

CITY OF PAYETTE, IDAHO
Resolution 2006-07

A RESOLUTION ADOPTING A RECORD RETENTION SCHEDULE

WHEREAS, a records retention schedule establishes minimum retention periods for the various types of city records; and,

WHEREAS, Idaho Code 50-907 requires the City Council to adopt by resolution a record retention schedule, listing the various types of city records with the applicable retention periods; and,

WHEREAS, adoption of a record retention schedule assists in efficient and effective records management by identifying records that have exceeded their minimum retention that may be destroyed following approval by the City Attorney and, as required for semi-permanent records, approval by the Idaho State Historical Society and upon resolution of the City Council in accordance with the provisions of Idaho code 50-907; and,

WHEREAS, a record retention schedule also enhances protection of historic records by identifying records of enduring value as permanent records that are retained by the city in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council ; and,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of Payette, Idaho that the City hereby adopts the record retention schedule attached as Exhibit "A".

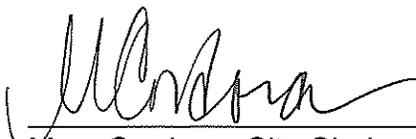
Records identified as permanent shall not be destroyed, but shall be retained by the City in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution by the City Council.

Records that are not considered permanent shall be retained for the period specified in the retention schedule and until destruction is approved by resolution of the City Council pursuant to the provisions of Idaho Code 50-907.

The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

APPROVED and SIGNED this 6th day of November, 2006.

ATTEST:



Mary Cordova, City Clerk

CITY OF PAYETTE, IDAHO



Douglas E. Henderson, Mayor



CITY OF PAYETTE, IDAHO

AGENDA STATEMENT

To: Honorable Mayor Henderson & Members of the Payette City Council
From: Mary Cordova, City Clerk *MJC*
Date: 10/31/2006
Re: Records Retention Schedule – Resolution 2006-07

BACKGROUND & JUSTIFICATION:

Last year, the Legislature passed House Bill 48 which updated the city records retention law & required that each city adopt a records retention policy by the end of 2006. This is an important benefit as it is easy to acquire a backlog of records which generally people don't know what should be done with them.

The purpose of the records retention policy is to provide clear guidance on how long various types of city records should be retained, allowing us to focus efforts on managing and keeping records of real importance to the City and minimizing wasted storage space.

While Idaho law provides that any "writing" prepared or used in the conduct of public business qualifies as a public record, it also recognizes that records vary tremendously in their utility and significance. For instance, ordinances, resolutions and minutes are important and historically significant, and Idaho law provides that these records are not to be destroyed. On the other hand, many types of public records should be kept for the applicable retention period and destroyed once their utility is exhausted.

Attached is a records retention schedule prepared for the City of Payette. Each section of the schedule was reviewed by the department head and created to meet the retention period that we feel is appropriate.

RECOMMENDATION:

We ask that the Council approve Resolution 2006-07 and adopt a records retention schedule for the City of Payette as required by Idaho Code 50-907.

Section 1
Accounting, Budget, Finance & Payroll Records

- **Accounts Payable:** Records documenting payment of city bills, including reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, etc. SEE ALSO Grant Records in this section for records documenting expenditure of grant funds.
Retention & Disposition: Keep three years after audit report issued, then destroy.
- **Accounts Receivable:** Records documenting billing and collection of monies owed to the city by vendors, citizens, organizations, governments, etc. Records include: reports, receipts, invoices, awards, logs, lists, summaries, statements, etc. Information typically includes: receipt amount, date, invoice number, name, account number, account balance, adjustments, etc. SEE ALSO Grant Records in this section for records documenting receipt of grant funds.
Retention & Disposition: Keep three years after collected or deemed uncollectible, then destroy.
- **Audit Report:** Documents the city's annual audit, examining the city's compliance with generally accepted accounting principles and methods, the accuracy and legality of transactions, accounts, etc., and compliance with requirements, orders, and regulations pertaining to the financial condition and operation of the city. Information includes: auditor's report and recommendations, single audit information concerning federal grants, and other information.
Retention & Disposition: Permanent.
- **Bank Transaction Records:** Records documenting the current status and transaction activity of city bank accounts, including account statements, deposit and withdrawal slips, checks, checkbook stubs and check registers, etc. SEE ALSO Grant Files in this section for records documenting grant transactions.
Retention & Disposition: Keep three years after audit report issued, then destroy.
- **Bankruptcy Notices:** Records documenting notification to the city that certain individuals have filed for bankruptcy, and used to determine if the individual owes money to the city and to file notice or claim with the court. Information may include: debtor's name, accounts information, prepared repayment plan and related documentation.
Retention & Disposition: Keep three years from discharge of debt or last action (whichever is shorter), then destroy.
- **Bond Records:** Records documenting the authorization to finance city improvements through bonded indebtedness. Records include: bond rating information, bond and election ordinances, legal notices announcing bond election, bond counsel information and opinions, covenants, paid bonds and coupons, bond registers, etc.
Retention & Disposition: Bond and election ordinances are permanent. Keep all other records five years after the bonds are paid off, then destroy.

- **Budget Records:** Records used in preparing and adopting the city budget, including revenue projections, instructions, department requests, worksheets, council-approved tentative budget and notice of budget hearing, adopted appropriations ordinance and amendments, and other information.
Retention & Disposition: Keep tentative budget and notice of budget hearing and appropriations ordinance and amendments to the appropriations ordinance permanently. Keep other records three years, then destroy.
- **Deduction Authorization Records:** Records documenting employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other agency or vendor. Records may include: insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related records.
Retention & Disposition: Keep three years after superseded, terminated, or employee separation, then destroy.
- **Deduction Registers:** Registers or records documenting voluntary and/or required deductions from the gross pay of city employees. Types of deductions include: federal income and social security taxes, state income tax, workers' compensation, union dues, insurance, deferred compensation, credit union, parking permit, pre-written checks, garnishments, levies, charitable contributions, and others. Information may include: employee name and social security number, pay period, total deductions, net pay, check number, and related data.
Retention & Disposition: Keep registers documenting state and federal taxes five years, then destroy. Keep other registers three years, then destroy.
- **Employee Bond Records:** Records documenting the posting of fidelity, performance or position bonds to guarantee the honest and faithful performance of elected officials, individual employees or groups of employees. Information typically includes: name and position(s) of the individual or group, amount of coverage, effective and expiration dates, and related information.
Retention & Disposition: Keep six years after expiration, then destroy.
- **Employee Time Records:** Records documenting hours worked, leave hours accrued, and leave hours taken by city employees. Information usually includes: employee name and social security number, hours worked, type and number of leave hours taken, total hours, dates and related data. SEE ALSO Leave Applications in this section.
Retention & Disposition: For records documenting the expenditure of grant funds, see Grant Records in this section. Keep other records three years, then destroy.
- **Employee Travel Records:** Records documenting requests, authorizations, reimbursements, and other actions related to employee travel, including expense reports and receipts, vouchers and related documents. Information typically includes:

estimated and final cost, destination, method of transportation, travel dates, approval signatures, etc.

Retention & Disposition: Keep three years, then destroy.

- **Federal & State Tax Records:** Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal and state income taxes as well as social security tax. Examples include: the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms. SEE ALSO Wage & Tax Statements and Withholding Allowance Certificates in this section for related records.

Retention & Disposition: Keep five years, then destroy.

- **Financial Reports:** Reports documenting the financial condition and operation of the city, issued on a monthly, quarterly, annual or other basis, including quarterly published treasurer's report and year-end financial reports. Reports include information on revenues and expenditures in relation to the final budget.

Retention & Disposition: Keep fiscal year-end financial reports and quarterly published treasurer's reports permanently. Keep all other reports three years, then destroy.

- **Garnishment Records:** Records documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold, federal or state tax levies, recapitulations of amounts withheld, and related records. Information usually includes: employee name and social security number, name of agency ordering garnishment, amount, name of party to whom payment is submitted, dates, and related data.

Retention & Disposition: Keep three years after resolution, then destroy.

- **General Ledgers:** Records documenting the summary of accounts reflecting the financial position of the city, showing debit, credit and balance amounts per account, budget, fund and department, and totals for notes receivable, interest income, amounts due from other funds, federal grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenue, accounts receivable, accounts payable, etc.

Retention & Disposition: Keep year-end ledgers 10 years, then destroy. Keep other general ledgers five years, then destroy.

- **Gift & Contribution Records:** Records documenting gifts and contributions to the city, including donor and acknowledgment letters, acquisition lists itemizing purchases made with contributed money, checks, receipts and related records.

Retention & Disposition: Keep three years after completion of the terms of the gift/contribution, unless otherwise specifically provided, then destroy.

- **Grant Records:** Records documenting the application, evaluation, awarding, administration, reporting and status of grants applied for, received, awarded or administered by the city. Records include: applications and proposals, summaries, objectives, activities, budgets, exhibits, award notices, progress reports, contracts, financial reports, and related correspondence and documentation.
Retention & Disposition: Keep final reports from significant grants permanently. Keep records documenting the purchase and/or disposal of real property 10 years after substantial completion or three years after final disposition, or as specified in agreement, *whichever is longer*. Keep unsuccessful grant applications three years, then destroy. Keep other grant records three years after end of grant or as specified in the agreement, *whichever is longer*, then destroy.
- **Interdepartmental Billings:** These are accounting documents that request the transfer of funds between departments for services rendered or materials purchased.
Retention & Disposition: Keep three years, then destroy.
- **Investment Records:** Reports, statements, summaries, correspondence and other records documenting and tracking investments made by the city, including the Local Government Investment Pool.
Retention & Disposition: Keep three years, then destroy.
- **Leave Applications:** Applications or requests submitted by city employees for sick, vacation, compensatory, personal business, family and medical leave, long term leave, and other leave time. Information usually includes: employee name, department, date, leave dates requested, type of leave requested, and related data. SEE ALSO Employee Time Records in this section.
Retention & Disposition: Keep three years, then destroy.
- **Leave Balance Reports:** Reports documenting individual city employee accrual and use of sick, vacation, compensatory, personal business, family and medical leave, and other leave time. Information usually includes: employee name and social security number, leave beginning balance, leave time accrued, leave time used, ending balance, and related data. SEE ALSO Employee Benefits Records in the Personnel section.
Retention & Disposition: Keep year-end leave balance reports 75 years after date of hire, then destroy. Keep other reports four years, then destroy.
- **Local Improvement Districts:** Records documenting the formation of a local improvement district and levying of special assessments, including: ordinance, published notices, assessment roll, appeals, affidavits, bonds and coupons, delinquencies, and related correspondence and documents.
Retention & Disposition: Ordinances, assessment rolls and payment records (if kept separately from the roll itself) are permanent. Keep other records five years after the local improvement district is closed and all bonds are paid off, then destroy.

- **Payroll Administrative Reports:** Reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, and research and general reference. Often consists of recapitulation reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date, department, division, section, employee/employer contributions, and others.
Retention & Disposition: Keep three years, then destroy.
- **Payroll Registers:** Registers or records serving the same function of documenting the earnings, voluntary and required deductions, and withholdings of city employees. Information usually includes employee name and social security number, hours worked, rate, overtime, vacation value, various allowance, gross pay, federal and state withholding, voluntary deductions, net pay, and related data.
Retention & Disposition: Keep year-end (or month-end, if no year-end registers) 75 years, then destroy. Keep other payroll registers two years, then destroy.
- **Receipts:** Copies of receipts, showing the date, from whom received, amount, purpose, etc.
Retention & Disposition: Keep three years, then destroy.
- **Sales & Use Tax Forms:** Used to report and remit sales tax collected and due to the state.
Retention & Disposition: Keep three years, then destroy.
- **Signature Authorization Records:** Records documenting authorization of designated employees to sign fiscal and contractual documents.
Retention & Disposition: Keep six years after authorization superseded or expired.
- **Subsidiary Ledgers, Journals & Registers:** Records documenting details of transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. Includes journals, ledgers, registers, daybooks and other account books that provide backup documentation for the general ledger.
Retention & Disposition: Keep year-end payroll register 75 years, then destroy. Keep other records three years, then destroy.
- **Unemployment Compensation Claim Records:** Records documenting claims submitted by former city employees for unemployment compensation. Usually includes: claims, notices, reports, and related records. May also include records generated by the appeal of claim determinations.
Retention & Disposition: Keep three years, then destroy.
- **Unemployment Reports:** Records documenting employee earnings on a quarterly basis. Used to document costs and charges in the event of an unemployment compensation claim. Information includes: employee name and social security number, quarterly earnings, days worked, totals, and other data.
Retention & Disposition: Keep three years, then destroy.

- **Utility Account Change Records:** Records documenting routine information changes to customer accounts, including name and address.
Retention & Disposition: Keep two years, then destroy.
- **Utility Application/Disconnect Records:** Applications completed by customers requesting or disconnecting water, sewer, power, garbage or other city-provided services. Information typically includes: customer's name, address, phone number, meter information, date and approval signatures.
Retention & Disposition: Keep three years, then destroy.
- **Utility Bill Remittance Stubs:** Bill stubs received with payments for water, sewer, power, garbage and other city-provided services that document receipt and posting of customer payments. Information typically includes: account number, name, service address, payment received, and receipt date and number.
Retention & Disposition: Keep three years, then destroy.
- **Utility Billing Adjustment Records:** Records documenting adjustments to customer water, sewer, power, garbage or other city-provided service billings for debits, credits, refunds, returned checks, and related reasons. Information usually includes: customer's name and address, type of adjustment, justification, amount changed, authorizing signatures and other information.
Retention & Disposition: Keep three years, then destroy.
- **Utility Billing Register:** Records documenting transactions on the water, sewer, power, garbage or other city-provided service account of each customer. Useful for reference to assure accurate customer billings. Information often includes: customer's name, service address, meter reading, water or power usage, utility charges, payments, adjustments, prior balance due, current balance due and related data.
Retention & Disposition: Keep three years, then destroy.
- **Utility Customer Security Deposit Records:** Records documenting customer payment of a security deposit to receive water, sewer, power, garbage or other services. Information usually includes date, amount of deposit, customer's name, address, and account number, date account closed, refund date, amount of deposit confiscated, reason for confiscation, and related information.
Retention & Disposition: Keep three years after refund or last action, then destroy.
- **Utility Meter Books:** Document the readings of customer water/power meters by city employees for billing purposes. Information typically includes: name of meter reader, meter reading, date read, account number, billing code, final reading, reason for turnoff, meter changes, and related data.
Retention & Disposition: Keep three years, then destroy.
- **Vendor Lists:** Lists of vendors providing goods and services to the city.

Retention & Disposition: Keep until superseded or obsolete.

- **Wage & Tax Statements:** Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax, also known as federal tax form W-2. Information includes: city name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data. SEE ALSO Federal & State Tax Forms in this section for related records.

Retention & Disposition: Keep five years, then destroy.

- **Withholding Allowance Certificates:** Certificates documenting the exemption status of individual city employees, also known as W-4 forms. Information includes: employee name and address, social security number, designation of exemption status, and signature. SEE ALSO Federal & State Tax Forms in this section for related records.

Retention & Disposition: Keep five years after superseded or employee separation, then destroy.

Section 2 Administrative Records

- **Activity & Room Scheduling & Reservation Records:** Records documenting scheduling and reservations related to public participation in and use of various city activities, events, classes and meeting rooms. Includes schedules, logs, lists, requests, etc. (SEE ALSO Participant Registration and Attendance Records and Park and Facility Use Permits in the Parks & Recreation section.)
Retention & Disposition: Keep one year, then destroy.
- **Activity Reports, General:** Daily, weekly, monthly, or similar reports other than annual reports, documenting the activities of city employees. Useful for compiling annual reports, planning and budgeting, monitoring work progress, etc. Usually tracks type of activity, employees and/or volunteers involved, time spent on activity, work completed, and related information in narrative or statistical form. (SEE ALSO Grant Records in the Financial section.)
Retention & Disposition: Keep reports summarizing activities on an annual basis permanently. Keep other reports two years, then destroy.
- **Appointment Files:** These files document appointments to fill vacancies in the offices of Mayor and Councilmember, and also appointments to city boards, commissions and committees. Documents may include: letters of recommendation, letters of appointment, resumes, and related correspondence.
Retention & Disposition: Keep records relating to mayoral and council appointments permanently. Keep other records five years after service with city ends, then destroy.
- **Calendars, Appointment Books & Scheduling Records:** Records including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, and other activities of city officials.
Retention & Disposition: Keep one year, then destroy.
- **Capital Asset Records:** Records documenting purchase, maintenance, inventory, depreciation and disposition of capital assets, such as buildings, real estate, infrastructure, vehicles, equipment, computers, etc.
Retention & Disposition: Keep inventories until superseded, then destroy. Keep other records three years after disposal or replacement of asset, then destroy.
- **Citizen Awards:** Awards presented to honor citizens for civic contributions, and may include award nominations, certificates, ceremony records, photographs, lists of recipients, etc. Some records may have historic value.
Retention & Disposition: Keep lists of recipients permanently. Keep other records five years, then destroy.

- **City Boards, Commissions & Committees:** Bylaws, adopted meeting minutes and agendas of city boards, commissions and committees.
Retention & Disposition: Permanent.
- **City Council Meeting Agenda, Minutes and Recordings:** Records documenting meetings of the city council and motions, resolutions, ordinances and other actions taken at council meetings.
Retention & Disposition: Council meeting minutes are permanent. Council meeting agendas are permanent (if the agenda is included in the minutes, an additional copy shall not be required). Keep audio and visual recordings of non-land use issues **10** years, then destroy.
- **Conferences, Seminars and Workshops:** Records documenting attendance and presentations by city employees at conventions, conferences, seminars, workshops, and similar events, including staff reports, instructional materials, related correspondence, etc.
Retention & Disposition: Keep presentations by city employees five years, then destroy. Keep other records two years, then destroy.
- **Contracts and Agreements:** Agreements with vendors and other parties for the acquisition, lease, lease-purchase or sale of equipment, supplies, services or property.
Retention & Disposition: Keep five years after contract term expired, then destroy.
- **Correspondence:** Correspondence is divided into three types. *Transitory Correspondence* covers day-to-day office and housekeeping correspondence and does not contain unique information about city functions or programs. *General Administrative Correspondence* includes records created or received in the course of administering city policies/programs, but these records do not provide insight into significant policy/program discussions or decisions. *Policy/Program Correspondence* documents the formulation, adoption, and implementation of significant policy/program decisions. All three classifications of correspondence include records on various types of media, including paper, email, and other media.
Retention & Disposition: Policy/Program Correspondence is permanent. Keep General Administrative Correspondence for five years, then destroy. Keep Transitory Correspondence until administrative needs end, then destroy.
- **Deeds and Easements:** Deeds are recorded evidence of city ownership of public lands and right-of-ways. Easements are recorded grants by property owners for city use of private property for public purposes. (SEE ALSO Temporary Access/Construction Easement Records in Public Works & Engineering section).
Retention & Disposition: Permanent.
- **Emergency & Disaster Preparedness & Response Records:** Records documenting planning for, impact and actions taken by the city in response to disasters, emergencies, and civil disorder, including: earthquakes, wildfires, severe storms, floods, drought, utility failures, hazardous materials incidents, riots, etc. Records may

include: emergency plans and studies, logs, diaries, damage assessment reports, response reports, situation and resource status reports, incident action plans, resource ordering and tracking records, financial documentation, messages, photographs, etc.

Retention & Disposition: Permanent.

- **Franchise Records:** Records relating to franchises for electricity and natural gas distribution, cable television and garbage collection, including: franchise fee information, election information, audits and other verification of revenue from franchisee, published notices of hearing, and other records:
Retention & Disposition: Keep six years after expiration of franchise agreement.
- **Historical File:** Includes historical information about the city. May include maps, newspaper clippings, scrapbooks, photographs, compiled histories of the city, information on historic homes and properties, special events & celebrations, etc.
Retention & Disposition: Permanent.
- **Key and Keycard Records:** Document the issuance of keys/keycards to city staff for entrance to city buildings.
Retention & Disposition: Keep until superseded, then destroy.
- **Legislative Issues:** Bulletins, publications, bills, and other information about state/federal legislation affecting the city.
Retention & Disposition: Keep three years, then destroy.
- **News Releases:** Prepared statements, announcements, news conference transcripts issued to the news media by the city.
Retention & Disposition: Permanent.
- **Notary Bond Records:** Bond posted by notaries conditioned for the faithful performance of duties. Note—other notary records, including application, appointment, journal and other records are property of the notary.
Retention & Disposition: Keep six years after expiration, then destroy.
- **Oaths of Office:** Signed oaths of elected officials swearing to uphold the federal and state constitutions and laws of the city.
Retention & Disposition: Permanent.
- **Ordinances and Resolutions:** Ordinances and resolutions passed or considered by the city council.
Retention & Disposition: Adopted ordinances and resolutions, as well as proposed ordinances and resolutions that are not adopted, are permanent.
- **Permits & Licenses:** Includes records relating to city permits and licenses, including: beer, wine and liquor by the drink, animal licenses, business licenses, daycare licenses, parade permits, pawn shop licenses, taxicab licenses, etc.

Retention & Disposition: Keep five years after expiration, revocation or denial, then destroy.

- **Postage Records:** Document transactions with the U.S. Postal Service and private carriers, including: postage meter records, receipts for registered and certified mail, insured mail, special delivery receipt and forms, loss reports, etc.
Retention & Disposition: Keep three years, then destroy.
- **Proclamations:** Ceremonial or celebratory statements issued by the mayor.
Retention & Disposition: Keep proclamations requested by outside groups or organizations one year, then destroy. All other proclamations are permanent, unless preserved in Council meeting minutes, in which case keep one year, then destroy.
- **Professional Membership Records:** Records documenting city-paid individual memberships and activities in professional organizations (i.e. Idaho City Clerks, Treasurers & Finance Officers Association).
Retention & Disposition: Keep five years, then destroy.
- **Public Addresses:** Includes speeches (State of the City), addresses and other comments or remarks made at formal ceremonies by elected officials. Format may be paper, audio or videotape, etc.
Retention & Disposition: Permanent, unless preserved in Council meeting minutes, in which case keep three years, then destroy.
- **Public Records Requests:** Includes written public records requests, city denials of public records requests, appeals information, etc.
Retention & Disposition: Keep five years, then destroy.
- **Publications:** Includes newsletters, annual reports, policies and procedures manuals, pamphlets, brochures, leaflets, reports, plans, feasibility studies, proposals, etc.
Retention & Disposition: Keep one copy of newsletters, annual reports, policies and procedures manuals, plans, feasibility studies and other publications with lasting significance permanently. Keep other publications five years, then destroy.
- **Purchasing & Quality-Based Selection Records:** Records documenting competitive bidding and purchase of goods, services, and public works construction, and procurement of design professionals. Records include: published notices and solicitations, specifications, bids, requests for qualifications, statements of qualifications, etc.
Retention & Disposition: Keep five years, then destroy.
- **Purchase Orders & Requisitions:** Requests and purchase orders for goods or services purchased by the city. Information includes: department, delivery location, date, quantity, description, unit and total price, and authorizing signatures.
Retention & Disposition: Keep three years, then destroy.

- **Real Property Transaction Records:** Records documenting acquisition, disposition, and relocation of real property and rights-of-way by the city for urban renewal projects, parks, sewers, streets, water lines, traffic signals and other purposes. Records may include: offer letters, options, agreements of short duration, staff reports, appraisal and inspection reports, letters of transmittal, and related records. SEE ALSO Deeds and Easements in the Administrative Section.
Retention & Disposition: Keep 10 years after substantial completion, then destroy.
- **Records Management Records:** Records documenting the retention, inventory, and disposition of city records, including: records retention schedules, inventory worksheets, resolutions authorizing destruction or transfer to state archives, correspondence, etc.
Retention & Disposition: Keep resolutions for destruction/transfer of records permanently. Keep other records five years after superseded.
- **Sister City Records:** Records of sister city relationships with cities in other countries, including correspondence, ceremonial agreements, proclamations, exchange visit records, photographs and related documents.
Retention & Disposition: Keep ceremonial agreements and proclamations permanently. Keep other records five years, then destroy.
- **Surveys, Polls & Questionnaires:** Records documenting measurement of public opinion, including surveys, polls, questionnaires, studies, etc.
Retention & Disposition: Keep summaries three years, then destroy. Keep survey forms and other records one year, then destroy.
- **Technical Manuals, Specifications & Warranties:** Owners manuals and warranties for city-owned vehicles and equipment. Includes specifications, operating instructions, safety information, and terms for coverage of repair or replacement of equipment.
Retention & Disposition: Keep warranties until expiration, then destroy. Keep other records until disposition of vehicle or equipment, then destroy.
- **Telephone Messages:** Includes actual telephone messages and telephone message registers.
Retention & Disposition: Keep for one week or until administrative need ends, then destroy.
- **Urban Renewal Records:** Includes urban renewal plans, annual financial reports, audit reports, budgets, project records, tax-increment financing information and other related documents.
Retention & Disposition: Keep urban renewal plans, annual financial reports, audit reports, feasibility studies, financial impact analyses, and other written studies or reports permanently. Keep urban renewal project records ten years after closeout of the urban renewal agency, then destroy.

- **Vacation Records:** Recorded property vacations by the city, including streets, alleys, easements, public utilities, subdivisions, and right-of-ways. Records may include: petitions to vacate, maps, descriptions of property, staff reports, and related correspondence.
Retention & Disposition: Permanent.
- **Vehicle Maintenance & Repair Records:** Document the maintenance and repair history of all city-owned vehicles. Records typically include: description of work completed, parts and supplies used, date of service, date purchased, price, vehicle identification number, make and model, registration, etc.
Retention & Disposition: Keep two years after disposition of vehicle, then destroy.
- **Visitor Logs:** Records documenting visitors to city buildings, and typically include: visitor's name, visitor badge issued, and entrance and exit times.
Retention & Disposition: Keep one year, then destroy.

Section 3 Airport Records

- **Aircraft & Passenger Traffic Report:** Monthly report on air traffic carrier operations, showing year to date and prior year to date totals for passengers, air freight, and air mail on and off, number of aircraft landed, and total weight landed.
Retention & Disposition: Keep five years, then destroy.
- **Airport Certification Records:** Documents on certification, licenses, or permits from the FAA or other federal or state agencies. Includes any documentation bearing directly on the application for issuance or renewal. FAA-related records include city-prepared airport certification manuals for airports servicing aircraft with seating capacities of more than 30 passengers, as well as airport certification specifications for “limited” airports. Manuals include procedures for: maintenance of paved and unpaved areas, lighting systems, traffic and wind direction indicators, self-inspection, rescue and fire fighting, control of hazardous substances, ground vehicles, plans for snow and ice control, emergencies, wildlife hazard management, etc.
Retention & Disposition: Keep certification manuals & specifications permanently. Keep other records two years after expiration, then destroy.
- **Airport Construction Project Files:** Includes plans, bids, specifications, project diaries, correspondence, agreements.
Retention & Disposition: Keep permanently.
- **Airport Revenue Statements:** Monthly invoices/statements sent to air carriers, concession operators and lessees of airport land, buildings or terminal space.
Retention & Disposition: Keep nine years, then destroy.
- **Airport Security Program Records:** Document the city airport’s objectives, methods, and procedures designed to prevent or reduce illegal activities or interference with civil aviation. Includes: a description of the airport, master security plan, planned improvements, procedures in case of hijackings or bomb threats, security gate information, airport statistics, etc.
Retention & Disposition: Keep records outlined in 14 CFR 107.103 permanently. Keep other records for two years after superseded.
- **Airport Self-Inspection Reports:** Document FAA-mandated inspections by airport staff to assure safe conditions. Generally performed daily or more frequently if unusual conditions caused by construction, weather, or any accident or incident are present. Inspections include: runway, ramp and taxiway conditions; fire and reserve facilities; bird hazards; wind indicating devices; standby power system; and lighting.
Retention & Disposition: Retain FAA reports five years, then destroy. Retain incident, self-inspection and other reports for two years, then destroy.

- **Air Traffic Record:** Submitted by the Air Traffic Control Tower, and includes an airport operations count for civil, military, itinerant, and local aircraft landings.
Retention & Disposition: Keep five years, then destroy.
- **Complaint Records:** Document complaints or requests related to noise or other aspects of airport operations, and typically includes the name, phone number and address of the person making the complaint, the name of the person receiving and/or responding to the complaint, a description of the complaint, resolution, etc.
Retention & Disposition: Keep two years *after resolution of complaint or final action*, then destroy.
- **Law Enforcement Action Records:** Document various types of security actions taken by the airport, as required by 14 CFR 107.221, which includes: the number and type of firearms, explosives and incendiaries discovered during any passenger screening process, and the method of detection of each; the number of acts and attempted acts of piracy; the number of bomb threats received, real and simulated bombs found, and actual bombings; and the number of detentions and arrests with the immediate disposition of each.
Retention & Disposition: Keep two years, then destroy.
- **Navigational Facilities Maintenance & Operation Records:** Document the maintenance and operation of various types of airport navigational equipment. Examples include: non-directional radio beacon facilities, instrument landing facilities, simplified directional facilities, distance measuring equipment, VHF marker beacons, interim standard microwave landing system, microwave landing system, etc. Includes meter readings and adjustment records, facility maintenance logs, radio equipment operation records, technical performance records, and other documents.
Retention & Disposition: Keep two years *after equipment permanently removed from service*, then destroy.
- **Notice to Airmen & Mechanics:** Reports documenting the notification of air carriers as to changes in airport conditions, including construction, maintenance, surface irregularities, snow, ice, water, light malfunctions, unresolved wildlife hazards, etc. Includes Notice to Airmen (NOTAM) forms. Information includes date and time of issue, message from airport manager, and distribution data.
Retention & Disposition: Keep two years, then destroy.
- **Passenger Facility Charges Report:** Used to document fees charged to air passengers by the city used for FAA-approved airport-improvement projects.
Retention & Disposition: Keep permanently.
- **Runway Inspection Reports:** Notices of closure of runways for maintenance, repair or weather, log shows effective date and time with estimate of duration of closure and condition.
Retention & Disposition: Keep five years, then destroy.

Section 4 Building, Planning & Zoning Records

- **Annexation Records:** Document the annexation of new land into the city. Records may include: application, annexation agreement, notices of hearing, staff report, recommendations of the planning and zoning commission, maps, etc.
Retention & Disposition: Permanent.
- **Area of Impact Records:** Document the negotiation and adoption of area of impact agreements and ordinances with the county, including: public notices, correspondence, notices of hearing, recommendations from the planning and zoning commission, maps, etc.
Retention & Disposition: Permanent.
- **Building Activity Records:** Reports or statistical compilations tracking building activity on a monthly or annual basis, used to plan budgets and staffing and monitor growth and building trends. Typically tracks number of permits issued, type of activity, value of projects, fees collected, etc.
Retention & Disposition: Keep reports summarizing activity on an annual basis permanently. Keep other reports two years, then destroy.
- **Building Codes:** Codes that may be adopted by local ordinance, including: the International Building Code, International Residential Code, International Energy Conservation Code, International Mechanical Code, International Fuel Gas Code, Uniform Plumbing Code, National Electrical Code, International Fire Code, etc.
Retention & Disposition: Permanent.
- **Building Inspection Reports & Working Papers:** Records documenting inspections to ensure compliance with the city's adopted codes, including inspection reports, logs, requests for inspections, correspondence, etc.
Retention & Disposition: Keep ten years
- **Building Permit Applications & Review:** Applications for construction, structural modifications, installation of plumbing, electrical or mechanical equipment, etc.
Retention & Disposition: Permanent.
- **Building Permits:** Permits granted to property owners for construction, structural modifications, installation of plumbing, electrical or mechanical equipment, etc.
Retention & Disposition: Keep building permits for completed structures permanently. Keep revoked or expired building permits two years after revocation/expiration, then destroy.
- **Building Plans & Specifications:** Blueprints and other graphic illustrations of designs submitted by contractors for the construction, reconstruction or alteration of buildings. These plans and accompanying specifications are submitted to ensure

compliance with building codes. Documents include: site plan, scale of floor plan, elevation plan, electrical plan, typical wall section and foundation, and specifications.

Retention & Disposition: Keep plans and specifications for publicly-owned structures permanently. Keep plans and specifications for commercial buildings ten years, then destroy. Keep plans and specifications for residences one year after issuance of certificate of occupancy, then destroy.

- **Certificates of Occupancy:** Certification that a building complies with city codes and is safe for occupancy. Information may include: type of building, building permit number, type of construction, owner of building, address, contractor name, date built and certified in compliance with code. Includes requests for temporary occupancy.
Retention & Disposition: Permanent.
- **Code Enforcement:** Case files on city code violations including: correspondence with owners, site inspections, photographs, enforcement actions, and hearings.
Retention & Disposition: Permanent.
- **Comprehensive Plan:** The plan used to guide the long-term growth and development of a city. Records typically include: the plan document, periodic updates, citizen surveys and participation information, notices of hearing, maps, photographs, staff reports, recommendations from the planning and zoning commission, etc.
Retention & Disposition: Permanent.
- **Conditional Use Permits:** Permits allowing construction of buildings in specific areas when impacts to neighbors are mitigated. Documents typically include: application, blueprint drawings, notices of hearing, staff report, planning and zoning commission recommendations/decision, and related correspondence.
Retention & Disposition: Keep application and decision documents permanently. Keep other records 10 years after expiration, revocation or discontinuance of use, then destroy.
- **Correction Notices:** Notices to contractor/builder to correct defects noted during the inspection process.
Retention & Disposition: Permanent.
- **Flood Plain Permit Records:** Permits issued for construction within a flood plain zone. Records also may include: elevation certificates, applications, review records, checklists, and other documents.
Retention & Disposition: Keep permits and elevation certificates 10 years after the life of the structure or until area is determined not to be a flood plain, whichever is longer, then destroy. Keep other records 10 years, then destroy.
- **Historic Districts & Design Review Records:** Records relating to historic district and design review overlay zones, including: applications, staff reports, committee recommendations, maps, photographs, list of historic structures and other records.
Retention & Disposition: Keep five years, then destroy.

- **Land Use Hearing Recordings & Exhibits:** Includes maps, plans, drawings, and other exhibits prepared for land use hearings and audio recordings of land use hearings before the planning and zoning commission and city council.
Retention & Disposition: Keep audio recordings one year after the date of the hearing, unless a longer period is required due to litigation, then destroy. Keep land use exhibits referenced in minutes permanently, and keep exhibits not referenced in minutes five years, then destroy.
- **Nonconforming Use Records:** Records pertaining to uses that are “grandfathered” in when zoning regulations change for a particular property. Changes or expansions of nonconforming uses may require city approval. Records may include: site plan, verification of original and current use, nonconforming use certificate, and records regarding changes or expansion of the nonconforming use.
Retention & Disposition: Permanent
- **Plan Review Reports:** Reports indicating compliance with adopted building codes, planning and zoning ordinances, and other city requirements.
Retention & Disposition: Keep plan review reports for commercial buildings permanently. Keep plan review reports for residential buildings five years after issuance of certificate of occupancy, then destroy.
- **Planned Unit Development Records:** PUDs allow for flexibility in subdivision and zoning regulations with greater amenities provided by the developer. These records include: application, maps, diagrams, site plans, notices of hearing, staff report, recommendation/decision by the planning and zoning commission, correspondence, etc.
Retention & Disposition: Keep application and decision documents permanently. Keep other records 10 years after approval or denial.
- **Planning Studies:** Reports completed in-house or by outside consultants on specific planning issues, including transportation plans, affordable housing plans, etc.
Retention & Disposition: Permanent.
- **Rezoning Records:** Document applications for rezoning property within the city, including: application, review forms, maps of areas involved, notices of hearing, staff report, recommendation of the planning and zoning commission, written decision by the council, appeals, correspondence, etc.
Retention & Disposition: Keep application and decision documents permanently. Keep other records 10 years after approval or denial.
- **Sign Review Case Files:** Applications and related records for sign permits, including: approvals, photographs or renderings of proposed sign structures, etc.
Retention & Disposition: Keep for the life of the structure, then destroy.

- **Street Vacation Records:** Document the removal of a public right-of-way and deeding the property to adjacent property owners. Records may include: petition, staff report, notices, legal description, correspondence, etc.
Retention & Disposition: Permanent.
- **Subdivision Records:** Document the preliminary and final plat stages of subdivision approval, including: application, maps, diagrams, site plans, staff report, recommendation by planning and zoning commission, written decision by the council, correspondence, appeals, etc. Includes “short plat” applications involving less than five lots.
Retention & Disposition: Keep records relating to denied, expired or revoked applications 10 years after denial, expiration or revocation, then destroy. Keep records relating to approved subdivisions permanently.
- **Variance Records:** Document variance applications for relief from a quantifiable zoning standard (such as setback, lot size, etc.). Records include: application, staff recommendation, recommendation/decision by planning and zoning commission and council, correspondence, etc.
Retention & Disposition: Keep 10 years after the life of the structure, then destroy.
- **Zoning Maps:** Show zoning boundaries in the city, with streets, property lines, and zoning classifications.
Retention & Disposition: Permanent.

Section 5 Election Records

- **Ballots:** Includes voted ballots, unused ballots, absentee ballots, spoiled ballots, and ballot stubs.
Retention & Disposition: Keep two years, then destroy.
- **Campaign Finance Reports:** Reports showing contributions and expenditures in city campaigns by mayor/council candidates, political committees and independent persons/entities. Includes C-1 (Certification of Treasurer), C-2 (Campaign Financial Disclosure Report), C-4 (Independent Expenditures), C-5 (48 Hour Notice of Contributions/ Loans Received), C-6 (Statement by Nonbusiness Entity), and C-7 (48 Hour Notice of Independent Expenditures).
Retention & Disposition: Permanent.
- **Candidate Declarations & Petitions:** Includes declarations of candidacy and intent for candidates for city elective office. Declarations of candidacy are filed by candidates to get their name on the election ballot, and are accompanied by a filing fee of \$40 or a petition with the signatures of at least five qualified city electors, including a certification by the county clerk of the number of signatures that are of qualified city electors. Declarations of intent are filed by write-in candidates, and do not require the filing fee or petition.
Retention & Disposition: Permanent.
- **Election Working Files:** Includes the following records: absentee voting, polling places, judges and clerks, challengers and watchers, voting machines and vote tally systems, correspondence, and other records not specifically listed in this schedule.
Retention & Disposition: Keep five years, then destroy.
- **Notices of Election and Sample Ballots:** Includes the first and second notice of election and sample ballot, which are published in the official newspaper.
Retention & Disposition: Permanent.
- **Petitions:** Petitions for initiative, referendum, recall, liquor by the drink, & other elections.
Retention & Disposition: Permanent.
- **Poll Books:** Books showing the name, address and signature of those voting in city elections.
Retention & Disposition: Keep one poll book from each precinct permanently (duplicate copies may be destroyed after two years).
- **Tally Books:** The book in which election staff record and total the votes cast for each candidate and ballot question at the polling precinct.
Retention & Disposition: Permanent.

Section 6 Emergency Communications

- **Activity Reports:** Daily, weekly, monthly or other reports documenting the activities of public works department employees, including: type of activity, employees involved, time spent on activity, work completed, equipment and fuel used, etc.
Retention & Disposition: Keep reports summarizing activities on an annual basis permanently. Keep other reports two years, then destroy.

- **Briefing Records:** Records documenting internal communication between supervisors and shift workers or between staff on different shifts to alert them to problems, issues or activities. Records may include, but are not limited to: briefing logs, teletype messages, and bulletins from other agencies.
Retention & Disposition: Keep until administrative needs end, then destroy.

- **Data Management System Records:** Records documenting the maintenance and update of current information used to provide and direct incident response within a 911 service area. Information may include, but is not limited to: address data, response unit assignments, response codes, responsible person data, and related documentation.
Retention & Disposition: Keep until superseded or obsolete, then destroy.

- **Dispatch Incident Records:** Document specific incidents when a call is received by the 911 dispatch center and subsequent response activities. Information may include, but is not limited to: caller's name, address, and telephone number; details of incident or complaint; dispatcher name; responding agency and time of response; and incident disposition. Additional information received through an enhanced system is the Automatic Number Identification and Automatic Location Identification (ANI/ALI) which includes the telephone subscriber name, subscriber's telephone number and location.
Retention & Disposition: Keep two years, then destroy.

- **Master Street Address Guide Maintenance Forms:** Records document the city's notification to the phone service provider about the addition of new streets or revision to existing streets on the Master Street Address Guide (MSAG). The MSAG is maintained by the phone service provider or its independent contractor. Information may include, but is not limited to: new or updated address, customer, and responder information.
Retention & Disposition: Keep two years, then destroy.

- **Master 24-Hour Audio Tapes:** Document recorded incoming emergency and non-emergency calls; law enforcement, fire and emergency medical services dispatches; radio activity; and 911 calls. Tapes are maintained on a 24-hour basis.
Retention & Disposition: Keep seven months, except where recordings of incidents warrant longer retention, then recycle or destroy.

- **Operational Logs:** Records documenting chronological tracking of activities related to 911 dispatch center operations, including, but not limited to: radio logs, telephone logs, and criminal background check request logs.
year, then destroy.
- **Premise Information Records:** Records documenting information about specific premises or locations that emergency responders need to know in advance of arrival at an incident site. Information may include, but is not limited to: hazardous materials storage locations, building plans submitted to the fire department, location of utility shut-offs, and related information.
Retention & Disposition: Keep two years, or until renewed, superseded or expired, whichever is sooner, then destroy.
- **Quality Assurance Records:** Records documenting the evaluation, analysis, and assessment of the performance and quality of 911 dispatch services. Records may include, but are not limited to: system evaluations, performance reports, surveys and questionnaires, quality improvement reports, and recommendations, quality assurance committee minutes, and related documentation.
Retention & Disposition: Keep two years, then destroy.
- **Statistical Reports:** Records documenting the compilation of statistical data about the actions and activities of the 911 dispatch center. Data may be compiled on a daily, weekly, monthly, quarterly and/or annual basis and may be used for analysis, evaluation, and budget development purposes. Information may include, but is not limited to: data about response times, number of calls received and dispatched, and responses by individual agency.
Retention & Disposition: Keep annual reports permanently. Keep other records until annual report compiled or administrative needs end, then destroy.
- **System Error/Malfunction Records:** Records documenting 911 electronic systems errors or malfunctions and subsequent corrective action. Records may include, but are not limited to: enhanced system error reports, trouble logs, work orders, correspondence, and related documentation.
Retention & Disposition: Keep two years, then destroy.

Section 7 Fire Services Records

- **Activity Reports:** Individual, shift, project or other activity reports or logs filed on a daily, weekly, monthly or similar basis. Useful for reference, performance monitoring, compiling annual reports, planning and budgeting, and briefing subsequent shifts. Information typically includes: name, shift, date, description of activities, and various statistical categories for tracking responses, such as training, public outreach, inspections, maintenance and other work.
Retention & Disposition: Keep reports summarizing activities on an annual basis permanently. Keep other reports two years, then destroy.
- **Burn Permits:** Applications and other documents relating to permits issued for open air burning within the city. Information may include: name, phone number, address, amount and location of burn, fire protection equipment and conditions required, date and signatures of permittee and issuing officer.
Retention & Disposition: Keep two years, then destroy.
- **Fire and Security Alarm System Records:** Records documenting the city fire department role in issuing permits, testing and maintaining fire and security alarms that connect to a city alarm system. May include permits, applications, malfunction reports, maintenance reports, and related documents. Permit information often includes name and address of property owner, name and address of company installing the system, permit number, alarm location, and date. Maintenance information often includes date, malfunction (if any), tests conducted, corrective actions taken, location of alarm, and related data.
Retention & Disposition: Keep permit records two years after expiration, then destroy. Keep other records two years, then destroy.
- **Fire Investigation Records:** Arson investigation case files, including investigative reports; witness statements; photographs; maps; correspondence; notes; video and cassette tape recordings; copies of property releases; laboratory reports; and incident, injury and police department general reports.
Retention & Disposition: Keep 10 years, then destroy.
- **Hose and Pump Test Reports:** Document that fire hoses and pumping equipment are in good working condition. Includes: test date, date previously tested, apparatus number, station number, hose diameter, conditions found, service date, defects corrected, etc.
Retention & Disposition: Keep pump equipment test reports two years after equipment is replaced, then destroy. Keep hose test reports ten years, then destroy.
- **House Burns Training File:** Record of house burns for training, results and evacuations.
Retention & Disposition: Keep 10 years, then destroy.

- **Hydrant Installation and Maintenance:** Record of fire hydrant locations and repairs. Indexed by hydrant number, map coordinate, location or street intersection. Includes: date last checked, service record, date installed, physical characteristics, operation, flow check, pressure and leakage.
Retention & Disposition: Keep one year after hydrant removed, then destroy.
- **Incident Reports:** Uniform Fire Incident Reports. Made for each fire run, medical emergency, or casualty. Returned monthly to State Fire Marshal. Information includes: date, run number, location of fire, owner's name and address, property damage, loss estimate and other data. Also includes the Civilian & Fire Service Casualty Reports, EMS Report, HazMat Report, etc.
Retention & Disposition: Keep five years, then destroy.
- **Inspection & Occupancy Records:** Documents relating to fire code inspections performed by the city fire department. Inspection records may include: reports, notices, citations, and related documents. Information typically includes: occupant name, location, contact person, violations found, inspector's name, number of days to correct violations, comments, etc. Also may include occupancy and pre-fire planning records such as: floor plans, sketches, reports, lists and related documents.
Retention & Disposition: Keep ten years, then destroy.
- **Maps:** Maps and related records maintained by the city fire department for address location, reference and for tracking various trends, such as fire frequency and location, arson fires, etc. Includes lists, books and other methods of address location.
Retention & Disposition: Until superseded or obsolete.
- **Mutual Aid Agreements:** Agreements for cooperative fire fighting policy and procedures (includes EMS).
Retention & Disposition: Permanent.
- **Property Releases:** Signed by property owner and used to limit liability resulting from a rekindling fire.
Retention & Disposition: Keep six years, then destroy.
- **Public Education Programs and Publications:** Records related to the design and implementation of educational and other outreach programs provided to the public by the city fire department. Often includes: class descriptions, instructional materials, course outlines, class enrollment and attendance records, reports, speeches, etc. Also includes publications on: CPR, electric wiring, fire prevention, fire safety for children, Christmas fire safety, etc.
Retention & Disposition: Keep one copy of each publication permanently. Keep other records three years, then destroy.

Section 8 Insurance, Risk Management & Safety Records

- **City Vehicle Accident Records:** Records documenting accidents involving city vehicles, including: name and address of parties involved, date and time, complaint, description of damage, photographs, correspondence, etc.
Retention & Disposition: If accident is litigated, see Civil Case Files in the Legal Records section for retention. If not litigated, keep three years, then destroy.
- **Contractor Liability Insurance Verification Records:** Letters or certificates of coverage provided by insurance companies declaring the specific contractors are covered by appropriate liability insurance. Records include: insurance company name and address, issue date, expiration date, amount and type of coverage, special provisions, signature of insurance company representative, etc.
Retention & Disposition: Keep for any city public works project 10 years after substantial completion, then destroy. Keep other records six years after expiration, then destroy.
- **Contractor Performance Bond Records:** Records documenting the posting of performance guarantees or surety bonds by contractors performing work for the city, including letters, certificates, copies of bonds, etc. Information usually includes: name of individual or company covered, amount of coverage, effective dates, name of bonding agent, authorized signatures, etc.
Retention & Disposition: Keep for any city public works project 10 years after substantial completion. Keep other bond records six years after expiration, then destroy.
- **Public Injury Reports:** Records documenting injuries sustained by non-employees on city property (i.e. parks, swimming pools, libraries, etc.). Information usually includes: date, time, and location; description of injury; name, address, phone number, sex and age; witnesses and other related information.
Retention & Disposition: If claim is filed, see Liability Claims Records in this section for retention. If no claim is filed, keep three years, then destroy.
- **Insurance Policy Records:** Records documenting the terms and conditions of city insurance policies covering liability, property, group employee health and life, motor vehicle, workers' compensation, etc. Records usually include: policies, endorsements, rate change notices, agent of record, and related documents.
Retention & Disposition: Keep group employee health and life, property and liability insurance 75 years after expiration if no claims pending, then destroy. Keep other insurance records six years after expiration if no claims pending, then destroy.
- **Liability Claims Records:** Records documenting various types of liability claims filed against the city, including: personal injury, property damage, motor vehicle accident, false arrest, etc. Records often include: reports, photographs, summaries,

reviews, notices, audio and videotapes, transcripts of recorded statements, correspondence and related documents.

Retention & Disposition: Keep 10 years after case closed or dismissed, or three years if no action is taken, then destroy.

- **Liability Waiver Records:** Document the release of the city from liability related to various activities, including: police/fire ride-alongs, participating in city-sponsored recreational events or classes, etc. Information usually includes: release terms, date, signatures, and related information.
Retention & Disposition: Keep three years, then destroy.
- **Property Damage Records:** Records, photographs, and other records documenting damage to city property such as signs, trees, picnic tables, buildings, fountains, and fences. Information often includes: type and location of property damaged, description of damage, date and time of damage (if known), name and address of individual causing the damage (if known), value of damage, billing costs, etc.
Retention & Disposition: If litigated, see Civil Case Files in the Legal Records section for retention. If not litigated, keep three years after date of last action, then destroy.
- **Risk Survey & Inspection Records:** Records documenting surveys, inspections, and other actions designed to identify potential hazards and liabilities to the city related to buildings, parks, playgrounds, swimming pools, etc. Useful for preventing liability claims and for illustrating a pattern of responsible action regarding hazards. Records may include: survey summaries and reports, safety audit and inspection reports, correspondence, etc.
Retention & Disposition: Keep records documenting the formation or change of policy permanently. Keep other records five years, then destroy.
- **Safety Program Records:** Records documenting the city's program to promote a safe work environment for its employees. Records may include: safety policies, plans and procedures, workplace safety committee records, reports on inspections conducted by the safety officer, evacuation rosters and reports, and related documentation and correspondence.
Retention & Disposition: Keep safety policies, plans and procedures five years after superseded, then destroy. Keep inspection reports, evaluations, and recommendations ten years, then destroy. Keep other records five years, then destroy.
- **Workers' Compensation Claim Records:** Records documenting the processing of individual employee claims of job related injuries or illnesses, but not those describing actual medical conditions. Records may include: claim disposition notices, claim reporting and status forms, injury reports, determination orders, insurance premium data, hearing requests, safety citations, inspection reports, medical status updates and reports, investigation reports, reimbursement and payment records, and related correspondence and documentation. SEE ALSO Employee Medical Records in the Personnel Records section for records describing the job related injury

or illness and the related subsequent medical condition of the employee. These often include workers' compensation accident reports, medical reports, vocational rehabilitation evaluations, disability determinations and related records.

Retention & Disposition: For retention of records describing injuries and illnesses, see Employee Medical Records in the Personnel section. Keep other records six years after claim closed or final action.

Section 9 Legal Records

- **Civil Case Files:** Documentation of pending and closed cases filed by and against the city, including complaints, summons, investigations, reports, attorney's notes, orders and judgments, dispositions, pleadings, mediation information and related records.
Retention & Disposition: Keep 10 years after case closed or dismissed, or date of last action.

- **Claim Files:** These records contain claims for damages caused by city employees/equipment.
Retention & Disposition: Keep six years, provided there is no litigation pending, then destroy.

- **Criminal Case Files:** Records related to the prosecution of criminal cases, including citations, police reports, driving records, tape recordings, complaints, subpoenas, motions, judgments, and related records.
Retention & Disposition: Keep 10 years after case closed or dismissed, or date of last action.

- **Land Use Appeals:** Records related to appeals of land use decisions, including staff reports, pleadings, briefs, and related records.
Retention & Disposition: Keep 10 years after final decision or date of last action.

- **Legal Opinions:** Formal and informal opinions rendered by the city attorney for the mayor, council or city departments, examining legal questions relating to state/federal law or local ordinance.
Retention & Disposition: Permanent.

Section 10 Library Records

- **Accession Records:** Document the accession of all library acquisitions into the library's holdings. Information may include: author, title, publisher, year purchased, price, and other related information. May include accession registers and documentation of materials deaccessioned from the library collection.
Retention & Disposition: Keep until superseded or obsolete.
- **Borrower Application Records:** Includes application filled out by patrons applying for a library card. This information is frequently computerized and is used for the checkout of library materials, monitoring of overdue books, fines and fees, and for ongoing verification of address and telephone number.
Retention & Disposition: Keep one year after card expires or becomes inactive, then destroy.
- **Circulation Records:** Records of all library materials checked out. May be automated or manual system, and information typically includes: item title, identification (or barcode) number, due date, patron name, and library card number.
Retention & Disposition: Keep until items returned and late fees paid, then destroy.
- **Circulation Statistical Reports:** Weekly, monthly, quarterly or annual statistical reports on the numbers and type of library materials checked out, number of library cards issued, and totals.
Retention & Disposition: Keep annual report five years, then destroy. Keep other reports until compilation of annual report, then destroy.
- **Educational and Public Outreach Program Records:** Records relating to educational and public outreach programs, including: tours, lectures, workshops, children's story time and other adult and children's events. Records may include: brochures, fliers, reports, teaching packets, photographs, audio and video tapes, class schedules, attendance rosters, correspondence and related records.
Retention & Disposition: Keep three years, then destroy.
- **Holdings Catalog:** This is a catalog used by patrons to find materials in the library's collection. May be manual card catalog or online database. Information includes: call number, author, title, publisher, number of copies, subject, and other pertinent information.
Retention & Disposition: Keep until superseded, then destroy.
- **Interlibrary Loan Records:** These records document the lending and borrowing of library materials through the interlibrary loan network, including interlibrary loan forms, computer searches, related correspondence, etc. The interlibrary loan forms include: patron's name, address, telephone, description of material requested (author, title, publisher, etc.), date material provided and date material was returned.

- Retention & Disposition:** Keep until request completed or canceled, applicable fees and fines paid, and materials returned, then destroy.
- **Library Complaints:** These records document complaints received and actions taken concerning library services, including programming and material selection policies. Information includes: complainant's name, address, telephone, date, explanation of complaint, etc.
Retention & Disposition: Keep one year after resolution, then destroy.
 - **Library Operation Policies:** Policies concerning library operations, including materials selection.
Retention: Permanent
 - **Library Publications:** Publications distributed to the public to advertise library services, programs and activities, including brochures, newsletters, activities calendars, bookmobile schedules, special events fliers, etc.
Retention & Disposition: Keep one copy of newsletters and other publications with lasting significance permanently. Keep other publications five years, then destroy.
 - **Master Shelf List/Inventory:** Inventory of all library holdings, including volumes and titles added or withdrawn from the collection. Typically arranged by shelf, showing title, author, accession number, publisher, date purchased, cost and number of copies. Used as an inventory control by library personnel.
Retention & Disposition: Keep until superseded or obsolete, then destroy.
 - **Overdue Book Records:** Lists and notices used to monitor status of overdue books and other media, and notify patrons to return overdue materials.
Retention & Disposition: Keep until materials returned and fines collected, or debts deemed uncollectible, then destroy.
 - **Patron Requests:** Requests by library patrons for materials currently checked out or to add new materials to the library collection. Information may include: patron's name, library card number, address, and telephone; call number, author, and title of material requested.
Retention & Disposition: Keep one year, then destroy.
 - **Permanent Collection Records:** Records documenting the accession, use, care, maintenance, storage and disposition of objects in the library's permanent collection, and may also provide records of deaccession of objects no longer in the collection. Records may include: acquisition and deaccession policies and procedures, appraisal and authenticity records, accession and catalog paper copy and/or electronic catalog records, accession records, deaccession records, deeds of gift and other gift/donor records, inventory and location records, condition/conservation records, photographs of objects, collections use records and library shelf lists and finding aids.
Retention & Disposition: Permanent.

- **Research Inquiry & Response Records:** Records relating to research requests received and responses made by library staff. Information typically includes: name of researcher, subject of inquiry or request, reply, information sources, etc.
Retention & Disposition: Keep two years or until administrative needs end, then destroy.

Section 11 Parks & Recreation Records

- **Activity Reports:** Daily, weekly, monthly or other reports documenting the activities of parks and recreation department employees, including: type of activity, employees/volunteers involved, time spent on activity, work completed, etc.
Retention & Disposition: Keep reports summarizing activities on an annual basis permanently. Keep other reports two years, then destroy.

- **Chemical Application Records:** Document the application of pesticides, herbicides and fertilizers to city parks, golf courses and other property. Information typically includes date used, weather conditions, application area, chemical applied, mix ratio, and coverage rate.
Retention & Disposition: Keep three years, then destroy.

- **Delivery Tickets:** Tickets issued by suppliers to verify delivery of supplies or materials (mulch, sand, bark, topsoil, etc.). Information usually includes date, time, amount and type of supplies received, and related data.
Retention & Disposition: Keep until superseded, obsolete or no longer needed, then destroy.

- **Equipment Maintenance and Repair Records:** Records documenting the inspection, maintenance, and repair of city-owned equipment not listed elsewhere in this section. Examples include, but are not limited to: mowers, trailers, edgers, blowers, aerators, office equipment, and furniture. Records may include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes description of work completed, parts and supplies used, date of service, date, purchase price, equipment number, make, and model, and related data. SEE ALSO Equipment Asset Records in Administrative section.
Retention & Disposition: Keep two years after disposition of equipment, then destroy.

- **Park & Facility Inspection & Maintenance Records:** Document periodic inspections, complaints, maintenance and repairs for parks, playgrounds, sidewalks, picnic tables, swimming pools, and other property, equipment and facilities.
Retention & Disposition: Keep two years, then destroy.

- **Park & Facility Use Permits:** Permits issued to individuals or organizations for special uses of city parks and facilities. Examples include: fun runs, bicycle races, events with more than a specified number of participants, concerts, etc.
Retention & Disposition: Keep two years after denial, revocation or date of event, then destroy.

- **Recreation Program Files:** Records relating to city recreation programs, including: fliers, class/activity rosters, participants, instructors, schedules and calendars, fees, advertisements, etc.
Retention & Disposition: Keep three years, then destroy.
- **Recreational Facility Files:** Records on each city recreational facility (parks, golf courses, swimming pools, etc.) used to maintain a record of construction and renovation projects for each facility. Records may include: correspondence, construction information, architectural drawings, contracts, specifications, news clippings, histories of facilities, safety reports, photographs and maps.
Retention & Disposition: Permanent.
- **Registration Records:** Registration records for city parks and recreation programs, classes and events. Information includes: participant's name, address, phone and signature of participant/guardian; program name and date(s); signed liability waiver/release, fee paid, etc.
Retention & Disposition: Keep two years, then destroy.
- **Swimming Pool Operation & Maintenance Records:** Records documenting the operation and maintenance of city swimming pools. Information typically includes: results of pool water quality tests, date and time of filter backwash, dates during which the pool was emptied and/or cleaned, and periods of recirculation equipment operation, malfunction and repair. May also include records documenting inspection and maintenance of safety equipment.
Retention & Disposition: Keep two years, then destroy.

Section 12 Personnel Records

- **Affirmative Action Records:** Records documenting city compliance with the statutes and regulations of the U.S. Equal Employment Opportunity Commission, including plans, updates, policy statements, reports, and supporting information.
Retention & Disposition: Keep plans, updates and policy statements permanently. Keep other records three years, then destroy.

- **Benefits Continuation Records:** Records documenting notice to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave. Continuation may be under COBRA or another provision. Notice is also sent to a third party administrator who administers the extended coverage. The records typically consist of notices sent and correspondence. Records may be filed with the Employee Benefits Records or Employee Personnel Records. SEE ALSO Employee Payroll Records in the Accounting, Budget and Finance section.
Retention & Disposition: Keep three years after employee separation or eligibility expired, then destroy.

- **Collective Bargaining Records:** Records documenting negotiations between the city and employee representatives, including contracts, reports, negotiation notes, letters of agreement, arbitration findings, cost analyses, minutes, tape recordings, etc.
Retention & Disposition: Keep contracts and minutes 75 years after contract expires. Keep other records six years after contract expires.

- **Criminal Background Check Records:** Records documenting pre-employment or periodic criminal record checks performed on prospective or current staff, faculty, and volunteers.
Retention & Disposition: Keep background check log until superceded or obsolete, then destroy. Keep records for individuals employed by the city until six years after separation, then destroy. Keep records for all other individuals 90 days, then destroy.

- **Disciplinary Action Records:** Document dismissal, suspension, progressive disciplinary measures and other actions against employees. May include: statements, investigative records, interview and hearing records, findings, and related records. Generally filed with Employee Personnel Records (see below).
Retention & Disposition: Keep investigations resulting in termination 10 years after employee separation. Keep investigations resulting in disciplinary action or exoneration three years after resolution, then destroy. Keep unfounded investigations three years, then destroy.

- **Drug Testing Records:** Document the testing of current and prospective employees for controlled substances prohibited by policy, procedure or statute. Records may include, but are not limited to: documentation of test results, the collection process, random sampling, and reasonable suspicion.

Retention & Disposition: Keep positive test results five years, then destroy. Keep negative test results one year, then destroy.

- **Employee Benefits Records:** Records relating to city employee benefit information such as: selection of insurance plans, retirement, pension and disability plans, deferred compensation plans, and other benefit information. Records may include, but are not limited to: plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, year-end leave balance reports, notices of disability payment made, and related documentation. Generally filed with Employee Personnel Records (see below).

Retention & Disposal: Keep year-end leave balance reports and official copy of retirement enrollment records 75 years after date of hire, then destroy. Keep other records three years after employee separation or eligibility expired, then destroy

- **Employee Medical Records:** Document an individual employee's work-related medical history. These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to: medical exam records (pre-employment, pre-assignment, periodic or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, hazard exposure records, first-aid incident records, physician statements, release consent forms and related correspondence.

Retention & Disposition: Keep hazard exposure records 30 years after separation, then destroy. Keep other records five years after separation or completion of litigation, whichever is longer, then destroy.

- **Employee Personnel Records:** Document an employee's work history. Records may include, but are not limited to: employment applications, notices of appointment, training and certification records, records of health limitations, salary schedules, personnel actions, performance evaluations, letters of commendation and recommendation, letters of reprimand, notices of disciplinary action, notices of layoff, letters of resignation, home address and telephone, emergency notification forms, oaths of office, grievance and complaint records, and related correspondence and documentation. SEE ALSO Disciplinary Action Records, Employee Benefits Records, Employee Medical Records, Grievance and Complaint Records, Recruitment and Selection Records, and Volunteer Worker Records in this section.

Retention & Disposition: Keep six years after separation, then destroy.

- **Employee Recognition Program Records:** Records relating to recognition of employees for special service to the city, including service awards, recognition certificates, commendations, award nominations, lists of past recipients, and presentation or ceremony records and photographs. Some records may have historic value.

Retention & Disposition: Keep six years, then destroy.

- **Employment Eligibility Verification Forms (I-9):** Document to the U.S. Immigration and Naturalization Service that an applicant or employee is eligible to work in the United States. Information includes: employee information and verification data such as citizenship or alien status and signature, and employer review and verification data such as documents, which establish identity and eligibility, and employer's signature certifying that documents were checked. This category includes forms completed for all new hires, as well as superseded or previous forms completed on rehires.
Retention & Disposition: Keep three years after separation, then destroy.
- **Equal Employment Opportunity Commission Records:** Reports generated out of compliance, reporting or complaints filed with the U.S. Equal Opportunity Commission. Contains EEOC reports, investigations, case files, complaints, and other related records.
Retention & Disposition: Keep three years after the date of report or resolution of the matter, then destroy.
- **Equal Employment Opportunity Policy Development Records:** Records documenting the adoption and administration of city programs to set personnel policies and procedures within the scope of the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. May contain workplace analyses, discrimination complaint policies and procedures and related records.
Retention & Disposition: Keep plans, updates and policy statements permanently. Keep other records three years, then destroy.
- **Grievance & Complaint Records:** Grievances or complaints filed by current employees, terminated employees, applicants, or private citizens regarding employment practices. Often relates to interpretations and alleged violations of employment contracts. Records often include complaints, investigation records, interview and hearing reports, arbitrator's findings and decisions, tape recordings and related records.
Retention & Disposition: Keep three years, then destroy.
- **Hazard Exposure Records:** Document a city employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion or other dangerous work-related conditions. These records are not personnel records and should be maintained in an Employee Medical File. Records may include: hearing test records, radiation measurement records, blood tests and other laboratory results, incident reports, first-aid records, X-rays, work station air sampling reports, and correspondence. SEE ALSO Employee Medical Records in this section.
Retention & Disposition: Keep 30 years after separation, then destroy.

- **Photo Identification Records:** Photographs and other records used to identify city employees, private security personnel, contract workers and others. May include photographs taken for city identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data.
Retention & Disposition: Keep until superceded or obsolete, then destroy.
- **Position Description, Classification & Compensation Records:** Records documenting the description, classification and compensation of city jobs and positions. Usually includes details of duties and responsibilities of each position, time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification or redefinition of each job or position. Records often include: reports, position descriptions, position evaluations, salary & benefits studies, job analyses, interview data, selection criteria, authorizations, agreements and related records.
Retention & Disposition: Keep three years after superceded or obsolete, then destroy.
- **Recruitment & Selection Records:** Document the recruitment and selection of city employees, and contracted service providers such as attorneys, auditors, insurance agents, labor consultants, etc. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, civil service records, position authorization forms, certifications of eligibles, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation. SEE ALSO Employee Personnel Records and Employment Eligibility Verification Forms (I-9) in this section.
Retention & Disposition: Keep announcement records, position description, and test and rating records 10 years, then destroy. Keep unsolicited applications and resumes three months, then destroy. Keep unsuccessful applications and related records four years after position filled or recruitment canceled, then destroy. Keep successful applications and related records five years after separation, then destroy.
- **Training Program Records:** Records related to the design and implementation of training programs provided to employees by the city. May include class descriptions, instructor certifications, planning documentation, instructional materials, course outlines, class enrollment and attendance records, and related records. SEE ALSO Employee Personnel Records for training records related to individual employees.
Retention & Disposition: Keep significant program records five years, then destroy. Keep class enrollment and attendance records two years, then destroy. Keep other records one year, then destroy.

- **Volunteer Program Records:** Records documenting the activities and administration of volunteer programs in the city. May include volunteer hours statistics, volunteer program publicity records, insurance information, inactive volunteer files, and related records. For records related to individual volunteers, see Volunteer Worker Records in this section.
Retention & Disposition: Keep five years, then destroy.
- **Volunteer Worker Records:** Records documenting work performed for the city by citizens without compensation for their services. May include agreements, applications, skills test results, training documentation, task assignment and monitoring records, and related information.
Retention & Disposition: Keep three years after separation, then destroy.

Section 13 Police & Law Enforcement Records

- **Accident Reports:** Document traffic accidents investigated by the police department. These reports typically include complete information on all cars and drivers involved in the accident, accident location, damage, cause of accident, date and time, accident diagram, description and weather conditions.
Retention & Disposition: Keep three years, then destroy.
- **Activity Reports:** Individual officer, shift, and other activity reports usually filed on a daily, weekly, or monthly basis. Useful for reference, performance monitoring, compiling annual reports, planning and budgeting, and for briefing subsequent shifts or activities. Applies to various duties, including dispatch, investigations, and patrol. Information usually includes: name, shift, date, activities, and various statistical categories for tracking the number of arrests, phone calls, mileage, etc. Also includes monthly and annual law enforcement or uniform crime reports summarizing statistics on criminal activity and office operations.
Retention & Disposition: Keep reports summarizing activities on an annual basis permanently. Keep other reports two years, then destroy.
- **Animal Control Records:** Records documenting animal control activities, often including: reports, logs, lists, cards, receipts, and related records. Subjects may include: lost and found animals, animals running at-large, dog bite reports, animals turned over to county animal control programs or humane society programs, etc.
Retention & Disposition: Keep two years, then destroy.
- **Arrest Warrant Records:** Records documenting the status of arrest warrants as served, unserved, or recalled by the court. May include: logs, validation listings, checkout sheets and related records. Logs usually include: date of warrant, subject's name, charge, date warrant served or recalled, etc.
Retention & Disposition: Keep until superseded or obsolete, then destroy.
- **Arrest Warrant Records:** Records relating to a written court order on behalf of the city or state commanding law enforcement officials to bring a specified individual before the court. May also include detainer requests, informational documents related to the wanted person, teletypes, and other records relevant to the service of warrants. Warrant information includes: date, court, judge's name, individual's name and date of birth, charge, etc.
Retention & Disposition: Keep until the warrant is served, recalled or canceled by the court, then destroy.
- **Booking Records:** Record of all persons arrested and booked by the police department. Information includes: case number, name, race, sex, date of birth, docket number, age, height, weight, hair, eyes, social security number, visible scars and marks, NCIC identification number, address, phone number, aliases, drivers license number, occupation, next of kin and address, booking officer's name, current date,

charge information, medical information, release date, time and arresting officer. Booking records related to deceased persons need not be retained.

Retention & Disposition: Keep homicides 20 years, felonies 10 years and misdemeanors five years, then destroy.

- **Bulletins from Other Agencies:** Records including bulletins, circulars, and related records received from federal, state and local law enforcement agencies. Usually contains descriptions and photographs of fugitives, missing persons, stolen property, etc.
Retention & Disposition: Keep until superseded, obsolete or no longer needed, then destroy.
- **Civil Enforcement Case Files:** Records relating to actions taken on a specific civil case. Information may include: attempts at service, actual service information, and documentation of enforcement actions taken under the provisions of the order.
Retention & Disposition: Keep three years after action completed, then destroy.
- **Community Service Programs:** Records relating to police community service programs, including: DARE, Neighborhood Watch, youth activities, etc. Records may include: publications, mailing lists, plans, evaluations, notes, reports, lesson plans and outlines, etc.
Retention & Disposition: Keep one copy of each publication permanently. Keep other records three years, then destroy.
- **Crime Analysis Files:** Records documenting police efforts to anticipate, prevent, or monitor criminal activity. May include reports, statistical summaries, photographs, audio/videotape, etc. Subjects often include: crime patterns or modes of operation, analysis of particular crimes, criminal profiles, forecasts, movements of known offenders, alerts from other agencies, etc.
Retention & Disposition: Keep major crime analyses or studies 10 years, then destroy. Keep other records until superseded, obsolete or no longer needed, then destroy.
- **Crime Prevention Security Survey Records:** Records documenting citizen-requested officer surveys of homes and businesses and subsequent recommendations for improving security. Information usually includes: areas vulnerable to break-ins, blocked exits, landscaping that can hide crime, etc. Information is typically compiled in a report that is sent to the property owner/renter.
Retention & Disposition: Keep two years, then destroy.
- **Crime Prevention Vacation House Inspection Records:** Records documenting inspection of homes and other properties while the occupants are away. Information typically includes: name, address, date received, vacation beginning and ending dates, emergency contact information, special conditions, dates and times officers checked the house or property, etc.

Retention & Disposition: Keep until superseded, obsolete or no longer needed, then destroy.

- **Criminal Arrest History Records:** Records documenting information on the accumulated criminal arrest history of individuals which may be useful in current or future investigations. Records may include: summary sheets or cards, arrest reports, fingerprint cards, mug shots, and related records. Information typically includes: name, aliases, residence, sex, age, date and place of birth, height, weight, hair and eye color, race, scars, marks, tattoos, abnormalities, date of arrest, offense committed, habits, closest relatives or friends, etc.
Retention & Disposition: Keep homicides 20 years, then destroy. Keep felonies 10 years, then destroy. Keep misdemeanors 5 years, then destroy.
- **Criminal History Dissemination Records:** Records documenting the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. May include teletype and computer message logs. Information includes: date of release, subject of information, recipient of information, reason information was requested, and identification numbers.
Retention & Disposition: Keep until superseded, obsolete or no longer needed and then destroy.
- **Detoxification Confinement Logs:** Logs listing names of individuals held because of drunkenness and released when sober. Includes dates and times confined and released, name of individual and related information.
Retention & Disposition: Keep two years, then destroy.
- **Equipment Issued Records:** These records document equipment issued to police department personnel, including: handcuffs, keys, uniforms, badges, bulletproof vests, and weapons (specifying the make, model, serial number and caliber).
Retention & Disposition: Keep until superseded or obsolete.
- **Expunged or Sealed Records:** Records documenting the arrest and/or conviction of a person who petitions and is granted by the court an order sealing or otherwise disposing of any related records. Also applies to juvenile records.
Retention & Disposition: Disposition of expunged records should be according to the directive of the court. Keep expungement orders 10 years or according to the directive of the court. Retain sealed records 10 years or according to the directive of the court.
- **Field Interrogation Reports:** Informational reports written by police officers relating to individuals, events or vehicles for which the officer does not have probable cause for enforcement. Typically includes: name and address of person contacted, physical description of person or vehicle, officer's name, location of contact, date and time, witnesses, reason for contact, etc.
Retention & Disposition: Keep two years, then destroy.

- **Firearm Disposal Records:** These files contain records of firearms that have been disposed of through sale, trade or destruction. They include the manufacturer's name, serial number, model, caliber, disposal method, disposal date, name of business purchasing firearm, and bid.
Retention & Disposition: Permanent.
- **Fingerprint Cards:** Cards containing fingerprints, palm prints, and other personal identifiers of arrested individuals. Used for identification and apprehension of suspects in criminal investigations. The cards also contain information necessary to identify the individual, including: fingerprint classification number, name, address, date of birth, date of arrest, social security number, photograph, occupation, employer, etc.
Retention & Disposition: Keep homicides 20 years, then destroy. Keep felonies 10 years, then destroy. Keep misdemeanors 5 years, then destroy. Keep other cards until superseded or obsolete, then destroy.
- **Fingerprint Cards (Latent):** Cards containing latent fingerprints and palm prints found at crime scenes without identification of suspects. These are compared against cards on file at the agency. Usually contains information related to the crime, location, date and time, and other details of the case.
Retention & Disposition: Keep cases involving crimes with no statute of limitations 75 years after case closed, then destroy. Keep all other cases one year after statute of limitations expires, then destroy.
- **Handgun Dealers Sales Records:** Records documenting purchases of handguns from dealers. May include duplicate register sheets mailed by the dealer to the police department and triplicate register sheets mailed by the dealer to the State Police for criminal records checks and then forwarded to the city police department. Information includes: series number, sheet number, sales person, date and time, city, make, serial number, caliber, name of purchaser, date of birth, address, height, occupation, race, eye and hair color, local address (if traveling) and signatures of purchaser and salesperson.
Retention & Disposition: Permanent
- **Indemnity Bonds:** Copies of insurance bonds issued to indemnify the police department against claims of wrongful actions in civil seizure cases.
Retention & Disposition: Keep two years after seizure completed and a return has been made to the court of issuance.
- **Impounded & Abandoned Vehicle Records:** Records documenting vehicles impounded by police due to accidents, abandonment, recovered stolen vehicles, vehicles used in commission of crimes, etc. May include reports, notifications, information cards or sheets, receipts, etc. Information typically includes: make, model, year, color, identification number, tag number, condition of vehicle and contents, reason for impounding, location of impoundment, charge (if any), towing

company used, release conditions, and name and address of individual to whom the vehicle was released.

Retention & Disposition: Keep records not included in case files two years after disposition of vehicle, then destroy.

- **Incident Case File Index:** Indexes to incident case files used as cross references between case numbers, names, dates, modus operandi, and other descriptive information.
Retention & Disposition: Keep until superseded or obsolete, then destroy.
- **Incident Case Files:** Central case files documenting complaints or other actions or incidents investigated by the police department. Usually filed by case number. Records may include investigative reports, fingerprint cards, arrest reports, supplemental reports, photographs, correspondence, teletypes, court orders, court dispositions, officer notes, laboratory reports, drug/alcohol test records, physical force records, citizen arrest certificates, copies of warrants, search warrants, and booking sheets, property/evidence reports, custody reports, and other related documents. Information typically includes: suspect information, alleged activity, location, date, validity of source information and other data.
Retention & Disposition: Keep cases involving crimes with no statute of limitations 75 years after case closed, then destroy. Keep protective custody files until the minor turns 18 or is emancipated. Keep all other cases until statute of limitations expires, then destroy.
- **Informant Case Files:** Records documenting information about informants used by department personnel. Records typically include: reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informant activities, and related records.
Retention & Disposition: Keep three years, then destroy.
- **Internal Investigations Case Files:** Records documenting investigations of police department personnel for violations of laws, rules or policies and may include findings and dispositions of investigations. Records often include: complaints, correspondence, investigatory reports, interviews, hearing summaries, testimony, etc. Information usually includes: the name of the officer investigated, reason, location of violation, date, accomplices' names and addresses, witnesses' names and addresses, action taken, etc.
Retention & Disposition: Keep files relating to investigations resulting in termination 10 years after date of termination, then destroy. Keep files relating to investigations resulting in disciplinary action or exoneration three years after final resolution.
- **Juvenile Temporary Custody Records:** Records documenting youths taken into temporary custody by the department. The action is not considered an arrest. Information typically includes: name, age and address of the youth; name and address of the person having legal or physical custody of the youth; reasons for and

circumstances under which the youth was taken into temporary custody; and related information.

Retention & Disposition: Keep three years, then destroy.

- **Liability Waivers:** Waivers signed by citizens going on ride-alongs with police officers. For juveniles, the waiver must be signed by a parent.
Retention & Disposition: Keep 10 years, then destroy.
- **Lost & Found Property Records:** Records documenting city receipt and maintenance of lost and found or abandoned property such as money, bicycles and other items not related to a crime. Includes: receipts, inventory lists, disposition information, etc. SEE ALSO property and Evidence Control and Disposition Records for records documenting property related to or held as evidence to an alleged crime. SEE ALSO Impounded & Abandoned Vehicle Records for records on abandoned vehicles.
Retention & Disposition: Keep three years, then destroy.
- **Maps:** Maps and related records maintained for reference and for tracking various trends. Examples include: Neighborhood Watch Program maps, street number location maps and books, parking meter maps, and maps plotting reported crimes in a given area.
Retention & Disposition: Keep until superseded or obsolete.
- **Master Name Index Records:** Records documenting information on each individual who has been field interrogated or arrested, suspects or accomplices in crimes, victims, complainants, and witnesses to incidents. Information typically includes: name, address, date of birth, race, sex, date and time of incident or contact, incident number, and related data.
Retention & Disposition: Keep until superseded or obsolete.
- **Mug Shots:** Photographs and negatives of arrested individuals used for identification and apprehension of suspects in criminal investigations. The photograph is stamped with the case number or a department number and the date the picture was taken.
Retention & Disposition: Keep homicides 20 years, then destroy. Keep felonies 10 years, then destroy. Keep misdemeanors 5 years, then destroy.
- **National Crime Information Center (NCIC) Records:** NCIC is a computerized database of criminal justice information available to federal, state and local law enforcement agencies. NCIC includes information on: wanted persons, individuals charged with serious/significant offenses, missing persons, gang members, etc. Categories of records in the system cover stolen vehicles, guns and articles, and wanted persons.
Retention & Disposition: Keep one year if not part of case file, then destroy.
- **Neighborhood Dispute Resolution Records:** Records documenting the city's dispute resolution program to handle complaints by citizens about disputes with

neighbors or merchants. Typical cases may cover: animal control, landlord/tenant issues, noise, harassment, property disputes, business/consumer issues, etc. Records may include: evaluation and intake records, service referrals, resolution agreements, and follow-up surveys. Information may include: name, phone number and address of person filing complaint; case number; date of activity; narration of request/complaint; name and address of offender; action taken; and other information. **Retention & Disposition:** Keep case records five years after last action, then destroy. Keep other records two years, then destroy.

- **Officer Notes:** Notes written by officers during the course of a shift containing information which may or may not be included in an official report. Information may pertain to contacts, incidents, unusual circumstances, and other subjects. Notes are often used for writing reports and testifying in court. Information typically includes: names, dates, times, vehicles, activities, locations and related information. **Retention & Disposition:** Keep three years, then destroy.
- **Parade Applications:** Applications and other records relating to parades on city streets, including: fees, insurance requirements, alternative routes for emergency vehicles, etc. **Retention & Disposition:** Keep two years, then destroy.
- **Parking & Traffic Warnings & Citations:** Police department copies of citations and records documenting warnings issued for traffic, motor vehicle and parking offenses. Information includes: date and time; name and address; date of birth, sex, and occupation; license number and state; year, make and model of vehicle; location and type of violation; name of officer issuing citation; etc. **Retention & Disposition:** Keep citation records two years, then destroy. Keep warning records until superseded, obsolete or no longer necessary, then destroy.
- **Pawnbroker and Secondhand Dealer Reports:** Reports submitted to the police department documenting merchandise bought and sold by dealers. Useful in tracing stolen items. Information includes: name, address, identification, personal description of pledgor, date, dealer's name, and description of article. **Retention & Disposition:** Keep two years, then destroy.
- **Photo Identification Records:** Photographs and other records used to identify agency employees, private security personnel, contract workers and others. May include photographs taken for agency identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data. **Retention & Disposition:** Keep until superseded, obsolete or no longer necessary, then destroy.
- **Polygraph Records:** Records documenting polygraph tests given to criminal suspects, prospective employees and others. Includes pre-examination records,

questions, statements of consent, analysis reports, results charts, conclusions, interviewee statements, and related information.

Retention & Disposition: Keep cases involving crimes with no statute of limitations 75 years after case closed, then destroy. Keep other cases one year after statute of limitations expires, then destroy.

- **Property and Evidence Control and Disposition Records:** Records used to track property and evidence coming into police department possession. Documents receipt, storage, and disposition of personal property and physical evidence from defendants, victims, etc. May include evidence photographs documenting crime scenes, accidents, and other incidents. Records often include: receipt forms, evidence logs (showing chain of possession of evidence), property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, etc. Information usually includes case number, tag number, date and time, property or evidence description, storage location, release date, etc. Often filed with Incident Case Files. SEE ALSO Lost & Found Property Records in this section for documents related to lost and found or abandoned property not related to an alleged crime.
Retention & Disposition: Keep records relating to crimes with no statute of limitations 75 years after case closed, then destroy. Keep records relating to all other cases 1 year after statute of limitations expires, then destroy.
- **Property Registration Records:** Records documenting registration of property for identification in case of theft, loss or burglary. Property includes, but is not limited to: bicycles, televisions, cameras, stereos and guns. Information typically includes: name and contact information of owner, description of property, serial number, etc.
Retention & Disposition: Keep until registration expired, superseded or obsolete, then destroy.
- **Property Sales Records:** Documents sale and conveyance of real and personal property by the police department. Records may include: certificates of levy, notices of sale, publication proofs, mailing receipts, copy of judgment and execution, certificate of sale, return of service, and copy of deed issued.
Retention & Disposition: Keep seven years, then destroy.
- **Radar Equipment Certification & Maintenance Records:** Records documenting the calibration and maintenance of radar equipment that may be useful in documenting the accuracy of the readings. Often includes original factory certification of calibration. Information relating to maintenance and repair may include: a description of work completed, parts used, date of service, equipment number, make, model, etc.
Retention & Disposition: Keep two years after equipment is replaced, then destroy.
- **Teletype, Fax & Electronic Messages:** Incoming and outgoing teletype, fax or electronic messages concerning a variety of subjects, including: incidents, meetings, arrests, warrant confirmation, etc. Information typically includes: date, time,

originating agency, and text. These are messages not warranting inclusion in Incident Case Files or other classifications of records.

Retention & Disposition: Keep until superseded, obsolete or no longer needed, then destroy.

- **Videotapes:** Videotapes documenting traffic stops and arrests, as well as surveillance videos of city facilities (including police facilities, airport, etc.).

Retention & Disposition: Keep tapes used as evidence until case reaches final disposition, then recycle or destroy. Keep tapes used for internal investigations until investigation ends, then recycle or destroy. Keep other tapes 30 days, then recycle or destroy.

Section 14 Public Works & Engineering Records

Engineering

- **Engineering Project Technical Records:** Records related to the planning, design, and construction of various city projects, including, but not limited to: streets, sidewalks, traffic lights, streetlights, bikeways, water and wastewater facilities, buildings, etc. May be useful for litigation, reference, or budget planning. Records often include impact statements, feasibility studies, plans, amendments, field test and laboratory reports, inspector reports, change orders, status reports, and related records. May contain historically significant records. SEE ALSO Maps, Plans, & Drawings in this section.
Retention & Disposition: Keep records of project cost three years after disposal or replacement of facility, structure, or system, then destroy. Keep all other records 10 years after substantial completion, then destroy.

General

- **Activity Reports:** Daily, weekly, monthly or other reports documenting the activities of public works department employees, including: type of activity, employees involved, time spent on activity, work completed, equipment and fuel used, etc.
Retention & Disposition: Keep reports summarizing activities on an annual basis permanently. Keep other reports two years, then destroy.
- **Benchmark Records:** Benchmarks placed by the city or the U.S. Geological Survey to denote elevations above sea level. Records may include books, maps, cards, and other documents. Information includes location monument number, elevation, description, and related data. Usually filed numerically by benchmark number.
Retention & Disposition: Permanent.
- **Delivery Tickets:** Tickets issued by suppliers to verify delivery of supplies or materials (concrete, road base, gravel, etc.). Information usually includes date, time, amount and type of supplies received, and related data.
Retention & Disposition: Keep two years, then destroy.
- **Equipment Maintenance and Repair Records:** Records documenting the inspection, maintenance, and repair of city-owned equipment not listed elsewhere in this section. Examples include, but are not limited to: generators, sewage lift pumps, water pumps, office equipment, and furniture. Records may include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes description of work completed, parts and supplies used, date of service, date, purchase price, equipment number, make, and model, and related data. SEE ALSO Equipment Asset Records in Administrative section.

Retention & Disposition: Keep two years after disposition of equipment, then destroy.

- **Facilities & Grounds Maintenance and Repair Records:** Records of all minor maintenance and repairs to buildings and grounds owned or leased by the city. Used to verify that repairs were made. May include summaries, logs, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data.
Retention & Disposition: Keep records requiring engineering stamps 2 years after life of structure, then destroy. Keep other records two years, then destroy.
- **Fill & Leaf Delivery Records:** Records documenting citizen requests and city delivery of fill material and leaves to private property. Often includes conditions, signature, address, and phone number of property owner, number of loads requested, desired dumping location, and related information. SEE ALSO Street Surface Maintenance Records in this section for records documenting the removal of leaves from city streets.
Retention & Disposition: Keep two years, then destroy.
- **Maps, Plans, Drawings & Photos:** Maps, plans, drawings, and photos created by or for the city. These include various types of maps such as system schematic, as-built, topographic, planimetric, orthophoto, resource, and others. System schematic maps represent locational and other information about major systems such as water and sewer. Other maps are derived from aerial photographs and represent physical features such as building footprints, edge of pavement, and contours. This category also includes as-built plans, drawings, and details documenting city engineering and construction projects.
Retention & Disposition: Keep final as-built versions permanently. Keep draft and working copies until superseded or obsolete, then destroy. Copies of maps, drawings, plans, photographs and similar records obtained from federal, state, county or other sources may be destroyed when no longer needed.
- **Maintenance Request/Complaint Records:** Records documenting complaints or requests concerning a variety of maintenance responsibilities carried out by the public works department. Examples include, but are not limited to: brushing and limbing; road grading, rocking, sealing, patching, and marking; traffic signals and signs; city-owned buildings and equipment; streetlights; and water and sewer system problems. Information often includes name, phone number, and address of person making request/complaint, narration of request/complaint, name of person responding to request/complaint, dates of related activities, resolution of request/complaint, and other data.
Retention & Disposition: Keep two years after last action, then destroy.
- **Master Plan Records:** Document the present and projected needs of the city for water, sewer, storm drainage, streets, bike paths, and other systems. Often includes an

implementation schedule for construction. Records often include plans, reports, evaluations, cost analyses, drawings, and related documents. Subjects may include rates, inventory evaluations, system rehabilitation or replacement, distribution of services, and others.

Retention & Disposition: Permanent.

- **Right-of-Way Permit Records:** Permits issued for private use or construction on public right-of-ways such as streets, sidewalks, and adjacent land. Examples of activities may include house moving, block parties and other uses. Information can include owner's name, address, and phone number, contractor's name, address, and phone number, location and description of activity, permit conditions, fee amount, date, signatures, and related data.
Retention & Disposition: Keep construction-related records 10 years after substantial completion of project, then destroy. Keep other records two years after expiration, revocation, or discontinuance of use, then destroy.
- **Survey Field Records:** Detailed field notes and other records related to surveys for boundary location or construction, including notes on traverses, right-of-way location, construction (including levels, cuts, and grades), sketches related to the survey, and other information.
Retention & Disposition: Keep general surveys and right-of-way location records permanently. Keep other construction records 10 years after substantial completion of project, then destroy.
- **Temporary Access/Construction Easement Records:** Records documenting temporary easements allowing entrance and work on property or streets not owned by the easement holder. Permits usually apply to city crews and utility workers. Information can include: applicant name, address, and phone number; contractor name and license number; utility involved; location; description of work; security deposit; surface restoration material used; signature; date; comments; permit number; and related data. SEE ALSO Deeds and Easements in the Administrative section for long-term easements.
Retention & Disposition: Keep two years after expiration of easement, then destroy.

Section 15 Streets, Streetlights & Bridges

- **Bridge & Culvert Maintenance & Repair Records:** Records documenting maintenance and repairs on city bridges and culverts. Includes pedestrian and bicycle bridges. May include summaries, reports, logs, and related records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data. SEE ALSO Activity Reports in this section.
Retention & Disposition: Keep records with engineering stamps documenting structural maintenance or repairs two years after bridge/culvert permanently removed from service, then destroy. Keep other records two years, then destroy.
- **Bridge Inspection Records:** Records related to bridge inspections required by the U.S. Department of Transportation [23 CFR 650.305]. Inspections generally are done every two years. Records may include reports prepared in accordance with federal standards, photographs, correspondence and related documents. May also include bridge inventory records described in 23 CFR 650.311.
Retention & Disposition: Keep two years after bridge removed from service, then destroy.
- **Crosswalk Records:** Records documenting the location and use of crosswalks in the city. Useful in determining the need for and placement of existing and proposed crosswalks. May include striping records, reports, maps, studies, and related records.
Retention & Disposition: Keep two years after superseded or obsolete, then destroy.
- **Railroad Crossing Records:** Records documenting city activities in relation to railroad crossings. Records may include crossing plans and drawings, reports and studies, accident records, and related documentation and correspondence.
Retention & Disposition: Permanent.
- **Speed Zone Records:** Records documenting the establishment and review of speed zones in the city, including reports, photographs, proposals, orders, maps, accident summaries, and related documents. Considerations include pedestrian and bicycle movements, environmental impact, adjacent land use, and other factors.
Retention & Disposition: Keep two years after superseded, then destroy.
- **Street & Road Condition Inventory:** Records documenting the condition of city streets, roads, curbs, shoulders, sidewalks, bikeways, alleys, etc. Useful for reference and planning. Information can include street or road name, location, year surveyed, constructed, and surfaced, bed and surface type, surface size, condition, and other data.
Retention & Disposition: Keep five years, then destroy.

- **Streetlight Inventory, Maintenance & Repair Records:** Records documenting inventory, maintenance and repairs on city streetlights. May include reports, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, pole numbers, maps, types of lights, dates of purchase and installation, narratives of repair work completed, equipment repaired or replaced, supplies used, personnel completing work, authorization, dates of activities, and related data. SEE ALSO Activity Records in this section.
Retention & Disposition: Keep three years, then destroy.
- **Streetlight Request & Survey Records:** Records documenting requests by citizens for the installation of streetlights, as well as city surveys to assess need and feasibility. Often includes request forms, correspondence, surveys, reports, and related records.
Retention & Disposition: Keep two years after last action, then destroy.
- **Street Maintenance & Repair Records:** Records documenting maintenance and repairs of city-owned streets and sidewalks. May include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, amount of materials used, personnel involved, authorization, dates of activities, and related data. SEE ALSO Activity Reports in this section.
Retention & Disposition: Keep records requiring engineering stamps 10 years after substantial completion, then destroy. Keep all other records two years, then destroy.
- **Street Surface Maintenance Records:** Records documenting routine and special street sweeping, cleaning, snow removal, sanding, leaf removal, and similar work. Often includes reports, summaries and similar records. Information can include: date and time, area covered, broom down time and mileage, traveling time and mileage, operator's name, equipment used, amount of sand applied, amount of leaves removed, weather conditions, and related data. **Retention & Disposition:** Keep three years, then destroy.
- **Traffic Control Equipment Inventory, Maintenance & Repair Records:** Records documenting the location, type, use, maintenance and repair of traffic signals and signs in the city. May include inventories, reports, summaries, and similar records. Information often includes location, type of signal/sign, timing intervals for signals, date of purchase and installation, narrative of work completed, equipment repaired or replaced, supplies used, personnel completing work, dates of activities, and related data. SEE ALSO Activity Reports in this section.
Retention & Disposition: Keep traffic signal records two years after equipment permanently removed from service, then destroy. Keep traffic sign records two years, then destroy.
- **Traffic Research & Accident Analysis Records:** Records documenting the study of traffic patterns, speed, direction, and accidents in the city. Records may include

various statistical data such as: machine or manual traffic counts, information on vehicles, bicycles, and pedestrians, types of accidents, complicated intersections, bridges, pedestrians, city streets/state highways, and other factors.

Retention & Disposition: Keep reports and summaries 10 years, then destroy. Keep other records five years, then destroy.

- **Truck Route Records:** Records documenting the designation of truck routes for transporting goods within and through the city. May include reports, maps, studies, and related documents. Subjects often include hazardous materials, triple trailer trucks, log trucks, buses, and others.

Retention & Disposition: Keep two years after superseded, then destroy.

Section 16 Wastewater & Stormwater

- **Discharge Monitoring Records:** Records documenting the amount of pollution discharged from the city wastewater treatment facility. May also include supporting documentation. Information includes date, period covered, NPDES permit number, discharge number, frequency of analysis, sample type, and average and maximum quantities and concentrations of solids, ammonia, chlorine, nitrogen, and other chemicals, and other data.
Retention & Disposition: Keep reports permanently. Keep other records five years, then destroy.

- **Equipment Maintenance & Calibration Records:** Records documenting the maintenance and calibration of equipment and instruments used to undertake and monitor wastewater treatment operations. Useful to verify equipment reliability and for reference by regulatory agencies. May include logs, reports, and related records. Information often includes date, type of equipment maintained or calibrated, tests performed, repairs needed, comments, and related data.
Retention & Disposition: Keep until equipment removed from service, then destroy.

- **Industrial Pretreatment Permits:** Permits issued by the city to private industries allowing the discharge of specific pollutants under controlled conditions. Often contains applications, permits, addenda, modifications, and related supporting documentation. Information may include influent and effluent limits, chemical analysis data, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related data.
Retention & Disposition: Keep permits, addenda, and modifications permanently. Keep other records five years after expiration or revocation, then destroy.

- **Mobile Waste Hauler Dumping Records:** Records documenting the dumping of septic pumpings and other wastes from various sources at the city waste treatment facility. Usually includes logs, manifests, and similar documents. Information often includes name and signature of hauler, quantity of wastes dumped, location at which wastes were pumped, and related data.
Retention & Disposition: Keep five years, then destroy.

- **National Pollution Discharge Elimination System (NPDES) Permits:** Records documenting the application for and issuance of a permit to the city under the Clean Water Act allowing discharge of specific pollutants under controlled conditions. Often contains applications, permits, addenda, modifications, and related supporting documentation. Information includes influent and effluent limits, chemical analysis records, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related data. SEE ALSO Wastewater Inspection Records in this section.
Retention & Disposition: Keep permit, addenda, and modifications permanently. Keep other records five years after expiration or revocation, then destroy.

- **Sewage Sludge Application Landowner Agreements:** Agreements between the city and landowners related to the application of sewage sludge to approved sites. Records may include signed agreements, exhibits, amendments, and related documents. Information usually includes agreement number, date, conditions or terms, parties involved, period covered, and signatures.
Retention & Disposition: Keep six years after expiration, then destroy.
- **Sewage Sludge Application Site Logs:** Logs documenting the agricultural application of sewage sludge to approved sites. Subjects include agronomic loading calculations related to maximum application of nitrogen in pounds per acre per year, and ultimate site life loading calculations tracking the amount of heavy metals applied.
Retention & Disposition: Permanent.
- **Sewage Sludge Management Plans:** Plans submitted by the city to engage in sludge disposal or application activity. Information includes method of sludge removal, land application or disposal sites, sludge stability determination methods, projected sludge storage basin use, sludge analyses, application rates, and heavy metal limitations.
Retention & Disposition: Permanent.
- **Sewer & Storm Drainage Maintenance & Repair Records:** Records documenting the maintenance and repair of city sewers and storm drains. May include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, amount and type of material used, personnel completing work, dates of activities, authorization, and related data. SEE ALSO Activity Reports and Sewer Television/Videoscan Inspection Records in this section.
Retention & Disposition: Keep records requiring engineering stamps two years after life of structure, then destroy. Keep other records two years, then destroy.
- **Sewer Smoke Test Records:** Records documenting smoke tests undertaken to verify hookup to main sewer lines, check condition of pipes, or determine effectiveness of backflow prevention devices. Information often includes maps or diagrams of lines tested, location of leaks detected, inspector's name, pipe size, and related data.
Retention & Disposition: Keep 10 years, then destroy.
- **Sewer Television/Videoscan Inspection Records:** Reports documenting television inspections used to locate problems and defects in sewer lines. Often consists of periodic inspections of existing lines, final inspections of newly constructed lines, and inspections at the end of warranty periods. Records usually contain videotapes and written reports. Information often includes date, type of inspection, conditions found, repairs needed, distances from manholes, and related data.
Retention & Disposition: Keep written reports one year after the life of the sewer line, then destroy. Keep videotapes one year after written report submitted, then destroy.

- **Strip & Circle Chart Records:** Records documenting the continuous monitoring of various wastewater treatment operations. May include strip charts, circle charts, and similar monitoring records. Information often pertains to pump flows, influent and effluent water flows, secondary total flow, influent pH, chlorine residue, and related subjects.
Retention & Disposition: Keep three years, then destroy.
- **Valve Maintenance Records:** Records documenting the location, specifications, maintenance, and repair of valves in the city sewer system. May include lists, charts, drawings, reports, logs, and related records. Information often includes valve location, identification number, run of pipe, size, make, year installed, depth, turns to open and normal position, narratives of valve maintenance and repair, tests run, personnel completing work, dates, and related data.
Retention & Disposition: Keep location and specification records one year after valve removed from service, then destroy. Keep all other records two years, then destroy.
- **Wastewater Facilities Permit Records:** Records documenting the application for and issuance of a permit authorizing the city to construct and operate a disposal system with no discharge to navigable waters. Examples include sewage lagoons, septic tanks, and drain fields. Records often include: applications, permits, addenda, modifications, and related supporting documentation.
Retention & Disposition: Keep permit, addenda, and modifications permanently. Keep other records five years after expiration or revocation, then destroy.
- **Wastewater Inspection Records:** Records documenting inspections of city wastewater treatment operations to monitor compliance with National Pollution Discharge System (NPDES) permit conditions. May include reports and supporting documentation. Information includes date, location, areas evaluated during inspection, summary of findings, pre-treatment requirements review, sampling checklists, flow measurements, laboratory assurance checklists, and related data.
Retention & Disposition: Keep reports permanently. Keep other records five years, then destroy.
- **Wastewater Treatment Operations Records:** Records not listed elsewhere in this schedule which document wastewater treatment operations. Created on a daily, monthly, and annual basis. Usually consists of reports, logs, log sheets, and related records.
Retention & Disposition: Keep annual reports permanently. Keep other records five years, then destroy.

Section 17 Water

- **Backflow Prevention Device Test Records:** Records documenting test results on backflow prevention devices designed to protect the city water system from pollution related to substances backing into water lines. Information usually includes date, type and size of device, serial number, location, test records, line pressure, name of tester, name and address of device owner, and related data.
Retention & Disposition: Keep three years after subsequent test, then destroy.
- **Cross Connection Control Survey Records:** Records documenting the monitoring of potential or actual water system health hazards from pollution entering water pipes from other pipes. Records may include reports, surveys, checklists, and related documents. Information often includes address, contact person, business name, date, inspector, type of facility, description of protection, comments, corrections made, and other data.
Retention & Disposition: Keep one year after disconnection or 10 years, whichever is longer, then destroy.
- **Consumer Confidence Reports:** Records documenting the presence of any contaminants identified by the city in city water over the course of a year. Reports are mailed to city residences and businesses receiving city water.
Retention & Disposition: 5 years.
- **Equipment Maintenance & Calibration Records:** Records documenting the maintenance and calibration of equipment and instruments used to monitor water treatment operations. Useful in verifying reliability and for reference by regulatory agencies. May include logs, reports, and related records. Information often includes date, type of equipment maintained or calibrated, tests conducted, repairs needed, comments, and related data.
Retention & Disposition: Keep until equipment removed from service, then destroy.
- **Hydrant Records:** Records documenting the location, specifications, maintenance, testing, and repair of water hydrants in the city water system. May include lists, charts, logs, reports, and related records. Information often includes location, make, description (main size, valve size, flow capacity, etc.), maintenance and repair narratives, dates, authorizations, and related data.
Retention & Disposition: Keep location and specification records until hydrant permanently removed from service, then destroy. Keep maintenance, test, and repair records 2 years, then destroy.
- **Non-Compliance Corrective Action Records:** Records documenting action taken by the city to correct violations of primary drinking water regulations. May include reports, logs, and related records.
Retention & Disposition: Keep three years after last action [40 CFR 141.33].

- **Sanitary Survey Records:** Records documenting surveys examining the overall sanitary condition of the city water system. May be conducted by the city, private consultants, or state or federal agencies. Records may include written reports, summaries, and related documents.
Retention & Disposition: Keep reports permanently. Keep other records five years, then destroy.
- **Secondary Contaminant Reports:** Reports documenting the analysis of water samples to determine the level of secondary contaminants. Secondary contaminants are those, which, at levels generally found in drinking water, do not present a health risk but may affect taste, odor, and color of water, as well as stain plumbing fixtures and interfere with water treatment processes. Information may include date, report number, analyst, time of sample collection, contaminant levels, and related data.
Retention & Disposition: Keep 10 years, then destroy.
- **Utility Meter Installation, Location, Maintenance, and Repair Records:** Records documenting the installation, location, maintenance, testing, calibration and repair of city operated water and power meters. May include logs, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes address, narrative of work completed, personnel completing work, dates, and related data.
Retention & Disposition: Keep one year after meter removed from service, then destroy.
- **Utility Installation & Connection Records:** Records documenting installation of city utility systems or the connection of specific properties to city water, sewer, power, or similar systems. Does not apply to temporary stoppages or disconnections service. May include applications, permits, and similar records. Information often includes applicant's name and address, permit number, fee charged, service level, type of structure, pipe size, meter size and number, and related data.
Retention & Disposition: Keep two years after physical disconnection, then destroy.
- **Utility Line Location Request Records:** Records documenting requests and city action to locate underground lines in the vicinity of a construction site. Information often includes name of person requesting location; planned and actual date and time of location; notations of water, sewer, storm drains, and other line locations; name and signature of person locating lines; and related data.
Retention & Disposition: Keep two years, then destroy.
- **Variance & Exception Records:** Records documenting variances and exceptions granted to the city by regulatory agencies concerning water treatment operations. Information may include date, conditions of variance or exception, expiration date, and related data.
Retention & Disposition: Keep five years after expiration or revocation of variance or exception, then destroy.

- **Valve Maintenance Records:** Records documenting the location, specifications, maintenance, and repair of valves in the city water and sewer systems. May include lists, charts, drawings, reports, logs, and related records. Information often includes valve location, identification number, run of pipe, size, make, year installed, depth, turns to open and normal position, narratives of valve maintenance and repair, tests run, personnel completing work, dates, and related data.
Retention & Disposition: Keep location and specification records one year after valve removed from service, then destroy. Keep all other records two years, then destroy.
- **Water Bacteriological Quality Analysis Reports:** Reports documenting water samples taken from various locations throughout the city water system and supply sources for bacteriological tests. Information includes: location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis.
Retention & Disposition: Keep five years, then destroy.
- **Water Chemical & Radiological Analysis Reports:** Records documenting water samples taken from various locations throughout the city water system and supply sources for chemical and radiological tests. Information includes location, collection date, person collecting sample, sample type, analysis date, laboratory name, person conducting analysis, analytical method used, and results of the analysis.
Retention & Disposition: Keep 10 years, then destroy.
- **Water Consumption Reports:** Reports documenting statistics of daily, monthly and annual water consumption. Useful for prediction of future flows and peak demands. Information may include water consumption in millions of gallons and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs.
Retention & Disposition: Keep annual reports permanently. Keep information summarized in annual report one year, then destroy. Keep information not summarized in annual report 10 years, then destroy.
- **Water Line Maintenance & Repair Records:** Records documenting the maintenance and repair of city-owned water lines. May include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. Information often includes, location, narrative of work completed, amount and type of materials used, personnel completing work, dates of activities, authorization, and related data. SEE ALSO Valve Maintenance Records, Hydrant Records, and Activity Reports in this section.
Retention & Disposition: Keep records requiring an engineering stamp two years after water line permanently removed from service, then destroy. Keep other records two years, then destroy.
- **Water Treatment Operations Records:** Records not listed elsewhere in this schedule, which document water treatment operations, created on a daily, monthly, or annual basis. Records may include state or federal required reports. Usually consists

of reports, logs, log sheets, and related records. Subjects may include amount and types of chemicals used, filter rates, and others.

Retention & Disposition: Retain annual reports permanently. Retain other records 5 years.