

EXHIBIT A

Dallas 311 Department

Complaints (Service Requests)	Complaints recived 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
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 Prinouts of incoming and outgoing telephone and radio communications. Radio Dispatch Logging tapes and MDT Logs	PS 4100-04 30 days
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 recived 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
Exception Recommendation:		ELA 3125-01A Date of filing + 5 years
Justification: Per recommendation of the Council Government Performance & Financial Management Committee, December 13, 2022.		