

# EXHIBIT A

## Dallas 311 Department

Complaints (Service Requests)	Complaints received from the public by a governing body or any office or employee of a local government relating to a government policy. This includes City of Dallas Service Requests. Includes complaints received via email.	GR 1000-24 Resolution or Dismissal of complaint + 2 years
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**Exception Recommendation:**

GR 1000-24  
Resolution or Dismissal of complaint + 10 years

**Justification:** To retain longer for historical, trending and operational purposes.

## Dallas Police Department

DPD Communication Tapes and Printouts	Tapes and Printouts of incoming and outgoing telephone and radio communications. Radio Dispatch Logging tapes and MDT Logs	PS 4100-04 30 days
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**Exception Recommendation:**

PS 4100-04  
180 days

**Justification:** To comply with the Richard Miles Act (Texas H.B. NO. 1125) and the Michael Morton Act (Texas S.B. No. 1161)

## City Secretary's Office

Election Campaign Contributions (Campaign Finance Reports)	Complaints received from the public by a governing body or any office or employee of a local government relating to a government policy. This includes City of Dallas Service Requests. Includes complaints received via	ELA 3125-01A Date of filing + 2 years
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**Exception Recommendation:**

ELA 3125-01A  
Date of filing + 5 years

**Justification:** Per recommendation of the Council Government Performance & Financial Management Committee, December 13, 2022.