

CITY OF DOVER

RESOLUTION NO. 56

A RESOLUTION OF THE CITY OF DOVER, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING A RECORD RETENTION SCHEDULE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a record 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.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Dover, Bonner County, 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 of 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.

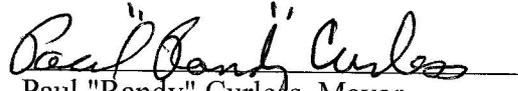
The City of Dover Records Retention Policy is effective June 11, 2009.

Upon a motion and a second to approve the foregoing Resolution, the following vote was recorded:

Councilwoman Burge	Aye
Councilwoman Becker	Aye
Councilman Janish	Aye
Councilman Darling	Aye

Upon the above Council vote, the text of the foregoing was duly enacted as a Resolution of the City Council of the City of Dover, Idaho on this 11th day of June, 2009.

CITY OF DOVER
BONNER COUNTY, IDAHO


Paul "Randy" Curless, Mayor

ATTEST:


Kym Holbert, City Clerk

RECORD RETENTION SCHEDULE

Contents

Administrative Records.....	1
Accounting, Budget, Finance & Payroll Records.....	6
Planning & Zoning Records.....	12
Election Records.....	15
Information Systems Records.....	16
Insurance, Risk Management & Safety Records.....	17
Legal Records.....	19
Personnel Records.....	20
Public Works & Engineering Records.....	23

Administrative Records

- **Activity & Facility Scheduling & Reservation Records:** Records documenting scheduling and reservations related to public participation in and use of various city activities, events and facilities. Includes schedules, logs, lists, requests, etc.

Transitory: Keep one year.

- **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.

Permanent: Keep records relating to mayoral and council appointments permanently.

Semipermanent: Keep all other records five years after service with city ends.

- **Calendars, Appointment Books & Scheduling Records:** Records including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, and other activities of city officials.

Transitory: Keep one year.

- **Capital Asset Records:** Records documenting purchase, maintenance, inventory, depreciation and disposition of capital assets, such as buildings, real estate, infrastructure, vehicles, equipment, and other assets with a useful life generally more than five years.

Semipermanent: Keep records (except inventories) five years or three years after disposal or replacement of capital asset (whichever is longer).

Transitory: Keep inventories until superseded.

- **City Council Meeting Agenda, Minutes & Recordings:** Records documenting meetings of the city council and motions, resolutions, ordinances and other actions taken at council meetings.

Permanent: Adopted council meeting minutes and council meeting agendas (if not included in the minutes) are permanent.

Transitory: Keep audio/visual recordings of non-land use issues until superseded, obsolete, or administrative needs end. Keep notes for meeting minutes until minutes officially approved.

- **Contracts & Agreements:** Agreements with vendors and other parties for the acquisition, lease, lease-purchase or sale of equipment, supplies, services or property.

Semipermanent: Keep five years after contract term expires.

- **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.

Permanent: Policy/program correspondence is permanent.

Semipermanent: Keep general administrative correspondence for five years.

Transitory: Keep transitory correspondence until administrative needs end.

- **Deeds & Real Property Records:** Records relating to ownership of real property, including deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and records relating to acquisition and disposal of real property such as offer letters, options, agreements of short duration, staff reports, appraisal and inspection reports, letters of transmittal, and related records.

Permanent.

- **Disaster Preparedness & Response Records:** Records documenting planning for, impact of, 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: plans and studies, logs, diaries, damage assessment reports, response reports, situation and resource status reports, resource ordering and tracking records, financial documentation, messages, photographs, etc.

Permanent.

- **Easement Records:** Records relating to acquisition of city-owned easements and rights-of-way for public works or other local government purposes, including deeds, correspondence and legal documentation.

Permanent.

- **Franchise Records:** Records relating to franchises for electricity and natural gas distribution, cable television and garbage collection, including: contracts, franchise fee information, election information, audits and other verification of revenue from franchisee, published franchise ordinance, and other records.

Semipermanent: 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.

Permanent.

- **Key Records:** Document the issuance of keys to city staff for entrance to city buildings.

Transitory: Keep until superseded.

- **Legislative Issues:** Bulletins, publications, bills, and other information about state/federal legislation affecting the city.

Transitory: Keep until administrative needs end.

- **News Releases:** Prepared statements, announcements, and news conference transcripts issued to the news media by the city.

Permanent.

- **Notary Bond Records:** Bond posted by notaries conditioned on the faithful performance of their duties. Note—other notary records, including application, appointment, journal and other records are the property of the notary.

Semipermanent: Keep six years after expiration.

- **Oaths of Office:** Signed oaths of elected officials swearing to uphold the federal and state constitutions and laws of the city.

Permanent.

- **Ordinances & Resolutions:** Ordinances and resolutions passed or considered by the city council.

Permanent: Adopted ordinances and resolutions are permanent.

Transitory: Keep proposed ordinances and resolutions that are not adopted until administrative needs end.

- **Permits & Licenses:** Includes records relating to city permits and licenses, including: beer, wine and liquor by the drink, animal licenses, business licenses, daycare licenses, pawn shop licenses, taxicab licenses, etc.

Semipermanent: Keep five years after expiration, revocation or denial.

- **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.

Temporary: Keep three years.

- **Proclamations:** Ceremonial or celebratory statements issued by the mayor.

Permanent: Proclamations are permanent, with the exception of those requested by outside groups or organizations (see below).

Transitory: Keep proclamations requested by outside groups/organizations one year.

- **Professional Membership Records:** Records documenting city-paid individual memberships and activities in professional organizations (i.e. Idaho City Clerks, Treasurers & Finance Officers Association, Association of Public Treasurers, etc.).

Semipermanent: Keep five years.

- **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.

Permanent.

- **Public Records Requests:** Includes written public records requests, city denials of public records requests, appeals information, etc.

Temporary: Keep two years after last action or final disposition of appeal (whichever is longer).

- **Publications:** Includes newsletters, annual reports, policies (e.g. personnel, internet use, drug testing, etc.), manuals, pamphlets, brochures, leaflets, reports, plans, feasibility studies, proposals, etc. published by the city or at the city's request.

Permanent: Keep one copy of newsletters, annual reports, policies and procedures manuals, plans, feasibility studies and other publications with lasting significance permanently.

Semipermanent: Keep other publications five years.

- **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.

Semipermanent: Keep five years.

- **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.

Semipermanent: Keep five years.

- **Records Management Records:** Records documenting the inventory, retention, management and disposition of city records, including: records retention schedules, inventory worksheets, correspondence, etc.

Permanent: Keep record retention schedules and amendments, and destruction records including destruction resolution and authorization from Idaho State Historical Society and legal counsel, permanently.

Semipermanent: All other records relating to records management keep five years.

- **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.

Semipermanent: Keep until vehicle/equipment is removed from service.

- **Telephone Messages:** Includes actual telephone messages and telephone message registers.

Transitory: Keep for one week or until administrative needs end.

- **Vacation Records:** Recorded property vacations by the city, including streets, alleys, easements, public utilities, subdivisions, and rights-of-way. Records may include: petitions to vacate, maps, descriptions of property, staff reports, and related correspondence.

Permanent.

- **Vehicle Maintenance & Repair Records:** Document the maintenance and repair history of 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.

Semipermanent: Keep until vehicle is removed from service.

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.

Semipermanent: Keep five years after fiscal year end.

- **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.

Semipermanent: Keep five years after fiscal year end.

- **Audit Report:** Documents the city's annual audit, examining compliance with generally accepted accounting principles and methods, the accuracy and legality of transactions and accounts, 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.

Permanent.

- **Bank Transaction Records:** Records documenting the status and transaction activity of city bank accounts, including account statements, deposit and withdrawal slips, checks, checkbook stubs and check registers, etc.

Semipermanent: Keep five years after fiscal year end.

- **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.

Temporary: Keep three years after discharge of debt or last action (whichever is shorter).

- **Bond Records:** Records documenting financing of 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, State Treasurer public bond issue reports (IDAPA 54.01.01), etc.

Permanent: Bond and election ordinances are permanent.

Semipermanent: Keep all other records five years after the bonds are paid off.

- **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.

Permanent: Keep notice of budget hearing (with tentative budget) and appropriations ordinance and amendments permanently.

Temporary: Keep all other records three years after fiscal year end.

- **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.

Semipermanent: Keep five years after superseded, terminated, or employee separation.

- **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, 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.

Semipermanent: Keep five years after fiscal year end.

- **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.

Semipermanent: Keep six years after expiration.

- **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.

Semipermanent: For records documenting expenditure of grant funds, see Grant Records in this section. Keep all other records five years after fiscal year end.

- **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.

Temporary: Keep five years after fiscal year end.

- **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.

Semipermanent: Keep five years after fiscal year end.

- **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.

Permanent: Keep fiscal year-end financial reports and quarterly published treasurer's reports permanently.

Semipermanent: Keep all other reports five years after fiscal year end.

- **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.

Semipermanent: Keep five years after resolution.

- **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.

Semipermanent: Keep year-end ledgers 10 years after fiscal year end. Keep all other general ledgers five years after fiscal year end.

- **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.

Temporary: Keep three years after completion of the terms of the gift/contribution, unless otherwise specifically provided.

- **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.

Permanent: Keep final reports from significant grants permanently.

Semipermanent: Keep records documenting the purchase and/or disposal of real property 10 years after substantial completion or as specified in the agreement, whichever is longer. Keep other grant records five years or as specified in the agreement, whichever is longer.

Temporary: Keep unsuccessful grant applications three years.

- **Investment Records:** Reports, statements, summaries, correspondence and other records documenting and tracking investments made by the city, including the Local Government Investment Pool.

Semipermanent: Keep five years after fiscal year end.

- **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.

Temporary: Keep three years.

- **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.

Semipermanent: Keep year-end leave balance reports 10 years after employee separation. Keep all other records five years after fiscal year end.

- **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.

Permanent: Ordinances, assessment rolls and payment records (if kept separately from the roll itself) are permanent.

Semipermanent: Keep other records five years after the local improvement district is closed and all bonds are paid off.

- **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.

Temporary: Keep three years after fiscal year end.

- **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.

Semipermanent: Keep year-end (or month-end, if year-end registers not used) 5 years after fiscal year end. Keep all other payroll registers five years after fiscal year end.

- **PERSI Records:** Records relating to PERSI, including Employer Remittance Forms, invoices, correspondence, financial adjustments, etc.

Semipermanent: Keep five years after fiscal year end.

- **Receipts:** Copies of receipts, showing the date, from whom received, amount, purpose, etc.

Semipermanent: Keep five years after fiscal year end.

- **Sales & Use Tax Forms:** Used to report and remit sales tax collected and due to the state.

Semipermanent: Keep five years after fiscal year end.

- **Signature Authorization Records:** Records documenting authorization of designated employees to sign fiscal and contractual documents.

Semipermanent: 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.

Semipermanent: Keep year-end payroll register 75 years after fiscal year end. Keep all other records five years after fiscal year end.

- **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.

Temporary: Keep three years.

- **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.

Temporary: Keep three years.

- **Vendor Lists:** Lists of vendors providing goods and services to the city.

Transitory: 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 Records in this section.)

Semipermanent: Keep five years.

- **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 Records in this section.)

Semipermanent: Keep five years after employee separation.

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.

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, "committee of nine" proceedings, etc.

Permanent.

- **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 setbacks and other regulations. Documents include: site plan, vicinity map, etc.

Permanent: Keep plans and specifications for publicly-owned and commercial structures permanently.

Temporary: Keep plans and specifications for residences two years after completion of project.

- **Code Enforcement:** Case files on city code violations including: correspondence with owners, site inspections, photographs, enforcement actions, and hearings.

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.

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.

Permanent: Keep application and decision documents permanently.

Semipermanent: Keep other records 10 years after expiration, revocation or discontinuance of use.

- **Development Agreements:** Records documenting formation, modification and termination of development agreements, in which the city requires the developer to make a written commitment concerning use or development of the subject parcel as a condition of rezoning. The agreements are recorded and binding on subsequent property owners.

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.

Semipermanent: 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. Keep other records 10 years.

- **Future Acquisitions Map:** Records relating to the future acquisitions map, which identifies land proposed for acquisition for infrastructure and services over the next 20 years.

Permanent.

- **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.

Permanent: Keep land use exhibits referenced in minutes permanently.

Semipermanent: Keep exhibits not referenced in minutes five years.

Transitory: Keep audio recordings one year after the date of the hearing, unless a longer period is required due to litigation.

- **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.

Permanent.

- **Plan Review Reports:** Reports indicating compliance with planning and zoning ordinances, and other city requirements.

Permanent: Keep plan review reports for commercial buildings permanently.

Semipermanent: Keep plan review reports for residential buildings five years after completion of project.

- **Planning Studies:** Reports completed in-house or by outside consultants on specific planning issues, including transportation plans, affordable housing plans, etc.

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.

Permanent: Keep application and decision documents permanently.

Semipermanent: Keep other records 10 years after approval or denial.

- **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 administrative lot split or "short plat" applications involving less than five lots.

Permanent: Keep records relating to approved subdivisions permanently.

Semipermanent: Keep records relating to denied, expired or revoked applications 10 years after denial, expiration or revocation.

- **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.

Semipermanent: Keep 10 years after the life of the structure.

- **Zoning Permit Applications & Review:** Applications for construction, structural modifications, installation of fences, etc.

Permanent.

- **Zoning Permits:** Permits granted to property owners for construction, structural modifications, installation of fences, etc.

Permanent: Keep zoning permits for completed structures permanently.

Semipermanent: Keep revoked or expired zoning permits two years after revocation/expiration.

- **Zoning Maps:** Show zoning boundaries in the city, with streets, property lines, and zoning classifications.

Permanent.

Election Records

- **Ballots:** Includes voted ballots, unused ballots, absentee ballots, spoiled ballots, and ballot stubs.

Temporary: Keep two years.

- **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).

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.

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.

Semipermanent: Keep five years.

- **Notices of Election & Sample Ballots:** Includes the first and second notice of election and sample ballot, which are published in the official newspaper.

Permanent.

- **Petitions:** Petitions for initiative, referendum, recall, liquor by the drink, & other elections.

Permanent.

- **Poll Books:** Books showing the name, address and signature of those voting in city elections.

Permanent: Keep one poll book from each precinct permanently.

Temporary: Duplicate copies of poll book 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.

Permanent.

Information Systems Records

- **Computer System Maintenance Records:** These records document the maintenance of city computer systems and are used to ensure compliance with warranties and service contracts; schedule regular maintenance; diagnose system or component problems; and document system backups. Records may include, but are not limited to: computer equipment inventories, hardware performance reports, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, etc.), system backup reports and procedures, backup tape inventories, etc.

Temporary: Keep records related to system or component repair or service for the life of the system or component. Keep records related to regular or essential records backups one year after superseded or obsolete.

- **Computer System Program Documentation:** Records documenting the development, installation, modification, troubleshooting, operation and removal of software from city computer systems; records required to plan, develop, operate, maintain and use electronic records; system specifications, file specifications, codebooks, record layouts, user guides and output specifications.

Temporary: Keep migration plans until superseded or obsolete. Keep other records one year after system superseded or obsolete.

- **Computer System Security Records:** Records documenting the security of the city's computer systems, including: employee access requests, passwords, access authorizations, and related documents.

Temporary: Keep three years after superseded or obsolete.

- **Software Management Records:** Records documenting the use of software in city information systems to ensure that institution software packages are compatible, that license and copyright provisions are complied with and that upgrades are obtained in a timely manner. Records may include, but are not limited to: software purchase records, inventories, licenses and correspondence.

Temporary: Keep two years after software disposed of or upgraded.

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.

Temporary: If no claim is filed, keep three years.

- **Contractor Liability Insurance Verification Records:** Letters or certificates of coverage provided by insurance companies declaring that 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.

Semipermanent: For city public works projects keep 10 years after substantial completion. Keep all other records six years after expiration.

- **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.

Semipermanent: For city public works projects keep 10 years after substantial completion. Keep all other bond records six years after expiration.

- **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.

Permanent: Keep group employee health and life, property and liability insurance policies permanently.

Semipermanent: Keep other insurance records six years after expiration if no claims pending.

- **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.

Semipermanent: Keep 10 years after case closed or dismissed.

- **Liability Waiver Records:** Document the release of the city from liability related to activities such as participating in city-sponsored recreational events or classes, etc. Information usually includes: release terms, date, signatures, and related information.

Semipermanent: Keep six years.

- **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.

Temporary: If no claim is filed, keep three years.

- **Public Injury Reports:** Records documenting injuries sustained by non-employees on city property. Information usually includes: date, time, and location; description of injury; name, address, phone number, sex and age; witnesses and other related information.

Temporary: If no claim is filed, keep three years.

- **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.

Semipermanent: Keep safety policies, plans and procedures five years after superseded.
Keep inspection reports, evaluations, and recommendations ten years.
Keep all other records five years.

- **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.

Semipermanent: Keep five years after claim closed or final action.

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.

Semipermanent: 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.

Semipermanent: Keep 10 years, provided there is no pending litigation.

- **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.

Semipermanent: 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.

Semipermanent: 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/rules or local ordinances/policies.

Permanent.

Personnel Records

- **Affirmative Action Records:** Records documenting city compliance with the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972 and the Americans with Disabilities Act. Records include: plans, updates, policy statements, reports, investigations, case files, complaints and related information. Also includes EEO-4 reports submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements by cities with 15 or more employees.

Permanent: Keep plans, updates and policy statements permanently.

Semipermanent: Keep EEO-4 reports and all other records five years.

- **Benefits Continuation Records:** Records documenting notice to employees, spouses and dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave and whether coverage was elected or rejected. Continuation may be under COBRA or another provision. Notice is also sent to a third party administrator who administers the extended coverage. Records may be filed with the Employee Benefits Records or Employee Personnel Records.

Semipermanent: Keep three years after employee separation or eligibility expired or five years, whichever is longer.

Note: No retention period specified in 26 CFR Part 54.

- **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.

Semipermanent: Keep year-end leave balance reports and official copy of retirement enrollment records 75 years after date of hire. Keep other records five years after employee separation or eligibility expired.

- **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.

Semipermanent: Keep hazard exposure records 30 years after separation. Keep other records five years after separation or completion of litigation, whichever is longer.

- **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, drug testing, salary schedules, personnel actions, performance evaluations, awards and other special recognition, letters of recommendation, investigation information, 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.

Semipermanent: Keep ten years after separation.

- **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.

Semipermanent: Keep five years after separation.

- **Hazard Exposure Records:** Emergency response employees exhibiting signs or symptoms possibly resulting from exposure to hazardous substances are required to be provided medical examination and consultation. Records include: employee's name and social security number; physician's written opinion, recommended limitations; results of examinations and tests; employee medical complaints related to hazardous substance exposure; description of employee's duties as they relate to exposure; the employee's exposure levels or anticipated exposure levels; description of protective equipment used; and information from previous medical examinations of the employee which is not readily available to the physician and other information.

Semipermanent: Keep 30 years after separation.

- **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.

Temporary: Keep three years after superseded, obsolete or administrative needs end.

- **Recruitment & Selection Records:** Document the selection of city employees, and contracted service providers such as attorneys, auditors, consultants, etc. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, affirmative action records, interview questions, interview and application scoring notes, letters of reference, position

authorization forms, certification of eligibles, recruitment summary records (job announcement, position description), and related correspondence and documentation.

Semipermanent: Keep announcement records, position description, and test and rating records 10 years.

Keep unsuccessful applications and all other records five years after position filled or recruitment canceled.

- **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.

Semipermanent: Keep significant program records five years.

Temporary: Keep class enrollment and attendance records two years.

Transitory: Keep all other records one year.

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, 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.

Semipermanent: Keep records of project cost three years after disposal or replacement of facility, structure, or system. Keep all other records 10 years after substantial completion.

General

- **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/materials received, and related data.

Temporary: Keep two years.

- **Equipment Maintenance & 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, 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 of purchase, purchase price, equipment number, make and model, and related data.

Semipermanent: Keep until equipment removed from service.

- **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. This category also includes as-built plans, drawings, and details documenting city engineering and construction projects.

Permanent: Keep maps, plans, drawings, and photos permanently (with the exception of copies obtained from other agencies).

Transitory: Copies of maps, plans, drawings, and photos obtained from federal, state, county or other agencies may be destroyed when superseded, obsolete or administrative needs end.

- **Right-of-Way Permit Records:** Permits issued for private use or construction on public rights-of-way 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.

Semipermanent: Keep construction-related records 10 years after substantial completion of project.

Temporary: Keep other records two years after permit expiration, revocation, or discontinuance of use.

- **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.

Permanent: Keep general surveys and right-of-way location records permanently.

Semipermanent: Keep other records 10 years after substantial completion of project.

Streets

- **Special Event Records:** Records documenting preparation for and implementation of traffic changes related to special events such as parades, motorcades, and demonstrations. Includes situations resulting in heavy traffic or street use requiring street closures, traffic rerouting, barricades, signal timing changes, and other variations. May include notifications, planning documents, reports, and related records.

Temporary: Keep two years after event.

- **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.

Temporary: Keep two years after superseded.

- **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 and location; year surveyed, constructed, and surfaced; bed and surface type; surface size; condition; and other data.

Semipermanent: Keep five years.

- **Street Banner Records:** Records documenting proposals for and installations of banners on city streets, often in relation to civic events or celebrations. Records may include: plans, maps, proposals, reports, applications, and other documents. Applications usually include: applicant's name, address, and phone number; organization name; banner message; display period requested; signature of city official approving permit; and related information.

Temporary: Keep two years.

- **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.

Semipermanent: Keep records requiring engineering stamps 10 years after substantial completion. Keep all other records five years.

- **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.

Semipermanent: Keep five years.

- **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.

Temporary: Keep two years after superseded.

Water

- **Water Bacteriological Quality Analysis Reports:** Reports documenting water samples taken from city well. 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.

Semipermanent: Keep five years.

- **Water Chemical & Radiological Analysis Reports:** Records documenting water samples taken from city well 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.

Semipermanent: Keep 10 years.