

**PUBLIC ACCESS POLICIES FOR MEETINGS  
OF APPRAISAL DISTRICT  
BOARDS OF DIRECTORS**

**As required by Section  
6.04, Texas Tax Code**

PUBLIC ACCESS POLICIES FOR  
MEETINGS OF APPRAISAL DISTRICT  
BOARDS OF DIRECTORS

Pursuant to Section 6.04(d), Texas Tax Code, a reasonable period of time at the end of each meeting of the appraisal district board of directors shall be provided for public comments on appraisal district and appraisal review board policies and procedures. The period of time shall be determined at the discretion of the chairman of the board of directors at each meeting.

Pursuant to Section 6.04(e), Texas Tax Code, the following policies are adopted to provide public access to the board of directors for purposes of testimony at public meetings concerning appraisal district and appraisal review board policies and procedures, as well as any matter over which the board of directors has responsibility:

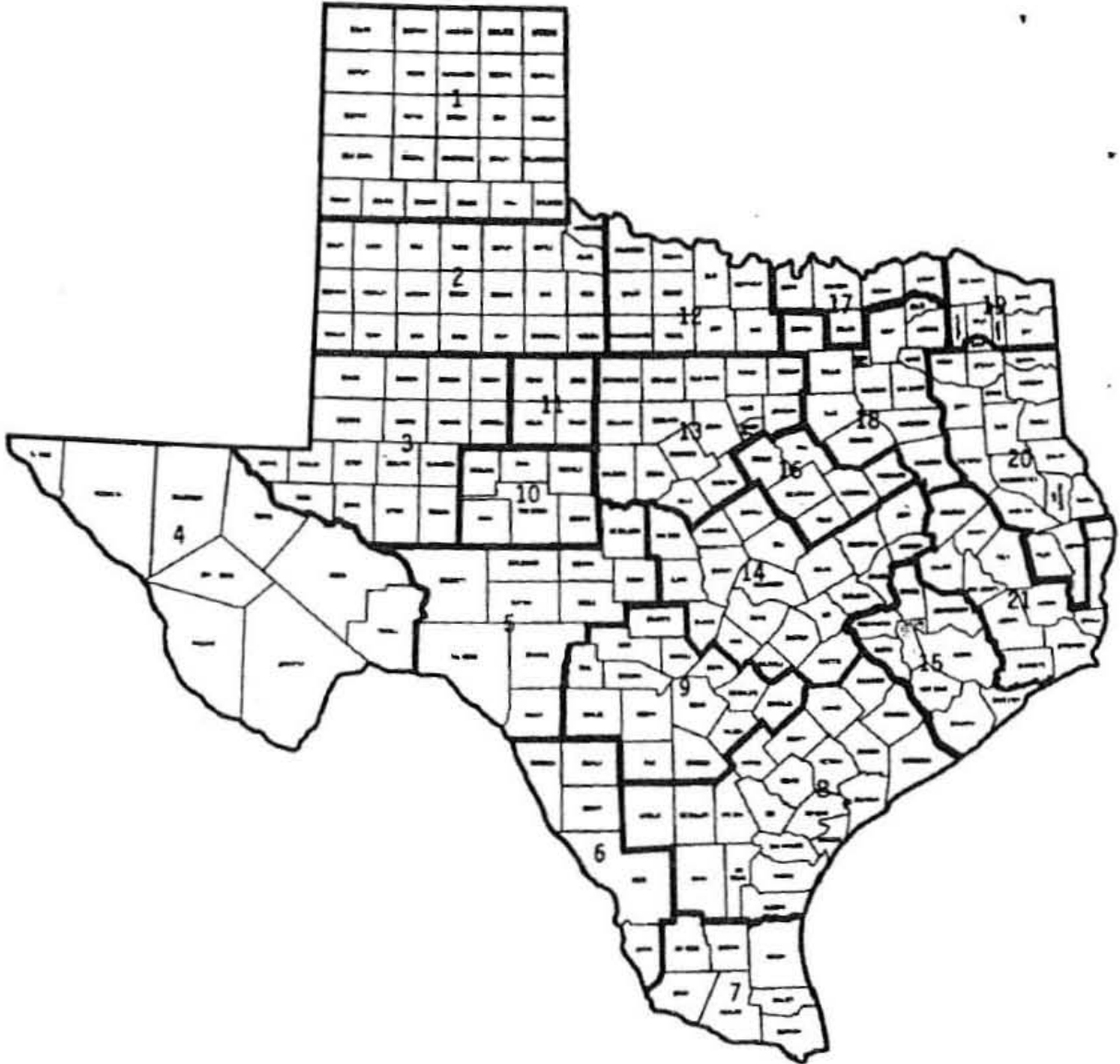
1. Any non-English speaking person, deaf person, or person who has any physical, mental or development disability desiring to appear before the Board must file a written request with the chief appraiser, who will schedule the person to present testimony at the next regularly scheduled board meeting. The request should indicate any special assistance or arrangement required to make the presentation to the board possible.
2. The chief appraiser shall appoint annually at least one bilingual person in the county to serve as an interpreter. An interpreter shall attend any meeting of the board of directors in which a non-English speaking person is scheduled to testify and shall be paid a per diem amount equal to that paid to members of

the appraisal review board. .

3. The chief appraiser shall coordinate with the area service council of the Texas Commission for the Deaf (see Attachment A) in obtaining services and shall appoint annually an interpreter to attend any meeting of the board of directors in which a deaf person is scheduled to testify. The interpreter shall be paid a per diem amount equal to that paid to members of the appraisal review board.
4. The chief appraiser shall coordinate with the Texas Rehabilitation Commission, the United Way, and other public and private agencies with regional offices (see Attachment B) to provide proper arrangements for public forums, to include the correct placement of microphones, sufficient area for wheelchairs and other mobility aides, and any other matter which would assist in improved access to the board of directors in a public hearing.
5. Meetings of the board of directors for which written notice has been given from persons requiring barrier free access shall be conducted in public buildings complying with the standards and specifications adopted by the State Purchasing and General Services Commission (P. O. Box 13047, Capitol Station, Austin, Texas 78711) pursuant to the Elimination of Architectural Barriers Act, Article 7 of Article 601b, V.T.C.S., **where available.** If no barrier-free public buildings are available in the district, the chief appraiser shall make arrangements for temporary wheelchair ramps to be available, as well as other physical aides for persons with disabilities.

ATTACHMENT A

TEXAS COMMISSION FOR THE DEAF  
REGIONAL BOUNDARIES



TEXAS COMMISSION FOR THE DEAF  
AREA SERVICE COUNCILS

1. PANHANDLE COUNCIL FOR THE DEAF  
P. O. Box 8043  
Amarillo, Texas 79114  
806/353-0767 (Voice/TDD)  
806/359-1506 (Voice)
2. LUBBOCK COMMUNITY SERVICES FOR THE DEAF  
2414 34th Street  
Lubbock, Texas 79411  
806/795-2345 (Voice/TDD)
3. HIGHLAND COUNCIL FOR THE DEAF, INC.  
P. O. Box 1935  
Big Spring, Texas 79720  
915/267-6779 (Voice/TDD)  
915/263-0614 (Voice)
4. EL PASO CENTER OF THE DEAF, INC.  
1005 East Yandell  
El Paso, Texas 79902  
915/544-6032 (Voice/TDD)
5. No provider available at this time.
6. No provider available at this time.
7. No provider available at this time.
8. CORPUS CHRISTI AREA COUNCIL FOR THE DEAF  
5151 McArdle Road  
Corpus Christi, Texas 78411  
512/993-1154 (Voice/TDD)
9. CHURCH'S DEAF SUPPORT CENTER  
P. O. Box BH001  
355 Spencer Lane  
San Antonio, Texas 78284  
512/735-7573 (Voice)  
512/735-6151 (TDD)  
  
SAN ANTONIO COUNCIL FOR ADVANCEMENT OF SERVICES TO  
THE DEAF  
c/o Barbara Jordan Center  
2803 East Commerce  
San Antonio, Texas 78203  
512/223-9200 (Voice/TDD)
10. No provider available at this time.

11. WEST TEXAS SERVICES FOR THE DEAF  
ACU Station, Box 1807  
Abilene, Texas 79699  
914/674-2425 (Voice/TDD)
12. No provider available at this time.
13. TARRANT COUNTY SERVICES FOR THE HEARING IMPAIRED  
2500 Lipscomb Street  
Fort Worth, Texas 76110  
817/926-5305 (Voice)  
817/926-4101 (TDD)
14. TRAVIS COUNTY COUNCIL FOR THE DEAF  
2201 Post Road, Room 100  
Austin, Texas 78704  
512/448-7597 (Voice)  
512/448-7571 (TDD)
15. HEAR-SAY  
2525 Murworth, #207  
Houston, Texas 77054  
713/666-2625 (Voice/TDD)  
  
DEAF COUNCIL OF GREATER HOUSTON  
P. O. Box 20594  
Houston, Texas 77025  
713/796-0520 (Voice/TDD)
16. CENTRAL TEXAS COUNCIL FOR THE DEAF  
P. O. Box 5656  
Waco, Texas 76708  
817/754-4247 (Voice)  
817/757-3323 (TDD)
17. TEXOMA COUNCIL FOR THE DEAF  
800 North Travis  
Sherman, Texas 75090  
214/892-6531 (Voice/TDD)
18. DEAF ACTION CENTER  
3115 Crestview Drive  
Dallas, Texas 75235  
214/521-0407 (Voice/TDD)
19. No provider available at this time.
20. EAST TEXAS DEAF & HEARING ASSOCIATION, INC.  
777 Broadway, #103  
Tyler, Texas 75701  
214/593-3355 (Voice/TDD)

21. SOUTHEAST COUNCIL FOR THE HEARING IMPAIRED  
P. O. Box 1748  
470 Orleans  
Beaumont, Texas 77704  
409/833-6679 (Voice/TDD)

In addition, an annual directory of interpreters is published by the Texas Commission for the Deaf. Information on this registry may be obtained from the program specialist for direct services at 512-469-9891 or 510 South Congress, Room 300, Austin, Texas 78704.



**ATTACHMENT B**

TEXAS REHABILITATION COMMISSION  
REGIONAL BOUNDARIES



The Field Offices for the regions indicated on this map are listed in the Governmental Pages (blue) of the telephone directory under "State--Texas Rehabilitation Commission: Field Offices."

Information concerning attendant care, transportation, interpreter services, adaptive equipment, environmental control systems, and other issues related to disabilities can be obtained from counselors at these Field Offices.

LOCAL INFORMATION AND REFERRAL TELEPHONE NUMBERS\*

ABILENE:  
Call-For-Help (915) 673-8211

AMARILLO:  
United Way Information & Referral (806) 373-2662  
Center for Independent Living (806) 352-1500

ANGLETON:  
Action, Inc. of Brazoria County HELPLINE (409) 849-4404/  
(409) 849-5711  
ext. 1500

ARLINGTON:  
First Call for Help (817) 274-2534

AUSTIN:  
United Way HOTLINE (512) 472-4357

BAY CITY:  
United Way (409) 245-3056

BEAUMONT:  
United Way of Beaumont I&R (409) 835-3886

BROOKSHIRE:  
United Way of Waller County (713) 934-4322

BRYAN:  
Brazos County Community Council (409) 923-5226

CARROLLTON:  
MetroCrest Service Center (214) 446-2100

CORPUS CHRISTI:  
Coastal Bend Assn. for Mental Health (512) 993-7416

DALLAS:  
American Red Cross (214) 871-2175  
Generic, Teenline, Hispanic I&R Services (214) 747-3711  
Aging I&R Services (214) 741-5244  
Contact Dallas Telephone Counseling (214) 233-2233  
Dallas Council on Alcoholism & Drug Abuse (214) 522-8600

FORT WORTH:  
First Call for Help (817) 878-0100

GALVESTON:  
Family Service Center I&R (409) 766-2248

GRAND PRAIRIE:		
Grand Prairie United Charities	(214)	263-0010
HOUSTON:		
Crisis Intervention of Houston	(713)	527-9864
United Way of the Texas Gulf Coast	(713)	527-0222
HURST:		
First Call for Help	(817)	282-6646
IRVING:		
Irving Aid, Inc.	(214)	721-9181
KILGORE:		
East TX Council of Governments	(214)	984-8641/
	(800)	442-8845
LA PORTE:		
Neighborhood Centers LaPorte/Bayshore	(713)	471-1824
LUBBOCK:		
City of Lubbock Information & Referral	(806)	765-6262
Aging I&R	(806)	762-8721
LUFKIN:		
United Way	(409)	632-3203
MESQUITE:		
Mesquite Social Services, Inc.	(214)	285-3000
MIDLAND:		
United Way of Midland	(915)	682-4358
PASADENA:		
Pasadena/South Houston Neighborhood Center	(713)	944-9186
PLANO:		
Information & Referral of Plano	(214)	422-1850
SAN ANGELO:		
United Way First Call for Help	(915)	942-7670
SAN ANTONIO:		
Bexar County Women's Center	(512)	225-4387
United Way of San Antonio & Bexar County	(512)	224-5000
SMITHVILLE:		
Combined Community Action, Inc.	(512)	237-2434
STAFFORD:		
United Way Family Service Center	(713)	499-5681

VICTORIA:  
Victoria Info & Volunteer Action Center (512) 575-8279

WACO:  
Aging I&R (817) 752-3240  
United Way of Waco (817) 753-5683

WALLER:  
United Way of Waller County (409) 372-9194

WICHITA FALLS:  
United Way of Greater Wichita Falls (817) 322-8638

\* A directory of Information & Referral Services for the aging network is available from the Texas Department on Aging.

# **INVESTMENT POLICY**

## **WALLER COUNTY APPRAISAL DISTRICT**

Adopted December 18, 1996  
Revised December 10, 1997  
Revised December 9, 1998  
Revised December 8, 1999

## **I. INVESTMENT SCOPE**

The Waller County Appraisal District (district) has established this investment policy in accordance with Chapter 6 of the Texas Property Tax Code and Chapter 2256 of the Texas Government Code. This investment policy applies to the investment activities of the district.

As required by Chapter 2256, Government Code, the district hereby defines and adopts its formal investment policy. The district shall administer all present and future funds in accordance with the provisions of this policy to the extent permitted by law and the district's depository contracts.

## **II. INVESTMENT OBJECTIVES**

### **A. Standard of Care**

The district shall exercise due care, caution and good judgement in making its investments. Investments shall consider the safety of capital, liquidity, and a reasonable return of interest income for the district.

Section 2256.006 of the Public Funds Investment Act provides that investments shall be made with judgement and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be desired. Investment of funds shall be governed by the following investment objectives, in order of priority:

1. Preservation and safety of principal;
2. Liquidity; and
3. Yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. The investment of all funds, or funds under the entity's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and
2. Whether the investment decision was consistent with the written investment policy of the entity.

### **B. Preservation and Safety of Principal**

Safety of principal is a primary objective of this policy. In no event (except investments with TexPool or direct obligation of the United States) shall an investment and earned interest exceed the maximum amount insured by the

Federal Deposit Insurance Corporation combined with U. S. Government securities pledged as collateral. The district shall make all investments in the name of the district. District funds may not be commingled with any funds which are not assets of the district. Funds invested in TexPool do not require Federal Deposit Insurance Corporation insurance or collateralization by U. S. Government securities.

#### **C. Liquidity**

The district shall structure its investment portfolio in a manner which will provide the liquidity necessary to correspond with the cash flow needs of the district.

#### **D. Yield**

The district shall invest its funds to earn the maximum interest rate allowed within the constraints of safety, liquidity and convenience.

#### **E. Maturity**

The investment portfolio of the district will be staggered in a way to achieve the highest return of interest and provide for the necessary liquidity to meet the cash needs of the district. In no event shall an investment be made for a maturity period of longer than one year (365 days) at the time of purchase.

#### **F. Monitoring Market Prices**

Market prices shall be monitored on a periodic basis using information sources such as financial publications, commercial banks and representatives of broker/dealers and investment pools.

#### **G. Legal Compliance**

The district shall make all of its investments in a manner that complies with all applicable law and with its depository contract.

### **III. INVESTMENT RESPONSIBILITY AND CONTROL**

#### **A. Investment Officer**

The Chief Appraiser is the chief administrator and chief executive officer of the district. The Board of Directors may appoint one or more employees to perform the activities of the Investment Officer for the district under the direction of the chief appraiser. In the absence of such appointment, the Chief Appraiser is the Investment Officer for the district.



**B. Accounting and Audit Control**

The Chief Appraiser shall ensure that all necessary forms for accounting and audit control of investments are safely kept and maintained current.

**C. Internal Controls**

The district will maintain a written system of internal controls. Controls shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the district. Controls shall specifically address:

1. Separation of duties
2. Control of collusion
3. Separation of transaction authority from accounting and record keeping
4. Custodial safekeeping
5. Clear delegation of authority
6. Written confirmation of telephone transactions
7. Documentation of transactions and strategies

**D. Subject to Audit**

The district's investments may be audited at any time.

**E. Audit by Independent Auditing Firm**

As required by the Property Tax Code, Section 6.063, the Board of Directors shall require a financial audit to be performed by an independent auditing firm at least annually. The board may require a compliance audit of management controls and adherence to investment policy in conjunction with the annual financial audit.

District staff shall review financial matters, controls, and adherence to policy as often as may be necessary to ensure compliance with this policy.

**IV. INVESTMENT POLICY COMPLIANCE**

A. The district shall provide a copy of this policy to any person seeking to sell investments to the district.

B. The district may not purchase securities from any business organization seeking to sell an investment unless the qualified representative for the organization first executes a written instrument stating that the principal has received and thoroughly

reviewed the district's investment policy and acknowledging that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities. A sample form instrument is incorporated in this policy as exhibit "1".

## **V. INVESTMENT REPORTING**

### **A. List of Investments; Quarterly Reporting**

The Investment Officer shall maintain a detailed listing of the district's investment portfolio along with corresponding pledged securities and safekeeping receipt numbers.

The Investment Officer shall prepare a quarterly report on the district's investments and present it to the Board of Directors as a part of the regular monthly reports immediately following the end of each quarter.

### **B. Annual Review**

The Board of Directors shall review the district's investment policy and investment strategies not less than annually. The board shall adopt a written instrument stating it has reviewed the investment policy and investment strategies.

### **C. Notification of Investment Changes**

The Investment Officer shall notify the Board of Directors of any significant changes in current investment methods and procedures prior to their implementation.

## **VI. INVESTMENT INSTRUMENTS**

### **A. Authorized Investment Instruments**

Investments are subject to Section II (b) of this policy concerning safety and preservation of principal. Specifically, to the extent an investment in an instrument or instruments, including principal and interest, exceeds the amount insured by the Federal Deposit Insurance Corporation or other federal agency, the excess must be collateralized by pledged securities. The Investment Officer may invest district funds in the following instruments:

1. Certificates of deposit issued by banks located within the Waller County Appraisal District. Payment of the certificates must be insured in full by the Federal Depository Insurance Corporation and/or collateralized by pledged securities.

2. Direct obligations of the United States. The district may invest funds in direct debt securities of the United States as provided by Section 2256.009, Government Code. Settlement of transactions of this type shall be done on a delivery versus payment basis.

#### **B. TEXPOOL INVESTMENTS**

The district may invest funds in TexPool, which is a local governmental investment pool for political subdivisions of the State of Texas. Participation in pools must be specifically approved by the Board of Directors in the form of a resolution.

By resolution approved in May, 1993, the Board authorized district staff to invest in TexPool. Transfers shall be made only directly from or directly to the district's depository. Funds invested in TexPool do not require Federal Deposit Insurance Corporation insurance or collateralization by U. S. Government securities as do other district investments.

#### **C. Other Authorized Investment Instruments**

No other investment instrument is authorized.

#### **D. Market Conditions**

The authorized investments should be compared to the financial market to assure the district is receiving a fair rate of return. There are many market rates to compare to. The following two will be used:

1. The Fed Funds Rate
2. The 90 day T-bill Rate

The district will use these rates for comparison purposes only.

### **VII. INVESTMENT INSTITUTIONS DEFINED**

The Investment Officer may invest funds with any or all of the following institutions or groups consistent with federal and state law and the current depository bank contract:

1. Depository bank;
2. Other state or national banks located in the State of Texas that are fully insured by the Federal Deposit Insurance Corporation.
3. Fully insured Primary Government Securities Dealers that report to the Market Reports Division of the Federal Reserve Bank of New York;

4. TexPool Investment Fund; and
5. Federal Reserve Banks.

#### **VIII. SAFEKEEPING OF PLEDGED SECURITIES**

When investments require pledged securities, a copy of the safekeeping receipt(s) showing the Federal Reserve System branch bank where the securities are held shall be delivered by facsimile to the district at the time of the investment. If the Federal Reserve System is not used by the pledging entity, the third party safekeeping bank shall deliver by facsimile a copy of the safekeeping receipt(s) at the time of the investment. The original safekeeping receipt(s) shall be delivered to the district no later than the seventh day after the investment is made.

#### **IX. INVESTMENT TRAINING**

The investment officer shall attend at least one training session from an independent source approved by the Board of Directors. The training must contain at least ten hours of instructions relating to the officer's responsibilities and be taken within twelve months after taking office or assuming duties. Furthermore, the officer shall attend an investment training session not less than once in a two-year period and receive not less than ten hours of instruction relating to investment responsibilities.

#### **X. INVESTMENT POLICY ADOPTION**

The district's investment policy shall be adopted by resolution of the Board of Directors. The policy will be reviewed annually by the Board of Directors and any modifications thereto must be approved by the Board of Directors.

## TABLE OF CONTENTS

- I. Investment Scope
  - II. Investment Objectives
  - III. Investment Responsibility and Control
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  - VIII. Safekeeping of Pledged Securities
  - IX. Investment Training
  - X. Investment Policy Adoption
- Exhibit 1 - Investment Policy Affidavit

#### **RESOLUTION NO. 97-1**

The Board of Directors, at its December 10, 1997 meeting, reviewed the district's investment policy and investment strategies and adopted the following changes:

1. Item II, F was re-lettered to G, and F is now Monitoring Market Prices
2. Item V, B was renamed Annual Review, the section is totally new
3. Item VI, A, 2 has had an extra sentence added. The sentence added is the last sentence of the section

#### **RESOLUTION NO. 98-1**

The Board of Directors, at its December 9, 1998 meeting, reviewed the district's investment policy and investment strategies and adopted the following change:

1. Changed the term "registered principal" to qualified representative. Qualified representative now appears in IV, B and in Exhibit 1.

These changes have been incorporated in the Investment Policy that was adopted December 18, 1996 and revised December 10, 1997 and December 9, 1998.

#### **RESOLUTION NO. 99-1**

The Board of Directors, at its December 8, 1999 meeting, reviewed the district's investment policy and investment strategies and adopted the following changes:

1. Renumbered Item IX, Investment Policy Adoption, to Item X.
2. Renamed Item IX to Investment Training and added the wording comprising Item IX.

These changes have been incorporated in the Investment Policy that was adopted December 18, 1996 and revised December 10, 1997, December 9, 1998, and December 8, 1999.

#### **RESOLUTION NO. 00-1**

The Board of Directors, at its December 13, 2000 meeting, reviewed the district's investment policy and investment strategies and made no changes.

**RESOLUTION NO. 02-1**

The Board of Directors, at its February 12, 2002 meeting, reviewed the district's investment policy and investment strategies and made no changes.

**RESOLUTION NO. 03-1**

The Board of Directors, at its February 18, 2003 meeting, reviewed the district's investment policy and investment strategies and made no changes.

**RESOLUTION NO. 04-1**

The Board of Directors, at its January 13, 2004 meeting, reviewed the district's investment policy and investment strategies and made no changes.

**RESOLUTION NO.05-1**

The Board of Directors, at its January 11, 2005 meeting, reviewed the district's investment policy and investment strategies and made no changes.

## **IDENTIFYING AND UPDATING NEW AND EXISTING PROPERTIES**

The Waller County Appraisal District uses all tools available to discover all new improvements, any upgrades and add-ons to existing properties.

It will be the responsibility of the appraiser(s) to become knowledgeable of specific areas assigned to conduct field inspections. The appraiser will identify and update relevant characteristics through the inspection process.

Subject property data is verified from the following:

- Previously existing records
- Physically driving the district, making note of new improvements and additions to existing properties
- Work electric hook up reports from San Bernard Electric
- Work septic system permits issued by the Waller County Road and Bridge Department
- Work mobile home lists provided by the State of Texas on new homes moved into the county
- Inspect all new 911 addresses provided by the Waller County Rural Addressing Department that are assigned in the county
- Inspect all properties that were requested by taxpayers
- Inspect records recorded under DBA's located in the Waller County Clerk's office
- Check local newspapers and internet for listing of properties for sale and to verify listing information against appraisal data
- And any other published reports available that would be a useful tool in the data collection process



# LOCAL GOVERNMENT - RECORDS CONTROL SCHEDULE

## CERTIFICATION AND ACCEPTANCE

### Section 1 USE OF FORM (Check One, See Reverse)

- Original Filing - Form SLR 500
- Amended Schedule - Form SLR 500
- Amendment to Schedule - Form SLR 520

Number of Pages in Attachment 11 Date of Attachment \_\_\_\_\_

Date of previous schedule the attachment amends, if applicable \_\_\_\_\_

### Section 2 SUBMISSION DATA (See Reverse)

Government Waller County Appraisal District

Office All Offices

Department \_\_\_\_\_

RMO Address P O. Box 159

City Katy Zip 77492 0159

Telephone 713-391-3188

### Section 3 LOCAL GOVERNMENT CERTIFICATION

The attached document of the type indicated above is submitted for filing pursuant to Local Government Code §203.041. The attachment has been approved according to the ordinance, order, or plan of the local government or elective county office for which I am the Records Management Officer. I certify that the administrative rules for electronic records, adopted under Local Government Code §205.003(a), will be followed for records subject to the rules.

Name and Title (Print or Type) Billie Wilbanks, Records Management Officer

Signature  Date December 7, 1994

### Section 4 TEXAS STATE LIBRARY ACCEPTANCE

The records control schedule, amended schedule, or amendment to schedule submitted for filing with this transmittal sheet has:

- been accepted for filing pursuant to Local Government Code §203.043(a). A record appearing on the schedule or amendment may be disposed of at the expiration of its retention period without additional notice to the director and librarian, subject to the provisions of Local Government Code §203.041(d).
- been accepted for filing subject to the conditions stated in the accompanying letter pursuant to Local Government Code §203.043(d).
- not been accepted for filing pursuant to Local Government Code §203.043(b). See accompanying letter for explanation.

Name and Title (Print or Type) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# LOCAL GOVERNMENT RECORDS CONTROL SCHEDULE

[Pursuant to Tex. Local Government Code, § 203.041]

Government Waller County Appraisal District  
 Office  
 Address P. O. Box 159  
 City Katy, Texas Zip 77492-0159 Telephone 713-391-3188

For Commission  
Use Only

ORIGINAL FILING  AMENDED FILING

Records Management Officer

RECORD NUMBER	RECORD TITLE	RETENTION PERIOD			DISPOSITION
		OFFICE	STORAGE	TOTAL	
	PART 1: ADMINISTRATIVE RECORDS				
1000-01	AGENDAS	2 years		2 years	Destroy in office.
1000-02	DEDICATIONS	Permanent			Keep in office in paper form.
1000-03	MINUTES	Permanent			Keep in office in paper form.
	a) Written	1 year		1 year	Destroy in office.
	b) Notes	1 year		1 year	Destroy in office.
	d) Audiotapes of open meetings for which written minutes are prepared	2 years		2 years	Review before disposal.
	e) Audiotapes for closed meetings	2 years		2 years	
	f) Supporting documentation	2 years		2 years	
1000-04	OPEN MEETING NOTICES	2 years		2 years	
1000-05	ORDINANCES, ORDERS, RESOLUTIONS	Permanent			Keep in office in paper form.
1000-06	PETITIONS - Petitions from the public to the governing body	Consideration + 2 years			
1000-21	AFFIDAVITS OF PUBLICATION				
	c) All other published legal notices	2 years		2 years	
1000-24	COMPLAINTS - Complaints received from the public or any officer or employee				

# LOCAL GOVERNMENT RECORDS CONTROL SCHEDULE

[Pursuant to Tex. Local Government Code, § 203.041]

Government Waller County Appraisal District  
 Office  
 Address P. O. Box 159  
 City Katy, Texas Zip 77492-0159 Telephone 713-391-3188

For Commission  
Use Only

ORIGINAL FILING  AMENDED FILING

Records Management Officer

RECORD NUMBER	RECORD TITLE	RETENTION PERIOD			DISPOSITION
		OFFICE	STORAGE	TOTAL	
1000-24 (cont.)	relating to government policy	Resolution or dismissal of complaint + 2 years			
1000-25	CONTRACTS, LEASES, AND AGREEMENTS	Length of contract + 4 years			
1000-26	CORRESPONDENCE AND INTERNAL MEMORANDA (includes incoming, copies of outgoing, internal correspondence and memoranda) a) Policy and program development b) Administrative c) Routine	5 years 2 years AV		5 years 2 years	Review before disposal. Destroy in office.
1000-27	DEEDS	Permanent			
1000-29	INSURANCE POLICIES	Length of policy + 4 years			
1000-30	LEGAL OPINIONS - Legal opinions rendered by district's counsel, Attorney General, concerning district governance and administration	Permanent			Keep in office in paper form.

# LOCAL GOVERNMENT RECORDS CONTROL SCHEDULE

[Pursuant to Tex. Local Government Code, § 203.041]

ORIGINAL FILING       AMENDED FILING

Government      Waller County Appraisal District  
Office  
Address      P. O. Box 159  
City      Katy, Texas      Zip      77492-0159      Telephone      713-391-3188  
Records Management Officer

For Commission  
Use Only

RECORD NUMBER	RECORD TITLE	RETENTION PERIOD			DISPOSITION
		OFFICE	STORAGE	TOTAL	
1000-31	LITIGATION CASE FILES	AV after final disposition of case			Review before disposal.
1000-32	MINUTES (STAFF)	AV			Destroy in office.
1000-33	NEWS RELEASES	AV			Destroy in office.
1000-34	OPEN RECORDS REQUESTS	Length of request + 1 year			Destroy in office.
1000-35	ORGANIZATIONAL CHARTS	US			Destroy in office.
1000-37	PHOTOGRAPHS, RECORDINGS, OTHER NON-TEXTUAL MEDIA	Permanent			
1000-38	POLICY AND PROCEDURE DOCUMENTATION	US + 5 years			Review before disposal.
1000-39	PUBLICATIONS - Pamphlets, reports, studies, proposals printed for by the district	Permanent			Keep in office in paper form.
1000-40	RECORDS MANAGEMENT RECORDS a) Records control schedules b) Records destruction documentation c) Record inventories d) Records management plans and policy documents	Permanent Permanent AV US + 5 years			Keep in office in paper form. Keep in office in paper form. Destroy in office.

# LOCAL GOVERNMENT RECORDS CONTROL SCHEDULE

[Pursuant to Tex. Local Government Code, § 203.041]

ORIGINAL FILING

AMENDED FILING

Government Waller County Appraisal District

Office

Address P. O. Box 159

City Katy, Texas Zip 77492 Telephone 713-391-3188

Records Management Officer

For Commission  
Use Only

RECORD NUMBER	RECORD TITLE	RETENTION PERIOD			DISPOSITION
		OFFICE	STORAGE	TOTAL	
1000-41	REPORTS AND STUDIES (non-fiscal) a)1) Annual reports a)2) Special reports of the governing body a)3) Special reports of the chief appraiser a)4) Monthly, bi-monthly, quarterly, semi-annual reports b) Activity reports of a daily or periodic basis  PART 2: FINANCIAL RECORDS Section 2-1: FISCAL ADMINISTRATION AND REPORTING	Permanent Permanent 5 years 3 years 1 year		1 year	Keep in office in paper form. Keep in office in paper form. Review before disposal. Destroy in office.
1025-01	AUDIT RECORDS a) Annual audit d) Special audits e) Working papers	Permanent Permanent 2 years	3 years	5 years	Keep in office in paper form. Keep in office in paper form.
1025-02	BANK SECURITY RECORDS	4 years after termination, expiration, or release of contractual obligation			

# LOCAL GOVERNMENT RECORDS CONTROL SCHEDULE

[Pursuant to Tex. Local Government Code, § 203.041]

Government Waller County Appraisal District  
 Office \_\_\_\_\_  
 Address P. O. Box 159  
 City Katy, Texas Zip 77492 Telephone 713-391-3188

For Commission  
Use Only

ORIGINAL FILING     AMENDED FILING

Records Management Officer

RECORD NUMBER	RECORD TITLE	RETENTION PERIOD			DISPOSITION
		OFFICE	STORAGE	TOTAL	
1025-04	BUDGETS AND BUDGET DOCUMENTATION a) Annual budgets c) Working papers for budget preparation d) Encumbrance and expenditure reports e) Budget change documentation	Permanent 2 years 2 years 2 years		2 years 2 years 2 years	Keep in office in paper form.
1025-05	CAPITAL ASSETS RECORDS - All	FE + 3 years			
1025-07	FINANCIAL REPORTS - Created for sub- mission to state agencies a) Monthly, ..., semi-annual  b) Annual reports c) Long range fiscal planning reports d) Capital improvement reports	FE + 3 years Permanent Permanent Permanent			Keep in office in paper form. Keep in office in paper form. Keep in office in paper form.
1025-09	INVESTMENT TRANSACTION RECORDS - Documentation relating to the investment of public funds  Section 2-2: ACCOUNTING RECORDS	FE + 5 years			
1025-26	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	FE + 3 years			Destroy in office.
1025-27	ACCOUNTS RECEIVABLE RECORDS	FE + 3 years			Destroy in office.

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		OFFICE	STORAGE	TOTAL	
1025-27 (cont.)	a) Accounts receivable remittable to Comptroller's Office	Due date + 5 years			Destroy in office.
1025-28	BANKING RECORDS - Bank statements, cancelled checks, etc.	FE + 5 years			Destroy in office.
1025-29	COST ALLOCATION AND DISTRIBUTION RECORDS	FE + 3 years			
1025-30	LEDGERS, JOURNALS, ENTRY DOCUMENTATION a)1) For fiscal years with an annual audit report	FE + 5 years			
1025-31	TRANSACTION SUMMARIES	FE + 3 years			
	PART 3: PERSONNEL AND PAYROLL RECORDS				
1050-04	CERTIFICATES AND LICENSES	US or separation of employee + 5 years			

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		OFFICE	STORAGE	TOTAL	
1050-05	CONFLICT OF INTEREST AFFIDAVITS	5 years after leaving position for which the affidavit was filed			
1050-18	FIDELITY BONDS	Effective life of bond + 5 years			
1050-23	OATHS OF OFFICE	US + 5 years; or 5 years after leaving position for which the oath required, whichever applies			
	PART 4: SUPPORT SERVICES RECORDS Section 4-1: Purchasing Records				
1075-01	BIDS AND BID DOCUMENTATION				



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RECORD NUMBER	RECORD TITLE	RETENTION PERIOD			DISPOSITION
		OFFICE	STORAGE	TOTAL	
1075-01 (cont.)	a) Successful bids, requests for proposals, supporting documentation  b) Unsuccessful bids c) Informal bid requests  Section 4-3: COMMUNICATION RECORDS	FE + 3 years 2 years 1 year			Destroy in office.
1075-40	POSTAL AND DELIVERY SERVICE RECORDS (ALL)  PART 1: APPRAISAL RECORDS Section 1-1: RECORDS OF APPRAISAL REVIEW BOARD (ARB)	1 year		1 year	
2950-01	APPEAL RECORDS - Notices of appeal of a final order of an appraisal review board to district court	2 years	Microfilm	Permanent	Keep in office in microfilm form.
2950-02	HEARING RECORDS - Paper work arising from ARB hearings or meetings	2 years	4 years	6 years	Destroy in office.
2950-03	MINUTES	1 year	Permanent		Keep in office in paper form.
2950-04	OPEN MEETING NOTICES AND HEARING SCHEDULE  Section 1-2: RECORDS OF PROPERTY APPRAISAL	2 years		2 year	Destroy in office.

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RECORD NUMBER	RECORD TITLE	RETENTION PERIOD			DISPOSITION
		OFFICE	STORAGE	TOTAL	
2975-01	APPOINTMENT OF AGENTS FOR PROPERTY TAXES	US or until date authority of agent ends, as applicable			Destroy in office.
2975-02	APPRAISAL CARDS	US			Destroy in office.
2975-03	APPRAISAL CORRESPONDENCE - between appraisal district and property owners concerning appraisal matters	2 years		2 years	
2975-04	APPRAISAL FIELD NOTES	1 year		1 year	Destroy in office.
2975-05	APPRAISAL MONITORING DOCUMENTATION	1 year		1 year	Destroy in office.
2975-06	APPRAISAL ROLLS AND ABSTRACTS SUPPLEMENT ROLLS	3 years	Microfilm	Permanent	Keep in office in microfilm form.
		2 years	Microfilm	Permanent	Keep in office in microfilm form.
2975-07	EXEMPTION AND SPECIAL APPRAISAL RECORDS a) Approved applications  b) Denied applications c) Absolute exemption, partial exemption, and special appraisal lists	US	10 years	US + 10 years	Destroy in office.
		1 year		1 year	Destroy in office.
		2 years	Microfilm	Permanent	Keep in office in microfilm form.
2975-08	APPLICATION FOR SEPTEMBER INVENTORY APPRAISAL	Until Cancelled	2 years	Cancellation + 2 years	Destroy in office.

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		OFFICE	STORAGE	TOTAL	
2975-09	MAILING LISTS AND DOCUMENTATION	2 years		2 years	Destroy in office.
2975-10	MOBILE HOMES, MOVEMENT RECORDS	1 year	3 years	4 years	
2975-11	NOTICE TO TAXPAYERS	1 year		1 year	Destroy in office.
2975-12	ALPHABETICAL INDEX OF PROPERTY OWNERS	1 year		1 year	Destroy in office.
2975-13	PROPERTY TRANSFER DOCUMENTATION a) Deed abstracts b) Division orders c) Subdivision deeds	Permanent 3 years US	7 years	10 years	Keep in office in paper form. Destroy in office. Destroy in office.
2975-14	PROPERTY VALUE DOCUMENTATION	AV after certification of that year's appraisal roll			Destroy in office.
2975-15	RATIO STUDIES	AV			Destroy in office.
2975-16	RENDITIONS AND ALLOCATIONS	1 year	4 years	5 years	
2975-17	REPORTS TO COMPTROLLER'S OFFICE, PROPERTY TAX DIVISION	Permanent			Keep in office in paper form.

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		OFFICE	STORAGE	TOTAL	
2975-18	SEPARATE/JOINT TAXATION REQUESTS	Until change of ownership or request for cancellation filed			Destroy in office.
2975-19	TAX DEFERRAL AFFIDAVITS	Until all taxes paid after change in ownership			
2975-20	TAX MAPS AND PLATS	US			Destroy in office.