

CITY OF CHESTERFIELD
POLICY STATEMENT

*FINANCE AND ADMINISTRATION

NO. 007

SUBJECT Records Retention

INDEX FA

DATE

ISSUED 11/18/91

DATE

REVISED

POLICY

The City of Chesterfield adopts the Secretary of State's Missouri Municipal Records Retention Manual in its entirety.

RECOMMENDED BY:

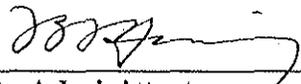


Department Head/Council Committee (if applicable)

3/5/99

Date

APPROVED BY:



City Administrator

3/8/1999

Date

City Council (if applicable)

Date

Municipal Records Retention Schedule

See also the General Records Retention Schedule.

| | <i>Record Series Title</i> | <i>Retention</i> |
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| | ADMINISTRATIVE RECORDS | |
| (0001) | ACCIDENT REPORT FILES Includes reports describing accidents involving city employees resulting in personal injury. May also include copies of Workers' Compensation claims. | UNTIL CASE IS CONCLUDED AND 5 YEARS AFTER. |
| (0003) | ANNEXATION RECORDS Includes records used to annex property into city boundaries. Files usually contain correspondence citizens' petitions, maps, and official annexation action. | 6 YEARS AFTER RECORDED IN MINUTES. |
| (0008.2) | BUDGET ADJUSTMENTS Records documenting the transfer of or supplemental appropriation to departmental monies during the fiscal year. | 5 YEARS |
| (0009) | CENSUS REPORT Population figures and other information by census tract and block, gathered by the U.S. Bureau of Census. May also include maps. | 10 YEARS OR UNTIL SUPERSEDED BY NEXT REPORT. NON-CURRENT CENSUS REPORTS CAN BE OBTAINED FROM STATE LIBRARY OR STATE OFFICE OF ADMINISTRATION. |
| (0012) | CITY SEAL Current and past official city seals. | PERMANENT |
| (0015.1) | MAINTENANCE GUARANTEE BONDS (PRIVATE DEVELOPMENT) | TERM OF CONTRACT, PLUS TERM OF BOND, PLUS 4 YEARS. |
| (0016) | GENERAL HOUSEKEEPING FILES: These records created or maintained by an office of a general housekeeping nature and do not relate directly to the primary program responsibility of the office. Included are such records as: <ol style="list-style-type: none">1. charitable fund raising drive materials,2. daily, weekly, monthly office reports | UNTIL NO LONGER NEEDED |

- and assignments,
- 3. notices of holidays,
- 4. parking assignment lists,
- 5. rough drafts or notes created in compiling reports or studies,
- 6. reference materials used but not created by the office such as trade publications and journals,
- 7. MIRMA (Missouri Insurance Risk Management Association) inspections and reports of workplace, vehicles, and active office or agency environment.

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| (0020) | EMPLOYEE SUGGESTION FORMS Records for "employee suggestion", "good idea" and "action needed" programs. | DESTROY WHEN NO LONGER OF ADMINISTRATIVE VALUE |
| (0022) | FRANCHISES-UTILITIES, CABLE TV, ETC. These files include franchises granted by the city to utility companies or other non-public organizations permitting them to provide services within the city. NOTE: VITAL RECORDS: See introduction for further guidance. | 5 YEARS AFTER CANCELLATION OR EXPIRATION OF FRANCHISE. |
| (0024) | HISTORIC PRESERVATION FILES These files include records relating to historical preservation programs and projects in the city. The records consist of files used in the restoration of individual historical structures or restoration projects encompassing an entire area of the city. Correspondence, plans and studies, progress reports, and grant records are often included. | PERMANENT FOR HISTORICAL PURPOSES. |
| (0028) | LAND TRUST PROPERTY RECORD | 7 YEARS |
| (0029) | LANDFILL FILES May include studies, costs, appraisals, testing, regulations, applications and reports of local, state or federal agencies. | PERMANENT |
| (0029a) | LANDFILL FILES CERTIFICATE OF INSURANCE Certificate is used to verify that a hauler has insurance coverage and indicates amount of coverage. They are submitted annually by the company and have an annual expiration date. | COA |
| (0039) | PETITIONS Consists of petitions signed by citizens requesting action by the city. Petitions state the issue of concern and list the names of citizens. Includes petitions of initiative, referendum, recall, vacation of public rights-of-way, etc. | 5 YEARS. RETAIN VACATION OF PUBLIC-RIGHTS-OF-WAY ALONG WITH ORDINANCES. |

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| (0000) | <p>PLAT RECORDS See PLANS AND ZONING - MAPS AND PLATS FILES</p> <p>See ADMINISTRATIVE RECORDS - ORDINANCE</p> <p>See ADMINISTRATIVE RECORDS - CONTRACT</p> | |
| (0043) | <p>PROCLAMATIONS All official proclamations issued by the mayor, board or council.</p> | 1 YEAR AFTER RECORDED IN OFFICIAL MINUTES. IF NOT IN MINUTES, RETAIN PERMANENTLY. |
| (0048) | <p>INDEX OF FILES Index listing of files often by major categories of records.</p> | UNTIL SUPERSEDED OR REVISED |
| (0052.1) | <p>DAMAGE AND LOSS REPORT-CITY PROPERTY Record of damage and loss attributable to theft, arson, vandalism, employee negligence, defective equipment, damage to structures and buildings, money and security losses, vehicle accidents where vehicles not owned by the city are involved in collisions with the city-owned property (e.g. fixed projects.)</p> | 5 YEARS FOR ALL REPORTS OF MINOR NATURE. IF SUBJECT TO LEGAL ACTION, RETAIN BY LEGAL DEPARTMENT AS PART OF LITIGATION CASE FILE VOLUNTEER LIABILITY WAIVERS |
| (0053) | <p>SERVICE REPORT TO ACTION CENTER OR DESIGNATED DEPARTMENT Service reports initiated by department to establish the status of requested service.</p> | 2 YEARS |
| (0054) | <p>COUNTY RECORDING (OFFICIAL) PLATS ORDINANCES, CONTRACTS, ORDINANCES, CONTRACTS, ETC. Register of official recording activity with County Recorders and Secretary of State. NOTE: VITAL RECORDS: See introduction for further guidance.</p> | PERMANENTLY |
| (0056) | <p>WORK ASSIGNMENTS AND SCHEDULES</p> | 3 YEARS |
| (0057) | <p>LOST AND FOUND List of articles turned into office. Also includes date found, date released or other disposition.</p> | 5 YEARS, INCLUDING AUDIT |
| (0058) | <p>LOG/JOURNAL Daily, weekly or monthly report that indicates work received, work completed, documents processed, items issued, etc.</p> | 3 YEARS. EVALUATE FOR HISTORICAL PURPOSES |

ANIMAL CONTROL RECORDS

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| (0101) | ANIMAL BITE RECORDS | 2 YEARS AFTER BITE |
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- Includes type of animal inflicting bite, animal's owner, animal's history, name and address of patient, date bitten, location of wound(s), attending physician, treatment and results of observation of animal for signs of rabies. REPORT
- (0102) ANIMAL CONTROL CARDS 2 YEARS
Case history cards maintained on all animals received at the shelter. Cards usually indicate a record of capture, identifying information, animal's condition, whether animal is claimed or unclaimed, and disposition of case.
- (0103) DAILY ACTIVITY REPORTS 2 YEARS
Reports completed by animal control officers detailing activities and operations of the Department. Reports include officer's name, case number, animal control care number, name of owner, reason for action, actions taken according to city animal control ordinance, date and fee. May also include authorization for release of animal.
- (0104) INVESTIGATION LOGS AND REPORTS 2 YEARS
A chronological record of investigation incidents and cases handled by animal control officers giving the location of capture, action taken and other information. May also include case number and by whom case was initiated.
- (0105) PET AND ANIMAL LICENSES OR PERMITS 5 YEARS AFTER EXPIRATION
All licenses and/or permits issued by the city where ordinances require.
- (0107) ANIMAL CONTROL ENUMERATION RECORDS 3 YEARS
Periodic count and registration of all animals and pets in City subject to immunization and licensing by City.
- (0108) OWNERSHIP VERIFICATION RECORDS-ANIMALS 2 YEARS AFTER COURT DATE
Records necessary to reclaim an animal when a summons has been issued.

BUILDING CODES RECORDS

- (0201) BLUEPRINTS AND SPECIFICATIONS FILE 2 YEARS AFTER COMPLETION OR STRUCTURE FOR RESIDENTIAL & SMALLCOMMERCIAL STRUCTURES LIFE OF STRUCTURE FOR APARTMENT BUILDINGS AND LARGE COMMERCIAL
Usually includes blueprints and specifications submitted by building contractors when applying for a building permit for new construction. Used in determining code compliance and enforcement of city building codes.

STRUCTURES

- (0202a) ROOFING PERMIT APPLICATIONS: 3 YEARS
- (0204) BUILDING TRADES CERTIFICATION FILE UNTIL INACTIVE, PLUS 5 YEARS. INACTIVE RECORDS used by cities to grant licenses to building trades desiring to work within the city. Includes applications or registrations, fees, examinations and certificates licensing electricians, plumbers, and gas installers to work within the city limits. APPLICATIONS INCLUDE REJECTED APPLICATIONS
- (0205) CERTIFICATES OF OCCUPANCY FILE PERMANENT UNTIL SUPERCEDED
 Certifies that a building complies with the minimum standards required by State and Local laws. Often includes building name, location, city, occupancy, classification land limitation, date issued and fee. May also include construction permits and fees schedules.
- (0206) CONTRACTORS LICENSING FILE UNTIL INACTIVE, PLUS 5 YEARS
 Usually includes application for license giving statement of intent and purpose of business, company name, education, professional or technical license, experience and type of license. May also include actions by the certification board.
- (0207) DANGEROUS BUILDING FILES 5 YEARS AFTER DEMOLITION IF DEMOLISHED BY CITY AND EXTENDED UNTIL CLAIM SATISFIED. IF CLAIM ARISES IN FIRST 5 YEARS. ALL OTHER DEMOLITIONS BY OWNERS OR BOARDING OF BUILDINGS BY CITY OR OWNER-1 YEAR AFTER BUILDING DEMOLISHED OR DECLARED SAFE.
 Records relating to the -demolition and boarding of buildings deemed unfit for human habitation by the building Inspection Department. Usually include building reports, letters to property owners, and demolition documents. May also include contracts and payment documents.
- MAPS AND PLATS FILE
 See PLANS AND ZONING-MAPS AND PLATS FILE (1202)
- (0208) MONTHLY REPORTS OF BUILDING PERMITS ISSUED FILE 3 YEARS
 Usually consists of a monthly report compiled for the U.S. Bureau of the Census on the number of residential and commercial building starts issued and local public construction. Report shows new housekeeping residential buildings, new non-housekeeping residential building demolitions, new non-housekeeping residential building publicly owned, additions, alterations and individual permits over \$500,000.

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| (0209) | <p>PLUMBING, ELECTRICAL, BLASTING, EXCAVATING, GAS PERMITS AND OTHER BUILDING RELATED PERMITS AND LOG BOOKS</p> <p>Permits bought in order to complete work authorized by customers. Includes date, permit number, name of party to whom issued, location, fee, owner, agent, tenant and work description. May also include inspection data, notes of compliance, and inspector's name.</p> | 5 YEARS AFTER PERMIT EXPIRES |
| (0210) | <p>STANDARDIZED BUILDING CODES</p> <p>Includes printed code books containing standard codes which are used in the enforcement of building construction by city building inspectors.</p> | PERMANENTLY AS REVISED AND UPDATED-FOR ADMINISTRATIVE, LEGAL AND HISTORICAL PURPOSES |
| (0211) | <p>STREET ADDRESS LOGS</p> <p>Master list of current streets and house numbers. Includes street number and lot number.</p> | UNTIL SUPERSEDED OR NO LONGER NEEDED FOR REFERENCE |
| (0212) | <p>STREET INFORMATION CARD</p> <p>A reference card giving directions to the street, street name, city and vicinity.</p> | UNTIL SUPERSEDED OR NO LONGER NEEDED FOR REFERENCE |
| (0214) | <p>SIGN AND BANNER PERMITS</p> | 5 YEARS AFTER EXPIRATION |
| (0215) | <p>CERTIFICATE OF COMPLIANCE-BUILDING CODES</p> | UNTIL SUPERCEDED |
| (0217) | <p>BUILDING CODE INSPECTION AND ENFORCEMENT</p> | 5 YEARS AFTER DEFECTS ARE CORRECTED |
| (0218) | <p>ELEVATORS CODE INSPECTION AND ENFORCEMENT</p> <p>Includes City Inspector's Report of Inspection and addendum thereto, including Reports of Subsequent Inspections on a specific elevator unit and related correspondence, notices, etc.</p> | 5 YEARS AFTER RECORDED DEFECTS ARE CORRECTED |
| (0219) | <p>MECHANICAL CODE INSPECTION AND ENFORCEMENT</p> <p>Includes City Inspector's Report of Inspection and addendum thereto, including Reports of Subsequent Inspections on a specific unit subject to mechanical inspection by City and related correspondence, notices, etc.</p> | 5 YEARS AFTER RECORDED DEFECTS ARE CORRECTED |
| (0220) | <p>PLUMBING CODE INSPECTION AND ENFORCEMENT</p> <p>Includes City Inspector's Report and addendum thereto, including reports of initial installations inspection and subsequent inspection visits required by the City Plumbing Code and related correspondence, notices, etc.</p> | 5 YEARS AFTER RECORDED DEFECTS ARE CORRECTED |

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| (0221) | PROPERTY MAINTENANCE CODE INSPECTION AND ENFORCEMENT Includes City Inspector's Report and addendum thereto, including reports of subsequent inspections per housing or commercial unit and related correspondence, notices, etc. | 1) PERMANENT UNTIL SUPERCEDED 2) IF THERE ARE DEFECTS NOTED, RETAIN 5 YEARS AFTER CORRECTED. |
| (0222) | ELECTRICAL CODE INSPECTION AND ENFORCEMENT Includes City Inspector's Report and addendum thereto, including reports of violations and subsequent inspections per unit/structure and related correspondence, notices, etc. | 5 YEARS AFTER ALL RECORDED DEFECTS ARE CORRECTED |
| (0223) | FIRE AND LIFE SAFETY CODES Includes City Inspector's report and addenda thereto, including reports of violations and subsequent inspections per unit/structure and related correspondence, notices, etc. | 5 YEARS AFTER RECORDED DEFECTS ARE CORRECTED |
| (0224) | APPLICATION FOR ZONING DETERMINATION Document used to authorize zoning clearance prior to issuance of an Occupational License or to record the denial of zoning and clearance during building plan review. This record becomes part of an Occupational License or Zoning Variance Request file. VARIANCE REQUESTS, BUILDING AND ZONING See PLANS AND ZONING-VARIANCE REQUESTS (1204) ZONING CHANGE REQUESTS See PLANS AND ZONING-ZONING CHANGE REQUESTS (1203) | SEE ADMINISTRATION-PERMITS AND LICENSES RECORDS OR PLANS ZONING-VARIANCE REQUESTS-BUILDING AND ZONING REQUIREMENTS |

CEMETERY RECORDS

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| (0301) | CEMETERY MAPS AND PLATS FILE Consists of maps and plats showing detailed drawings of each section of city cemetery surveyed. May also include worksheets of plats designating exact location of grave plots. NOTE: VITAL RECORDS: See Introduction for further guidance. | PERMANENTLY-FOR HISTORICAL PURPOSES |
| (0302) | CEMETERY MONTHLY ACTIVITY REPORTS FILE Usually shows a summary of all cemetery operations each month, including burial and maintenance information. Used for management review purposes. | 3 YEARS UNLESS COMBINED IN YEARLY REPORT, IN WHICH CASE, DESTROY AFTER YEARLY REPORT IS COMPILED |
| (0303) | CEMETERY REGISTERS | PERMANENTLY-FOR |

- Consist of books kept in ledger form showing all lots with plat location, name of purchaser, deed number, price of lot, and date of purchase. NOTE: VITAL RECORDS: See introduction for further guidance. HISTORICAL PURPOSES
- (0304) DEED BOOKS PERMANENTLY-FOR
Include certificates of ownership of cemetery lots, numbered or unnumbered. May also include forms stating name of plot owner, location of plot, date of purchase and plot dimensions. NOTE: VITAL RECORDS: See introduction for further guidance. HISTORICAL PURPOSES
- (0305) INTERMENT RECORD CARDS PERMANENTLY-FOR
These cards serve as a cross-reference to the cemetery books and registers and usually state name of deceased, location and date of burial. HISTORICAL PURPOSES
- (0306) INTERMENT REGISTERS PERMANENTLY-FOR
These registers include name of deceased, date of interment, name of funeral director, type of burial, grave location, and charges for opening and closure of grave. NOTE: VITAL RECORDS: See introduction for further guidance. HISTORICAL PURPOSES
- (0307) LOT OWNER CARD FILE PERMANENTLY-FOR
Cards include lot owner's address, date of purchase, deed number, and lot and plat dimensions. They are a control record of cemetery plots purchased. HISTORICAL PURPOSES

COURT RECORDS

- (0400) COURT RECORDS
Consult Rule 8, court administrators office; includes DUI files (driving under the influence of drugs or alcohol)
- (0410) DISPUTE RESOLUTION 5 YEARS
Arbitration records in the dispute mediation process
- (0415) FEDERAL BANKRUPTCY CLAIMS 5 YEARS OR UNTIL SETTLED
Financial claims relating to billing for services, such as, airport fuel and hangar, landfill, and utilities. Original copies in federal court.

ELECTION RECORDS

See: Election Authority Schedule

EMERGENCY SERVICES,

AMBULANCE, FIRE

For Police Departments see the Police Clerks' Association Manual . It supersedes all police entries in the municipal manual.

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| (0601) | ABANDONED VEHICLES FILES All records pertaining to abandoned vehicles, including automobile property in storage, sales reports and records | 5 YEARS |
| (0602) | ACCIDENT REPORTS, FIRE AND POLICE All reports, investigations and statements involving traffic accidents. If a citation is involved, record may become part of arrest records or Traffic Citation Log. | 5 YEARS IF SUBMITTED TO HIGHWAY PATROL. IF NOT, RETAIN 10 YEARS |
| (0603) | ACCIDENT REPORT FILES (VEHICLE AND PROPERTY) Includes a report on damage to vehicles or property of the municipality, time and date of accident and a complete narrative regarding circumstances, name of principals and witnesses and addresses. | 7 YEARS |
| (0604) | AMBULANCE TRIP REPORTS Used in rescue operations for victims of accidents or fires. Lists patient location, time factor, primary complaint, vital signs and other patient factors, site of injury, care rendered, physician's orders, condition changes, patient name, address, history and destination, type of payment, attendants and drivers. See EMERGENCY SERVICES-EMERGENCY CALL JOURNAL ANIMAL CONTROL RECORDS See ANIMAL CONTROL RECORDS (0100) | 5 YEARS |
| (0605) | ARREST AND BOOKING SUMMONS STATISTICS FILE Includes a summary of daily, monthly and yearly totals of arrests within the city. | WORKING PAPERS LEADING TO REPORT--1 YEAR. ANNUAL REPORT--RETAIN PERMANENTLY (UNLESS RECORDED IN MUNICIPAL MINUTES (WHICH ARE PERMANENT) |
| (0606) | ARREST WARRANTS A summons for an individual who has not appeared in court for sentencing or payment of fines. Includes name of party, ticket number, amount of fine, charge, address of defendant, and date of birth. See EMERGENCY SERVICE RECORDS-WARRANTS REGISTER OR LOG 1. Domestic violence case files. includes spouse, adult, and child abuse, and stalking; records could be color-coded to flag them | UNTIL COURT APPEARANCE PLUS 5 YEARS. OPEN WARRANTS--PURGE AFTER 50 YEARS 25 YEARS |

form other case files.

2. Fingerprints
clerks should follow RSMo 43.503 and
43.506

3. Juvenile records
keep separate from other law enforcement
records. One method is to color code the file
to quickly identify the file as either felony or
misdemeanor. felonies should be kept as
long as the adult retention under Rule 8 (50
years) all others keep at least until the
juvenile is 17.

4. Juvenile, runaway record:
If a Crime is involved, see 606(3)
if not; when the person reaches age 23

5. Juvenile, victim
treat as other adult crimes, unless both victim
and suspect are juvenile; in the latter case
keep separate with juvenile files as in 606c.

ARSON INVESTIGATIONS
See EMERGENCY SERVICES-
INVESTIGATIONS (0602)

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| (0607) | AUTOMATIC ALARM TEST AND MAINTENANCE FILES Document test and maintenance work performed on automatic fire alarm systems connected to the department. Includes date problem was reported, name of person reporting problem, time test was started and completed, and name of person dispatched to correct problem. | 5 YEARS |
| (0609) | BREATH TEST REPORTS Report maintained of person given breath tests. Includes photosynthesis reports which state name, date, case number, time of test, testing officer, permit number, witness, instrument, serial number, and test results. May also include a log of tests given. | POSITIVE-RETAIN 5 YEARS. NEGATIVE-1 YEAR |
| (0610) | COMPUTER INPUT-OUTPUT WORKSHEETS Includes worksheets for inputting and date of receiving data from the National Crime Information Center and Missouri Highway Patrol relating to stolen articles or wanted or missing persons. Stolen article sheets show owner's name, theft location, time of day, method used to report theft, special identifying marks on stolen articles and related comments. Information on wanted or missing persons includes physical features, clothing, identifying marks or scars, time last | 1 YEAR |

- seen, last address and if wanted, reason.
- (0611) CONFISCATED MATERIAL RECORDS 2 YEARS AFTER SALE OR
All records and files pertaining to confiscated OTHER DISPOSITION
property whether claimed or unclaimed.
- COURT RECORDS
See COURT RECORDS (0400)
- (0410) DISPUTE RESOLUTION 5 YEARS
Arbitration records in the dispute mediation
process.
- (0612) DAILY ACTIVITY REPORTS (INCLUDING 5 YEARS
DAILY PRISONER COUNT)
Daily reports of activity on each shift by
officer. May also include officer's summary of
status of cases. Generally includes case
number, kind of case, date, amount stolen or
recovered, and name, sex, date of birth, and
address of arrested persons. Also may show
detective's name, shift, vehicle number, date,
case number, type of case, victim, property
stolen, property recovered, arrest, total hours,
and off duty administrative, investigation,
public relations, crime prevention or training
time. Also includes jail count and movement
reports.
- (0613) DAILY SHIFT REPORTS 5 YEARS
Includes pertinent information on events
during the shift such as roll call by rank,
name, vacation or sick days, compensating
injury and swapping time, and a daily
information log.
- (0614) EMERGENCY CALLS JOURNAL OR LOG 7 YEARS AND EVALUATE
A daily listing of all emergency calls FOR HISTORICAL
responded to. May include ambulance, police PURPOSES
and fire combined or separate as appropriate.
- (0615) ESCAPED PRISONER FILES 5 YEARS
All reports and investigations of escaped
prisoners from the Municipal jail. See
BUILDING CODES, INSPECTION
RECORDS-FIRE AND LIFE SAFETY
CODES
- (0616) FIRE HYDRANT INSPECTION REPORTS 5 YEARS
FILES
Record installation and maintenance of fire
hydrants. Include location, date of inspection
and description of maintenance repairs.
- (0617) FIRE INCIDENT AND NON-FIRE 5 YEARS FOR MINOR FIRE
EMERGENCY REPORTS FILE AND NON-FIRE
A record of fire incidents which includes EMERGENCIES. 50 YEARS
incident number; month; date; year; day of FOR MAJOR FIRES AND
week; alarm time; arrival time; address of fire; LOSSES DUE TO NON-FIRE
occupant's name; method of alarm; type of EMERGENCIES. EVALUATE

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| | situation found; action taken; number of personnel; engines and other vehicles at scene; units responding; incident-related injuries and deaths; property use; area and level of fire origin; termination stage; equipment involved and form of heat of ignition; structure type, construction type and method; extent of damage; insurance; method of extinguishing; number of hydrants used; property damage classification; dollar loss and extent of damage; signature of person completing report. | FOR HISTORICAL PURPOSES |
| (0618) | FIRE LOG BOOKS List date of incident, time, name of caller, stations responding, total hours of service, miles traveled, kind of building on property, location, cause, method by which fire was extinguished, number of lines used, size of ladder and help. May also include insurance carried and estimated loss. | 50 YEARS AND EVALUATE FOR HISTORICAL PURPOSES |
| (0619) | FIRE SAFETY INSPECTION REPORT FILES A yearly or periodic inspection of all public and commercial establishments within the city. Includes address, name of firm, phone number, manager or owner of firm, type of business, structure of building, location diagram, fire load, roof attachments, stock, security, heating, fire alarms, fire extinguishers, fire walls and doors, special hazards, sprinkler systems and water supply, title, engine company, and signature of surveyor. File may also include certificate of occupancy, fire regulatory permits and related correspondence. | 2 YEARS. IF VIOLATIONS ARE INVOLVED, 2 YEARS AFTER VIOLATION HAS BEEN CORRECTED OR SATISFIED |
| (0620) | GENERAL POLICE DOCKET OR LOG Log of charges and disposition of police court cases. Documents, fines or sentences, bonds posted, defendant's name, arresting officer, victim, and number of days worked or jail time served. May also include belongings, address, and physical condition. See COURT RECORDS (0400) | 25 YEARS AFTER DATE OF LAST ENTRY |
| (0621) | HAZARDOUS MATERIALS ACCIDENT REPORTS Reports on accidents involving the spilling or combustion of hazardous chemicals or other materials. Includes brand name, chemical name, amounts of material, location of accident, and specific information pertaining to the incident. | PERMANENTLY-FOR LEGAL, ADMINISTRATIVE AND HISTORICAL PURPOSES |
| (0622) | INCARCERATION LISTS FILE/INMATE LEDGER | 10 YEARS AND EVALUATE FOR HISTORICAL VALUE |

A list of prisoners received and released from jail; charges, date, bond and amount. Maintained as documentation of prisoner census.

INDEXES TO FILES

See ADMINISTRATIVE RECORDS-INDEXES (0048)

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| (0623) | INTERNAL INVESTIGATION CASE FILES Document investigations of emergency personnel misconduct or other internal matters. Includes the same information contained in investigation file. May also include interviews and any criminal report that results in lawsuits, including litigation and working papers. | UNTIL SETTLEMENT PLUS 20 YEARS |
| (0624) | INVESTIGATIONS (POLICE) All records and reports involved in investigations of law enforcement agencies including citizen complaints, misdemeanors, ordinance violations, non-criminal investigations, and felony investigations. | 5 YEARS--COMPLAINTS; MISDEMEANORS, NON-FELONY ORDINANCE VIOLATIONS AND NON-CRIMINAL INVESTIGATIONS. 75 YEARS: FELONY INVESTIGATIONS |
| (624a) | BUSINESS OR RESIDENCE CHECKS A response requested by business or home owners. Officers check the property during the day and/or night. Officers give information on individuals and/or vehicles that might be on the property while the owners are not present | 1 YEAR |
| (0625) | MAPS (EMERGENCY EQUIPMENT, PARKING METERS, TRAFFIC LIGHTS, ETC.) Include maps of city streets maintained for reference regarding placement of fire hydrants, police call boxes, parking meters, traffic light and sign locations, etc. NOTE: VITAL RECORDS: See introduction for further guidance. | UNTIL SUPERSEDED |
| (0626) | MASTER INDEX CARD FILE (FIRE INCIDENTS) An index containing all fire incidents and cases. Included name and address of owner and/or occupant, a listing of fire injuries and deaths, record of smoke alarms. May also include record of subsequent calls to the same address. | 50 YEARS |
| (0627) | MONTHLY ACTIVITY REPORTS (POLICE) Monthly reports completed by city police department for Local, State or Federal agencies. Includes summary reports of cases handled during month, such as police disposition of juveniles, homicides, law | 3 years. Annual FBI Reports- Retain permanently. |

enforcement officers killed or assaulted, and monthly arson offenses.

- (0628) OFFICE SUBPOENA LOGS UNTIL DISPOSITION OF
Document officer named on subpoena, case, CASE PLUS 3 YEARS
date, time, and signature. May also include
the name of the officer's supervisor.
See EMERGENCY SERVICES SECTION
INVESTIGATIONS (0624)
- (0629) PARKING METER RECORDS 2 YEARS
Records relating to parking meter collections.
May include number of citations issued over a
period of time and revenue generated. For
related records, also see Financial and
Accounting Records. See ADMINISTRATIVE
RECORDS-EQUIPMENT INVENTORY AND
MAINTENANCE RECORDS
- (0630) WARRANT REGISTER OR LOG (ARRESTS) PERMANENTLY
A list of warrants for arrest in register or log
format, usually chronologically by time and
date filed. May include the prisoner's book-in.
See EMERGENCY SERVICE RECORDS-
ARRESTS WARRANTS (0606)
- (0631) WORK ASSIGNMENT FILES 2 YEARS
Usually include a signed daily worksheet for
each employee on shift with the duties
assigned to that person.
- (0632) WORK RELEASE FILES TERM OF AGREEMENT PLUS
All records relating to prisoner work release 5 YEARS
arrangements, including work release
agreements and financial records.
- (0633) PARKING TICKET LOG 2 YEARS
Includes the model of vehicle, date ticket
issued, license plate number, ticket number,
receipt number, date paid and name of
vehicle owner.
- (0634) PRISONER MAIL LOGS 1 YEAR AFTER LAST LOG
A log of all prisoners' mail received at the jail. ENTRY
- (0635) PROPERTY IN STORAGE RECORDS 2 YEARS AFTER SALE OR
(POLICE) OTHER DISPOSITION
All records and receipts involved in police
sales and actions. May include bids for items
where appropriate. Also include records
relating to storage release and orders to
destroy.
- (0637) RADIO DISPATCH REPORT 3 YEARS
Includes reports of all alarms and emergency
calls into the station listing name of caller,
location of fire or incident and personnel
dispatched.
- (0637a) 911 TAPES 30 days and evaluate

- a. 911 audio and security monitor tapes
- b. entry includes dispatch cards and printouts

Managers should extract significant information that may impact criminal or major case investigation prior to re-using the tapes.

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| (0638) | STREET NUMBER LOCATION BOOK A book maintained for the purpose of locating an address. Usually includes house numbers, log number, person to whom the number was issued, and who issued the log number. | PERMANENTLY AS UPDATED OR REVISED FOR ADMINISTRATIVE PURPOSES . |
| (0639.1) | TELETYPE Documents information that the Police Department receives from disseminates to various law enforcement agencies through the teletype. | 10 YEARS |
| (0639.2) | TOWING REPORTS Information relating to towing vehicles such as date, wrecker requested, person requesting wrecker, officer attending and location. May also show make and model of vehicle, year, color and license plate number. | 3 YEARS |
| (0640) | TRAFFIC CITATION LOG OR DOCKET BOOK A log prepared by the police department of traffic citations issued and awaiting court appearance. See COURT RECORDS (0400) | 2 YEARS |
| (0640.1) | TRAFFIC VIOLATION PROBATIONS Record of traffic violation probations which all judgments are satisfied; including fines paid. | THROUGH AND AUDIT |
| (0641) | VEHICLE AND EQUIPMENT CHECKLIST FILE (EMERGENCY VEHICLES) A daily record that ensures the preparation of the vehicle for all emergencies. Usually consists of a signed checklist for equipment and vehicles used for emergency purposes. | 2 YEARS |
| (0642) | WANTED PERSONS LISTS Various lists of wanted persons on local, state, and federal law enforcement lists. | PERMANENTLY AS REVISED OR UPDATED |
| (0643) | SMOKE AND FIRE DETECTOR REGISTRATION | FOR LIFE OF STRUCTURE |
| (0643a) | SECURITY ALARM APPLICATION/PERMIT | PERMANENT AND UPDATE |
| (0644) | PROBATION RECORDS FOR GENERAL ORDINANCE AND TRAFFIC VIOLATIONS All judgments must be satisfied and the fines paid on these probations. Includes such records as original correspondence, contact sheets(probation officer notes) and training documentation. May also include non-record copies(originals files with the courts) of | 10 YEARS AFTER LAST ACTIVITY |

probation orders, arrest and conviction records and probation status orders. The retention for these probation records applies ONLY to cities having a separate probation and parole division outside a Municipal court Division. All other cities must use the Retentions outlined in Supreme Court Administrative Rule #8.

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| (0645) | POLICE PHOTO FILES-SUSPECTS/PRISONERS | 50 YEARS AND EVALUATE FOR HISTORICAL SIGNIFICANCE |
| (0646) | INMATE EDUCATION-MUNICIPAL JAILS | 10 YEARS AND EVALUATE |
| (0647) | INMATE MEDICAL AND SOCIAL SERVICES | 10 YEARS AND EVALUATE |
| (0648) | POLICE OFFICERS-PRIVATE COMMISSIONS | TERM OF COMMISSION PLUS 3 YEARS |
| (0649) | PRISONER FILES Name, address, social security number, offense, sentence, conduct, record of incidents, and discharge | 10 YEARS AFTER LAST INCARCERATION |
| (650) | Zero tolerance file An administrative file that may parallel DUI files | 12 YEARS |

- (0651) Missouri Offender Registration
- There are three basic documents under RSMo 589.400-425
- Missouri Offender Registration Card;
 - Missouri Offender Registration Change of Address/Statement;
 - Missouri Offender Registration Notice;
- The Missouri Highway Patrol keeps all the information and it is available to local law enforcement. The local documents are "copies" and may be retained or destroyed at the discretion of the local office.

REFERENCE

FINANCIAL AND ACCOUNTING RECORDS

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| (0702) | REFUND FILE-CITY TAXES, LICENSES, SERVICES, ETC. Records documenting the issuance of a refund to the payee for overpayment, incorrect billing, etc. of services, taxes, permits, etc. | 5 YEARS |
| (0703) | ACCOUNTING SUMMARY REPORT FILES A monthly record which itemizes a cash | 5 YEARS |

balance at the end of the month. Includes vendor, invoice number, check number, date paid, charged month, reversals expensed and total expensed for the month.

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| (0704) | BANK LOANS FILES Include outstanding financial obligations incurred by the city in the form of bank loans. Records document amounts borrowed and repayment terms and usually include supporting working papers. NOTE: VITAL RECORDS: See introduction for further guidance. | UNTIL CONCLUSION OF LOAN PLUS 5 YEARS |
| (0706) | BONDS AND COUPONS Consists of retired individual bonds and their coupons. | 5 YEARS AFTER CANCELLATION DATE, PLUS COMPLETION OF AN OUTSIDE AUDIT |
| (0706.1) | BONDS AND COUPONS-CITY RECONCILIATION FILES For Registered and Non-Registered Bonds. Records of individual issue statements from bank, combined with municipal working papers. Used to reconcile the payment of bonds to the general ledger. | 10 YEARS AFTER FINAL MATURITY OF BOND ISSUE |
| (0707) | BONDS ISSUED Include records relating to the financing of municipal projects through bonded indebtedness. Files usually include proposals, audits, correspondence, signed contracts pertaining to project for which bonds are issued, and the original financial instruments or copies of them including Bond Transcripts, affidavits of publication and ordinances authorizing the sale of bonds. NOTE: VITAL RECORDS: See introduction for further guidance. | UNTIL RETIREMENT PLUS 5 YEARS AND EVALUATE FOR HISTORICAL SIGNIFICANCE |
| (0709) | CERTIFICATES OF DEPOSIT AND U.S. TREASURY BILLS Include records relating to original financial instruments executed to invest city funds. Records state amount of certificate or treasury bill, term and rate of interest. May also include supporting papers. | UNTIL CANCELLATION PLUS 2 YEARS |
| (0713) | DEPRECIATION SCHEDULES FILE These schedules document the useful life of city-owned equipment and property, including acquisition data and cost. They are used for capital equipment budgeting and for other financial planning and control purposes. | LIFE OF EQUIPMENT PLUS 3 YEARS |
| (0714) | FINANCIAL STATEMENTS FILE Documents financial data reflecting the general fiscal position of the city. Includes monthly statements recording monies | ANNUAL FINANCIAL STATEMENT 5 YEARS OR PERMANENTLY IF NOT INCLUDED IN AUDIT |

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| | allocated and spent against revenues from various sources. May also include quarterly, semiannual and annual reports. | REPORTS FILE. MONTHLY OR QUARTERLY REPORTS OR STATEMENTS NEED ONLY BE RETAINED ONE YEAR IF INCLUDED ON ANNUAL FINANCIAL STATEMENT. |
| (0714a) | FINANCIAL DISCLOSURE (non-campaign) This entry affects documents prior to January 1, 1991, when the State Financial Disclosure Law became effective. Thus, it may be implemented on city financial disclosure information for employees who make binding decisions, issue licenses and permits, and have the power to contract or are empowered to adopt rules and regulations. | 5 YRS. after the person filing the information leaves office. |
| (0717) | JOURNAL ENTRIES-JOURNAL VOUCHERS These files consist of adjustments to financial accounts, showing the debits and credits, reason for adjustment, date and amount. The records are created in order to balance the city's books. Files often include supporting working papers for the adjustments. NOTE: VITAL RECORDS: See introduction for further guidance. | 5 YEARS |
| (0718) | MOTOR FUEL USAGE REPORTS FILE Reports maintained as documentation of gasoline, oil and diesel fuel used by city vehicles. Include logs or other records documenting miles on city motor vehicles, gallons of fuel used, person taking fuel and department of vehicle. May also include bills. | 5 YEARS |
| (0719a) | REVENUE SHARING Summary ledgers permanent Financial details in the file, e.g., cancelled warrants, purchase orders, etc. | COA |
| (0720) | STREET PAVING FILE-SPECIAL ASSESSMENT FILES Files used to account for street paving, funds verifying revenue contributions from citizens. Usually maintained on a master card by street, property owner's name, and amount due for street paving. May also be maintained by property owner's name. | UNTIL LAST COLLECTION PLUS 5 YEARS |
| (0723) | TRIAL BALANCE FILE Includes a monthly posting of accounts not having a zero balance. | 5 YEARS |
| (0728) | EMPLOYEE PENSION PLAN FILE Includes records used to establish and administer the municipal pension plan such as the official pension plan and amendments, financial statements, audit reports and annual reports. May also include annuity payments | 10 YEARS |

and actuarial valuation of the fund.

- (0729) GARNISHMENTS FILE UNTIL RELEASE PLUS 3 YEARS
Consist of a summary of garnishments with defendant's and plaintiff's names, which have been signed by the employee. Also includes a form documenting the amount withheld from the employee's wages.
- (0730a) VICTORY TAX WITHHOLDING RECORD 5 years (This was a World War II record and is no longer generated)
- (0734a) Convention and Tourism Tax Return Includes 5 YEARS
quarterly, monthly, and quarter-monthly returns filed by all food establishments and hotels/motels covered by municipal convention and tourism ordinance. Taxpayers report gross receipts for the period covered by the return, list adjustments to gross, calculate taxable sales, calculate tax, penalty, and interest due, and indicate amount due and paid.
- (0735) RETIREMENT SYSTEM MONTHLY TRANSACTION REGISTERS 10 YEARS
Lists show status of individual pension accounts including contributions, interest withdrawn and any other actions relating to the account. May also include ledgers and journals used in this account process. NOTE: VITAL RECORDS: See introduction for further guidance.
- (0737) ACCIDENT REPORTS FILE (CITY-OWNED VEHICLE) 7 YEARS
These records document traffic accidents involving city-owned vehicles. Include original traffic accident reports, copies of damage estimate, letters to insurance companies and copies of paid checks.
- (0742) AD VALOREM TAX RECORDS 6 YEARS
A listing of merchants and manufacturers or professional establishments for purposes of collecting certain taxes. Although the "merchant and manufacturers tax" has been discontinued, some agencies may still have records of such taxes. These records may be disposed of when they have met the retention standard below.
- (0743) BUILDING INSPECTION SHEET FILE 5 YEARS
Includes copies of building permits which are used for appraisal purposes based on property improvements.
CERTIFICATES OF REDEMPTION
See TAX RECORDS-DELINQUENT TAX

REPORTS (0745)

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| (0745) | <p>DELINQUENT TAX REPORT FILES Reports include name, legal description of property, and amount due. Also includes reports showing amount of tax paid and amount still owed plus penalty and interest. In certain municipalities, may include a certificate of redemption.</p> | <p>6 YEARS EXCEPT CERTIFICATES OF REDEMPTION, WHICH NEED ONLY BE RETAINED 2 YEARS</p> |
| (0746) | <p>EARNINGS TAX RECORDS Certain Missouri municipalities have city earnings taxes for residents and employees who work within the city limits. Files may include Employees Quarterly Report of Taxes withheld and information such as W-2's.</p> | <p>5 YEARS INCLUDING AUDIT</p> |
| (0747) | <p>PERSONAL PROPERTY TAX RECORDS Generally a listing of individuals, assessed value and amount of tax on property. May be in book format or on computer tapes or discs.</p> | <p>6 YEARS. EVALUATE FOR HISTORICAL PURPOSES</p> |
| (0747.1) | <p>INTANGIBLE PROPERTY TAX Records associated with financial institution tax or other types of intangible property taxation. May include listings of taxpayers, taxes levied and payments. See FINANCIAL AND ACCOUNTING-TAXATION</p> | <p>6 YEARS</p> |
| (0747.2) | <p>POLL/ROAD TAX</p> | <p>PERMANENT (These are no longer generated, they are historical records)</p> |
| (0748) | <p>REAL PROPERTY TRANSFER SLIPS Assessors' and Collectors' records relating to the transfer of property from an individual or company to another individual or company.</p> | <p>3 YEARS</p> |
| (0749) | <p>REAL ESTATE TAX RECORDS Include records and documents required for collection of real estate taxes. May include copies of building inspection and permit records which have altered the value of the property or cross-reference notations to such files. These files may also include records relating to circuit breaker provisions for those who qualify.</p> | <p>6 YEARS. EVALUATE FOR HISTORICAL PURPOSES</p> |
| (0750) | <p>SPECIAL TAX ASSESSMENTS Records pertaining to special tax assessments for road, street, sewer connection service, etc.; where the property owner may be charged for certain improvements or services.</p> | <p>6 YEARS AFTER DUE DATE AND FINAL PAYMENT</p> |
| (0751) | <p>TAX ABATEMENTS Certain municipalities allow real estate tax abatement for purposes of encouraging development in certain sections of the city. Records may include affidavits for real estate</p> | <p>PERIOD OF ABATEMENT PLUS 5 YEARS</p> |

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| | tax abatements which specify reduced rate or no tax for individuals or companies. | |
| (0752) | TAX ANTICIPATION NOTES All records relating to tax anticipation. | 5 YEARS |
| (0753) | TAX ASSESSMENT FILES Records relating to assessments. May include working papers, reports, and documents used to arrive at assessed value of property. | 6 YEARS INCLUDING AUDIT |
| (0753a) | WITHHOLDING COUPONS, RD-130 These are vouchers used in Kansas City when taxpayers remit withholding tax payments. The coupon includes the taxpayer's name, FID number, account number, tax period and amount of payment. The coupons are later compiled and reconciled on other forms (RD-110 and -113) which are retained for 5 years. | 1 YEAR |
| | WRITS OF EXECUTION See FINANCIAL AND ACCOUNTING-COURT ORDERS (0744) | |
| (0756) | BONDS: PERFORMANCE/CAPITAL PROJECTS | TERM OF BOND PLUS 10 YEARS |
| (0756.1) | PERFORMANCE BOND (PRIVATE DEVELOPMENT OF STREETS, SIDEWALKS, SEWERS, ETC. | 5 YEARS |
| (0757) | BONDS: MAINTENANCE GUARANTEE (CAPITAL PROJECTS) | TERM OF CONTRACT STATUTE OF LIMITATIONS |
| (0758.1) | BOND FOR LOST CHECKS OR WARRANTS Records include statements by payees that they have not received due or have not cashed the check or warrant in question. In conjunction with this statement a "stop check notice" would be generated for the file. All documents support the reissuance of payment to cover the lost check or warrant. | 5 YEARS |
| (0762) | ABATEMENT: CITY TAXES-PERSONAL PROPERTY: | PERIOD OF ABATEMENT PLUS 5 YEARS |
| (0764) | SURPLUS PERSONAL PROPERTY Records pertaining to personal property owned by the city that has been declared surplus. May include declarations, advertisements, notices and transfer papers. | 5 YEARS |
| (0765) | SURPLUS REAL PROPERTY Records documenting the sale or transfer of city-owned real property. | 5 YEARS |
| (0766) | MOTOR VEHICLE LISTING (FEE OFFICE) A daily listing of all motor vehicle transactions in the fee office. This is a copy of the original | 2 YEARS |

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| | sent to Department of Revenue. | |
| (0766a) | APPLICATION FOR MOTOR VEHICLE LICENSE | 2 YEARS |
| (0767) | DRIVERS LISTING (FEE OFFICE) Daily listing of all transactions pertaining to drivers licenses. This is a copy of the original sent to Department of Revenue. | 2 YEARS |
| (0768) | AUDIT COPIES (FEE OFFICES) Copies of title applications and license renewals. Originals are a permanent record in Department of Revenue. | 2 YEARS |
| (0769) | REJECTIONS (FEE OFFICES) "Notice of correction required" from Department of Revenue concerning an error in original transaction. | 2 YEARS |
| (0770) | DAILY REPORT SHEET (FEE OFFICES) Internal planning report combining motor vehicle and drivers information. | AS LONG AS HAS REFERENCE VALUE |
| (0772) | REFUSE REBATE APPLICATIONS Requests made by apartment complex owners to obtain reimbursement by the city for private refuse collections. | 5 YEARS AFTER APPLICATION BECOMES INACTIVE |
| (0773) | DATA ENTRY CODING Record of transactions to be entered in computer database files (used for updating files such as financial accounting maintenance.) | 5 YEARS AFTER ALL RECORDED DEFECTS HAVE BEEN CORRECTED |
| (0774) | REMITTANCE ADVICES | 5 YEARS |
| (0775) | HEALTH AND HOSPITAL RECORDS--See Missouri Hospital Manual | |
| (0801) | FOOD HANDLER INSPECTION RECORDS | 5 YEARS AFTER APPROVED INSPECTION |

LIBRARY RECORDS
(See also Missouri
Public Library Manual)

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| (0901) | ACCESSION BOOKS A master register of all library acquisitions. For books it usually lists author, title, publisher, jobber, year bought, purchase price and other bibliographic and accession data. | PERMANENTLY FOR ADMINISTRATIVE PURPOSES |
| (0902) | ACQUISITION ORDERS See FINANCIAL AND ACCOUNTING RECORDS, PURCHASEING SECTION- PURCHASE ORDER (0740) | |
| (0903) | BORROWER REGISTRATION CARDS FILE | EXPIRATION PLUS 2 YEARS |

Records used to grant borrower privileges to citizens and to control circulation of library holdings. Include borrower's name, address, occupation, age, parent's signature if juvenile, and borrower's signature. May also include overdue notices and records of fines.

(0905) SHELF LISTS FILE UNTIL REVISED OR
UPDATED
A complete index of the library's holdings, arranged by shelf, showing title, author, accession number of book, publisher, date bought, cost, and number of copies. Used as an inventory control by library personnel.

(0906) WORK SCHEDULES FILE 2 YEARS
Consists of work schedules of library employees verifying hours worked, vacations, and leave taken. Used in managing library personnel.

PARKS AND RECREATION RECORDS

ADMISSIONS AND FEES-SCHEDULE OF
See SPECIAL FACILITIES RECORDS-
SCHEDULE OF FEES AND CHARGES
(1405)

ENGINEERING AND PLANNING
See PUBLIC WORKS RECORDS-
ENGINEERING DRAWINGS AND
BLUEPRINTS (1301)

(1001) MAINTENANCE-PARKS, PARKWAYS AND 5 YEARS
RECREATION AREAS

(1001a) PLAYGROUND INSPECTION REPORTS:
a) 5 YEARS AFTER
INSPECTION
b) 5 YEARS AFTER DEFECTS
ARE CORRECTED

RECREATION PROGRAMS-REGULATIONS
AND SAFETY

RECREATION PROGRAMS-SCHEDULES
See SPECIAL FACILITIES RECORDS-
SCHEDULING AND RESERVATIONS (1404)

FORESTRY AND LANDSCAPING RECORDS

(1010) TREE AND SHRUB PLANTING AND PERMANENTLY AS
MAINTENANCE FILE UPDATED OR REVISED
Records describing location, type and date of

tree and shrub plantings with applicable maintenance records.

- (1011) HORTICULTURE/GREENHOUSE PLANTING AND MAINTENANCE FILE 3 YEARS
Contains information similar to above, but pertains to relatively short-lived annuals and perennials.

PERSONNEL RECORDS

ACCIDENT REPORT
See ADMINISTRATIVE RECORDS-
ACCIDENT REPORT (0001)

- (1110) WORKERS' COMPENSATION CLAIMS FILE 10 YEARS FOR CLOSED CASE FILES
File consists of accident reports, first report of injury, medical claims, bills, payment vouchers, doctors' reports, hospital emergency room verifications, correspondence, and other supporting documentation concerning injuries compensable under Workers' Compensation.
- (1111) UNEMPLOYMENT INSURANCE CASE FILES 2 YEARS AFTER LAST ACTIVITY OR CLOSING OF THE FILE. THOSE FILES SUBJECT TO LEGAL ACTION WOULD BE RETAINED BY LEGAL DEPARTMENT TO BECOME PART OF A LITIGATION CASE FILE.
Files may contain correspondence sent to the municipality by the Division of Employment Security regarding claimant, copies of documents from claimant's official personnel file, certified main receipts, worksheets, audit papers and copies of documents sent to the state by the municipality. See ADMINISTRATIVE RECORDS

PLANS AND ZONING

- (1201) DEVELOPMENT (LAND) PLANS AND APPLICATIONS: PERMANENTLY
- (1202) MAPS AND PLATS FILE ORIGINAL COPY AND ALL REVISIONS PERMANENTLY FOR REFERENCE AND HISTORICAL PURPOSES.
General reference maps of city development areas, public facilities and project developments. Shows existing and proposed dwellings and structures. Also includes street maps, utility maps with water, gas, sewer, electrical cable and line locations, annexation and zoning maps and landfill site location maps.
- (1202a) FIELD NOTES (survey) : Permanent
- (1203) REZONING REQUESTS ACCEPTED REQUESTS-- PERMANENTLY. DENIED REQUESTS--5 YEARS.
Application for rezoning with supporting documents
- (1204) VARIANCE REQUESTS--BUILDING AND ZONING REQUIREMENTS APPROVED REQUESTS-- PERMANENTLY. DENIED REQUESTS--5 YEARS
Application for variance and supporting

documents.

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| (1205) | ZONING VIOLATIONS-WRITTEN NOTICE (CITATION): | 5 YEARS AFTER CORRECTION OF VIOLATION. |
| (1206) | ZONING NOTICES FROM COUNTY Written notice of Public Hearing | 5 YEARS FROM DATE RECEIVED |

**PUBLIC WORKS
RECORDS
(STREETS, SEWER,
REFUSE, ETC.)**

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| (1301) | ENGINEERING DRAWINGS AND BLUEPRINT FILE <hr/> Includes as-built engineering drawings and blueprints of all facilities owned or managed by the city, including streets and highways, water lines, sewage treatment plants, utilities and other municipal facilities. NOTE: VITAL RECORDS: See introduction for further guidance. | PERMANENT |
| (1302) | LABORATORY REPORTS-SEWAGE, WATER, ETC. | 5 YEARS |
| (1303) | STATE AND FEDERAL COMPLIANCE REPORTS--WASTE WATER TREATMENT PLANT Reports filed with state and federal agencies monitoring the city's compliance with government regulations. Includes applications, recycling permits and reports, water treatment permits and reports, and other permits for solid waste and sewage treatment lagoon processes. | 5 YEARS |
| (1304) | SEWAGE TREATMENT MONITORING REPORTS Contain records used to monitor and report on the operations of the city sewage treatment plant and sewage treatment lagoons, including lab reports, and amounts of waste processed by the system. | 5 YEARS |
| (1305) | STREET IMPROVEMENT FILES File includes bids, advertisements, proposals, contracts, and assessment of property owners for street improvements. May also include resolutions and engineers' reports. See FINANCIAL AND ACCOUNTING RECORDS-STREET PAVING FILES (0720) | 10 YEARS AFTER PROJECT COMPLETION |
| (1306) | STREET PAVING LOG BOOKS Log book used to provide a record of street maintenance. Usually includes a summary of | 10 YEARS AFTER LAST ENTRY IN BOOK. |

streets paved listing street name, material used, cost and date, and other related information. See FINANCIAL AND ACCOUNTING RECORDS-STREET PAVING FILE (0720)

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| (1317) | CITY-OWNED BUILDINGS PLANS Includes plans and specifications for city buildings. | LIFE OF STRUCTURE, Then EVALUATE FOR HISTORICAL VALUE. |
| (1317a) | STRUCTURE INVENTORY AND APPRAISAL SHEET | Permanent and update for the life of the inventory |
| (1318) | EQUIPMENT, PUBLIC WORKS-CHECK IN/OUT CARDS Includes check in/out record of Municipal public works equipment temporarily removed on a regular or periodic basis from its authorized place of storage. | 2 YEARS |
| (1319) | LANDFILL SITE MAPS-REFUSE DISPOSITION | ORIGINAL COPY AND ALL REVISIONS PERMANENTLY |
| (1320) | SEWER LINE MAPS | ORIGINAL COPY AND ALL REVISIONS PERMANENTLY |
| (1321) | STREET MAPS | ORIGINAL COPY AND ALL REVISIONS PERMANENTLY |
| (1322) | STREET DESIGN IMPROVEMENT FILES Reports of accidents on city streets, used to assess cause of accidents and to make street design improvements in order to reduce accidents. May also include collision diagrams showing time, direction of approach, weather, type of accident, pavement, accident severity, time of year, type of vehicle and related documents. | 5 YEARS |
| | STREET OPENINGS AND SEWER PERMITS AND RELATED LOG BOOKS Application from utility company to work in the street. | 5 YEARS AFTER PERMIT EXPIRES |

SPECIAL FACILITIES RECORDS

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| (1401) | EVENT FILES Records relating to the leasing of municipal facilities to various groups. May include scheduling, license checklist, equipment rental requests and invoices, contracts, licenses, seating charts and floor plans, work orders, sales/service reports, etc. | 5 YEARS AFTER EXPIRATION OR CANCELLATION OF LEASE |
| (1402) | SPECIAL FACILITIES REGULATIONS Includes those Municipal/State/Federal regulations unique to the operation of a municipally owned facility. | 5 YEARS |

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| (1403/1404) | FACILITY EVENT AND RECREATION PROGRAM SCHEDULING AND RESERVATION FILE | 5 YEARS |
| (1405) | SCHEDULE OF ADMISSION AND USE FEES AND CHARGES | 5 YEARS AFTER SUPERSEDED |
| (1406) | TRUST FUND AND EVENT CONTROL CARD Indicates total projected amount of rental fee paid by lessee, which is held in a trust fund until completion of contract. Indicates closing of account after funds are transferred to city. | 5 YEARS |

TRANSPORTATION AND TRANSIT (AVIATION, AIRPORTS, TAXIS, TRANSIT)

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| (1501) | BUS ROUTE PLANNING FILE Records used to establish and modify the city transit route system. Includes ridership projection studies, maps, population surveys, schedule plans and modifications. | 10 YEARS |
| (1502) | CHARTER BUS SERVICE FILES Consists of records used in managing charter rentals of transit system buses to private groups. Includes charter rentals, invoice statements, receipts and related correspondence. | 3 YEARS |
| (1503) | DAILY BUS PASSENGER REPORTS/DRIVERS DAILY CHECKLIST A summary report documenting ridership and usually statistics of all buses per bus route in the city transit system. These reports frequently document name of operator and number of regular fares, senior citizen fares, and handicapped persons' fares. Used to summarize operational statistics for management review purposes. Drivers Daily Checklist includes a record of the condition and appearance of airport shuttle buses and identifies maintenance problems on vehicles. | 5 YEARS |
| (1504) | TRANSIT OPERATION RECEIPTS SUMMARY REPORTS Reports documenting total daily fares received. May also include monthly reports documenting ridership and revenue, route information, fuel usage and other operational details. | 5 YEARS |
| (1506) | TRAFFIC SIGNALS INTERSECTION FILE Includes product literature and studies related | 10 YEARS |

to traffic planning, such as drawings of the traffic controllers, drawings of intersections, traffic signal permits, and timing progressions. May also include turning count totals used for studies of traffic flow.

AIRPORT RECORDS

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| (1507) | AIRPORTS AND AVIATION-REGULATIONS Includes those Municipal/State/Federal regulations unique to the operation of a municipally owned airport. | PERMANENTLY |
| (1508) | AIRPORTS-CRASH RESCUE OPERATIONS Includes daily station log listing incidents and action taken, and monthly activity reports documenting activities such as responses, inspections, vehicle mileage and maintenance, tours and agents. EMERGENCY COMMUNICATION LOG See EMERGENCY SERVICES-EMERGENCY CALLS JOURNAL OR LOG (0614) TRAFFIC TICKET LOG See EMERGENCY SERVICES-PARKING TICKET LOG (0633) LOST AND FOUND See ADMINISTRATION-LOST AND FOUND (0057) | 5 YEARS AND REVIEW FOR HISTORICAL SIGNIFICANCE |
| (1509) | AIRPORT SAFETY OFFICER'S REPORTS AND LOGS Includes First Aid reports, Daily Logs, Incident Reports, and other records relevant to the safety operations of the airport including photographs and safety officer's court appearance file. | 7 YEARS |
| (1510) | SECURITY GATE ENTRANCE APPLICATION AND CARD FILE File of applications for clearance badges allowing badgeholder entrance to the operations area. | 5 YEARS AFTER TERMINATION OR RETIREMENT OF THE BADGEHOLDER |
| (1511) | SCREENING ACTIVITIES REPORT Monthly report made to FAA of all passengers boarded, detailing apprehensions for CCW (carrying concealed weapon) | 6 MONTHS--SUBJECT TO FAA REGULATIONS |
| (1512) | AIRPORT CONDITION AND INSPECTION REPORTS Daily reports required by the FAA including Light Inspection Report, Airfield Inspection Report and Field Condition Report (NOTAM-Notice to Airmen) | 6 MONTHS -- SUBJECT TO FAA REGULATIONS |

UTILITIES (ELECTRICITY, GAS, WATER, STEAM)

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| (1601) | <p>CATHODE PROTECTION FILE File created and used in maintaining gas mains. Documents installation of anodes, test stations, rectifiers, and ground beds to protect gas mains from corrosion.</p> | <p>UNTIL SUPERSEDED OR OBSOLETE</p> |
| (1602) | <p>CUSTOMER ACCOUNT CARD FILE Records show a billing and payment history of all customers using city utilities. Information includes customer name and address, consumption, billing and payment history.</p> | <p>5 YEARS AFTER LAST ENTRY</p> |
| (1603) | <p>CUSTOMER SERVICE DEPOSIT FILES Includes name, account number and amount of deposit for service connection, and refunds of deposits for service termination. May also include list of customers who have changed addresses, bills owed, cash stubs and book listings.</p> | <p>UNTIL DEPOSIT IS REFUNDED PLUS 2 YEARS</p> |
| (1604) | <p>ELECTRICITY PURCHASE REPORTS Reports showing daily and monthly electricity usage by each area in the system. List capacity charges and total energy charges in kilowatts and dollars.</p> | <p>5 YEARS</p> |
| (1605) | <p>FILTER PLANT FILES Files containing monitoring data relating to the operation of the city filtration plant. Includes daily logs, reports, lab and test reports and test results, quality control procedures, etc.</p> | <p>3 YEARS</p> |
| (1606) | <p>FEDERAL REPORTS-GAS SYSTEM Reports filed with the U.S. Department of Transportation documenting the number of miles of gas mains in the system, description of pipe in system, extent of cathodically protected system, number of leaks in mains and services performed during year.</p> | <p>20 YEARS</p> |
| (1607) | <p>GAS LEAK FILE A report required by the department for federal reporting compliance purposes. Records are generated during the course of maintaining and repairing leaks in the gas lines.</p> | <p>10 YEARS</p> |
| (1608) | <p>GAS PURCHASE REPORTS Records documenting the quantity of natural gas purchased from distributors and used in the municipal gas system.</p> | <p>5 YEARS</p> |

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| (1609) | GAS TAP RECORDS Work orders used to initiate gas service with new customers. Include work orders listing customer name, location of tap and main and drawings of the service line. | UNTIL SUPERSEDED |
| (1610) | METER BOOKS Books documenting consumption statistics gathered when meters are read. Usually includes make, size, number, street, customers' names and addresses, readings, etc. | 5 YEARS |
| (1611) | METER READING SUMMARY REPORTS Monthly summary of meter readings by customer account number for utility consumption. Shows old and new readings and actual consumption. | 5 YEARS |
| (1612) | ODORANT USAGE REPORTS A compliance report filed with the Department of Transportation. Includes odor level sampling reports, rectifier readings, and inspections which record levels of odorant added to natural gas. | 5 YEARS |
| (1613) | INSPECTION FILE Inspection and testing records for gas valves, electrical elevators, fire, schools, hospitals, restaurants, sewers, etc. | 5 YEARS AFTER RECORDED DEFECTS ARE CORRECTED |
| (1614) | SERVICE INTERRUPTION LOG BOOKS A log documenting the interruption of utility water services with time and location of incident. | 5 YEARS |
| (1615) | ELECTRICAL SERVICES LINES-OFFICIAL MAPS | ORIGINAL COPY AND ALL REVISIONS PERMANENTLY |
| (1616) | GAS SERVICE MAINS AND LINE-OFFICIAL MAPS | ORIGINAL COPY AND ALL REVISIONS PERMANENTLY |
| (1617) | WATER SERVICE MAINS AND LINES-OFFICIAL MAPS | ORIGINAL COPY AND ALL REVISIONS PERMANENTLY |
| | BONDS ISSUED - REJECTED PROPOSALS | 5 YEARS |
| | APPLICATIONS FOR MUNICIPAL SERVICES: ACTIVE FILES: | PERMANENT AND UPDATE |
| | APPLICATIONS FOR MUNICIPAL SERVICES: INACTIVE FILES: | 5 YEARS AFTER DATE OF LAST ACTIVITY |
| | REJECTED APPLICATIONS FOR MUNICIPAL SERVICES: | 3 YEARS |