



# **Record Retention Manual for Iowa Cities**

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



# Introduction

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

One method of controlling records is to establish a timetable, or schedule, for destroying records that are no longer needed. The largest section of this manual consists of such schedules for records most commonly found in Iowa cities. These schedules list categories of records, or series, and indicate minimum periods of time city officials need to keep them for administrative, legal, fiscal, or historical purposes. In developing these schedules, no attempt was made to identify all of the records in any one city nor to list all records that could possibly exist in all cities. Rather, functional categories common to the majority of Iowa municipalities were identified. The recommended retention periods take into account requirements of the *Code of Iowa*, the *Iowa Administrative Code*, and federal law. In cases where no law exists concerning appropriate retention periods, state and city officials who work with the records were consulted.

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

Efficient management of records can have many positive results for the city. In addition to disposing of records no longer needed, it is important to preserve records documenting the history of the city. This manual aids in disposing of useless records, so after the dust has settled, the valuable records are more easily preserved.



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# Q & A about Records Management

**Q:** What is a record?

**a:** *Code of Iowa* Section 304.2(6) defines the term the “record” for state records management purposes:

“*Record*” means a document, book, paper, photograph, sound recording or other material, regardless of physical form or characteristics, made, produced, executed or received pursuant to law in connection with the transaction of official business of state government. “Record” does not include library and museum material made or acquired and preserved solely for reference or exhibition purposes, miscellaneous papers or correspondence without official significance, extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents.

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

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

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

Common to both the foregoing definitions are that 1) records are information documented in performance of the official business of an organization, and that 2) record content, not record form, determines whether or not information constitutes a record. Any information documenting official business, whether recorded on paper, reproduced on microfilm, entered in electronic databases or geographic information systems (GIS), documented photographically, recorded in video or audio media, or documented using any other medium, constitutes a record.

**Q:** Why are records created and maintained?

**a:** Records are created and maintained to facilitate memory. Personnel cannot reasonably personally remember every fact relative to a government’s business. Records created, received or maintained in the course of official business document transactions, amounts owed to and by the government, and also the rights of individuals within the government’s jurisdiction. Records, once created or received, must be maintained in unaltered condition in order to afford reliable authority for subsequent business of the government.

## Why manage records?

**a:** Records accumulate as official business is transacted. Records “grow,” that is to say, record matter continues to be added to the file, as long as official functions documented by records continue to be performed. Accumulation of records of already transacted business (inactive records) can overwhelm available storage space and hamper retrieval of both active and inactive business records.

Furthermore, records of business already transacted can prove both legally and financially burdensome, since records must be produced when demanded. Where record storage is overwhelmed, retrieval of inactive records can be physically difficult, and if documentation of inactive records is inadequate, retrieval becomes even more time consuming.

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

Management of records allows records to be routinely maintained for legally accountable periods of time and affords documentation that the records were maintained, then destroyed routinely, under those scheduled record retention periods. Management of records, furthermore, facilitates retrieval of records, since the ranges and locations of records available at any time are so documented. Records that are managed routinely and consistently from the time of their creation through their final disposition favor efficient use of those resources allocated for record keeping.

## How are records managed?

**a:** Record series retention and disposition schedules are developed for all the record series maintained by a governmental organization to ensure records are kept for as long as they are needed, routinely destroyed when no longer needed, and the disposition of records legally accounted for.

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

## What is a record series?

**a:** Records managers think in terms of record series in order to manage records. A record series is a body of records maintained in performance of an official function, and generally filed together due to the relationship of the records. A record series is ongoing in that records are added to the file as long as the official function documented in the record series continues to be performed.

Usually the components of a records series (i.e., folders, database record entries, microfilm reels, etc.) are filed together separately from records documenting other functions. For example, claims are generally filed with claims, and minutes of the city council will be filed together with the body of city council minutes. Claims and city council minutes would constitute two distinct record series.

## **What is a record series retention and disposition schedule?**

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

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

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

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

## **How are record series retention and disposition schedules used?**

**a:** Record series retention and disposition schedules identify record series, and the disposition, expressed as a retention period, applicable to those record series. The record series identified in the schedules in this manual are record series typically created or maintained by Iowa municipalities. In some cities a given record series may be called a different name than the one used in this schedule. Also, some cities may place authority for the same functions under different departments. In order to determine an appropriate schedule for records in each particular city organization, it may be necessary to compare the known purpose of the city's own records with the indicated record series names.

Where no comparable example exists, a schedule should be developed, taking into account the administrative, fiscal, legal and historical values of the record series, and adopted formally by the city. The schedule should also be submitted to the Iowa League of Cities for consideration as an addition to the records manual.

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

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

## **What is meant by disposition?**

**a:** Disposition is the final outcome of records retention, whether for destruction of records after all routine fiscal, legal and administrative needs have been met, or for permanent preservation due to historical value.

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

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

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

## **When should records be destroyed?**

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

## **What records should be permanently preserved?**

**a:** The record series retention and disposition schedule indicates which records series are to be preserved permanently as archives of the city government. Determination of permanent preservation for a record series is based on the records being needed without foreseeable end. Generally, records documenting the development of city policy (for example, council minutes) have permanent value for the history of the city organization and also for the history of geographic area encompassed by the city.

Permanent preservation is a commitment by the city to preserve records without end. Records to be preserved as archives should be protected from extremes of temperature and humidity, light, rough handling, animals and such other conditions as may accelerate their deterioration.

## **How long are electronic, microform, optical disk or other nonpaper format records to be retained?**

**a:** The record series retention and disposition schedules are applicable to all physical formats in which record series are maintained. Whether paper records, electronic database records, nonpermanent microfilmed or CD-ROM records, or any other formats, all records are destroyed or preserved in conformity to the record series retention and disposition schedules. The form of the record does not exempt it from application of the schedule. Content and documentary purpose, rather than the physical form in which the record is maintained, define the record series.

## **What should be done if an indicated retention period is at odds with a different need by a city for retention of a record series?**

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

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

# The Five Steps of Records Management

Records management can be defined as the systematic control of records from the time of their creation or receipt, through their organization and maintenance, to their ultimate disposition. Controlling records means keeping only those records that are necessary and keeping them in a way that permits quick and easy access to the important information they contain. In today's complex society, with a trend toward increased documentation and reporting, and with the availability of technologies that produce and reproduce records at a staggering rate of speed, controlling records before they inundate the office is becoming increasingly difficult. Finding enough storage space for these records is one problem; being able to efficiently locate a specific record when needed is another. The application of records management techniques can help solve them.

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

Public records found in city governments require special consideration. First, public records are public property, actually owned by the citizens, and in most cases they are open to public scrutiny. Second, some public records protect the rights of the city and its citizens, and for this they deserve special care. Third, public records often have historical value because they document the development of the community. Therefore, ensuring public access, protecting legal rights and preserving historical information are important goals of a records management program in city government.

## How to Begin

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

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

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

## Step 1: Conduct an Inventory

To begin, a city must find out what records it has stored, not only in active office space, but also in the nooks, crannies, basements, attics, vaults, computer drives, or any other place where inactive records have been stashed over the years. During the search, information about the records should be written down; specially prepared inventory worksheets can simplify this process. The details recorded at this stage may vary according to each city's needs, but the basic information should include the record's title, the time span the complete record encompasses, a physical description of

the record (index cards, letter and legal paper, microfilm, databases, GIS systems, oversized maps, etc.), location of the records, equipment currently used to store the record, the amount of space a record occupies, and the frequency of staff reference to the record.

Most of these factors are simply factual descriptions; giving the record a title involves some choices. It is usually most effective to categorize records according to function, subjects or activity into what is called a “record series.” For example:

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

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

## Step 2: Appraise the Records

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

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

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

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

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

Each of these values should be considered when deciding on how long to keep a record. Administratively, how long is the information in the record necessary to the operation of the organization? Legally, how long is the statute of limitations? Fiscally, what is the audit period? Historically, to what extent does the record document the development of policy and growth of the community? A specific record can have value in more than one category, and, if it does, the retention period must satisfy the longest need.

# Step 3: Schedule the Records

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

The following example shows a simple format:

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

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

An example of a more complex format follows:

<b>Record Title</b>	<b>Active Use</b>	<b>Inactive Storage</b>	<b>Final Disposition</b>
<b>1. Minutes</b>			
a. official copy in clerk's office	10 years	Permanent	retain originals, also microfilm
b. working copies in other offices	as long as administratively useful	None	destroy
<b>2. Building permits</b>	3 years	Permanent	destroy originals, microfilm
<b>3. Purchase orders</b>			
a. official copy in financial office	2 years	2 years	destroy
b. office of origin	2 years	2 years	destroy
<b>4. Dog licenses</b>	current year	2 years	destroy

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

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

# Step 4: Organize the Records

Using the information gathered in the inventory process and decisions made in the appraisal and scheduling steps, city personnel in all departments now can roll up their sleeves and physically organize their records.

In the active office area, the filing system used for current records may be adequate, but if changes are desired now is the time to make them. Aside from overcrowding in file drawers, however, the existing organization of records in active office space is usually good and may need little or no revision. At this time files should be weeded of valueless paper and non-current records should be removed for storage in inactive areas.

Inactive storage areas may need more attention because the organization found in active files often is nonexistent in inactive storage areas. The following suggestions can help organize records in this area:

1. Store records of the same record series together.
  - Do not mix payroll records with commission minutes or cancelled checks with dog licenses in the same box.
  - Before moving correspondence files to inactive storage, separate routine, less valuable letters from those containing information with long-term value.
  - Consolidate information from different departments and dispose of unnecessary duplicate copies of the same record.
2. Store records with the same retention period together. Do not mix a record with a five-year retention period with one that has a 10-year retention period.
3. Destroy valueless records based on the record series retention and disposition schedules. Make room to store the records that remain.
4. Label the remaining records in a clear consistent manner.
  - Do not use a term such as “Financial Records”; it is too general. A specific term such as “invoices” or “daily cash receipts” is much more helpful.
  - Be consistent in the labeling; choose a term and stick with it. “Claims,” “bills,” “vouchers,” or “warrant jackets” may all be the same thing, but the different terms can cause confusion.
5. Prepare a list or index identifying what records are stored and where and make this information available to all departments.
6. Clean the storage area and make the records easily accessible.

# Step 5: **Implement the Program**

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

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

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

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

# Are You Managing Your Electronic Records?

## Q & A about Electronic Records Management.

It is essential that government agencies manage their electronic records appropriately. Like all other government records, electronic records are subject to requirements of *Code of Iowa* Chapter 22 “Examination of Public Records” and litigation. Cities can be held liable if they keep their electronic records too long, if their electronic records are not properly destroyed, or if they are destroyed too soon. Under all of these circumstances, the city can be publicly embarrassed by the events and can lose significant dollars attempting to protect itself, to produce the required records, to identify the relevant records, or to recover lost records. *This text was adapted by the State Historical Society of Iowa from the State Archives of Michigan Services for Local Government Agencies guide Are You Managing Your Electronic Records* ([www.sos.state.mi.us/history/archive/local/elec\\_records.html](http://www.sos.state.mi.us/history/archive/local/elec_records.html)).

***This guide is designed to help employees of local governments who create, receive and retain electronic records follow existing procedures and protect themselves and their city.***

### What are electronic records?

**a:** An electronic record is information recorded by a computer that is produced or received in the initiation, conduct or completion of a city or individual activity. Examples of electronic records include: email messages, word-processed documents, electronic spreadsheets, digital images and databases.

Many electronic records are maintained as part of an electronic recordkeeping system, such as geographic information systems (GIS), digital image storage systems, computer aided design (CAD) systems and electronic commerce systems.

### Are electronic records public records?

**a:** Electronic records are public records if they are created or received as part of performing official duties. *Code of Iowa* Chapter 22 “Examination of Public Records” defines public records as:

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

**Q: Do the electronic records I create and use at work belong to me?**

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

**Q: I sometimes use my home computer to conduct government business. Am I creating public records?**

**a:** Yes. Records created in the performance of an official function must be managed the same way as those created and received using government computer resources.

**Q: Could my electronic records be released in accordance with Code of Iowa Chapter 22 or during litigation?**

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

Electronic records that are created using home computers that are related to public business might also be released in accordance with *Code of Iowa* Chapter 22.

**Q: What are my responsibilities as a government employee who creates electronic records?**

**a:** Government employees' responsibilities for managing electronic records are the same as those for other records. Government employees are responsible for organizing their electronic records so they can be located and used and are responsible for using an approved record series retention and disposition schedule to identify how long electronic records must be kept.

Government employees are responsible for keeping electronic records for their entire retention period and for deleting electronic records in accordance with an approved record series retention and disposition schedule.

**Q:** **What is a record series retention and disposition schedule?**

**a:** A record series retention and disposition schedule identifies how long records must be kept, when they must be destroyed, and which records must be permanently preserved. For legal accountability, no public record should be destroyed without the authorization of an approved record series retention and disposition schedule.

**Q:** **Is there a record series retention and disposition schedule that covers the records in my office?**

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

**Q:** **What should I do if my electronic records are not listed on a record series retention and disposition schedule?**

**a:** You can contact the Iowa League of Cities for information concerning adding electronic records to record series retention and disposition schedules.

**Q:** **My city's paper records were listed on a record series retention and disposition schedule; now most of our records are created electronically. Does the record series retention and disposition schedule still apply?**

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

**Q:** • **My city is buying new software for a database, and we do not know which data from the old database we need to keep.**

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

**Q:** • **How should I store my electronic records?**

**a:** Cities need to know how long their electronic records must be retained before they select their storage media; therefore it is very important that record series retention and disposition schedules include electronic records. It is unlikely that most electronic records will be stored in their original software format and on their original storage media for their entire retention period. Cities need to consider these changes in hardware and software when they select new technology.

**Q:** • **Will my older electronic records be accessible when our hardware and software is upgraded or changed?**

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

**Q:** • **Are deleted electronic records destroyed?**

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

# Questions?

For more information contact:

Iowa League of Cities  
317 Sixth Avenue, Suite 800  
Des Moines, IA 50309  
(515) 244-7282  
[www.iowaleague.org](http://www.iowaleague.org)

or

Iowa Department of Cultural Affairs  
State Historical Society of Iowa  
State Archives and Records Bureau  
600 East Locust  
Des Moines, IA 50319  
(515) 281-7801

Additional useful information concerning municipal records management is available in a series of six *Records Management Technical Bulletins* jointly published by the International Institute of Municipal Clerks (IIMC) and the National Association of Government Archives and Records Administrators (NAGARA). The Technical Bulletins can be viewed online through the World Wide Web at [www.nagara.org/publications.html](http://www.nagara.org/publications.html).



# SCHEDULE 1: ADMINISTRATIVE AND LEGAL RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>I. COUNCIL PROCEEDINGS</b>		
<b>A. Minutes</b>		
1. Official copy	Permanent	<i>Code of Iowa, 372.13(5)</i> . Also continuing legal, administrative and historical value.
2. Working copies	As long as administratively useful; then destroy	Administrative value ends.
3. Index	Permanent	Continuing administrative and historical value.
4. Audio tapes of closed sessions	1 year from date of meeting; unless required to retain due to pending legislation	<i>Code of Iowa, 21.5(4)</i> . Administrative and legal value ends.
5. Agendas	5 years	Administrative value ends.
<b>B. Ordinances</b>		
1. Current code	Permanent	<i>Code of Iowa, 372.13(5)</i> . Also continuing legal, administrative and historical value.
2. Superseded code	Two copies permanent	Historical value.
3. Index	Permanent	Continuing administrative and historical value.
4. Individual copies of ordinances for disbursement	Until superseded; then destroy	Administrative and legal value ends.
<b>C. Resolutions</b>		
1. Official copy	Permanent	<i>Code of Iowa, 372.13(5)</i> . Also continuing legal, administrative and historical value.
2. Working copies	As long as administratively useful; then destroy	Administrative value ends.
3. Index	Permanent	Continuing administrative and historical value.
<b>D. Affidavits of publication</b>		
1. Re: budget	Until audited or 5 years	Fiscal and legal value ends.
2. Re: ordinances	Until recodification	Fiscal and legal value ends.
3. Re: bond issues	Permanent	Continuing legal and historical value.
4. Others	5 years	Fiscal and legal value ends.
<b>E. Oaths of office</b>	If placed in writing, post to official copy of council minutes for permanent retention	Continuing legal and historical value.
<b>F. Fidelity bonds of city officials</b>	5 years after expiration	Legal value ends.
<b>II. REAL PROPERTY</b>		
<b>A. Title documents</b>		
1. Deeds	Permanent	<i>Code of Iowa, 372.13(5)</i> . Also continuing legal, administrative and historical value.
2. Title opinions	Permanent	<i>Code of Iowa, 372.13(5)</i> . Also continuing legal, administrative and historical value.
3. Abstracts and certificates of title	Permanent	<i>Code of Iowa, 372.13(5)</i> . Also continuing legal, administrative and historical value.

# SCHEDULE 1: ADMINISTRATIVE AND LEGAL RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
4. Title insurance	Permanent	<i>Code of Iowa, 372.13(5)</i> . Also continuing legal, administrative and historical value.
5. Condemnation proceedings	Permanent	<i>Code of Iowa, 372.13(5)</i> . Also continuing legal, administrative and historical value.
<b>B. Easements and/or right of way agreements</b>	Permanent	<i>Code of Iowa, 372.13(5)</i> . Also continuing legal, administrative and historical value.
<b>C. Plats</b> (legal description, parcel maps, plat books, both current and outdated)	Permanent	<i>Code of Iowa, 372.13(5)</i> . Also continuing legal, administrative and historical value.
<b>D. Vacations or alterations of plat</b>	Permanent	<i>Code of Iowa, 372.13(5)</i> . Also continuing legal, administrative and historical value.
<b>E. Annexation files</b>	Permanent	<i>Code of Iowa, 372.13(5)</i> . Also continuing legal, administrative and historical value.
<b>III. PERMITS AND LICENSES</b>		
<b>A. Cigarette</b>	5 years	Administrative and legal value ends.
<b>B. Dog or cat</b>	5 years	Administrative and legal value ends.
<b>C. Liquor and beer</b>	5 years	Administrative and legal value ends.
<b>D. Restaurant</b>	5 years	Administrative and legal value ends.
<b>E. Miscellaneous business activity</b> (peddler, going-out-of-business, taxi, etc.)	5 years	Administrative and legal value ends.
<b>F. Special events</b> (parades, dances, etc.)	5 years	Administrative and legal value ends.
<b>IV. GENERAL</b>		
<b>A. Accidents on city property</b>		
1. Claims settled out of court	10 years after settlement	Legal value ends.
2. Court decisions	Permanent	Continuing legal value.
<b>B. Bids</b>		
1. Accepted	5 years	Legal and fiscal value end.
2. Rejected	5 years or 1 year after audit	Legal and fiscal value end.
<b>C. Blueprints or plans for city-owned structures</b>	Permanent	Continuing administrative and historical value.
<b>D. Cemetery records, burial records</b>	Permanent	Continuing historical value.
<b>E. Contracts or agreements for services, purchase of equipment or supplies, concessions</b>	10 years after expiration	Legal value ends.
<b>F. Correspondence</b>	As long as administratively useful; then appraise for permanent retention	Possible long-term administrative as well as historical value.
<b>G. Daily diaries or logs</b> (appointment calendars, telephone, activity or radio logs)	5 years	Administrative value ends.
<b>H. Equipment records</b>		
1. Inventories	While current	Administrative value ends.

# SCHEDULE 1: ADMINISTRATIVE AND LEGAL RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
2. Maintenance history	Life of equipment	Administrative value ends.
3. Cost of operation summaries	5 years	Administrative value ends.
4. Information Services Records		
<i>a. Computer Equipment Inventory</i>	While current	Administrative value ends.
<i>b. Telephone</i>	5 years	Administrative value ends.
<i>c. Depreciation reports and records</i>	5 years	Administrative value ends.
<i>d. Contracts and agreements</i>	5 years	Administrative value ends.
<i>e. Vendor information</i>	5 years	Administrative value ends.
<b>I. Franchises</b>	5 years after expiration	Legal value ends.
<b>J. Insurance policies</b>	5 years after expiration	Legal value ends.
<b>K. Leases</b>	5 years after expiration	Legal value ends.
<b>L. Legal actions</b>		
1. Civil lawsuits and administrative law proceedings	5 years after closure	Administrative and legal value ends.
2. Criminal and municipal infraction cases - closed	5 years	Administrative value ends.
3. Civil case - closed	5 years	Administrative value ends.
<b>M. Legal opinions</b>		
1. Informal opinions	5 years	Legal and administrative value ends.
2. Formal opinions	Permanent	Continuing legal value.
<b>N. Maps, both current and outdated</b> (road, street, zoning, park, flood plain, topography, storm and sanitary sewer, water and gas mains)	Permanent	Continuing administrative and historical value.
<b>O. Minutes of any board or commission</b>	Permanent	Continuing administrative and historical value.
<b>P. Notices sent to citizens to comply with ordinances</b>	5 years after disposition	Legal and administrative value ends.
<b>Q. Petitions from citizens</b>	5 years after issue closed. Appraise those dealing with significant issues for possible permanent retention.	Administrative and legal value ends. Possible historical value.

# SCHEDULE 1: ADMINISTRATIVE AND LEGAL RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>R. Promotional materials</b>		
1. City newsletters	Permanent	Continuing historical value.
2. Advertising contracts with local press	5 years	Administrative and legal value ends.
3. Press releases	5 years	Historical value ends.
4. Pamphlets, brochures	Appraise for permanent retention of 2 copies	Possible historical value.
5. Newspaper clippings	Permanent	Continuing historical value.
<b>S. Photos, scrapbooks</b>	Appraise for permanent retention of 2 copies	Possible historical value.
<b>T. Reports from departments</b>		
1. Monthly	5 years	Administrative value ends.
2. Annual	Permanent	Continuing historical value.
<b>U. Studies, surveys</b>		
1. From an outside source	As long as administratively useful	Administrative value ends.
2. Pertaining directly to city	Appraise for permanent retention of 2 copies	Possible historical value.
<b>V. Mayor's docket, Justice of the Peace docket</b> (No longer created in city government.)	Permanent	Continuing historical value.
<b>W. Board of Health minutes, record of communicable diseases, deaths</b> (No longer created in city government.)	Permanent	Continuing historical value.
<b>X. Election records</b>		
1. Declaration of eligibility signed by voters, absentee enrollments, ballots (No longer created in city government.)	6 months after the election, if not contested	<i>Code of Iowa, 50.19.</i>
2. Election registers (No longer created in city government.)	Permanent	Continuing historical value.
3. Tally lists or abstracts (Sometimes found in the back of old poll books. No longer created in city government.)	Permanent	Continuing historical value.
4. Precinct maps both current and outdated	Permanent	Continuing historical value.
5. City elections		
<i>a. Ballots</i>	6 months after the election, if not contested	<i>Code of Iowa, 50.19.</i>

# SCHEDULE 1: ADMINISTRATIVE AND LEGAL RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<i>b. Abstracts</i>	Permanent	Continuing historical value.
<b>V. POLICE AND FIRE RETIREMENT RECORDS</b>		
<b>A. Minutes of the board</b>	Permanent	Continuing administrative, legal and historical value.
<b>B. Reports</b>		
1. Actuary	5 years	Fiscal value ends.
2. Investment	5 years	Fiscal value ends.
3. Fund	5 years	Fiscal value ends.
<b>C. Case file</b> (actions, appeals, decisions)	Permanent	Continuing administrative, historical and legal value.
<b>VI. FINANCE/PURCHASING RECORDS</b>		
<b>A. Leases</b>		
1. Agreements and related documents resulting from solicitation and acted on by Council	Upon expiration, 5-year minimum (City Clerk keeps original)	Administrative value ends.
2. Agreements resulting from solicitation, but not requiring Council action	5 years after expiration, 5-year minimum	Administrative value ends.
<b>B. Requisitions</b>		
1. Requisition for Purchase Order	10 years after requisition date	Administrative value ends.
<b>C. Purchase Orders</b>		
1. Purchase Orders	10 years after P.O. date	Administrative value ends.
2. Change Orders	10 years after P.O. date	Administrative value ends.
<b>D. Bids, quotations and proposals</b>		
1. Official copy, bid/proposal solicitation document	10 years after completion of contract	Administrative value ends.
2. Copies of bids received and related documents for public improvements and acted upon by Council	10 years after completion of contract (official copies kept by City Clerk)	Administrative value ends.

# SCHEDULE 1: ADMINISTRATIVE AND LEGAL RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
3. Copies of bids received and related documents for fleet equipment and buses acted upon by Council	Lifetime of equipment (official copies kept by City Clerk)	Administrative value ends.
4. Copies of bids received and related documents for other equipment and service projects acted upon by Council	10 years after completion of contract (official copies kept by City Clerk)	Administrative value ends.
5. Originals of bids, quotations, and proposals received for contracts not awarded by Council	10 years after completion of contract except: fleet equipment and buses; lifetime of equipment AND - other capital equipment; 10 years after completion of contract or upon expiration of warranty, whichever is more	Administrative, grant and warranty issues are active until equipment is taken out of service.
<b>E. Print Shop</b>		
1. Printing charges	5 years	Administrative value ends.
<b>F. Central Stores</b>		
1. Stocks of Material Safety Data Sheets for distribution	30 years after last use	Administrative value ends.
2. Issue slips	After audit completion or at least 5 years	Administrative value ends.
<b>G. Materials inventory records</b>		
1. Issue records	5 years	Administrative value ends.
2. Receipt records	5 years	Administrative value ends.
3. Catalogued inventory physical count records	After audit completion or at least 5 years	Administrative value ends.
4. Catalogued inventory year- end exception/ adjustment record	After audit completion or at least 5 years	Administrative value ends.
5. Catalogued inventory adjustment record	After audit completion or at least 5 years	Administrative value ends.
6. Non-catalogued inventory physical count record	After audit completion or at least 5 years	Administrative value ends.
7. Year-end materials inventory summary	After audit completion or at least 5 years	Administrative value ends.
<b>H. Inter-departmental charges</b>		
1. Fax charges	After audit completion or at least 5 years	Administrative value ends.
2. City Hall copier readings	After audit completion or at least 5 years	Administrative value ends.

## SCHEDULE 2: FINANCIAL RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>I. REVENUE</b>		
<b>A. Notice of property tax allocation from county</b>	5 years	Fiscal value ends.
<b>B. Notice of liquor tax allocation from state</b>	5 years	Fiscal value ends.
<b>C. Property tax assessment books</b> (Unless your city has an Assessor's Office, these are no longer created in ordinary city business.)	Permanent	Continuing historical value.
<b>D. Federal revenue sharing records</b> (EP11, statement of assurances that city will follow rules; ORS Form 3233 plus a letter describing data used to determine allocation; and OMB Form 48-R0506, Actual Use Report)	5 years	Fiscal value ends.
<b>E. Investments</b> (Notice of interest earned or reports of growth, dividends, purchase, sale, etc.)	5 years	Fiscal value ends.
<b>F. Parking revenue</b>		
1. Income from meters and lots (daily receipts, monthly summaries, ledgers, deposit slips)	5 years	Fiscal value ends.
2. Income from violations (ticket copies, logs or dockets, daily receipts, monthly summaries, deposit slips)	5 years	Fiscal value ends.
<b>G. Road Use Tax Fund records</b>		
1. Application for financial aid (Form 230002, 230001, agreement, invoices, payment vouchers, certificate of audit)	5 years	Fiscal value ends.
2. Annual street finance report	5 years	Fiscal value ends.
3. Street construction program (Form RUT 1-A, 220001, 220002)	5 years	Fiscal value ends.
4. Arterial street maps	Permanent	Continuing historical value.
<b>H. Claims for refunds of state sales tax</b>	5 years	Fiscal value ends.

## SCHEDULE 2: FINANCIAL RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>I. Claims for refunds of state fuel tax</b>	5 years	Fiscal value ends.
<b>J. Special assessments</b>		
1. Certified mail stubs from notice to property owners	5 years after final payment	Fiscal and legal value ends.
2. Assessment title searches	5 years	Fiscal and legal value ends.
3. Preliminary and final assessment schedules	5 years after final payment	Fiscal and legal value ends.
4. Petition and waiver (agreements to special assessments)	5 years after final payment	Fiscal and legal value ends.
5. Assessment plats	5 years after final payment	Fiscal and legal value ends.
6. Certificate of levy of final assessment	5 years after final payment	Fiscal and legal value ends.
<b>K. Bond issues and proceedings</b>		
1. Bond certificates	5 years after final recall	Fiscal value ends.
2. Redeemed coupons	5 years after final recall	Fiscal value ends.
3. Bond register	Permanent	<i>Code of Iowa, 372.13(5)</i> . Continuing fiscal, administrative, legal and historical value.
4. Proceedings (notice and call of public meeting, minutes and certificate of meeting, certificate of referendum, legal opinions)	Permanent	<i>Code of Iowa, 372.13(5)</i> . Continuing fiscal, administrative, legal and historical value.
5. Remittance advice received with payments	5 years	Fiscal value ends.
<b>L. Records of federally funded public improvement projects</b> (applications, contracts, accounting and banking records, payroll, EEO compliance records. <i>Also see Schedule 4, Public Works Records, Capital Improvement Projects.</i> )	5 years after final payment if audited	Fiscal value ends.
<b>II. ACCOUNTING</b>		
<b>A. Source documents</b>		
1. Accounts payable		
<i>a. Requisitions</i>	5 years	Fiscal value ends.
<i>b. Purchase orders</i>	5 years	Fiscal value ends.
<i>c. Invoices, statements, bills</i>	5 years	Fiscal value ends.

## SCHEDULE 2: FINANCIAL RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<i>d. Claims presented to council</i>	5 years	Fiscal value ends.
<i>e. Check/warrant copies or stubs</i>	5 years	Fiscal value ends.
<i>f. Vendor ledger cards</i>	5 years	Fiscal value ends.
<b>2. Accounts receivable</b>		
<i>a. Receipt copies or books</i>	5 years	Fiscal value ends.
<i>b. Daily cash receipt tabulations (cash register tapes, validator tallies, etc.)</i>	5 years	Fiscal value ends.
<i>c. Invoices, statements, bills</i>	5 years	Fiscal value ends.
<b>B. Books of original entry</b>		
1. Receipt journal (register)	10 years	Fiscal value ends.
2. Disbursement journal (register)	10 years	Fiscal value ends.
3. General journal	10 years	Fiscal value ends.
4. Appropriations journal (where maintained)	10 years	Fiscal value ends.
<b>C. Ledgers</b>		
1. General ledger	Permanent	Continuing fiscal value.
2. Subsidiary revenue ledger cards	10 years	Fiscal value ends.
3. Subsidiary appropriation/expenditure cards	10 years	Fiscal value ends.
<b>III. BANKING</b>		
<b>A. Checking account statements</b>	5 years	Fiscal value ends.
<b>B. Check/warrant register</b> (same as disbursement journal, above)	10 years	Fiscal value ends.
<b>C. Cancelled checks/warrants</b>	5 years	Fiscal value ends.
<b>D. Savings account statements</b>	5 years	Fiscal value ends.
<b>E. Reconciliation worksheets</b>	5 years	Fiscal value ends.
<b>IV. FINANCIAL REPORTS</b>		
<b>A. Annual financial report</b>	Permanent	Continuing fiscal value.
<b>B. Treasurer's and/or clerk's report</b>	5 years	Fiscal value ends.
<b>C. Sales tax and use tax reports</b>	5 years	Statute of limitations on audit.

## SCHEDULE 2: FINANCIAL RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>D. Grant reports</b>	5 years after audit; 7 years if not audited; grant terms if not stated therein	Fiscal value ends.
<b>V. AUDITS</b>	Permanent	Continuing fiscal and historical value.
<b>VI. BUDGET</b>		
<b>A. Appropriation requests from departments</b>	5 years	Fiscal value ends.
<b>B. Annual budget forms</b>	5 years	Fiscal value ends.
<b>C. Final budget and certificate summary</b>	2 copies permanent	Continuing fiscal and historical value.
<b>D. Budget amendments</b>	2 copies permanent	Continuing fiscal and historical value.

## SCHEDULE 3: PAYROLL AND PERSONNEL RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>I. PAYROLL</b>		
<b>A. Payroll journal</b> (Shows name, SSN, earnings, deductions, net pay per pay period and yearly totals)	60 years	Fiscal value ends. (Satisfies long-term need for future salary and pension inquiries.)
<b>B. Payroll support documents</b> (time sheets and reports of sick or vacation leave)	5 years	Fiscal value ends.
<b>C. Federal reporting forms</b>		
1. W-2, W-3, W-4	5 years	Fiscal value ends.
2. 941E quarterly report	5 years	Fiscal value ends.
3. Copy of deposit card	5 years	Fiscal value ends.
4. 1099, 1096	5 years	Fiscal value ends.
<b>D. State reporting forms</b>		
1. Withholding agents report	5 years	Fiscal value ends.
2. Job Service report	5 years	Fiscal value ends.
3. Copy of deposit card	5 years	Fiscal value ends.
4. Iowa Public Employees Retirement System	5 years	Fiscal value ends.
5. Municipal Fire and Police Retirement System of Iowa	5 years	Fiscal value ends.
<b>II. PERSONNEL</b>		
<b>A. Individual employee file</b>		
1. Job description and history	Permanent	Continuing historical value.
2. Application and resume	60 years	Administrative value ends. (Satisfies long-term need for future inquiries.)
3. Civil service test, scores, placement	60 years	Administrative value ends. (Satisfies long-term need for future inquiries.)
4. Evaluations, discipline, demotion, promotion, awards	60 years	Administrative value ends. (Satisfies long-term need for future inquiries.)
5. Continuing education	60 years	Administrative value ends. (Satisfies long-term need for future inquiries.)
6. Medical information (separate file)	60 years	Administrative value ends. (Satisfies long-term need for future inquiries.)

## SCHEDULE 3: PAYROLL AND PERSONNEL RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
7. Resignations, reasons for leaving	60 years	Administrative value ends. (Satisfies long-term need for future inquiries.)
8. Claim for IPERS	60 years	Administrative value ends. (Satisfies long-term need for future inquiries.)
9. Unemployment insurance claims	5 years	Fiscal value ends.
10. Garnishments	Through closure plus 1 year	Fiscal value ends.
11. Enrollment for direct deposit, insurance, savings bonds, etc.	While current	Administrative value ends.
<b>B. Applications of those not hired</b>	5 years	Administrative value ends.
<b>C. Civil Service records</b>		
1. Minutes of the board or commission	Permanent	Continuing administrative and historical value.
2. Roster of eligible applicants	5 years	Administrative value ends.
3. Case files (actions, appeals, decisions)	10 years	Legal value ends.
<b>D. Equal Employment Opportunity</b>		
1. EEO-4 report	5 years	Administrative value ends.
2. Plans		
<i>a. City's own</i>	5 years	Administrative value ends.
<i>b. Those of potential contractors</i>	5 years	Administrative value ends.
<b>E. Health insurance payments, claims</b>		
1. Employer's report	5 years	Administrative and legal value ends.
2. OSHA report	5 years	Administrative and legal value ends.
3. Worker's compensation reports	2 years from date of occurrence which benefits are claimed or 3 years from last payment of weekly compensation benefits	<i>Code of Iowa, 85.26.</i> Legal value ends.
<b>F. Union records</b>		
1. Negotiations	As long as administratively useful; then appraise for permanent retention	Administrative value ends. Possible historical value.
2. Contracts	Permanent	Continuing administrative and historical value.

## SCHEDULE 3: PAYROLL AND PERSONNEL RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
3. Fact finding and arbitration cases	5 years minimum, then appraise for permanent retention	Administrative value ends.
4. Case files (actions, appeals, decisions)	10 years; appraise for permanent retention	Legal value ends. Possible historical value.
<b>G. Comprehensive Employment Training Act (CETA) contract, claims, etc.</b>	5 years	Administrative and fiscal value ends.
<b>H. Public Service Employment (PSE) contracts, claims, etc.</b>	5 years	Administrative and fiscal value ends.
<b>I. Miscellaneous personnel records</b>		
1. Classification studies	5 years	Administrative value ends. Appraise for possible historical value.
2. Compensation surveys	5 years	Administrative value ends. Appraise for possible historical value.
3. Administrative studies	5 years	Administrative value ends. Appraise for possible historical value.
4. Job specifications	Permanent	Continuing historical value.
5. Personnel policies, pay plans, etc.	Permanent	Continuing historical value.
6. Internal investigations - harassment, etc.	10 years	Administrative and legal value ends. Appraise for possible historical value.

# SCHEDULE 4: PUBLIC WORKS RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>I. GENERAL RECORDS COMMON TO BOTH ENGINEERING DEPARTMENTS AND PLANNING AND ZONING DEPARTMENTS</b>		
<b>A. Annexation files</b> (petitions, maps, public hearings, elections, proceedings)	Permanent	Continuing administrative and historical value.
<b>B. City maps, both current and outdated</b> (roads, streets, zoning, parks, flood plains, topography, storm and sanitary sewer, water and gas mains)	Permanent	Continuing administrative and historical value.
<b>C. Plats</b> (subdivision, annexation, assessors, legal descriptions, plat books)	Permanent	Continuing administrative and historical value.
<b>D. Studies or surveys</b>		
1. From outside source	As long as administratively useful	Administrative value ends.
2. Pertaining to city itself	Appraise for permanent retention of 2 copies	Possible historical value.
<b>E. Subdivision files</b>	Permanent	Continuing administrative and historical value.
<b>II. ENGINEERING RECORDS</b>		
<b>A. Blueprints or plans of city-owned structures</b>	Permanent	Continuing administrative and historical value.
<b>B. Bridge records</b> (inspection and maintenance)	Life of structure	Administrative value ends.
<b>C. Capital improvement projects</b>		
1. Authorization phase	5 years	Administrative value ends.
<i>a. Minutes of hearing, clerk's certificate, resolutions</i>	Permanent (Posted to official minute books and official resolution book.)	Continuing legal and historical value.
<i>b. Specifications</i>	Permanent	Continuing administrative and historical value.
<i>c. Notice of hearing and letting (instruction to bidders, bid, bid bond, tabulations, fidelity or performance bond, certificate of insurance)</i>	5 years after project completed, if audited	Fiscal and legal value ends.
<i>d. Contract</i>	Life of structure	Administrative and legal value ends.
2. Financing phase	<i>See Schedule 2, Financial Records</i>	
<i>a. Special assessments</i>		

## SCHEDULE 4: PUBLIC WORKS RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<i>b. Bond issues</i>		
<i>c. State or federal grants</i>		
3. Pre-construction phase		
<i>a. Appraisals</i>	5 years after project completed; if project not initiated, retain only as long as administratively useful	Administrative and fiscal value ends.
<i>b. Environmental impact surveys</i>	5 years	Administrative value ends.
<i>c. Historical survey of buildings</i>	Appraise for permanent retention	Possible historical value.
<i>d. Relocation files</i>	5 years after final payment	Administrative and fiscal value ends.
<i>e. Condemnation files</i>	Permanent	Continuing legal and historical value.
<i>f. Demolition files</i>	Permanent	Continuing legal and historical value.
4. Construction phase		
<i>a. Work orders</i>	5 years after project completed, if audited	Administrative and fiscal value ends.
<i>b. Daily diaries</i>	5 years after project completed, if audited	Administrative and fiscal value ends.
<i>c. Payroll records</i>	5 years after project completed, if audited	Administrative and fiscal value ends.
<i>d. Change orders</i>	5 years after project completed, if audited	Administrative and fiscal value ends.
<i>e. Cement tickets, other purchases</i>	5 years after project completed, if audited	Administrative and fiscal value ends.
<i>f. Inspections, testing</i>	5 years after project completed, if audited	Administrative and fiscal value ends.
<i>g. Progress reports</i>	5 years after project completed, if audited	Administrative and fiscal value ends.
<i>h. Blueprints, as-built tracings</i>	Permanent	Continuing administrative and historical value.
<i>i. Certificate of completion and acceptance</i>	Permanent	Continuing administrative and historical value.
<b>D. Deeds, easements, or right of way agreements</b>	Permanent, but usually retained in clerk's office	Continuing legal and historical value.
<b>E. Land survey records</b>		
1. Field notes	Permanent	Continuing administrative and historical value.

## SCHEDULE 4: PUBLIC WORKS RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
2. Bench mark books	Permanent	Continuing administrative and historical value.
<b>F. Photos, aerial</b>	As long as administratively useful; appraise for permanent retention	Administrative value ends. Possible historical value.
<b>G. Profile and grade books</b>	Permanent	Continuing administrative and historical value.
<b>H. Reports to city council</b>		
1. Monthly	5 years	Administrative value ends.
2. Annual	Permanent	Continuing historical value.
<b>III. PLANNING AND ZONING RECORDS</b>		
<b>A. Case files</b>		
1. Zoning variance requests and determinations	10 years after settlement	Administrative and legal value ends.
2. Non-compliance violations	10 years after settlement	Administrative and legal value ends.
3. Decisions and Orders	Permanent	Continuing administrative historical and legal value.
<b>B. Community development</b>		
1. Urban renewal, HUD Block Grants	<i>See Capital Improvement Projects in this schedule</i>	
2. Public housing (rent assistance, loan, and repair programs)		
<i>a. Applications, correspondence, records of ineligibility, determinations, tenant files</i>	5 years after case closed	Administrative value ends. (Federal Register, Guide to Record Retention Requirements suggests a 3 year retention.)
<b>C. General planning</b> (comprehensive plan, land use, open space, recreation, capital improvements, regional, transportation, etc.)	As long as administratively useful; appraise for permanent retention of 2 copies	Administrative value ends. Possible historical value.
<b>D. Minutes of the board or commission</b>	Permanent	Continuing administrative and historical value.
<b>E. Rosters of previous boards and commission members</b>	Permanent	Continuing historical value.
<b>F. Reports to city council</b>		
1. Monthly	5 years	Administrative value ends.
2. Annual	Permanent	Continuing historical value.

## SCHEDULE 4: PUBLIC WORKS RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>IV. BUILDING INSPECTION RECORDS</b>		
<b>A. Building and/or site plans</b>		
1. Residential	5 years	Administrative value ends.
2. Commercial	Life of structure	Long-term administrative value.
<b>B. Case files, Board of Adjustment</b>	10 years after disposition	Administrative and legal value ends.
<b>C. Inspection records</b>		
1. Card or address file	5 years	Administrative value ends.
2. Reports	5 years	Administrative value ends.
3. Log books	Permanent	Continuing administrative and legal value.
<b>D. License records</b> (electricians, plumbers, mechanical. Includes applications, examinations, notice of approval/denial)	60 years	Long-term administrative and legal value.
<b>E. Minutes of the Board of Adjustment</b>	Permanent	Continuing administrative and historical value.
<b>F. Permits</b> (or the application, whichever has the most information. Building, plumbing, heating, air conditioning, electrical, sewer, excavation, demolition, occupancy, street, sidewalk)	Permanent	Continuing administrative value.
<b>G. Reports to city council</b>		
1. Monthly	5 years	Administrative value ends.
2. Annual	Permanent	Continuing historical value.
<b>V. MAINTENANCE OF STREETS AND GROUNDS</b>		
<b>A. Complaints</b>	5 years after disposition	Administrative value ends.
<b>B. Daily diaries or logs</b> (appointment calendars, activity, radio, telephone logs)	5 years	Administrative value ends.
<b>C. Equipment records</b>		
1. Inventories	While current	Administrative value ends.

## SCHEDULE 4: PUBLIC WORKS RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
2. Maintenance	Life of equipment	Administrative value ends.
3. Cost of operation summaries	5 years	Administrative and fiscal value ends.
<b>D. Purchasing</b>	<i>See Schedule 2, Financial Records, Accounts Payable</i>	
1. Gasoline and fuel consumption records	5 years	Fiscal value ends.
2. Fuel, gravel, sand, haul, etc., tickets	5 years	Fiscal value ends.
<b>E. Reports to city council</b>		
1. Monthly	5 years	Administrative value ends.
2. Annual	Permanent	Continuing historical value.
<b>F. Work orders</b>	5 years	Administrative value ends.

## SCHEDULE 5: FIRE DEPARTMENT RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>A. Blue prints of commercial buildings</b>	As long as administratively useful	Administrative value ends.
<b>B. Daily diaries or logs</b> (appointment calendars, day books, activity, telephone, or radio logs)	5 years	Administrative value ends. Appraise for possible historical value.
<b>C. Equipment records</b> (vehicles, hoses, hydrants, portable equipment)		
1. Inventories	5 years	Administrative value ends.
2. Maintenance and testing	5 years	Administrative value ends.
<b>D. Inspection records</b>		
1. Card file or log book with results of inspection, violations, corrections	Life of structure	Administrative and legal value ends.
2. Inspector's books: copies of inspection certificates	5 years	Administrative value ends.
<b>E. Iowa incident reports</b> (Formerly Fire Chief Reports)	Permanent	Administrative value ends. Appraise for possible historical value.
<b>F. Investigation files</b>		
1. Arson	Permanent	Continuing administrative and legal value.
2. Fire deaths	Permanent	Continuing administrative and legal value.
<b>G. Log book of fires</b>	Permanent	Continuing administrative and historical value.
<b>H. Maps of area served</b>	As long as administratively useful	Administrative value ends.
<b>I. Miscellaneous vehicle run reports</b>	5 years	Administrative value ends.
<b>J. Roll call or minute books</b>	Permanent	Continuing historical value.
<b>K. Reports to City Council</b>		
1. Monthly	5 years	Administrative value ends.
2. Annual	Permanent	Continuing historical value.
<b>L. Rural township contracts</b>	5 years after expiration	Administrative and legal value ends.
<b>M. Scrapbooks, photos</b>	Permanent	Continuing historical value.
<b>N. State Fire Marshall's computer printouts</b> (with statistics compiled from incident reports)	As long as administratively useful	Administrative value ends.

# SCHEDULE 6: PARKS AND RECREATION RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>I. GENERAL</b>		
1. Contracts, agreements (concessions, service, purchase of equipment, personnel, use of facilities)	10 years after expiration	Legal and administrative value ends.
2. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value.
3. Facilities, buildings, and other structures	For life of building or until sold	Administrative value ends.
4. Facilities, equipment records (inventories and maintenance)	Until equipment retired	Administrative value ends.
5. Facilities, park maintenance, pesticide applicator licenses	5 years minimum	Administrative value ends.
<b>II. MISCELLANEOUS RECORDS</b>		
1. Program files (class lists, rosters, score books, permission slips)	5 years	Administrative value ends.
2. Reservation records (shelter houses, building space, etc.)	5 years	Administrative value ends.
3. State sales tax return	5 years	Fiscal value ends.
4. Promotional materials	5 years; appraise for permanent retention	Possible historical value.
5. Photos, scrapbooks, park history	Permanent	Continuing historical value.
<b>III. SWIMMING POOLS, GOLF COURSES AND OTHER ENTERPRISES THAT CHARGE ADMISSION</b>		
1. Daily cash receipt tabulations, cash register tapes, and deposit slips	5 years	Fiscal value ends.
2. Record of season ticket sales	5 years	Fiscal value ends.
3. User statistics	5 years	Administrative value ends.
4. Department of Public Health water quality tests	5 year	Administrative value ends.
5. Material Safety Data Sheets	30 years after last use	OSHA requirement. Administrative value ends.
<b>IV. REPORTS TO CITY COUNCIL</b>		
1. Monthly	5 years	Administrative value ends.
2. Annual	Permanent	Continuing historical value.

## SCHEDULE 7: AIRPORT RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>A. Contracts or leases</b>	10 years after expiration	Administrative value ends.
<b>B. Correspondence with regulatory agencies, FAA or Iowa DOT Aeronautics Division re: inspections, certification, correction of violations</b>	As long as administratively useful or until issue resolved. Appraise for permanent retention.	Administrative value ends. Possible historical value.
<b>C. Facilities</b>		
1. Land	<i>See Schedule 1, Administrative and Legal Records, Title Documents</i>	
2. Buildings, runways, other structures	<i>See Schedule 4, Public Works Records, Capital Improvement Projects</i>	
3. Equipment (inventories and maintenance)	<i>See Schedule 4, Public Works Records, Street and Grounds Maintenance</i>	
<b>D. Master plans</b> (5 to 10 year projections)	Until superseded; appraise for permanent retention	Administrative value ends. Possible historical value.
<b>E. Board or Commission minutes</b>	Permanent	Continuing administrative and historical value.
<b>F. Reports to City Council</b>		
1. Monthly	5 years	Administrative value ends.
2. Annual	Permanent	Continuing historical value.

## SCHEDULE 8: LIBRARY RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>A. Circulation Records</b>	5 years	Administrative value ends.
<b>B. Contracts for service with other communities</b>	10 years after expiration	Administrative value ends.
<b>C. Minutes of the Board or Commission</b>	Permanent	Continuing administrative and historical value.
<b>D. Purchasing</b>	<i>See Schedule 2, Financial Records, Accounts Payable</i>	
<b>E. Reports to City Council</b>		
1. Monthly	5 years	Administrative value ends.
2. Annual	Permanent	Continuing historical value.
<b>F. Report to State Library Commission</b>	Permanent	Continuing historical value.

## SCHEDULE 9: HOUSING RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>I. PLANNING</b>		
1. Commercial site plans	Permanent	Continuing administrative and historical value.
2. Subdivision Plans	5 years after last final plat approval	Administrative value ends.
3. PUD, P-C, and P-I Plans	Permanent	Continuing administrative and historical value.
4. LUPP requests	5 years	Administrative value ends. Appraise for possible historical value.
5. Neighborhood Planning (sub-area plans and neighborhood liaison activities)	5 years	Administrative value ends. Appraise for possible historical value.
6. Historic preservation files	Permanent	Continuing administrative and historical value.
7. Permitted home occupation files	Permanent	Continuing administrative and historical value.
<b>II. AFFORDABLE HOUSING</b>		
1. Home buyer files; applications, HUD settlement statements, purchase agreements, racial/ethnic documentation, rehabilitation contracts and documentation	7-30 years or until property is sold	Administrative value ends.
2. Grant Program files; quarterly reports, monthly reports, close-out documents for audits	5-year minimum after program completion and audit	Administrative value ends

# SCHEDULE 10: POLICE RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>I. PERMITS</b>		
1. Noise permits	5 years	Administrative value ends.
2. Keg permits	5 years	Administrative value ends.
<b>II. PERSONNEL</b>		
1. Staff meeting minutes and index	Permanent	Continuing administrative value.
2. Personnel record of discipline, demotion, promotion, awards	5 years after termination of employment	Administrative value ends.
3. Personnel training records	Permanent	Continuing administrative value.
4. Significant exposure and insignificant exposure reports	Permanent	Continuing administrative value.
5. Internal affairs investigations	Permanent	Continuing administrative value.
6. Grievances/responses	Permanent	Continuing administrative value.
7. Outside-event overtime requests, assignments and billings	5 years	Administrative value ends.
8. Policies and procedures manual and updates	Permanent	Continuing historical value.
9. Detective Division policies and procedures manual and updates	Permanent	Continuing historical value.
10. Field training officers manual and updates	Permanent	Continuing historical value.
11. Dispatchers policies and procedures manual and updates	Permanent	Continuing historical value.
12. Liability release forms	Permanent	Continuing historical and legal value.
<b>III. RECORDS AND REPORTS</b>		
1. Studies/surveys	5-year minimum, as long as administratively useful	Administrative value ends.
2. Arrest book	Permanent	Continuing administrative value.
3. Trip Cards	7 years	Administrative value ends.
4. State of Iowa grant reports	7 years	Administrative value ends.
5. Federal government grant reports	7 years	Administrative value ends.

## **SCHEDULE 10: POLICE RECORDS**

<b>RECORD TITLE</b>	<b>RETENTION PERIOD</b>	<b>REASON</b>
6. Investigation reports	10 years	Administrative value ends.
7. Accident reports	7 years	Administrative value ends.
8. Pawn records	7 years	Administrative value ends.
9. Arrest records (hard copy)	10 years	Administrative value ends.
<b>IV. ACCOUNTING AND PAYROLL</b>		
1. Department employee time records	5 years	Administrative value ends.
2. Department accounting and payroll records	5 years	Administrative value ends.

## SCHEDULE 11: ENGINEERING RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
1. Annexation maps	Permanent	Continuing administrative and historical value.
2. Plats of city-owned property and easements granted to city	Permanent	Continuing administrative and historical value.
3. Topography maps, flood-plain maps	Permanent	Continuing administrative and historical value.
4. Utility location maps and plats	Permanent	Continuing administrative and historical value.
5. As built and record drawings of city buildings, streets, and supporting infrastructure	Permanent	Continuing administrative and historical value.
6. Capital improvement project specifications	Permanent	Continuing administrative and historical value.
7. Capital improvement project files	5 years after project completed	Administrative and fiscal value ends.
8. Survey notes	Permanent	Continuing administrative and historical value.
9. Bench mark book	Permanent	Continuing administrative and historical value.
10. Material Safety Data Sheets	30 years after last usage	OSHA requirement. Administrative value ends.
11. Nuclear density gauge logs	Permanent	Permit requirement
12. Studies/surveys	5 years	Possible historical value. Appraise for permanent retention of 2 copies
13. Complaints	5 years after settlement	Administrative value ends.
14. Daily diaries or logs (appointment calendar) activity, radio, telephone logs)	5 years	Administrative value ends.
15. Correspondence with regulatory agencies division re: inspections, certification, correction of violations	5 years	Administrative value ends. Appraise for possible historical value.
16. Master plans (5- to 10- year projections)	5 years	Administrative value ends. Appraise for possible historical value.

## SCHEDULE 12: TRANSIT RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>A. Equipment and maintenance</b>		
1. Inventories	While current	Administrative value ends.
2. Leases	Life of equipment	Fiscal value ends.
3. Gasoline and fuel consumption	Permanent	Continuing fiscal value.
4. Cost of operation	Permanent	Continuing administrative and historical value.
5. Underground tanks/ registration and insurance	Permanent	Continuing fiscal value.
<b>B. Maps</b>		
1. Times schedules and route maps	Permanent	Continuing administrative and historical value.
<b>C. Promotional materials</b>		
1. Promotional materials (pamphlets, brochures)	Permanent	Continuing administrative and historical value.
<b>D. Financial records and reports</b>		
1. Quarterly reports	5 year minimum	Administrative and historical value ends.
2. Fuel tax reports	5 year minimum	Fiscal value ends.
3. DBE/WBE reports	5 year minimum	Administrative and historical value ends.
4. Operating grants	Life of structure, but not less than 5 years	Fiscal value ends.
5. Odometer readings	Life of equipment	Administrative value ends.
6. Time sheets	5 years	Fiscal value ends.
7. Material Safety Data Sheets	30 years after last usage	OSHA requirement. Administrative value ends.
8. Claims for refunds of state fuel tax	5 years	Fiscal value ends.

# SCHEDULE 13: ELECTRIC UTILITY RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>I. ELECTRIC ADMINISTRATION, ENGINEERING AND PLANT CONTROLS</b>		
<b>A. State and federal reports</b>		
1. EIA 412 - Annual Report of Public Electric Utilities	5 years	Administrative value ends. Appraise for possible historical value.
2. EIA 767 - Steam - Electric Plan Operation and Design Report	5 years	Administrative value ends. Appraise for possible historical value.
3. EIA 860 - Annual Report of Public Electric Utilities	5 years	Administrative value ends. Appraise for possible historical value.
4. EIA 861 - Annual Electric Utility Report	5 years	Administrative value ends. Appraise for possible historical value.
5. Iowa Department of Revenue and Finance #52-045 452-1155 Annual Report of Transmission Lines and Equipment	5 years	Administrative value ends. Appraise for possible historical value.
6. Form ME-1 - Iowa Utilities Board Annual Report	5 years	Administrative value ends. Appraise for possible historical value.
<b>B. Iowa Utilities Board</b>		
1. Annual inspection	5 years	Administrative value ends. Appraise for possible historical value.
<b>C. Load management and prime time power</b>		
1. FCC Radio License	5 years	Administrative value ends. Appraise for possible historical value.
<b>D. Licenses and permits - state and federal</b>		
1. IA Dept. of Public Health Rules (IDPH) Materials License No. 0147-1-85-FG	5 years	Administrative value ends. Appraise for possible historical value.
2. Continuous Emission Monitoring	5 years	Administrative value ends. Appraise for possible historical value.
3. Iowa DNR Permits	5 years	Administrative value ends. Appraise for possible historical value.
4. US- EPA Permits	5 years	Administrative value ends. Appraise for possible historical value.
5. Iowa Utility Board Permits	5 years	Administrative value ends. Appraise for possible historical value.
<b>E. Distribution system</b>		
1. Electric Distribution Maps	Permanent	System operation.
2. Electric Switching Maps	Permanent	System operation.
<b>F. Security lights</b>		
1. Security Light Rental Agreements	Life of agreement, but not less than 5 years	Continuing administrative value.

## SCHEDULE 13: ELECTRIC UTILITY RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>G. Miscellaneous</b>		
1. Iowa One Call locate requests	7 years	Legal value ends.
2. Primary switching log and tags	Permanent	Continuing historical and legal value.
3. Safety glasses and safety footwear	7 years	Administrative and fiscal value ends.
4. Siren tests	7 years	Historical value ends.
5. Job orders (active)	Until completed, but not less than 5 years	Administrative and fiscal value ends.
6. Job orders (completed)	Permanent	Continuing historical value.
7. Maps	Permanent	Continuing historical value.
8. Tree trimming maps/permit cards	7 years	Administrative, fiscal, and historical value ends.
9. Material Safety Data Sheets	30 years after last usage	OSHA requirement. Administrative value ends.
10. Disposal record of material from truck bay pits	Permanent	Continuing legal value.
<b>H. Inventory</b>		
1. Poles	Permanent	Continuing fiscal and historical value.
2. Transformers	Permanent	Continuing fiscal and historical value.
3. Job issues	Permanent	Continuing fiscal and historical value.
4. Material in stock	While current	Administrative and fiscal value.
5. Inventory records	5 years	Fiscal, historical and legal value ends.
<b>I. Inspection/maintenance documents/reports</b>		
1. OH switch maintenance	7 years	Historical value ends.
2. PCB test reports	Permanent	Continuing historical and legal value.
3. Cap bank maintenance/inspection	5 years	Historical value ends.
4. Tools	As long as have the tool, but not less than 5 years	Fiscal and historical value ends.
5. OH line inspection	5 years	Historical and legal value ends.
6. UG line inspection	5 years	Historical and legal value ends.

## SCHEDULE 13: ELECTRIC UTILITY RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
7. Infrared inspection	5 years	Historical and legal value ends.
8. Equipment	As long as have the equipment, but not less than 5 years	Fiscal and historical value ends.
9. Fire extinguisher inspection	Permanent	Continuing legal value.
10. Sling inspections	Permanent	Continuing legal value.
11. High-voltage testing of hot sticks and cover-up	Permanent	Continuing legal value.
12. Fork-lift inspection	As long as have the unit, but not less than 5 years	Historical and legal value ends.
13. High-voltage testing of substation hot sticks	Permanent	Continuing legal value.
14. Misc. building maintenance records	Permanent	Continuing historical value.
<b>II. ELECTRIC PRODUCTION RECORDS</b>		
<b>A. Operations and maintenance</b>		
1. Generation and output logs (monthly meter log)	6 years	Federal Energy Regulatory Commission Regulations, 17,704, 125.3.
2. Recording charts	5 years	Federal Energy Regulatory Commission Regulations.
<b>B. Payroll</b>		
1. Semi-monthly pay sheets	5 calendar years	Administrative and legal value ends.
<b>C. Records</b>		
1. Record of unclaimed deposits	3 years	<i>Iowa Administrative Code, 199-20.4(8).</i>
2. Customer billing records	3 years	<i>Iowa Administrative Code, 199-20.4(13).</i>
3. Meter test records	3 years after retirement of meter	<i>Iowa Administrative Code, 199-20.6.</i>
4. Voltmeter records	2 years	<i>Iowa Administrative Code 199-20.7(7).</i>
<b>C. OSHA safety programs</b>		
1. Written programs	5 years	Administrative and legal value ends.
2. Training records	5 years	Administrative and legal value ends.
3. Canceled confined space entry permits	5 years	Administrative and legal value ends.
4. Portable fire extinguisher inspections	5 years	Administrative and legal value ends.
5. Ladder inspections	5 years	Administrative and legal value ends.
6. Sling inspections	5 years	Administrative and legal value ends.
7. Monthly respirator inspection forms	5 years	Administrative and legal value ends.
8. Material Safety Data Sheets for chemicals removed from plant	30 years after last usage	OSHA requirement. Administrative value ends.

# SCHEDULE 14: WATER UTILITY RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>A. General</b>		
1. Minutes of the board or commission	Permanent	Continuing administrative and historical value.
2. Capital improvement projects	<i>See Schedule 4, Public Works Records, Capital Improvement Projects</i>	
<i>a. Records relating to state and federal funding of planning and/or construction of water and waste water facilities (correspondence, grant applications, approvals, wage determinations, adjustments)</i>	5 years after completion	Administrative value ends.
<i>b. Records relating to construction of wastewater treatment facilities (applications, permits, amendments, blueprints, complaints, investigations, reports, Municipal Operation Permits)</i>	Permanent	Continuing administrative value.
3. Operator's certification	Length of employment	Administrative and legal value end.
4. Valuations	Permanent	Continuing administrative, fiscal and historical value.
5. Rate surveys		
<i>a. Monthly</i>	3 years	Administrative value ends.
<i>b. Annual</i>	Permanent	Continuing historical value.
6. Report to Iowa Department of Revenue, Property Tax Division	5 years	Administrative and fiscal value ends.
<b>B. System, plant and equipment</b>		
1. Blueprints or plans of plant and system	Permanent	Continuing administrative and historical value.
2. Inventories (elevated water tanks, wells, pumps, engines, tanks, reservoirs, dams, plant equipment, pump stations, etc.)	While current	Administrative value ends.

## SCHEDULE 14: WATER UTILITY RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
3. Equipment records (water towers, wells, pumps, engines, tanks, reservoirs, dams)		
<i>a. Inventories</i>	While current	Administrative value ends.
<i>b. Maintenance history</i>	Life of equipment	Administrative value ends.
<i>c. Depreciation</i>	Life of equipment	Fiscal value ends.
4. Maps of system	Permanent	Continuing administrative and historical value.
5. Meter records (location, testing, maintenance)	2 consecutive periodic tests or at least 2 years; if record made at retirement, retain for 3 years	<i>Iowa Administrative Code, 199-21.6(9).</i> Administrative value ends.
6. Record of Ys	Permanent	Continuing administrative value.
7. Valve records	Permanent	Continuing administrative value.
8. Water and sewer tap records	Permanent	Continuing administrative value.
<b>C. Operations</b>		
1. Logs indicating pumpage, hours, gallons, chemicals added, maintenance, testing	6 years	Administrative value ends.
2. Recording instrument charts	5 years	Administrative value ends.
3. Records relating to operations, including correspondence, permits (NPDES, pretreatment, disposal of water and wastewater sludges, water supply), historical consumption, and/or usage records, trouble calls	Permanent	Continuing historical and future projection value.
4. Lab records supporting lab certification	7 years	Administrative value ends.
5. IDNR summary bacterial analysis	7 years	Administrative value ends.
6. Water supply monthly operations report	7 years	Administrative value ends.
7. Operations permit	Permanent	Continuing administrative value.

## SCHEDULE 14: WATER UTILITY RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>D. Water treatment</b>		
1. Bacteriological analysis	5 years	Environmental Protection Agency, 40 CFR 141.33. Administrative value ends.
2. Chemical analysis	10 years	Environmental Protection Agency, 40 CFR 141.33. Administrative value ends.
3. Actions taken to correct violations of primary drinking water regulations	5 years	Environmental Protection Agency, 40 CFR 141.33. Administrative value ends.
4. Copies of reports relating to sanitary surveys of system	10 years	Environmental Protection Agency, 40 CFR 141.33. Administrative value ends.
5. Records relating to variances or exemptions	5 years after expiration	Environmental Protection Agency, 40 CFR 141.33. Administrative value ends.
6. Record of residuals analysis and disposal	5 years	Environmental Protection Agency, 40 CFR 141.33. Administrative value ends.
7. Flood prediction and monitoring data	Permanent	Continuing historical and future projection value.
8. Groundwater level monitoring data	Permanent	Continuing historical and future projection value.
<b>E. Billing and customer services records</b>		
1. Application forms for hydrant meters and unauthorized use of water (without meter)	5 years	Administrative value ends.
2. Job orders	5 years	Administrative value ends.
3. Complaints	5 years	<i>Iowa Administrative Code, 199-21.4(10).</i> Administrative value ends.
<b>F. Meter records</b>		
1. Meter testing and maintenance records (meter cards)	5 years after retirement of meter	Administrative value ends.
2. Meter location records (address cards)	Permanent	Continuing historical value.
<b>G. Cross-Connection control records</b>		
1. Facility/customer records: device test and facility survey forms; notifications for need for containment, testing, and noncompliance; assembly information and test log	Permanent	Continuing administrative and historical value.

## SCHEDULE 14: WATER UTILITY RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
2. Wastewater treatment (record of monitoring activities and results)	3 years	<i>Iowa Administrative Code, 567-63.2(3). Administrative value ends.</i>
3. Billing and customer service records		
a. <i>Applications, certifications, or permits for hook-up, initiation of service or discontinuation of service</i>	3 years	Administrative value ends.
b. <i>Contracts for service</i>	1 year after expiration	Administrative value ends.
c. <i>Rate schedules and descriptions of how rates computed</i>	50 years	Administrative value ends.
d. <i>Job orders</i>	3 years	Administrative value ends.
e. <i>Complaints</i>	3 years	<i>Iowa Administrative Code, 199-21.4(10). Administrative value ends.</i>
f. <i>Meter readings</i>	<i>See Iowa Administrative Code, 199-21.6(9)</i>	<i>Iowa Administrative Code 199-21.6(9). Administrative and fiscal value ends.</i>
g. <i>Billing records</i>	2 consecutive periodic tests or at least 2 years; if record made at retirement, retain for 3 years	<i>Iowa Administrative Code 199-21.4(5).</i>
i. Stubs	5 years; or as may be necessary to comply with service rules regarding fast meters.	Fiscal value ends.
ii. Receipts	5 years; or as may be necessary to comply with service rules regarding fast meters.	Fiscal value ends.
iii. Daily receipt tabulations	5 years; or as may be necessary to comply with service rules regarding fast meters.	Fiscal value ends.
iv. Cash books (journals)	5 years; or as may be necessary to comply with service rules regarding fast meters.	Fiscal value ends.

## SCHEDULE 14: WATER UTILITY RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
v. Ledgers or ledger cards	5 years; or as may be necessary to comply with service rules regarding fast meters.	Fiscal value ends.
vi. Summaries of usage and billing	5 years; or as may be necessary to comply with service rules regarding fast meters.	Fiscal value ends.
vii. Delinquent account lists	5 years; or as may be necessary to comply with service rules regarding fast meters.	Fiscal value ends.
viii. Bad debt write-offs	5 years; or as may be necessary to comply with service rules regarding fast meters.	Fiscal value ends.
ix. Adjustment postings or books	1 year	Fiscal value ends.
x. Record of customer deposits and refunds	7 years after abandonment of service	Fiscal value ends.
xi. Record of unclaimed refunds	1 year	<i>Code of Iowa, 556.4.</i> Legal and fiscal value ends.

## SCHEDULE 15: GAS UTILITY RECORDS

RECORD TITLE	RETENTION PERIOD	REASON
<b>A. Gas utilities</b>	In general, gas utilities shall preserve records in accordance with the provisions of Part 225 of the Federal Power Commission Rules, 18 CFR 225	<i>Iowa Administrative Code, 199-18.6(2).</i>
1. Record of unclaimed deposits	2 years	<i>Iowa Administrative Code, 199-19.4(7).</i>
2. Customer billing records	3 years	<i>Iowa Administrative Code, 199-19.4(12).</i>
3. Meter records (name of manufacturer, number, type, capacity, multiplier, constants, pressure rating, dates of installation and removal, testing)	3 years after retirement of meter; before meter's retirement, retain last 2 tests	<i>Iowa Administrative Code, 199-19.6.</i>
4. Pressure surveys and records	2 years	<i>Iowa Administrative Code, 199-19.7(3).</i>