

CITY ATTORNEY'S OFFICE

RECORD	DESCRIPTION	CATEGORY	YEARS
Legal Department			
Bankruptcy Notices and Case Files	Records documenting notification to the city that certain individuals have filed for bankruptcy, and used to determine if the individual owes money to the city and to file notice or claim with the court. Information may include: debtor's name, utility accounts information, prepared repayment plan and related documentation.	Semipermanent <i>IC §50-907(2)(a,g)</i>	Destroy Records dated on or before December 31, 2017 after receipt of Trustee Final Report or an Order Dismissing the Case. (See Civil Case Files for litigated claims and adversary actions)
Civil Case Files	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>	Destroy Records dated on or before December 31, 2012
Departmental Reports	Reports prepared by the city attorney for the mayor and city council.	Semipermanent <i>IC §50-907(2)(e)</i>	Destroy Records dated on or before December 31, 2017
Land Use Appeals	Appeals of land use decisions, including staff reports, pleadings, briefs, and related records.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy Records dated on or before December 31, 2012 (10 years after date of last action)
Legal Opinions, Memoranda	Formal and informal opinions and memoranda rendered by the city attorney for the mayor, city council, or city departments, examining legal questions relating to state/federal law/rules or local ordinances/policies.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy Records dated on or before December 31, 2012
Privileged Administrative Records	Records held in confidence by the City Attorney's Office regarding confidential or privileged matters including personnel investigations, settlements related to personnel matters.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy Records dated on or before December 31, 1947
Settlement Records	Settlement agreements and related documentation from civil cases, claims, mediation, and arbitration.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy Records dated on or before December 31, 1947

RECORD	DESCRIPTION	CATEGORY	YEARS
Risk Management			
Claim Files	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>	Destroy Records dated on or before December 31, 2012 , provided there is no litigation. (See Civil Case Files for litigated claims)
Insurance Policy Records	Records documenting the terms and conditions of city insurance policies covering liability, property, motor vehicle, etc. Records usually include: policies, endorsements, rate change notices, agent of record, and related documents.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy Records dated on or before December 31, 2017

CITY CLERK'S OFFICE

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative Records			
Correspondence	Records created or received in the course of administering city policies, procedures or programs, but these records do not provide insight into significant policy, procedure or program discussions or decisions.	Semipermanent	Destroy Records dated on or before December 31, 2017
Operational Records			
City Council and Planning and Zoning Meeting Agenda, Minutes and Minute Books	Audio and video recordings of City Council, Commission and Committee Meetings.	Semipermanent	Destroy Records dated on or before December 31, 2017
Contracts & Agreements to which the City is a Party	Agreements with vendors and other parties for the acquisition, lease, lease-purchase or sale of equipment, supplies, services or property, letters of credit, warranty surety agreements which have been approved at a City Council meeting, approved by the Mayor, or have been recorded with Ada County.	Semipermanent <i>IC §50-907(2)(b)</i>	Destroy Records dated on or before December 31, 2012 (after completion)
Permits & Licenses	Records relating to city permits and licenses issued in the City Clerk's Office.	Semipermanent <i>IC §50-907(2)(d)</i>	Destroy Records dated on or before December 31, 2017

COMMISSIONS*, COMMITTEES, AND BOARDS

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Audio Recordings	Audio recordings of commission, committee, or board meetings.	Semipermanent <i>IC §§ 50-907(2)(g)</i>	Destroy Records dated on or before December 31, 2017

*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

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative – All Divisions: (Community Development (CD) Departmental/Operational, Building Services, Land Development, Planning, Community Development Block Grant (CDBG) and Current/Long Range Planning)			
Committee/Ad-Hoc Team Records	Agendas and meeting minutes/notes for special groups convened by Community Development for specific purposes such as understanding operational gaps, Code issues, and process delays.	Temporary	Destroy Records dated on or before December 31, 2020
Correspondence	Records created or received in the course of administering city policies, procedures, or programs, but these records do not provide insight into significant policy, procedure, or program discussions or decisions, including, but not limited to: citizen response letters, change of address notifications including corner lot change of address, and street name changes.	Semipermanent	Destroy Records dated on or before December 31, 2017
Department Guidelines, Policies, Procedures, Processes and Reports	Departmental records created or received in the course of administering departmental policies, procedures, or programs, but these records do not provide insight into significant policy, procedure, program, discussions, or decisions. Including, but not limited to: citizen response letters.	Temporary	Destroy Records dated on or before December 31, 2020 (after administrative need ends)
Zoning Verification Letter	Documents, including, but not limited to: written requests for zoning analysis of a specific parcel/property and the responsive departmental opinion.	Semipermanent	Destroy Records dated on or before December 31, 2012
Building Division – Commercial and Government Buildings			
All building records regarding commercial and government buildings dated before January 2012	All records regarding commercial and government buildings dated before January 2012.	Semipermanent	Destroy Records dated on or before December 31, 2017

Building Division – Non-Commercial and Non-Government Buildings (Residential)			
All building records regarding non-commercial and non-government buildings dated before January 2012	All records regarding non-commercial and non-government buildings dated before January 2012.	Semipermanent	Destroy Records dated on or before December 31, 2017
Planning Division – Administrative Applications			
Sign: Planned Sign Program (No longer issuing, but still have existing records)	Documents, including, but not limited to approved application, and sign requirements for a specific project.	Semipermanent	Destroy Records dated on or before December 31, 2017 (after revocation from property owner)

FINANCE DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative – All (Administration, Arts & Culture, Billing, Budget, Controller, Purchasing)			
Correspondence	Records created or received in the course of administering city policies, procedures or programs, but these records do not provide insight into significant policy, procedure or program discussions or decisions. Including but not limited to Citizen Response letters, billing adjustment requests, etc.	Semipermanent	Destroy Records dated on or before December 31, 2017
Accounting			
Accounts Payable	Records documenting payment of city bills, including reports, invoices, check stubs, purchase orders, payment authorizations.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy Records dated on or before December 31, 2017
Accounts Receivable	Records documenting billing and collection of monies owed to the city by vendors, citizens, organizations, governments, etc. Records include: reports, receipts, invoices, statements, etc. Information typically includes: receipt amount, date, invoice number, name, account number, account balance, adjustments, etc.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy Records dated on or before December 31, 2017
Cash Receipts	Receipt and supporting documentation.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy Records dated on or before December 31, 2017
Grant Records	Records documenting the application, evaluation, awarding, administration, reporting and status of grants applied for, received, awarded or administered by the city. Records include: applications and proposals, summaries, objectives, activities, budgets, exhibits, award notices, progress reports, contracts, financial reports, and related correspondence and documentation.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy Records dated on or before December 31, 2012 if 10 years from final grant close-out
Liens	Liens held by the city and any corresponding release of liens.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy Records dated on or before December 31, 2017 (if lien released)
Sales & Use Tax Forms	Used to report and remit sales tax collected and due to the state.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy Records dated on or before December 31, 2017

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Travel Records	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>	Destroy Records dated on or before December 31, 2017
Budget			
Financial Reports Quarterly Published	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>	Destroy Records dated on or before December 31, 2012
Financial Reports Year End	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>	Destroy Records dated on or before December 31, 2017
Bank Transaction Records	Records documenting the status and transaction activity of city bank accounts, including account statements.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy Records dated on or before December 31, 2017
Budget Records	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>	Destroy Records dated on or before December 31, 2012
Capital Asset Records – Purchase	Record of purchase, vendor invoice and related documents.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy Records dated on or before December 31, 2017
Capital Asset Records – Disposal	Record of disposal, department request of disposal.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy Records dated on or before December 31, 2017 (after disposal)
Gift and Contribution Records	Records documenting gifts and contributions to the city.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy Records dated on or before December 31, 2012
Chief Financial Officer			
Investment Records	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>	Destroy Records dated on or before December 31, 2017

Controller			
Accounting Software Records	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>	Destroy Records dated on or before December 31, 2012
Bond Records	Monthly bond statements, payments of bonds	Semipermanent	Destroy Records dated on or before December 31, 2017 (after final payment of bond)
Departmental Reports	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>	Destroy Records dated on or before December 31, 2012
General Ledgers	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>	Destroy Records dated on or before December 31, 2012
Journal Entries	Records including detailed reports and back up documentation for journal entries.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy Records dated on or before December 31, 2017
Payroll			
Administrative Reports	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>	Destroy Records dated on or before December 31, 2012
Deduction Authorization Records	Records documenting employee authorization for voluntary payroll deductions. Records may include: direct bank deposits, insurance applications, enrollment cards, deduction authorizations, approval notices,	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy Records dated on or before December 31, 2017 (after employee separation)

	deduction terminations, and related records.		
Federal & State Tax Records	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>	Destroy Records dated on or before December 31, 2017
Garnishment Record	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 (after termination)
Registers Year End	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>	Destroy Records dated on or before December 31, 2017
Time Records	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>	Destroy Records dated on or before December 31, 2017 (after employee separation)
W2s	Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax,	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy Records dated on or before December 31, 2017

	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.		
W4s	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>	Destroy Records dated on or before December 31, 2017 (after employee separates)
PERSI Records	Records relating to PERSI, including Employer Remittance Forms, invoices, correspondence, financial adjustments, etc.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy Records dated on or before December 31, 2017
Unemployment Reports	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
Purchasing			
Contracts	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>	Destroy Records dated on or before December 31, 2017 (after substantial completion)
Lease Agreements	Lease agreements for property or equipment.	Semipermanent <i>IC §50-907(2)(b)</i>	Destroy Records dated on or before December 31, 2017
Purchase Orders	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>	Destroy Records dated on or before December 31, 2012
Purchasing Selection	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,	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy Records dated on or before December 31, 2012 (after date of award)

	requests for qualifications, statements of qualifications, etc.		
Utility Billing			
Adjustment Registers	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>	Destroy Records dated on or before December 31, 2017
Billing Directive	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>	Destroy Records dated on or before December 31, 2017
Billing/Payment Registers	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>	Destroy Records dated on or before December 31, 2017
Change Record	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>	Destroy Records dated on or before December 31, 2017
Customer File	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>	Destroy Records dated on or before December 31, 2017

Disconnect Notice to City Council	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>	Destroy Records dated on or before December 31, 2017
Disconnect Record	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>	Destroy Records dated on or before December 31, 2017
Meter Readings	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>	Destroy Records dated on or before December 31, 2017
Renter Addendums	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>	Destroy Records dated on or before December 31, 2017
Security Deposit Records	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>	Destroy Records dated on or before December 31, 2017
Shut Off Turn On	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>	Destroy Records dated on or before December 31, 2017

FIRE DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Car Seat Inspections	Car seat inspection forms.	Semipermanent	Destroy Records dated on or before December 31, 2012
Correspondence	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	Destroy Records dated on or before December 31, 2017
Equipment and Vehicle Test, Maintenance & Repair Records	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 reports. Per NFPA Standards 1901, 1961, 1852 and 1500.	Semipermanent	Destroy Records dated on or before December 31, 2017 (after disposal of vehicle or until administrative need ends, whichever is longer)
Inspection records	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	Destroy Records dated on or before December 31, 2002
Buildings & Subdivisions – Demolished or No Longer in Existence (never constructed)	Fire inspection records relating to buildings and subdivisions that have been demolished or are otherwise no longer in existence (never constructed).	Temporary	Destroy Records dated on or before December 31, 2019 (from date of last inspection)

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Meeting Minutes	Final, approved Officer and Command Staff meeting minutes.	Semipermanent	Destroy Records dated on or before December 31, 2017
Narcotics Inventory & Usage	Narcotic inventory and usage- hard copy, narcotics distributed to the engine companies.	Temporary	Destroy Records dated on or before December 31, 2019
Public Education Programs & Publications	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	Destroy Records dated on or before December 31, 2017
Public Record Requests	Public records requests and responses.	Temporary	Destroy Records dated on or before December 31, 2020 (after last action)
Ride-Along Forms	Signed waivers for persons requesting a ride-along with the department. Ride Along tracking records.	Temporary	Destroy Records dated on or before December 31, 2020
Structure Burn Training Records	Records related to structure burns.	Semipermanent	Destroy Records dated on or before December 31, 2012

HUMAN RESOURCES DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Affirmative Action; Equal Employment Opportunity Commission Reports	Records documenting city compliance with the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972 and the Americans with Disabilities Act. Records include: plans, policy statements, reports, investigations, case files and related information. Also includes EEO-4 reports submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements by cities with 15 or more employees.	Semipermanent <i>IC § 50-907(2)(g);</i> <i>29 CFR</i> <i>1602,1602.14,</i> <i>1620.32</i>	Destroy Records dated on or before December 31, 2017 (from date of request or personnel action whichever is later)
Benefits Continuation	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>	Destroy Records dated on or before December 31, 2017: 7 years after employee separation, expiration of eligibility, or completion of litigation, whichever is longest
Budget Prep Records	Working documents utilized to build base budgets and establish yearly budgets; worksheets, enhancements, amendments, etc.	Semipermanent	Destroy Records dated on or before December 31, 2012
Collective Bargaining	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>	Destroy Records dated on or before December 31, 2019
Committee Records	Agendas and meeting minutes/notes for special groups convened by HR for specific purposes such as Benefits, Compensation, and Wellness.	Semipermanent	Destroy Records dated on or before December 31, 2015
Correspondence, Administrative	Correspondence created or received in the course of administering City policies and programs.	Semipermanent	Destroy Records dated on or before December 31, 2017
Department Guidelines, Policies, Procedures,	HR guidelines, including but not limited to, Salary Administration Guidelines.	Semipermanent	Destroy Records dated on or before December 31, 2012: from date guideline in its

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Processes, and Reports			entirety, or any part thereof, is officially replaced, updated
	City Standard Operating Policy/Procedure Manual.	Semipermanent	Destroy Records dated on or before December 31, 2002: 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	Destroy Records dated on or before December 31, 2017: 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	Destroy Records dated on or before December 31, 2012
	HR reports regarding department performance or other management presentations. Includes reports documenting trends, department or City performance in key areas as determined.	Semipermanent	Destroy Records dated on or before December 31, 2012
Employee Benefits	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>	Destroy Records dated on or before December 31, 2015: after employee separation, expiration of eligibility, or completion of litigation, whichever is longest
Employee Medical Records	Document an individual employee's medical history. These records are not personnel records and must be kept in a 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	Semipermanent <i>IC §§ 50-907(2)(g) and 72-601; 29 CFR 1602.31; 29 CFR 1910.1020</i>	Destroy Records dated on or before December 31, 1947: after employee separation, expiration of

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	(pre-employment, pre-assignment, periodic or episodic), X-rays, and records of significant health or disability limitations.		eligibility, or completion of litigation, whichever is longest
Employee Personnel Records	Document of employee's work history. Original employee personnel records are kept by Human Resources Department unless otherwise specified. Records may include, but are not limited to: employment applications, notices of appointment, training and certification records, records of health limitations, drug testing, salary schedules, personal actions, performance evaluations, awards and other special recognition, letters of recommendation, investigation information, disciplinary action, notices of layoff, letters of resignation, home address and telephone, emergency notification forms, oaths of office, grievance and complaint records, and relate correspondence and documentation. (See also Employee Benefits Records, Employee Medical Records, Recruitment and Selection Records, and Volunteer Records). Notes: (1) Meridian Police Department employee personnel records including original Internal Affairs files and training materials are kept by the Police Department according to the Police Department Records Retention Schedule. Upon employee separation, these records shall be forwarded to Human Resources Department. All other Police Department current employee original personnel records are kept by the Human Resources Department. (2) Meridian Fire Department employee personnel records including original training records and original records related to Union promotions are kept by the Fire Department. Upon employee separation	Semipermanent <i>IC §§ 50-907(2)(g) and 45-610; 29 CFR 1627.3; 29 CFR 1602.31; IDAPA 09.01.35.081</i>	Destroy Records dated on or before December 31, 2015: after employee separation, expiration of eligibility, or completion of litigation, whichever is longest Retirees Destroy Records dated on or before December 31, 2002: after employee separation, expiration of eligibility, or completion of litigation, whichever is longest

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	these records shall be forwarded to Human Resources Department. All other Fire Department current employee original personnel records including ICRMP and BEST training records and Union member promotion applications and PAR forms documenting a promotion are kept by Human Resources Department.		
Employment Verification (I-9) of Job Applicants	Document to the U.S. Immigration and Naturalization Service that an applicant or employee is eligible to work in the U.S. Information includes: employee information and verification data such as citizenship or alien status and signature, employer review and verification data such as documents, which establish identity and eligibility, and employer's signature certifying that documents were checked. This category includes forms completed for all new hires, as superseded or previous forms completed on rehires.	Temporary <i>IC § 50-907(3)(d),</i> 8 U.S.C. § 1324a(b)(3) <i>(Immigration Reform and Control Act)</i>	Destroy Records dated on or before December 31, 2019 or 2021: 3 years after date of hire or 1 year after employment is terminated, whichever is later
Hazard Exposure Records	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.	Semipermanent <i>IC § 50-907(2)(g);</i> <i>29 CFR 1910.1020</i>	Destroy Records dated on or before December 31, 2019: after employee separation, expiration of eligibility, or completion of litigation, whichever is longest
Insurance Policies/Plans: Employee Group Health and Life Benefits	Records documenting plan descriptions and summaries of city insurance policies and plans covering employee group health and life benefits, including annual certification records.	Semipermanent	Destroy Records dated on or before December 31, 2012
Kinds and Levels Chart	Records documenting the description, classification and compensation of city jobs and positions. Usually includes details of	Temporary <i>IC § 50-907(3)(d);</i>	Destroy Records dated on or before December 31, 2019

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	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.	<i>29 CFR Part 1602 and 29 CFR 1627.3</i>	
Leave Applications	Applications or requests submitted by city employees for compensatory, family and medical leave, long term leave and other leave time. Information usually includes: employee name, department, date, leave dates requested, type of leave requested, and related data. These are not kept by Finance.	Temporary <i>IC §50-907(3)(d)</i>	Destroy Records dated on or before December 31, 2019
Personnel Action (PAR) Forms	Completed employee forms submitted to HR upon initial hire, pay increase or decrease, change of address, or change of supervisor.	Semipermanent <i>IC § 50-907(2)(g); 29 CFR Part 1602 and 29 CFR 1627.3</i>	Destroy Records dated on or before December 31, 2015: after employee separation, expiration of eligibility, or completion of litigation, whichever is longest
Position Descriptions	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>	Destroy Records dated on or before December 31, 2019
Presentations	Formal departmental presentations to Council, other formal bodies.	Semipermanent	Destroy Records dated on or before December 31, 2017
Recruitment and Selection Records for Applicants who are Hired	Documents regarding the recruitment and selection of city employees and contracted service providers such as attorneys, auditors, consultants, etc. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, interview questions, interview and application scoring notes, applicant background investigation	Temporary <i>IC § 50-907(3)(d); 29 CFR 1602.31; 29 CFR 1627.3(b)(1)(vi)</i>	Destroy Records dated on or before December 31, 2020

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	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.		
	Meridian Police Department employee original background investigation records are kept by the Police Department. Upon employee separation these original records shall be forwarded to the Human Resources Department for proper disposition.	Temporary	Destroy Records dated on or before December 31, 2020: 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 until the expiration of the retention period at which time they shall be properly destroyed by the Fire Department.	Temporary	Destroy Records dated on or before December 31, 2020
Recruitment and Selection Records for Applicants who are Not Hired	Documents regarding the recruitment and selection of city employees and contracted service providers such as attorneys, auditors, consultants, etc. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, interview questions, interview and application scoring notes, applicant background investigation information, polygraph test results, letters of reference, civil service records, staffing requisition forms, certification of eligibles, recruitment file (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation.	Temporary <i>IC § 50-907(3)(d); 29 CFR 1602.31; 29 CFR 1627.3(b)(1)(vi)</i>	Destroy Records dated on or before December 31, 2020
	Meridian Fire Department Union original recruitment records including National Testing Network testing, application, and	Temporary	Destroy Records dated on or before December 31, 2020

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	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		
Special Projects	Documents related to special, one-time projects to include, but not limited to, Employee Satisfaction Survey, Policy Review/Revision, Salary Structure Review.	Semipermanent	Destroy Records dated on or before December 31, 2012
Surveys	HR and other initiated internal surveys, survey results (e.g. Salary Surveys, Employee Satisfaction Surveys, Best Place to Work. Etc.).	Semipermanent	Destroy Records dated on or before December 31, 2012
Training Programs/HR	Records related to the design and implementation of training programs provided to employees by the City. Documents may include course descriptions, instructor certifications, instructional materials, course outlines, class enrollment and attendance records, tests, test results, and related records.	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy Records dated on or before December 31, 2017
Training/Travel Records	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	Destroy Records dated on or before December 31, 2017
Payroll Unemployment Claims	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>	Destroy Records dated on or before December 31, 2019
Wellness Program	Records related to the management and administration of the Wellness Program including:		
	Wellness Challenges - Correspondence and other Challenge documentation.	Semipermanent	Destroy Records dated on or before December 31, 2017
	Wellness Committee Meeting Agendas and Minutes	Semipermanent	Destroy Records dated on or before December 31, 2015
	Wellness Day Off –Incentive Verification Forms for Day Off Requests	Semipermanent	Destroy Records dated on or before December 31, 1947

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Workers' Compensation Records and Claims	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	Destroy Records dated on or before December 31, 1992: after employment separation

INFORMATION TECHNOLOGY (I.T.) DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative			
Correspondence	Records created or received in the course of administering city policies, procedures or programs, but these records do not provide insight into significant policy, procedure or program discussions or decisions.	Semipermanent	Destroy Records dated on or before December 31, 2017
Operational Records			
Service Management Tool	All customer support tickets opened in service management systems.	Semipermanent <i>IC §50-907(2)(g) (other)</i>	Destroy Records dated on or before December 31, 2012
Department Policies and Reports	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)(e) (dept. report)</i>	Destroy Records dated on or before December 31, 2017
Outlook E-mail Messages –City Staff	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) (other)</i>	Destroy Records dated on or before December 31, 2017

MAYOR'S OFFICE

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative Records			
Correspondence	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	Destroy Records dated on or before December 31, 2017
Economic Development - Community Development Block Grant (CDBG)			
Sub Recipient Agreements and Supporting Documents	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.	Semipermanent	Destroy Records dated on or before December 31, 2017: from the completion of a program year's HUD approved CAPER
Operational Records			
Agendas & Minutes	Agendas and minutes of Director Meetings, Operational Meetings, Mayor's Youth Advisory Council, Mayor's Senior Advisory Board, and Faith Ambassador Council Meetings.	Semipermanent	Destroy Records dated on or before December 31, 2017
Applications	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	Destroy Records dated on or before December 31, 2017
Mayoral Memorandums	Mayoral memos regarding proclamations, meetings, or events.	Semipermanent	Destroy Records dated on or before December 31, 2017
News Releases	A written or recorded record directed at members of the news media for the purpose of making a newsworthy announcement.	Semipermanent	Destroy Records dated on or before December 31, 2012

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Proclamations	Proclamations issued by the Mayor not read at City Council meetings.	Semipermanent	Destroy Records dated on or before December 31, 2017
Publications	Informational or promotional publications of the Mayor's office, including newsletters, flyers, marketing materials, brochures, program materials.	Semipermanent	Destroy Records dated on or before December 31, 2017
Public Addresses	Published records relating addresses, speeches or podcasts. May include script, video, PowerPoint, program, agenda, photos.	Semipermanent	Destroy Records dated on or before December 31, 2017
Special Projects	Documents related to special or one-time projects.	Semipermanent	Destroy Records dated on or before December 31, 2012

PARKS & RECREATION DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Agendas & Minutes	Agendas and minutes of weekly and monthly MPR staff meetings.	Semipermanent	Destroy Records dated on or before December 31, 2012
Budget Preparation Records	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	Destroy Records dated on or before December 31, 2012
Correspondence	Records created or received in the course of administering city policies, procedures or programs, but these records do not provide insight into significant policy, procedure or program discussions or decisions. Including but not limited to citizen response letters.	Semipermanent	Destroy Records dated on or before December 31, 2017
Employee Time Logs and Reports	Completed logs of employees' timesheets, tasks, and location; reports and analysis of related data.	Semipermanent	Destroy Records dated on or before December 31, 2017
Facility Permits	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	Destroy Records dated on or before December 31, 2020
Facility Reservation Application and Materials	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	Destroy Records dated on or before December 31, 2020
	Collected Certificates of Liability Insurance from individuals or vendors.	Temporary	

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Financial Aid Applications	Completed application forms and materials submitted to request financial assistance for children's class or program (e.g., Care Enough to Share).	Temporary	Destroy Records dated on or before December 31, 2020
Incident or Accident Reports	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	Destroy Records dated on or before December 31, 2020
Indemnity Forms, Medical Release Forms, Waivers	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	Destroy Records dated on or before December 31, 2020
Recreation Activity Sign In/Sign Out Sheets	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	Destroy Records dated on or before December 31, 2020
	Log sheets completed by participant confirming they have attended a class or activity.	Temporary	Destroy Records dated on or before December 31, 2020
Special Event Forms	Completed forms from citizens and businesses participating in a special event, including but not limited to vendor and sponsor contracts and entries.	Temporary	Destroy Records dated on or before December 31, 2020
Surveys	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 meeting minutes, correspondence, etc.	Semipermanent	Destroy Records dated on or before December 31, 2012
Team Rosters	Record of all individuals registered for a sports team.	Temporary	Destroy Records dated on or before December 31, 2020

POLICE DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Activity reports	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>	Destroy Records dated on or before December 31, 2017
Asset forfeiture records	Documentation pertaining to the seizure process and obtaining approval through the courts.	Semipermanent <i>IC § 50-907(2)(a)</i>	Destroy Records dated on or before December 31, 2017
Code enforcement records**	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).	Semipermanent <i>Idaho Code § 50-907(2)(g)</i>	Destroy Records dated on or before December 31, 2017
Crime analysis statistics	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>	Destroy Records dated on or before December 31, 2017
Crime reports (DRs) for Suicides, Unattended Deaths, and Major Crimes (murder, involuntary manslaughter, rape, sexual abuse of a child, terrorism)	Reports documenting a suicide, unattended death and/or 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, 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-</i>	Semipermanent <i>IC § 50-907(2)(e)</i>	Prosecuted cases: Destroy Records dated on or before December 31, 1922 100 years after final disposition Non-prosecuted cases: 100 years after date of last investigative action

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	<i>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>		
Crime reports (DRs) and citations for other crimes	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 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</i>	Semipermanent <i>IC § 50-907(2)(g)</i>	Prosecuted cases: 5 years after final disposition Destroy Records dated on or before December 31, 2017 Non-prosecuted cases: 5 years after date of last investigative action Destroy Records dated on or before December 31, 2017

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	<i>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>		
Digital media – Type 1	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 manslaughter, rape, sexual abuse of a child, or terrorism.	Semipermanent <i>IC § 50-907(2)(g)</i>	Prosecuted cases: 100 years after final disposition Destroy Records dated on or before December 31, 1922 Non-prosecuted cases: 100 years after date of last investigative action Destroy Records dated on or before December 31, 1922
Digital media – Type 2	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 Destroy Records dated on or before December 31, 2017 Non-prosecuted cases: 5 years after date of last investigative action Destroy Records dated on or before December 31, 2017

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Digital media – Type 5*	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>	Destroy Records dated on or before December 31, 2020
Field interview reports (FI cards)	An informational document written by police officers relating to individuals, 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.	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy Records dated on or before December 31, 2017
Grant records	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)	Destroy Records dated on or before December 31, 2012
Health & Welfare Referrals APS & Daycare complaints	Referrals of suspected child abuse, adult abuse and daycare complaints.	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy Records dated on or before December 31, 2012
Internal affairs files	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, statements of consent, analysis reports, results charts, conclusions, interviewee statements, related information)</i> , and recommended disciplinary actions, if any.	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 Destroy Records dated on or before December 31, 1947

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Intoxilyzer 5000en, Draeger 9510 and LifeLoc instrument records	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 Destroy Records dated on or before December 31, 2019
Master name index records	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>	Destroy Records dated on or before December 31, 1922
Radar equipment, certifications, and maintenance records	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 Destroy Records dated on or before December 31, 2019
Training materials	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 Destroy Records dated on or before December 31, 2017
Victim Witness System	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

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
			Destroy Records dated on or before December 31, 2002
Written warnings	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>	Destroy Records dated on or before December 31, 2017

* **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
All Department Records			
Alarm Monitoring / Test Results Reports	Reports of monitoring fire alarms, security alarms and sprinkler tests for all relevant City-owned facilities including annual fire alarm testing, annual backflow testing, quarterly sprinkler testing in Sapphire suppression system, monthly fire pump runs, and monthly check on fire extinguishers and Sapphire.	Semipermanent	Destroy Records dated on or before December 31, 2017
Budget Preparation Records	Work documents utilized to build base budgets and establish yearly budgets, including vehicle replacement worksheets, enhancements, amendments and carry forward support.	Semipermanent	Destroy Records dated on or before December 31, 2002
Confined Space Entry Permit	A written authorization prepared prior to employee entry into a Permit Required Confined Space. The Department's permit contains specific entry space, purpose and time conditions under which the entrance will operate.	Semipermanent	Destroy Records dated on or before December 31, 2017
Correspondence, Administrative	Correspondence created or received in the course of administering City policies, procedures, or programs.	Semipermanent	Destroy Records dated on or before December 31, 2017
Departmental Reports	Department reports, performance management presentations.	Semipermanent	Destroy Records dated on or before December 31, 2012
Engineering Capital and Enhancement Plan (ECEP) Reports	Engineering Capital & Enhancement Plan (ECEP) – 5-year Capital Improvement Plan Reports.	Semipermanent	Destroy Records dated on or before December 31, 2012
Meeting Minutes	Internal meeting agendas, minutes, sign-in sheets	Semipermanent	Destroy Records dated on or before December 31, 2017
Photos, Building Maintenance	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. Destroy Records dated on or before December 31, 2012
Presentations	Departmental presentations.	Semipermanent	Destroy Records dated on or before December 31, 2012
Safety Audits	Health and Safety audits.	Temporary	Destroy Records dated on or before December 31, 2019
Safety/Health and Testing	Safety and health documents including but not limited to training, auditory testing records, respirator fit test information.	Semipermanent	Destroy Records dated on or before December 31, 1947
Safety Meeting Agenda/Signup Sheets	Topics covered and sign-up sheet for employees who attended the meetings.	Semipermanent	Destroy Records dated on or before December 31, 2017
Training and Travel	Records documenting attendance and presentation by City employees at conventions, conferences, seminars, workshops, and similar training events. Includes training requests, travel requests, training and Continuing Education Unit (CEU) tracking reports, and related correspondence.	Semipermanent	Destroy Records dated on or before December 31, 2017
Administration			
Area of Impact Records	Records related to analysis of expansion of Public Works services into the Area of Impact such as those for Kuna, Kuna Treatment Plant, Meridian Heights Water and Sewer District, South Meridian Planning.	Semipermanent	Destroy Records dated on or before December 31, 1947
Committee Records	Agendas and meeting minutes for special groups convened by Public Works such as City Services Focus Group, Construction Best Management Practices Sub-Committee, Energy.	Semipermanent	Destroy Records dated on or before December 31, 2017
Emergency Master Plans	Emergency plan records for City Hall, Emergency Management, and Continuity of Operations.	Semipermanent	10 years

Events, Public Works	Records related to planning Public Works internal and external events.	Semipermanent	Destroy Records dated on or before December 31, 2012
Rate/Fee Records	Records related to establishing utility rates and fees, including calculations, research and recommendations.	Semipermanent	Destroy Records dated on or before December 31, 2002
Special Projects	Documents related to special or one-time projects to include, but not limited to: Strategic Plans, Inventory Management, Project Information, Rail with Trail, Subdivisions, and Accreditation.	Semipermanent	Destroy Records dated on or before December 31, 2012
Surveys	Public Works initiated internal and external surveys and survey results.	Semipermanent	Destroy Records dated on or before December 31, 2012
Capital Projects and Facilities			
Engineering			
Fire Flow Requests	Requests from customers for fire flow and responses from Engineering staff based on computer modeling.	Semipermanent	Destroy Records dated on or before December 31, 1947
Sewer Modeling Requests	Requests from customers to run sewer model for capacity and sizing and response from Engineering staff based on computer modeling.	Semipermanent	Destroy Records dated on or before December 31, 1947
Environmental			
Environmental Awards Records	Awards presented to citizens and businesses in recognition of environmental contributions to the community. This includes but is not limited to award nominations, certificates, photographs, and lists of recipients.	Semipermanent	Destroy Records dated on or before December 31, 2012
Pretreatment			

Industrial Pretreatment	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	Destroy Records dated on or before December 31, 2017
Permitted Facilities	Records related to permitted facilities, including zero discharge permits	Semipermanent	Destroy Records dated on or before December 31, 2012
Photos, Industrial Pretreatment	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 Destroy Records dated on or before December 31, 2017
Pretreatment Awards Records	Awards presented to businesses in recognition of Best Management Practices (BMP) contributions to the Wastewater Resource Recovery Facility. This includes but is not limited to award nominations, certificates, photographs, and lists of recipients.	Semipermanent	Destroy Records dated on or before December 31, 2017
Wastewater			
Air Permit	All documents and reports related to the Air Permit. Can include reports,	Semipermanent	5 years from the date of the monitoring sample, measurement, report or

	manuals, data, and calibration information.		application; or from end of permit Destroy Records dated on or before December 31, 2017
Biosolids	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 Destroy Records dated on or before December 31, 2017
Discharge Monitoring Records	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 Destroy Records dated on or before December 31, 2017
Equipment Maintenance & Calibration Records	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. Information includes: date, type of equipment maintained or calibrated, tests performed, repairs needed, comments, and related information.	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 of City Database, whichever is longer. Destroy Records dated on or before December 31, 2017

Idaho Pollutant Discharge Elimination System (IPDES) Records	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. Destroy Records dated on or before December 31, 2017
Reclaimed Water Records (REUSE)	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. Destroy Records dated on or before December 31, 2020
Sewer Maintenance and Repair Records	Records documenting the maintenance and repair of City sewers. May include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis.	Semipermanent	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. Destroy Appropriate Records
Sewer Smoke Test Records	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	Destroy Records dated on or before December 31, 2012

Sewer Television/ Videoscan Inspection Records (External)	Records from contractors documenting television inspections used to locate problems and defects in sewer lines. Often consists of , inspections of newly constructed lines.	Semipermanent	Destroy Records dated on or before December 31, 2017
Valve Maintenance Records	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. Destroy Records dated on or before December 31, 2020
Wastewater Customer Complaint Records	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. Destroy Records dated on or before December 31, 2017
Wastewater Preventative Maintenance Work Plan Records	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. Destroy Records dated on or before December 31, 2017
Water			
Backflow Tests	Backflow assemblies test report	Temporary	Destroy Records dated on or before December 31, 2019

Construction Samples	Bacteria sample results taken for water line/well construction	Semipermanent	Destroy Records dated on or before December 31, 2017
Daily Chlorine Residuals	Field notes from Chlorine residuals taken from various sample ports in the City water system	Temporary	Destroy Records dated on or before December 31, 2019
Digline Marking Agreement	Agreements between City and Excavators for marking facility	Semipermanent	Destroy Records dated on or before December 31, 2017
Fire Flow Reports	Actual fire flow data taken from a particular fire hydrant	Semipermanent	Destroy Records dated on or before December 31, 1947
ISO Fire Hydrant Reports	Updates to our Insurance Evaluator notifying them of new hydrants to Water System	Semipermanent	Destroy Records dated on or before December 31, 2017
Leak Letters	Letters that are mailed to customer informing customer of a possible leak are attached to the service order for leak check	Semipermanent	Destroy Records dated on or before December 31, 2017
Meter Warranty Report	A report on meter warranty	Semipermanent	Destroy Records dated on or before December 31, 1997
Safety Inspections	Inspections / Reports for Gas Monitors, Crane, Fall Protection, and Fire Inspection	Semipermanent	Destroy Records dated on or before December 31, 1992
Spring flush notices (Mailers)	Flush notices mailed to customers for spring flush of water system / Maps	Semipermanent	Destroy Records dated on or before December 31, 2017
Turbidity Reports	Logs used for entering wasted water flushed from the water system and not sold. Flush locations are listed. Water Quality information, including Nephelometer Turbidity (NTU) readings, are documented.	Semipermanent	Destroy Records dated on or before December 31, 1992
Water Meter Reports	Water meter reports including NC list, billing status report, autoread master route report, billing pre-scan report, re-	Semipermanent	Destroy Records dated on or before December 31, 2017

	reads, and water meter testing results, Sensus analytics, RNI Reports		
Water Quality Correspondence	Any mailed correspondence with labs, customers, regulators concerning sampling	Semipermanent	Destroy Records dated on or before December 31, 2007
Water Quality Master Log	Records documenting water quality calls from customers	Semipermanent	Destroy Records dated on or before December 31, 1997