



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

LOCAL SCHEDULE LC (Second Edition)

RETENTION SCHEDULE FOR RECORDS OF JUSTICE AND MUNICIPAL COURTS

This schedule establishes mandatory minimum retention periods for records that are usually found in justice and/or municipal courts. 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 listed in this schedule 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 may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated prior to the destruction of the record until the completion of the action and the resolution of all issues that arise from it or until the expiration of the retention period of the record, whichever is later.

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 LC indicates that the record is either new to this edition, the retention period for the record has been changed for the record, or substantive amendments have been made to the description of or remarks concerning the record. An asterisk is not used to indicate minor amendments to grammar or punctuation.

ABBREVIATIONS USED IN THIS SCHEDULE

AV - As long as administratively valuable

FE - Fiscal year end

US - Until Superseded

Table of Contents

Part 1: Civil and Criminal Records _____	page 5
Part 2: Inquest Records _____	page 8
Part 3: Vital Statistics Records _____	page 9
Part 4: Miscellaneous Records _____	page 11
Part 5: Juvenile Records _____	page 11

RECORDS OF JUSTICE AND MUNICIPAL COURTS

Retention Note: 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.

PART 1: CIVIL AND CRIMINAL RECORDS

Record Number	Record Title	Record Description	Total Retention	Remarks
LC2350-01	APPEAL OR TRANSFER RECORD	Record or register of cases appealed from a court and/or records of case transfers as a result of an examining trial.	AV.	
LC2350-02	BAIL BOND RECORDS	Ledgers or books recording the setting or taking by the court of bail or recognizance bonds.	3 years.	
*LC2350-03	CIVIL CASE PAPERS (including documentation maintained by a court arising from the actions of its judge as a magistrate)			
*LC2350-03a	CIVIL CASE PAPERS	Administrative hearing case papers.	1 year after judgment rendered or proceedings terminated.	
*LC2350-03b	CIVIL CASE PAPERS	Civil case papers (including small claims and scire facias) in cases that were adjudicated which result in a monetary award.	12 years after case closed or issuance of last abstract of judgment or execution.	By law – Texas Property Code, Section 52.006 and Civil Practice and Remedies Code, sections 31.006 and 34.001. Retention Note: Civil cases with a judgment in favor of the state or to a state agency must be retained until the judgment is satisfied.

Record Number	Record Title	Record Description	Total Retention	Remarks
*LC2350-03c	CIVIL CASE PAPERS	Civil case papers from cases or actions that did not involve a monetary reward (e.g. forcible detainer)	4 years.	
*LC2350-03d	CIVIL CASE PAPERS	Civil case papers of cases dismissed for want of prosecution, on motion of the plaintiff, or for other reasons within the power of the court.	4 years from date the case was originally filed or upon dismissal, whichever later.	
*LC2350-04	CRIMINAL CASE PAPERS (including documentation maintained by a court arising from the actions of its judge as a magistrate)			
*LC2350-04a	CRIMINAL CASE PAPERS	Criminal case papers (including traffic offenses and violations of municipal ordinances).	5 years from date of final disposition of the case.	
*LC2350-04b	CRIMINAL CASE PAPERS	Papers in cases dismissed for want of prosecution or for other reasons within power of the court.	2 years from date of dismissal.	
*LC2350-04c	CRIMINAL CASE PAPERS	Un-served arrest warrants for criminal offenses within jurisdiction of the court.	4 years after issuance.	Retention Note: Prior to the purging and disposal of any un-served arrest warrants under this item number, the warrants must be dismissed by the judge in a manner permitted by law. If a judge dismisses un-served warrants at any time prior to 4 years after issuance, they still must be retained until the expiration of the retention period.
*LC2350-04d	CRIMINAL CASE PAPERS	Examining trial case papers.	AV.	Retention Note: If copies of statutory warnings are maintained only as carbons in bound volumes, the volumes must be retained for 5 years after last entry.
*LC2350-05	PARKING AND PEDESTRIAN VIOLATION TICKETS	Parking or pedestrian violation tickets that have been cleared by payment, dismissal, or other action.	6 months.	Retention Note: It is an exception to the 6-month retention period that if the tickets are used as vouchers for direct posting to receipt journals or ledgers, the tickets must be retained for FE + 3 years.

Record Number	Record Title	Record Description	Total Retention	Remarks
*LC2350-06	DOCKETS AND DOCKET SHEETS			Retention Notes: a) The retention periods in this record group also apply to docket sheets or the record equivalent in purpose to a docket in those courts that do not maintain dockets in bound volumes. b) If any docket listed under (a)-(g) contains records of inquests, it must be retained PERMANENTLY .
*LC2350-06a	DOCKETS AND DOCKET SHEETS	Civil docket (including small claims and scire facias).	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
*LC2350-06b	DOCKETS AND DOCKET SHEETS	Criminal docket (including traffic offenses and violations of municipal ordinances).	5 years.	
*LC2350-06c	DOCKETS AND DOCKET SHEETS	Civil and criminal docket (recording cases of both types in one volume).	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
*LC2350-06d	DOCKETS AND DOCKET SHEETS	Administrative hearing docket.	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
*LC2350-06e	DOCKETS AND DOCKET SHEETS	Execution docket.	PERMANENT.	By rule of court - Rules of Civil Procedure, Rule 26.
*LC2350-06f	DOCKETS AND DOCKET SHEETS	Examining trial dockets.	5 years.	
*LC2350-06g	DOCKETS AND DOCKET SHEETS	Call dockets or docket sheets or any other working copy or preliminary version of a docket or docket sheet for the use of clerks, bailiffs, or judges before entry of the information into any of the dockets noted under (a)-(f).	AV after entry of information into court docket.	
*LC2350-07	FEE BOOKS	Books or ledgers detailing fees or costs accrued in cases heard by the court and status of payment or waiver of costs or fees, if maintained separately from dockets.	FE + 5 years.	
*LC2350-08	JURY RECORDS			
LC2350-08a	JURY RECORDS	Jury venire lists.	1 year.	
*LC2350-08b	JURY RECORDS	Juror information and reply forms.	1 year.	
*LC2350-08c	JURY RECORDS	Returned, undeliverable jury summonses.	1 year.	
*LC2350-09	PROCESS LOGS/ PROCESS REGISTERS	Stub books, carbon books, logs, or registers listing warrants, subpoenas, summonses, or citations issued by or under the authority of the court.	5 years.	
*LC2350-10	REPORTS TO STATE AGENCIES			

Record Number	Record Title	Record Description	Total Retention	Remarks
*LC2350-10a	REPORTS TO STATE AGENCIES	Statistical reports to the Texas Judicial Council.	3 years.	
*LC2350-10b	REPORTS TO STATE AGENCIES	Reports of motor carrier weight convictions (State Comptroller Form 40-132 or equivalent).	AV.	
*LC2350-10c	REPORTS TO STATE AGENCIES	Traffic conviction abstracts and reports of death arising from traffic accidents submitted to the Texas Department of Public Safety.	AV.	
*LC2350-11	WITNESS RECORD	Register of witnesses subpoenaed, attached, or recognized in criminal cases, if maintained separately from the criminal dockets.	5 years.	

PART 2: INQUEST RECORDS

Record Number	Record Title	Record Description	Total Retention	Remarks
LC2375-01	FIRE INQUEST RECORDS			
*LC2375-01a	FIRE INQUEST RECORDS	Case papers.	AV.	Retention Note: Case papers must be retained PERMANENTLY if not documented in a docket or record book.
LC2375-01b	FIRE INQUEST RECORDS	Docket or record.	PERMANENT.	
LC2375-02	INQUEST RECORDS			

Record Number	Record Title	Record Description	Total Retention	Remarks
LC2375-02a	INQUEST RECORDS	<p>Case papers.</p> <p>(1) Arising from inquests or inquest hearings initiated August 31, 1987 or earlier.</p> <p>(2) Arising from inquests or inquest hearings initiated September 1, 1987 and after.</p>	<p>Destroy at option if the records exist in the District Clerk's Office.</p> <p>PERMANENT.</p>	<p>By law - Code of Criminal Procedure, art. 49.15(b).</p> <p>Retention Note: Prior to September 1, 1987 case papers arising from an inquest were forwarded by the justice to the district clerk. Since that date case papers are retained and become a part of the inquest docket or record and only an inquest summary report is forwarded. The only case papers retained by a justice of the peace or other magistrate before September 1, 1987 are likely to be copies of materials forwarded. Creation and retention of copies was not required by law.</p>
LC2375-02b	INQUEST RECORDS	Docket or record.	PERMANENT.	By law - Code of Criminal Procedure, art. 49.15(b).
*LC2375-02c	INQUEST RECORDS	Reports of injuries to the Texas Department of State Health Services.	AV.	
*LC2375-03	UNIDENTIFIED BODY INFORMATION	<p>All information pertaining to any unidentified body and the location of burial.</p> <p>(1) If an autopsy is performed and an inquest record exists.</p> <p>(2) If an autopsy is not performed and no inquest record exists.</p>	<p>10 years.</p> <p>PERMANENT.</p>	By law - Code of Criminal Procedure, Chapter 49.

PART 3: VITAL STATISTICS RECORDS

Retention Notes: a) Since 1927, each justice of the peace precinct serves as a primary registration district for the registry of births and deaths, unless, by agreement, the county clerk assumes primary registration duties. The records in this section arise from the duties of justice of the peace as a local registrar.

b) This section applies to and is binding upon city clerks or secretaries who serve as local registrars of vital statistics.

*c) The permanent retention period established in this schedule and by law for item numbers LC2400-01, LC2400-02, and LC2400-04 is not required for those local registrars who choose to follow the option permitted by Section 191.026(e), provided they do so in accordance with procedures developed by the Vital Statistics Unit of the Texas Department of State Health Services to implement the section.

Health and Safety Code, Section 191.026(e):

(e) The local registrar may, after the first anniversary of the date of registration of a birth, death, or fetal death, destroy the permanent 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 vital statistics unit; 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.

Record Number	Record Title	Record Description	Total Retention	Remarks
LC2400-01	BIRTH AND DEATH RECORD (combination of the Birth Record and Death Record)		PERMANENT.	By law - Health and Safety Code, Section 191.026.
LC2400-02	BIRTH RECORD (REGISTER OF BIRTHS)	Recorded or bound duplicate copies of birth certificates, delayed birth certificates, or amended birth certificates.	PERMANENT.	By law - Health and Safety Code, Section 191.026.
*LC2400-03	BURIAL TRANSIT PERMIT RECORDS	Stubs, copies, or lists of burial transit permits issued.	3 years.	
LC2400-04	DEATH RECORD (REGISTER OF DEATHS)	Recorded or bound duplicate copies of death certificates, fetal death certificates, or amended death certificates.	PERMANENT.	By law - Health and Safety Code, Section 191.026.
LC2400-05	DISINTERMENT RECORD			
LC2400-05a	DISINTERMENT RECORD	Copies of disinterment permits.	PERMANENT.	
*LC2400-05b	DISINTERMENT RECORD	Applications for permits.	Destroy at option.	Obsolete record.
LC2400-06	NOTIFICATIONS OF DEATH OF PERSONS UNDER 55	Abstracts, transcripts, or copies of death certificates from the Bureau of Vital Statistics of persons under age 55 (or under 18 prior to May 1987), whose birth certificates are recorded in an office of a local registrar.	Until notation made in Birth Record.	
LC2400-07	REPORTS OF DEATH	Reports of death filed by funeral directors or persons acting as such.	Until receipt of death certificate.	

Record Number	Record Title	Record Description	Total Retention	Remarks
*LC2400-08	RECORD OF ISSUANCE OF CERTIFIED COPIES OR ABSTRACTS OF BIRTH AND DEATH RECORDS	Record of the issuance of certified copies or abstracts of birth and 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). Retention Note: 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.

PART 4: MISCELLANEOUS RECORDS

Retention Note: For financial, personnel, or administrative records of a justice or municipal court not listed in this section see Local Schedule GR.

Record Number	Record Title	Record Description	Total Retention	Remarks
LC2425-01	ACKNOWLEDGMENT RECORD	Record of acknowledgments or proofs of instruments taken by justices of the peace.	10 years.	
LC2425-02	COST DEPOSIT RECORDS	Journals, ledgers, or similar records detailing receipts to and disbursements from monies deposited to cover costs in civil proceedings.	FE + 5 years.	

PART 5: 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	Total Retention	Remarks
*LC2450-01	VIDEO RECORDINGS [JUVENILE DETENTION HEARINGS]	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(c).
*LC2450-02	JUVENILE DELINQUENCY RECORDS [INFORMAL DISPOSITION CASES], REPORT ON	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.	
*LC2450-03	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).
*LC2450-04	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.	

Record Number	Record Title	Record Description	Total Retention	Remarks
*LC2450-05	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.		
*LC2450-05a	JUVENILE CASE PAPERS	<p>Cases papers for offenses committed on or before 31 August 1987:</p> <ol style="list-style-type: none"> 1. If the person has not been convicted of a felony as an adult. 2. If the person has been convicted of a felony as an adult. 	<p>Until the individual is 23.</p> <p>Until the individual is 33.</p>	<p>Retention Note: 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 LC2450-05(a)(2).</p>
*LC2450-05b	JUVENILE CASE PAPERS	<p>Case papers for offenses committed between 1 September 1987 and 31 December 1995:</p> <ol style="list-style-type: none"> 1. If the person has not been convicted of a felony as an adult. 	<p>Until the individual is 23.</p>	<p>Retention Note: 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.</p>

Record Number	Record Title	Record Description	Total Retention	Remarks
		<p>2. If the person has been convicted of a felony as an adult.</p>	<p>Until the individual is 33.</p>	<p>Local governments may dispose of the juvenile records on their own initiative only according to the retention period set out in LC2450-05(b)(2).</p>
*LC2450-05c	JUVENILE CASE PAPERS	<p>Case papers for offenses committed on or after 1 January 1996:</p> <ol style="list-style-type: none"> 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. 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. 3. The most serious allegation adjudicated was delinquent conduct that violated a penal law of the grade of felony. 	<p>Until the individual is at least 18 years of age.</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>By law - Family Code, Section 58.0071(d)(1).</p> <p>By law - Family Code, Section 58.0071(d)(2).</p> <p>By law - Family Code, Section 58.0071(d)(3).</p>
*LC2450-06	FINGERPRINTS AND PHOTOGRAPHS OF JUVENILES			
*LC2450-06a	FINGERPRINTS AND PHOTOGRAPHS OF JUVENILES	<p>Fingerprints and photographs for offenses committed on or before 31 August 1987:</p> <ol style="list-style-type: none"> 1. If a petition alleging that the juvenile engaged in delinquent conduct or conduct 	<p>Must be destroyed immediately upon</p>	

Record Number	Record Title	Record Description	Total Retention	Remarks
		<p>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 style="padding-left: 40px;">A) If the person has not been convicted of a felony as an adult.</p> <p style="padding-left: 40px;">B) If the person has been convicted of a felony as an adult.</p>	<p>fulfillment of any of the conditions listed.</p> <p>Until the individual is 23.</p> <p>Until the individual is 33.</p>	<p>Retention Note: 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>
*LC2450-06b	FINGERPRINTS AND PHOTOGRAPHS OF JUVENILES	<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</p>	<p>Must be destroyed immediately upon fulfillment of any of the conditions listed.</p>	

Record Number	Record Title	Record Description	Total Retention	Remarks
		<p>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 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>Until the individual is 23.</p> <p>Until the individual is 33.</p>	
*LC2450-06c	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>Until the juvenile is 18.</p>	

Record Number	Record Title	Record Description	Total Retention	Remarks
		<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>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 immediately.</p> <p>Must be destroyed upon completion of the informal disposition.</p> <p>Must be destroyed after the 90th 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>	
*LC2450-07	JUVENILE COURT DOCKET		5 years.	
*LC2450-08	JUVENILE RECORD (JUVENILE COURT MINUTES)		PERMANENT.	
*LC2450-09	JUVENILE DETENTION REGISTER	Register or roster of juveniles temporarily confined to jail or equivalent detention centers pending disposition.	2 years.	

Record Number	Record Title	Record Description	Total Retention	Remarks
*LC2450-10	JUVENILE INFORMATION SYSTEMS (LOCAL)	Locally maintained juvenile information databases containing the information required by Family Code, Section 58.304.	PERMANENT.	Retention Note: 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.
*LC2450-11	AUDIO OR VIDEOTAPES OF RELEASE HEARINGS		Date of final judgment in release hearing + 2 years.	By law – Family Code, Section 540.11(g).

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

Copies of this publication are available in alternative format upon request.