

# Local Government Records Control Schedule

Pursuant to Local Government Code § 203.041  
Texas State Library and Archives Commission  
Approved SLR 500 Substitute (8/97)

Government City of Irving

Office (if Applicable) \_\_\_\_\_

Department (If Applicable) Inspections Draft 2013-5

Address 825 W Irving Blvd

City Irving Zip 75060 Telephone 972-721-2775

Records Management Officer Trish McDaniel, CRM

Original Filing       Amended Filing  
Date 12/20/13 Page 1 of 6

Record Number	Record Title	Retention Period					Confidential	Vital	Archival	Medium	Record Copy	Remarks/Disposition
		Office	Texas State Library	City of Irving								
<b>INSPECTIONS</b>												
PW5250-07	<b>Building Contractors Bonds, Active</b>		Expiration, cancellation, revocation, or denial of the license + 3 years.	Same.	N	N	N	P	Y			
PW5250-03, PW5250-06	<b>Building Permits:</b> Applications Plans Documentation Reports		PERM.	Same.	N	N	N	I / M F	Y	2007 Inspections started scanning into OnBase, DMS Electronic copy is the record copy Paper application is maintained one year after being scanned then destroyed as a convenience copy Microfilm exist for 1971-2006		

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PW5250-04a	<b>Building Permit Plans, Not Built</b>		5 years.	Same.	N	N	N	P	Y			
GR1000-03c	<b>Construction Board of Appeals</b>		PERM.	PERM.	N	N	N	T	Y	Tapes for 2007-08		
	<b>Construction Board of Adjustments</b>							T		Tapes for 1993		
PW5225-01	<b>Case Files, Building Board of Adjustments</b>		Disposition of case + 5 years.					P		Have 1957-93		
PW5050-03	<b>Master Cards</b>		PERM.	Same.	N	N	N	M F	Y	Microfilm exist for 1964-1984 Beginning in 1984 these are part of Building Permit File Beginning in 2/1/04 these part of the Trackit record		
PW5225-01	<b>Sign Variance / Special Sign Permits</b>		Disposition of case + 5 years.	AV.	N	N	N	P	N	City Secretary has Record Copy as part of council action		

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		Office	Texas State Library	City of Irving								
PW5250-10 a, b	<b>Special Cases, House Moving</b>		5 years. 1 year.	PERM.	N	N	N	M F / P				
PW5250-03	<b>Trackit</b> Application Contractor Registration Fees Inspection Results Plan Review Utility Releases		PERM.	PERM.	N	Y	N	D	Y		2/1/04 Inspections started entering data into Trackit	
GR1000-25	<b>Unified Sign Agreements</b>		4 years after the expiration or termination of the instrument according it's terms	AV	N	N	N	P	N		Dallas County has record copy	

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		Office	Texas State Library	City of Irving								
<b>BUILDING AND STANDARDS COMMISSION</b>												
GR1000-04	Advertisement submitted to the newspaper of each hearing (notice of meeting and summary of orders)		2 years.	Same.	N	N	N	P	Y			
PW5225-01	Case Files – Active and Closed Cases		Disposition of case + 5 years.	Same.	N	N	N	P	Y			
GR1050-28a	Ethics Training Session Documentation		Date of separation + 5 years.	Same.	N	N	N	P	Y			
GR1025-27c	Liens (Securing, Civil Penalties, Asbestos Surveys, Asbestos Abatement and Demolition)		FE of date of final payment and release of lien + 3 years.	Same.	N	N	Y	P	Y	Filed with Dallas County		

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		Office	Texas State Library	City of Irving						
GR1000-03a	Minutes (public and work sessions)		PERM.	Same.	N	N	N	P / T	Y	
PW5225-01	Orders for Active and Closed Cases		Disposition of case + 5 years.	AV.	N	N	N	I / P	N	Recorded (e-file) orders filed with Dallas County
PW5225-01	Packet Material for the Hearings		Disposition of case + 5 years.	Same.	N	N	N	P	Y	

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<b>HEALTH</b>										
HR 4775-21 HR4775-27	<b>Inspection Reports and Citations</b>		Verifica- tion of correction + 3 years. 3 years.	Same.	N	N	N	P	Y	Department scans some files into their local drive as a convenience copy that is destroyed when the paper record is destroyed
HR4775-25a	<b>Health Permit Applications</b>		Expiration or revocation + 3 years for granted permits or licenses; date of denial + 1 year for denied applica- tions.	Same.	N	N	N	P	Y	Department scans some files into their local drive as a convenience copy that is destroyed when the paper record is destroyed  Inspection Reports, Citations and Permit Applications are filed together and disposed of at the same time