

# Iowa League of Cities

# Record Retention Manual for Iowa Cities

Produced by the Iowa League of Cities, State Historical Society of Iowa's State Archives and Records Bureau and Iowa Municipal Finance Officers Association.

This records manual is intended to assist officials in the management of records created and received in the conduct of city business. Ideally, records should facilitate the efficient, economical operation of municipal government, not impede it. This manual suggests methods of controlling records that can help convert a potential liability into an asset.

One method of controlling records is to establish a timetable, or schedule, for destroying records that are no longer needed. The largest section of this manual consists of such schedules for records most commonly found in cities in Iowa. These schedules list categories of records, or series, and indicate minimum periods of time city officials need to keep them for administrative, legal, fiscal or historical purposes. In developing these schedules, no attempt was made to identify all of the records in any one city or to list all records that could possibly exist in all cities. Rather, functional categories common to the majority of Iowa municipalities were identified. The recommended retention periods take into account requirements of the *Code of Iowa*, the Iowa Administrative Code and federal law. In cases where no law exists concerning appropriate retention periods, state and city officials who work with records were consulted.

Record series retention and disposition schedules are only one component of an effective records management program. Inactive storage, historical appraisal, municipal records management ordinances, filing systems, electronic methods of recording and retrieving data, and disaster planning are some other components of record management of importance for municipalities. While these topics are important, they have not been included. This manual is meant to be a beginning from which a complete records program can develop.

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## Records Management

### Public Records Defined

*Code of Iowa* Section 22.1(3) defines the term “public records” relative to examination of government records:

“As used in this chapter, “public records” includes all records, documents, tape, or other information, stored or preserved in any medium, of or belonging to this state or any county, city, township, school corporation, political subdivision, nonprofit corporation other than a fair conducting a fair event as provided in Chapter 174, whose facilities or indebtedness are supported in whole or in part with property tax revenue and which is licensed to conduct pari-mutuel wagering pursuant to Chapter 99D, or tax-supported district in this state, or any branch, department, board, bureau, commission, council, or committee of any of the foregoing.

“Public records” also includes all records relating to the investment of public funds including but not limited to investment policies, instructions, trading orders or contracts, whether in the custody of the public body responsible for the public funds or a fiduciary or other third party.”

Common to both definitions is that:

- Records are information documented in performance of the official business of an organization.
- Record content, not record form, determines whether or not information constitutes a record.

Any information documenting official business, whether recorded on paper or electronically, documented photographically, recorded in video or audio media, or documented using any other medium, constitutes a record.

### Record Creation and Maintenance

Records are created and maintained to facilitate memory. City officials cannot reasonably be expected to remember every fact relative to a government’s business. Records, once created or received, must be maintained in unaltered condition in order to afford reliable authority for subsequent business of the government.

### Managing Records

Municipal governments conduct a large amount of business that must be recorded. Accumulation of records of already transacted business (inactive records) can overwhelm available storage space and hamper retrieval of both active and inactive records.

Furthermore, records of business already transacted can prove both legally and financially burdensome, since records must be produced when requested. Retrieving records can be difficult if record management is not done properly.

Some records of business already transacted remain permanently valuable to the government due to their content, but most records are of no further use once the documented matter has been transacted and routine audit, legal and administrative uses have been completed.

Management of records allows records to be routinely maintained for legally accountable periods of time and affords documentation that the records were maintained, then destroyed routinely, under those scheduled record retention periods. Records that are managed routinely and consistently

from the time of their creation through their final disposition favor efficient use of those resources allocated for record keeping.

Record series retention and disposition schedules are developed by governmental organizations to ensure records are kept for as long as they are needed, routinely destroyed when no longer needed, and the disposition of records legally accounted for.

The lengths of time for which a series is routinely needed for audit, legal, administrative and historical determine how long records must be retained. In all cases, the longest of the respective periods of need for each record series is used. The record series retention and disposition schedule formally authorizes the retention and ultimate disposition of the record series.

#### **Record Series**

A record series is a body of records maintained in performance of an official function and generally filed together due to the relationship of the records. A record series is ongoing in that records are added to the file as long as the official function documented in the record series continues to be performed.

Usually the components of a records series (i.e., files, electronic records, databases, etc.) are filed together and separately from records documenting other functions. For example, claims are generally filed with claims, and minutes of the city council will be filed together in the city council minutes file. Claims and city council minutes would constitute two distinct record series.

#### **Retention and Disposition Schedules**

A record series retention and disposition schedule is a formal statement of the period of time records must be retained in order to fulfill routine fiscal, legal, administrative and historical needs for the records. Retention and disposition schedules are developed through analysis of those fiscal, legal, administrative and historical needs for determination of the necessary routine retention. Records are then scheduled for appropriate retention and final disposition.

The record series retention schedule is intended to insure that records are preserved for as long as needed but also, once retention needs have been met, that non-permanent records are destroyed in a routine, timely and legally accountable manner. The retention and disposition schedule is formally adopted by the city to serve as the legal basis for records disposition.

Retention and disposition schedules govern routine records disposition. Where a non-routine need for an extended retention of a specific record series is determined prior to the scheduled destruction (for example, when outstanding or anticipated litigation may require use of the records in question), the records must, of course, be held past the scheduled destruction time. But once the non-routine need is past, the scheduled records can be legally destroyed.

Adherence to the record series retention and disposition schedule allows records to be destroyed routinely, freeing valuable storage space. Additionally, the smaller quantity of records that are scheduled for permanent retention are preserved, and the resources available for permanent preservation of records are applied only to those records series determined to have permanent value to the government.

### Using Record Retention and Disposition Schedules

Record series retention and disposition schedules identify record series, and the disposition, expressed as a retention period, applicable to those record series. The record series identified in the schedules in this manual are ones typically created or maintained by Iowa municipalities. In some cities a given record series may be called a different name than the one used in this schedule. Also, some cities may place authority for the same functions under different departments. In order to determine an appropriate schedule for records in each particular city organization, it may be necessary to compare the known purpose of the city's own records with the indicated record series labels. Where no comparable example exists, a schedule should be developed, taking into account the administrative, fiscal, legal and historical values of the record series, and adopted formally by the city.

Record series generally accrue continuously with new records being added to the file as new business is transacted. The retention period must be applied to manageable file increments since it would be unwieldy to individually apply the schedule to each record item (i.e., case file, claim, database record entry, etc.) at the time each record becomes inactive.

The retention schedule for a record series should correspond to the time frame in which that record series actually accrues, whether that be fiscal year or calendar year. Financial information, such as a file of claims, could be cut off at the end of the fiscal year and the retention and disposition schedule applied to that fiscal year's accrual of records. Claims for that entire fiscal year would be retained for five years after the fiscal year, then destroyed, and claims for succeeding fiscal years would be retained for five years after the close of each of those respective fiscal years. In this way, the physical process of destroying records is simplified. The records to be destroyed together are kept together until the scheduled destruction date, and the entire destruction can be documented as having been performed at the appropriate time.

### Record Disposition

Disposition is the final outcome of records retention, whether for destruction or permanent retention. Most records are scheduled to be destroyed after all normal legal, administrative and fiscal needs for the record have expired. Those needs expire in very short time for many record series, and for certain other records series those needs continue for much longer periods of time. In either case, the records are to be destroyed once the needs for retaining the records have been met.

For a few records series, however, permanent retention is the scheduled final disposition. Some record series might have long-term legal, administrative or fiscal value, but where a record series also documents the development of policy of the city government or the history of the city itself, the record series may be scheduled for permanent retention. Permanent retention is a commitment to preserve the record series without end. Only a portion of all record series have such historical value.

A record series allowed to accrue for years wastes storage space, is difficult to use and can become a legal liability. Only records scheduled for permanent retention can be allowed to accrue without routine destruction.

### Destroying Records

The record series retention and disposition schedule, duly adopted by the city government, formally governs retention and final disposition of records. Adherence to scheduled periods of retention results in consistent, routine disposition of records. Only in instances where exceptional needs can be clearly identified and specified, such as for outstanding or pending litigation for which specific records series are needed, should records be retained beyond the scheduled period of retention.

### **Permanent Retention**

The record series retention and disposition schedule indicates which records series are to be retained permanently as archives of the city government. Generally, records documenting the development of city policy (for example, council minutes) have permanent value for the history of the city organization and also for the history of the geographic area encompassed by the city. Records to be preserved as archives should be protected from extremes of temperature and humidity, light, rough handling, animals and other conditions that may accelerate their deterioration.

### **Retaining Electronic and Non-Paper Records**

The record series retention and disposition schedules apply to all forms of the record. Whether paper or electronic, all records are destroyed or preserved in accordance to the record series retention and disposition schedules. The form of the record does not exempt it from application of the schedule. Content and documentary purpose, rather than the physical form in which the record is maintained, define the record series.

### **Modifying a Record Retention Plan**

The retention periods indicated in the manual are based on reasons city officials in Iowa have found useful for scheduling the indicated record series. If the city's needs are different, it can make specific changes to their schedule to accommodate those needs. Changes should be adopted under the legal mechanism the city has established for modifying municipal ordinances or rules. Once legally adopted, the modified record series retention and disposition schedule governs disposition of the record series, and adherence to the schedule is necessary for legal accountability.

Other records may be used in some cities for which no example in the existing manual provides comparison. In such case, the period of time the record is required to satisfy routine administrative, legal and fiscal needs must be determined, as well as an appraisal of the historical value of the record series, in order to appropriately schedule the series. The State Historical Society of Iowa, State Archives and Records Bureau may be called upon for information concerning the appraisal of a record's historical value. Any resulting schedules should be submitted to the Iowa League of Cities for possible inclusion in updates to the manual.

## ***The Five Steps of Records Management***

Records management can be defined as the systematic control of records from the time of their creation or receipt, through their organization and maintenance, to their ultimate disposition. Managing records means keeping only those records that are necessary and keeping them in a way that permits quick and easy access to the important information they contain. As cities continue to see increased documentation and reporting, managing records before they inundate the office is becoming increasingly difficult. Finding enough storage space for these records is one problem; being able to efficiently locate a specific record when needed is another. The application of records management techniques can help solve them.

Major purposes of an efficient records management program are reducing the bulk of records stored by disposing of records that are no longer valuable, preserving the valuable records and making records readily accessible to those who need them. The rewards of such a program are reduced costs for space, equipment, and personnel and an orderly flow of information.

Public records found in city governments require special consideration. First, public records are public property, owned by the citizens, and in most cases they are open to public scrutiny. Second, some public records protect the rights of the city and its citizens, and for this they deserve special

care. Third, public records often have historical value, because they document the development of the community. Therefore, ensuring public access, protecting legal rights and preserving historical information are important goals of a records management program in city government.

### **How to Begin**

The first task in establishing a records management program is the creation of record series retention and disposition schedules that identify records found in the city and indicate how long to keep them. The creation of these schedules requires three steps: inventory, appraisal and scheduling. Making the schedules part of an ongoing program requires two more steps: organization and implementation.

In the preparation of the record series retention and disposition schedules in this manual, the first three steps were followed. Through the combined efforts of the Iowa League of Cities, the Iowa Municipal Finance Officers Association and the State Historical Society, recommended record series retention and disposition schedules have been developed for many of the records found in many cities in Iowa. Officials in individual cities may wish to review and repeat the first three steps when setting up a specific program in their own city hall.

The last two steps, organization and implementation, follow the decision-making and planning of the first three steps and constitute the action part of the program. Throughout all five steps, the process requires cooperation and participation from all city officials.

### **Step 1: Conduct an Inventory**

To begin, a city must find out what records it has stored, not only in active office space, but also in the basements, vaults, computers, mobile devices, servers or any other place where inactive records have been stashed over the years. During the search, information about the records should be written down; specially prepared inventory worksheets can simplify this process. The details recorded at this stage may vary according to each city's needs, but the basic information should include the record's title, the time span the complete record encompasses, a physical description of the record (letters and legal papers, databases, GIS systems, maps, electronic documents, etc.), location of the records, equipment currently used to store the record, the amount of space a record occupies, and the frequency of staff reference to the record.

Most of these items are simply factual descriptions. It is usually most effective to categorize records according to function, subjects or activity into what is called a "record series." For example:

- "Correspondence" is too general a term to be helpful.
- "John Smith's letter to the mayor regarding the bond issue to finance Main Street storm sewers" is too specific.
- "Bond issue correspondence" successfully labels a type of records for most inventory purposes.

If more than one person is conducting the inventory, it is wise to meet often so the record titles are standardized.

### **Step 2: Appraise the Records**

After the inventory is complete, the inventory sheets should be sorted so the information gathered can be classified and appraised. The purpose of this appraisal process is to establish the value of a record series in preparation for the next step, deciding how long to keep it. This step may involve research into statutory and audit requirements as well as interviews with city officials in all departments about the current and future values of records in their areas. In order to appraise records in an orderly manner, the following criteria are used:

**Administrative Value**

These records establish policy or document operations. Those that document policy (minutes or resolutions for example) usually have a long-term value. Those that document operations (personnel time sheets or monthly reports) usually have value for a relatively short length of time.

**Legal Value**

These records document the rights and obligations of the city and its citizens. Examples are records showing the basis for an action (legal decisions and opinions), documents representing legal agreements (leases, titles, contracts), and records of action in particular cases (claims, dockets). Retention periods can be dictated by the legal statute of limitations or the term of the agreement, in which case the retention period would be relatively short. If the record documents long-term legal rights and obligations, however, retention is usually permanent.

**Fiscal Value**

These records document the day-to-day financial transactions of a city, as well as long-term financial planning and policy. Records that show financial transactions generally have a relatively short-term value determined by the audit period or specific law. Records that document financial policy usually have a longer-lasting value.

**Historical Value**

Records with historical value may have a future research use, despite the fact that the original administrative, legal or fiscal value no longer exists. They are permanently valuable to a city because they document development of policy and/or the growth of the community. The historical value of a record is often the most difficult quality to determine.

Each of these values should be considered when deciding on how long to keep a record. A specific record can have value in more than one category, and, if one does, the retention period must satisfy the longest need.

**Step 3: Schedule the Records**

After the classification and evaluation of records in the appraisal process, a decision is made on how long to keep each record series. This information is compiled into a record series retention and disposition schedule that names a record series and states its retention period, usually in columns. The following example shows a simple format:

Table 1

Record Title	Retention Period	Reason
Minutes of City Council	Permanent	<i>Code of Iowa, 372.13(5)</i>
Building Permits	Permanent	Continuing administrative value
Purchase Orders	5 years	Fiscal value ends
Dog Licenses	3 years	Administrative and legal values end

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More complex formats can be used if directions are to be given about location and form of retention at various stages in the record's lifespan. A more complex format can also address the problem of duplicate copies of the same record. An example of a more complex format follows:

Table 2

Record Title	Active Use	Inactive Storage	Final Disposition
<b>1. Minutes</b>			
a. Official copy in clerk's office	10 years	Permanent	Retain originals
b. Working copies in other offices	As long as administratively useful	None	Destroy
<b>2. Building Permits</b>	3 years	Permanent	Destroy originals
<b>3. Purchase Orders</b>			
a. Official copy in finance office	2 years	2 years	Destroy
b. Office of origin	2 years	2 years	Destroy
<b>4. Dog Licenses</b>	Current year	2 years	Destroy

The schedules in this manual are in the simpler format. As the second example demonstrates, however, schedules tailored for your city can be more detailed, reflecting your city's needs and resources.

Once created, these schedules should be made available to all departments in the city so all offices can use them. Although the record series retention and disposition schedules may be revised in the future, they form the basis of the records management program.

### Step 4: Organize the Records

Using the information gathered in the inventory process and decisions made in the appraisal and scheduling steps, city personnel in all departments now can roll up their sleeves and physically organize their records. In the active office area, the filing system used for current records may be adequate, but if changes are needed they should be made during the organization of records. At this time files should be weeded of valueless paper and non-current records should be removed for storage in inactive areas.

The following suggestions can help organize records in this area:

1. Store records of the same record series together.
  - Do not mix payroll records with commission minutes or cancelled checks with dog licenses in the same box.
  - Before moving correspondence files to inactive storage, separate routine, less-valuable letters from those containing information with long-term value.
  - Consolidate information from different departments, and dispose of unnecessary duplicate copies of the same record.
2. Store records with the same retention period together.
3. Destroy valueless records based on the retention and disposition schedules.
4. Label the remaining records in a clear, consistent manner.



- Do not use a term such as “Financial Records” as it is too general. A specific term such as “invoices” or “daily cash receipts” is more helpful.
  - Be consistent in the labeling; choose a term and stick with it. “Claims,” “bills,” or “vouchers,” may all be the same thing, but the different terms can cause confusion.
5. Prepare a list or index identifying what and where records are stored and make this information available to all departments.
  6. Clean the storage area, and make the records easily accessible.

### **Step 5: Implement the Program**

Once the organizational phase of the program is completed, city officials might consider the job done. Certain steps in the process, however, need to be repeated regularly in the future to qualify these records management efforts as a “program” rather than a mere house cleaning.

The inventory process will not have to be repeated if systematic labeling and indexing take place. The appraisal process might only have to be done again on a limited basis, as new records series are created or reassessment of an old series becomes necessary. Schedules form a basis for the program and do not need to be changed often, but they can be amended as needed.

Implementation of the program means repeating the organizational step often. On almost a daily basis, new records will enter the system. They should be adequately labeled and logically filed at that time. On an annual basis, the record series retention and disposition schedules should be checked. Non-current records should be removed from active files, reviewed, consolidated, labeled and indexed before storing them in inactive areas. Records scheduled for destruction should be removed and destroyed. If they are allowed to accumulate, storage areas will become as overcrowded as they were before the program began.

Implementing the steps of the organizational phase on a regular basis will ensure that the considerable amount of time and effort spent in initiating the program will not go to waste. With some effort, city officials can enjoy the benefits that an ongoing records management program can provide.

## ***Managing Electronic Records***

It is essential that government agencies manage their electronic records appropriately. Like all other government records, electronic records are subject to requirements of *Code of Iowa* Chapter 22 “Examination of Public Records” and litigation. As with all records, cities must ensure that they are retaining, managing and destroying their electronic records in a proper fashion. This guide is designed to help employees of local governments who create, receive and retain electronic records follow existing procedures and protect themselves and their city.

### **Electronic Records Defined**

An electronic record is information recorded by a computer or other electronic device that is produced or received in the initiation, conduct or completion of a city or individual activity. Examples of electronic records include: email and text messages, word-processed documents, electronic spreadsheets, digital images and databases. Many electronic records are maintained as part of an electronic recordkeeping system, such as geographic information systems (GIS), digital image storage systems, computer aided design (CAD) systems and electronic commerce systems.

### **Electronic Records as Public Records**

Electronic records are public records if they are created or received as part of performing official duties and fall under *Code of Iowa* Chapter 22.

All electronic records that are created, received or stored by a city are the property of the city; they are not the property of its employees, vendors or customers. Employees should have no expectation of privacy when using the city's computers and electronic devices.

#### **Use of Home Computer or Personal Device**

Records created in the performance of an official function must be managed the same way as those created and received using government computer resources. This holds true when a home computer or personal device is used to create or receive city records.

#### **Electronic Records Under *Code of Iowa* Chapter 22 and During Litigation**

Electronic records might be released in accordance with *Code of Iowa* Chapter 22 or during the discovery process. Computers and electronic devices are provided to employees for conducting public business. Employees should be prepared to provide access to their electronic records to their supervisor or their city's attorney under these circumstances. Electronic records that are created using home computers that are related to public business might also be released in accordance with *Code of Iowa* Chapter 22.

#### **Employee Responsibilities with Electronic Records**

Government employees are responsible for organizing their electronic records so they can be located and used. They are also responsible for using an approved record series retention and disposition schedule to identify how long electronic records must be kept and when or if they can be deleted.

#### **Record Retention and Disposition Schedules**

The State Historical Society and the Iowa Municipal Finance Officers Association has worked with the Iowa League of Cities to create general record series retention and disposition schedules that can be used by city governments. If the records in an office are not inventoried on a general schedule, a special or specific schedule must be created to cover the records in that office. The Iowa League of Cities is available to advise cities about the process for creating special record series retention and disposition schedules.

#### **Application of Retention and Disposition to Electronic Records**

Record series retention and disposition schedules apply to electronic records. You may contact the Iowa League of Cities for information concerning reviewing your electronic recordkeeping systems to determine if any changes are needed to your city's record series retention and disposition schedule.

#### **Storing Electronic Records**

Electronic records must be retained in accordance with a record series retention and disposition schedule, so it is very important that the database be listed on a schedule. The schedule will tell you how long to keep the older data and will help you design the new computer system to purge data at the appropriate time. Note: Electronic records cannot be destroyed if they have been requested under *Code of Iowa* Chapter 22, or if they are part of ongoing litigation, even if their retention period has expired.

Many electronic records need to be kept longer than the original technology that was used to create them. New technology is not always compatible with older technology that cities may have used. Cities are responsible for ensuring that older electronic records remain accessible as technology is upgraded or changed. Each time technology upgrades and changes occur, cities should be aware of the existence and location of older electronic records so they can be migrated to the new technology.

### **Deleting Electronic Records**

Individual employees are responsible for deleting electronic records in accordance with the appropriate record series retention and disposition schedule. Deleted electronic records, however, may be stored on backup systems for several days, weeks or months after they are deleted. Cities need written procedures for ensuring that deleted electronic records are rendered unrecoverable on a regular basis. Note: Electronic records cannot be destroyed if they have been requested under *Code of Iowa* Chapter 22, or if they are part of ongoing litigation, even if their retention period has expired.

### **Contact Information**

For more information contact:

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Schedule 1: Administrative and Legal Records

Record Title	Retention Period	Reason
<b>I. Council Proceedings</b>		
<b>A. Minutes</b>		
1. Official Copy	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
2. Working Copies	As long as administratively useful; then destroy	Administrative value ends
3. Index	Permanent	Continuing administrative and historical value
4. Audio Recordings of Closed Sessions	1 year from date of meeting; unless required to retain due to pending legislation	<i>Code of Iowa</i> , 21.5(4). Administrative and legal value ends.
5. Agendas	5 years	Administrative value ends
<b>B. Ordinances</b>		
1. Current code	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
2. Superseded Code	Two copies permanent	Continuing historical value
3. Index	Permanent	Continuing administrative and historical value
4. Individual Copies of Ordinances for Disbursement	Until superseded; then destroy	Administrative and legal value ends
<b>C. Resolutions</b>		
1. Official Copy	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
2. Working Copies	As long as administratively useful; then destroy	Administrative value ends
3. Index	Permanent	Continuing administrative and historical value
<b>D. Affidavits of Publication</b>		
1. Re: Budget	Until audited or 5 years	Fiscal and legal value ends
2. Re: Ordinances	Until recodification	Fiscal and legal value ends
3. Re: Bond Issues	Permanent	Continuing legal and historical value
4. Others	5 years	Fiscal and legal value ends
<b>E. Oaths of Office</b>	If in writing, add to official copy of council minutes for permanent retention	Continuing legal and historical value
<b>F. City Official Bonds</b>	5 years after expiration	Legal value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
<b>II. Real Property</b>		
<b>A. Title Documents</b>		
1. Deeds	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
2. Title Opinions	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
3. Abstracts and Certificates of Title	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
4. Title Insurance	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
5. Condemnation Proceedings	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
<b>B. Easements and/or Right of Way Agreements</b>	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
<b>C. Plats (legal descriptions, maps, plat books, both current and outdated)</b>	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
<b>D. Vacations/Alterations of Plat</b>	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
<b>E. Annexation Files</b>	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
<b>III. Permits and Licenses</b>		
<b>A. Cigarette</b>	5 years	Administrative and legal value ends
<b>B. Dog or Cat</b>	5 years	Administrative and legal value ends
<b>C. Liquor and Beer</b>	5 years	Administrative and legal value ends
<b>D. Restaurant</b>	5 years	Administrative and legal value ends
<b>E. Miscellaneous Business (peddler, taxi, etc.)</b>	5 years	Administrative and legal value ends
<b>F. Special Events (parades, festivals, etc.)</b>	5 years	Administrative and legal value ends
<b>IV. General</b>		
<b>A. Accidents on City Property Involving City</b>		
1. Claims Settled out of Court	10 years after settlement	Legal value ends
2. Court Decisions	Permanent	Continuing legal value
<b>B. Bids</b>		
1. Accepted	5 years	Legal and fiscal value ends
2. Rejected	5 years or 1 year after audit	Legal and fiscal value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
<b>C. Blueprints or Plans for City-Owned Structures</b>	Permanent	Continuing administrative and historical value
<b>D. Cemetery Records, Burial Records</b>	Permanent	Continuing historical value
<b>E. Contracts or Agreements for Services, Purchases of Equipment or Supplies, Concessions</b>	10 years after expirations	Legal value ends
<b>F. Correspondence</b>	As long as administratively useful; appraise for permanent retention	Possible long-term administrative use and historical value
<b>G. Daily Diaries or Logs (appointment calendars, telephone or radio logs, task lists, etc.)</b>	5 years	Administrative value ends
<b>H. Equipment Records</b>		
1. Inventories	While current	Administrative value ends
2. Maintenance History	Life of equipment	Administrative value ends
3. Cost of operation summaries	5 years	Administrative value ends
4. Information Service Records		
<i>a. Computer equipment inventory</i>	While current	Administrative value ends
<i>b. Telephone</i>	5 years	Administrative value ends
<i>c. Depreciation reports and records</i>	5 years	Administrative value ends
<i>d. Vendor information</i>	5 years	Administrative value ends
<b>I. Franchise Agreements</b>	5 years after expiration; appraise for permanent retention	Legal value ends; possible continuing historical and legal value
<b>J. Insurance Policies</b>	5 years after expiration	Legal value ends
<b>K. Leases</b>	7 years after expiration; appraise for permanent retention	Legal value ends; possible continuing historical and legal value
<b>L. Legal Actions</b>		
1. Civil Lawsuits and Administrative Law Proceedings	5 years after closure	Administrative and legal value ends
2. Criminal and Municipal Infraction Cases – Closed	5 years	Administrative value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
3. Civil Case – Closed	5 years	Administrative value ends
4. Citations	5 years	Administrative value ends
<b>M. Legal Opinions</b>		
1. Informal Opinions	5 years	Administrative and legal value ends
2. Formal Opinions	Permanent	Continuing legal value
<b>N. Maps, Current and Outdated (road, street, zoning, park, flood plain, topography, utilities, etc.)</b>	Permanent	Continuing administrative and historical value
<b>O. Minutes of Boards and Commissions</b>	Permanent	Continuing administrative and historical value
<b>P. Notices Sent to Citizens to Comply with Ordinances (including nuisance abatement notices)</b>	5 years after disposition	Administrative and legal value ends
<b>Q. Petitions from Citizens</b>	5 years after issue closed; appraise significant issues for permanent retention	Administrative and legal value ends; possible historical value
<b>R. Promotional Materials</b>		
1. City Newsletters	Permanent	Continuing historical value
2. Advertising Contracts	5 years	Administrative and legal value ends
3. Press Releases	5 years	Administrative value ends
4. Pamphlets, Brochures	Appraise for permanent retention	Possible historical value
5. Newspaper Clippings	Permanent	Continuing historical value
<b>S. Photos, Scrapbooks</b>	Appraise for permanent retention	Possible historical value
<b>T. Reports from Departments</b>		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
<b>U. Studies, Surveys</b>		
1. From an Outside Source	As long as administratively useful	Administrative value ends
2. Pertaining Directly to City	Appraise for permanent retention	Possible historical value
<b>V. Election Records</b>		
1. Precinct Maps, Current and Outdated	Permanent	Continuing historical value
2. City Elections		

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
<i>a. Election Petitions</i>	Permanent	Continuing historical value
<i>b. Abstracts</i>	Permanent	Continuing historical value
<b>V. Police and Fire Retirement Records</b>		
<b>A. Minutes of the Board</b>	Permanent	Continuing administrative, legal and historical value
<b>B. Reports</b>		
1. Actuary	5 years	Fiscal value ends
2. Investment	5 years	Fiscal value ends
3. Fund	5 years	Fiscal value ends
<b>C. Case File (actions, appeals, decisions)</b>	Permanent	Continuing administrative, legal and historical value
<b>VI. Finance/Purchasing Records</b>		
<b>A. Leases</b>		
1. Agreements and Related Documents Acted on by Council	Upon expiration, 5-year minimum	Administrative value ends
2. Agreements not Requiring Council Action	5 years after expiration, 5-year minimum	Administrative value ends
<b>B. Purchase Orders</b>		
1. Purchase Orders	10 years after order date or life of purchase	Administrative value ends
2. Change Orders	10 years after order date	Administrative value ends
<b>C. Bids, Quotes and Proposals</b>		
1. Official Copy, Bid/Proposal RFP	10 years after completion of contract	Administrative value ends
2. Copies of Bids Received and Related Documents for Public Improvement Projects and Acted on by Council	10 years after completion of contract; accepted bids retained permanently	Administrative value ends; continuing administrative value
3. Copies of Bids Received and Related Documents for Fleet Equipment Acted on by Council	Lifetime of equipment; unaccepted bids: 1 year after acceptance of winning bid	Administrative value ends



Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
4. Copies of Bids Received and Related Documents for Other Equipment and Service Projects Acted on by Council	10 years after completion of contract; unaccepted bids: 1 year after acceptance of winning bid	Administrative value ends
5. Originals of Bids, Quotes and Proposals Received for Contracts Not Awarded by Council	10 years after completion of contract except: fleet equipment and buses; lifetime of equipment and other capital equipment; 10 years after completion of contract or upon expiration of warranty, whichever is more	Administrative, grant and warranty issues are active until equipment is taken out of service.
<b>D. Printing Charges</b>	5 years	Administrative value ends
<b>E. Central Stores</b>		
1. Stocks of Material Safety Data Sheets for Distribution	30 years after last use	Administrative value ends
2. Issue Slips	After audit completion or at least 5 years	Administrative value ends
<b>F. Materials Inventory Records</b>		
1. Issue Records	5 years	Administrative value ends
2. Receipt Records	5 years	Administrative value ends
3. Catalogued Inventory Physical Count Records	After audit completion or at least 5 years	Administrative value ends
4. Catalogued Inventory Year-End Exception/ Adjustment Record	After audit completion or at least 5 years	Administrative value ends
5. Catalogued Inventory Adjustment Record	After audit completion or at least 5 years	Administrative value ends
6. Non-catalogued Inventory Physical Count Record	After audit completion or at least 5 years	Administrative value ends
7. Year-end Materials Inventory Summary	After audit completion or at least 5 years	Administrative value ends
<b>G. Inter-Department Charges</b>		
1. Fax Charges	After audit completion	Administrative value ends
2. City Hall Copier Readings	After audit completion	Administrative value ends

Schedule 2: Financial Records

Record Title	Retention Period	Reason
<b>I. Revenue</b>		
<b>A. Notice of Property Tax Allocation from County</b>	5 years	Fiscal value ends
<b>B. Notice of Liquor Tax Allocation from State</b>	5 years	Fiscal value ends
<b>C. Property Tax Assessment Books</b>	Permanent	Continuing historical value
<b>D. Federal Revenue Sharing Records</b>	5 years	Fiscal value ends
<b>E. Investments (Notice of interest earned or reports of growth, dividends, purchase, sales, etc.)</b>	5 years	Fiscal value ends
<b>F. Parking Revenue</b>		
1. Income from Meters and Lots (daily receipts, monthly summaries, ledgers, deposit slips)	5 years	Fiscal value ends
2. Income from Violations (ticket copies, logs, daily receipts, monthly summaries, deposit slips)	5 years	Fiscal value ends
<b>G. Road Use Tax Funds</b>		
1. Application for Financial Aid (Forms 230001, 230002, agreement, invoices, payment vouchers, certificate of audit)	5 years	Fiscal value ends
2. Annual Street Finance Report	5 years	Fiscal value ends
3. Street Construction Program (Form RUT 1-A, 220001, 220002)	5 years	Fiscal value ends
4. Aerial Street Maps	Permanent	Continuing historical value
<b>H. Claims for Refunds of State Sales Tax</b>	5 years	Fiscal value ends

Schedule 2: Financial Records, Continued

Record Title	Retention Period	Reason
<b>I. Claims for Refunds of State Fuel Tax</b>	5 years	Fiscal value ends
<b>J. Special Assessments</b>		
1. Certified Mail Stubs from Notice to Property Owners	5 years after final payment	Fiscal and legal value ends
2. Assessment Title Searches	5 years	Fiscal and legal value ends
3. Preliminary and Fiscal Assessment Schedules	5 years after final payment	Fiscal and legal value ends
4. Petition and Waiver (agreements to special assessments)	5 years after final payment	Fiscal and legal value ends
5. Assessment Plats	5 years after final payment	Fiscal and legal value ends
6. Certificate of Levy and Final Assessment	5 years after final payment	Fiscal and legal value ends
<b>K. Bond Issues and Proceedings</b>		
1. Bond Certificates	5 years after final recall	Fiscal value ends
2. Redeemed Coupons	5 years after final recall	Fiscal value ends
3. Bond Register	Permanent	<i>Code of Iowa, 372.13(5)</i> . Also continuing administrative, legal and historical value.
4. Proceedings (notice and call of public meeting, minutes and certificate of meeting, certificate of referendum, legal opinions)	Permanent	<i>Code of Iowa, 372.13(5)</i> . Also continuing administrative, legal and historical value
5. Remittance Advice Received with Payments	5 years	Fiscal value ends
<b>L. Records of Federally Funded Public Improvement Projects (applications, contracts, accounting and banking records, payroll, EEO compliance records) Also see Schedule 4, Public Works Records</b>	5 years after final payment, if audited	Fiscal value ends
<b>II. Accounting</b>		

Schedule 2: Financial Records, Continued

Record Title	Retention Period	Reason
<b>A. Source Documents</b>		
1. Accounts Payable		
<i>a. Requisitions</i>	5 years	Fiscal value ends
<i>b. Purchase orders</i>	5 years	Fiscal value ends
<i>c. Invoices, statements, bills</i>	5 years	Fiscal value ends
<i>d. Claims presented to council</i>	5 years	Fiscal value ends
<i>e. Check/warrant copies or stubs</i>	5 years	Fiscal value ends
<i>f. Vendor ledger cards</i>	5 years	Fiscal value ends
2. Accounts Receivable		
<i>a. Receipt copies or books</i>	5 years	Fiscal value ends
<i>b. Daily cash receipt tabulation (cash register tapes, tallies, etc.)</i>	5 years	Fiscal value ends
<i>c. Invoices, statements, bills</i>	5 years	Fiscal value ends
<b>B. Books of Original Entry</b>		
1. Receipt Journal	10 years	Fiscal value ends
2. Disbursement Journal	10 years	Fiscal value ends
3. General Journal	10 years	Fiscal value ends
4. Appropriations Journal	10 years	Fiscal value ends
<b>C. Ledgers</b>		
1. General Ledger	Permanent	Continuing fiscal value
2. Subsidiary Revenue Ledger Cards	10 years	Fiscal value ends
3. Subsidiary Appropriation/Expenditure Cards	10 years	Fiscal value ends
<b>III. Banking</b>		
<b>A. Checking Account Statements</b>	5 years	Fiscal value ends
<b>B. Check/Warrant Register (same as Disbursement Journal, above)</b>	10 years	Fiscal value ends
<b>C. Cancelled Checks/Warrants</b>	5 years	Fiscal value ends
<b>D. Savings Account Statements</b>	5 years	Fiscal value ends
<b>E. Reconciliation Worksheets</b>	5 years	Fiscal value ends

Schedule 2: Financial Records, Continued

Record Title	Retention Period	Reason
<b>IV. Financial Reports</b>		
A. Annual Financial Report	Permanent	Continuing fiscal value
B. Treasurer's/Clerk's Report	5 years	Fiscal value ends
C. Sales Tax and Use Tax Reports	5 years	Statute of limitations on audit
D. Grant Reports	5 years after audit; 7 years if not audited; grant terms if not stated therein	Fiscal value ends
<b>V. Audits</b>	Permanent	Continuing fiscal value
<b>VI. Budget</b>		
A. Appropriation Requests from Departments	5 years	Fiscal value ends
B. Annual Budget Forms	5 years	Fiscal value ends
C. Final Budget and Certificate Summary	2 copies permanent	Continuing fiscal and historical value
D. Budget Amendments	2 copies permanent	Continuing fiscal and historical value

## Schedule 3: Payroll and Personnel Records

Record Title	Retention Period	Reason
<b>I. Payroll</b>		
<b>A. Payroll Journal (shows name, SSN, earnings, deductions, net pay/period and yearly totals)</b>	60 years	Fiscal value ends (satisfies long-term need for future salary and pension inquiries)
<b>B. Payroll Support Documents</b>	5 years	Fiscal value ends
<b>C. Federal Reporting Forms</b>		
1. W-2, W-3, W-4	5 years	Fiscal value ends
2. 941E Quarterly Report	5 years	Fiscal value ends
3. Copy of Deposit Card	5 years	Fiscal value ends
4. 1099, 1096	5 years	Fiscal value ends
<b>D. State Reporting Forms</b>		
1. Withholding Agents Reports	5 years	Fiscal value ends
2. Job Service Report	5 years	Fiscal value ends
3. Copy of Deposit Card	5 years	Fiscal value ends
4. IPERS	5 years	Fiscal value ends
5. MFPRSI	5 years	Fiscal value ends
<b>II. Payroll</b>		
<b>A. Individual Employee File</b>		
1. Job Description and History	Permanent	Continuing historical value
2. Application and Resume	60 years	Administrative value ends (satisfies long-term need for future inquiries)
3. Civil Service Test, Scores, Placement	60 years	Administrative value ends
4. Evaluations, Discipline, Demotion, Promotion, Awards	60 years	Administrative value ends
5. Continuing Education	60 years	Administrative value ends
6. Medical Information (separate file)	60 years	Administrative value ends
7. Resignations, Reasons for Leaving	60 years	Administrative value ends
8. Claim for IPERS	60 years	Administrative value ends
9. Unemployment Insurance Claims	5 years	Fiscal value ends
10. Garnishments	Through closure plus 1 year	Fiscal value ends

Schedule 3: Payroll and Personnel Records, Continued

Record Title	Retention Period	Reason
11. Enrollment for Direct Deposit, Insurance, Savings Bonds, Etc.	While current	Administrative value ends
<b>B. Applications of Those Not Hired</b>	5 years	Administrative value ends
<b>C. Civil Service Records</b>		
1. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
2. Roster of Eligible Applicants	5 years	Administrative value ends
3. Case Files (actions, appeals, decisions)	10 years	Legal value ends
<b>D. Equal Employment Opportunity</b>		
1. EEO-4 Report	5 years	Administrative value ends
2. Plans		
<i>a. City's</i>	5 years	Administrative value ends
<i>b. Potential contractors'</i>	5 years	Administrative value ends
<b>E. Health Insurance Payments, Claims</b>	5 years	Administrative and fiscal value ends
1. Employer's Report	5 years	Administrative and fiscal value ends
2. OSHA Report	5 years	Administrative and fiscal value ends
3. Workers' Compensation Reports	2 years from date of occurrence which benefits are claimed or 3 years from last payment of weekly compensation benefits	<i>Code of Iowa, 85.26.</i> Legal value ends.
<b>F. Union Records</b>		
1. Negotiations	As long as administratively useful; then appraise for permanent retention	Administrative value ends. Possible historical value.
2. Contracts	Permanent	Continuing administrative and historical value
3. Fact Finding and Arbitration Cases	5 years minimum then appraise for permanent retention	Administrative value ends. Possible historical value.
4. Case Files (actions, appeals, decisions)	10 years then appraise for permanent retention	Legal value ends. Possible historical value.
<b>G. Public Service (PSE) Contracts, Claims, Etc.</b>	5 years	Administrative and fiscal value ends

Schedule 3: Payroll and Personnel Records, Continued

Record Title	Retention Period	Reason
<b>H. Miscellaneous</b>		
1. Classification Studies	5 years	Administrative value ends. Appraise for possible historical value.
2. Compensation Surveys	5 years	Administrative value ends. Appraise for possible historical value.
3. Administrative Studies	5 years	Administrative value ends. Appraise for possible historical value.
4. Job Specifications	Permanent	Continuing historical value
5. Personnel Policies, Pay Plans, Etc.	Permanent	Continuing historical value
6. Internal Investigations	10 years	Administrative and legal value ends. Appraise for possible historical value.



Schedule 4: Public Works Records

Record Title	Retention Period	Reason
<b>I. General Records Common to Engineering and Planning &amp; Zoning Departments</b>		
<b>A. Annexation Files</b>	Permanent	Continuing administrative and historical value
<b>B. Maps, Current and Outdated (road, street, zoning, park, flood plain, topography, utilities, etc.)</b>	Permanent	Continuing administrative and historical value
<b>C. Plats (subdivision, annexation, assessors, legal descriptions, plat books)</b>	Permanent	Continuing administrative and historical value
<b>D. Studies or Surveys</b>		
1. From Outside Source	As long as administratively useful	Administrative value ends
2. Pertaining to City	Appraise for permanent retention	Possible historical value
<b>E. Subdivision Files</b>	Permanent	Continuing administrative and historical value
<b>II. Engineering Records</b>		
<b>A. Blueprints or Plans of City-Owned Structures</b>	Permanent	Continuing administrative and historical value
<b>B. Bridge Records (inspection and maintenance)</b>	Life of structure	Administrative value ends
<b>C. Capital Improvement Projects</b>		
1. Authorization Phase	5 years	Administrative value ends
<i>a. Minutes of Hearing, Clerk's Certificate, Resolutions</i>	Permanent (part of minute and resolution books)	Continuing legal and historical value
<i>b. Specifications</i>	Permanent	Continuing administrative and historical value
<i>c. Notice of Hearing and Letting (instructions to bidders, bid, bid bond, performance bond, certificate of insurance)</i>	5 years after project completed, if audited	Fiscal and legal value ends
<i>d. Contract</i>	Life of structure	Administrative and legal value ends

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
2. Financing Phase	See Schedule 2, Financing Records	
<i>a. Special Assessments, Bond Issues, State or Federal Grants</i>		
3. Pre-Construction Phase		
<i>a. Appraisals</i>	5 years after project completed; if project not initiated, retain as administratively useful	Administrative and fiscal value ends
<i>b. Environmental Impact Surveys</i>	5 years	Administrative value ends
<i>c. Historical Surveys of Buildings</i>	Appraise for permanent retention	Possible historical value
<i>d. Relocation Files</i>	5 years after final payment	Administrative and fiscal value ends
<i>e. Condemnation Files</i>	Permanent	Continuing legal and historical value
<i>f. Demolition Files</i>	Permanent	Continuing legal and historical value
4. Construction Phase		
<i>a. Work Orders</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>b. Daily Diaries</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>c. Payroll Records</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>d. Change Orders</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>e. Cement or Other Purchases</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>f. Inspections, Testing</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>g. Progress Reports</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>h. Pay Requests</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>i. Blueprints, Tracings</i>	Permanent	Administrative and fiscal value ends
<i>j. Certificate of Completion and Acceptance</i>	Permanent	Administrative and fiscal value ends
<b>D. Deeds, Easements or Right of Way Agreements</b>	Permanent	Continuing legal and historical value

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
<b>E. Land Survey Results</b>		
1. Field Notes	Permanent	Continuing administrative and historical value
2. Benchmark Books	Permanent	Continuing administrative and historical value
<b>F. Photos, Aerials</b>	As long as administratively useful; appraise for permanent retention	Administrative value ends; possible historical value
<b>G. Profile and Grade Books</b>	Permanent	Continuing administrative and historical value
<b>H. Reports to City Council</b>		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
<b>III. Planning &amp; Zoning Records</b>		
<b>A. Case Files</b>		
1. Zoning Variance Requests and Decisions	10 years after settlement	Administrative and legal value ends
2. Non-compliance Violations	10 years after settlement	Administrative and legal value ends
3. Decisions and Orders	Permanent	Continuing administrative, historical and legal value
<b>B. Community Development</b>		
1. Urban Renewal, HUD Block Grant	See Capital Improvement Projects in this schedule	
2. Public Housing		
<i>a. Applications, Correspondence, Records of Ineligibility, Determinations, Tenant Files</i>	5 years after case closed	Administrative value ends. (Federal Register, Guide to Record Retention Requirements suggests 3 year retention.)
<b>C. General Planning (comprehensive plan, land use, open space, recreation, capital improvements, regional, transportation, etc.)</b>	As long as administratively useful; appraise for permanent retention	Administrative value ends; possible historical value
<b>D. Minutes of the Board or Commission</b>	Permanent	Continuing administrative and historical value
<b>E. Rosters of Previous Board or Commission Members</b>	Permanent	Continuing historical value

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
<b>F. Reports to City Council</b>		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
<b>IV. Building Inspection Records</b>		
<b>A. Building/Site Plans</b>		
1. Residential	5 years	Administrative value ends
2. Commercial	Life of structure	Long-term administrative value
3. Rental	5 years	Administrative value ends
<b>B. Case Files, Board of Adjustment</b>	10 years after disposition	Administrative and legal value ends
<b>C. Inspection Records</b>		
1. Card or Address File	5 years	Administrative value ends
2. Reports	5 years	Administrative value ends
3. Log Books	Permanent	Continuing administrative and legal value
<b>D. License Records (electricians, plumbers, mechanical)</b>	60 years	Long-term administrative and legal value
<b>E. Minutes of the Board of Adjustment</b>	Permanent	Continuing administrative and historical value
<b>F. Permits (or application, whichever has most info; building, plumbing, heating, A/C, electrical, sewer, excavation, demolition, occupancy, street, sidewalk)</b>	Permanent	Continuing administrative value
<b>G. Reports to City Council</b>		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
<b>V. Maintenance of Streets and Grounds</b>		
<b>A. Complaints</b>	5 years after disposition	Administrative value ends
<b>B. Daily Diaries or Logs (appointment calendars, telephone or radio logs, task lists, etc.)</b>	5 years	Administrative value ends

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
<b>C. Equipment</b>		
1. Inventories	While current	Administrative value ends
2. Maintenance	Life of equipment	Administrative value ends
3. Cost of Operation Summaries	5 years	Administrative and fiscal value ends
<b>D. Purchasing</b>	See Schedule 2, Financial Records (Accounts Payable)	
1. Fuel Consumption Records	5 years	Fiscal value ends
2. Fuel, Gravel, Sand, Hauling, etc.	5 years	Fiscal value ends
<b>E. Reports to City Council</b>		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
<b>F. Work Orders</b>	5 years	Administrative value ends

Schedule 5: Fire Department Records

Record Title	Retention Period	Reason
<b>A. Blueprints of Commercial Buildings</b>	As long as administratively useful	Administrative value ends
<b>B. Daily Diaries or Logs (appointment calendars, activity, radio, phone)</b>	5 years	Administrative value ends
<b>C. Equipment Records</b>		
1. Inventories	5 years	Administrative value ends
2. Maintenance and Testing	5 years	Administrative value ends
<b>D. Inspection Records</b>		
1. Card File or Log Book with Results, Violations, Corrections	Life of structure	Administrative and legal value ends
2. Inspector Books, Copies of Inspection Certificates	5 years	Administrative value ends
<b>E. Iowa Incident Reports</b>	Permanent	Continuing administrative and historical value
<b>F. Investigation Files</b>		
1. Arson	Permanent	Continuing administrative and legal value
2. Fire Deaths	Permanent	Continuing administrative and legal value
<b>G. Log Book of Fires</b>	Permanent	Continuing administrative and historical value
<b>H. Maps of Area Served</b>	As long as administratively useful	Administrative value ends
<b>I. Miscellaneous Vehicle Run Reports</b>	5 years	Administrative value ends
<b>J. Roll Call or Minute Books</b>	Permanent	Continuing historical value
<b>K. Reports to City Council</b>		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
<b>L. Rural Township Contracts</b>	5 years after expiration	Administrative and legal value ends
<b>M. Photos, Department History</b>	Permanent	Continuing historical value
<b>N. State Fire Marshall's Statistics</b>	As long as administratively useful	Administrative value ends

Schedule 6: Parks and Recreation Records

Record Title	Retention Period	Reason
<b>A. General</b>		
1. Contracts, Agreements (concessions, services, equipment, personnel, facility use, projects)	10 years after expiration	Administrative and legal value ends
2. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
3. Facilities, Buildings, Other Structures	Life of building or until sold	Administrative value ends
4. Equipment (inventories, maintenance)	Until equipment retired	Administrative value ends
5. Facilities, Park Maintenance, Pesticide Applicator Licenses	5 years minimum	Administrative value ends
<b>B. Miscellaneous Records</b>		
1. Program Files (class lists, rosters, score books, permission slips)	5 years	Administrative value ends
2. Reservation Records (shelter houses, facilities, building spaces, etc.)	5 years	Administrative value ends
3. State Sales Tax Return	5 years	Fiscal value ends
4. Promotional Materials	5 years; appraise for permanent retention	Possible historical value
5. Photos, Park History	Permanent	Continuing historical value
<b>C. Swimming Pools, Golf Courses and Other Enterprises that Charge Admission</b>		
1. Daily Cash Receipts, Cash Register Tapes, Deposit Slips	5 years	Fiscal value ends
2. Record of Season Ticket Sales	5 years	Fiscal value ends
3. User Statistics	5 years	Administrative value ends
4. Department of Public Health Water Quality Tests	5 years	Administrative value ends
5. Material Safety Data Sheets	30 years after last use	OSHA requirement; administrative value ends
<b>D. Reports to City Council</b>		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value

## Schedule 7: Airport Records

Record Title	Retention Period	Reason
<b>A. Contracts or Leases</b>	10 years after expiration	Administrative value ends
<b>B. Correspondence with Regulatory Agencies, FAA or Iowa DOT (inspections, certification, correction of violations, etc.)</b>	As long as administratively useful or until issue resolved; appraise for permanent retention	Administrative value ends; possible historical value
<b>C. Facilities</b>		
1. Land	See Schedule 1, Administrative and Legal Records, Title Documents	
2. Buildings, Runways, Other Structures	See Schedule 1, Administrative and Legal Records, Title Documents	
3. Equipment (inventories, maintenance)	See Schedule 1, Administrative and Legal Records, Title Documents	
<b>D. Master Plans (5-10 year projections)</b>	Until superseded; appraise for permanent retention	Administrative value ends; possible historical value
<b>E. Minutes of the Board or Commission</b>	Permanent	Continuing administrative and historical value
<b>F. Reports to City Council</b>		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value



## Schedule 8: Library Records

Record Title	Retention Period	Reason
A. Circulation Records	5 years	Administrative value ends
B. Contracts for Service with Other Entities	10 years after expiration	Administrative value ends
C. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
D. Purchasing	See Schedule 2, Financial Records, Accounts Payable	
E. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
F. Report to State Library Commission	Permanent	Continuing historical value

Schedule 9: Housing Records

Record Title	Retention Period	Reason
<b>A. Planning</b>		
1. Commercial Site Plans	180 days after completion of permitted work	International Building Code
2. Subdivision Plans	5 years after last final plat approval	Administrative value ends
3. PUD, P-C, P-1 Plans	Permanent	Continuing administrative and historical value
4. LUPP Requests	5 years	Administrative value ends; possible historical value
5. Neighborhood Planning (sub-area plans, neighborhood liaison activities)	5 years minimum	Administrative value ends; possible historical value
6. Historic Preservation Files	Permanent	Continuing administrative and historical value
7. Permitted Home Occupation Files	Permanent	Continuing administrative and historical value
<b>B. Affordable Housing</b>		
1. Home Buyer Files (applications, HUD settlement statements, purchase agreements, racial/ethnic documentation, rehabilitation contracts and documentation)	7-30 years or until property is sold	Administrative value ends
2. Grant Program Files (quarterly reports, monthly reports, close-out documents for audits)	5-year minimum after program completion and audit	Administrative value ends
3. Annual	Permanent	Continuing historical value

Schedule 10: Police Records

Record Title	Retention Period	Reason
<b>A. Permits</b>		
1. Noise Permits	5 years	Administrative value ends
2. Keg Permits	5 years	Administrative value ends
<b>B. Personnel</b>		
1. Staff Meeting Minutes and Index	Permanent	Continuing administrative value
2. Personnel Records (discipline, demotion, promotion, awards)	5 years after termination of employment	Administrative value ends
3. Personnel Training Records	5 years after termination of employment	Administrative value ends
4. Significant Exposure and Insignificant Exposure Reports	Permanent	Continuing administrative value
5. Internal Affairs Investigations	Permanent	Continuing administrative value
6. Grievances/Responses	Permanent	Continuing administrative value
7. Outside-event Overtime Requests, Assignments, Billings	5 years	Administrative value ends
8. Policies and Procedures Manuals and Updates	Permanent	Continuing historical value
9. Detective Division Policies and Procedures Manual and Updates	Permanent	Continuing historical value
10. Field Training Officers Manual and Updates	Permanent	Continuing historical value
11. Dispatchers Policies and Procedures Manual and Updates	Permanent	Continuing historical value
12. Liability Release Forms	Permanent	Continuing historical and legal value
<b>C. Records and Reports</b>		
1. Studies/Surveys	5-year minimum, as long as administratively useful	Administrative value ends
2. Arrest Book	Permanent	Continuing administrative value
3. Trip Cards	7 years	Administrative value ends
4. State of Iowa Grant Reports	5-year minimum, depending on grant requirements	Administrative value ends

Schedule 10: Police Records, Continued

Record Title	Retention Period	Reason
5. Federal Government Grant Reports	5-year minimum, depending on grant requirements	Administrative value ends
6. Investigation Reports	Permanent	Continuing historical value
7. Accident Reports	Permanent	Continuing historical value
8. Pawn Records	7 years	Administrative value ends
9. Arrest Records	Permanent (hard copy)	Continuing historical value
<b>D. Accounting and Payroll</b>		Administrative value ends
1. Department Employee Time Records	5 years	Administrative value ends
2. Department Accounting and Payroll Records	5 years	Administrative value ends

Schedule 11: Engineering Records

Record Title	Retention Period	Reason
1. Annexation Maps	Permanent	Continuing administrative and historical value
2. Plats of City-Owned Property and Easements Granted to City	Permanent	Continuing administrative and historical value
3. Topography, Flood Plain Maps	Permanent	Continuing administrative and historical value
4. Utility Location Maps and Plats	Permanent	Continuing administrative and historical value
5. As Built and Drawings of City Buildings, Streets, and Supporting Infrastructure	Permanent	Continuing administrative and historical value
6. Capital Improvement Project Specifications	5 years after project completed	Administrative and fiscal value ends
7. Capital Improvement Project Files	5 years after project completed	Administrative and fiscal value ends
8. Survey Notes	Permanent	Continuing administrative and historical value
9. Benchmark Books	Permanent	Continuing administrative and historical value
10. Material Safety Data Sheets	30 years after last usage	OSHA requirement; administrative value ends
11. Nuclear Density Gauge Logs	Permanent	Permit requirement
12. Studies/Surveys	5 years	Possible historical value; appraise for permanent retention
13. Complaints	5 years after settlement	Administrative value ends
14. Daily Diaries or Logs (appointment calendar, activity, radio, phone)	5 years	Administrative value ends
15. Correspondence with Regulatory Agencies (inspections, certification, correction of violations)	5 years/permanent if correspondence serves as certification or evidence of correction of violations	Administrative value ends; appraise for possible historical value
16. Master Plans (5-10 year projections)	Permanent	Continuing historical value

Schedule 12: Transit Records

Record Title	Retention Period	Reason
<b>A. Equipment and Maintenance</b>		
1. Inventories	While current	Administrative value ends
2. Leases	Life of equipment	Fiscal value ends
3. Fuel Consumption	Permanent	Continuing fiscal value
4. Cost of Operation	Permanent	Continuing administrative and historical value
5. Underground Tanks, Registration and Insurance	Permanent	Continuing administrative and fiscal value
<b>B. Maps</b>		
1. Time Schedules and Route Maps	Permanent	Continuing administrative and historical value
<b>C. Promotional Materials (pamphlets, brochures)</b>	Permanent	Continuing administrative and historical value
<b>D. Financial Records and Reports</b>		
1. Quarterly Reports	5 year minimum	Administrative value ends
2. Fuel Tax Reports	5 year minimum	Fiscal value ends
3. DBE/WBE Report	5 year minimum	Administrative value ends
4. Operating Grants	Life of structure, not less than 5 years	Fiscal value ends
5. Odometer Readings	Life of equipment	Administrative value ends
6. Time Sheets	5 years	Fiscal value ends
7. Material Safety Data Sheets	30 years after last usage	OSHA requirement; administrative value ends
8. Claims for Refunds of State Fuel Tax	5 years	Fiscal value ends

Schedule 13: Electric Utility Records

Record Title	Retention Period	Reason
<b>I. Electric Administration, Engineering and Plant Controls</b>		
<b>A. State and Federal Reports</b>		
1. EIA 412 – Annual Report of Public Electric Utilities	5 years	Administrative value ends; appraise for possible historical value
2. EIA 767 – Steam-Electric Plant Operation and Design Report	5 years	Administrative value ends; appraise for possible historical value
3. EIA 860 – Annual Electric Generator Report	5 years	Administrative value ends; appraise for possible historical value
4. EIA 861 – Annual Electric Power Report	5 years	Administrative value ends; appraise for possible historical value
5. Iowa Department of Revenue Annual Report of Transmission Lines and Equipment	5 years	Administrative value ends; appraise for possible historical value
6. Form ME-1 – Iowa Utilities Board Annual Report	5 years	Administrative value ends; appraise for possible historical value
<b>B. Iowa Utilities Board</b>		
1. Annual Inspection	5 years	Administrative value ends; appraise for possible historical value
<b>C. FCC Radio License</b>	5 years	Administrative value ends; appraise for possible historical value
<b>D. Licenses and Permits, State and Federal</b>		
1. Iowa Dept of Public Health Materials License	5 years	Administrative value ends; appraise for possible historical value
2. Continuous Emission Monitoring	5 years	Administrative value ends; appraise for possible historical value
3. Iowa DNR Permits	5 years	Administrative value ends; appraise for possible historical value
4. US EPA Permits	5 years	Administrative value ends; appraise for possible historical value
5. Iowa Utility Board Permits	5 years	Administrative value ends; appraise for possible historical value

Schedule 13: Electric Utility Records, Continued

Record Title	Retention Period	Reason
<b>E. Distribution System</b>		
1. Electric Distribution Maps	Permanent	Continuing administrative value
2. Electric Switching Maps	Permanent	Continuing administrative value
<b>F. Security Lights, Rental Agreements</b>		
	Life of agreement, not less than 5 years	Continuing administrative value
<b>G. Miscellaneous</b>		
1. Iowa One Call Locates	7 years	Legal value ends
2. Primary Switching Log and Tags	Permanent	Continuing legal and historical value
3. Safety Glasses and Safety Footwear	7 years	Administrative and fiscal value ends
4. Siren Tests	7 years	Administrative value ends
5. Job Orders (active)	Until completed, not less than 5 years	Administrative and fiscal value ends
6. Job Orders (completed)	Permanent	Continuing historical value
7. Maps	Permanent	Continuing historical value
8. Tree Trimming Maps/ Permit Cards	7 years	Administrative, fiscal and historical value
9. Material Safety Data Sheets	30 years after last usage	OSHA requirement; administrative value ends
10. Disposal Record of Material from Truck Bay Pits	Permanent	Continuing legal value
<b>H. Inventory</b>		
1. Poles	Permanent	Continuing fiscal and historical value
2. Transformers	Permanent	Continuing fiscal and historical value
3. Job Issues	Permanent	Continuing fiscal and historical value
4. Material in Stock	While current	Administrative and fiscal value
5. Inventory Records	5 years	Fiscal, historical and legal value ends
<b>I. Inspection/Maintenance Documents/ Reports</b>		
1. OH Switch Maintenance	7 years	Administrative value ends
2. PCB Test Reports	Permanent	Continuing historical and legal value
3. Cap Bank Maintenance/Inspection	5 years	Administrative value ends



Schedule 13: Electric Utility Records, Continued

Record Title	Retention Period	Reason
4. Tools	As long as possessed, not less than 5 years	Administrative value ends
5. OH Line Inspection	5 years	Historical and legal value ends
6. UG Line Inspection	5 years	Historical and legal value ends
7. Infrared Inspection	5 years	Historical and legal value ends
8. Equipment	As long as possessed, not less than 5 years	Administrative value ends
9. Fire Extinguisher Inspection	Permanent	Continuing legal value
10. Sling Inspections	Permanent	Continuing legal value
11. High-Voltage Testing (hot sticks and cover-up)	Permanent	Continuing legal value
12. Fork-Lift Inspection	As long as possessed, not less than 5 years	Historical and legal value ends
13. High-Voltage Testing of Substation Hot Sticks	Permanent	Continuing legal value
14. Miscellaneous Building Maintenance Records	Permanent	Continuing historical value
<b>II. Electric Production Records</b>		
<b>A. Operations and Maintenance</b>		
1. Generation and Output Logs (monthly meter logs)	6 years	Federal Energy Regulatory Commission (17,704, 125.3)
2. Recording Charts	5 years	Federal Energy Regulatory Commission Regulations
<b>B. Payroll</b>		
1. Semi-Monthly Pay Sheets	5 calendar years	Administrative and legal value ends
<b>C. Records</b>		
1. Record of Unclaimed Deposits	3 years	Iowa Administrative Code, 199-20.4(8)
2. Customer Billing Records	3 years	Iowa Administrative Code, 199-20.4(13)
3. Meter Test Records	3 years after retirement of meter	Iowa Administrative Code, 199-20.6
4. Volunteer Records	2 years	Iowa Administrative Code, 199-20.7(7)

Schedule 13: Electric Utility Records, Continued

Record Title	Retention Period	Reason
<b>D. OSHA Safety Programs</b>		
1. Written Programs	5 years	Administrative and legal value ends
2. Training Records	5 years	Administrative and legal value ends
3. Cancelled Confined Space Entry Permits	5 years	Administrative and legal value ends
4. Portable Fire Extinguisher Inspections	5 years	Administrative and legal value ends
5. Ladder Inspections	5 years	Administrative and legal value ends
6. Sling Inspections	5 years	Administrative and legal value ends
7. Monthly Respirator Inspection Forms	5 years	Administrative and legal value ends
8. Material Safety Data Sheets	30 years after last usage	OSHA requirement; administrative value ends

Schedule 14: Water Utility Records

Record Title	Retention Period	Reason
<b>A. General</b>		
1. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
2. Capital Improvement Projects	See Schedule 4, Public Works Records, Capital Improvement Projects	
<i>a. Records relating to state and federal funding of planning and/or construction of water and wastewater facilities (correspondence, grant applications, approvals, wage determinations, adjustments)</i>	5 years after completion	Administrative value ends
<i>b. Records relating to construction of wastewater treatment facilities (applications, permits, amendments, blueprints, complaints, investigations, reports, Municipal Operation Permits)</i>	Permanent	Continuing administrative value
3. Operator's Certification	Length of employment	Administrative and legal value end
4. Valuations	Permanent	Continuing administrative, fiscal and historical value
5. Rate Surveys		
<i>a. Monthly</i>	3 years	Administrative value ends
<i>b. Annual</i>	Permanent	Continuing historical value
6. Report to Iowa Department of Revenue	5 years	Administrative and fiscal value ends
<b>B. System, Plant and Equipment</b>		
1. Blueprints or Plans of Plant and System	Permanent	Continuing administrative and historical value
2. Inventories (elevated water tanks, wells, pumps, engines, reservoirs, dams, pump stations, etc.)	While current	Administrative value ends
3. Equipment Records (water towers, wells, pumps, engines, tanks, reservoirs, dams, etc.)		

Schedule 14: Water Utility Records, Continued

Record Title	Retention Period	Reason
<i>a. Inventories</i>	While current	Administrative value ends
<i>b. Maintenance History</i>	Life of equipment	Administrative value ends
<i>c. Depreciation</i>	Life of equipment	Fiscal value ends
4. Maps of System	Permanent	Continuing administrative and historical value
5. Meter Records (location, testing, maintenance)	2 consecutive periodic tests or 2 years; if record made at retirement, retain for 3 years	Iowa Administrative Code, 199-21.6(9); administrative value ends
6. Record of Ys	Permanent	Continuing administrative value
7. Valve Records	Permanent	Continuing administrative value
8. Water and Sewer Tap Records	Permanent	Continuing administrative value
<b>C. Operations</b>		
1. Logs Indicating Pumping, Hours, Gallons, Chemicals Added, Maintenance, Testing	6 years	Administrative value ends
2. Recording Instrument Charts	5 years	Administrative value ends
3. Records Relating to Operations, Including Correspondence, Permits (NPDES, pretreatment, disposal water/wastewater sludge, water supply, historical consumption, usage records, trouble calls)	Permanent	Continuing historical and future projection value
4. Lab Records Supporting Lab Certification	7 years	Administrative value ends
5. IDNR Summary of Bacterial Analysis	7 years	Administrative value ends
6. Water Supply Monthly Operations Report	7 years	Administrative value ends
7. Operations Permits	Permanent	Continuing administrative value
<b>D. Water Treatment</b>		
1. Bacteriological Analysis	5 years	US EPA, 40 CFR 141.33. Administrative value ends.
2. Chemical Analysis	10 years	US EPA, 40 CFR 141.33. Administrative value ends.

Schedule 14: Water Utility Records, Continued

Record Title	Retention Period	Reason
3. Actions Taken to Correct Violations of Primary Drinking Water Regulations	5 years	US EPA, 40 CFR 141.33. Administrative value ends.
4. Copies of Reports Relating to Sanitary Surveys of System	10 years	US EPA, 40 CFR 141.33. Administrative value ends.
5. Records Relating to Variances or Exemptions	5 years after expiration	US EPA, 40 CFR 141.33. Administrative value ends.
6. Record of Residuals Analysis and Disposal	5 years	US EPA, 40 CFR 141.33. Administrative value ends.
7. Flood Prediction and Monitoring Data	Permanent	Continuing historical and future projection value
8. Groundwater Level Monitoring Data	Permanent	Continuing historical and future projection value
<b>E. Billing and Customer Services Records</b>		
1. Application Forms for Hydrant Meters and Unauthorized Use of Water (without meter)	5 years	Administrative value ends
2. Job Orders	5 years	Administrative value ends
3. Complaints	5 years	Iowa Administrative Code, 199-21.4(10). Administrative value ends.
<b>F. Meter Records</b>		
1. Meter Testing and Maintenance Records (meter cards)	5 years after retirement of meter	Administrative value ends
2. Meter Location Records (address cards)	Permanent	Continuing historical value
<b>G. Cross-Connection Control Records</b>		
1. Facility/Customer Records (device test and facility survey forms; notifications for need for containment, testing, and noncompliance; assembly information and test log)	Permanent	Continuing administrative and historical value

Schedule 14: Water Utility Records, Continued

Record Title	Retention Period	Reason
2. Wastewater Treatment (record of monitoring activities and results)	3 years	Iowa Administrative Code, 567-63.2(3). Administrative value ends.
3. Billing and Customer Service Records		
a. Applications, Certifications, or Permits for Hook-up, Initiation of Service or Discontinuation of Service	3 years	Administrative value ends
b. Contracts for Service	1 year after expiration	Administrative value ends
c. Rate Schedules and Descriptions of Rate Computations	50 years	Administrative value ends
d. Job Orders	3 years	Administrative value ends
e. Complaints	3 years	Iowa Administrative Code, 199-21.4(10). Administrative value ends.
f. Meter Readings	2 consecutive periodic tests or at least 2 years	Iowa Administrative Code, 199-21.6(9). Administrative value ends.
g. Billing Records		
1) Stubs	5 years	Fiscal value ends
2) Receipts	5 years	Fiscal value ends
3) Daily Receipt Tabulations	5 years	Fiscal value ends
4) Cash Books (journals)	5 years	Fiscal value ends
5) Ledgers	5 years	Fiscal value ends
6) Summaries of Usage and Billing	5 years	Fiscal value ends
7) Delinquent Account Lists	5 years	Fiscal value ends
8) Bad Debt Write-Offs	5 years	Fiscal value ends
9) Adjustment Postings or Books	1 year	Fiscal value ends
10) Records of Customer Deposits and Refunds	7 years after abandonment of service	Fiscal value ends
11) Record of Unclaimed Refunds	1 year	Code of Iowa, 556.4. Legal and fiscal value ends.

Schedule 15: Gas Utility Records

Record Title	Retention Period	Reason
<b>A. Gas Utilities</b>	In general, gas utilities shall preserve records in accordance with the provisions of Part 225 of the Federal Power Commission Rules, 18 CFR 225	Iowa Administrative Code, 199-18.6(2)
1. Record of Unclaimed Deposits	2 years	Iowa Administrative Code, 199-19.4(7)
2. Customer Billing Records	3 years	Iowa Administrative Code, 199-19.4(12)
3. Meter Records (name of manufacturer, number, type, capacity, multiplier, constants, pressure rating, dates of installation and removal, testing)	3 years after retirement of meter; before meter's retirement, retain last 2 tests	Iowa Administrative Code, 199-19.6
4. Pressure Surveys and Records	2 years	Iowa Administrative Code, 199-19.7(3)