

BY THE CITY COUNCIL:

BERNT, BORTON, CAVENER,  
HOAGLUN, PERRAULT, STRADER

**A RESOLUTION AMENDING THE CITY OF MERIDIAN RECORDS RETENTION SCHEDULE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Idaho Code section 50-907(5) requires City Council to adopt by resolution a records retention schedule listing the various types of city records and the retention period for each type of record;

**WHEREAS**, pursuant to Idaho Code section 50-908(1)(c), the City Clerk serves as the manager of municipal records, and in the course of such duty is charged with supervising the administration of city records, including overseeing retention and destruction of municipal records; and

**WHEREAS**, pursuant to Idaho Code section 50-908(2)(b), the City Clerk has consulted City staff in the various departments regarding updates to the Citywide Records Retention Schedule necessary for the orderly and efficient management of records, and prepared the updated Citywide Records Retention Schedule attached hereto;

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MERIDIAN, IDAHO:**

**Section 1.** That the City Council of the City of Meridian hereby adopts the attached Records Retention Schedule.

**Section 2.** That the City Clerk is hereby authorized to supervise the administration of City records pursuant to the Records Retention Schedule adopted by this Resolution.

**Section 3.** That this Resolution shall be in full force and effect immediately upon its adoption and approval.

**ADOPTED** by the City Council of the City of Meridian, Idaho this 6<sup>th</sup> day of December, 2022.

**APPROVED** by the Mayor of the City of Meridian, Idaho, this 6<sup>th</sup> day of December, 2022.

APPROVED:

ATTEST:

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Robert E. Simison, Mayor

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Chris Johnson, CityClerk



# **RECORDS RETENTION SCHEDULE**

**UPDATED DECEMBER 6, 2022  
RESOLUTION NO. 22-2357**

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## **INTRODUCTION**

Management of public records is a vital function of every city, and understanding the basic principles of records management is essential for every city official and staff member.

Under the Idaho Public Records Act, a public record is any recorded information that relates to the business of city government. Public records can be on any medium – paper documents, books, maps, pictures, audio/visual recordings, microfilm or microfiche, as well as digital or electronic documents, including computer files and email.

Idaho Code section 50-907(5) requires every city in Idaho to adopt a records retention schedule, listing the types of records retained by the city and the retention period for each type of record. Records must be retained for the specified retention period, and may be destroyed only pursuant to the direction of the City Clerk.

### **EMPLOYEES' ROLE IN RECORDS RETENTION**

All City of Meridian employees and elected officials have responsibilities with regard to City records. Employees, elected officials, and appointed officials must protect the records in their custody; cooperate with the City Clerk to efficiently manage records and preserve records of enduring value; and pass on to their successors records necessary for the continuing conduct of City business.

Idaho Code section 50-908 outlines the role and responsibilities of the City Clerk as municipal records manager. That law directs the City Clerk to: ensure the orderly and efficient management, retention, and destruction of City records in compliance with state and federal laws and City ordinances, resolutions and policies; identify and care for historical records; and coordinate the transfer of historical and permanent records to the Idaho State Historical Society (“ISHS”).

All City records are property of the City, and no City official, elected, appointed or staff, may assert any personal or property right to such records. The unauthorized destruction or removal of City records is prohibited.

### **CLASSIFICATION AND RETENTION OF MUNICIPAL RECORDS**

Idaho Code sections 50-907(1– 4) lists four categories for municipal records: permanent, semipermanent, temporary, and historical. The provisions relating to these categories enumerate specific record types that must be designated with the respective category and retention period. The statute allows cities to designate additional records for each classification as deemed appropriate by the City Council. Pursuant to its authority under Idaho Constitution Art. XII, section 2, the City has created a “transitory” category, for records of ephemeral or task-based utility.

Idaho Code section 50-907(7) addresses the destruction of records following the expiration of their retention period. Permanent records may not be destroyed, but must be retained by the City in perpetuity. If retained in digital form, prior to its destruction, the paper original must be offered to ISHS for permanent retention, pursuant to the procedures established in

Idaho Code sections 50-907(6) and (7). Historical records must be retained in perpetuity, in their original form, or transferred to ISHS.

Semipermanent records must be retained for not less than five (5) years after the date of issuance or completion of the matter contained within the record, and temporary records for not less than two (2) years. After the expiration of the designated retention period for semipermanent and temporary records, they may be destroyed only by resolution of the City Council, upon advice of the City Attorney, and in coordination with the City Clerk, according to the procedures established in Idaho Code section 50-907. Transitory records may be destroyed upon expiration of the designated retention period according to the procedure established by the custodial department.

### **DESTRUCTION OF RECORDS**

The departments, the City Clerk, and the City Attorney's Office work together to accomplish final disposition of records according to the process set forth in Idaho Code section 50-907. The first step in the official record destruction process is that the City Clerk obtains approval for the destruction of the records from the City Attorney's Office. The City Attorney's Office prepares a resolution and submits it to City Council for approval to destroy the records. Depending on the records to be destroyed, the City Clerk may be required to notify the ISHS at least thirty (30) days prior to destruction. When all of the steps are complete, the City Clerk notifies the department that it may destroy the designated records. The department destroys the records within thirty (30) days of notification and returns proof of destruction to the City Clerk.

### **EXCEPTIONS – RECORDS THAT CANNOT BE DESTROYED**

The process for destruction of all nonpermanent records typically begins once the records have reached their minimum retention period, but there are some important exceptions, where circumstances dictate that records must be kept beyond their designated retention period:

- Records related to pending criminal or civil cases;
- Records that are responsive to a pending public records request or subpoena; and
- Records needed for any pending audit or investigation.

### **DIGITIZING AND DESTROYING PAPER RECORDS**

A. **Permanent Records.** Pursuant to Idaho Code section 50-907(6)(e), where a department retains a permanent record in paper form and wishes to retain it in digital form instead, the department must follow this process:

1. The department scans or otherwise digitizes the paper records. The paper record is now a copy. The department must keep the paper copies until Clerk notifies per step 4(b), below (preferably storing the copy in a file folder or box labeled "Copies of permanent records – to be destroyed").
2. The department makes a list of the paper copies to be destroyed, in the following format:

Record title from retention schedule	Record description from retention schedule	Year(s) of record whose paper copy will be destroyed
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3. The department transmits the list to the City Clerk, on an annual basis, upon City Clerk's request.
4. Annually, the City Clerk transmits the compiled list to ISHS.
  - a. If ISHS wants the paper copies: Clerk transmits list to City Attorney's Office, City Attorney's Office prepares City Council resolution, City Council approves transfer of copies to ISHS via resolution, City Clerk collects copies from the department and transmits them to ISHS.
  - b. If ISHS does not want the paper copies: Clerk notifies the department that the paper copies may be destroyed. The department destroys paper copies.
  - c. If 30 days go by with no response: Clerk notifies the department the paper copies may be destroyed. Department destroys paper copies.

**B. Semipermanent or Temporary Records.** Pursuant to Idaho Code section 50-907(6)(d), where a department retains a semipermanent or temporary record in paper form and wishes to retain it in digital form instead, the department must follow this process:

1. The department scans or otherwise digitizes the paper records. The paper record is now a copy.
2. The department destroys the paper copy. The digital copy is now the record, and must be retained for the retention period specified in the retention schedule.

## CITY ATTORNEY'S OFFICE

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Legal Department</b>			
<b>Administrative Records</b>	Written messages and reminders, meeting notes, working drafts, legal research source documents and notes, copies of accounts payable invoices and expense reports, presentations, documents recording department activities or plans, department reports to directors, and other material or aids that support an employee's day-to-day job functions.	Transitory	Until administrative need ends or superseded
<b>Bankruptcy Notices and Case Files</b>	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>	5 years after receipt of Trustee Final Report or an Order Dismissing the Case. (See Civil Case Files for litigated claims and adversary actions)
<b>Budget Preparation Records</b>	Working documents utilized to establish yearly budget, including enhancements, amendments, carry forward support, FTE anticipation, and quotes for goods or services.	Transitory	Until administrative need ends or superseded
<b>Civil Case Files</b>	Pending and closed cases filed by and against the city, including all pre-litigation, litigation, appellate documents (complaints, summons, investigations, reports, attorney notes, discovery-related records, pleadings, affidavits, motions, deposition transcripts, disposition, orders and judgments, exhibits, appeals, and related records), and bankruptcy adversary action files.	Semipermanent <i>IC §50-907(2)(g)</i>	10 years after date of last action
<b>Departmental Reports</b>	Reports prepared by the city attorney for the mayor and city council.	Semipermanent <i>IC §50-907(2)(e)</i>	5 years
<b>Director/Manager HR-related Records</b>	Director and manager's records regarding City Attorney's Office employees, including performance	Transitory	Until employee separation (then transferred to HR)

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
	evaluations, comment cards, complaints, certificates, etc.		
<b>Forms, Templates</b>	Legal forms and templates.	Transitory	Until superseded
<b>Land Use Appeals</b>	Appeals of land use decisions, including staff reports, pleadings, briefs, and related records.	Semipermanent <i>IC §50-907(2)(g)</i>	10 years after date of last action
<b>Legal Opinions, Memoranda</b>	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>	10 years
<b>Privileged Administrative Records</b>	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>	75 years
<b>Settlement Records</b>	Settlement agreements and related documentation from civil cases, claims, mediation, and arbitration.	Semipermanent <i>IC §50-907(2)(g)</i>	75 years
<b>Training Materials</b>	Records related to training and continuing education programs attended by City Attorney's Office staff. Documents may include instructional materials, course descriptions, class enrollment and attendance records, certificates of attendance, etc.	Transitory	Until administrative need ends or superseded
<b>Risk Management</b>			
<b>Claim Files</b>	Claims for damages filed by and against the city, including claims caused by city employees/equipment, including Property Damage Records, Liability Claims Records, Public Injury Reports, and related correspondence.	Semipermanent <i>IC §50-907(2)(a,g)</i>	10 years, provided there is no litigation. (See Civil Case Files for litigated claims)
<b>Insurance Policy Records</b>	Records documenting the terms and conditions of city insurance policies covering liability, property, motor vehicle, etc.	Semipermanent <i>IC §50-907(2)(g)</i>	5 years



## CITY CLERK'S OFFICE

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Administrative Records</b>			
<b>Activity Logs/Reports</b>	Daily, weekly monthly or other reports documenting the activities of the City Clerk's Office employees, including but not limited to: sign in/out sheet for keys, archival Records and phone Logs, land use, ordinances, permits, minutes, and resolution tracking spreadsheets, and Dashboard statistics.	Transitory	Until administrative needs ends
<b>Administrative Records</b>	Copies of: A/P invoices, Expense Reports, MIP A/P unposted Reports, Detailed Statements of Revenues and Expenditures.	Transitory	Until administrative need ends or record is superseded
<b>Correspondence</b>	Policy/program correspondence, documenting the formulation, adoption and implementation of significant policy/program decision. Including but not limited to Commission, Committee and City Clerk determination.	Permanent	In perpetuity
	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	5 years
	Correspondence created or received in the course of administering City policies, procedures or programs including but not limited to memos, notes, thank you notes, surveys, letters to businesses and citizens and day-to day office and housekeeping correspondence that does not contain unique information about City functions or programs, for example scrolling agenda and announcements.	Transitory	Until administrative need ends
<b>Customer Complaints/Kudos</b>	Complaint or Compliment records including but not limited to letters, phone calls, comment cards and in-person feedback from citizens, customers, developers and contractors.	Transitory	Until administrative need ends
<b>Forms/Templates</b>	Forms/Templates created for use by the City Clerk's Office including but not limited to visual aids, applications, checklists, land use transmittals and web documents.	Transitory	Until administrative need ends or record is superseded

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>HR Documents</b>	Departmental employee personnel records, including but not limited to training records, coaching notes, Performance Evaluation, contact information. Record is confidential and will be kept in a locked file with manager until employment has ended; File sent to HR for retention after termination (voluntary or involuntary).	Transitory	Until employment is terminated, then forward to HR
<b>Meeting Records and Notes Special Projects/Initiatives</b>	Internal meeting records and/or staff level notes generated in the course of day to day business, including but not limited to agendas, notes and presentations.	Transitory	Until administrative need ends or superseded
<b>Department Guidelines, Policies, Procedures, Processes and Reports</b>	Departmental Policy or program records documenting the formulation, adoption and implementation of departmental policy or program decisions. Including but not limited to Standard Operating Procedures and Guidelines, reference materials or materials obtained from another government entity or agency used in the development of said procedure.	Transitory	1 year after document is replaced and/or administrative need ends
<b>Presentations</b>	Formal department presentations to Council, Chamber of Commerce or other agencies/entities or people, e.g. New Council member training, Joint Council/Commission workshop training.	Transitory	Until administrative need ends
<b>Telephone Records</b>	Message logs, voicemails, Mitel call volume reports etc.	Transitory	Until administrative need ends
<b>Operational Records</b>			
<b>Audio/Video Recordings</b>	Audio and video recordings of City Council, Commission and Committee Meetings.	Semipermanent	5 years
<b>City Council and Planning and Zoning Meeting Agenda, Minutes and Minute Books</b>	Records documenting meetings of the City Council and/or Planning and Zoning Commission and motions, resolutions, ordinances, transcripts and other actions taken at meetings.	Permanent <i>IC §50-907(1)(a)</i>	In perpetuity
<b>Contracts &amp; Agreements to which the City is a Party</b>	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>	10 years after expiration

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Easement Agreements to which the City is a Party</b>	Easement agreements which have been approved at a City Council meeting, approved by the Mayor, or have been recorded with Ada County.	Permanent	In perpetuity
<b>Deeds &amp; Real Property Records</b>	Records relating to ownership of real property, including deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and records relating to acquisition and disposal of real property such as offer letters, options, agreements of short duration, staff reports, appraisal and inspection reports, letters of transmittal, and related records.	Permanent <i>IC §50-907(1)(e)</i>	In perpetuity
<b>Election – Campaign Finance Reports</b>	Reports showing contributions and expenditures in city campaigns by mayor/council candidates, political committees and independent persons/entities. Includes C-1 (Certification of Treasurer), C-2 (Campaign Financial Disclosure Report), C-4 (Independent Expenditures), C-5 (48 Hour Notice of Contributions/ Loans Received), C-6 (Statement by Nonbusiness Entity), and C-7 (48 Hour Notice of Independent Expenditures).	Permanent <i>IC §50-907(1)(g)</i>	In perpetuity
<b>Election – Candidate Declarations &amp; Petitions</b>	Includes declarations of candidacy and intent for candidates for city elective office. Declarations of candidacy are filed by candidates to get their name on the election ballot, and are accompanied by a filing fee of \$40 or a petition with the signatures of at least five qualified city electors, including a certification by the county clerk of the number of signatures that are of qualified city electors. Declarations of intent are filed by write-in candidates, and do not require the filing fee or petition.	Permanent <i>IC §50-907(1)(g)</i>	In perpetuity
<b>Election – General/Regular (Election Files)</b>	Includes the first and second notice of election and sample ballot which are published in the official newspaper, poll books showing the name, address and signature of those voting in City elections, and the tally book in which election staff record and total the votes	Permanent <i>IC §50-907(1)(g)</i>	In perpetuity

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
	cast for each candidate and ballot question at the polling precinct.		
<b>Oaths of Office</b>	Signed oaths of elected officials swearing to uphold the federal and state constitutions and laws of the city.	Permanent	In perpetuity
<b>Passports – General Information</b>	Training records, Department of State monthly newsletters, and Passport Agent’s Reference Guide.	Transitory	Until administrative need ends or record is superseded
<b>Passports – Transmittals</b>	Daily transmittal spreadsheets that accompany passport applications mailed to the Department of State Regional office.	Transitory	2 years
<b>Permits &amp; Licenses</b>	Records relating to city permits and licenses issued in the City Clerk’s Office.	Semipermanent <i>IC §50-907(2)(d)</i>	5 years
<b>Public Notices</b>	Records relating to proof of mailings.	Transitory	Until administrative need ends
<b>Public Records Requests</b>	Written public records requests, city denials of public records requests, responses, etc.	Temporary	1 years after last action
<b>Records Management Records</b>	Destruction records including tracking reports, destruction resolution and authorization from Idaho State Historical Society and legal counsel.	Permanent	In perpetuity
<b>Records of Historical Significance</b>	Records of historical significance not otherwise maintained by the Meridian Historical Preservation Commission.	Permanent	In perpetuity
<b>Room Scheduling &amp; Reservation Records for City Hall</b>	Records documenting scheduling and reservations related to public meeting rooms in City Hall. Such as reservation request forms, and Outlook calendar scheduling records.	Transitory	Until administrative need ends
<b>Vehicle Titles</b>	State of Idaho Certificate of Title for vehicles owned by the City.	Transitory	Until vehicle is no longer owned by the City

## COMMISSIONS,\* COMMITTEES, AND BOARDS

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Agendas</b>	Agendas of commission, committee, or board meetings.	Permanent <i>IC §50-907(1)(a)</i>	In perpetuity
<b>Audio Recordings</b>	Audio recordings of commission, committee, or board meetings.	Semipermanent <i>IC §§ 50-907(2)(g)</i>	5 years
<b>Bylaws</b>	Internal rules governing commission, committee, or board structure, operations, procedures, officers, etc.	Permanent <i>IC §50-907(1)(h)</i>	In perpetuity
<b>Contact Information</b>	Document listing commission, committee, or board members' names, addresses, phone numbers, e-mail addresses, etc.	Transitory	Until administrative need ends
<b>Correspondence</b>	Correspondence regarding day-to-day commission, committee, or board operations or administration.	Transitory	Until administrative need ends
<b>Historical Project Records</b>	Records documenting a commission, committee, or board project of historical or cultural significance to the City and/or Meridian community.	Historical <i>IC §50-907(4)</i>	In perpetuity
<b>Minutes</b>	Summary or verbatim minutes of commission, committee, or board meetings; documents and other written or visual materials presented at meetings ( <i>e.g.</i> , handouts, photos, presentations, etc.).	Permanent	In perpetuity
<b>Project Files and Reports</b>	Documents and materials used by staff or commission, committee, or board members in the course of researching, developing, completing, reporting on, or acting on initiatives of the commission/committee/board.	Transitory	Until administrative need ends
<b>Roster, current</b>	List of current commission/committee/board members, including names, seat numbers, and appointment dates.	Transitory	Until record is superseded
<b>Roster, historical</b>	List of all commission, committee, or board members throughout history of the body; may include names, seat numbers, dates of appointment and departure.	Permanent <i>IC §50-907(4)</i>	In perpetuity

\*Note: This schedule does not apply to City Council or Planning & Zoning Commission records, which are addressed in Clerk's Office Records Retention Schedule.

**COMMUNITY DEVELOPMENT DEPARTMENT**

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Administrative – All Divisions</b>			
<b>Activity Logs/Reports</b>	Daily, weekly, monthly, or other reports documenting the activities of the Community Development (CD) employees, including, but not limited to: sign in/out sheet for credit card, car sign in/out, archival records log, and dashboard.	Transitory	Until administrative need ends
<b>Administrative Records</b>	Copies of: A/P invoices, expense reports, A/P unposted Reports, Detailed Statements of Revenues, and Expenditures.	Transitory	Until administrative need ends or record is superseded
<b>Budget Preparation Records</b>	Working documents utilized to build base budgets and establish yearly budgets, including, but not limited to: enhancements, amendments, carry forward support, Full Time Equivalent (FTE) anticipation, vehicle replacement, and quotes for service/maintenance.	Transitory	1 year or until administrative need ends
<b>Committee/Ad-Hoc Team Records</b>	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	2 years
<b>Correspondence</b>	Policy/program correspondence, documenting the formulation, adoption, and implementation of significant policy/program decisions.	Permanent	In perpetuity
	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, change of address notifications including corner lot change of address, and street name changes.	Semi-permanent	5 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	Correspondence and support material created or received in the course of administering City policies, SOPs, programs, or customer service requests; including other city departments and interagency coordination, including, but not limited to: lists, maps, graphics, figures, and other location specific materials and information, thank you notes, letters to businesses, citizens, and day-to-day office and housekeeping correspondence, for example: final action courtesy letters, will-serve letters and address verifications.	Transitory	Until administrative need ends
<b>Customer Complaints/Kudos</b>	Complaint or compliment records including, but not limited to: letters, phone calls, comment cards and in person feedback from citizens, customers, developers and contractors.	Transitory	Until administrative need ends
<b>Department Guidelines, Policies, Procedures, Processes and Reports</b>	Departmental policy or program correspondence, documenting the formulation, adoption, and implementation of significant departmental policy or program decisions, including, but not limited to: Standard Operating Procedures (SOP) and department guidelines, etc.	Permanent	In perpetuity
	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	2 years or until administrative need ends
	City/departmental SOP/policy manual or reference material from another government agency or business.	Transitory	1 year after document replacement or until administrative need ends
<b>Director Determination/ Interpretation</b>	Documents, including, but not limited to: written request for Unified Development Code (UDC) interpretation, analysis, and the responsive departmental opinion.	Permanent	In perpetuity

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Forms/Templates</b>	Forms/templates created for use by the CD department, including, but not limited to: visual aids/cut-sheets, applications, checklists, and web documents.	Transitory	Until administrative need ends or record is superseded
<b>HR Documents</b>	Departmental employee personnel records, including, but not limited to: training records, coaching notes, performance evaluation, contact information; record is confidential and will be kept in a locked file, with manager, until employment has ended.	Transitory	Until employment is terminated; then forward to HR
<b>Marketing Materials</b>	Documents, including, but not limited to: working and draft research products/materials, analysis, maps, images, photos, demographics, market studies, conference materials, site selector information, spreadsheets, public outreach/town hall information, publications, or other metrics for department, inter-departmental, and external customers.	Transitory	Until record is superseded or administrative need ends
<b>Meeting Records and Notes</b>	Internal meeting records and notes generated in the course of day- to- day business, including, but not limited to: agendas, notes, and presentation.	Transitory	Until administrative need ends or record is superseded
<b>Presentations</b>	Formal department presentations to City Council, Commissions, Chamber of Commerce, other agencies/entities, or people.	Transitory	Until administrative need ends
<b>Professional Service Agreement (PSA)/Contracts</b>	Documents or communication related to a PSA/contract, including, but not limited to: copies of contract documents; emails including (performance related) correspondence from our PSA consultants (electrical, plumbing, mechanical, structural, and fire disciplines).	Transitory	Until administrative need ends
<b>Special Projects/Initiatives</b>	Final departmental documents related to special, non-confidential, or one-time projects, including, but not limited to: strategic plan initiatives, urban renewal districts, inventory, or non- application specific projects.	Permanent	In perpetuity



<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
	Work-in-progress documents, material, or work products for ongoing or one-time projects, including, but not limited to: strategic plan initiatives, urban renewal districts, inventory, or non-application specific projects.	Transitory	Until record is superseded or administrative need ends
<b>Staff Working Documents, Notes and Drafts</b>	Documents, including, but not limited to: notes, draft spreadsheets, PowerPoints, Word, Adobe InDesign documents and underlying work-in-progress information that supports the day-to-day staff's job function.	Transitory	Until record is superseded or administrative need ends
<b>Reference/Owner's Manuals/ Handbooks</b>	Documents, including, but not limited to: owner's manuals, International Code Council (ICC), and reference documents from other companies, government agencies (e.g. Idaho Power, American Disabilities Administration (ADA), Ada County Highway District (ACHD), Energy Commission, etc.).	Transitory	Until record is superseded or administrative need ends
<b>Reports &amp; Studies</b>	Documents, including, but not limited to: draft research information, market studies, planning studies, and related documents not adopted in the Comprehensive Plan or UDC (e.g. pathways, downtown street crossing).	Transitory	Until record is superseded or administrative need ends
<b>Telephone Records</b>	Message logs, voicemails, ShoreTel/Mitel call volume reports, etc.	Transitory	Until administrative need ends
<b>Zoning Verification Letter</b>	Documents, including, but not limited to: written requests for zoning analysis of a specific parcel/property and the responsive departmental opinion.	Semi-permanent	10 years
<b>Building Division – Commercial and Government Buildings</b>			
<b>Building plans and specifications for commercial and government buildings dated January 2012 and later</b>	Drawn and written approved-for-construction plans and specifications for commercial and government buildings, dated January 2012 or later, including but not limited to: structural calculations; geotechnical investigations/reports (soil classifications; strength, compressibility, load bearing values tests; groundwater; borings; pits; subsurface explorations); and Certificates of Occupancy.	Permanent	In perpetuity

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Building permit files for commercial projects and government buildings dated January 2012 and later</b>	Records related to commercial and governmental building projects, dated January 2012 or later, including but not limited to: building, mechanical, plumbing, fire, and/or electrical permit applications, inspection records, and permits; letters of completion; certificates of values; and correspondence. (Kept in Accela.)	Permanent	In perpetuity
<b>Temporary certificates of occupancy for commercial and government buildings</b>	Temporary certificates of occupancy issued for commercial and government buildings.	Transitory	Until issuance of Final CO
<b>Notices of Violation, stop work orders, related records</b>	Records related to reports and investigations of building code violations, including, but not limited to: signed letters of alternative compliance from design professional, engineers, or architects; letters generated from City’s legal counsel; notes of conversations; telephone logs; photos, reports, and analyses of violations.	Transitory	Until resolved (or if transferred to Meridian Police Department/Code Enforcement Division or prosecutor, see respective agency’s records retention schedules)
<b>All building records regarding commercial and government buildings dated before January 2012</b>	All records regarding commercial and government buildings dated before January 2012.	Semi-permanent	5 years
<b>Sign permit plans and specifications</b>	Drawn and written approved-for-construction plans and specifications for signs.	Permanent	In perpetuity (see also related records in Planning Division records retention schedule)
<b>Building Division – Non-Commercial and Non-Government Buildings (Residential)</b>			
<b>Building plans and specifications for non-commercial and non-government buildings dated January 2012 and later</b>	Drawn and written approved-for-construction building plans and Certificates of Occupancy, dated January 2012 or later.	Permanent	In perpetuity
<b>Building permit files for non-commercial projects and non-</b>	Records related to non-commercial and non-governmental building projects, dated January 2012 or later, including but not	Permanent	In perpetuity

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>government buildings dated January 2012 and later</b>	limited to: building, mechanical, plumbing, fire, and/or electrical permit applications, inspection records, and permits; letters of completion; certificates of values; and correspondence. (Kept in Accela.)		
<b>Temporary certificates of occupancy for non-commercial and non-government buildings</b>	Temporary certificates of occupancy issued for non-commercial and non-government buildings.	Transitory	Until issuance of Final CO
<b>Notices of Violation, stop work orders, related records</b>	Records related to reports and investigations of building code violations, including, but not limited to: signed letters of alternative compliance from design professional, engineers, or architects; letters generated from City's legal counsel; notes of conversations; telephone logs; photos, reports, and analyses of violations.	Transitory	Until resolved (or if transferred to Meridian Police Department/Code Enforcement Division or prosecutor, see respective agency's records retention schedules)
<b>All building records regarding non-commercial and non-government buildings dated before January 2012</b>	All records regarding non-commercial and non-government buildings dated before January 2012.	Semi-permanent	5 years
<b>Land Development Division</b>			
<b>Permits and Inspection Records – All Land Development (Accela Record ID's)</b>	Files or documents created and/or used in the land developments phase of all Governmental, Commercial, or Residential/Commercial Subdivision projects with Accela ID's (LD-RSUB, LD-CSUB, LD-CAP, LD-MISC, LD-WSA, LDIR).	Transitory	Until administrative need ends
<b>Surety (performance)</b>	All documents related to surety agreements, including, but not limited to work-in-progress files for development of a surety agreement (correspondence, bids, memos, surety applications, contract filing information), Letters of Credit, Bonds, securing the performance compliance with requirements or conditions of a project including, but not limited to sewer, water, landscaping, fencing, amenities, car ports,	Transitory	Until requirements and/or conditions are met and administrative need ends or release occurs whichever is later

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	pathways, lighting, paving/stripping for private park lot(s), etc.		
	Letters of Credit/Bond(s)	Transitory	Until requirements and/or conditions are met and administrative need ends or release occurs, whichever is later (see Clerk's schedule)
	Cash	Transitory	Until requirements and/or conditions are met and administrative need ends or release occurs, whichever is later (see Finance's schedule)
<b>Surety (warranty)</b>	All documents related to Surety Agreements, including, but not limited to working files for development of a surety agreement (correspondence, bids, memos, surety applications, business filing information), Letters of Credit, Bonds, securing the performance and warranty compliance with requirements or conditions of a project; including, but not limited to sewer, water, landscaping, fencing, amenities, car ports, pathways, lighting, paving/stripping, and private park lot(s) etc.	Transitory	Until requirements and/or conditions are met and Administrative need ends or release occurs, whichever is later
	Letters of Credit/Bond(s)	Transitory	Until requirements and/or conditions are met and administrative need ends or release occurs, whichever is later (see Clerk's schedule)

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	Cash	Transitory	Until requirements and/or conditions are met and administrative need ends or release occurs, whichever is later (see Finance's schedule)
<b>Planning Division – Administrative Applications</b>			
<b>Accessory Use Permits for Daycare or Home Occupation</b>	Documents, including, but not limited to application, associated checklist items, and staff report with decision letter.	Permanent	In perpetuity
<b>Alternative Compliance</b>	Documents, including, but not limited to application, associated checklist items and decision letter, or decision is rendered with a concurrent administrative or hearing application.	Permanent	In perpetuity
<b>Certificate of Zoning Compliance</b>	Documents, including, but not limited to application, associated checklist items, certificate of zoning compliance (CZC), and staff report.	Permanent	In perpetuity
<b>Conditional Use Permit Minor Modification</b>	Documents, including, but not limited to application, associated checklist items, and staff report with decision letter.	Permanent	In perpetuity
<b>Design Review</b>	Documents, including, but not limited to application, associated checklist items, and design review staff report, or decision is rendered with a concurrent CZC staff report.	Permanent	In perpetuity
<b>Private Road</b>	Documents, including, but not limited to application, associated checklist items, tentative decision letter, maintenance agreement, reciprocal cross access easement and final decision letter.	Permanent	In perpetuity
<b>Property Boundary Adjustment</b>	Documents, including, but not limited to application, associated checklist items and tentative decision letter, final decision letter, and documents that include recorded record of survey, new deeds, new tax parcel numbers, etc.	Permanent	In perpetuity
<b>Sign Permit Plans &amp; Specifications</b>	Documents, including, but not limited to application, associated check list items and approved, sign specifications (plans/design/drawings).	Permanent	In perpetuity

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Sign: Planned Sign Program (No longer issuing, but still have existing records)</b>	Documents, including, but not limited to approved application, and sign requirements for a specific project.	Semi-permanent	5 years after revocation from property owner
<b>Sign: Limited Duration</b>	Documents, including, but not limited to application, associated checklist items, and approved sign design/drawings.	Permanent	In perpetuity
<b>Surety: Planning</b>	Included in Land Development Description.	See Land Development Schedule for retention	See Land Development Schedule for retention
<b>Time Extension</b>	Documents including, but not limited to application, staff report, and decision letter.	Permanent	In perpetuity
<b>Vacation</b>	Documents, including, but not limited to application, associated checklist items and staff report with decision letter.	Permanent	In perpetuity
<b>Annexation</b>	Documents, including, but not limited to application, associated checklist items, staff report, Planning and Zoning Commission Recommendations, and Findings.	Permanent	In perpetuity
<b>Comprehensive Plan Text and Map Amendments</b>	Documents, including, but not limited to application, associated checklist items, staff report, area of city impact negotiation with Ada County, Planning and Zoning Commission Recommendations, Findings if accompanying another concurrent hearing application.	Permanent	In perpetuity
<b>City Council Review (appeal)</b>	Documents, including, but not limited to application, associated checklist items, staff report/memo and decision letter.	Permanent	In perpetuity
<b>Conditional Use Permit Modification</b>	Documents, including, but not limited to application, associated checklist items, staff report, and Findings.	Permanent	In perpetuity
<b>Development Agreement Modification</b>	Documents, including, but not limited to application, associated checklist items, staff report, draft copy of the amended development agreement, and Findings.	Permanent	In perpetuity
<b>Planned Unit Development</b>	Documents, including, but not limited to application, associated checklist items, staff	Permanent	In perpetuity

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
	report, Planning and Zoning Commission Recommendations, and Findings.		
<b>Final Plat Modification</b>	Documents, including, but not limited to application, associated checklist items, staff report, and Order of decision.	Permanent	In perpetuity
<b>Preliminary Plat</b>	Documents, including, but not limited to application, associated checklist items, staff report, Planning and Zoning Commission Recommendations, and FFCL.	Permanent	In perpetuity
<b>Preliminary and Final Plat</b>	Documents, including, but not limited to application, associated checklist items, staff report, letter of completion, FFCL, and Order of decision.	Permanent	In perpetuity
<b>Final Plat</b>	Documents, including, but not limited to: application, associated checklist items, staff report, letter of completion and Order of Decision.	Permanent	In perpetuity
<b>Short Plat</b>	Documents, including, but not limited to application, associated checklist items, staff report, and FFCL.	Permanent	In perpetuity
<b>Rezone</b>	Documents, including, but not limited to application, associated checklist items, staff report, Planning and Zoning Commission Recommendations, and Findings.	Permanent	In perpetuity
<b>Time Extension - Planning &amp; Zoning Commission or Council</b>	Documents, including, but not limited to application, associated checklist items, staff report, and Order.	Permanent	In perpetuity
<b>Unified Development Code Text Amendment</b>	Documents, including, but not limited to application, associated checklist items, staff report, and Planning and Zoning Commission Recommendations.	Permanent	In perpetuity
<b>Vacation</b>	Documents, including, but not limited to application, associated checklist items, and staff report.	Permanent	In perpetuity
<b>Variance</b>	Documents, including, but not limited to application, associated checklist items, staff report, and Findings.	Permanent	In perpetuity

## FINANCE DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Administrative – All (Administration, Arts &amp; Culture, Billing, Budget, Controller, Purchasing)</b>			
<b>Activity Logs/Reports</b>	Daily, weekly monthly or other reports documenting the activities of the Finance Department employees, including but not limited to: sign in/out sheet for credit card, car sign in/out, etc.	Transitory	Until one year after audit
<b>Correspondence</b>	Adopted policy/programs impacting departments City-wide.	Permanent	In perpetuity
	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	5 years
	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 that does not contain unique information about City functions or programs.	Transitory	Until administrative need ends
<b>Committee Records</b>	Agendas and meeting minutes/notes for special groups convened by the department for specific purposes such as understanding operational procedures, gaps, and process delays.	Transitory	Until administrative need ends
<b>Customer Complaints/Kudos</b>	Comment cards, copies of emails, letters, and other documents relaying complaints or kudos for staff and/or department functions.	Transitory	Until administrative need ends
<b>Department Guidelines, Policies, Procedures, and Processes</b>	Finance Departmental Standard Operating Policy/Procedures.	Transitory	Until record is superseded
<b>Administrative Reports</b>	Documents generated by department staff for miscellaneous internal reports. May also include complaints or compliment records including but not limited to letters, phone calls, comment	Transitory	Until administrative need ends



<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
	cards and in person feedback from citizens, customers.		
<b>Forms/Templates</b>	Forms/Templates created for use by the Finance Department including but not limited to visual aids, applications and checklist, billing forms, budget and purchasing templates.	Transitory	Until administrative need ends or record is superseded
<b>HR Documents</b>	Departmental employee personnel records kept in locked files with manager until employment has ended; File sent to HR for retention after termination (voluntary or involuntary).	Transitory	Until employment is terminated; then forward to HR
<b>Staff Records and Notes</b>	Records and notes generated in the course of day to day business, including but not limited to; agendas, minutes, notes, presentations, notebooks, meeting notes, to-do lists, employee –compiled notes, etc. May also include documented attendance and presentation by Finance Department employees at conventions, conferences, seminars, workshops and similar training events. Includes training requests, training and Continuing Education Unit tracking reports and other related correspondence.	Transitory	Until administrative need ends or record is superseded
<b>Photographs</b>	Includes both formal and informal photos from events or day to day operations.	Transitory	Until administrative need ends or record is superseded
<b>Presentations</b>	Formal department presentations to Council or others, e.g. New Council member training, citywide staff training.	Transitory	Until record is superseded or administrative need ends
<b>Reference/Owner's Manuals/Books</b>	Documents to include but not limited to: equipment manuals, reference materials.	Transitory	Until record is superseded or administrative need ends
<b>Special Projects/Initiatives</b>	Documents related to special or non-confidential one-time projects.	Temporary	2 years or until administrative need ends
<b>Telephone Records</b>	Message logs, voicemails, etc.	Transitory	Until administrative need ends

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Accounting</b>			
<b>Accounts Payable</b>	Records documenting payment of city bills, including reports, invoices, check stubs, purchase orders, payment authorizations.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Accounts Receivable</b>	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>	5 years
<b>Cash Receipts</b>	Receipt and supporting documentation.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Grant Records</b>	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>	10 years from final grant close-out
<b>Liens</b>	Liens held by the city and any corresponding release of liens.	Semipermanent Insert Code	5 years after lien released
<b>Sales &amp; Use Tax Forms</b>	Used to report and remit sales tax collected and due to the state.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Travel Records</b>	Records documenting requests, authorizations, reimbursements, and other actions related to employee travel, including expense reports and receipts, vouchers and related documents.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Budget</b>			
<b>Financial Reports Quarterly Published</b>	Reports documenting the financial condition and operation of the city, Reports include information on revenues and expenditures in relation to the final budget.	Semipermanent <i>IC §50-907(2)(a)</i>	10 years
<b>Financial Reports Year End</b>	Reports and data used to document the financial condition and operation of the city, sub ledgers related to, but not including the final Audit Report.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Bank Transaction Records</b>	Records documenting the status and transaction activity of city bank accounts, including account statements.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Budget Hearing Notice</b>	Newspaper notice of budget hearing.	Permanent <i>IC §50-907(1)(h)</i> , Held in Clerk's Office	In perpetuity
<b>Budget Records</b>	Records used in preparing and adopting the city budget, including revenue projections, instructions, department requests, worksheets, council-approved tentative budget and notice of budget hearing, adopted appropriations ordinance and amendments, and other information.	Semipermanent <i>IC §50-907(2)(a)</i>	10 years
<b>Capital Asset Records – Purchase</b>	Record of purchase, vendor invoice and related documents.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Capital Asset Records – Disposal</b>	Record of disposal, department request of disposal.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years after disposal
<b>Gift and Contribution Records</b>	Records documenting gifts and contributions to the city.	Semipermanent <i>IC §50-907(2)(a)</i>	10 years
<b>Chief Financial Officer</b>			
<b>Investment Records</b>	Reports, statements, summaries, correspondence and other records documenting and tracking investments made by the city, including the Local Government Investment Pool.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Controller</b>			
<b>Accounting Software Records</b>	Transaction records within the Accounting Software system: including – payroll, vendor listing, vendor payments, vendor purchase orders, budget transactions, cash receipts, and general ledger.	Semipermanent <i>IC §50-907(2)(a)</i>	10 years
<b>Audit Report</b>	Documents the city's annual audit, examining compliance with generally accepted accounting principles and methods, the accuracy and legality of transactions and accounts, and compliance with requirements, orders, and regulations pertaining to the financial condition and operation of the	Permanent <i>IC §50-907(1)(d)</i> ; Held in Clerk's Office	In perpetuity

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	city. Information includes: financial statements, auditor's report and recommendations, single audit information concerning federal grants, and other information.		
<b>Bond Records</b>	Records documenting financing of city improvements through bonded indebtedness. Records include bond rating information, bond and election ordinances, legal notices announcing bond election, bond counsel information and opinions, covenants, paid bonds and coupons, bond registers, State Treasurer public bond issue reports (IDAPA 54.01.01), etc.	Permanent <i>IC §50-907(1)(a)(b)(h)</i> ; Held in Clerk's Office	In perpetuity
	Monthly bond statements, payments of bonds	Semipermanent	5 years after final payment of bond
<b>Departmental Reports</b>	Reports documenting the financial condition and operation of the city, issued on a monthly, quarterly, annual or other basis, including quarterly published treasurer's report and year-end financial reports. Reports include information on revenues and expenditures in relation to the final budget.	Semipermanent <i>IC §50-907(2)(e)</i>	10 years
<b>General Ledgers</b>	Records documenting the summary of accounts reflecting the financial position of the city, showing debit, credit and balance amounts per account, budget, fund and department, asset depreciation, and totals for notes receivable, interest income, amounts due from other funds, bank loans received, cash in escrow, deferred loans received, cash, revenue, accounts receivable, accounts payable, etc.	Semipermanent <i>IC §50-907(2)(a)</i>	10 years
<b>Journal Entries</b>	Records including detailed reports and back up documentation for journal entries.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Local Improvement Districts (LID)</b>	Records documenting the formation of a local improvement district and levying of special assessments, including: ordinance, published notices, assessment roll, appeals, affidavits, bonds and coupons, delinquencies, and related correspondence and documents.	Permanent <i>IC §50-907(1)(e)</i> ; Held in Clerk's Office	In perpetuity

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Real Property Title Records</b>	Records of real property.	Permanent <i>IC §50-907(1)(e)</i> ; Held in Clerk's Office	In perpetuity
<b>Payroll</b>			
<b>Administrative Reports</b>	Reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, and research and general reference.	Semipermanent <i>IC §50-907(2)(a)</i>	10 years
<b>Deduction Authorization Records</b>	Records documenting employee authorization for voluntary payroll deductions. Records may include: direct bank deposits, insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related records.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years after employee separation
<b>Federal &amp; State Tax Records</b>	Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal and state income taxes as well as social security tax. Examples include: the federal miscellaneous income statement (1099), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Garnishment Record</b>	Records documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold, federal or state tax levies, recapitulations of amounts withheld, and related records. Information usually includes: employee name and social security number, name of agency ordering garnishment, amount, name of party to whom payment is submitted, dates, and related data.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years after termination.
<b>Registers – Other</b>	Monthly registers documenting earnings, deductions, and withholdings of city employees.	Transitory	Disposed yearly after audit

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Registers Year End</b>	Payroll Registers: Registers or records serving the same function of documenting the earnings, voluntary and required deductions, and withholdings of city employees. Information usually includes employee name and social security number, hours worked, rate, overtime, vacation value, various allowance, gross pay, federal and state withholding, voluntary deductions, net pay, and related data.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Time Records</b>	Records documenting hours worked, leave hours accrued, and leave hours taken by city employees. Information usually includes: employee name and employee number, hours worked, type and number of leave hours taken, total hours, dates and related data.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years after employee separation
<b>W2s</b>	Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax, also known as federal tax form W-2. Information includes: city name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>W4s</b>	Certificates documenting the exemption status of individual city employees, also known as W-4 forms. Information includes: employee name and address, social security number, designation of exemption status, and signature.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years after employee separates
<b>PERSI Records</b>	Records relating to PERSI, including Employer Remittance Forms, invoices, correspondence, financial adjustments, etc.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Unemployment Reports</b>	Records documenting employee earnings on a quarterly basis. Used to document costs and charges in the event of an unemployment compensation claim. Information includes: employee name and social security number, quarterly earnings.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Purchasing</b>			

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Contracts</b>	Agreements with vendors and other parties either in hard copies or contained on the Contract Management Database for the acquisition or sale of equipment, supplies, services or property, also includes insurance certificates, payment and performance bonds pertaining to a solicitation or contract that Purchasing is facilitating.	Semipermanent <i>IC §50-907(2)(b)</i>	10 years from date of substantial completion
	Original agreements and contracts that have been approved by Council.	Permanent, Held in Clerk's Office	In perpetuity
<b>Lease Agreements</b>	Lease agreements for property or equipment.	Semipermanent <i>IC §50-907(2)(b)</i>	5 years
<b>Purchase Orders</b>	Requests and purchase orders for goods or services purchased by the city. Information includes: department, delivery location, date, quantity, description, unit and total price, and authorizing signatures.	Semipermanent <i>IC §50-907(2)(a)</i>	10 years
<b>Purchasing Selection</b>	Records documenting competitive bidding and purchase of goods, services, and public works construction, and procurement of design professionals. Records include: published notices and solicitations, specifications, bids, requests for qualifications, statements of qualifications, etc.	Semipermanent <i>IC §50-907(2)(a)</i>	10 years from the date of award
<b>Utility Billing</b>			
<b>Adjustment Registers</b>	Records documenting adjustments to customer water, sewer, garbage or other city-provided service billings for debits, credits, refunds, returned checks, and related reasons. Information usually includes: customer's name and address, type of adjustment, justification, amount changed, authorizing signatures and other information. (Records held within the billing software).	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Billing Directive</b>	Application completed by owner or property manager to initiate Third Party billing for specified utility account. Information included: owner, property manager, tenant, move-in date, and service address.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Billing/Payment Registers</b>	Records documenting transactions on the water, sewer, garbage or other city-provided service account of each customer. Useful for reference to assure accurate customer billings and posting of payments. Information often includes: customer's name, service address, meter reading, water usage, utility charges, payments, adjustments and related data. (records held within the billing software).	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Change Record</b>	Records documenting routine information changes to customer accounts, including name and address. (Records held within the billing software).	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Customer File</b>	General correspondence and forms related to a specific utility account. This information would be in addition to that found within the billing software. Documents in file may include and are not limited to: general letters, payment arrangement forms, third party billing docs, hard copies of customer history reports, leak adjustment requests, letters submitted to the City for customers.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Disconnect Notice to City Council</b>	Notice to City Council to verify that no customer currently slated for shut off due to non-payment has requested a hearing with the Board of Adjustment. Notice includes number of customers slated for shut off and the value of the delinquent accounts.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Disconnect Record</b>	Records documenting a customer's request for disconnection of water, sewer, garbage or other city-provided services. (Records held within the billing software).	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Meter Readings</b>	Document the readings of customer water meters for billing purposes. Information typically includes: meter reading, date read, account number, billing code, final reading, reason for turnoff, meter changes, and related data. (records held within the billing software)	Semipermanent <i>IC §50-907(2)(a)</i>	5 years



<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Payment Arrangements</b>	One-page document that records a customer's promise to pay.	Transitory	Until administrative need ends.
<b>Renter Addendums</b>	Supplemental document completed by the tenant to accept the third party billing for specified utility account. Information included: tenants name, service address, mailing address and phone number.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Security Deposit Records</b>	Records documenting customer payment of a security deposit to receive temporary dumpster services. Information usually includes date, amount of deposit, customer's name, address, and account number, date account closed, refund date, amount of deposit applied, and related information.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Shut Off Turn On</b>	Electronic spreadsheet used during shut off day by water department field staff and MUBS. Tracks customers that are to be shut off, payments, and turn-ons as authorized. Record includes: Customer name, service address, meter id, time of shut off, time of payment, time of turn-on, fee waived if applicable and general notes.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years

## FIRE DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Administrative Records</b>	Records regarding day-to-day administration of department, e.g., copies of invoices, travel records, uniform clothing purchases, fuel charges, fuel receipts, fuel reports, inventory asset information forms, phone logs and waste water inventory.	Transitory	Until administrative need ends or record is superseded
<b>Car Seat Inspections</b>	Car seat inspection forms.	Semipermanent	10 years
<b>Correspondence</b>	Day-to-day office and housekeeping correspondence not unique to city functions or programs.	Transitory	Until administrative need ends
	General administrative correspondence, including records created or received in the course of administering city policies/programs, but not related to significant policy/program discussions or decisions. Includes customer survey cards.	Semipermanent	5 years
	Policy/program correspondence, documenting the formulation, adoption, and implementation of significant policy/program decisions, including letters to personnel, Certified Family Home Fire District letters, letters regarding training burns, etc.	Permanent	In perpetuity
<b>Department Reports</b>	Monthly, Quarterly and Annual Department reports.	Permanent	In perpetuity
<b>Equipment and Vehicle Test, Maintenance &amp; Repair Records</b>	Records relating to equipment and vehicles owned and serviced by the City documenting maintenance and repairs of equipment, vehicles and other assets with a useful life generally more than five years. Includes the following: fire hose records (such as test date, date previously tested, apparatus number, station number, hose diameter, conditions found, service date, defects corrected, etc.), annual ladder inspections and test results, tests done on SCBA's (including flow testing), etc. Vehicle maintenance records, inspections, pump testing and repair records of apparatus. Emergency medical equipment maintenance records used to verify regular maintenance of emergency medical equipment such as copies of contracts, maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used and service	Semipermanent	Destroy five (5) years after disposal of vehicle or until administrative need ends, whichever is longer

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
	reports. Per NFPA Standards 1901, 1961, 1852 and 1500.		
<b>Fire &amp; Security Alarm System Records</b>	Records documenting the department's role in issuing permits, testing and maintaining fire and security alarms, including fire alarm and sprinkler system plans. May include permits, applications, malfunction reports, maintenance reports, and related documents.	Permanent	In perpetuity
<b>Fire Investigation Records</b>	Fire and arson investigation case files, including investigative reports, witness statements, photographs, maps, correspondence, notes, video and audio recordings, copies of property releases, laboratory reports, and incident/injury reports.	Permanent	In perpetuity
<b>Hazardous Materials Records</b>	Inspection records of underground and above ground fuel storage tanks. Reports and investigation results of incidents including spills and leaks, etc.	Permanent	In perpetuity
<b>Historical Records</b>	Newspaper clippings and articles relating to the Meridian Fire Department, photos of events.	Permanent	In perpetuity
<b>Inspection records</b>	Documents relating to fire code inspections performed by the department, including inspections of home daycares and foster care homes, commercial buildings, and subdivisions. May include reports, notices, citations, occupancy and pre-fire planning records, floor plans, sketches, reports, lists, Tier II reports, and related documents.	Semipermanent	20 years
<b>Buildings &amp; Subdivisions – Demolished or No Longer in Existence (never constructed)</b>	Fire inspection records relating to buildings and subdivisions that have been demolished or are otherwise no longer in existence (never constructed).	Temporary	3 years from date of last inspection
<b>Juvenile Fire Setter Evaluations</b>	Case files related to juvenile fire setter investigation, including investigative reports, witness statements, photographs, maps, correspondence, notes, video and audio recordings, copies of property releases, laboratory reports, incident/injury reports.	Permanent	In perpetuity
<b>Maps</b>	Maps and related records maintained by the department for address location, reference and for tracking various trends. May include lists, books and other methods of address location.	Transitory	Until record is superseded

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Meeting Minutes</b>	Final, approved Officer and Command Staff meeting minutes.	Semipermanent	5 years
<b>Narcotics Inventory &amp; Usage</b>	Narcotic inventory and usage- hard copy, narcotics distributed to the engine companies.	Temporary	3 years
<b>National Fire Incident Reports</b>	National Fire Incident Reporting System (NFIRS) Fire Incident Report, relating to fire run, medical emergency, casualty, hazardous materials call, false alarm, good intent, or service call. May include property release forms, civilian and fire service casualty reports, hazardous materials reports, etc.	Permanent	In perpetuity
<b>Patient Care Records</b>	Records related to patient care, refusal of care, denial of need for care, supplemental emergency medical services reports, diagnostic attachments to include ECG, care summary reports and vital sign reports.	Permanent	In perpetuity
<b>Plans, Protocols, Guidelines, Policies</b>	Records related to department operations, including Medical Supervision Plan, standing written orders, operational guidelines, administrative and operational policies.	Transitory	Until record is superseded
<b>Proof of Insurance</b>	Proof of worker's compensation and other insurance required for training tower usage by other agencies.	Transitory	Until record is superseded
<b>Public Education Programs &amp; Publications</b>	Records related to the design and implementation of educational and other outreach programs provided to the public by the department. May include: class descriptions, instructional materials, course outlines, class enrollment and attendance records, reports, speeches, and publications.	Semipermanent	5 years
<b>Public Record Requests</b>	Public records requests and responses.	Temporary	2 years after last action
<b>Ride-Along Forms</b>	Signed waivers for persons requesting a ride-along with the department. Ride Along tracking records.	Temporary	2 years
<b>Rural Fire Protection District Records</b>	All records of activities of the department or other City departments as they relate to the Meridian Rural Fire Protection District. May include: annual audits, land and apparatus acquisition records, records relating to construction of fire stations, bank statements, tax levy forms, Local Government Investment Pool statements, financial statements, annual budget records, legal notices, meeting minutes, election records, declarations of	Permanent	In perpetuity

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
	candidacy, election results, ICRMP insurance records, audio recordings of meetings.		
<b>Structure Burn Training Records</b>	Records related to structure burns.	Semipermanent	10 years
<b>Subpoena, Duces Tecum or Requiring Court Appearance</b>	Records including subpoenas for records retained by the Fire Department (duces tecum) or subpoenas requiring Fire Department personnel to appear in court.	Transitory	Until administrative need ends

## HUMAN RESOURCES DEPARTMENT

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Administrative Records</b>	Copies of administrative records including A/P invoices, expense reports, professional membership documents, etc.	Transitory	Until administrative need ends or record is superseded
<b>Affirmative Action; Equal Employment Opportunity Commission Reports</b>	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);</i> <i>29 CFR 1602,1602.14, 1620.32</i>	5 years from date of request or personnel action whichever is later
<b>Benefits Continuation</b>	Records documenting notice to employees, spouses and dependents informing them of their rights to continue insurance coverage after termination or disability or family leave and whether coverage was elected or rejected. Continuation may be under COBRA or another provision. Notice is also sent to a third party administrator who administers the extended coverage. Records may be filed with the Employee Benefits Records or Employee Personnel Records.	Semipermanent <i>IC § 50-907(2)(g);</i> <i>29 CFR 1627.3</i>	7 years after employee separation, expiration of eligibility, or completion of litigation, whichever is longest
<b>Budget Prep Records</b>	Working documents utilized to build base budgets and establish yearly budgets; worksheets, enhancements, amendments, etc.	Semipermanent	10 years
<b>Collective Bargaining</b>	Records documenting negotiations between the city and employee representatives, including contracts, reports, negotiation notes, letters of agreement, arbitration findings, cost analyses, minutes, tape recordings, etc.	Temporary <i>IC § 50-907(3)(d);</i> <i>29 CFR 516.5</i>	3 years
<b>Committee Records</b>	Agendas and meeting minutes/notes for special groups convened by HR for specific purposes such as Benefits, Compensation, and Wellness.	Semipermanent	7 years
<b>Correspondence, Administrative</b>	Correspondence created or received in the course of administering City policies and programs.	Semipermanent	5 years
<b>Correspondence, Transitory</b>	Correspondence regarding day-to-day office operations and does not contain unique	Transitory	Until administrative need ends

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	information about City functions or programs.		
<b>Databases</b>	Database records created and maintained for the purposes of generating reports, data files, and a variety of different outputs.	Transitory	Until administrative need ends or record is superseded
<b>Department Guidelines, Policies, Procedures, Processes, and Reports</b>	HR guidelines, including but not limited to, Salary Administration Guidelines.	Semipermanent	10 years from date guideline in its entirety, or any part thereof, is officially replaced, updated
	City Standard Operating Policy/Procedure Manual.	Semipermanent	20 years from date SOP Manual in its entirety, or any part thereof, is officially replaced, updated
	Records documenting and relating to HR processes, including but not limited to, recruiting/interviewing processes.	Semipermanent	5 years from date HR process in its entirety or any part thereof, is officially replaced, updated
	Policies, reports, and documents regarding the internal department operations and procedures (e.g. Turnover, Recruiting reports, etc.).	Semipermanent	10 years
	HR reports regarding department performance or other management presentations. Includes reports documenting trends, department or City performance in key areas as determined.	Semipermanent	10 years
	Records that document the formulation, adoption and implementation of internal actions/decisions.	Transitory	Until administrative need ends or record is superseded
<b>Employee Benefits</b>	Records relating to city employee benefits information such as: selection of insurance plans, retirement, pension, and disability plans, deferred compensation plans, and other benefit information. Records may include but are not limited to: plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, notices of disability payment made, and related documentation.	Semipermanent <i>IC §§ 50-907(2)(g) and 45-610; 29 CFR 1627.3; 29 CFR 1602.31; IDAPA 09.01.35.081</i>	7 years after employee separation, expiration of eligibility, or completion of litigation, whichever is longest
<b>Employee Medical Records</b>	Document an individual employee's medical history. These records are not personnel records and must be kept in a	Semipermanent <i>IC §§ 50-907(2)(g) and 72-601; 29</i>	75 years after employee separation,

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	<p>separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to: medical exam records (pre-employment, pre-assignment, periodic or episodic), X-rays, and records of significant health or disability limitations.</p>	<p><i>CFR 1602.31; 29 CFR 1910.1020</i></p>	<p>expiration of eligibility, or completion of litigation, whichever is longest</p>
<p><b>Employee Personnel Records</b></p>	<p>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).</p> <hr/> <p>Notes:</p> <p>(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. All other Police Department current employee original personnel records are kept by the Human Resources Department.</p> <p>(2) Meridian Fire Department employee personnel records including original training records and original records related to Union promotions are kept by the Fire</p>	<p>Semipermanent <i>IC §§ 50-907(2)(g) and 45-610; 29 CFR 1627.3; 29 CFR 1602.31; IDAPA 09.01.35.081</i></p>	<p>7 years after employee separation, expiration of eligibility, or completion of litigation, whichever is longest</p> <p>Retirees</p> <p>20 years after employee separation, expiration of eligibility, or completion of litigation, whichever is longest</p>



RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	<p>Department. Upon employee separation these records shall be forwarded to Human Resources Department.</p> <p>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.</p>		
<b>Employment Verification (I-9) of Job Applicants</b>	<p>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.</p>	<p>Temporary <i>IC § 50-907(3)(d),</i> 8 U.S.C. § 1324a(b)(3) <i>(Immigration Reform and Control Act)</i></p>	<p>3 years after date of hire or 1 year after employment is terminated, whichever is later</p>
<b>Forms</b>	<p>Forms created for use by HR personnel to facilitate work, including Performance Review, job description template, PAR template, etc.</p>	<p>Transitory</p>	<p>Until administrative need ends or record is superseded</p>
<b>Hazard Exposure Records</b>	<p>Emergency response employees exhibiting signs or symptoms possibly resulting from exposure to hazardous substances are required to be provided medical examination and consultation. Records include: employee's name and social security number; physician's written opinion, recommended limitations; results of examinations and tests; employee medical complaints related to hazardous substance exposure; description of employee's duties as they relate to exposure; the employee's exposure levels or anticipated exposure levels; description of protective equipment used; and information from previous medical examinations of the employee which is not readily available to physician and other information.</p>	<p>Semipermanent <i>IC § 50-907(2)(g);</i> <i>29 CFR 1910.1020</i></p>	<p>30 years after employee separation, expiration of eligibility, or completion of litigation, whichever is longest</p>

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Insurance Policies/Plans: Employee Group Health and Life Benefits</b>	Records documenting plan descriptions and summaries of city insurance policies and plans covering employee group health and life benefits, including annual certification records.	Semipermanent	10 years
<b>Kinds and Levels Chart</b>	Records documenting the description, classification and compensation of city jobs and positions. Usually includes details of duties and responsibilities of each position time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification or redefinition of each job or position.	Temporary <i>IC § 50-907(3)(d); 29 CFR Part 1602 and 29 CFR 1627.3</i>	3 years
<b>Leave Applications</b>	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>	3 years
<b>Meeting Minutes</b>	Internal staff meeting records.	Transitory	Until administrative need ends or record is superseded
<b>Newsletters</b>	HR2You Newsletters.	Transitory	Until administrative need ends or record is superseded
<b>Organization Charts</b>	HR Department Organization Charts.	Transitory	Until administrative need ends or record is superseded
<b>Personnel Action (PAR) Forms</b>	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); 29 CFR Part 1602 and 29 CFR 1627.3</i>	7 years after employee separation, expiration of eligibility, or completion of litigation, whichever is longest
<b>Photographs</b>	Photographs relating to HR sponsored/conducted City events (e.g. service awards, employee picnic, Wellness events, etc.).	Transitory	Until administrative need ends or record is superseded
<b>Photo Identification</b>	Photographs and other records used to identify city employees, private security personnel, contract workers and other. May include photographs taken by City for	Transitory	Until record is superseded, obsolete or administrative needs end

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	identification or prox card or driver's license photocopy.		
<b>Position Descriptions</b>	Records documenting the description, classification and compensation of city jobs and positions. Usually includes details of duties and responsibilities of each position time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification or redefinition of each job or position.	Temporary <i>IC § 50-907(3)(d); 29 CFR Part 1602 and 29 CFR 1627.3</i>	3 years
<b>Presentations</b>	Formal departmental presentations to Council, other formal bodies.	Semipermanent	5 years
<b>Public Records Requests</b>	Public records requests and responses.	Transitory	1 year after last action
<b>Recruitment and Selection Records for Applicants who are Hired</b>	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>	2 years
	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	2 years after separation
	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	Temporary	2 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	until the expiration of the retention period at which time they shall be properly destroyed by the Fire Department.		
<b>Recruitment and Selection Records for Applicants who are Not Hired</b>	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>	2 years
	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	2 years
<b>Resource Records/Notes</b>	Records including notebooks, meeting notes, to-do-lists, employee-compiled notes, etc.	Transitory	Until administrative need ends or record is superseded
<b>Special Projects</b>	Documents related to special, one-time projects to include, but not limited to, Employee Satisfaction Survey, Policy Review/Revision, Salary Structure Review.	Semipermanent	10 years
<b>Surveys</b>	HR and other initiated internal surveys, survey results (e.g. Salary Surveys, Employee Satisfaction Surveys, Best Place to Work. Etc.).	Semipermanent	10 years
<b>Telephone Records</b>	Message logs, voicemails, etc.	Transitory	Until administrative need ends
<b>Training Programs/HR</b>	Records related to the design and implementation of training programs provided to employees by the City.	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years from final presentation and/or use

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	Documents may include course descriptions, instructor certifications, instructional materials, course outlines, class enrollment and attendance records, tests, test results, and related records.		
<b>Training/Travel Records</b>	Records documenting attendance and presentation by HR employees at conventions, conferences, seminars, workshops, and similar training events. Includes training/travel requests, training materials, reports and related correspondence.	Semipermanent	5 years
<b>Payroll Unemployment Claims</b>	Records documenting claims submitted by former city employees for unemployment compensation. Usually includes: claims, notices, reports, and related records. May also include records generated by the appeal of claim determinations. These are received by HR and kept in HR.	Temporary <i>IC §50-907(3)(d)</i>	3 years
<b>Wellness Program</b>	Records related to the management and administration of the Wellness Program including: <ul style="list-style-type: none"> <li data-bbox="435 1052 971 1157">• Wellness Challenges - Correspondence and other Challenge documentation.</li> <li data-bbox="435 1157 971 1234">• Newsletters</li> <li data-bbox="435 1234 971 1556">• Emails conveying general information related to the Wellness Program including monthly announcements related to upcoming challenges, challenge winners, monthly Wellness events and activities, etc.</li> <li data-bbox="435 1556 971 1640">• Wellness Committee Meeting Agendas and Minutes</li> <li data-bbox="435 1640 971 1969">• Wellness Database – includes information from Blue Cross for employee point totals, information from employee sign-in sheets to events (name, ID, signature), and employee tracking information to events/challenges (i.e., steps, exercise, weight, Bingo cards, pictures of employees, schedule for</li> </ul>	 Semipermanent  Transitory  Transitory  Semipermanent  Transitory	  5 years  Until administrative need ends  Until administrative need ends or approved for destruction in accordance with the 5-year citywide email records retention period) whichever is sooner  7 years  Until administrative need ends

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	appointments (name, ID, date, time, email address, phone number)), and vendor contact information for events		
	<ul style="list-style-type: none"> <li>Wellness Day Off –Incentive Verification Forms for Day Off Requests</li> </ul>	Semipermanent	75 years (retained in accordance with Employee Benefit records retention period)
	<ul style="list-style-type: none"> <li>Wellness Day Off – employee timecard tracking records, along with numbers of hours used</li> </ul>	Transitory	Until administrative need ends
	<ul style="list-style-type: none"> <li>Wellness Hero Responses- Correspondence and related records</li> </ul>	Transitory	Until administrative need ends
<b>Workers' Compensation Records and Claims</b>	Medical records related to job assignments that document work-related injuries and illnesses, including but not limited to, hearing test records, hazard exposure records, first- aid incident records, physician statements, release consent forms and related correspondence, and records documenting claims submitted by city employees for work-related injuries and illnesses. These records are kept separate from employee personnel files.	Semipermanent	30 years after employment separation

## INFORMATION TECHNOLOGY (I.T.) DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Administrative</b>			
<b>Activity Logs/Reports</b>	Daily, weekly monthly or other reports documenting the activities of Information Technology employees, including but not limited to: sign in/out sheet for keys, access logs and phone logs, minutes, project files and dashboard statistics.	Transitory	Until administrative needs ends
<b>Administrative Records</b>	Copies of: A/P invoices, Expense Reports, MIP A/P unposted Reports, Transactions, Internal Invoices, Purchase Orders, Detailed Statements of Revenues and Expenditures.	Transitory	Until administrative need ends or record is superseded
<b>Budget Preparation Records</b>	Working documents utilized to build base budgets and establish yearly budgets, including but not limited to enhancements, amendments, carry forward support, FTE anticipation, vehicle replacement, quotes for service/maintenance.	Transitory	1 year or until Administrative need ends
<b>Correspondence</b>	Policy/program correspondence, documenting the formulation, adoption and implementation of significant policy/program decision.	Permanent	In perpetuity
	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	5 years
	Correspondence created or received in the course of administering City policies, procedures or programs including but not limited to memos, notes, thank you notes, surveys, letters to businesses and citizens and day-to day office and housekeeping correspondence that does not contain unique information about City functions or programs, for example scrolling agenda and announcements.	Transitory	Until administrative Need ends
<b>HR Documents</b>	Departmental employee personnel records, including but not limited to training records, coaching notes, performance evaluations, customer feedback, contact information, etc.	Transitory	Until employment is terminated, then forward to HR
<b>Meeting Records and Notes</b>	Internal meeting records and/or staff level notes generated in the course of day to day	Transitory	Until administrative

	business, including but not limited to agendas, notes and presentations.		need ends or record is superseded
<b>Reference/Owner's Manuals/ Handbooks</b>	Documents to include but not limited to owner's manuals and documentation.	Transitory	Until record is superseded or administrative need ends
<b>Department Guidelines, Policies, Procedures, Processes and Reports</b>	Departmental Policy or program records documenting the formulation, adoption and implementation of departmental policy or program decisions. Including but not limited to Standard Operating Procedures and Guidelines, reference materials or materials obtained from another government entity or agency used in the development of said procedure.	Transitory	1 year after document is replaced and/or administrative need ends
<b>Department Reports</b>	Reports prepared for the Mayor and City Council.	Transitory	Until administrative need ends
<b>Operational Records</b>			
<b>Backup Files</b>	A copy on a disk based backup appliance of the contents of all data from the City servers.	Transitory	3 months
<b>Service Management Tool</b>	All customer support tickets opened in service management systems.	Semipermanent <i>IC §50-907(2)(g)</i> <i>(other)</i>	10 years
<b>Department Policies and Reports</b>	Policies, reports, and documents regarding internal department operations and procedures, <i>e.g.</i> computer usage policy, password policy, service level goals, training materials, evaluations of materials.	Semipermanent <i>IC §50-907(2)€</i> <i>(dept. report)</i>	5 years
<b>Disaster Recovery Plan</b>	Strategy for retention and recovery of network and information systems following network or server crash or failure.	Transitory	Until record is superseded or updated
<b>Instant Messages</b>	All messages sent or received by City staff using the City's electronic messaging service	Transitory	Until overwritten by system
<b>Internally-Generated Source Code</b>	Programming statements or instructions that create or execute a computer program.	Transitory	Until record is superseded or updated
<b>Internet History</b>	List of websites accessed on City computers and electronic devices.	Transitory	90 days
<b>Inventory Management</b>	List of electronic devices held by City and software licensing information and specifications for each electronic device used by City.	Transitory	Until record is superseded or updated
<b>Outlook Appointments</b>	Meeting requests sent and received by employees via City email system;	Transitory	Until deleted by user



	appointments scheduled via City email system by employees.		
<b>Outlook E-mail Messages –City Staff</b>	All e-mail messages, sent or received by City staff using City’s e-mail system. (E-mail messages may be preserved elsewhere in digital or paper format for longer periods of time as the subject matter of such messages may require.)	Semipermanent <i>IC §50-907(2)(g)</i> <i>(other)</i>	5 years
<b>Outlook Tasks and Notes</b>	Tasks, task requests and reminders sent and received by employees via City email system.	Transitory	Until deleted by user
<b>Prox Card Access Records</b>	Register of which prox cards have accessed a restricted area.	Transitory	90 days
<b>Security Camera Footage</b>	Video footage from security cameras mounted on and in city facilities.	Transitory	Until overwritten by system
<b>Call Records</b>	List of incoming and outgoing calls, including phone numbers and caller identification, as available.	Transitory	90 days
<b>Voicemail Messages</b>	Incoming verbal messages recorded on City voicemail systems.	Transitory	Until deleted by user

## MAYOR'S OFFICE

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Administrative Records</b>			
<b>Correspondence</b>	Policy/program correspondence created or received, documenting the formulation, adoption and implementation of significant policy/program decision. May include correspondence relating to Commission and Committee appointments and correspondence with other government agencies.	Permanent	In perpetuity
	Correspondence created or received in the course of administering city policies/programs, but these records do not provide insight into significant policy/program discussions or decisions. May include citizen response letters, letters to homeowner associations and businesses.	Semipermanent	5 years
	Correspondence created or received which is not unique to City functions or programs. May include; thank you notes, invitations, and general mail.	Transitory	Until administrative Need ends
<b>Customer Complaints/Kudos</b>	Complaint or compliment records including but not limited to emails and comment cards.	Transitory	Until administrative need ends
<b>Forms/Templates</b>	Forms/Templates created for use by the Mayor's Office including but not limited to visual aids, applications, checklists, and web documents.	Transitory	Until administrative need ends or record is superseded
<b>HR Documents</b>	Departmental employee personnel records, including but not limited to training records, coaching notes, Performance Evaluation, contact information. File sent to HR for retention after termination (voluntary or involuntary).	Transitory	Until employment is terminated; then forward to HR
<b>Meeting Records and Notes Special Projects/Initiatives</b>	Internal meeting records and/or staff level notes generated in the course of day to day business, including but not limited to; agendas, notes and presentations.	Transitory	Until administrative need ends or record is superseded

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Department Guidelines, Policies, Procedures, Processes and Reports</b>	Departmental Policy or program records documenting the formulation, adoption and implementation of departmental policy or program decisions. Including but not limited to Standard Operating Procedures and Guidelines, reference materials or materials obtained from another government entity or agency used in the development of said procedure.	Transitory	1 year after document is replaced and/or administrative need ends
<b>Presentations</b>	Formal department presentations to Council, Community Groups or other agencies/entities or people, e.g. strategic update and new council member training.	Transitory	Until administrative need ends
<b>Telephone Records</b>	Message logs, voicemails, ShoreTel/Mitel call volume reports etc.	Transitory	Until administrative need ends
<b>Economic Development</b>			
<b>Confidentiality Agreement Projects and Correspondence/ Documents</b>	Documents, related to signed confidentiality agreements, including, but not limited to letters of intent, community Tax Reinvestment Incentive (TRI) match letter, market research, project prospectus, photos, and written correspondence.	Transitory	Until administrative need ends
<b>Economic Development - Community Development Block Grant (CDBG)</b>			
<b>Plans and Reports</b>	Plans, reports, substantial plan amendments, and related correspondence.	Permanent	In perpetuity
<b>Subrecipient Agreements and Supporting Documents</b>	Documents, including, but not limited to agreements, Consolidated Annual Performance Evaluation Report (CAPER), sub-recipient agreements, environmental review records, PSAs (and corresponding products), sub-recipient reporting documents (activity reports, draw requests, labor files), etc.	Semi-permanent	5 years from the completion of a program year's HUD approved CAPER
<b>Operational Records</b>			
<b>Agendas &amp; Minutes</b>	Agendas and minutes of Director Meetings, Operational Meetings, Mayor's Youth Advisory Council, Mayor's Senior Advisory Board, and Faith Ambassador Council Meetings.	Semipermanent	5 years

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Annual Reports</b>	Report on City's and Mayor's Office activities over preceding year summarizing activities and financial performance.	Permanent	In perpetuity
<b>Applications</b>	Forms and materials submitted with application for positions or awards administered by Mayor's Office, including applications for scholarships, Promise partners, Mayor's Youth Advisory Council, volunteer positions, City commissions, and City committees or task forces.	Semipermanent	5 years
<b>Attendance Sheets</b>	Sign-in sheets, where offered, for activities and events hosted by the Mayor's Office.	Transitory	Until administrative needs ends
<b>Mayoral Memorandums</b>	Mayoral memos regarding proclamations, meetings, or events.	Semipermanent	5 years
<b>News Releases</b>	A written or recorded record directed at members of the news media for the purpose of making a newsworthy announcement.	Semipermanent	10 years
<b>Photos</b>	Published photographs taken, owned, or stored by the Mayor's Office.	Permanent	In perpetuity
	Photographs that are not used or needed for a particular purpose.	Transitory	Until administrative need ends
<b>Proclamations</b>	Proclamations issued by the Mayor not read at City Council meetings.	Semipermanent	5 years
	Proclamations issued by the Mayor and read at City Council meetings.	Transitory	Until administrative need ends
<b>Publications</b>	Informational or promotional publications of the Mayor's office, including newsletters, flyers, marketing materials, brochures, program materials.	Semipermanent	5 years
<b>Public Addresses</b>	Speech, news release and video records relating to State of the City addresses.	Permanent	In perpetuity
	Published records relating addresses, speeches or podcasts. May include script, video, PowerPoint, program, agenda, photos.	Semipermanent	5 years
<b>Special Projects</b>	Documents related to special or one-time projects.	Semipermanent	10 years

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
	Documents related to specific Strategic Plans including tools, databases, and working products.	Transitory	Until administrative need ends
<b>Talking Points</b>	Records prepared to summarize issues in preparation for discussion with the public or media.	Transitory	Until administrative need ends

## PARKS & RECREATION DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Activity Logs/Reports</b>	Daily, weekly, monthly, or other reports documenting the activities of the Parks and Recreation Department employees, including but not limited to: sign in/out sheet for credit card and diesel fuel transfer tank log sheets.	Transitory	Until administrative need ends
	Lost & Found log sheets documenting items that have been lost and found by citizens in the parks and other MPR facilities.	Transitory	Until administrative need ends
<b>Administrative Records</b>	Copies of A/P invoices, Expense Reports, Detailed Statements of Revenues and Expenditures, Capital Improvements Plan, Parks & Recreation Facilities Depreciation Schedule, MPR Communications Plan, and other related documents.	Transitory	Until administrative need ends
<b>Agendas &amp; Minutes</b>	Agendas and minutes of weekly and monthly MPR staff meetings.	Semipermanent	10 years
<b>Budget Preparation Records</b>	Working documents utilized to build base budgets and establish yearly budgets, including but not limited to enhancements, amendments, carry forward support, FTE anticipation, vehicle replacement, and quotes for service/maintenance.	Semipermanent	10 years (follows Finance)
<b>Correspondence</b>	Policy/program correspondence documenting the formulation, adoption, and implementation of significant policy/program decision. Including but not limited to Commission and Committee.	Permanent	In perpetuity
	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.	Semipermanent	5 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	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 that does not contain unique information about City functions or programs.	Transitory	Until administrative need ends
<b>Committee Records</b>	Agendas, meeting minutes/notes, and audio recordings of special groups convened by Parks & Recreation for specific purposes, such as understanding operational gaps and process delays (e.g., Golf Course Focus Group, Christmas in Meridian, MPR Communications Plan, and Regional Geese Management).	Transitory	Until administrative need ends
<b>Customer Kudos/Complaints</b>	Compliment or complaint records including but not limited to letters, phone calls, emails, comment cards and in person feedback from citizens, customers, and sponsors.	Transitory	Until administrative need ends
<b>Department Guidelines, Standard Operating Procedures, Policies, Processes, and Director's Orders</b>	Administrative SOPs, policies, processes, director's orders, etc. pertaining to facilities and recreation classes, camps, special events, and sports (e.g., Lost & Found, CableONE Movie Night, Metal Detecting, Contracted Instructors, Registrations & Refunds, Sports League Bylaws, Partnerships Between Private or Public Entities, Hot Air Balloons).	Transitory	Until administrative need ends
<b>Employee Time Logs and Reports</b>	Completed logs of employees' timesheets, tasks, and location; reports and analysis of related data.	Semipermanent	5 years, unless record is superseded by Finance Department

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Facility Permits</b>	Permits and materials including, but not limited to: Completed Park Alcohol and Amplified Sound Permits related to individual's or organization's park picnic shelter reservation, short-term concessions permits and related materials from vendors.	Temporary	2 years
<b>Facility Reservation Application and Materials</b>	Completed forms and related materials collected from individuals or businesses registering for a recreation class, team, or event and other required documentation, such as proof of insurance.	Temporary	2 years
	Collected Certificates of Liability Insurance from individuals or vendors.	Temporary	2 years
<b>Financial Aid Applications</b>	Completed application forms and materials submitted to request financial assistance for children's class or program (e.g., Care Enough to Share).	Temporary	2 years
<b>Forms/Templates</b>	Forms/templates created for use by the Parks and Recreation Department, including but not limited to internal purchase orders form, diesel fuel transfer tank log sheet, child pick up form, medical waiver, Care Enough to Share application, Generations Plaza memorial brick application, alcohol permit application, amplified sound permit application, sports roster, sports and special events registration forms, sponsor application, volunteer application.	Transitory	Until administrative need ends
<b>Grounds Maintenance Records</b>	Pesticide spray records, daily splash pad test readings, playground inspections, restroom cleaning safety data sheets, and other documents related to parks and recreation facilities.	Transitory	Until administrative need ends



<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Historical Records</b>	2028 time capsule content information.	Permanent	In perpetuity
	Annual newsletters prepared by Parks & Recreation Department highlighting construction projects, park dedications, and other efforts and initiatives.	Permanent	In perpetuity
	Copies of MPR Department Annual Reports provided to the Mayor's Office in conjunction with the State of the City Address.	Permanent	In perpetuity
	External awards, plaques, and certificates bestowed upon the MPR Department.	Permanent	In perpetuity
	MPR Department Dashboards which document statistical data by year, including but not limited to the number of sports teams/participants/leagues, sports gym usage, Activity Guide enrollments, park shelter and field reservations, park acreage, urban forestry, pathway maintenance, volunteers, revenues, playground safety, turf maintenance, full-time staff, special events and temporary use permits, employee safety, vandalism, and other related information.	Permanent	In perpetuity
	National Recreation & Park Association (NRPA) PRORAGIS annual statistical field reports.	Permanent	In perpetuity
	Parks & Recreation Master Plan and Appendices which document current parks and recreation facilities and services, level of service, etc. and also provide the framework to respond to the evolving needs of the community.	Permanent	In perpetuity
Park dedication plaque mock-ups detailing the dedication date, Mayor, City Council, MPR Commission, MPR staff, and other volunteers and contributors.	Permanent	In perpetuity	
Photographs, newspaper and news channel articles and clippings,	Permanent	In perpetuity	

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
	press releases, and videos relating to Parks and Recreation Department including but not limited to sponsored/conducted City events; park, pathway, and facility dedications, celebrations, and ribbon cuttings; park and pathway amenities, landscape and scenery; recreation classes, camps, and sports; and staff.		
	Proclamations not otherwise retained by the Clerk's Office.	Transitory	Until administrative need ends
<b>HR Documents</b>	Copies of departmental employee personnel records kept in locked files with manager until employment has ended; file sent to HR for retention after termination (voluntary or involuntary).	Transitory	Until employment is terminated; then forward to HR
<b>Incident or Accident Reports</b>	Citizen reports of incidents, injuries, or accidents incurred during or related to a department-sponsored or department-provided class, camp, program, reservation, or activity.	Temporary	2 years
<b>Indemnity Forms, Medical Release Forms, Waivers</b>	Signed waiver/indemnity agreement related to individual's or organization's participation in department-sponsored or department-provided class, camp, program, reservation, activity, transportation, or travel.	Temporary	2 years
<b>Marketing Materials</b>	Informational or promotional publications of the Parks & Recreation Department, including flyers, brochures, program materials, Facilities Tour/Park Ambassador/other program booklets, PowerPoint and Prezi presentations, z-cards, and videos.	Transitory	Until Administrative Need Ends
<b>Memorial Forms</b>	Completed citizen forms requesting memorial in MPR facility under established memorial program (e.g. Generations Plaza Brick Sales form, Kleiner Park Memorial Tree	Transitory	Until administrative need ends

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
	Plaza Paver Sales, Memorial Tree Program form).		
<b>Meeting Records and Notes</b>	Internal meeting records and notes generated in the course of day to day business, including but not limited to agendas, notes, and presentations.	Transitory	Until administrative need ends
<b>MPR Commission Records</b>	Copies of Commission and Committee agendas and summary minutes.	Transitory	Until administrative need ends
	Copies of bylaws.	Transitory	Until administrative need ends
	Copies of contact information listing Commission members' names, addresses, phone numbers, email addresses, etc.	Transitory	Until administrative need ends
	Copies of correspondence regarding day-to-day operations or administration.	Transitory	Until administrative need ends
	Copies of project records documenting historical or cultural significance to the City and/or Meridian community	Transitory	Until administrative need ends
	Copies of project files and reports used by MPR staff, Commission, Committee in the course of researching, developing, completing, reporting on, or acting on initiatives of the Commission/Committee.	Transitory	Until administrative need ends
	Copies of roster listing current Commission members, including names, seat numbers, and appointment dates.	Transitory	Until administrative need ends
<b>Presentations</b>	Formal department PowerPoint, Prezi, and other presentations to Council or others, e.g. New Council member training, Joint Council/Commission workshop training, and Meridian Development Corporation.	Transitory	Until administrative need ends
<b>Project Files</b>	Copies: Park, pathway, and other project/initiative records, including but not limited to contracts and agreements to which the City is a party, deeds and real property, site plans and maps,	Transitory	Until administrative need ends

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
	permits and inspection records, certificates of zoning compliance, conditional use permits, development agreements, preliminary and final plats, purchasing contracts, accounts payable invoices and other financial records, meeting agendas and minutes, and any other related correspondence.		
<b>Recreation Activity Sign In/Sign Out Sheets</b>	Log sheets completed by parents to signify that minor has been dropped off or picked up from a department-sponsored or department-provided class, camp, program, or activity.	Temporary	2 years
	Log sheets completed by participant confirming they have attended a class or activity.	Temporary	2 years
<b>Reference/Owner's Manuals/Books</b>	Documents to include but not limited to equipment and electronics.	Transitory	Until administrative need ends
<b>Resource Records/Notes</b>	Records including notebooks, meeting notes, to-do lists, employee-compiled notes, etc.	Transitory	Until administrative need ends
<b>Special Event Forms</b>	Completed forms from citizens and businesses participating in a special event, including but not limited to vendor and sponsor contracts and entries.	Temporary	2 years
<b>Special Projects/Initiatives</b>	Documents related to special or non-confidential one-time project to include, but not limited to: Strategic Plan Initiatives, Smoke-Free Parks, and Forestry Stimulus.	Transitory	Until administrative need ends
<b>Sports Schedules and Scores</b>	Record of games played and final scores.	Transitory	Until Administrative Need Ends
<b>Surveys</b>	Internal and external outreach surveys and results, presentations, neighborhood meeting minutes, correspondence, and summary reports to solicit citizen input on parks and recreation, customer service, and process improvement. Records of public input, including survey results, neighborhood	Semipermanent	10 years

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
	meeting minutes, correspondence, etc.		
<b>Team Rosters</b>	Record of all individuals registered for a sports team.	Temporary	2 years
<b>Telephone Records</b>	Message logs, voicemails, etc.	Transitory	Until administrative need ends
<b>Training Records and Resources</b>	Records including but not limited to documenting attendance and presentation by City employees at conventions, conferences, seminars, workshops, and similar training events. Includes training requests, training, and Continuing Education Unit tracking reports and other related correspondence.	Transitory	Until administrative need ends
<b>Tree Inventory &amp; Abatement</b>	Inventory of all public trees maintained by City Arborist and abatement records per City Code.	Permanent	In perpetuity
<b>Vandalism &amp; Restitution Records</b>	Copies of records related to park, pathway, and facility vandalism incidents and restitution, including but not limited to property damage reports, etc.	Transitory	Until administrative need ends
<b>Volunteer Records</b>	Applications, timesheets, and other biographical notes related to City volunteers, including Park Ambassadors, scouts, and other civic groups. These records also include records documenting the activities and administration of volunteer programs in city hall and records documenting work performed for the City by citizens without compensation for their services. May include volunteer application forms, volunteer and emergency contact information, agreements, applications, skills test results, training documentation, task assignments, monitoring records, volunteer hour statistics, volunteer program publicity records, insurance information, inactive volunteer files, and related records.	Transitory	Until administrative need ends

## POLICE DEPARTMENT

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Activity reports</b>	Daily, weekly, monthly or other reports documenting the activities of employees, including: type of activity, employees involved, time spent on activity, work completed, equipment used, etc. May include Education & Prevention Training reports.	Semipermanent <i>Idaho Code § 50-907(2)(e)</i>	5 years
<b>Asset forfeiture records</b>	Documentation pertaining to the seizure process and obtaining approval through the courts.	Semipermanent <i>IC § 50-907(2)(a)</i>	5 years after closure of case
<b>Briefing records</b>	Records documenting internal communications between supervisors and shift workers or between staff on different shifts to alert them to problems, issues or activities. Records may include, but not limited to: briefing logs, ILETS/NCIC messages, and bulletins from other agencies.	Transitory	Until administrative need ends
<b>Bulletins from other agencies</b>	Records including bulletins, circulars, and related records received from federal, state and local law enforcement agencies. Usually contains descriptions and photographs of fugitives, missing persons, stolen property, etc.	Transitory	Until administrative need ends
<b>Code enforcement records**</b>	Records created by code enforcement officers to document a violation or investigation into a suspected violation of city ordinance that does not become a crime report (DR).	Semi-permanent <i>Idaho Code § 50-907(2)(g)</i>	5 years after last action
<b>Community service and outreach programs</b>	Records relating to police community service programs. Records may include: publications, mailing lists, plans, evaluations, notes, reports, lesson plans and outlines, etc.	Transitory	Until administrative need ends
<b>Crime analysis statistics</b>	Records documenting police efforts to anticipate, prevent, or monitor criminal activity. May include statistical summaries of crime patterns, modes of operation, analysis of particular crimes, criminal profiles, forecasts, movements of known offenders, etc.	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years
<b>Crime reports (DRs) for Suicides,</b>	Reports documenting a suicide, unattended death and/or criminal	Semipermanent	Prosecuted cases:

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Unattended Deaths, and Major Crimes (murder, involuntary manslaughter, rape, sexual abuse of a child, terrorism)</b>	offense and actions taken, including charges or arrests. Record typically includes location of occurrence, date and time, handling officer, involved parties (suspects, victims, witnesses, reporting parties, etc.) and their personal information, summary of events and supportive documents (e.g., <i>probable cause statements, witness statements, runaway forms, release of custody forms (juveniles), documents provided by citizens and victims, citations, property invoices, release of property forms, etc.</i> ). May include <i>polygraph records (e.g., pre-examination records, questions, statements of consent, analysis reports, results charts, conclusions, interviewee statements, related information); property and evidence control and disposition records (e.g., evidence photographs, receipt forms, evidence logs, property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, etc.); and/or informant case files (reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informants' activities and related records).</i>	<i>IC § 50-907(2)(e)</i>	100 years after final disposition  Non-prosecuted cases: 100 years after date of last investigative action
<b>Crime reports (DRs) and citations for other crimes</b>	Reports documenting a criminal offense and actions taken, including charges or arrests. Record typically includes location of occurrence, date and time, handling officer, involved parties (suspects, victims, witnesses, reporting parties, etc.) and their personal information, summary of events and supportive documents (e.g., <i>probable cause statements, witness statements, tow slips, administrative license suspension forms, intoxilyzer slips, field sobriety tests forms, runaway forms, release of custody forms (juveniles), documents</i>	Semipermanent <i>IC § 50-907(2)(g)</i>	Prosecuted cases: 5 years after final disposition  Non-prosecuted cases: 5 years after date of last investigative action

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	<p><i>provided by citizens and victims, citations, property invoices, release of property forms, Leads Online printouts, shoplifting reports from store security officers, etc.). May include polygraph records (pre-examination records, questions, statements of consent, analysis reports, results charts, conclusions, interviewee statements, related information), abandoned vehicle reports, found property records, traffic collision reports, property and evidence control and disposition records (e.g., evidence photographs, receipt forms, evidence logs, property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, etc.), and/or informant case files (reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informants' activities and related records).</i></p>		
<p><b>Criminal history records or ILETS/NCIC reports**</b></p>	<p>Records obtained via ILETS or local jail systems (Ada LE Lookup) that provides information on the accumulated criminal arrest and conviction history of an individual which may be useful in an investigation. May include summary sheet, arrest record, fingerprint information, mug shot, name, aliases, residence, sex age, date and place of birth, height, weight, hair and eye color, scars, marks, tattoos, abnormalities, date of arrest, offense committed.</p>	<p>Transitory</p>	<p>Until administrative need ends</p>
<p><b>Digital media – Type 1</b></p>	<p>Digital media attached to a crime report for a major crime. Includes video, audio, or other digital content created by a law enforcement officer in the course of an investigation or response and attached to a crime report for murder, involuntary</p>	<p>Semipermanent <i>IC § 50-907(2)(g)</i></p>	<p>Prosecuted cases: 100 years after final disposition Non-prosecuted cases: 100 years after date of last investigative action</p>



<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
	manslaughter, rape, sexual abuse of a child, or terrorism.		
<b>Digital media – Type 2</b>	Digital media attached to a crime report for a felony other than a major crime. Includes video, audio, or other digital content created by a law enforcement officer in the course of an investigation or response and attached to a crime report for a crime other than murder, involuntary manslaughter, rape, sexual abuse of a child, or terrorism.	Semipermanent <i>IC § 50-907(2)(g)</i>	Prosecuted cases: 5 years after final disposition Non-prosecuted cases: 5 years after date of last investigative action
<b>Digital media – Type 3</b>	Digital media attached to a misdemeanor or infraction crime report. Includes video, audio, or other digital content created by a law enforcement officer in the course of an investigation or response and attached to a crime report for a misdemeanor crime or infraction.	Transitory	Prosecuted misdemeanor cases: 410 days after final disposition Non-prosecuted misdemeanor cases: 410 days after last investigative action Prosecuted infraction cases: 210 days after final disposition Non-prosecuted infraction cases: 210 days after investigative action
<b>Digital media – Type 4*</b>	Digital media not attached to a crime report or where no enforcement action was taken. Includes video, audio, or other digital content created by a law enforcement officer not attached to a crime report.	Transitory	210 days
<b>Digital media – Type 5*</b>	Digital media related to an officer complaint. Includes video, audio, or other digital content created by a law enforcement officer in the course of an investigation or response relevant to a complaint about such response or officer.	Temporary <i>IC § 50-907(3)(d)</i>	2 years
<b>Digital media – recorded in error</b>	Digital media recorded in error. Includes video, audio, or other digital content created by a law enforcement officer unrelated to an investigation or response.	Transitory	Until administrative need ends
<b>Field interview reports (FI cards)</b>	An informational document written by police officers relating to individuals,	Semipermanent	5 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	events, or vehicles for which the officer does not have probable cause for enforcement. Typically includes name and current address of person contacted, physical description of person or vehicle, officer's name, location of contact, date and time, reason for contact, etc.	<i>IC § 50-907(2)(g)</i>	
<b>Grant records</b>	Applications and required reporting documents for grants to support law enforcement initiatives and programming (e.g., crime prevention, substance abuse programs, criminal justice, SWAT).	Semipermanent Idaho Code § 50-907(2)(g)	10 years after grant closeout
<b>Gun dealers' sales records</b>	Records documenting purchases of guns from dealers. May include duplicate register sheets mailed by the dealer to MPD and triplicate register sheets mailed by the dealer to ISP for criminal records checks and forwarded to MPD. May include sheet number, sales person, date and time, city, serial number, make, model, caliber, purchaser's information, and signatures.	Transitory	Until background check is completed and administrative need ends
<b>Health &amp; Welfare Referrals APS &amp; Daycare complaints</b>	Referrals of suspected child abuse, adult abuse and daycare complaints.	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years from closure of referral or case.
<b>Informant case files not attached to crime report**</b>	Records documenting information about informants used by department personnel. Records typically include reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informants' activities and related records.	Transitory	Until administrative need ends
<b>Internal affairs files</b>	Records documenting department's investigation of an officer's role in an incident for the purpose of evaluating compliance with department policy and professional standards. Records typically include investigative materials (video and audio recordings, written statements, narratives, analysis), <i>polygraph records (pre-examination records, questions,</i>	Semipermanent <i>IC §§ 50-907(2)(g) and 45-610; 29 CFR 1627.3; 29 CFR 1602.31</i>	75 years after employee separation or completion of related litigation, whichever is longest

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	<i>statements of consent, analysis reports, results charts, conclusions, interviewee statements, related information</i> ), and recommended disciplinary actions, if any.		
<b>Intoxilyzer 5000en, Draeger 9510 and LifeLoc instrument records</b>	Factory and State of Idaho certificates for instrument; log of each person that takes the breathalyzer test and verification testing. May include suspect name, date, time, results, operator name, calibration check results, simulated temperature in range, comments, etc.	Temporary <i>IC § 50-907(3)(d) and IDAPA 11.03.01.013.06</i>	3 years after certificate has been issued
<b>Intoxilyzer 5000EN, LifeLoc FC20, and Draeger 9510 user certifications and class roster</b>	User certification cards and class roster for Meridian police officers. Intoxilyzer instructor replaces with each new certification period.	Transitory	Until administrative need ends
<b>Local Records Check/ Backgrounds</b>	Local records check of police contacts requested by OPM, FBI or military for their employment purposes.	Transitory	1 year after submission to requestor
<b>Master name index records</b>	Information on individuals who are field interviewed, individuals who are arrested, suspects or accomplices in crimes, victims, complainants, and witnesses to incidents. Information typically includes name, address, date of birth, race, sex, date and time of incident or contact, case number (DR#), citation numbers and other identifying data.	Semipermanent <i>IC § 50-907(2)(g)</i>	100 years
<b>Multiple Firearms Backgrounds</b>	Background applications for multiple firearm purchase requests.	Transitory <i>18 U.S.C. § 922(t)(2)(C); 28 CFR § 25.9(d)</i>	Immediately after completion
<b>Parking citations</b>	Police department copy of citations issued for parking violations. Record typically includes date and time, location of offense, vehicle license plate information, code violation number, and issuing officer. (Parking citations that are paid are sent to City Hall Finance Department. Parking citations that are unpaid and lead to court summons are sent to the City Prosecutor's office.)	Transitory	6 months after final disposition

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Photo identification records</b>	Records with photos used to identify employees, private security personnel, contract workers, etc. May include photos taken for employee identification cards, prox cards, etc.	Transitory	Until administrative need ends
<b>Public records requests of any and all records not associated to a Major Crime DR</b>	Written public records requests, responses, records provided, and original (unredacted) records.	Transitory	1 year after response provided
<b>Public records requests of records associated to a Major Crime DR</b>	Written public records requests, responses, records provided, and original (unredacted) records pertaining to a crime DR that falls under the Category of Crime reports (DRs) for Suicides, Unattended Deaths, and Major Crimes (murder, involuntary manslaughter, rape, sexual abuse of a child, terrorism).	IC § 50-907(2)(e)	Record to be retained based upon the retention of the original Crime DR file.
<b>Radar equipment, certifications, and maintenance records</b>	Records documenting the calibration and maintenance of radar equipment that may be useful in documenting the accuracy of the readings. Often includes original factory certification of calibration. Information relating to maintenance and repair may include a description of the work completed, parts used, date of service, equipment number, make, model, etc.	Temporary <i>IC § 50-907(3)(d)</i>	3 years after equipment retirement
<b>Training materials</b>	Records related to training programs provided to MPD personnel by presenters including City employees, contractors, or other presenters. May include course descriptions, instructor certifications, instructional materials, course outlines and handouts, and attendance records.	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years from final presentation and/or use
<b>Vacation watch forms</b>	Records documenting inspection of properties when the owner/occupant is away. May include name, address, date requested, vacation beginning and ending time, emergency contact information, special conditions, date and time officers check the property, etc.	Transitory	Until administrative need ends

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Victim Witness System</b>	Notations and documents documenting contact with victims and witnesses.	Semipermanent <i>IC § 50-907(2)(g)</i>	20 years after investigation closure or disposition of case, whichever is later
<b>Written warnings</b>	Written notice provided by MPD officer to member of the public to bring attention to a potential or actual violation.	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years

\* **Note:** Where record is used for legal, training, or purposes other than those enumerated in retention period, that record shall be retained according to the retention period established for other records similarly used.

\*\* **Note:** Where record is embedded with a crime report (DR), it shall be retained according to the retention period established for the crime report.

## PUBLIC WORKS DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>All Department Records</b>			
<b>Accessibility Records, City-Owned Facilities</b>	Contractor logs, key list, and any other records documenting access to City-owned buildings by authorized persons.	Transitory	Until administrative need ends or record is superseded
<b>Activity Reports</b>	Daily, weekly, monthly or other reports documenting the activities of Public Works Department employees, including: type of activity, employees involved, time spent on activity, work completed, equipment and fuel used, reports, logs, log sheets, and related records.	Transitory	Until administrative need ends or record is superseded
<b>Administrative Records</b>	Clothing order spreadsheets, copies of: Accounts Payable invoices, expense reports, leave request logs, MIP Accounts Payable invoices, professional membership documents, evacuation checklists and on call yearly roster logs.	Transitory	Until administrative need ends or record is superseded
<b>Alarm Monitoring / Test Results Reports</b>	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	5 years or until administrative need ends
<b>Budget Preparation Records</b>	Work documents utilized to build base budgets and establish yearly budgets, including vehicle replacement worksheets, enhancements, amendments and carry forward support.	Semipermanent	20 years
<b>Confined Space Entry Permit</b>	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	5 years from date issued
<b>Development Construction Drawings</b>	Construction Drawings	Transitory	Until replaced by record drawings

<b>Correspondence, Administrative</b>	Correspondence created or received in the course of administering City policies, procedures, or programs.	Semipermanent	5 years
<b>Correspondence, Transitory</b>	Day-to-day office and housekeeping correspondence that does not contain unique information about City functions or programs.	Transitory	Until administrative need ends
<b>Customer Complaints</b>	Complaint letters, notes on phone calls and in person complaints from customers/citizens.	Transitory	Until administrative need ends
<b>Databases</b>	Database records created and maintained for the purposes of generating reports, data files, and a variety of different outputs.	Transitory	Until administrative need ends or record is superseded
<b>Department Policies</b>	Documents the formulation, adoption, and implementation of internal actions/decisions. Includes: Computer, Geographic Information System (GIS) Policy, Dress Code, Purchasing department policies.	Transitory	Until administrative need ends or record is superseded
<b>Departmental Reports</b>	Department reports, performance management presentations.	Semipermanent	10 years
<b>Educational Outreach Materials</b>	Records including but not limited to educational brochures, bookmarks, factsheets, and posters which are displayed in the division and distributed at public education outreach events.	Transitory	Until administrative need ends or record is superseded
<b>Engineering Capital and Enhancement Plan (ECEP) Reports</b>	Engineering Capital & Enhancement Plan (ECEP) – 5-year Capital Improvement Plan Reports.	Semipermanent	10 years
<b>Engineering Project File</b>	Records including but not limited to attendance for public meetings, construction drawings, meeting minutes, AVO's (Avoid Verbal Orders – Written Instructions), change orders, construction checklists, consultant reports, consultants/contractors contracts, contract addendums, council memos, daily reports, design checklists, door knockers/hangers, engineering estimates, field orders, final acceptance letters, inspection reports, Notices of Intent (NOI), Notices of Termination (NOT), Notices to Proceed (NTP), pay	Permanent	In perpetuity

	applications, preconstruction agendas, preconstruction notices, preconstruction recordings, progress reports, construction punch lists, project correspondence (letters, purchase order requisitions (PO), project-related POs, QLPE (Qualified Licensed Professional Engineer) letters, record drawings (filed separately), project-related requests for information, resubmittals, submittal responses, submittals, substantial completion letters, work change directives and license agreements.		
<b>Equipment Maintenance and Repair Records</b>	Records of repair and maintenance of equipment assigned to Public Work, including but not limited to: generators, sewage lift pumps, water pumps, office equipment, and furniture. Records may include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis.	Transitory	Until administrative need ends or record is superseded.
<b>Facility Assessments, Maintenance, and Repair Records</b>	Records regarding maintenance and repairs of buildings and grounds owned or leased by the City including assessments of the condition of City-owned buildings, summaries, logs, reports, and similar records usually compiled from daily work records.	Transitory	Until administrative need ends or record is superseded
<b>Forms</b>	Forms created for use by Public Works personnel to facilitate their work including but not limited to performance review forms, project forms, staff forms, communication forms, and record retention labels.	Transitory	Until administrative need ends or record is superseded
<b>Geographic Information Systems, Digital Orthophotography Images</b>	Aerial photographs of properties within the City.	Permanent	In perpetuity
<b>Geographic Information Systems, GIS Data</b>	Points, lines, attributes, and polygons relating to infrastructure that the City owns or maintains.	Transitory	Until superseded



<b>Geographic Information Systems, Maps</b>	A visual representation of data within a particular geographical area. Also includes maps and data provided by outside agencies including edge of pavement, parcels, roads, and others.	Transitory	Until administrative need ends
<b>Health and Safety Manual</b>	Documents related to the Public Works Department Health and Safety Manual.	Transitory	Until administrative need ends or record is superseded
<b>HR Documents</b>	Departmental employee personnel records should be kept in the appropriate Division's file until employment has been terminated (involuntary or voluntary) and then the file should be sent to HR for retention.	Transitory	Until employment is terminated; then forward to HR
<b>Master Plan Records</b>	Records that document the present and projected needs of the City for water, sewer, storm drainage, streets, bike paths, and other utility related systems. Includes an implementation schedule for construction, plans, reports, evaluations, cost analyses, drawings, and related documents containing rates, inventory evaluations, system rehabilitation or replacement, distribution of services, etc.	Permanent	In perpetuity
<b>Meeting Minutes</b>	Internal meeting agendas, minutes, sign-in sheets	Semipermanent	5 years
<b>Photos, Building Maintenance</b>	Photos relating to repair and replacement of City-owned equipment, material, and facilities.	Semipermanent	Keep records requiring engineering stamps 2 years after life of structure. Keep all other records 10 years.
<b>Photos, Construction</b>	Photos relating to Public Works construction activities, infrastructure, inspection photos, etc.	Permanent	In perpetuity
<b>Photos, General</b>	Photos related to Public Works Department activities and other general use pictures.	Transitory	Until administrative need ends
<b>Potential Exposure Records</b>	Report created when personnel is exposed or potentially exposed to a chemical, including SDS sheet of the chemical involved. Record is placed in the employee personnel record.	Transitory	Until employment is terminated; then forward to HR
<b>Presentations</b>	Departmental presentations.	Semipermanent	10 years

<b>Preventative Maintenance Work Plans</b>	Preventative maintenance schedules, work orders.	Transitory	Until administrative need ends or record is superseded.
<b>Process Documents</b>	Standard Operating Procedures, Instructions, Process Flowcharts, Workflows, Responsible Accountable Consulted Informed (RACI) Charts and Process Performance Measures.	Transitory	Until administrative need ends
<b>Quotes</b>	Quotes from contractors and other service providers. Preliminary and final quotes for goods and services used to conduct building repairs, maintenance, or modifications.	Transitory	Until administrative need ends
<b>Record Drawings - Electronic Records</b>	The electronic files for the revised set of drawings submitted by contractor upon completion of land development phase of a commercial, governmental, or residential project or components thereof. This includes the PDF and autocad files for the stamped record drawings, as-builts, and wiring diagrams including but not limited to water and sewer infrastructure as installed in Meridian.	Permanent	In perpetuity
<b>Record Drawings - Paper Records</b>	The revised set of drawings submitted by contractor upon completion of land development phase of a commercial, governmental, or residential project or components thereof. This includes the stamped record drawings, as-builts, including but not limited to water and sewer infrastructure as installed in Meridian.	Transitory	Until administrative need ends
<b>Safety Audits</b>	Health and Safety audits.	Temporary	3 years after most recent audit
<b>Safety Data Sheets (SDS)</b>	Safety Data Sheets (SDS). Also see Potential Exposure Records above.	Transitory	Until chemical is removed or record is superseded
<b>Safety/Health and Testing</b>	Safety and health documents including but not limited to training, auditory testing records, respirator fit test information.	Semipermanent	75 years
<b>Safety Meeting Agenda/Signup Sheets</b>	Topics covered and sign-up sheet for employees who attended the meetings.	Semipermanent	5 years

<b>Supervisory Control and Data Acquisition Reports (SCADA)</b>	Reports printed from Supervisory Control and Data Acquisition (SCADA) system.	Transitory	Until administrative need ends or record is superseded
<b>Technical Manuals, Specifications, and Warranties</b>	Owner's manuals and warranties for City-owned vehicles and equipment. Includes specifications, operating instructions, safety information, and terms of coverage of repair or replacement of equipment.	Transitory	Until administrative need ends or record is superseded
<b>Training and Travel</b>	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	5 years
<b>Vehicle Inspection, Maintenance, Repair Work Orders, and Reports</b>	Maintenance records, inspection work orders for vehicles, vehicle mileage reports, repair records.	Transitory	Until administrative need ends or record is superseded
<b>Water Rights</b>	Records related to City of Meridian Water Rights including, but not limited to, correspondence, agency filings, legal opinions, references.	Permanent	In perpetuity
<b>Website</b>	Public Works Department Website.	Transitory	Until administrative need ends or record is superseded
<b>Administration</b>			
<b>Area of Impact Records</b>	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	75 years
<b>Committee Records</b>	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	5 years
<b>Emergency Master Plans</b>	Emergency plan records for City Hall, Emergency Management, and Continuity of Operations.	Semipermanent	10 years

<b>Events, Public Works</b>	Records related to planning Public Works internal and external events.	Semipermanent	10 years
<b>Newsletters</b>	Annual newsletter prepared by the Public Works Department.	Permanent	In perpetuity
<b>Newsletters (Internal)</b>	Monthly staff newsletter.	Transitory	Until administrative need ends.
<b>Organization Charts</b>	Organization charts.	Transitory	Until administrative need ends or record is superseded
<b>Rate/Fee Records</b>	Records related to establishing utility rates and fees, including calculations, research and recommendations.	Semipermanent	20 years
<b>Resource Documents/Notes</b>	Notebooks, Meeting Notes, To Do Lists, employee-compiled notes or references to assist in work including non-city lawsuits.	Transitory	Until administrative need ends or record is superseded
<b>Special Projects</b>	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	10 years after completion
<b>Studies</b>	Studies related to Public Works as provided by consultants.	Transitory	Until administrative need ends
<b>Surveys</b>	Public Works initiated internal and external surveys and survey results.	Semipermanent	10 years

<b>Capital Projects and Facilities</b>			
<b>Capital Improvement Projects for Other Departments</b>	Records including but not limited to attendance for public meetings, AVO's (Avoid Verbal Orders – Written Instructions), change orders, construction checklists, consultant reports, consultants/contractor's contracts, contract addendums, council memos, daily reports, design checklists, door knockers/hangers engineering estimates, field orders, final acceptance letters, inspection reports, Notices of Intent (NOI), Notices of Termination (NOT), Notices to Proceed, pay applications, preconstruction agendas, preconstruction notices, preconstruction recordings, progress reports, construction punchlists, project correspondence (letters, responses), project info memos, project schedules, project-related purchase order (PO) requisitions, project-related POs, QLPE (Qualified Licensed Professional Engineer) letters, record drawings (filed separately), project-related requests for information, resubmittals, submittal responses, submittals, substantial completion letters, work change directives, license agreements.	Transitory	Records are kept until project completion and then turned over to appropriate department
<b>Engineering</b>			
<b>Fire Flow Requests</b>	Requests from customers for fire flow and responses from Engineering staff based on computer modeling.	Semipermanent	75 years
<b>Mailing Lists</b>	Project mailing list.	Transitory	Until project completed
<b>Reference Documents</b>	Preliminary engineering reports, facility plans, other studies.	Permanent	In perpetuity
<b>Sewer Modeling Requests</b>	Requests from customers to run sewer model for capacity and sizing and response from Engineering staff based on computer modeling.	Semipermanent	75 years
<b>Specifications</b>	Specifications such as, but not limited to the City's Supplemental Specs, Idaho Standards for Public	Transitory	Until administrative need ends or record is superseded

	Works Construction (ISPWC), and American Water Works Association (AWWA).		
<b>Variance</b>	Documents, including, but not limited to application, associated checklist items, staff report, and Findings.	Permanent	In perpetuity
<b>Environmental</b>			
<b>Environmental Awards Records</b>	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	10 years
<b>Floodplain Administration</b>	Records of floodplain development including floodplain permits and floodplain certificates.	Permanent	In Perpetuity
<b>Pretreatment</b>			
<b>Industrial Pretreatment</b>	Records related to the identification, inspections sampling, permitting, formalized agreements and/or contracts between the City and individual facilities within the business and industrial sectors that must comply with the federal requirements of the Environmental Protection Agency 40 CFR Part 403, General Pretreatment regulations. These records and supporting documentation typically include: Industrial waste questionnaires, permit applications, permits and fact sheets, inspection reports, Industrial user reports, monitoring data (including laboratory reports), required plans (e.g., slug control, sludge management, pollution prevention), enforcement activities, and correspondence to and from the Industrial User.	Semipermanent	Keep all records five years, until the end of the IPDES permit cycle, or as requested by state or federal agencies, whichever is longer
<b>Permitted Facilities</b>	Records related to permitted facilities, including zero discharge permits	Semipermanent	10 years

<b>Photos, Industrial Pretreatment</b>	Photos related to the identification, inspections sampling, permitting, formalized agreements and/or contracts between the City and individual facilities within the business and industrial sectors that must comply with the federal requirements of the Environmental Protection Agency 40 CFR Part 403, General Pretreatment regulations.	Semipermanent	Keep all records five years, until the end of the IPDES permit cycle, or as requested by state or federal agencies, whichever is longer
<b>Pretreatment Awards Records</b>	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	5 years
<b>Wastewater</b>			
<b>Air Permit</b>	All documents and reports related to the Air Permit. Can include reports, manuals, data, and calibration information.	Semipermanent	5 years from the date of the monitoring sample, measurement, report or application; or from end of permit
<b>Biosolids</b>	All documents and reports related to biosolids production and disposal. Can include Sewer Sludge Application Site Logs and Sewage Sludge Management Plans.	Semipermanent	5 years, until end of the IPDES permit cycle, or longer as requested by state or federal agencies; Discharge monitoring reports kept 20 years after permit expiration
<b>Discharge Monitoring Records</b>	Records documenting effluent quality discharged from the City wastewater treatment facility. Includes permit required supporting documentation.	Semipermanent	Keep discharge monitoring reports 20 years after permit expiration. Keep all other records 5 years, until the end of the IPDES permit cycle, or as requested by state or federal agencies, whichever is longer
<b>Equipment Maintenance &amp; Calibration Records</b>	Records documenting the maintenance and calibration of equipment and instruments used to undertake and monitor wastewater treatment operations. Useful to verify equipment reliability and for reference by regulatory agencies.	Semipermanent	Keep 5 years after equipment removed from service, until the end of the IPDES permit cycle, or as requested by state or federal agencies, or the life

	Information includes: date, type of equipment maintained or calibrated, tests performed, repairs needed, comments, and related information.		of City Database, whichever is longer.
<b>Idaho Pollutant Discharge Elimination System (IPDES) Records</b>	Records documenting the application for and issuance of a permit to the City under the Idaho Pollutant Discharge Elimination System (IPDES) program which allows discharge of specific pollutants under controlled conditions. Records typically include: applications, permits, addenda, modifications, and related supporting documentation. Information includes: influent and effluent limits, chemical analysis records, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related data.	Semipermanent 40 CFR 122.41	Keep all records 5 years, until the end of the IPDES permit cycle, or as requested by state or federal agencies, whichever is longer.
<b>Reclaimed Water Records (REUSE)</b>	Includes all records related to the reclaimed water permit. Can include permits, permit applications, manuals, plans, agreements, data and reports.	Semipermanent	Keep for two years beyond the period of the permit, or as requested by state or federal agencies, whichever is longer.
<b>Sewer Maintenance and Repair Records</b>	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	Keep records requiring engineering stamps two years after life of structure. Keep other records five years or until asset is removed from service or the administrative need ends.
<b>Sewer Smoke Test Records</b>	Records documenting smoke tests undertaken to verify hookup to main sewer lines, check condition of pipes, or determine effectiveness of backflow prevention devices. Information typically includes: maps or diagrams of lines tested, location of leaks detected, inspector's name, pipe size, and related information.	Semipermanent	10 years
<b>Sewer Television/ Videoscan Inspection Records (External)</b>	Records from contractors documenting television inspections used to locate problems and defects in sewer lines. Often consists of ,	Semipermanent	5 years



	inspections of newly constructed lines.		
<b>Sewer Television/ Videoscan Inspection Records (Internal)</b>	Records documenting television inspections used to locate problems and defects in sewer lines. Often consists of periodic inspections of existing lines, final inspections of newly constructed lines, and inspections at the end of warranty periods.	Transitory	Until administrative need ends or record is superseded.
<b>Valve Maintenance Records</b>	Records documenting the location, specifications, maintenance, and repair of valves in the City sewer system. Includes lists, charts, drawings, reports, logs, and related records, valve location, identification number, run of pipe, size, make, year installed, depth, turns to open and normal position, narratives of valve maintenance and repair, test run, personnel completing work, dates, and related information.	Semipermanent	Keep records requiring engineering stamps two years after life of structure. Keep other records five years or until asset is removed from service or the administrative need ends.
<b>Wastewater Customer Complaint Records</b>	Complaint letters, notes, or phone calls and in-person complaints from customers or citizens	Semipermanent	Keep all records five years, until the end of the IPDES permit cycle, or as requested by state or federal agencies, whichever is longer.
<b>Wastewater Preventative Maintenance Work Plan Records</b>	Preventative maintenance schedules, work orders	Semipermanent	Keep records five years or until the asset is removed from service or until the period of reclaimed water permit plus two years, until the end of the IPDES Permit cycle, or as requested by state or federal agencies, or the life of City Database, whichever is longer.
<b>Water</b>			
<b>Backflow Dual Connection List</b>	A list of customers who have two water connection sources for outdoor use	Transitory	Until administrative need ends
<b>Backflow Surveys</b>	A survey of properties noting the location and type of hazard and type of assembly	Transitory	Until administrative need ends or record is superseded

<b>Backflow Tester Information</b>	Tester information including a copy of their license, proof of insurance, and tester kit calibration	Transitory	Until administrative need ends or record is superseded
<b>Backflow Tester List</b>	A list of backflow testers with their pricing	Transitory	Until administrative need ends or record is superseded
<b>Backflow Tests</b>	Backflow assemblies test report	Temporary	3 years
<b>Chlorine Residuals/ Compliance</b>	A report showing sample dates and locations of free chlorine remaining in the City water system	Permanent	In perpetuity
<b>Construction Samples</b>	Bacteria sample results taken for water line/well construction	Semipermanent	5 years
<b>Consumer Confidence Reports (CCR's)</b>	Report mandated by EPA delivered to Meridian citizens that are connected to City water	Transitory	Until administrative need ends
<b>Critical Water Users</b>	Records that identify critical water users within the City of Meridian, such as hospitals, medical facilities, schools, large corporate facilities, hotels, motels, restaurants, and the water park. This record evolves as new businesses move into Meridian and critical water users leave Meridian.	Transitory	Until administrative need ends or record is superseded
<b>Daily Chlorine Residuals</b>	Field notes from Chlorine residuals taken from various sample ports in the City water system	Temporary	3 years
<b>Digline Marking Agreement</b>	Agreements between City and Excavators for marking facility	Semipermanent	5 years
<b>Fire Flow Reports</b>	Actual fire flow data taken from a particular fire hydrant	Semipermanent	75 years
<b>Hydrant Meter Reads Spreadsheet</b>	Billing documents from fire hydrant meter readings based on water used for construction	Transitory	Until administrative needs ends
<b>ISO Fire Hydrant Reports</b>	Updates to our Insurance Evaluator notifying them of new hydrants to Water System	Semipermanent	5 years
<b>Leak Letters</b>	Letters that are mailed to customer informing customer of a possible leak are attached to the service order for leak check	Semipermanent	5 years
<b>License Agreements</b>	Agreement between water purveyors (City of Meridian) and the Idaho Department of Environmental Quality (IDEQ) for discharge of domestic water into U.S waterways	Permanent	In perpetuity
<b>Maximum Contaminant Level</b>	Maximum Contaminant Level (MCL) Violation notices. Required	Permanent	In perpetuity

<b>(MCL) Public Notification (DEQ)</b>	by Department of Environmental Quality (DEQ) to notify the public.		
<b>Meter Warranty Report</b>	A report on meter warranty	Semipermanent	25 years
<b>Monitoring Waivers</b>	Sampling waivers to reduce the frequency of sampling	Permanent	In perpetuity
<b>Production &amp; Maintenance Distribution System History</b>	Repair/Maintenance history on distribution & Production system and all related equipment	Transitory	Until superseded or administrative need ends
<b>PRV/Wells Reads</b>	Asset Management software reports on Pressure Reducing Valves (PRV) and Well reads	Permanent	In perpetuity
<b>Radio Licensing</b>	Licensing spreadsheets for SCADA radios, base station and vehicle two/way radios, meter reading infrastructure	Transitory	Until administrative need ends or record is superseded
<b>Reclaimed Water Read Spreadsheet</b>	Reads from reclaimed meters based on water used	Transitory	Until administrative need ends
<b>Reclaimed Water Surveys</b>	Survey reports to monitor compliance	Transitory	Until administrative need ends or record is superseded
<b>Safety Inspections</b>	Inspections / Reports for Gas Monitors, Crane, Fall Protection, and Fire Inspection	Semipermanent	30 years
<b>Sampling Chain of Custody</b>	Sample report form for sampling City water for bacteria to satisfy compliance monitoring. Results are reported on separate form unless sampling is done for Bac-T.	Permanent	In perpetuity
<b>Sampling Equipment Calibration/Repair</b>	Forms for calibration and certification or repair of sampling equipment	Permanent	In perpetuity
<b>Sampling Results/Special/ Compliance</b>	Sample report form for sampling the water for compliance and noncompliance monitoring	Permanent	In perpetuity
<b>Service Orders</b>	Records including requests from customer, Utility Billing, or Water Division to perform work or get a read at an address as well as historical logs showing service order number	Transitory	Until administrative need ends or record is superseded
<b>Spring flush notices (Mailers)</b>	Flush notices mailed to customers for spring flush of water system / Maps	Semipermanent	5 years
<b>Subdivision Map Section reports</b>	Spreadsheet with subdivision number	Transitory	Until administrative need ends or record is superseded

<b>System Location Documents</b>	Maps, Photos, hand drawings of Water System Components	Transitory	Until administrative needs ends or record is superseded
<b>Turbidity Reports</b>	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	25 years
<b>Water Asset Information</b>	Records that identify asset location and manufacturer maintenance information	Transitory	Until administrative need ends or record is superseded
<b>Water Meter Reports</b>	Water meter reports including NC list, billing status report, autoread master route report, billing pre-scan report, re-reads, and water meter testing results, Sensus analytics, RNI Reports	Semipermanent	5 years
<b>Water Quality Correspondence</b>	Any mailed correspondence with labs, customers, regulators concerning sampling	Semipermanent	15 years
<b>Water Quality Master Log</b>	Records documenting water quality calls from customers	Semipermanent	25 years
<b>Well Disconnects</b>	Documents on private well disconnects	Permanent	In perpetuity