

Exhibit A

RECORDS DESTRUCTION

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CITY ATTORNEY'S OFFICE

RECORD	DESCRIPTION	CATEGORY	TO BE DESTROYED
Legal Department			
Bankruptcy Notices and Case Files	Records documenting notification to the city that certain individuals have filed for bankruptcy, and used to determine if the individual owes money to the city and to file notice or claim with the court. Information may include: debtor's name, utility accounts information, prepared repayment plan and related documentation.	Semipermanent <i>IC §50-907(2)(a,g)</i>	Destroy records dated on or before December 31, 2020 after receipt of Trustee Final Report or an Order Dismissing the Case. (See Civil Case Files for litigated claims and adversary actions)
Civil Case Files	Records related to cases filed by and against the City, including bankruptcy litigated claims and land use judicial review/appeals . Includes complaints, summons, investigations, reports, attorney notes, discovery-related records, pleadings, affidavits, motions, deposition transcripts, disposition, orders and judgments, exhibits, appeals, and related records.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy records dated on or before December 31, 2020
Contracts	Agreements with outside counsel, investigators, representatives, and other parties approved by the City Attorney.	Semipermanent <i>IC §50-907(2)(b)</i>	Destroy records dated on or before December 31, 2020
Departmental Reports	Reports prepared by the city attorney for the mayor and city council.	Semipermanent <i>IC §50-907(2)(e)</i>	Destroy records dated on or before December 31, 2020
Forms and Agreements	Forms and agreements prepared by City Attorney's Office (<i>e.g.</i> consent forms, acknowledgement forms, waiver agreements, liability agreements).	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy records dated on or before December 31, 2020
Legal Opinions, Memoranda	Formal and informal opinions and memoranda rendered by the city attorney for the mayor, city council, or city departments, examining legal questions relating to state/federal law/rules or local ordinances/policies.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy records dated on or before December 31, 2020

RECORD	DESCRIPTION	CATEGORY	TO BE DESTROYED
Privileged Administrative Records	Records held in confidence by the City Attorney's Office regarding confidential or privileged matters including personnel investigations, settlements related to personnel matters.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy records dated on or before December 31, 2020 after separation of investigated employee
Settlement Records	Settlement agreements and related documentation from civil cases, claims, mediation, and arbitration.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy records dated on or before December 31, 2019 after final fulfillment of all parties' obligations
Risk Management			
Claim Files	Claims for damages filed by and against the city, including claims caused by City employees/ equipment, including tort claims, property damage records, and related correspondence.	Semipermanent <i>IC §50-907(2)(a,g)</i>	Destroy records dated on or before December 31, 2020 for unlitigated claims (See Civil Case Files for litigated claims)

CITY CLERK'S OFFICE

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative Records			
Correspondence	Records created or received in the course of administering city policies, procedures or programs, but these records do not provide insight into significant policy, procedure or program discussions or decisions.	Semipermanent	Destroy records dated on or before December 31, 2020
Operational Records			
Audio/Video Recordings	Audio and video recordings of City Council, Commission and Committee Meetings.	Semipermanent	Destroy records dated on or before December 31, 2020
Contracts & Agreements to which the City is a Party	Agreements with vendors and other parties for the acquisition, lease, lease-purchase or sale of equipment, supplies, services or property, letters of credit, warranty surety agreements which have been approved at a City Council meeting, approved by the Mayor, or have been recorded with Ada County.	Semipermanent <i>IC §50-907(2)(b)</i>	Destroy where expired on or before December 31, 2015
Permits & Licenses	Records relating to city permits and licenses issued in the City Clerk's Office.	Semipermanent <i>IC §50-907(2)(d)</i>	Destroy records dated on or before December 31, 2020

COMMUNITY DEVELOPMENT DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative – All Divisions			
Committee/Ad-Hoc Team Records	Agendas and meeting minutes/notes for special groups convened by Community Development for specific purposes such as understanding operational gaps, Code issues, and process delays.	Temporary	Destroy records dated on or before December 31, 2023
Department Guidelines, Policies, Procedures, Processes and Reports	Departmental records created or received in the course of administering departmental policies, procedures, or programs, but these records do not provide insight into significant policy, procedure, program, discussions, or decisions. Including, but not limited to: citizen response letters.	Temporary	Destroy records dated on or before December 31, 2023
Zoning Verification Letter	Documents, including, but not limited to: written requests for zoning analysis of a specific parcel/property and the responsive departmental opinion.	Semi-permanent	Destroy records dated on or before December 31, 2015

FINANCE DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative – All (Administration, Arts & Culture, Billing, Budget, Controller, Purchasing)			
Correspondence	Records created or received in the course of administering city policies, procedures or programs, but these records do not provide insight into significant policy, procedure or program discussions or decisions. Including but not limited to Citizen Response letters, billing adjustment requests, etc.	Semipermanent	Destroy records dated on or before December 31, 2020
Accounting			
Accounts Payable	Records documenting payment of city bills, including reports, invoices, check stubs, purchase orders, payment authorizations.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2020
Accounts Receivable	Records documenting billing and collection of monies owed to the city by vendors, citizens, organizations, governments, etc. Records include: reports, receipts, invoices, statements, etc. Information typically includes: receipt amount, date, invoice number, name, account number, account balance, adjustments, etc.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2020
Cash Receipts	Receipt and supporting documentation.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2020
Grant Records	Records documenting the application, evaluation, awarding, administration, reporting and status of grants applied for, received, awarded or administered by the city. Records include: applications and proposals, summaries, objectives, activities, budgets, exhibits, award notices, progress reports, contracts, financial reports, and related correspondence and documentation.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy records dated on or before December 31, 2015 from final grant close-out
Bank Transaction Records	Records documenting the status and transaction activity of city bank accounts, including account statements.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2020

HUMAN RESOURCES DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Affirmative Action; Equal Employment Opportunity Commission Reports	Records documenting city compliance with the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972 and the Americans with Disabilities Act. Records include: plans, policy statements, reports, investigations, case files and related information. Also includes EEO-4 reports submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements by cities with 15 or more employees.	Semipermanent <i>IC § 50-907(2)(g); 29 CFR 1602,1602.14, 1620.32</i>	Destroy where date of request or personnel action (whichever is later) was on or before December 31, 2020
Employee Personnel Records	Document of employee's work history. Original employee personnel records are kept by Human Resources Department unless otherwise specified. Records may include, but are not limited to: employment applications, notices of appointment, training and certification records, records of health limitations, drug testing, salary schedules, personal actions, performance evaluations, awards and other special recognition, letters of recommendation, investigation information, disciplinary action, notices of layoff, letters of resignation, home address and telephone, emergency notification forms, oaths of office, grievance and complaint records, and relate correspondence and documentation. (See also Employee Benefits Records, Employee Medical Records, Recruitment and Selection Records, and Volunteer Records). Notes: (1) Meridian Police Department employee personnel records including original Internal Affairs files and training materials are kept by the Police Department according to the Police Department Records Retention Schedule. Upon employee separation, these records shall be forwarded to Human Resources Department.	Semipermanent <i>IC §§ 50-907(2)(g) and 45-610; 29 CFR 1627.3; 29 CFR 1602.31; IDAPA 09.01.35.081</i>	Destroy where date of employee separation, expiration of eligibility, or completion of litigation (whichever is earliest) was on or before December 31, 2020

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	All other Police Department current employee original personnel records are kept by the Human Resources Department. (2) Meridian Fire Department employee personnel records including original training records and original records related to Union promotions are kept by the Fire Department. Upon employee separation these records shall be forwarded to Human Resources Department. All other Fire Department current employee original personnel records including ICRMP and BEST training records and Union member promotion applications and PAR forms documenting a promotion are kept by Human Resources Department.		
Employment Verification (I-9) of Job Applicants	Document to the U.S. Immigration and Naturalization Service that an applicant or employee is eligible to work in the U.S. Information includes: employee information and verification data such as citizenship or alien status and signature, employer review and verification data such as documents, which establish identity and eligibility, and employer's signature certifying that documents were checked. This category includes forms completed for all new hires, as superseded or previous forms completed on rehires.	Temporary <i>IC § 50-907(3)(d),</i> 8 U.S.C. § 1324a(b)(3) <i>(Immigration Reform and Control Act)</i>	Destroy where date of hire was on or before December 31, 2022 or date of termination of employment was December 31, 2024, whichever is later
Leave Applications	Applications or requests submitted by city employees for compensatory, family and medical leave, long term leave and other leave time. Information usually includes: employee name, department, date, leave dates requested, type of leave requested, and related data. These are not kept by Finance.	Temporary <i>IC §50-907(3)(d)</i>	Destroy records dated on or before December 31, 2022
Personnel Action (PAR) Forms	Completed employee forms submitted to HR upon initial hire, pay increase or decrease, change of address, or change of supervisor.	Semipermanent <i>IC § 50-907(2)(g);</i> <i>29 CFR Part 1602 and 29 CFR 1627.3</i>	Destroy where date of employee separation, expiration of eligibility, or completion of litigation (whichever is earliest) was on or before December 31, 2020

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Recruitment and Selection Records for Applicants who are Hired	Documents regarding the recruitment and selection of city employees and contracted service providers such as attorneys, auditors, consultants, etc. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, interview questions, interview and application scoring notes, applicant background investigation information, polygraph test results, letters of reference, civil service records, staffing requisition forms, certification of eligibles, recruitment file (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation.	Temporary <i>IC § 50-907(3)(d); 29 CFR 1602.31; 29 CFR 1627.3(b)(1)(vi)</i>	Destroy records dated on or before December 31, 2023
	Meridian Police Department employee original background investigation records are kept by the Police Department. Upon employee separation these original records shall be forwarded to the Human Resources Department for proper disposition.	Temporary	Destroy where date of separation was on or before December 31, 2023
	Meridian Fire Department Union original recruitment records including National Testing Network testing, application, and interview notes, for applicants who are hired, are kept by the Fire Department until the expiration of the retention period at which time they shall be properly destroyed by the Fire Department.	Temporary	Destroy records dated on or before December 31, 2023

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Recruitment and Selection Records for Applicants who are Not Hired	Documents regarding the recruitment and selection of city employees and contracted service providers such as attorneys, auditors, consultants, etc. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, interview questions, interview and application scoring notes, applicant background investigation information, polygraph test results, letters of reference, civil service records, staffing requisition forms, certification of eligibles, recruitment file (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation.	Temporary <i>IC § 50-907(3)(d); 29 CFR 1602.31; 29 CFR 1627.3(b)(1)(vi)</i>	Destroy records dated on or before December 31, 2023
	Meridian Fire Department Union original recruitment records including National Testing Network testing, application, and interview notes, for applicants who are not hired, are kept by the Fire Department until the expiration of the retention period at which time, they shall be properly destroyed by the Fire Department	Temporary	Destroy records dated on or before December 31, 2023

PARKS & RECREATION DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Agendas & Minutes – Staff Meetings	Agendas and minutes of monthly MPR all-staff meetings.	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 2020
Concessionaires’ Health Department Records	Central District Health food safety certifications and permits submitted by concessionaire.	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2025
Correspondence	Correspondence created or received in the course of administering City policies, procedures or programs including but not limited to memos, transmittals, notes, comments, thank you notes, letters to businesses and day-to day office and housekeeping correspondence.	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 2020
Committee Records	Agendas, meeting minutes/notes, and audio recordings of ad hoc groups convened by Parks & Recreation for specific purposes (e.g., Christmas in Meridian).	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 2020
Employee files	Certifications, disciplinary reports, performance evaluations, comment cards, complaints, kudos, awards, etc. regarding employees and lifeguards.	Semipermanent <i>IC § 50-907(2)(g)</i>	Transfer to Human Resources and records dated on or before December 31, 2020
External Guidelines, Policies, Director’s Orders	Director’s orders and policies pertaining to external customers, facilities, recreation classes, camps, special events, and sports (e.g., Lost & Found, Metal Detecting, Recreational Instructor Policy, Registrations & Refunds, Sports League Bylaws, Partnerships Between Private or Public Entities, Hot Air Balloons).	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2023
Employee Time Logs and Reports	Completed logs of employees’ timesheets, tasks, and location; reports and analysis of related data.	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 2020
Facility Improvement Plans	Plans and specifications related to remodel and improvement of MPR buildings and facilities.	Semipermanent <i>IC § 50-907(2)(c)</i>	Destroy records dated on or before December 31, 2015

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Facility Reservations	Materials related to reservation of facilities and equipment (e.g., shelters; tennis, pickleball, and basketball courts; multiuse and baseball/ softball fields; cornhole boards).	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 1998 (kept in Rec1)
Financial Aid Applications	Completed application forms and materials submitted to request financial assistance for children's class or program (e.g., Care Enough to Share).	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2023
Grounds Maintenance Records	Pesticide spray records, playground inspection records.	Temporary <i>IC § 50-907(3)(d)</i> IDAPA 02.03.03.100.05	Destroy records dated on or before December 31, 2022
Homecourt Membership Records	Records regarding Homecourt membership registration, including, e.g., waiver, financial information, daily sign-in logs.	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2023
Incident or Accident Reports	Records regarding incidents, injuries, accidents, rescues, or other staff actions, incurred during or related to a department-sponsored or department-provided class, camp, program, reservation, or activity.	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2023
Meeting Records and Notes	Agendas and minutes of monthly MPR all-staff meetings.	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 2020
Permits	Materials related to permit applications and permits issued by MPR (e.g., amplified sound permits, short-term concession permits).	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 2020
Recreation Class/ Activity Registration	Materials related to registration for a recreation class or activity.	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 1998 (kept in Rec1)
Surveys	Internal and external outreach surveys and results.	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 2015

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Team Rosters and Registration Forms	Record of all individuals registered for a sports team.	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2023
Tree Abatement Case Files	Records related to nuisance tree abatement as ordered by City Arborist.	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2023
Lakeview Golf Course			
Golf Cart Maintenance Records	Records regarding maintenance of golf carts.	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2023
Golf Course Annual Passes	Records related to annual pass registration and issuance, including, e.g., waiver, contact and financial information.	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2023
Golf Course Fertilizer and Pesticide Records	Pesticide, herbicide, and fertilizer spray records.	Temporary <i>IC § 50-907(3)(d)</i> IDAPA 02.03.03.100.05	Destroy records dated on or before December 31, 2022
Tournament Applications	Tournament application form and related materials, including waiver, proof of insurance, etc.	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2023
Community Swimming Pool			
Chemical Test Logs	Records of water chemical level testing performed by pool staff.	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2023
Chemical Test reports	Records of automatic chemical tests performed by chemical automation system and emailed to MPR staff.	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 2020
Swim Team Waiver Forms	Completed waivers submitted by individual swim team members.	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2023
Pool Operation License	License(s) to operate pool issued by Central District Health.	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2023
Lifeguard Schedules and Timesheets	Lifeguard schedule and timesheets, contact information	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 1998 (kept in WhenIWork)
Arts and Culture Coordinator			
Initial Point Gallery Records	Records regarding applicants not selected for exhibition of work in IPG.	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2023

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	Permission forms allowing display of work by minor artists in IPG.	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2023
	IPG visitor sign-in sheets.	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2023

PUBLIC WORKS DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
All Department Records			
Alarm Monitoring / Test Results Reports	Reports of monitoring fire alarms, security alarms and sprinkler tests for all relevant City-owned facilities including annual fire alarm testing, annual backflow testing, quarterly sprinkler testing in Sapphire suppression system, monthly fire pump runs, and monthly check on fire extinguishers and Sapphire.	Semipermanent	Destroy records dated on or before December 31, 2020 or until administrative need ends
Budget Preparation Records	Work documents utilized to build base budgets and establish yearly budgets, including vehicle replacement worksheets, enhancements, amendments and carry forward support.	Semipermanent	Destroy records dated on or before December 31, 2005
Confined Space Entry Permit	A written authorization prepared prior to employee entry into a Permit Required Confined Space. The Department's permit contains specific entry space, purpose and time conditions under which the entrance will operate.	Semipermanent	Destroy records dated December 31, 2020 and older
Correspondence, Administrative	Correspondence created or received in the course of administering City policies, procedures, or programs.	Semipermanent	Destroy records dated on or before December 31, 2020
Departmental Reports	Department reports, performance management presentations.	Semipermanent	Destroy records dated on or before December 31, 2015

Engineering Capital and Enhancement Plan (ECEP) Reports	Engineering Capital & Enhancement Plan (ECEP) – 5-year Capital Improvement Plan Reports.	Semipermanent	Destroy records dated on or before December 31, 2015
Meeting Minutes	Internal meeting agendas, minutes, sign-in sheets	Semipermanent	Destroy records dated on or before December 31, 2020
Presentations	Departmental presentations.	Semipermanent	Destroy records dated on or before December 31, 2015
Safety Audits	Health and Safety audits.	Temporary	Destroy records dated December 31, 2022 and older
Safety/Health and Testing	Safety and health documents including but not limited to training, auditory testing records, respirator fit test information.	Semipermanent	Destroy records dated on or before December 31, 1950
Safety Meeting Agenda/Signup Sheets	Topics covered and sign-up sheet for employees who attended the meetings.	Semipermanent	Destroy records dated on or before December 31, 2020
Training and Travel	Records documenting attendance and presentation by City employees at conventions, conferences, seminars, workshops, and similar training events. Includes training requests, travel requests, training and Continuing Education Unit (CEU) tracking reports, and related correspondence.	Semipermanent	Destroy records dated on or before December 31, 2020
Administration			
Area of Impact Records	Records related to analysis of expansion of Public Works services into the Area of Impact such as those for Kuna, Kuna Treatment Plant, Meridian Heights Water and Sewer District, South Meridian Planning.	Semipermanent	Destroy records dated on or before December 31, 1950
Committee Records	Agendas and meeting minutes for special groups convened by Public Works such as City Services Focus Group, Construction Best Management Practices Sub-Committee, Energy.	Semipermanent	Destroy records dated on or before December 31, 2020
Emergency Master Plans	Emergency plan records for City Hall, Emergency Management, and Continuity of Operations.	Semipermanent	Destroy records dated on or before December 31, 2015
Events, Public Works	Records related to planning Public Works internal and external events.	Semipermanent	Destroy records dated on or before December 31, 2015

Rate/Fee Records	Records related to establishing utility rates and fees, including calculations, research and recommendations.	Semipermanent	Destroy records dated on or before December 31, 2005
Special Projects	Documents related to special or one-time projects to include, but not limited to: Strategic Plans, Inventory Management, Project Information, Rail with Trail, Subdivisions, and Accreditation.	Semipermanent	Destroy where date of completion was on or before December 31, 2015
Surveys	Public Works initiated internal and external surveys and survey results.	Semipermanent	Destroy records dated on or before December 31, 2015

Engineering			
Fire Flow Requests	Requests from customers for fire flow and responses from Engineering staff based on computer modeling.	Semipermanent	Destroy records dated on or before December 31, 1950
Sewer Modeling Requests	Requests from customers to run sewer model for capacity and sizing and response from Engineering staff based on computer modeling.	Semipermanent	Destroy records dated on or before December 31, 1950
Environmental			
Environmental Awards Records	Awards presented to citizens and businesses in recognition of environmental contributions to the community. This includes but is not limited to award nominations, certificates, photographs, and lists of recipients.	Semipermanent	Destroy records dated on or before December 31, 2015
Streetlights/Transportation & Utility Coordination			
Moratorium Cut Requests	Requests to ACHD to do a utility repair in an area with a 5-year no cut moratorium .	Semipermanent	Destroy records dated on or before December 31, 2015
Pretreatment			
Permitted Facilities	Records related to permitted facilities, including zero discharge permits	Semipermanent	Destroy records dated on or before December 31, 2015
Pretreatment Awards Records	Awards presented to businesses in recognition of Best Management Practices (BMP) contributions to the Wastewater Resource Recovery Facility. This includes but is not limited to award nominations, certificates, photographs, and lists of recipients.	Semipermanent	Destroy records dated on or before December 31, 2020
Wastewater			
Sewer Maintenance and Repair Records	Records documenting the maintenance and repair of City sewers. May include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis.	Semipermanent	Destroy records requiring engineering stamps whose life of structure ended in 2023. For records not requiring engineering stamps, destroy records dated December 31, 2020 if asset has been removed from service.
Sewer Smoke Test Records	Records documenting smoke tests undertaken to verify hookup to main sewer lines, check condition of pipes, or determine effectiveness of	Semipermanent	Destroy records dated on or before December 31, 2015

	backflow prevention devices. Information typically includes: maps or diagrams of lines tested, location of leaks detected, inspector's name, pipe size, and related information.		
Sewer Television/ Videoscan Inspection Records (External)	Records from contractors documenting television inspections used to locate problems and defects in sewer lines. Often consists of , inspections of newly constructed lines.	Semipermanent	Destroy records dated December 31, 2020 and older
Water			
Backflow Tests	Backflow assemblies test report	Temporary	Destroy records dated on or before December 31, 2022
Construction Samples	Bacteria sample results taken for water line/well construction	Semipermanent	Destroy records dated on or before December 31, 2020 or until administrative need ends
Daily Chlorine Residuals	Field notes from Chlorine residuals taken from various sample ports in the City water system	Temporary	Destroy records dated on or before December 31, 2022
Digline Marking Agreement	Agreements between City and Excavators for marking facility	Semipermanent	Destroy records dated on or before December 31, 2020
Fire Flow Reports	Actual fire flow data taken from a particular fire hydrant	Semipermanent	Destroy records dated on or before December 31, 1950
ISO Fire Hydrant Reports	Updates to our Insurance Evaluator notifying them of new hydrants to Water System	Semipermanent	Destroy records dated on or before December 31, 2020
Leak Letters	Letters that are mailed to customer informing customer of a possible leak are attached to the service order for leak check	Semipermanent	Destroy records dated on or before December 31, 2020
Meter Warranty Report	A report on meter warranty	Semipermanent	Destroy records dated on or before December 31, 2000
Safety Inspections	Inspections / Reports for Gas Monitors, Crane, Fall Protection, and Fire Inspection	Semipermanent	Destroy records dated on or before December 31, 1995
Spring flush notices (Mailers)	Flush notices mailed to customers for spring flush of water system / Maps	Semipermanent	Destroy records dated on or before December 31, 2020
Turbidity Reports	Logs used for entering wasted water flushed from the water system and not sold. Flush locations are listed. Water Quality information, including Nephelometer Turbidity (NTU) readings, are documented.	Semipermanent	Destroy records dated on or before December 31, 2000
Water Meter Reports	Water meter reports including NC list, billing status report, autoread	Semipermanent	Destroy records dated on or before December 31, 2020

	master route report, billing pre-scan report, re-reads, and water meter testing results, Sensus analytics, RNI Reports		
Water Quality Correspondence	Any mailed correspondence with labs, customers, regulators concerning sampling	Semipermanent	Destroy records dated on or before December 31, 2010
Water Quality Master Log	Records documenting water quality calls from customers	Semipermanent	Destroy records dated on or before December 31, 2000
Water Quality Master	Records documenting water quality calls from customers.	Semipermanent	Destroy records dated on or before December 31, 2000