Local Records Retention Schedules
Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.
Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

August 2014

Municipal Records Retention Schedule
See also the General Records Retention Schedule, Ambulance District Records Retention Schedule, Fire District Records Retention Schedule, Hospital and Health District Records Retention Schedule, Library Records Retention Schedule; Police Clerk Records Retention Schedule, County Clerk-Election Authority Records Retention Schedule.

Using this Records Retention Schedule
Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.
The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

What is a Record?
A "record" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

Non-Records
Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."
Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.
- Survey Forms.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

The Value of Local Government Records
Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records.
Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.
Statutory Authority for Establishing Records Retention Requirements
In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri’s Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups. Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State’s office provides assistance to local governments and implements board policy.

Application of the Records Retention Schedule
This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.

B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.

C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.

D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State’s website at http://www.sos.mo.gov/archives/localrecs/schedules

Destruction of Records
The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of Destroy securely contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the custodian of records may dispose of the remains after verification and documentation by the Local Records Program, Office of the Secretary of State.

Preservation of Permanent Records
A fundamental, yet often neglected obligation of local government is to care for its permanent records—in this case, some of the records that it generates and receives. The records that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a record’s medium-
paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept-temperature, humidity, light, and air-determines the severity and rate of its deterioration.
By microfilming older, deteriorating, but permanently valuable records, local governments can generate durable copies for research and prevent further damage or deterioration of the original. When filmed, processed, and maintained to archival specifications, the master negative will ensure that permanently valuable records are preserved for generations to come.

The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.

A Note about Electronic Records
Permanent records existing solely in electronic form are in danger of becoming inaccessible through media decay and hardware/software obsolescence. Periodic migration and transfer of permanent records to stable preservation media, such as microfilm, should be considered as a best practice for local government to fulfill its statutory responsibility to maintain permanent records.

Vital Records
Certain records are so important to the essential operations of a government or to the protection of the rights and property of citizens that the records are considered vital. Vital records require special safeguards to ensure that the information and evidence in the records will survive a disaster.

The best method to safeguard vital records is to store a duplicate copy in another location (i.e., bank vault, off-site private storage, or Secretary of State’s Office). In many instances, duplicate copies are created as part of the regular operating routine of the office—security copies on computer tapes, microfilm, or paper copies distributed to other offices or agencies. If these copies and the originals are stored in separate buildings, these vital records are adequately protected.

A Note about Retention Periods
This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

Retention Definitions:

**COA=Completion of Audit.** Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

**DCA=Destroy in Current Area/Reference.** Series with these retentions are considered “reference” records and may be destroyed when they are no longer of use.

Modifications and Additions
Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.
For further information on any records management or preservation issue, please contact:

Missouri Secretary of State
Local Records Preservation Program
PO Box 1747, Jefferson City, MO 65101-1747
Telephone: (573) 751-9047
local.records@sos.mo.gov

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Municipal Records Retention Schedule

See also the General Records Retention Schedule, Ambulance District Records Retention Schedule, Fire District Records Retention Schedule, Hospital and Health District Records Retention Schedule, Library Records Retention Schedule; Police Clerk Records Retention Schedule, County Clerk-Election Authority Records Retention Schedule.

Administrative Records

**0001**
Also Called: 
Function: 
Content: 
Retention: 
Disposition: 
Note: 
Approval Date: 

**Accident Report Files**

Reports describing accidents involving city employees resulting in personal injury
May include copies of Workers’ Compensation claims
5 years after case concluded
Destroy securely

**0003**
Also Called: 
Function: 
Content: 
Retention: 
Disposition: 
Note: 
Approval Date: 

**Annexation Records**

Records used to annex property into city boundaries
May include correspondence, petitions, maps, surveys, and official annexation action.
6 years after recorded in minutes
Destroy

**0008.2**
Also Called: 
Function: 
Content: 
Retention: 
Disposition: 
Note: 
Approval Date: 

**Budget Adjustments**

Records documenting the transfer of or supplemental appropriation to departmental monies during the fiscal year

5 years
Destroy

**0012**
Also Called: 
Function: 
Content: 
Retention: 
Disposition: 
Note: 
Approval Date: 

**City Seal**

Records documenting the current and past city seals
Permanent
Archive; microfilm for preservation

**0015.1**
Also Called: 
Function: 
Content: 
Retention: 
Disposition: 
Note: 
Approval Date: 

**Maintenance Guarantee Bonds (Private Development)**

Term of contract plus term of bond plus 4 years
Destroy
Employee Suggestion Forms

Records for suggestions by employees for programs, awards, or administrative action

Destroy when no longer of administrative value
Destroy

Franchises: Utilities, Cable TV, etc.

Records regarding 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

Expiration/cancellation of franchise plus 5 years
Destroy

Historic Preservation Files

Records relating to historical preservation programs and projects in the city, be it individual historical structures or a district of the city

May include correspondence, plans, studies, progress reports, and grant records
Permanent for historical purposes
Archive; microfilm for preservation

Land Trust Property Record

7 Years
Destroy

Landfill Files

City Dump Records

Records dealing with the conception, implementation, and running of the city landfill
May include studies, costs, appraisals, testing, regulations, applications and reports of local, state, or federal agencies
Permanent
Archive; microfilm for preservation

Landfill Files Certificate of Insurance

Records to verify that a hauler has insurance coverage and indicates the amount of coverage; submitted annually by the company and have an annual expiration date

5 years
Destroy
### Petitions

Petitions signed by citizens requesting action by the city on issues of concern
May include petitions of initiative, referendum, recall, vacation of public rights of way, etc.
5 years, retain vacation of public rights of way with ordinances
Destroy

### Proclamations

All official proclamations issued by the mayor, board, or council
1 year after recorded in official minutes, if not in minutes, retain permanently
Destroy those records not permanent, archive and microfilm those that are permanent

### Index of Files

Index relating to all city files, often organized by major categories of records
Permanent
Archive

### County Recording (official): Plats, Ordinances, Contracts, etc.

Register of official recording activity with County Recorder and Secretary of State. NOTE: VITAL RECORDS - see introduction for further guidance
Permanent
Archive

### Lost and Found

List of articles turned into the office
Date found, date released or other disposition
5 years, including audit
Destroy
Animal Control Records

0101
Also Called: Animal Bite Records
Function: Records documenting any animal biting incident
Content: May include type of animal inflicting the bite, animal's owner, animal's history, name and address of patient, date bitten, location of wound, attending physician, treatment and results of observation of animal for signs of rabies
Retention: 2 years after bite report
Disposition: Destroy securely
Note: Approval Date:

0102
Also Called: Animal Control Cards
Function: Records documenting the history of every animal received at the shelter
Content: May include record of capture, identifying information, animal's condition, whether animal is claimed or unclaimed, and disposition of the case
Retention: 2 years
Disposition: Destroy
Note: Approval Date:

0104
Also Called: Investigation Logs and Reports
Function: Chronological record of investigations of incidents and cases handled by animal control officers
Content: May include location of capture, action taken, case number, and by who case was initiated
Retention: 2 years
Disposition: Destroy
Note: Approval Date:

0105
Also Called: Pet and Animal Licenses or Permits
Function: Dog License
Content: Records documenting all licensed animals in the city
Retention: 5 years after expiration
Disposition: Destroy
Note: Approval Date:

0107
Also Called: Animal Control Enumeration Records
Function: Periodic count and registration of all animals and pets in the city subject to immunization and licensing
Content: 3 years
Disposition: Destroy
Note: Approval Date:

0108
Also Called: Ownership Verification Records, Animals
Function: Records necessary to reclaim an animal when a summons has been issued
Content: 2 years after court date
Disposition: Destroy
Note: Approval Date:
Building Codes Records

0205
Certificate of Occupancy File

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Certificates of Occupancy File

Records that certify that a building complies with the minimum standards required by state and local laws.
May include building name, location, occupancy, classification land limitation, date issued, fee, building permits and fee schedules.
Permanent until superseded.
Destroy.

0207
Dangerous Building File

Also Called:
Function:
Content:
Retention:
Retention Change:
Disposition:
Note:
Approval Date:

Records relating to the demolition and boarding of buildings deemed unfit for human habitation by building inspectors.
May include building reports, letters to property owners, and demolition documents. May include copies of contracts and payment documents.
5 years after assessment is paid if building/structure is demolished or boarded-up by the city. All other demolitions or boardings of buildings by owner, 1 year after case is closed.
Destroy.

August 28, 2012

0208
Monthly Reports of Building Permits Issued File

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Records compiled for the U.S. Bureau of the Census on the number of residential and commercial building permits issued and local public construction.

3 years
Destroy.

0210
Standardized Building Codes

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Printed code books containing standard codes used in the enforcement of building construction by city building inspectors.
Permanently as revised and updated - for administrative, legal, and historical purposes.
Destroy.

0211
Street Address Log

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Street Information Card; Street Number Locator Book
Master list of current streets and house numbers.
May include street number and lot number.
Until superseded or no longer needed for reference.
Destroy.
0215
Certificate of Compliance: Building Codes
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:
See note
Until superseded
Destroy

0217
Building Code Inspection and Enforcement File
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:
Elevator Code Inspection; Mechanical Code Inspection; Plumbing Code Inspection;
Property Maintenance Code Inspection; Electrical Code Inspection; Fire and Life Safety
Code Inspection; Inspection File; Playground Inspection; Fire Hydrant Inspection;
Automatic Alarm Test and Maintenance File
Records used in the inspection, enforcement, and possibly certification of building codes
5 years, or 5 years after defects corrected
Destroy

Cemetery Records

0303
Cemetery Register
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:
Lot Owner Card File
Records kept in ledger form showing all lots; NOTE: VITAL RECORDS: see Introduction
for further guidance
May include plat location, name of purchase, deed number, price of lot, and date of
purchase
Permanent for historical purposes
Archive; microfilm for preservation

0304
Deed Books
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:
Records that certify ownership of cemetery lots, numbered or unnumbered; NOTE: VITAL
RECORDS: see Introduction for further guidance
May include forms stating name of plot owner, location of plot, date of purchase, and
plot dimensions
Permanent for historical purposes
Archive; microfilm for preservation

0305
Interment Record Cards
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:
Interment Registers
Records that serve as a cross-reference to the cemetery books and registers
May include the name of the deceased, location and date of burial
Permanent for historical purposes
Archive; microfilm for preservation
Financial and Accounting Records

0704  
**Bank Loans Files**  
Records documenting outstanding financial obligations incurred by the city in the form of bank loans  
Until cancellation of loan plus 5 years  
Destroy

0706  
**Bonds and Coupons**  
Records documenting retired individual bonds and their coupons  
5 years after cancellation date, plus completion of an outside audit  
Destroy

0706.1  
**Bonds and Coupons: City Reconciliation Files**  
For registered and non-registered bonds, records of individual issue statements from the 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  
Destroy

0707  
**Bonds Issued**  
Records relating to the financing of municipal projects through bonded indebtedness;  
NOTE: VITAL RECORDS: see Introduction for further guidance  
May include proposals, audits, correspondence, signed contracts pertaining to the project, and the original financial instruments or copies of them including bond transcripts, affidavits of publications, and ordinances authorizing the sale of the bonds  
10 years after final maturity; Rejected Proposals, 5 years  
Destroy

0713  
**Depreciation Schedules File**  
Records that document the useful life of city-owned equipment and property for capital equipment budgeting and other financial planning and control purposes  
Life of equipment plus 3 years  
Destroy
Financial Disclosure (non campaign)

Pertains to records created prior to January 1, 1991 when the State Financial Disclosure Law became effective; declaration of financial records of employees who make binding decisions, issue licenses and permits, and have the power to contract or are empowered to adopt rules and regulations

Content:
Retention: 5 years after the person filing the information leaves office
Disposition: Destroy securely
Note:
Approval Date:

Journal Entries, Journal Vouchers

Records of adjustments to financial accounts and created in order to balance the city's books; NOTE: VITAL RECORDS: see Introduction for further guidance

May include debits, credits, reason for adjustment, date, and amount

Content:
Retention: 5 years
Disposition: Destroy securely
Note:
Approval Date:

Motor Fuel Usage Reports File

Documentation of gasoline, oil, and diesel fuel used by city vehicles

May include logs or other records documenting miles on city motor vehicles, gallons of fuel used, person taking fuel, department of vehicle, and bills or invoices

Content:
Retention: 5 years
Disposition: Destroy
Note:
Approval Date:

Street Paving File: Special Assessment Files

Records used to account for street paving funds, verifying revenue contributions from citizens

May include street, property owner's name, amount due, and date of paving

Content:
Retention: 5 years after last collection
Disposition: Destroy
Note:
Approval Date:

Victory Tax Withholding Record

This was a World War II-era record and is no longer generated

Content:
Retention: 5 years
Disposition: Destroy
Note: Obsolete record series
Approval Date:

Convention and Tourism Tax Return

Records documenting all tourism tax collected from food establishments and hotel/motels covered by a municipal convention and tourism ordinance

May include quarterly, monthly, and quarterly-monthly returns showing gross receipts, gross adjustments, calculated taxable sales and penalties, interest due, amount due, and amount paid

Content:
Retention: 5 years
Disposition: Destroy
Note:
<table>
<thead>
<tr>
<th>Style</th>
<th>Description</th>
<th>Function</th>
<th>Content</th>
<th>Retention</th>
<th>Disposition</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>0742</strong></td>
<td>Ad Valorem Tax Records</td>
<td>Listing of merchants and manufacturers or professional establishments for purposes of collecting certain taxes; record has been discontinued</td>
<td>6 years</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>0743</strong></td>
<td>Building Inspection Sheet File</td>
<td>Copies of building permits used for appraisal purposes based on property improvements</td>
<td>5 years</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>0745</strong></td>
<td>Delinquent Tax Report Files</td>
<td>Record showing residents who owe delinquent real estate and personal property taxes to the city</td>
<td>6 years except certificate of redemption, which need only be retained 2 years</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>0746</strong></td>
<td>Earnings Tax Records</td>
<td>Records that document earnings taxes collected from residents and employees who work within the city limits; collected in certain cities</td>
<td>5 years including audit</td>
<td>Destroy securely</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>0747</strong></td>
<td>Personal Property Tax Records</td>
<td>A record of residents who owe city taxes on personal property</td>
<td>6 years; evaluate for historical purposes</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Details</td>
<td></td>
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</tr>
<tr>
<td>0747.1</td>
<td>Intangible Property Tax</td>
<td>Records associated with financial institution tax or other types of intangible property taxation. May include name, taxes levied and payments made. 6 years Destroy securely</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0747.2</td>
<td>Poll/Road Tax</td>
<td>A list of residents in certain road districts or areas that owe taxes or labor for road improvements. May include name, address, district, and amount of tax paid or labor done. Permanent (this record is no longer generated and is a historic record). Archive, microfilm for preservation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0748</td>
<td>Real Property Transfer Slips</td>
<td>Records from the assessor and collector relating to the transfer of property from an individual or company to another individual or company. 3 years Destroy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0749</td>
<td>Real Estate Tax Records</td>
<td>Records documenting the collection of real estate taxes from city residents. May include name, property description, valuation, taxes owed, date paid, amount paid, copies of building inspection and permit records which have altered the value of the property or cross-reference notations to such files, and possibly records relating to circuit breaker provisions for those who qualify. 6 years; evaluate for historical purposes Destroy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0750</td>
<td>Special Tax Assessments</td>
<td>Records pertaining to special tax assessments for road, street, sewer connection services, etc. where the property owner may be charged for certain improvements of services. 6 years after due date and final payment Destroy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0752</td>
<td>Tax Anticipation Notes</td>
<td>All records relating to tax anticipation. 5 years Destroy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tax Assessment Files
Records relating to assessments for real estate taxes
May include name, property description, and working papers used to arrive at assessed valuation
6 years including audit
Destroy

Withholding Coupons, RD 130
Vouchers used in Kansas City when taxpayers remit withholding tax payments
May include name, FID number, account number, tax period, and amount of payment; coupons are later compiled and reconciled on other forms (RD 110 and 113) which are kept for 5 years
1 year
Destroy

Bonds: Performance/Capital Projects
Term of bond plus 10 years
Destroy

Performance Bond (Private Development of Streets, Sidewalks, Sewers, etc.)
5 years
Destroy

Bonds: Maintenance Guarantee (Capital projects)
Term of contract statute of limitations
Destroy

Bond For Lost Checks or Warrants
Documents that support the reissuance of payment to cover lost or stolen city issued checks or warrants
May include statements by payees that they have not received or have not cashed the check or warrant in question, as well as a notice to stop check or payment
5 years
Destroy securely
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Also Called</th>
<th>Function</th>
<th>Content</th>
<th>Retention</th>
<th>Disposition</th>
<th>Note</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0764</td>
<td><strong>Surplus Property</strong></td>
<td>Surplus Personal Property; Surplus Real Property</td>
<td>Records pertaining to property owned by the city that has been declared surplus</td>
<td>May include declarations, advertisements, notices, and transfer papers</td>
<td>5 years</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0766</td>
<td><strong>Drivers Listing (Fee Office)</strong></td>
<td></td>
<td></td>
<td>A daily listing of all transactions pertaining to drivers licenses; this is a copy of the original sent to the Department of Revenue</td>
<td>2 years</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0768</td>
<td><strong>Audit Copies (Fee Office)</strong></td>
<td></td>
<td>Copies of title applications and license renewals; originals are a permanent record in the Department of Revenue</td>
<td></td>
<td>2 years</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0769</td>
<td><strong>Rejections (Fee Office)</strong></td>
<td></td>
<td>Notice of correction required from the Department of Revenue concerning an error on an original transaction</td>
<td></td>
<td>2 years</td>
<td>Destroy</td>
<td></td>
<td></td>
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<tr>
<td>0770</td>
<td><strong>Daily Report Sheet (Fee Office)</strong></td>
<td></td>
<td>Internal planning report combining motor vehicle and drivers information</td>
<td></td>
<td>As long as has reference value</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0772</td>
<td><strong>Refuse Rebate Application</strong></td>
<td></td>
<td>Requests made by apartment complex owners to obtain reimbursement by the city for private refuse collections</td>
<td></td>
<td>5 years after application becomes inactive</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 defects have been corrected
Destroy

Remittance Advices

5 years
Destroy

Food Handler Inspection Records

5 years after approved inspection
Destroy

Parks and Recreation Records

Maintenance: Parks, Parkways, and Recreation Areas

5 years
Destroy

Forestry and Landscaping Records

Tree and Shrub Planting and Maintenance File

Records describing the planting and maintenance of trees and shrubs on city-owned property
May include tree and shrub location, type, date of planting, and maintenance
Permanent as updated or revised
Destroy outdated material
Horticulture/Greenhouse Planting and Maintenance File

Records describing short-lived annuals and perennials planted on city-owned property
May include plant location, type, date of planting, and maintenance
3 years
Destroy

Plans and Zoning

Development (Land) and Applications

Permanent
Archive; microfilm for preservation

Field Notes (Survey)

Written records, usually involving legal descriptions, accompanying surveys of property
within the city limits
May include legal description of property, date of survey, and name of surveyor
Permanent
Archive; microfilm for preservation

Rezoning Requests

Application for Zoning Determination
Applications for rezoning
May include surveys, correspondence, petitions, and meeting minutes
Accepted request - Permanent; denied requests - 5 Years; withdrawn request that have
been publicized, placed on an agenda, or heard - 5 Years*
Permanent records - archive, microfilm for preservation; denied records - destroy
*If withdrawn before being publicized, scheduled, or heard, may be treated as non-
record and destroyed.
Revised August 19, 2014

Variance Requests: Building and Zoning Requirements

Applications for variance and supporting documents
May include surveys, correspondence, petitions, and meeting minutes
Approved request - permanent; denied request - 5 years; withdrawn request that have
been publicized, placed on an agenda, or heard - 5 Years*
Permanent records - archive, microfilm for preservation; denied records - destroy
*If withdrawn before being publicized, scheduled, or heard, may be treated as non-
record and destroyed.
Revised August 19, 2014
1205
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

**Zoning Violations: Written Notice (Citation)**

May include petitions, notices of violation to the zoning board, correspondence, and meeting minutes
5 years after correction of violation
Destroy

1206
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

**Zoning Notices From County**

Written Notice of Public Hearing

5 Years From Date Received
Destroy

---

### Public Works Records (Streets, Sewer, Refuse, Etc.)

1301
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

**Engineering Drawings and Blueprint File**

As-built engineering drawings and blueprints of all facilities owned or managed by the city
NOTE: VITAL RECORDS: See Introduction for further guidance
May include maps of streets, highways, water lines, sewage treatment plants, utilities, and other municipal facilities
Permanent
Archive; microfilm for preservation

1302
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

**Laboratory Reports: Sewage, Water, Etc.**

Bacteriological Reports, Bact-Ts
Results of tests done on waste water and filtered water regulated by the city

5 years
Destroy

1303
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

**State and Federal Compliance Reports: Waste Water Treatment Plant**

Reports filed with state and federal agencies monitoring the city's compliance with government regulations
May include applications, recycling permits and reports, water treatment permits and reports, and other permits for solid waste and sewage treatment lagoon processes
5 years
Destroy
Sewage Treatment Monitoring Reports

Records used to monitor and report on the operations of the city sewage treatment plant and sewage treatment lagoons
May include lab reports and amounts of waste processed by the system
5 years
Destroy

Street Paving Log Book

Provides a record of street maintenance
May include a summary of streets paved listing street name, material used, cost, date, and other related information
10 years after last entry in book
Destroy

City-owned Buildings Plan

May include plans and specifications for city buildings
Life of structure; evaluate for historical value
Destroy

Structure Inventory and Appraisal Sheet

Permanent and update for the life of the inventory
Destroy

Equipment, Public Works Check In/Out Cards

Record of municipal public works equipment temporarily removed on a regular or periodic basis from its authorized place of storage
Possibly may include type of vehicle or equipment, name of person checking it out, time of check-out, time returned, and any problems experienced
2 years
Destroy

Street Design Improvement Files

Reports used to assess cause of accidents on city streets and make street design improvements in order to reduce accidents
May 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
Destroy
Backflow Prevention Testing Records

Also Called: 
Function: Documents tests to check for water contamination
Content:
Retention: 5 years
Disposition: Destroy
Note: Department of Natural Resources mandated test, see 10 CSR 60-11
Approval Date: August 28, 2012

Special Facilities Records

Event Files

Also Called: 
Function: Records relating to the leasing of municipal facilities to various groups
Content:
Retention: 5 years after expiration or cancellation of lease
Disposition: Destroy
Note:
Approval Date:

Special Facilities Regulations

Also Called: 
Function: City, state, and federal regulations unique to the operation of a municipally owned facility
Content:
Retention: 5 years
Disposition: Destroy
Note:
Approval Date:

Facility Event and Recreation Program Scheduling and Reservation File

Also Called: 
Function: 
Content:
Retention: 5 years
Disposition: Destroy
Note:
Approval Date:

Schedule of Admission and Use Fees and Charges

Also Called: 
Function: 
Content:
Retention: 5 years after superseded
Disposition: Destroy
Note:
Approval Date:
Trust Fund and Event Control Card

Record of total projected amount of rental fee paid by lessee of city-owned facilities, which is held in a trust fund until completion of contract; account is closed after funds are transferred to the city

5 years
Destroy

Transportation and Transit Records

Bus Route Planning File

Records used to establish and modify the city transit route system
May include ridership projection studies, maps, population surveys, schedule plans and modifications
10 years
Destroy

Charter Bus Service Files

Records used in managing charter rentals of transit system buses to private groups
May include charter rentals, agreements, invoice statements, receipts, and correspondence.
3 years
Destroy

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
May include operator name, number and type of fares, condition and appearance of airport shuttle buses and any maintenance problems
5 years
Destroy

Transit Operation Receipts Summary Reports

Reports documenting total fares received
May include daily and monthly fares, ridership, revenue, route information, and fuel usage
5 years
Destroy
**Traffic Signals Intersection File**

Records related to traffic planning
May include studies, drawings of traffic controllers and intersections, signal permits, timing progressions, and turning count totals used for traffic control
10 years
Destroy

**Airport Records**

**Airports and Aviation Regulations**

Municipal, state, and federal regulations unique to the operation of a municipally owned airport
Permanent
Archive

**Airports: Crash Rescue Operations**

May include a daily station log listing incidents and action taken, monthly activity reports documenting activities such as responses, inspections, vehicle mileage and maintenance, tours, and agents
5 Years and review for historical significance
Destroy

**Airport Safety Officer's Reports and Logs**

Record that reports incidents relevant to the safety operations of the airport
May include first aid reports, daily logs, incident reports, photographs, and safety officer's court appearance file
7 years
Destroy

**Security Gate Entrance Application and Card File**

Records regarding clearance badges allowing badge holder entrance to the operations area
5 years after termination or retirement of the badge holder
Destroy
### Screening Activities Report

**Also Called:**

**Function:**

Monthly report to FAA of all passengers boarded, detailing apprehensions for CCW (carrying concealed weapon)

**Content:**

6 months - subject to FAA regulations

**Retention:**

**Disposition:**

Destroy

**Note:**

**Approval Date:**

### Airport Condition and Inspection Reports

**Also Called:**

**Function:**

Daily reports required by the FAA

May include the Light Inspection Report, Airfield Inspection Report, and Field Condition Report (NOTAM - Notice to Airmen)

**Content:**

6 months - subject to FAA regulations

**Retention:**

**Disposition:**

Destroy

**Note:**

**Approval Date:**

### Airport Pavement Maintenance Survey Records

**Also Called:**

**Function:**

Documents pavement maintenance management program

Inspection date; Location; Pavement Distress Type; Maintenance Scheduled or Performed

5 Years

**Disposition:**

Destroy

Per the Federal Aviation Administration: Public Law 103-305, section 107, amended Title 49, Section 47105, of the United States Code

**Approval Date:**

August 24, 2010

### Utilities (Gas, Electric, Water, Steam)

#### Cathode Protection File

**Also Called:**

**Function:**

Records created and used in maintaining metal pipes

May include installation documents of anodes, test stations, rectifiers, and ground beds

Until superseded or obsolete

**Retention:**

**Disposition:**

**Note:**

Cathodic protection is a technique used to control surface corrosion for water and gas pipelines

Revised, August 20, 2013

**Approval Date:**

### Customer Account Card File

**Also Called:**

**Function:**

Records showing a billing and payment history of all customers using city utilities

May include customer name and address, date account was opened, consumption, billing and payment history, date of account closure

5 years after last entry

**Retention:**

**Disposition:**

Destroy securely

**Note:**

**Approval Date:**
<table>
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<tr>
<th>Code</th>
<th>Description</th>
<th>Also Called</th>
<th>Function</th>
<th>Content</th>
<th>Retention</th>
<th>Disposition</th>
<th>Note</th>
<th>Approval Date</th>
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<td>1603</td>
<td>Customer Service Deposit File</td>
<td></td>
<td>A record of whether a resident paid a utility deposit, and amount</td>
<td>May include customer name, address, account number, amount of deposit for connection, bills owed,</td>
<td>2 years after deposit is refunded</td>
<td>Destroy</td>
<td></td>
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<td></td>
<td></td>
<td>cash stubs, book listings, and refunds of deposits for service terminations</td>
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<td>1604</td>
<td>Electricity Purchase Reports</td>
<td></td>
<td>Transportation Charge; Wheeling Charge</td>
<td>Records showing daily and monthly electricity purchased to meet demand</td>
<td>5 years</td>
<td>Destroy</td>
<td></td>
<td>Revised, August 20, 2013</td>
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<td>May include invoice for transportation charge, capacity charge and total energy charge in</td>
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<td>megawatts, kilowatts and dollars</td>
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<td>1605</td>
<td>Filter Plant Files</td>
<td></td>
<td>Monitoring data relating to the operation of the city filtration plant</td>
<td>May include daily logs, reports, lab and test reports, test results, quality control procedures,</td>
<td>3 years</td>
<td>Destroy</td>
<td></td>
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<td></td>
<td>etc.</td>
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<tr>
<td>1606</td>
<td>Federal Reports: Gas System</td>
<td></td>
<td>Reports filed with the U. S. Department of Transportation documenting the number of miles</td>
<td>May include description of pipe system, extent of cathodically protected system, number of</td>
<td>20 years</td>
<td>Destroy</td>
<td></td>
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<td></td>
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<td></td>
<td>leaks in mains, and services performed during the year</td>
<td></td>
<td></td>
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<tr>
<td>1607</td>
<td>Gas Leak File</td>
<td></td>
<td>Leak Repair Records; Line Break Records; Leakage Survey; Line Patrol Record; Gas Line</td>
<td>Records documenting any leaks and repairs made to the gas line; report required for federal</td>
<td>For records relating to leaks, inspections and repairs of transmission lines, Service Life of</td>
<td>Destroy</td>
<td></td>
<td>See 4 CSR 240-40 (13)(F)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Inspection Record</td>
<td>reporting compliance purposes</td>
<td>For feeder lines, mains, service lines and other records, 6 Years</td>
<td></td>
<td></td>
<td>Revised, August 20, 2013</td>
</tr>
</tbody>
</table>
Gas Purchase Reports

Also Called: 
Function: Records documenting the quantity of natural gas purchased from distributors and used in the municipal gas system

Retention: 
Disposition: 
Note: 
Approval Date:  

5 years  
Destroy

Gas Tap Records

Also Called: Gas Work Orders
Function: Work orders used to initiate gas service with new customers

Retention: 
Disposition: Until superseded  
Note: Destroy

Meter Books

Also Called: 
Function: Record documenting consumption statistics gathered when meters are read
Content: May include make of meter, size, number, street, customer's name and address, readings, etc.
Retention: 
Disposition: 
Note: 
Approval Date: 

5 years  
Destroy

Meter Reading Summary Reports

Also Called: 
Function: Monthly summary of meter readings by customer account number for utility consumption
Content: May include old and new readings and actual consumption
Retention: 
Disposition: 
Note: 
Approval Date: 

5 years  
Destroy

Odorant Usage Reports

Also Called: 
Function: A compliance report filed with the Department of Transportation tracking odorants added to natural gas
Content: May include odor level sampling reports, rectifier readings, and inspections which record levels of odorant
Retention: 
Disposition: 
Note: 
Approval Date: 

5 years  
Destroy

Service Interruption Records

Also Called: Service Interruption Log Book
Function: Records documenting the interruption of utility services
Content: May include date of incident, name of person reporting, location, actions taken, and result
Retention: 
Disposition: 
Note: 
Approval Date: 

3 Years  
Destroy

Revised, August 20, 2013
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