

**TOWN OF APEX RECORDS RETENTION AND DISPOSTION SCHEDULE
CONCERNING WHEN REFERENCE VALUE ENDS**

I. General Records Schedule: Local Government Agencies (2021): When Reference Value Ends

PAGE	STANDARD	YEARS
ADMINISTRATION AND MANAGEMENT RECORDS		
1	Abstracts of Municipal Elections	Permanent
3	Business Certification Records	5 years
3	Census Project Records	5 years
5	Constituent Surveys	2 years
8	Grant Proposals	5 years
9	History Records (Agency and Employees)	1 year
9	Interagency Programs	3 years
10	Legislation and Regulatory Records	2 years
10	Mailing and Distribution Records	2 years
11	Miscellaneous (Non-Building) Applications, Licenses, and Permits	5 years
12	Ordinances	2 years
13	Price Quotations	3 years
14	Proclamations and Orders	3 years
15	Public Bodies: Agenda and Meeting Packets	2 years
15	Public Bodies: Applications for Appointment	2 years
17	Public Bodies: Minutes	5 years
18	Rebate Program Records	2 years
18	Reference (Reading) File	1 year
19	Reports and Studies	1 year
20	Requests for Proposals (RFP)	2 years
20	Resolutions	Permanent
21	Tracking Materials	1 year
BUDGET, FISCAL, AND PAYROLL RECORDS		
27	Budget Resolutions and Ordinances	4 years
28	Government Employees Retirement System Monthly Reports	1 year
29	Investments	7 years
GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
37	Geographic Information System (GIS) Project Records	1 year
42	Maps: All Other	1 year
HUMAN RESOURCES RECORDS		
54	Personnel Records (Supervisor Copy)	1 year
INFORMATION TECHNOLOGY RECORDS		
65	System Maintenance Records: Records Backups	Permanent

PAGE	STANDARD	YEARS
	PUBLIC RELATIONS RECORDS	
75	Agency Publications	1 year
75	Audio-Visual Recordings	1 year
75	Community Awards	3 years
77	Media File	3 years
78	Speeches	1 year

II. Program Records Schedule: Local Government Agencies (2021): When Reference Value Ends

PAGE	STANDARD	YEARS
	CODE ENFORCEMENT AND INSPECTION RECORDS	
5	Blueprints and Specifications	1 year
6	Building and Road Permitting and Inspection Records	1 year
8	Permits: Construction	1 year
9	Valve Operation File	20 years
10	Violations: Water Conservation	5 years
	PARKS AND RECREATION RECORDS	
17	Parks Planning File	Permanent
17	Recreation Programs: Age Verification Records	5 years
18	Ticket Stubs	N/A
	PLANNING AND REGULATION OF DEVELOPMENT RECORDS	
20	Certificates of Appropriateness – Denied Applications	5 years
20	Certificates of Appropriateness – Remaining Records	5 years
21	Conditional Use Permit Records and Index	2 years
21	Declarations and By-laws from Townhouses, Condominiums, Planned Residential Developments, Common Areas, etc.	1 year
24	Subdivision Records	5 years
	PUBLIC TRANSPORTATION SYSTEMS RECORDS	
32	Applications for Art-In-Transit	10 years
32	Customer (Rider) Identification Records	10 years
33	Route History Records	10 years
33	Seat Belt and Restraint System Records	10 years
33	Transit Schedules	5 years

PAGE	STANDARD	YEARS
PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
34	Environmental: Comprehensive Solid Waste Management Plan and Amendments	5 years
37	Erosion Control: Erosion and Sediment Control Exhibit Records	3 years
39	Utilities: Electric Power and Natural Gas Facility Engineering and System Plans	N/A
41	Utilities: Meter Installation, Testing and Calibration Records (Electric, Water, Gas)	3 years
43	Utilities: Tap and Hook Up Records	Permanent
STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
46	Cemetery Deeds	5 years
47	Excavation Permits	1 year
47	Project Records - Cancelled	10 years
LAW ENFORCEMENT RECORDS		
56	Composite Interviews	3 years
56	Crime Analysis Records	3 years
57	Detention Facility Operational Records	N/A
59	Drug and Alcohol Testing Records	3 years
60	Electronic Recordings of Interrogations	3 years
60	Field Observations	3 years
61	Fugitive Warrants Case Records	1 year
62	Incident Response Reports	3 years
63	Inmate Commitment Records	N/A
66	Juvenile Case History Identification Records	N/A
67	Multiple Firearms Sales Reports	Permanent
68	Permission to Search Records	3 years
71	Traffic Accident Reports	1 year
TAX RECORDS		
77	Tax Levy/Seizure Records	N/A