teachers and non-teaching personnel of the county school system.		
*CC1975-02a	PERSONNEL RECORDS	The Teacher Service Record Card and any similar record for non-teaching personnel, on Texas Education Agency or comparable forms, that provide, in summary, a record of the person's employment history in the county school system.	AR + 75 years.	
*CC1975-02b	PERSONNEL RECORDS	All other personnel records.	AV.	
*CC1975-03	REGISTRATION CARDS OF SCHOOL EMPLOYEES		AV.	
CC1975-04	TEACHERS APPLYING FOR EXAMINATION, RECORDS OF	Registers of persons applying for teacher certification by examination before county boards of examiners.		



Record Number	Record Title	Record Description	Retention Period	Remarks
CC1975-04a	TEACHERS APPLYING FOR EXAMINATION, RECORDS OF	Registers of persons applying for teaching certificates by examination maintained in the School Fund Ledger [CC1900-20] or separately.	PERMANENT.	
CC1975-04b	TEACHERS APPLYING FOR EXAMINATION, RECORDS OF	All other documents relating to the examination of persons applying for teaching certificates.	AV.	
CC1975-05	TEACHERS' CERTIFICATE REGISTER	Abstracts or recorded copies of teachers' certificates of teachers working in county schools.	PERMANENT.	

### SECTION 6-6: MISCELLANEOUS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
CC2000-02	FEDERAL AND STATE SCHOOL AID RECORDS		AV.	
CC2000-03	INSURANCE RECORDS		AV.	
CC2000-04	OPEN RECORDS APPLICATIONS		AV.	
CC2000-05	TEXTBOOK RECORDS		AV.	
CC2000-06	TRANSPORTATION RECORDS (SCHOOL BUS RECORDS)		AV.	
CC2000-07	VETERANS VOCATIONAL SCHOOL RECORDS	Records of veterans vocational schools established in county.		
CC2000-07a	VETERANS VOCATIONAL SCHOOL RECORDS	Proceedings of the board of trustees of the vocational school.	PERMANENT	
CC2000-07b	VETERANS VOCATIONAL SCHOOL RECORDS	All other records, <i>including</i> academic records.	AV.	

Comments or complaints regarding the programs and services of the Texas State Library and Archives Commission can be addressed to the Director and Librarian, PO Box 12927, Austin, TX 78711-2927  
512-463-5460 or 512-463-5436 Fax

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