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 2019

Removed Airport Records 1507-1513 to Multimodal and Transit Schedule
Removed Transit Records 1501-1505 to Multimodal and Transit Schedule

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](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.

Reformatting Standards
In accordance with RSMo 109.241.4, the Local Records Board has adopted the following standards for microfilm and digitized records. To be in compliance for image permanence, microfilm must conform to the technical standards outlined in the Guidelines for Microfilming Public Records, drafted by the Local Records Program and available on the Secretary of State’s website at: http://www.sos.mo.gov/archives/pubs/mfmg. To ensure the permanence of electronic records and digitized records, electronic records management systems must meet the standards outlined in the most current version of ISO 15489. Certification that records have been reformatted in accordance with these standards should be maintained locally and classified under General Records Retention Schedule “GS 018 Records Management Records.”

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.

The point at which a retention period begins is termed a cutoff, or trigger. Typically this is on a regular cycle—the end of the calendar year, the end of the fiscal year, etc. This is the period of the inactive record. A traditional example of this would be the period when records are boxed and removed from active file cabinets and work areas.

When determining cutoffs, a good rubric is outlined in DoD 5015.02 “Electronic Records Management Software Applications Design Criteria Standard”:
A. retention periods of less than 1 Year, the cutoff is equal to the retention period;
B. retention periods of 1 Year, or more, the cutoff is at the end of the fiscal or calendar year;
C. for records with a retention period based on an event or action, the cutoff is the date the action is completed;
D. for records with a retention period based on a specific time period after an event or action, apply the
retention period after the action is complete.

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</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>0001</td>
<td>Accident Report Files</td>
<td>Reports describing accidents involving city employees resulting in personal injury</td>
<td>May include copies of Workers’ Compensation claims</td>
<td>5 years after case concluded</td>
<td>Destroy securely</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0003</td>
<td>Annexation Records</td>
<td>Records used to annex property into city boundaries</td>
<td>May include correspondence, petitions, maps, surveys, and official annexation action.</td>
<td>6 years after recorded in minutes</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0008.2</td>
<td>Budget Adjustments</td>
<td>Records documenting the transfer of or supplemental appropriation to departmental monies during the fiscal year</td>
<td></td>
<td>5 years</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0012</td>
<td>City Seal</td>
<td>Records documenting the current and past city seals</td>
<td></td>
<td>Permanent</td>
<td>Archive; microfilm for preservation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0015.1</td>
<td>Maintenance Guarantee Bonds (Private Development)</td>
<td>Term of contract plus term of bond plus 4 years</td>
<td></td>
<td></td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

Removed, see General Records Retention Schedule, GS 103 Land Trust Property Records

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
Landfill Fee Records

Daily Solid Waste Record; Solid Waste Tonnage Fee Form
Documents the quantity of waste material subject to fees, the dollar amount of fees collection, the collection costs incurred and the total dollar amount of waste tonnage fees. 
May include: time shipment received or sent, name of individual or company transporting, type of waste, name and address of disposal area to which waste is transported, payment received or due.

3 Years
Destroy
See RSMo 260.330; 10 CSR 80-2.80
August 25, 2015

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
Animal Bite Records
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
Animal Control Cards
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
Investigation Logs and Reports
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
Pet and Animal Licenses or Permits
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
Animal Control Enumeration Records
Also Called: Animal Control Enumeration Records
Function: Periodic count and registration of all animals and pets in the city subject to immunization and licensing
Retention: 3 years
Disposition: Destroy
Note: Approval Date:
Ownership Verification Records, Animals

Records necessary to reclaim an animal when a summons has been issued

2 years after court date
Destroy

Building Codes Records

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

Dangerous Building File

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

Monthly Reports of Building Permits Issued File

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

Standardized Building Codes

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: Street Information Card; Street Number Locator Book
Function: Master list of current streets and house numbers
Content: May include street number and lot number
Retention: Until superseded or no longer needed for reference
Disposition: Destroy
Note: Approval Date:

0215
Certificate of Compliance: Building Codes
Also Called: Function: Content: Retention: Until superseded Disposition: Destroy
Note: Approval Date:

0217
Building Code Inspection and Enforcement File
Also Called: 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
Function: Records used in the inspection, enforcement, and possibly certification of building codes
Content: Retention: 5 years, or 5 years after defects corrected Disposition: Destroy
Note: Approval Date:

Cemetery Records

0303
Cemetery Register
Note: Removed to General Records Retention Schedule GS 109 Approval Date: August 21, 2018

0304
Deed Books
Note: Removed to General Records Retention Schedule GS 110 Approval Date: August 21, 2018

0305
Interment Record Cards
Note: Removed to General Records Retention Schedule GS 111 Approval Date: August 21, 2018

Financial and Accounting Records

0704
Bank Loans Files
Also Called: Function: Content: Records documenting outstanding financial obligations incurred by the city in the form of bank loans
Retention: Until cancellation of loan plus 5 years Disposition: Destroy
Note: Approval Date:
Bonds and Coupons

Records documenting retired individual bonds and their coupons

5 years after cancellation date, plus completion of an outside audit
Destroy

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

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

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

5 years after the person filing the information leaves office
Destroy securely
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
5 years
Destroy securely

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
5 years
Destroy

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
5 years after last collection
Destroy

Victory Tax Withholding Record
This was a World War II-era record and is no longer generated
5 years
Destroy
Obsolete record series

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
5 years
Destroy

Ad Valorem Tax Records
Listing of merchants and manufacturers or professional establishments for purposes of collecting certain taxes; record has been discontinued
6 years
Destroy
Building Inspection Sheet File
Copies of building permits used for appraisal purposes based on property improvements
5 years
Destroy

Delinquent Tax Report Files
Record showing residents who owe delinquent real estate and personal property taxes to the city
May include name, legal description of property, amount due, amount paid, penalty, interest, and Certificate of Redemption
6 years except certificate of redemption, which need only be retained 2 years
Destroy

Earnings Tax Records
Records that document earnings taxes collected from residents and employees who work within the city limits; collected in certain cities
May include Employees Quarterly Report of Taxes withheld and information such as W-5 years including audit
Destroy securely

Personal Property Tax Records
A record of residents who owe city taxes on personal property
May include name, property, assessed value, and amount owed
6 years; evaluate for historical purposes
Destroy

Intangible Property Tax
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

Poll/Road Tax
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
Real Property Transfer Slips

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

Real Estate Tax Records

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

Special Tax Assessments

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

Tax Anticipation Notes

All records relating to tax anticipation

5 years
Destroy

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
0756
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Bonds: Performance/Capital Projects

Term of bond plus 10 years
Destroy

0756.1
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

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

5 years
Destroy

0757
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Bonds: Maintenance Guarantee (Capital projects)

Term of contract statute of limitations
Destroy

0758.1
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

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

0764
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Surplus Property
Surplus Personal Property; Surplus Real Property
Records pertaining to property owned by the city that has been declared surplus
May include declarations, advertisements, notices, and transfer papers
5 years
Destroy

0767
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Drivers Listing (Fee Office)

A daily listing of all transactions pertaining to drivers licenses; this is a copy of the original sent to the Department of Revenue
2 years
Destroy
0768
Audit Copies (Fee Office)
Copies of title applications and license renewals; originals are a permanent record in the Department of Revenue
2 years
Destroy

0769
Rejections (Fee Office)
Notice of correction required from the Department of Revenue concerning an error on an original transaction
2 years
Destroy

0770
Daily Report Sheet (Fee Office)
Internal planning report combining motor vehicle and drivers information
As long as has reference value
Destroy

0772
Refuse Rebate Application
Requests made by apartment complex owners to obtain reimbursement by the city for private refuse collections
5 years after application becomes inactive
Destroy

0773
Data Entry Coding
Record of transactions to be entered in computer database files (used for updating files such as financial accounting maintenance)
5 years after all defects have been corrected
Destroy

0774
Remittance Advices
5 years
Destroy
Food Handler Inspection Records

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

Parks and Recreation Records

1001 Maintenance: Parks, Parkways, and Recreation Areas

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

Forestry and Landscaping Records

1010 Tree and Shrub Planting and Maintenance File

Also Called: 
Function: Records describing the planting and maintenance of trees and shrubs on city-owned property 
Content: May include tree and shrub location, type, date of planting, and maintenance 
Retention: Permanent as updated or revised 
Disposition: Destroy outdated material 
Note: 
Approval Date: 

1011 Horticulture/Greenhouse Planting and Maintenance File

Also Called: 
Function: Records describing short-lived annuals and perennials planted on city-owned property 
Content: May include plant location, type, date of planting, and maintenance 
Retention: 3 years 
Disposition: Destroy 
Note: 
Approval Date: 

Plans and Zoning

1201 Development (Land) and Applications

Also Called: 
Function: 
Content: 
Retention: Permanent 
Disposition: Archive; microfilm for preservation 
Note: 
Approval Date: 

Approval Date:
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

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

Zoning Notices From County

Written Notice of Public Hearing

5 Years From Date Received
Destroy
### Public Works Records (Streets, Sewer, Refuse, Etc.)

<table>
<thead>
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<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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</thead>
<tbody>
<tr>
<td>1301</td>
<td>Engineering Drawings and Blueprint File</td>
<td>As-built engineering drawings and blueprints of all facilities owned or managed by the city</td>
<td>NOTE: VITAL RECORDS: See Introduction for further guidance</td>
<td>May include maps of streets, highways, water lines, sewage treatment plants, utilities, and other municipal facilities</td>
<td>Permanent</td>
<td>Archive; microfilm for preservation</td>
<td></td>
<td></td>
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<tr>
<td>1302</td>
<td>Laboratory Reports: Sewage, Water, Etc.</td>
<td>Bacteriological Reports, Bact-Ts</td>
<td>Results of tests done on waste water and filtered water regulated by the city</td>
<td>5 years</td>
<td>Destroy</td>
<td></td>
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<tr>
<td>1303</td>
<td>State and Federal Compliance Reports: Waste Water Treatment Plant</td>
<td>Reports filed with state and federal agencies monitoring the city's compliance with government regulations</td>
<td>May include applications, recycling permits and reports, water treatment permits and reports, and other permits for solid waste and sewage treatment lagoon processes</td>
<td>5 years</td>
<td>Destroy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1304</td>
<td>Sewage Treatment Monitoring Reports</td>
<td>Records used to monitor and report on the operations of the city sewage treatment plant and sewage treatment lagoons</td>
<td>May include lab reports and amounts of waste processed by the system</td>
<td>5 years</td>
<td>Destroy</td>
<td></td>
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<tr>
<td>1306</td>
<td>Street Paving Log Book</td>
<td>Provides a record of street maintenance</td>
<td>May include a summary of streets paved listing street name, material used, cost, date, and other related information</td>
<td>10 years after last entry in book</td>
<td>Destroy</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
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

Documents tests to check for water contamination

5 years
Destroy
Department of Natural Resources mandated test, see 10 CSR 60-11
August 28, 2012
**Special Facilities Records**

**Event Files**
Records relating to the leasing of municipal facilities to various groups
May include scheduling, license checklist, equipment rental requests and invoices, contracts, licenses, seating charts, floor plans, work orders, and sales and service reports
5 years after expiration or cancellation of lease
Destroy

**Special Facilities Regulations**
City, state, and federal regulations unique to the operation of a municipally owned facility
5 years
Destroy

**Facility Event and Recreation Program Scheduling and Reservation File**
5 years
Destroy

**Schedule of Admission and Use Fees and Charges**
5 years after superseded
Destroy

**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

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<td>1501</td>
<td>Bus Route Planning File</td>
<td>Removed to MMT 200</td>
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<tr>
<td></td>
<td>Removed to Multimodal and Transit Schedule—MMT 200</td>
<td>August 21, 2019</td>
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<tr>
<td>1502</td>
<td>Charter Bus Service Files</td>
<td>Removed to MMT 201</td>
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<tr>
<td></td>
<td>Removed to Multimodal and Transit Schedule—MMT 201</td>
<td>August 21, 2019</td>
</tr>
<tr>
<td>1503</td>
<td>Daily Bus Passenger Reports / Drivers Daily Checklist</td>
<td>Removed to MMT 202</td>
</tr>
<tr>
<td></td>
<td>Removed to Multimodal and Transit Schedule—MMT 202</td>
<td>August 21, 2019</td>
</tr>
<tr>
<td>1504</td>
<td>Transit Operation Receipts Summary Reports</td>
<td>Removed to MMT 203</td>
</tr>
<tr>
<td></td>
<td>Removed to Multimodal and Transit Schedule—MMT 203</td>
<td>August 21, 2019</td>
</tr>
</tbody>
</table>

### Traffic Signals Intersection File

- **Also Called:**
- **Function:** Records related to traffic planning
- **Content:** May include studies, drawings of traffic controllers and intersections, signal permits, timing progressions, and turning count totals used for traffic control
- **Retention:** 10 years
- **Disposition:** Destroy

## Airport Records

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<td>1507</td>
<td>Airports and Aviation Regulations</td>
<td>Removed to MMT 100</td>
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<td></td>
<td>Removed to Multimodal and Transit Schedule—MMT 100</td>
<td>August 21, 2019</td>
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<tr>
<td>1508</td>
<td>Airports: Crash Rescue Operations</td>
<td>Removed to MMT 101</td>
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<td></td>
<td>Removed to Multimodal and Transit Schedule—MMT 101</td>
<td>August 21, 2019</td>
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<tr>
<td>1509</td>
<td>Airport Safety Officer’s Reports and Logs</td>
<td>Removed to MMT 102</td>
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<tr>
<td></td>
<td>Removed to Multimodal and Transit Schedule—MMT 102</td>
<td>August 21, 2019</td>
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<tr>
<td>1510</td>
<td>Security Gate Entrance Application and Card File</td>
<td>Removed to MMT 103</td>
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<tr>
<td></td>
<td>Removed to Multimodal and Transit Schedule—MMT 103</td>
<td>August 21, 2019</td>
</tr>
<tr>
<td>1511</td>
<td>Screening Activities Report</td>
<td>Removed to MMT 104</td>
</tr>
<tr>
<td></td>
<td>Removed to Multimodal and Transit Schedule—MMT 104</td>
<td>August 21, 2019</td>
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</table>
Airport Condition and Inspection Reports
Note: Removed to Multimodal and Transit Schedule—MMT105
Approval Date: August 21, 2019

Airport Pavement Maintenance Survey Records
Note: Removed to Multimodal and Transit Schedule—MMT 106
Approval Date: August 24, 2010; Moved August 21, 2019

Utilities (Gas, Electric, Water, Steam)

Cathode Protection File
Also Called:
Function: Records created and used in maintaining metal pipes
Content: May include installation documents of anodes, test stations, rectifiers, and ground beds
Retention: Until superseded or obsolete
Disposition: Destroy
Note: Cathodic protection is a technique used to control surface corrosion for water and gas pipelines
Approval Date: Revised, August 20, 2013

Customer Account Card File
Also Called:
Function: Records showing a billing and payment history of all customers using city utilities
Content: May include customer name and address, date account was opened, consumption, billing and payment history, date of account closure
Retention: 5 years after last entry
Disposition: Destroy securely
Note: Approval Date:

Customer Service Deposit File
Also Called:
Function: A record of whether a resident paid a utility deposit, and amount
Content: May include customer name, address, account number, amount of deposit for connection, bills owed, cash stubs, book listings, and refunds of deposits for service terminations
Retention: 2 years after deposit is refunded
Disposition: Destroy
Note: Approval Date:

Electricity Purchase Reports
Also Called: Transportation Charge; Wheeling Charge
Function: Records showing daily and monthly electricity purchased to meet demand
Content: May include invoice for transportation charge, capacity charge and total energy charge in megawatts, kilowatts and dollars
Retention: 5 years
Disposition: Destroy
Note: Revised, August 20, 2013
Filter Plant Files

Monitoring data relating to the operation of the city filtration plant
May include daily logs, reports, lab and test reports, test results, quality control procedures, etc.
3 years
Destroy

Federal Reports: Gas System

Reports filed with the U. S. Department of Transportation documenting the number of miles of gas mains in the system
May include description of pipe system, extent of cathodically protected system, number of leaks in mains, and services performed during the year
20 years
Destroy

Gas Leak File

Leak Repair Records; Line Break Records; Leakage Survey; Line Patrol Record; Gas Line Inspection Record
Records documenting any leaks and repairs made to the gas line; report required for federal reporting compliance purposes
For records relating to leaks, inspections and repairs of transmission lines, Service Life of Line; For feeder lines, mains, service lines and other records, 6 Years
Destroy
See 4 CSR 240-40 (13)(F)
Revised, August 20, 2013

Gas Purchase Reports

Records documenting the quantity of natural gas purchased from distributors and used in the municipal gas system
5 years
Destroy

Gas Tap Records

Gas Work Orders
Work orders used to initiate gas service with new customers
Until superseded
Destroy

Meter Books

Record documenting consumption statistics gathered when meters are read
May include make of meter, size, number, street, customer's name and address, readings, etc.
5 years
Destroy
1611
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Meter Reading Summary Reports

Monthly summary of meter readings by customer account number for utility consumption
May include old and new readings and actual consumption
5 years
Destroy

1612
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Odorant Usage Reports

A compliance report filed with the Department of Transportation tracking odorants added
to natural gas
May include odor level sampling reports, rectifier readings, and inspections which record
levels of odorant
5 years
Destroy

1614
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Service Interruption Records

Service Interruption Log Book
Records documenting the interruption of utility services
May include date of incident, name of person reporting, location, actions taken, and result
3 Years
Destroy

Revised, August 20, 2013
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