

**County Clerk Reporting Requirements
December 2012**

No.	Item Reported	Report Name	Report Recipient & Address	Form No/Contact Information	Time Reported	Legal Citation	Notes
1	Criminal Conviction, Juvenile Adjudication, Deferred Disposition or Acquittal - Alcoholic Beverage Code Chapter 106 offense (minors and alcohol)		Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361	(512) 424-5720	No stated time frame	Alcoholic Beverage Code § 106.117	Clerk is to send to DPS a notice of each conviction of an offense under Chapter 106 of the Alcoholic Beverage Code which deals with offenses involving alcohol and minors. Clerk is also to send DPS a notice of each juvenile adjudication, deferred disposition order or acquittal of an offense under Chapter 106.
2	Court Order - Vexatious Litigant prohibited from filing new litigation (Pre-Filing Order)		Office of Court Administration P.O. Box 12066 Austin, TX 78711 Attn: Judicial Information	(512) 463-1625	Not later than the 30 th day after the date the pre-filing order is signed.	Civil Practice & Remedies Code § 11.104	Clerk is to provide a copy of any pre-filing order issued under Section 11.101 of the Civil Practice & Remedies Code. These pre-filing orders prohibit individuals found to be vexatious litigants from filing, in propria persona, new litigation.
3	Notice to Attorney General for Certain Suits		Office of the Attorney General 300 W. 15 th Street Austin, Texas 78701	(512) 463-2100	A copy of the petition must be mailed to the AG when the petition is filed.	Civil Practice & Remedies Code § 30.004	When a civil case is filed where the state is named as a party, an agency in the executive or legislative department is named as a party, or a party may be represented by the attorney general as authorized by Chapter 104. The copy of the petition must be sent certified mail, return receipt requested.
4	Criminal Conviction or Grant of Deferred Adjudication or Juvenile Adjudication for offense requiring registration as a sex offender		Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361	(512) 424-5720	No stated time frame	Code of Criminal Procedure art. 42.016	Clerk is to send to DPS a copy of the record of conviction, a copy of the order granting deferred adjudication, or a copy of the juvenile adjudication, and a copy of the court order requiring the DPS to include sex offender information in a driver's license record.
5	Hate Crime - Request for Affirmative Finding	Report of a Request for a Hate Crime finding	Office of Court Administration P.O. Box 12066 Austin, TX 78711	www.courts.state.tx.us/oca/required.asp (512) 463-1625	Not later than the 30 th day after the date judgment is entered in the case	Code of Criminal Procedure art. 2.211	This report concerning requests for affirmative hate crime findings is part of the Official County Court Monthly Report that is sent to OCA. No other report is required.
6	Criminal Conviction or Grant of Deferred Adjudication for certain offenses committed by certified teacher		Texas State Board for Educator Certification 1701 North Congress Ave WBT 5-100 Austin, TX 78701-1494		Not later than the fifth day after the date the teacher is convicted or is granted deferred adjudication	Code of Criminal Procedure art. 42.018	Clerk is to provide the State Board for Educator Certification with written notice of the teacher's conviction or deferred adjudication.
7	Criminal Conviction or Grant of Deferred Adjudication for certain offenses committed by person licensed by the Texas Department of Insurance		Texas Department of Insurance Agent Licensing Division Mail Code 107-1A P.O. Box 149104 Austin, TX 78714-9104		Not later than the fifth day after the conviction or grant of deferred adjudication	Code of Criminal Procedure art. 42.0181	Clerk is to provide the Texas Department of Insurance with written notice of the person's conviction of, or deferred adjudication for, an offense under Penal Code Chapters 31 (theft), 32 (fraud), 34 (money laundering), or 35 (insurance fraud).

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8	Court Order – Releasing person acquitted by reason of insanity from mental hospital on regimen of outpatient care or on discharge from mental hospital		Texas Department of Criminal Justice Victim Services Division P.O. Box 13401-3401 Austin, Texas 78711-3401	1(800) 848-4284 Fax: 512-452-0825 victim.svc@tdcj.state.tx.us	No stated time frame, but implication is immediately after the issuance of the order.	Code of Criminal Procedure art. 46.03, Section 4(d), Subdivision 8	The clerk is to provide the name, address, and telephone number of the victim of the crime (as shown on the victim impact statement or other information made available to the court) to the Texas Department of Criminal Justice, Victim Services Division.
9	Court Order – Protective Order based on criminal defendant’s commission of offense because of bias or prejudice		Regulatory Licensing Service MSC 0245 Texas Department of Public Safety PO Box 4087 Austin TX 78773-0245	chl@txdps.state.tx.us (512) 424-7293 or (512) 424-7294 Helpline: (800) 224-5744	No stated time frame, but implication is immediately after the issuance of the order	Code of Criminal Procedure art. 6.08	Clerk is to send a copy of the order to the DPS “with a designation indicating that the order was issued to prevent offenses committed because of bias or prejudice.”
10	Criminal Case - Disposition	Criminal History Reporting Form	Texas Department of Public Safety Crime Record Service P.O. Box 4143 Austin, TX 78765	CR-43	Not later than the 30th day after the date on which the clerk receives the case disposition	Code of Criminal Procedure art. 60.08	The clerk shall report the disposition of the case to the DPS. The DPS provides training on how to complete this form.
11	Criminal Case – Release of Offender Under A Bench Warrant		Texas Department of Criminal Justice P.O. Box 13084 Austin, TX 78711		Not later than the 7 th day after the date of the release	Code of Criminal Procedure art. 60.08 Code of Criminal Procedure art. 42.12, Section 6(a)	Clerk of a court that orders the release of an offender under Section 6(a), Article 42.12, Code of Criminal Procedure, at a time when the offender is under a bench warrant and not physically imprisoned in the Texas Department of Criminal Justice shall report the release to the department.
12	DNA Test Results - when court has ordered DNA testing of evidence containing biological material for person already convicted		Texas Department of Public Safety Crime Records Service P.O. Box 4143 Austin, TX 78765-4143	(512) 424-2105	Not later than the 30th day after the conclusion of a proceeding wherein a convicted defendant seeks DNA testing under Chapter 64 of the Code of Criminal Procedure.	Code of Criminal Procedure art. 64.03	Clerk is to forward DNA test results to the DPS in cases where the testing is conducted by a laboratory other than a DPS laboratory or a laboratory operating under a contract with the DPS.
13	Death Certificate Abstract		County Voter Registrar		Not later than the 10 th day of the month following the month in which the abstract was prepared.	Election Code § 16.001(a)	Local registrar shall prepare an abstract of each death certificate issued in the month for a decedent 18 years of age or older who was a resident of the state at the time death. This is a requirement only if the clerk is designated as the local registrar. For a list of local registrars see : www.dshs.state.tx.us/vs/field/localremotedistrict.shtm#local .

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14	Judgment of Mental Incompetency		County Voter Registrar		Not later than the 10 th day of the month following the month in which the abstract is prepared (<i>see</i> Notes)	Election Code § 16.002	Each month the clerk must prepare an abstract of each final judgment of a court adjudging a Texas resident who is 18 years of age or older to be mentally incompetent.
15	Probate Application		County Voter Registrar		Not later than the 10 th day of the month following the month in which the application was received (and the abstract was prepared)	Election Code § 16.001(b)	Clerk must prepare an abstract of each application for probate of a will, administration of a decedent's estate, or determination of heirship and each small estate affidavit and shall then file the abstract with the voter registrar.
16	Orders Pertaining To Or Affecting An Election (Division of Certain Duties Between County Clerk and Administrator)		Election Administrator		No stated time frame	Election Code § 31.044	Clerk shall furnish the administrator with a copy of each order of the court that pertains to or affects an election, and the administrator shall maintain the copies on file.
17	Court Order – Protective Order (original or modified)		Chief of Police of the municipality in which the person protected by the order resides, if the person resides in a municipality; or Appropriate Constable and Sheriff of the county in which the person resides, if the person does not reside in a municipality		No stated time frame, but implication is immediately after issuance of the order	Family Code § 85.042(a) Government Code § 411.042(b)(6)	Clerk is to send a copy of the protective order, along with the information provided by the applicant or the applicant's attorney that is required under Section 411.042(b)(6), Government Code
18	Court Order – Protective Order (original or modified)		Staff Judge Advocate at Joint Force Headquarters or the Provost Marshal of the military installation to which the respondent is assigned with the intent that the Commanding Officer will be notified		No stated time frame, but implication is immediately after issuance of the order	Family Code § 85.042(a-1) Government Code § 411.042(b)(6)	This subsection applies only if the respondent, at the time of issuance of an original or modified protective order under this subtitle, is a member of the state military forces or is serving in the armed forces of the United States in an active-duty status. Clerk is to send a copy of the protective order, along with the information provided by the applicant or the applicant's attorney that is required under Section 411.042(b) (6), Government Code.
19	Court Order Vacating Protective Order		Every individual or entity who received a copy of the original or modified order from the clerk under this section		No stated time frame, but implication is immediately after issuance of the order.	Family Code § 85.042(c)	Clerk must notify each individual or entity who received a copy of the original or modified order from the clerk under this section.

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20	Juvenile Court Case Disposition		Department of Public Safety Crime Records Services P.O. Box 4143 Austin, TX 78765-9800		Not later than 30 days after the date the clerk receives notice of the disposition	Family Code § 58.110(c)	Clerk to report disposition of juvenile case to DPS. A clerk who fails to report the disposition of the case commits a Class C misdemeanor criminal offense.
21	Court Order - Costs in Parental Notification Suit for ad litem, court costs or court reporters to be paid by state		Accounting Division Attn: Staff Service Officer Texas Department of State Health Services P.O. Box 149347 Austin, TX 78714-9347	(512)458-7111 ext. 3945	Not later than the 90 th day after the date of a final ruling	Family Code § 33.007 Texas Parental Notification Rule 1.9(b)(2), (4)	Clerk must “direct” copy of court order to Comptroller who shall pay the amount ordered from funds appropriated to the Texas Department of State Health Services. But copy of order is actually sent to the Texas Department of State Health Services instead of to the Comptroller.
22	Court Order - Protective Order prohibiting respondent from going near a child-care facility or school		Child-care facility and/or school		No stated time frame, but implication is immediately after the issuance of the order	Family Code § 85.042	If the protective order prohibits the respondent from going near a child-care facility or a school, clerk is to send a copy of the protective order to the child-care facility or school.
23	Court Order – Protective Order suspending a license to carry a concealed handgun		Regulatory Licensing Service MSC 0245 Texas Department Of Public Safety P.O. Box 4087 Austin TX 78773-0245	chl@txdps.state.tx.us (512) 424-7293 or (512) 424-7294 Helpline: (800) 224-5744	No stated time frame, but implication is immediately after the issuance of the order	Family Code § 85.042	Clerk is to send a copy of the order to the DPS.
24	Court Order - Protective Order issued by court other than court where SAPCR and/or marriage dissolution suit is pending		Clerk of court where SAPCR and/or marriage dissolution suit is pending		No stated time frame, but implication is immediately after issuance of the order	Family Code § 85.062	Clerk is to send a copy of the protective order to the court in which the suit is pending.
25	Court Order – Order of Nondisclosure		Texas Department of Public Safety PO Box 4143 Austin, TX 78765-4143 Attn: Expunctions	expunctions@txdps.state.tx.us	Not later than the 15 th business day after the date an order of nondisclosure is issued	Government Code §411.081	Clerk is to send to DPS all relevant criminal history record information contained either in (1) the order; or (2) a copy of the order. Clerk is to send the material by certified mail, return receipt requested, or secure electronic mail, electronic transmission, or fax transmission.
26	Jury Service Disqualification because potential juror not a county resident		County Voter Registrar		On the third business day of each month	Government Code § 62.114	Clerk shall maintain list of the name and address of each person who is excused or disqualified from jury service because the person is not a resident of the county. On the third business day of each month, the clerk sends a copy of the list to the voter registrar.
27	Jury Service Disqualification because potential juror not a U.S. citizen		County Voter Registrar		On the third business day of each month	Government Code § 62.113	Clerk shall maintain list of the name and address of each person who is excused or disqualified from jury service because the person is not a citizen of the United States. On the third business day of each month, the clerk sends a copy of the list to the voter registrar.

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28	Monthly Court Activity	Official County Court Monthly Report	Office of Court Administration P.O. Box 12066 Austin, TX 78711	www.dm.courts.state.tx.us/oca/reportselection.aspx (512) 463-1625	No later than the 20 th day of the month following month reported	Government Code § 71.035	Reporting may be done either on paper or electronically.
29	Exemplary Damage Award - against a nursing home or nursing home officer, employee or agent		Director of Central Operations, Long Term Regulatory Texas Department of Aging and Disability Services (Mail Code E-341) P.O. Box 149030 Austin, TX 78714		No stated time frame. The presumption is that this notice should occur shortly after the award of exemplary damages.	Health & Safety Code § 242.051	Clerk is to notify the Texas Department of Human Services if exemplary damages are awarded against a nursing home (or an officer, employee or agent of a nursing home) pursuant to Civil Practice & Remedies Code, Chapter 41.
30	Filing of new suit appealing a decision of the Texas Workers' Compensation Commission (TWCC) where one of the parties is the State of Texas or a listed Texas state actor (<i>see</i> Notes)		Texas Workers' Compensation Commission—Hearing Division 7551 Metro Center Dr. #100 Austin, Texas 78744	(512) 804-4055	Not later than the 20 th day after the date the suit is filed	Labor Code §§ 501.022, 501.050, 502.069, 503.069, 505.059	Clerk must mail a “notice” to the TWCC giving the case style, case number, and date the case was filed. The listed Texas state actors (in addition to the State of Texas itself) are: (1) Texas A & M University System; (2) University of Texas System; (3) Texas Tech University or Texas Tech University Health Sciences Center; (4) State Employees' Workers' Compensation Fund; and (5) Texas Department of Transportation. The clerk may not assess any fee for making the notification. A clerk who does not comply with this notice requirement commits a misdemeanor offense.
31	Judgment Rendered - in case appealing a decision of the Texas Workers' Compensation Commission (TWCC) where one of the parties is the State of Texas or a listed Texas state actor (<i>see</i> Notes).		Texas Workers' Compensation Commission – Hearing Division 7551 Metro Center Dr. #100 Austin, TX 78711-2757	(512) 804-4055	Not later than the 20 th day after the date the judgment is rendered	Labor Code §§ 501.022; 501.050; 502.069; 503.069; 505.059	Clerk must mail a certified copy of the judgment to the TWCC. The listed Texas state actors (in addition to the State of Texas itself) are: (1) Texas A & M University System; (2) University of Texas System; (3) Texas Tech University or Texas Tech University Health Sciences Center; (4) State Employees' Workers' Compensation Fund; and (5) Texas Department of Transportation. The clerk may not assess any fee for making the notification. A clerk who does not comply with this notice requirement commits a misdemeanor offense.
32	Criminal Conviction or Grant of Deferred Adjudication for certain offenses committed by licensed nurse		Texas Board of Nurse Examiners 333 Guadalupe St., Suite 3-460 Austin, TX 78701	(512) 305-7400	Not later than the 30 th day after the date of conviction	Occupations Code § 301.409	Attorney representing the State “shall cause the clerk” to prepare and forward to the Board “a certified and true abstract of the court record of the case.”
33	Criminal Conviction or Grant of Deferred Adjudication for certain offenses committed by physician		Texas Department of Public Safety Crime Records Service P.O. Box 4143 Austin, TX 78765-4143		Not later than the 30 th day after the conviction or grant of deferred adjudication	Occupations Code § 160.101	Clerk is to prepare and forward the information required by Chapter 60, Code of Criminal Procedure. <i>See</i> Article 60.051.
34	Mental Incompetency - Nurse found to be mentally incompetent by court		Texas Board of Nurse Examiners 333 Guadalupe St., Suite 3-460 Austin, TX 78701	(512) 305-7400	Not later than 30 days after the date the nurse is found to be mentally incompetent	Occupations Code § 301.409	Clerk to prepare and forward to the Board a certified true and correct abstract of the court record of the case.

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35	Mental Incompetency - Physician found to be mentally incompetent by court		Texas State Board of Medical Examiners P.O. Box 2018 Austin, TX 78768-2018		Not later than the 30 th day after the date a court finds that a physician is mentally ill or mentally incompetent	Occupations Code § 160.102	Clerk to prepare and forward to the Board a certified abstract of the record.
36	Guardians -- Private Professional and Public Guardians Certification Requirement		Guardianship Certification Board P.O. Box 12066 Austin, TX 78711		No stated time frame but implication is immediately on discovering the fact	Probate Code § 697B(c)	Court must notify Guardianship Certification Board if it finds individual in noncompliance with certification terms, standards and rules in Tex Gov't Code, Chapter 111, Subchapter C.
37	Guardians -- Public Guardian List *NOTE that the County Clerk does not send a copy of the report to the Guardianship Certification Board because the program has already submitted the report to the GCB.		Guardianship Certification Board P.O. Box 12066 Austin, TX 78711		Not later than January 31st of each year	Probate Code § 697A(c) Government Code § 111.044	Each guardianship program operating in a county shall submit to the County Clerk a copy of the report that the program submitted to the Guardianship Certification Board under Section 111.044, Government Code.
38	Guardians -- Registered Private Professional Guardians		Guardianship Certification Board P.O. Box 12066 Austin, TX 78711		Not later than January 31st of each year	Probate Code § 697(e)	Clerk must annually submit to the Guardianship Certification Board the names and business addresses of all private professional guardians who have satisfied the registration requirements set out in Probate Code, Section 697.
39	Notice of Foreclosure And Completed Sale of Foreclosure	Foreclosure Data Collection	Texas Department of Housing and Community Affairs Housing Resource Center P.O. Box 13941 Austin, TX 78711-3941 (also may be sent via email, if under 7 megabytes to countyclerkdatacollection@tdh.ca.state.tx.us and may be sent via fax)	(512) 475-3976 FAX – (512) 475-0070	Due on first business day of each month	Property Code § 51.0022 Texas Administrative Code Title 10, § 1.24	There are also Summary Forms for Completed Sales and for Notices of Sale which may be submitted by the clerk via an online Web interface which requires a username and password. The completed Summary forms may also be downloaded and submitted via email to the email address provided as an attachment or mailed to the address indicated.
40	Unclaimed Cash Bail Bonds		Texas Comptroller of Public Accounts Unclaimed Property Division Holder Reporting Section P.O. Box 12019 Austin, Texas 78711-2019	Elaine Walker (512) 463-2059	On or before July 1 following the Clerk's annual March 1 st review.	Property Code § 72.101 § 74.101	Clerk must review all cash bail bonds held by the clerk each March 1 st . Any cash bail bonds that have been "dormant" for three years or more are considered to be abandoned property. The dormancy period begins to run three years from the date of entry of final judgment or order of dismissal in the action in which the fund were deposited. The clerk must report all cash bail bonds that are considered to be dormant to the Comptroller.

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41	Unclaimed Funds other than cash bail bonds		Texas Comptroller of Public Accounts Unclaimed Property Division Holder Reporting Section	(512) 936-6246	The report and the delivery must be made on or before July 1 following the Clerk's annual March 1 st review.	Property Code §72.101, §74.101, §74.301, Local Government Code §117.002	Clerk must review property in the registry of the court on March 1 to find property that is presumed to have been abandoned. Any funds deposited in the registry of the court, except cash bail bonds, that are presumed abandoned under Chapter 72, 73, or 75, Property Code, shall be reported and delivered to the comptroller without further action by any court. Property is presumed to be abandoned if the property has remained unclaimed for 3 years and the owner has not communicated during the abandonment period and the location of the owner is unknown.
42	Fees ordered to be paid to court-appointed individuals in civil cases	Official County Court Appointments and Fees Report	Supreme Court of Texas Office of Court Administration P.O. Box 12066 Austin, TX 78711	(512) 463-1625	Monthly. Not later than the 20 th day of the month following the month reported	Supreme Court Order No. 94-9143 Government Code § 71.035(b)	Clerk is to report each fee of \$500 or more approved or paid during the month. Fees of less than \$500 may be reported, but are not required to be reported.
43	Court Order - Chemical Dependency Treatment		Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361	(512) 424-5720	Before the 10th day after the date the court enters the order	Transportation Code §521.319	Clerk must notify DPS of the court order so that DPS may revoke the driver's license of the person who is the subject of the order.
44	Court Order – Occupational Driver's License granted (or revocation of occupational driver's license)		Texas Department of Public Safety Safety Responsibility P.O. Box 15999 Austin, TX 78761-5999		No stated time frame, but implication is immediately after issuance of the order	Transportation Code § 521.249	Clerk is to send certified copy of the petition and court order granting the occupational license. The order is to set out the judge's findings and restrictions in regard to issuance of the license. Similarly, if the court that granted the license subsequently revokes the license, the clerk must send a certified copy of the order.
45	Criminal Conviction - Automatic Suspension of Driver's License required and license surrendered to court	Notice of Convictions	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361	DIC-17 (512) 424-5720	Not later than the 10th day after the date on which the driver's license is surrendered to the court	Transportation Code § 521.347(a)	The court in which a person is convicted of an offense requiring automatic suspension of the person's driver's license "may" require the person to surrender his or her license to the court. If the license is surrendered to the court, then the clerk must send the license to the DPS along with completed form DIC-17.
46	Expiration of Order of Involuntary Treatment of a Chemically-Dependent Person		Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361	(512) 424-5720	Before the 10 th day after the date of the expiration of the order.	Transportation Code § 521.319	Court must notify DPS that order of involuntary treatment for chemical dependency has expired.
47	Judgment of Total Incapacitation or Incapacitation to Act as the Operator of a Motor Vehicle		Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78733-0361	(512) 424-5720	Before the 10 th day after the date the court renders judgment	Transportation Code § 521.319	Clerk must notify DPS of court's judgment so that DPS may revoke the driver's license of the person who is the subject of the judgment.

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48	Judicial Decree - Restoring a Person's Capacity		Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78733-0361	(512) 424-5720	Before the 10 th day after the date the person is restored to capacity	Transportation Code § 521.319	Clerk must notify DPS of the fact that a person has had his or her capacity restored so that DPS will know that the revocation of the person's driver's license has expired.
49	Person Released from Hospital for the Mentally Incapacitated		Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361	(512) 424-5720	Before the 10 th day after the release of the person from the hospital	Transportation Code § 521.319	Clerk must notify DPS of release of person from hospital for the mentally incapacitated on a certificate of the superintendent or administrator that the person has regained capacity.
50	Petition Filed - occupational driver's license sought where driver's license has been suspended for certain criminal offenses (<i>see</i> Notes)		Attorney representing the State		No stated time, frame but best practice would be immediately after petition is filed	Transportation Code § 521.243	Clerk must send a copy of petition and any notice of hearing "by certified mail" to attorney representing the state if the petitioner's license was suspended following a conviction for an offense under Sections 19.05, 49.04, 49.07 or 49.08 of the Penal Code or an offense to which Section 521.342 of the Transportation Code applies.
51	Criminal Conviction or Forfeiture of Bail - Motor Vehicle Operation Law Violation	Notice of Convictions	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361	DR-18 (512) 424-5720	Not later than the 7 th day after the date of conviction or forfeiture of bail	Transportation Code § 521.347(b) § 543.203	Clerk is to send a record of the conviction or forfeiture of bail of any person convicted of violating (or forfeiting bail in regard to a charge of violating) a state law regulating the operation of a motor vehicle on a highway. The record must contain the information required by Section 543.202.