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 2022

Update Series Title 1602

Removed 0205, 0207, 0208, 0215, and 0217 to General 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

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 the permanent records it generates and receives regardless of format. The records, both electronic and physical, that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a physical 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. For electronic records the concerns include media decay, hardware/software obsolescence, and migration of data into the current standard: PDF-A, TIF, etc.

By imaging permanently valuable records, local governments can generate durable microfilm for preservation and disaster recovery, while also maintaining an electronic version for access. When microfilmed, processed, and maintained to archival specifications, a master negative will ensure that permanently valuable records are preserved for generations to come (microfilm has an estimated shelf life of over 500 years). Microfilm that meets the standards outlined here is eligible to be stored by the Missouri State Archives at no cost.

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.”

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

The best method to safeguard essential 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 essential 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

**Contents**
Administrative Records .................................................................................................................. 6
Animal Control Records .................................................................................................................. 9
Building Codes Records ................................................................................................................ 10
Cemetery Records .......................................................................................................................... 11
Financial and Accounting Records .............................................................................................. 11
Parks and Recreation Records ...................................................................................................... 17
Forestry and Landscaping Records .............................................................................................. 17
Plans and Zoning ........................................................................................................................... 18
Public Works Records (Streets, Sewer, Refuse, Etc.) ................................................................... 19
Special Facilities Records ............................................................................................................. 21
Transportation and Transit Records ............................................................................................. 22
Airport Records ............................................................................................................................ 22
Utilities (Gas, Electric, Water, Steam) .......................................................................................... 23
Index ............................................................................................................................................ 26
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  Accident Report Files
- Also Called: 
- Function: 
- Content: Reports describing accidents involving city employees resulting in personal injury
- May include copies of Workers' Compensation claims
- Retention: 5 years after case concluded
- Disposition: Destroy securely
- Note: Approval Date:

0003  Annexation Records
- Also Called: 
- Function: 
- Content: Records used to annex property into city boundaries
- May include correspondence, petitions, maps, surveys, and official annexation action.
- Retention: 6 years after recorded in minutes
- Disposition: Destroy
- Note: Approval Date:

0008.2  Budget Adjustments
- Also Called: 
- Function: 
- Content: Records documenting the transfer of or supplemental appropriation to departmental monies during the fiscal year
- Retention: 5 years
- Disposition: Destroy
- Note: Approval Date:

0012  City Seal
- Also Called: 
- Function: 
- Content: Records documenting the current and past city seals
- Retention: Permanent
- Disposition: Archive; microfilm for preservation
- Note: Approval Date:

0015.1  Maintenance Guarantee Bonds (Private Development)
- Also Called: 
- Function: 
- Content: Term of contract plus term of bond plus 4 years
- Retention: 
- Disposition: Destroy
- Note: Approval Date:
Employee Suggestion Forms

Also Called: 
Function: Records for suggestions by employees for programs, awards, or administrative action
Content: 
Retention: Destroy when no longer of administrative value
Disposition: Destroy
Note: 
Approval Date: 

Franchises: Utilities, Cable TV, etc.

Also Called: 
Function: Records regarding franchises granted by the city to utility companies or other non-public organizations permitting them to provide services within the city. NOTE: ESSENTIAL RECORDS: see introduction for further guidance
Content: 
Retention: Expiration/cancellation of franchise plus 5 years
Disposition: Destroy
Note: 
Approval Date: 

Historic Preservation Files

Also Called: 
Function: Records relating to historical preservation programs and projects in the city, be it individual historical structures or a district of the city
Content: May include correspondence, plans, studies, progress reports, and grant records
Retention: Permanent for historical purposes
Disposition: Archive; microfilm for preservation
Note: 
Approval Date: 

Land Trust Property Record

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

Landfill Files

Also Called: 
Function: City Dump Records
Content: Records dealing with the conception, implementation, and running of the city landfill
Retention: May include studies, costs, appraisals, testing, regulations, applications and reports of local, state, or federal agencies
Disposition: Permanent
Note: Archive; microfilm for preservation
Approval Date: 

Landfill Files Certificate of Insurance

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

Note:
Approval Date:
**Landfill Fee Records**  
*Also Called: Daily Solid Waste Record; Solid Waste Tonnage Fee Form*  
*Function:* 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.  
*Content:* 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.  
*Retention:* 3 Years  
*Disposition:* Destroy  
*Note:* See RSMo 260.330; 10 CSR 80-2.80  
*Approval Date:* August 25, 2015

**Petitions**  
*Function:* Petitions signed by citizens requesting action by the city on issues of concern  
*Content:* May include petitions of initiative, referendum, recall, vacation of public rights of way, etc.  
*Retention:* 5 years, retain vacation of public rights of way with ordinances  
*Disposition:* Destroy  
*Note:* Approval Date:

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

**Index of Files**  
*Function:* Index relating to all city files, often organized by major categories of records  
*Content:* Permanent  
*Disposition:* Archive

**County Recording (official): Plats, Ordinances, Contracts, etc.**  
*Function:* Register of official recording activity with County Recorder and Secretary of State. NOTE: ESSENTIAL RECORDS - see introduction for further guidance  
*Content:* Permanent  
*Disposition:* Archive

**Lost and Found**  
*Function:* List of articles turned into the office  
*Content:* Date found, date released or other disposition  
*Retention:* 5 years, including audit  
*Disposition:* Destroy
Animal Control Records

0101
Also Called:
Function:
Content: Animal Bite Records
Records documenting any animal biting incident
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
2 years after bite report
Destroy securely
Retention:
Disposition:
Note:
Approval Date:

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

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

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

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

Removed to General Records Retention Schedule GS 120
August 24, 2022

Dangerous Building File

Removed to General Records Retention Schedule GS 121
August 24, 2022

Monthly Reports of Building Permits Issued File

Removed to General Records Retention Schedule GS 122
August 24, 2022

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

Street Address Log

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

Certificate of Compliance: Building Codes

Removed to General Records Retention Schedule GS 124
August 24, 2022

Building Code Inspection and Enforcement File

Removed to General Records Retention Schedule GS 123
August 24, 2022
Cemetery Records

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

Cemetery Register

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

Deed Books

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

Interment Record Cards

Financial and Accounting Records

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

0706
Also Called: Bonds and Coupons
Function: Records documenting retired individual bonds and their coupons
Content: 5 years after cancellation date, plus completion of an outside audit
Disposition: Destroy
Note: Approval Date:

0706.1
Also Called: Bonds and Coupons: City Reconciliation Files
Function: 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
Content: 10 years after final maturity of bond issue
Disposition: Destroy
Note: Approval Date:

0707
Also Called: Bonds Issued
Function: Records relating to the financing of municipal projects through bonded indebtedness; NOTE: ESSENTIAL RECORDS: see Introduction for further guidance
Content: 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
Retention: 10 years after final maturity; Rejected Proposals, 5 years
Disposition: Destroy
Note: Approval Date:
**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: ESSENTIAL 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**
<table>
<thead>
<tr>
<th>Document Type</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>Convention and Tourism Tax Return</td>
<td></td>
<td></td>
<td>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.</td>
<td>5 years</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ad Valorem Tax Records</td>
<td></td>
<td></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>Building Inspection Sheet File</td>
<td></td>
<td></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>Delinquent Tax Report Files</td>
<td></td>
<td></td>
<td>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.</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>Earnings Tax Records</td>
<td></td>
<td></td>
<td>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-2.</td>
<td>5 years including audit</td>
<td>Destroy securely</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Property Tax Records</td>
<td></td>
<td></td>
<td>A record of residents who owe city taxes on personal property. May include name, property, assessed value, and amount owed.</td>
<td>6 years; evaluate for historical purposes</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
0747.1
Intangible Property Tax
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:  
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

0747.2
Poll/Road Tax
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:  
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

0748
Real Property Transfer Slips
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:  
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

0749
Real Estate Tax Records
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:  
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

0750
Special Tax Assessments
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:  
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

0752
Tax Anticipation Notes
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:  
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

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
Surplus Property

Also Called: Surplus Personal Property; Surplus Real Property
Function: Records pertaining to property owned by the city that has been declared surplus
Content: May include declarations, advertisements, notices, and transfer papers
Retention: 5 years
Disposition: Destroy
Note:
Approval Date:

Drivers Listing (Fee Office)

Also Called: Fee Office
Function: A daily listing of all transactions pertaining to drivers licenses; this is a copy of the original sent to the Department of Revenue
Content:
Retention: 2 years
Disposition: Destroy
Note:
Approval Date:

Audit Copies (Fee Office)

Also Called: Fee Office
Function: Copies of title applications and license renewals; originals are a permanent record in the Department of Revenue
Content:
Retention: 2 years
Disposition: Destroy
Note:
Approval Date:

Rejections (Fee Office)

Also Called: Fee Office
Function: Notice of correction required from the Department of Revenue concerning an error on an original transaction
Content:
Retention: 2 years
Disposition: Destroy
Note:
Approval Date:

Daily Report Sheet (Fee Office)

Also Called: Fee Office
Function: Internal planning report combining motor vehicle and drivers information
Content:
Retention: As long as has reference value
Disposition: Destroy
Note:
Approval Date:

Refuse Rebate Application

Also Called: Fee Office
Function: Requests made by apartment complex owners to obtain reimbursement by the city for private refuse collections
Content:
Retention: 5 years after application becomes inactive
Disposition: Destroy
Note:
Approval Date:
0773  
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:  

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

Remittance Advices  
5 years  
Destroy  

0801  
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:  

Food Handler Inspection Records  
5 years after approved inspection  
Destroy  

Parks and Recreation Records  

1001  
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:  

Maintenance: Parks, Parkways, and Recreation Areas  
5 years  
Destroy  

Forestry and Landscaping Records  

1010  
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:  

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
1011
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

**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

**1201**

**Development (Land) and Applications**

Removal to General Schedule, see GS 112 Development and Zoning Requests--August 25, 2020

**1202a**

**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

---

**1203**

**Rezoning Requests**

Application for Zoning Determination
Applications for rezoning
May include surveys, correspondence, petitions, and meeting minutes
Removed to General Schedule, see GS 112 Development and Zoning Requests--August 25, 2020

Approval Date:
Revised August 19, 2014

**1204**

**Variance Requests: Building and Zoning Requirements**

Applications for variance and supporting documents
May include surveys, correspondence, petitions, and meeting minutes
Removed to General Schedule, see GS 112 Development and Zoning Requests--August 25, 2020

Approval Date:
Revised August 19, 2014

**1205**

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

Removal to General Schedule, see GS 113 Zoning Violations--August 25, 2020

**1206**

**Zoning Notices From County**

Written Notice of Public Hearing
Removed to General Schedule, see GS 022 Public Notice Records--August 25, 2020
## Public Works Records (Streets, Sewer, Refuse, Etc.)

<table>
<thead>
<tr>
<th>Record Number</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>1301</td>
<td></td>
<td>Engineering Drawings and Blueprint File</td>
<td>As-built engineering drawings and blueprints of all facilities owned or managed by the city. <strong>NOTE:</strong> ESSENTIAL RECORDS: See Introduction for further guidance. 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>
</tr>
<tr>
<td>1302</td>
<td></td>
<td>Laboratory Reports: Sewage, Water, Etc.</td>
<td>Bacteriological Reports, Bact-Ts Results of tests done on waste water and filtered water regulated by the city.</td>
<td>5 years</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1303</td>
<td></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. 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>
</tr>
<tr>
<td>1304</td>
<td></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. May include lab reports and amounts of waste processed by the system.</td>
<td>5 years</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1306</td>
<td></td>
<td>Street Paving Log Book</td>
<td>Provides a record of street maintenance 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>
</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

1401
Also Called: Event Files
Function: Records relating to the leasing of municipal facilities to various groups
Content: May include scheduling, license checklist, equipment rental requests and invoices, contracts, licenses, seating charts, floor plans, work orders, and sales and service reports
Retention: 5 years after expiration or cancellation of lease
Disposition: Destroy
Note:
Approval Date:

1402
Also Called: Special Facilities Regulations
Function: City, state, and federal regulations unique to the operation of a municipally owned facility
Content:
Retention: 5 years
Disposition: Destroy
Note:
Approval Date:

1403/1404
Also Called: Facility Event and Recreation Program Scheduling and Reservation File
Function:
Content:
Retention: 5 years
Disposition: Destroy
Note:
Approval Date:

1405
Also Called: Schedule of Admission and Use Fees and Charges
Function:
Content:
Retention: 5 years after superseded
Disposition: Destroy
Note:
Approval Date:

1406
Also Called: Trust Fund and Event Control Card
Function: 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
Content:
Retention: 5 years
Disposition: Destroy
Note:
Approval Date:
## Transportation and Transit Records

### 1501 Bus Route Planning File
- **Note:** Removed to Multimodal and Transit Schedule—MMT 200
- **Approval Date:** August 21, 2019

### 1502 Charter Bus Service Files
- **Note:** Removed to Multimodal and Transit Schedule—MMT 201
- **Approval Date:** August 21, 2019

### 1503 Daily Bus Passenger Reports / Drivers Daily Checklist
- **Note:** Removed to Multimodal and Transit Schedule—MMT 202
- **Approval Date:** August 21, 2019

### 1504 Transit Operation Receipts Summary Reports
- **Note:** Removed to Multimodal and Transit Schedule—MMT 203
- **Approval Date:** August 21, 2019

### 1506 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
- **Approval Date:** August 21, 2019

## Airport Records

### 1507 Airports and Aviation Regulations
- **Note:** Removed to Multimodal and Transit Schedule—MMT 100
- **Approval Date:** August 21, 2019

### 1508 Airports: Crash Rescue Operations
- **Note:** Removed to Multimodal and Transit Schedule—MMT 101
- **Approval Date:** August 21, 2019

### 1509 Airport Safety Officer’s Reports and Logs
- **Note:** Removed to Multimodal and Transit Schedule—MMT 102
- **Approval Date:** August 21, 2019

### 1510 Security Gate Entrance Application and Card File
- **Note:** Removed to Multimodal and Transit Schedule—MMT 103
- **Approval Date:** August 21, 2019

### 1511 Screening Activities Report
- **Note:** Removed to Multimodal and Transit Schedule—MMT 104
- **Approval Date:** August 21, 2019

### 1512 Airport Condition and Inspection Reports
- **Note:** Removed to Multimodal and Transit Schedule—MMT 105
- **Approval Date:** August 21, 2019
Utilities (Gas, Electric, Water, Steam)

Cathode Protection File

Records created and used in maintaining metal pipes
May include installation documents of anodes, test stations, rectifiers, and ground beds
Until superseded or obsolete
Destroy
Cathodic protection is a technique used to control surface corrosion for water and gas pipelines
Revised, August 20, 2013

Customer Account File

Account Card File
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
Destroy securely
Revised August 24, 2022

Customer Service Deposit File

A record of whether a resident paid a utility deposit, and amount
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
2 years after deposit is refunded
Destroy

Electricity Purchase Reports

Transportation Charge; Wheeling Charge
Records showing daily and monthly electricity purchased to meet demand
May include invoice for transportation charge, capacity charge and total energy charge in megawatts, kilowatts and dollars
5 years
Destroy
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

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
Odorant Usage Reports

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

Approval Date:

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

Service Interruption Records

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

Approval Date:

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
Index

Accident Report Files, 6
Ad Valorem Tax Records, 13
Airport Condition and Inspection Reports, 22
Airport Pavement Maintenance Survey Records, 23
Airport Safety Officer’s Reports and Logs, 22
Airports and Aviation Regulations, 22
Airports: Crash Rescue Operations, 22
Animal Bite Records, 9
Animal Control Cards, 9
Animal Control Enumeration Records, 9
Annexation Records, 6
Audit Copies (Fee Office), 16
Backflow Prevention Testing Records, 20
Bank Loans Files, 11
Bond For Lost Checks or Warrants, 15
Bonds and Coupons, 11
Bonds and Coupons: City Reconciliation Files, 11
Bonds Issued, 11
Bonds: Maintenance Guarantee (Capital projects), 15
Bonds: Performance/Capital Projects, 15
Budget Adjustments, 6
Building Code Inspection and Enforcement File, 10
Building Inspection Sheet File, 13
Bus Route Planning File, 22
Cemetery Register, 11
Certificate of Compliance: Building Codes, 10
Certificates of Occupancy File, 10
Charter Bus Service Files, 22
City Seal, 6
City-owned Buildings Plan, 20
Convention and Tourism Tax Return, 13
County Recording (official): Plats, Ordinances, Contracts, etc., 8
Customer Account File, 23
Customer Service Deposit File, 23
Daily Bus Passenger Reports / Drivers Daily Checklist, 22
Daily Report Sheet (Fee Office), 16
Dangerous Building File, 10
Data Entry Coding, 17
Deed Books, 11
Delinquent Tax Report Files, 13
Depreciation Schedules File, 12
Development (Land) and Applications, 18
Drivers Listing (Fee Office), 16
Earnings Tax Records, 13
Employee Suggestion Forms, 7
Engineering Drawings and Blueprint File, 19
Equipment, Public Works Check In/Out Cards, 20
Event Files, 21
Facility Event and Recreation Program Scheduling and Reservation File, 21
Federal Reports: Gas System, 24
Field Notes (Survey), 18
Filter Plant Files, 23
Financial Disclosure (non campaign), 12
Food Handler Inspection Records, 17
Franchises: Utilities, Cable TV, etc., 7
Gas Purchase Reports, 24
Gas Tap Records, 24
Historic Preservation Files, 7
Horticulture/Greenhouse Planting and Maintenance File, 18
Index of Files, 8
Intangible Property Tax, 14
Interment Record Cards, 11
Investigation Logs and Reports, 9
Journal Entries, Journal Vouchers, 25
Laboratory Reports: Sewage, Water, Etc., 19
Land Trust Property Record, 7
Landfill Fee Records, 8
Landfill Files, 7
Landfill Files Certificate of Insurance, 7
Lost and Found, 8
Maintenance Guarantee Bonds (Private Development), 6
Maintenance: Parks, Parkways, and Recreation Areas, 17
Meter Books, 24
Meter Reading Summary Reports, 24
Monthly Reports of Building Permits Issued File, 10
Motor Fuel Usage Reports File, 12
Odorant Usage Reports, 25
Ownership Verification Records, Animals, 10
Performance Bond (Private Development of Streets, Sidewalks, Sewers, etc.), 15
Personal Property Tax Records, 13
Pet and Animal Licenses or Permits, 9
Petitions, 8
Poll/Road Tax, 14
Proclamations, 8
Real Estate Tax Records, 14
Real Property Transfer Slips, 14
Refuse Rebate Application, 16
Rejections (Fee Office), 16
Remittance Advises, 17
Schedule of Admission and Use Fees and Charges, 21
Screening Activities Report, 22
Security Gate Entrance Application and Card File, 22
Sewage Treatment Monitoring Reports, 19
Special Facilities Regulations, 21
Special Tax Assessments, 14
Standardized Building Codes, 10
State and Federal Compliance Reports: Waste Water Treatment Plant, 19
Street Address Log, 10
Street Design Improvement Files, 20
Street Paving File: Special Assessment Files, 12
Street Paving Log Book, 19
Structure Inventory and Appraisal Sheet, 20
Surplus Property, 16
Tax Anticipation Notes, 14
Tax Assessment Files, 15
Traffic Signals Intersection File, 22
Transit Operation Receipts Summary Reports, 22
Tree and Shrub Planting and Maintenance File, 17
Trust Fund and Event Control Card, 21
Variance Requests: Building and Zoning Requirements, 18
Victory Tax Withholding Record, 12
Withholding Coupons, RD 130, 15
Zoning Notices From County, 18
Zoning Violations: Written Notice (Citation), 18