

**LOCAL GOVERNMENT
RECORDS CONTROL SCHEDULE**

Pursuant to Local Government Code §
203.041
Texas State Library and Archives
Commission

SLR 500 (2/93)

ORIGINAL FILING

AMENDED FILING

Date: September 10, 1993

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Government City of Corpus Christi

Office Central Library

Department Public Library

Address 1201 Leopard, P. O. Box 9277

City Corpus Christi **Zip** 78469 **Telephone** 880-3105

Records Management Officer Armando Chapa, City Secretary

RECORD NUMBER	RECORD TITLE	RETENTION SCHEDULE			DISPOSITION
		OFFICE	STORAGE	TOTAL	
1000-01	AGENDAS (Library Board)	2 YRS	--	2 YRS	DESTROY IN OFFICE UNLESS THERE IS PENDING LITIGATION
1000-03	MINUTES - written	2 YRS	PERM	PERM.	DISPOSE OF IN STORAGE
	(e) audio and video tapes used	2	3 YRS	5 YRS	
1000-05	RESOLUTIONS - issued by Library Board	PERM	--	PERM	
1000-24	COMPLAINTS - complaints received concerning library service or volumes	RESOL + 2 YRS	--	RESOL + 2 YRS	DISPOSE OF IN OFFICE
1000-26	CORRESPONDENCE AND INTERNAL MEMORANDA	5 YRS	--	5 YRS	DISPOSE OF IN OFFICE
	(a) Policies concerning library service & operating procedures				
	(b) (c) Admin. and routine memoranda	2 YRS	--	2 YRS	DISPOSE OF IN OFFICE
1000-04	OPEN MEETING NOTICES	2 YRS	---	2 YRS	DESTROY IN OFFICE

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		OFFICE	STORAGE	TOTAL	
1025-04	BUDGET DOCUMENTATION - workpapers and documentation for annual budget submittals	2 YRS	--	2 YRS	DISPOSE OF IN OFFICE
1050-12	PERSONNEL FILES (non-record copy includes evaluations, benefits, etc.)	TERM OF EMPLOYMENT + 1YR	--	TERM OF EMPLOYMENT + 1 YR	
1050-56	TIME AND ATTENDANCE REPORTS - (non-record copy of timesheets)	FE + 3 YRS	--	FE + 3 YRS	DISPOSE OF IN OFFICE
1075-03	PURCHASE ORDER AND RECEIPT RECORDS	FE + 1 YR	--	FE + 1 YR	DESTROY IN OFFICE
1075-40	POSTAGE LEDGERS	1 YR	--	1 YR	DISPOSE OF IN OFFICE
1075-41	TELEPHONE LOGS	2 YRS	--	2 YRS	DISPOSE OF IN OFFICE