

COUNCIL POLICY 1-6, RECORDS RETENTION

DISTRIBUTION: Mayor and City Council
All Departments

SUBJECT: Records retention and authority to destroy

PURPOSE: To establish time periods for the minimum retention of records and the authority to destroy records at the appropriate time.

BACKGROUND: The Oklahoma Open records Act and the Oklahoma Municipal Code provide that municipalities are not required to maintain the records of the city beyond a date that meets the minimum requirements of Title 11 OS §22-131. The City Council may by ordinance or resolution adopt a policy that is not inconsistent with the statutory requirement and the municipality may determine that it desires to maintain the records for a longer period. In this regard the City has developed a schedule attached hereto and marked Exhibit A which sets the record maintenance date for records in possession of the City.

PROCEDURES: Procedures for Destruction of Records.

Records that are listed in Attachment A may be destroyed pursuant to the schedule with the permission of the City Manager. Records containing confidential information shall be shredded by a process that will prevent reconstruction of the document. Confidential information shall include at minimum, personal identifying information of utility customers; health information, home addresses, telephone numbers, social security numbers of past and current city employees; and juvenile records. Other records may be considered confidential on a case by case basis.

REFERENCES: Oklahoma State Statute, title 11, §22-131

EFFECTIVE DATE/

RESCISSION: This policy becomes effective May 11, 2010.

DISTRIBUTION: Mayor and City Council
All Departments

JOHN TYLER HAMMONS, MAYOR

ATTEST:

PAMELA S. BUSH, CITY CLERK

Approved as to form and legality this _____ day of _____, 2010.

JOHN H. VINCENT, CITY ATTORNEY

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Attachment A

CITY OF MUSKOGEE RECORDS RETENTION POLICY

<i>DESCRIPTION</i>	<i>DEPARTMENT</i>	<i>Retention Time</i>	<i>Authority</i>
Abandoned Vehicle Files- Records pertaining to abandoned vehicles including property description, sales reports and records of sale	Police Department	5 years	11 O. S. 22-131 (A) (3)
Abstracts - real estate owned (all abstracts shall be maintained by the City Clerk)	City Clerk	Permanent	
Accident Reports (Police) – All reports of investigation and statements involving accidents and incidents	Police Department	5 years or until litigation is terminated Originals to OK Dept of Safety	Partially Confidential 47 O.S. 10-117 51 O.S 24A.8B
Accidents Reports involving City property – Reports of accidents involving damage to city property including vehicles (date, time, and a complete report of the circumstances of the accident including names of parties and witnesses)	Original City Attorney’s Office Supporting documents All Departments	5 years or until litigation is terminated	Confidential 47 O.S. 10-117 51 O.S 24A.7
Accidents Reports involving Injury to a City employee – Workers Compensation files and reports of injury. Reports of accidents involving injury to a city employee (date, time, and a complete report of the circumstances of the accident including names of parties and witnesses)	Original City Attorney’s Office Supporting documents All Departments	5 years or until litigation is terminated	Partially Confidential 47 O.S. 10-117 51 O.S 24A.8B 51 O.S 24A.7 (Investigations involving possible discipline Confidential)
Accounting Summary Reports – includes monthly financial statements and claims list (including supporting documentation)	Finance Department	Discretionary	
Accounts Payable Files – Files often include the check copy, invoice, purchase order and may include correspondence. These	Finance Department	5 years	11 O. S. 22-131 (A) (3)

records document the money owed by the City			
Accounts Receivable Files – Files consist of copies of bills prepared by the City to collect amounts owed to the City by vendors, organizations and citizens. These records document the money collected by the City	Finance Department	5 years	11 O. S. 22-131 (A) (3)
Address Records- listing of all addresses within the City Limits	Planning Department Police Department	Permanent as periodically revised	
Admission Charges— Special events	All Departments	Until submitted to Finance Department	
Advertisement for Sale of Property	All Departments (including Sale of surplus personal property and Legal Description for the Sale of Real Property	5 years	11 O. S. 22-131 (A) (3)
Affidavits of Publication	City Clerk’s Office	5 years	11 O.S. 22-131 A(3)
Affirmative Action Plan – the plan documenting the City’s compliance with the EEOC	Human Resources Department	5 years	29 CFR Chapter XIV
Agendas – meeting notices with a listing of items to be considered by the Council, Board, Trust Commission or Committee	All Departments	Permanent (Original)	
Animal Adoption Records	Animal Shelter	5 years	11 O. S. 22-131 (A) (3)
Animal Bite Reports	Animal Shelter	5 years	11 O. S. 22-131 (A) (3)
Animal Cruelty/Abuse Reports	Animal Shelter	5 years	11 O. S. 22-131 (A) (3)
Animal Shelter Activity Reports includes records of animals accepted or picked up by City personnel	Animal Shelter	5 years	
Annexation and Deannexation Records including letters of request and petitions	Planning Department Ordinance City Clerk’s Office	Permanent	
Appointment to Office (files concerning the appointment to all of boards and	Office of the Mayor City Clerk’s Office	Permanent	

Commissions)			
Arrest, Booking and Jail files, Reports and Photos	Police Department	Permanent	51 O.S. 24A.8
Arrest Warrant Register	Police Department	2 years	11 O. S. 22-131 (A) (2)
Arrest Warrants	Municipal Court Clerk	5 years after warrant is served	11 O. S. 22-131 (A) (3)
Arson Reports	Fire Department	Permanent	
Assessment Files (all except sewer and water)	At this time the City does not have an assessment district	10 years	11 O.S. 22-131 (A)(3)
Assessment Files (sewer and water)	At this time the City does not have an assessment district	15 years	11 O.S. 22-131 (A)(4)
Attendance/Time Keeping Records	All Departments	Permanent as long as person is employed with the City plus 3 years	51 O.S. 24A.7
Audio / Video Recordings of Meetings	All Departments	5 years	11 O.S. 22-131(B)
Audit Reports (INTERNAL)	City Manager's Office	Reports Permanent supporting documents 5 years	Partially Confidential 51 O.S 24A
Audit Reports (EXTERNAL)	Finance Department	Permanent	
Automatic Alarms testing and Maintenance (City Facilities)	All Departments	Discretionary	
Bad Checks (insufficient funds, closed account, etc.)	All Departments	5 years	11 O.S. 22-131 (A)(3)
Bank Statements/Reconciliation	Finance Department	10 years	11 O.S. 22-131 (A)(4)
Bids (including Requests for Proposals) – for the purchase of supplies, materials, equipment and services	Purchasing Department (resulting Contracts the Original in City Clerk's Office)	5 years from the from completion of the contract or date of non-award	11 O.S. 22-131 (A)(3)
Bids –Capital improvement as Defined by the Oklahoma Public competitive Bidding Act 61 O.S. 101 et seq.	Public Works/ Engineering Department (& resulting Contracts the Original in City Clerk's Office)	5 years from the date of bid opening or 3 years from completion of the contract whichever is longer or date of non-award	11 O.S. 22-131 (A)(3) 61 O.S 112
Blasting Permits	Planning Department	5 years	11 O.S. 22-131 (A)(3)
Blue Prints/Building Plans (city property)	Planning Department	Permanent	11 O.S. 22-131 (A)(3)

Board, Committee and Commission Report	All Departments	Discretionary	
Boiler (Pressure Vessel) Inspection, maintenance and operations manuals	All Departments	Duration of Ownership	29 CFR 1910.169(a)(2) 40 O.S. 141.1-8
Bonds – Employees and elected Officials	Finance Department	5 years	11 O.S. 22-131 (A)(3)
Bonds- General Obligation	City Clerk's Office Finance Department	10 years	11 O.S. 22-131 (A)(4)
Bonds –Maintenance, bid, Performance and Surety	Engineering Department	5 years after Project is accepted	11 O.S. 22-131 (A)(3)
Bonds – Professional and Surety (Bail)	Municipal Court Clerk	5 years after original date of arrest	11 O.S. 22-131 (A)(3)
Breath Test Reports	Police Department	5 years or until litigation terminates which- ever is longer	11 O.S. 22-131 (A)(3)
Breath test Intoxillizer Records – includes maintenance, verification and inspection records of the machines	Police Department	5 years or until litigation terminates which- ever is longer	Rules of the Board of Test (Department of Public Safety)
Budget – Adopted	Finance Department	10 years	11 O.S. 22-131 A (4)
Budget Amendments	Finance Department	10 years	11 O.S. 22-131 A (4)
Budget Work Papers	All Departments	Discretionary	
Building Code Inspection – City Property	Planning Department	Permanent	
Building Permit Applications including all related documents, inspections, plans etc.	Planning Department	5 years	11 O.S. 22-131 (A)(3)
Canceled Checks/Warrants	Finance Department	5 years	11 O.S. 22-131 (A)(3)
Cash Audit Records	Finance Department	10 years	11 O.S. 22-131 (A)(4)
Cash Tapes	Finance Department	10 years	11 O.S. 22-131 (A)(4)
Cell Phone, Pager, Telephone and FAX invoices	Finance Department	5 years	11 O.S. 22-131 (A)(3)
Census Records	Planning Department	Until Superseded	
Certificates of Deposit, and Records of Investments	Finance Department	5 years	11 O.S. 22-131 (A)(3)

Certificates of Insurance	All Departments to be maintained with the Contract file	Duration of Contract plus two years	51 O.S. 151 et seq
Certificates of Occupancy	Planning Department	5 years after final inspection (private property)	11 O.S. 22-131 (A)(3)
Check Registers/Check Stubs	Finance Department	10 years	11 O.S. 22-131 (A)(4)
Chemical Inventory (Material Safety Data Sheets)	All Departments	As long as the chemical is on city property or in use by a city employee	
Citations (code violations including traffic)	Municipal Court Clerk	5 years	11 O.S. 22-131 (A)(3)
City Charter including amendments	City Clerk's Office	Permanent	
City Code	City Clerk's Office	Permanent	11 O.S. 14-108B
City Council Policies	City Clerk/City Attorney	Permanent a copy of superseded polices will be maintained	
City Administrative Policies	City Manager	Permanent a copy of superseded polices will be maintained	
City Department/Division Policies	All Departments	Permanent a copy of superseded polices will be maintained	
City Seal	City Clerk's Office	Permanent	
Civil Litigation Case Files	City Attorney's Office	6 years after closing case unless designated permanent by the City Attorney	
Claims –Damage	City Clerk's Office and City Attorney's Office	5 years following closing of the claim file	51 O.S. 151 et seq 11 O.S. 22-131 A(3)
Codes-Fire, plumbing, electrical, property, maintenance, mechanical, CABO (International)	City Clerk's Office	Permanent until superseded	11 O.S. 14-108
Code Inspections plumbing, electrical, property, maintenance, mechanical, CABO (International)	Planning Department	5 years	11 O.S. 22-131 A(3)
Collective Bargaining Agreements	City Clerk's Office	6 years physical and Permanent electronic retrievable copy	12 O.S. 95 (1)
Collective Bargaining Negotiation Files	Human Resources Department	6 years	12 O.S. 95 (1)
Collection Files	City Attorney's Office	5 years or until litigation is terminated plus 1 year	11 O.S. 22-131 A(3)

Community Service and Probation Records	Municipal Court Clerk	1 year after completion of service	
Complaint Files -Includes citizen comments about service, maintenance, repairs, etc about city service	All Departments	2 years or until litigations is terminated which-ever occurs last	
Conditional Use Permits	Planning Department	Permanent	
Confidential Records/Information including justification for non release of information	All Departments	2 years or until litigation is terminated which- ever occurs last could be Permanent	51 O.S. 24 A.1 et seq
Confiscated Evidence Log – record of evidence collected at a crime scene or fire	Fire and Police Department	Permanent	11 O.S. 34-124 (unclaimed property)
Contracts	City Clerk Original All Departments Working copy and support documents	5 years 5 years	11 O.S. 22-131 A(3)
Contractor Pre-Qualification Records	Public Works/ Engineering Department	Until Superseded	
Confiscated Property Log	Fire and Police Department	Permanent	11 O.S. 34-124 (unclaimed property)
Coupon Bond Register	Finance Department	Permanent	
Court Records – citations with notes of the Judge, if any	Municipal Court Clerk	5 years	Partially Confidential 11 O.S. 22-131 A(3)
Crime Incident Reports –A report contain pertinent information may be hand written or computer generated	Police Department	Permanent	Partially Confidential 51 O.S 24A.8B
Court Docket	Municipal Court Clerk	5 years or until litigation is terminated which-ever is later	11 O.S. 22-131 A(3)
Daily Activity Records	Police Department	3 years or until litigation is terminated which-ever occurs later	12 O.S. 95 51 O.S. 151 et seq
Daily Shift Report – information on events during a shift	Fire Department	5 years	11 O.S. 22-131 A(3)
Damage Reports/City Property	See Accident Reports	5 years	
Data Entry records	All Departments	2 years	11 O.S. 22-131 (A)(2)
Deeds	See Abstracts		

Departmental Budget Review	All Departments	Discretionary	
Departmental Policies/Training Manuals	All Departments	Permanent a copy of superseded policies will be maintained	
Deposit Slips	Finance Department	5 years	11 O.S. 22-131 A(3)
Depreciation Schedule – City equipment	Finance department	Until Superseded	
Dilapidated Building Files – includes demolition records and records of the Nuisance Appeals Board	Planning Department	5 years or until litigation is terminated which-ever occurs later	11 O.S. 22-121 11 O.S. 22-123 11 O.S. 22-131 (A)(3)
Disaster Records and Reports see also FEMA	All Departments	3 years	FEMA Rules
Drug and Alcohol Testing (post offer of employment)	Human resources Department	Duration of employment plus 3 years	11 O.S. 22-131 A Confidential
Equal employment Opportunity Complaint file (EEOC)	Human resources Department and City Attorney's Office	Permanent	Title VII applicable CFR and ADA
EEO-4 (Form 164)	Human resources Department	Permanent	29 USC 1602.30 and 1602.31 Confidential CFR Title VII sect. 709 (c)
E-911 Activity Report	Police Department	3 years	12 O.S. 95
E-911 Call Log	Police Department	Discretionary	
E-911 tapes	Police Department	2 years or until litigations is terminated which- ever is longer	12 O.S. 95 51 O.S. 151 et seq
Easements, Rights-of-way	Planning Department Engineering Department	Permanent	
Election Expense Statement	City Clerk's Office	5 years	11 O.S. 22-131 A(3)
Election Files – includes resolution, ballot copy, certificate of results	City Clerk's Office	Permanent	
E-Mail	All Departments and Officers	2/5 years minimum or if litigated until litigation is terminated	11 O.S. 22-131 A(3) 51 O.S. 151 et seq 51 O.S. 24A.** Federal regulation
Emergency Operations Plan	Emergency Management, All Departments	Until Superseded	

Employee Classification System	Human Resources Department	Permanent until superseded	
Employee Exit Interview Files – if separate from the employees Personnel File	Human Resources Department	5 years	29 CFR 16-2.31
Employee Grievance – arbitration, merit board and civil service	Human Resources Department	Findings Permanent file materials 2 year past conclusion of process	12 O.S. 95
Employee Records	Human Resources Department	Application/background assessments/pre-employment testing /Pay records Performance evals- 10 years after termination of employment---- Accident Reports and records of Injury - duration of employ plus 30 years HIPAA-6 years	51 O.S 24A.7 HIPAA 29CFR 1910.1020 (OSHA) Active employees Application releasable after redaction
Employment Applications (non-hires) includes testing and evaluations	Human Resources Department	2 years	Partially Confidential (not releasable) 51 OS 24A.7
Engineering Drawings- as built of all facilities owned or managed by the City	Public Works/ Engineering Department	Permanent	
Environmental Inspections	Public Works/ Engineering Department	Permanent	
Equipment Inventory	All Departments	10 years or until superseded	11 O.S. 22-131 A(4)
Event Files -leases of city facilities on a temporary basis for events includes requests, applications, agreements, etc	Civic Center Parks and Recreation (other departments if they lease city property for an event)	1 year after completion of event	51 O.S. 151 et seq
Exposure Records- Results of test for exposure to chemical, noise, infectious diseases or harmful agent or substance	Human Resources Department	30 years	CONFIDENTIAL 29 CFR 1910.1020 (c) (OSHA)
Expungement Orders – criminal records	Police Department Municipal Court Clerk City Attorney’s Office	Permanent	CONFIDENTIAL 22 O.S. 18 22 O.S. 19
Fair Labor Standards Act Documentation	All Departments	3 years if no complaints are received	FLSA Section 11

Family Medical Leave Act Documentation	All Departments	3 years if no complaints are received	29 CFR 825.500 CONFIDENTIAL (Except U.S. Dept. of Labor)
Faulty Meter Reports	Revenue	3 years or until litigation is terminated	11 O.S. 22-131 (A)(1)
Federal Emergency Management Records	All Departments	3 years	FEMA
Fees (approved as Appendix A of the Code book)	City Clerk's Office	Permanent / a copy of superseded polices will be maintained	
Financial Statement Files	Finance Department	10 years	11 O.S. 22-131 (A)(4)
Fire Policies and Procedures Manual	Fire Department	Permanent / a copy of superseded polices will be maintained	
Fire Extinguisher Records – city owned, includes testing and maintenance	Purchasing Division	1 year after testing	29 CFR 1910.157(e)(3) and (f)(16) OSHA
Fire Incident and Run Report Files both emergency and non-emergency	Fire Department	2 years	11 O.S. 22-131 (A)(2)
Fire/Police Pension Plan Files - State plan records includes applications	City Clerk's Office	Permanent	
Fuel Usage Records	All Departments	5 years	11 O.S. 22-131 (A)(3)
Fund Transfer Records	Finance Department	5 years	11 O.S. 22-131 (A)(3)
Garnishment Files – of City employee wages	Human Resources Department	5 years	11 O.S. 22-131 (A)(3)
Grant in Aid Files – from any source (federal, state, foundations, private, etc)	All Departments	5 years or until superseded	11 O.S. 22-131 (A)(3)
Hazardous Materials Accident Reports	Police Department Fire Department	3 years following completion of report	FEMA
Health Inspections	All Departments	Permanent	
Health Insurance Portability & Accountability Act (HIPAA)	Human Resources Department	6 years	CONFIDENTIAL Public law 104-91 Privacy rule-45 CFR Part 160 (A)(E)
Historic Preservation Files	Planning Department	Permanent	
Impounded Vehicle Reports	Police Department	5 years	11 O.S. 22-131 (A)(3)
Incarceration List – Listing of City Prisoners in County Jail	Police Department	2 years	51 O.S. 151 et seq.

Inspection Records	Public Works/ Engineering Department Fire Department Planning Department Police Department	5 years	11 O.S. 22-131 (A)(3)
Insurance Policies affecting city property or employees	City Clerk's Office Finance Department Human Resources Department	5 years or until litigation terminates whichever is later	12 O.S. 95 (1) Contracts
Interest Arbitration Files including the case file and award	Human Resources Department	Permanent	11 O.S. Chapters 49 and 50
Internal Investigations	Human Resources Department	10 years if findings are unfounded Duration of employment plus 5 years if the finding is sustained	CONFIDENTIAL 51 O.S. 24A.7
International Codes	City Clerk's Office	Permanent until superseded	11 O.S. 14-108(B)
Job Evaluation Reviews- determines proper placement of the position in the pay plan	Human resources Department	Permanent or until superseded	
Ledgers and Journals	Finance Department	10 years	11 O.S. 22-131 (A)(4)
Legal Opinions	City Attorney's Office	Permanent Historical Must be reviewed before released	Partially Confidential Privileged
License/Permit Applications not related to buildings or construction	City Clerk's Office	5 years	11 O.S. 22-131 (A)(3)
License/Permit Applications –building and construction related	Planning Department	5 years	11 O.S. 22-131 (A)(3)
Maintenance Records – both real and personal property	All Departments	10 years (buildings) 5 years (personal property)	11 O.S. 22-131 (A)(4) 11 O.S. 22-131 (A)(3)
Manufacturer/Product Information	All Departments	Duration of the use of the equipment	OSHA 29 CFR 1910.179 (k),180(e) and 184(e)
Maps –showing the location of water lines, sewer lines, fire hydrants, traffic control devices	Planning Department	Permanent until superseded	11 O.S. 22-131
Maps and Plats -showing the City Limits, development	Planning Department	Permanent until superseded	11 O.S. 22-131

areas, Zoning and annexation			
Master Plans includes master plans adopted by the city council or trust	Public Works/ Engineering Department Planning Department Parks Department City Clerk's Office	Permanent until superseded	
Meeting Notices including agendas	City Clerk's Office	5 years	11 O.S. 22-131 A(3)
Micro-Chipping Records – records of micro-chipping of animals at the animal shelter	Animal Shelter	Discretionary	
Minutes and Agendas – records of the Council the Trust Authorities, Boards Commissions and Committees which are subject to the Open Records Act including voice , digital and video recordings	City Clerk's Office for the Council, Trusts and Committees designated All Departments which are responsible for the Boards, Commission and Committees	Permanent	
Municipal Code (prior years)	City Clerk's Office	Permanent	
Municipal Court Records	Municipal Court Clerk	10 years (DUI) 5 years – Others	20 O.S. 10056(c) 11 O.S. 22-131 (A)(3)
News Clippings, Photos	All Departments	Discretionary	Historical (not required to be maintained)
Nuisance Abatement Files – records relating to weeds, trash, graffiti, inoperable vehicles on private property	Planning Department City Attorney's Office (those files referred)	5 years or the termination of litigation whichever occurs later	11 O.S. 22-131 (A)(3)
Oaths of Office	City Clerk's Office	Permanent	
Oil and gas Drilling Records	Planning Department	Permanent	11 O.S. 22-131
Oklahoma State Department of Health Permits	Public Works/ Engineering Department	Permanent	11 O.S. 22-131 (A)
Open Records Requests	Records Release Authority	2 years past date of release or denial	51 O.S. 151 et seq 51 O.S. 24A.1 11 O.S. 22-131 B
Ordinances (Originals)	City Clerk's Office	Permanent	
Parking Ticket Files	Municipal Court Clerk	2 years	11 O.S. 22-131 (A)(2)
Parks and Recreation Fee Collection Records	Parks and Recreation Department	10 years	11 O.S. 22-131 (A)(4)

	Finance Department		
Payroll bank Statement, Reconciliations, cancelled Payroll Checks	Finance Department	5 years	11 O.S. 22-131 (A)(3)
Payroll Earnings Statement including name, address, hours worked, deductions, social security number and net pay	Finance Department	5 years	11 O.S. 22-131 (A)(3) CONFIDENTIAL 51 O.S.24A.7
Payroll Time Records	All Departments	5 years or litigation is terminated whichever occurs later	11 O.S. 22-131 (A)(3)
Pension Records – general employees	Human Resources Department	Duration of employment plus five years	
Pension Records – police and fire	City Clerk’s Office	Duration of employment plus 5 years	
Permits Issued by the City- construction, plumbing, electrical, mechanical, etc	Planning Department	5 years	11 O.S. 22-131 (A)(3)
Permit for Confined Space Entry	Parks and Recreation Department Public Works/ Engineering Department	1 year	OSHA 29 CFR 1910.146
Personnel Policies and Procedures	SEE City Administrative Policies		
Petitions- Initiative, referendum, recall asking for an election	City Clerk’s Office	Permanent with or without election file	
Petitions requesting action by the City other than calling for an election	City Clerk’s Office	2 years or until litigations is terminated	11 O.S. 22-131 (A)(2)
Petitions tax payer demands (claims filed by taxpayers claiming wrongful payments by the council)	City Clerk’s Office	Permanent	62 O.S. 372-373
Petty Cash Records	All Departments which have petty cash accounts	5 years	11 O.S. 17-102 11 O.S. 22-131 (A)(3)
Police Photo Files	Police Department	2 years if related to a claim for or against the city Discretionary for all others	51 O.S. 151 et seq
Police Policies and Procedures Manual	Police Department	Permanent / a copy of superseded polices will be maintained	

Polygraph Test of Employees	Police Department	3 years	CONFIDENTIAL Employee Polygraph Protection Act (1988) 29 CFR 801.30
Postal Account Records includes postage meter, bulk rate permit including private mail providers (UPS, FedEx etc)	Finance Department	10 years	11 O.S. 22-131 (A)(4)
Press Releases	All Departments	5 years	11 O.S. 22-131 (A)(3)
Pressure Vessel (Boiler) Inspection, maintenance and operations manuals	All Departments	Duration of Ownership	29 CFR 1910.169(a)(2) 40 O.S. 141.1-8
Probable Cause Affidavit	Police Department Municipal Court Clerk City Attorney's Office	1 year after termination of litigation	
Probation/Community Service Records	Municipal Court Clerk	1 year after completion of service	
Proclamations - Mayoral	City Manager's Office	Discretionary but at least 1 year from date of issuance	
Promotional Publications	All Departments	Discretionary but at least 1 year from date of issuance	51 O.S. 151 et seq
Property Disposition Records - records indicating the disposition of property in the position of the Police Department	Police Department	5 years or until litigation is terminated whichever is later	11 O.S. 22-131 A(3)
Property Maintenance Code Inspections	Planning Department	5 years	11 O.S. 22-131 (A)(3)
Proposals includes requests for proposals, proposal submittals, recommendations and correspondence	Purchasing Division	5 years	11 O.S. 22-131 A(3)
Public Notices	City Clerk's Office Planning Department	5 years	11 O.S. 22-131 A(3)
Publication Affidavits	City Clerk's Office Planning Department	5 years	11 O.S. 22-131 A(3)
Purchase Order File – record of purchases and purchase orders issued to secure the purchase of goods and services	Finance Department	5 years after completion of purchase order	11 O.S. 22-131 A(3)

Quarterly Tax Reports – federal and state tax reports including social security, sales tax and unemployment tax	Finance Department	Discretionary	
Radio Dispatch Log	Police Department	Discretionary	
Real Estate Purchase Contracts – both the purchase by the city and sale of City Property	City Clerk’s Office City Attorney’s Office	Permanent	
Receipt book (Cash)	Finance Department Planning Department	10 Years	11 O.S. 22-131 A(4)
Records Disposal Forms – an inclusive listing of the records destroyed	City Clerk’s Office	Permanent	
Recreation Program Regulations	Parks and Recreation Department	Permanent / a copy of superseded polices will be maintained	
Refund File – a listing of refunds paid by the city to outside parties	All Departments	5 years	11 O.S. 22-131 A(3)
Rental Schedules – Includes leases both permanent and temporary of city property including rooms at city facilities, pavilions, etc	All Departments	5 years after expiration	11 O.S. 22-131 A(3)
Respirator Program Records	Fire Department Public Works/ Engineering Department	5 years after term of employment If Medical involved 30 years after termination of employment	CONFIDENTIAL 29 CFR 1910.134 (m)(1)
Safety Bulletins	Human Resources Department	Permanent / a copy of superseded polices will be maintained	
Safety Inspections	Human Resources Department	Permanent	
Salary Survey Records	Human Resources Department	3 years or until litigation is terminated whichever is later	FLSA
Service Interruption Log Books	Public Works/ Engineering Department	Discretionary	
Service Requests from Citizens	All Departments	5 years	11 O.S. 22-131 A(3)
Sewer Line Maps	Planning Department	Permanent until superseded	
Sign and Banner Permits	Planning Department	5 years	11 O.S. 22-131 A(3)
Sinking Fund Records	Finance Department	10 years	11 O.S. 22-131

			A(4)
Special Assessment Files	Finance Department City Clerk's Office	15 years	11 O.S. 22-131 A(5)
Standard Specifications for Construction of Public Improvements – policies & regulations for construction of public projects	Public Works/ Engineering Department	Permanent until superseded	
Storm Water Management Records	Public Works/ Engineering Department	Permanent	
Street Design Improvement Files - includes accident reports to determine cause of accidents if street related	Public Works/ Engineering Department	Discretionary	
Street Improvement Files – records of street improvements including property acquisition	Public Works/ Engineering Department City Clerk's Office	15 years	11 O.S. 22-131 A(5)
Street Maintenance Logs	Public Works/ Engineering Department	Permanent until superseded	
Street Number Location Logs – includes house numbers, maintained for the purpose of locating an address	Planning Department Information Technology Department	Permanent until superseded	
Subpoena Logs, Police log of officers subpoenaed including evidence of receipt	Police Department	Retain till conclusion of the case plus 3 years	
Surplus Property List	Purchasing Division	10 years	11 O.S. 22-131 (A)(4)
Time Records (time cards or time sheets)	All Departments	3 years or termination of litigation	29 CFR 516
Titles to Vehicles and other ownership information	Purchasing Division	Length of ownership plus 2 years	51 O.S. 151 et seq
Traffic and Signal Studies	Public Works/ Engineering Department	Permanent until superseded	
Traffic Citations	Municipal Court Clerk	5 years	11 O.S. 22-131 (A)(3)
Training Records including attendance, manuals and policies	Human Resources Department All Departments	Manuals Permanent / 1 copy of superseded manuals & polices will be maintained Attendance 5 years	
Travel Expense Reimbursement File	Finance Department	5 years	11 O.S. 22-131 (A)(3)
Trust Indentures / Files	City Clerk's Office	Permanent	

Unclaimed Personal Property records	Police Department	Permanent	11 O.S. 34-104
Unemployment Compensation Files	Human Resources Department	3 years or until litigation is terminated	CONFIDENTIAL 40 O.S. 4-508 & 4-511
Uniformed Citation Check Out Log	Municipal Court Clerk	5 years	11 O.S. 22-131 (A)(3)
Uniform Crime Report , a report submitted to OSBI	Police Department	5 years	11 O.S. 22-131 (A)(3)
Union Negotiation Files	Human Resources Department	2 years after conclusion of negotiations and execution of agreement	
Utility Customer Account File	Revenue Division	2 years after closing the account	11 O.S. 22-131 (A)(2)
Variance Requests	Planning Department	Permanent	
W-4 forms	Human resources Department	4 years	
Wastewater Treatment Applications and Permits	Public Works/ Engineering Department	Permanent	11 O.S. 22-131
Wastewater Treatment Compliance Reports	Public Works/ Engineering Department	Permanent	11 O.S. 22-131
Wastewater Treatment Monitoring Reports	Public Works/ Engineering Department	Permanent	11 O.S. 22-131
Water Line Maps	Planning Department	Permanent until superseded	
Water Meter Records	Revenue Division	2 years	11 O.S. 22-131 (A)(2)
Water Treatment Applications and Permits	Public Works/ Engineering Department	Permanent	11 O.S. 22-131
Work Assignment Records includes progress reports on grant funded projects	All Departments	2 years Except grant files 5 years	51 O.S. 151 et seq
Workers Compensation case files and Injury reports	Workers Comp files City Attorney's Office See also "employee records"	Duration of employment plus 30 years	29CFR 1910.1020 (OSHA) Partially CONFIDENTIAL 51 O.S. 24 A.7
Zoning Applications	Planning Department	Permanent	

*****If a record is not specifically described herein contact the City Attorney's Office for possible amendment to this policy*****

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