

BY THE CITY COUNCIL:

BERNT, BORTON, CAVENER,
HOAGLUN, PERRAULT, STRADER

**A RESOLUTION TO AMEND THE CITY OF MERIDIAN'S CITYWIDE RECORDS
RETENTION SCHEDULE; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, on August 27, 2019 the Mayor and City Council adopted and approved Resolution 19-2162 which updated the Citywide Records Retention Schedule; and

WHEREAS, it is recognized that from time to time it will be necessary to update the Citywide Records Retention Schedule for proper management of city records; and

WHEREAS, an update to the current Citywide Records Retention Schedule has been completed and the amended Schedule is attached hereto as *Exhibit A*.

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

Section 1. That the City Council of the City of Meridian hereby adopts the 2020 Citywide Records Retention Schedule attached hereto as *Exhibit A*.

Section 2. That the City Clerk is hereby authorized to implement the 2020 Citywide 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 day of October, 2020.

APPROVED by the Mayor of the City of Meridian, Idaho, this day of October, 2020.

APPROVED:

ATTEST:

Robert E. Simison, Mayor

Chris Johnson, City Clerk

EXHIBIT A

2020 RECORDS RETENTION SCHEDULE



2020 RECORDS RETENTION SCHEDULE

Approved October ____, 2020 by Resolution No. 20-_____

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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.

In basic terms, the definition of a public record, as established by Idaho law, 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.

THE CITY CLERK’S ROLE

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 permanent records to the Idaho State Historical Society's ("ISHS's") permanent records repository.

All city employees and elected officials have responsibilities with regard to city records. Idaho Code section 50-908 establishes those responsibilities. Employees and 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.

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, even where he or she may have developed or compiled them. The unauthorized destruction or removal of city records is prohibited by law.

CLASSIFICATION AND RETENTION OF MUNICIPAL RECORDS

Idaho Code section 50-907(5) requires every city in Idaho to adopt a records retention schedule, listing the types of city records retained by the city and the retention period for each type of record.

As of July 1, 2016, Idaho Code section 50-907(1)-(4) classifies municipal records into four separate categories (permanent, semipermanent, temporary, and historical). Each of the four classifications either list specific record types or provides a description for what constitutes records fitting that classification. The statute allows for cities to designate additional records for each classification as deemed appropriate by the City Council. Cities may assign records to a fifth category designated as transitory.

Permanent and historical records may not be destroyed, but must be retained by the city in perpetuity, or transferred to the ISHS's permanent records repository for permanent retention upon resolution of the City Council according to the procedures established in section 50-907, Idaho Code. Semipermanent records shall be retained for not less than five (5) years after the date of issuance or completion of the matter contained within the record. Temporary records are to be retained for not less than two (2) years. After the expiration of the designated retention period for semipermanent and temporary records, the destruction of those records 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 section 50-907, Idaho Code. Transitory records may be destroyed upon expiration of the designated retention period according to the procedure established by the department.

FINAL DISPOSITION OF RECORDS

As set forth above, permanent and historical records are never destroyed – they are retained in perpetuity by the city or transferred to the ISHS by resolution of City Council. Semipermanent and temporary records may only be destroyed by resolution of City Council. 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 longer:

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

The departments, the City Clerk, and the City Attorney's Office work closely together to resolve retention questions and to accomplish final disposition of records according to the process set forth in section 50-907, Idaho Code. 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. If appropriate, 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.

In addition to the above information, the following FAQ on classification and retention of municipal records is designed to summarize the changes to Idaho Code section 50-907 that became effective on July 1, 2016 and provide quick answers to often-asked questions. The statute in its entirety is included in Appendix A.

FAQ: CLASSIFICATION AND RETENTION OF MUNICIPAL RECORDS PER IDAHO CODE SECTION 50-907 AS OF JULY 1, 2016:

1. **What are the four (4) statutory record classifications?** The four (4) classifications are permanent, historical, semipermanent, and temporary. For complete information regarding the retention period and list of specific record types for each category, go to Appendix A at the end of this Schedule where the statute is set forth in its entirety.
2. **How are historical records described?** Historical records shall consist of records which, due to age or cultural significance, are themselves artifacts of historical value. Historical records have enduring value based on the administrative, legal, fiscal, evidential or historical information they contain. Historical records shall be retained by the city in perpetuity or may be transferred to the ISHS's permanent records repository pursuant to subsections 8 and 9 of section 67-4126, Idaho Code, upon resolution of the City Council.
3. **Does the City allow for a fifth (5th) record category?** Yes, the 5th available record category is called "Transitory" and the retention period is less than two (2) years. Transitory records do not need a resolution to destroy them. However, they should be destroyed according to department policy.
4. **Can the City reproduce, retain and manage records in a photographic, digital or other nonpaper medium?** Yes, see Idaho Code section 50-907(6) for the necessary form and medium requirements to comply with the statute.
5. **Is a reproduced record deemed an original public record for all purposes?** Yes, provided it is retained by the city in any form and medium permitted by Idaho Code section 50-907(6).
6. **When can a semipermanent or temporary paper *original* be summarily disposed of or returned to sender?** A semipermanent or temporary paper *original* can be summarily disposed of or returned to sender once it has been retained in an appropriate nonpaper medium.
7. **Can a permanent paper *original* be summarily disposed of or returned to sender like semipermanent and temporary records once it has been reproduced in a nonpaper medium?** Yes, once a permanent paper *original* is converted, it may be treated like a copy and destroyed *provided* the following steps are followed:
 - a. Prior to destruction of *original* paper documents, the City Clerk shall provide written notice, either by email or mail, including a detailed list of the documents proposed for destruction to the ISHS.

- b. The ISHS has 30 days after receipt of the City Clerk's notice to review the list and respond in writing, either by email or mail, to the City Clerk identifying any documents that will be requested to be transferred from the city to the ISHS for retention in the permanent records repository.
- c. Any documents that will not be transferred may be destroyed.
- d. If the City Clerk has not heard back from the ISHS within thirty (30) days after the ISHS received notice from the City Clerk, then the records may be destroyed.

8. **What has changed regarding destruction or transfer of records?**

- a. Permanent records:
 - (1) Must be kept forever by the city, except for *paper originals* of permanent records maintained in a nonpaper medium as discussed in FAQ #7 (above); or
 - (2) Permanent records may be transferred to ISHS's permanent records repository upon resolution by City Council.
- b. Semipermanent and Temporary records:
 - (1) May be destroyed only by resolution of the City Council and upon the advice of City Attorney, except for *paper originals* of semipermanent or temporary records retained in a nonpaper medium.
 - (2) Such disposition is under the direction and supervision of the City Clerk. The Clerk no longer needs to give thirty (30) day written notice to the ISHS of intent to destroy.
 - (3) Copies: It is always important to remember that once a Resolution to Destroy Records is approved and the City Clerk gives the department the "ok" to destroy the records listed therein, the department must take care to destroy all versions of the records listed. In other words, copies cannot outlive the destruction of the original record.

CITY ATTORNEY'S OFFICE

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Legal Department			
Administrative Records	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
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>	5 years after receipt of Trustee Final Report or an Order Dismissing the Case. (See Civil Case Files for litigated claims and adversary actions)
Budget Preparation Records	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
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>	10 years after date of last action
Departmental Reports	Reports prepared by the city attorney for the mayor and city council.	Semipermanent <i>IC §50-907(2)(e)</i>	5 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Director/Manager HR-related Records	Director and manager's records regarding City Attorney's Office employees, including performance evaluations, comment cards, complaints, certificates, etc.	Transitory	Until employee separation (then transferred to HR)
Forms, Templates	Legal forms and templates.	Transitory	Until superseded
Land Use Appeals	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
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>	10 years
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>	75 years
Settlement Records	Settlement agreements and related documentation from civil cases, claims, mediation, and arbitration.	Semipermanent <i>IC §50-907(2)(g)</i>	75 years
Training Materials	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
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>	10 years, provided there is no litigation. (See Civil Case Files for litigated claims)
Insurance Policy Records	Records documenting the terms and conditions of city insurance	Semipermanent <i>IC §50-907(2)(g)</i>	5 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	policies covering liability, property, motor vehicle, etc. Records usually include: policies, endorsements, rate change notices, agent of record, and related documents.		

CITY CLERK'S OFFICE

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative Records			
Activity Logs/Reports	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
Administrative Records	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
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, quotes for service/maintenance.	Transitory	1 year or until administrative need ends
Correspondence	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

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Customer Complaints/Kudos	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
Forms/Templates	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
HR Documents	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 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
Meeting Records and Notes Special Projects/Initiatives	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
Reference/Owner's Manuals/ Handbooks	Documents to include but not limited to: Owner's Manuals and code updates.	Transitory	Until superseded or administrative need ends
Department Guidelines, Policies, Procedures, Processes and Reports	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
Presentations	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
Telephone Records	Message logs, voicemails, Mitel call volume reports etc.	Transitory	Until administrative need ends
Operational Records			
Audio/Video Recordings	Audio and video recordings of City Council, Commission and Committee Meetings.	Semipermanent	5 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
City Council and Planning and Zoning Meeting Agenda, Minutes and Minute Books	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
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>	10 years after expiration
Easement Agreements to which the City is a Party	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
Deeds & Real Property Records	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
Election – Campaign Finance Reports	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
Election – Candidate Declarations & Petitions	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	Permanent <i>IC §50-907(1)(g)</i>	In perpetuity

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	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.		
Election – General/Regular (Election Files)	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 cast for each candidate and ballot question at the polling precinct.	Permanent <i>IC §50-907(1)(g)</i>	In perpetuity
Election – General/Regular (Working Files)	Includes the following records: polling places, judges and clerks, challengers and watchers, voting machines and vote tally systems, correspondence, and other records not specifically listed in this schedule.	Semipermanent <i>IC §50-907(2)(g)</i>	5 years
	Election ballots, including voted ballots, unused ballots, spoiled ballots, ballot stubs, absentee voting, and duplicate poll books.	Temporary <i>IC §50-907(3)(e)</i>	2 years
Oaths of Office	Signed oaths of elected officials swearing to uphold the federal and state constitutions and laws of the city.	Permanent	In perpetuity
Passports – General Information	Training records, Department of State monthly newsletters, and Passport Agent’s Reference Guide.	Transitory	Until administrative need ends or record is superseded
Passports – Transmittals	Daily transmittal spreadsheets that accompany passport applications mailed to the Department of State Regional office.	Transitory	2 years
Permits & Licenses	Records relating to city permits and licenses issued in the City Clerk’s Office.	Semipermanent <i>IC §50-907(2)(d)</i>	5 years
Public Notices	Records relating to proof of mailings.	Transitory	Until administrative need ends
Public Records Requests	Written public records requests, city denials of public records requests, responses, etc.	Temporary	1 years after last action

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Records Management Records	Destruction records including tracking reports, destruction resolution and authorization from Idaho State Historical Society and legal counsel.	Permanent	In perpetuity
Records of Historical Significance	Records of historical significance not otherwise maintained by the Meridian Historical Preservation Commission.	Permanent	In perpetuity
Room Scheduling & Reservation Records for City Hall	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
Vehicle Titles	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
Agendas	Agendas of commission, committee, or board meetings.	Permanent <i>IC §50-907(1)(a)</i>	In perpetuity
Audio Recordings	Audio recordings of commission, committee, or board meetings.	Semipermanent <i>IC §§ 50-907(2)(g)</i>	5 years
Bylaws	Internal rules governing commission, committee, or board structure, operations, procedures, officers, etc.	Permanent <i>IC §50-907(1)(h)</i>	In perpetuity
Contact Information	Document listing commission, committee, or board members' names, addresses, phone numbers, e-mail addresses, etc.	Transitory	Until administrative need ends
Correspondence	Correspondence regarding day-to-day commission, committee, or board operations or administration.	Transitory	Until administrative need ends
Historical Project Records	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
Minutes	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.).	Semipermanent <i>IC §§ 50-907(2)(g)</i>	5 years
Project Files and Reports	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
Roster, current	List of current commission/committee/board members, including names, seat numbers, and appointment dates.	Transitory	Until record is superseded
Roster, historical	List of all commission, committee, or board members throughout history of the body; may include names, seat numbers, dates of appointment and departure.	Historical <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

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative – All Divisions: (Community Development(CD) Departmental/Operational, Building Services, Economic Development, Land Development, Planning(Community Development Block Grant(CDBG) and Current/Long Range Planning)			
Activity Logs/Reports	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
Administrative Records	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
Budget Preparation Records	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
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	2 years
Correspondence	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
Customer Complaints/Kudos	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
Department Guidelines, Policies, Procedures, Processes and Reports	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
Director Determination/Interpretation	Documents, including, but not limited to: written request for Unified Development Code (UDC) interpretation, analysis, and the responsive departmental opinion.	Permanent	In perpetuity

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Forms/Templates	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
HR Documents	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
Marketing Materials	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
Meeting Records and Notes	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
Presentations	Formal department presentations to City Council, Commissions, Chamber of Commerce, other agencies/entities, or people.	Transitory	Until administrative need ends
Professional Service Agreement(PSA)/Contracts	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
Special Projects/Initiatives	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

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	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
Staff Working Documents, Notes and Drafts	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
Reference/Owner's Manuals/ Handbooks	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
Reports & Studies	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
Telephone Records	Message logs, voicemails, ShoreTel/Mitel call volume reports, etc.	Transitory	Until 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.	Semi-permanent	10 years
Building Division – Commercial and Government Buildings			
Building Plans and Specifications for Commercial and Government Buildings	Drawn and written approved for construction plans and specifications for commercial and government buildings, including, but not limited to: structural calculations, geotechnical investigations/reports (soil classifications: strength, compressibility, load bearing values tests: groundwater, borings, pits, subsurface exploration),	Permanent	In perpetuity

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	and Certificate of Occupancy 2012 or later.		
Building Applications for Commercial Projects and Government Buildings	Accela files related to commercial and governmental buildings and projects, including, but not limited to: permit application, signs, inspection records, certificates of values, photos, building, mechanical, plumbing, fire, and/or electrical permits, letters, and correspondence.	Semi-permanent	10 years from record date for all records dated 2012 or later
	Temporary Occupancies.	Transitory	Until issuance of Final CO
Sign Permit Plans & Specifications	Drawn and written approved for construction plans and specifications for commercial and government buildings signs, including, but not limited to: (wall, free standing, and monument/subdivision identification).	Permanent	In perpetuity (see Planning Schedule for Retention)
Building Division – Non-Commercial and Non-Government Buildings (Residential)			
Building Plans & Specifications for Non-commercial & Non-government Projects (after the structure or project receives final inspection & approval)	Drawn and written approved for construction building plans and Certificate of Occupancy 2012 or later.	Permanent	In perpetuity
Building Applications for Non-Commercial Projects and Non-Government Buildings	Accela Files related to Non-commercial and Non-governmental buildings and projects, including, but not limited to: permit applications, inspection records, photos, building, mechanical, plumbing, and/or electrical permits.	Semi-permanent	10 years from record date for all records dated January 2012 or later
	Temporary Certificate of Occupancies.	Transitory	Until issuance of Final CO
Building Correspondence for Non-compliant Projects & Building Code Enforcement Cases (compliance & legal letters)	Correspondence, including, but not limited to: signed letters of alternative compliance from design professional, engineers, or architects, letters generated from City's legal counsel, documented notes of conversations, telephone logs, photos of violations, analysis reports/logs, etc.	Transitory	Until administrative need ends

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Economic Development			
Economic Development Website	HTML text stored in economic development website's external data base. Documents, including but not limited to: Available Properties Lists and marketing information.	Transitory	Until record is superseded or administrative need ends
Confidentiality Agreement Projects & Correspondence/Documents	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
Economic Development - Community Development Block Grant (CDBG)			
Plans and Reports	Plans, reports, substantial plan amendments, and related correspondence.	Permanent	In perpetuity
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.	Semi-permanent	5 years from the completion of a program year's HUD approved CAPER
Land Development Division – Commercial and Government Buildings			
Land Development Commercial and Governments Project Files	Documents created or used in the land development phase of a commercial or government building project, including, but not limited to: annotated plats, engineer certifications pertaining to (e.g. private stormwater systems, pressurized irrigation, gravity irrigation, private roads).	Permanent	In perpetuity
	Files or documents created and/or used in the land development phase of a commercial project, including but not limited to: approval letters, QLPE letters, soil reports, and drainage calculations.	Semi-permanent	10 years
	Files or documents created and/or used in the land development phase of a commercial project, including, but not limited to: approved for construction drawings, staff reports, invoices,	Transitory	Until administrative need ends

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	application review comments, will serve letters, transmittals, and memos.		
Land Development Division – Non-Commercial and Non-Government Buildings (Residential)			
Land Development Non-Commercial and Non-Government (Residential) Project Files	Documents created and/or used in the land development phase of a residential or Non-Government project, including, but not limited to: annotated plats, engineer certifications pertaining to (e.g. private stormwater systems, pressurized irrigation, gravity irrigation and private roads).	Permanent	In perpetuity
	Files or documents created or used in the land development phase of a residential or commercial subdivision project, including, but not limited to: approval letters, QLPE letters, soil report, and drainage calculations.	Semi-permanent	10 years
	Files or documents created used in the land development phase of a residential or commercial subdivision project, including, but not limited to: approved for construction drawings, staff reports, invoices, application review comments, will serve letters, transmittals, and memos.	Transitory	Until administrative need ends
Permits and Inspection Records – All Land Development (Accela Record ID's)	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-DEV, LD-CLOT, LD-RSUB, LD-CSUB, LD-CAP, LD-MISC, LD-WSA).	Semi-permanent	10 years from the creation of the records
Surety (performance)	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, pathways, lighting, paving/stripping for private park lot(s), etc.	Transitory	Until requirements and/or conditions are met and administrative need ends or release occurs whichever is later

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	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)
Surety (warranty)	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)
	Cash	Transitory	Until requirements and/or conditions are met and administrative need ends or release occurs, whichever is later (see Finance's schedule)

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Planning Division –Administrative Applications			
Accessory Use Permits for Daycare or Home Occupation	Documents, including, but not limited to: application, associated checklist items, and staff report with decision letter.	Permanent	In perpetuity
Alternative Compliance	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
Certificate of Zoning Compliance	Documents, including, but not limited to: application, associated checklist items, certificate of zoning compliance (CZC), and staff report.	Permanent	In perpetuity
Conditional Use Permit Minor Modification	Documents, including, but not limited to: application, associated checklist items, and staff report with decision letter.	Permanent	In perpetuity
Design Review	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
Private Road	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
Property Boundary Adjustment	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
Sign Permit Plans & Specifications	Documents, including, but not limited to: application, associated check list items and approved, sign specifications (plans/design/drawings).	Permanent	In perpetuity
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.	Semi-permanent	5 years after revocation from property owner

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Sign: Limited Duration	Documents, including, but not limited to: application, associated checklist items, and approved sign design/drawings.	Permanent	In perpetuity
Surety: Planning	Included in Land Development Description.	See Land Development Schedule for retention	See Land Development Schedule for retention
Time Extension	Documents including, but not limited to: application, staff report, and decision letter.	Permanent	In perpetuity
Vacation	Documents, including, but not limited to: application, associated checklist items and staff report with decision letter.	Permanent	In perpetuity
Annexation	Documents, including, but not limited to: application, associated checklist items, staff report, Planning and Zoning Commission Recommendations, and Findings.	Permanent	In perpetuity
Comprehensive Plan Text and Map Amendments	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
City Council Review (appeal)	Documents, including, but not limited to: application, associated checklist items, staff report/memo and decision letter.	Permanent	In perpetuity
Conditional Use Permit Modification	Documents, including, but not limited to: application, associated checklist items, staff report, and Findings.	Permanent	In perpetuity
Development Agreement Modification	Documents, including, but not limited to: application, associated checklist items, staff report, draft copy of the amended development agreement, and Findings.	Permanent	In perpetuity
Planned Unit Development	Documents, including, but not limited to: application, associated checklist items, staff report, Planning and Zoning	Permanent	In perpetuity

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

FINANCE DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative – All (Administration, Arts & Culture, Billing, Budget, Controller, Purchasing)			
Activity Logs/Reports	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
Correspondence	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
Committee Records	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
Customer Complaints/Kudos	Comment cards, copies of emails, letters, and other documents relaying complaints or kudos for staff and/or department functions.	Transitory	Until administrative need ends
Department Guidelines, Policies, Procedures, and Processes	Finance Departmental Standard Operating Policy/Procedures.	Transitory	Until record is superseded

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative Reports	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 cards and in person feedback from citizens, customers.	Transitory	Until administrative need ends
Forms/Templates	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
HR Documents	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
Staff Records and Notes	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
Photographs	Includes both formal and informal photos from events or day to day operations.	Transitory	Until administrative need ends or record is superseded
Presentations	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
Reference/Owner's Manuals/Books	Documents to include but not limited to: equipment manuals, reference materials.	Transitory	Until record is superseded or administrative need ends
Special Projects/Initiatives	Documents related to special or non-confidential one-time projects.	Temporary	2 years or until administrative need ends

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Telephone Records	Message logs, voicemails, etc.	Transitory	Until administrative need ends
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>	5 years
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>	5 years
Cash Receipts	Receipt and supporting documentation.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
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>	10 years from final grant close-out
Liens	Liens held by the city and any corresponding release of liens.	Semipermanent Insert Code	5 years after 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>	5 years
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>	5 years
Budget			

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
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>	10 years
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>	5 years
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>	5 years
Budget Hearing Notice	Newspaper notice of budget hearing.	Permanent <i>IC §50-907(1)(h)</i> , Held in Clerk's Office	In perpetuity
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>	10 years
Capital Asset Records – Purchase	Record of purchase, vendor invoice and related documents.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
Capital Asset Records – Disposal	Record of disposal, department request of disposal.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years after disposal
Gift and Contribution Records	Records documenting gifts and contributions to the city.	Semipermanent <i>IC §50-907(2)(a)</i>	10 years
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>	5 years
Controller			

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
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>	10 years
Audit Report	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 city. Information includes: financial statements, auditor’s report and recommendations, single audit information concerning federal grants, and other information.	Permanent <i>IC §50-907(1)(d)</i> ; Held in Clerk’s Office	In perpetuity
Bond Records	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
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>	10 years
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,	Semipermanent <i>IC §50-907(2)(a)</i>	10 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	bank loans received, cash in escrow, deferred loans received, cash, revenue, accounts receivable, accounts payable, etc.		
Journal Entries	Records including detailed reports and back up documentation for journal entries.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
Local Improvement Districts (LID)	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
Real Property Title Records	Records of real property.	Permanent <i>IC §50-907(1)(e)</i> ; Held in Clerk's Office	In perpetuity
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>	10 years
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, deduction terminations, and related records.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years after employee separation
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>	5 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
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.
Registers – Other	Monthly registers documenting earnings, deductions, and withholdings of city employees.	Transitory	Disposed yearly after audit
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>	5 years
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>	5 years after employee separation
W2s	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

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
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>	5 years 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>	5 years
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>	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
Lease Agreements	Lease agreements for property or equipment.	Semipermanent <i>IC §50-907(2)(b)</i>	5 years
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>	10 years
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	Semipermanent <i>IC §50-907(2)(a)</i>	10 years from the date of award

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	solicitations, specifications, bids, 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>	5 years
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>	5 years
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>	5 years
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>	5 years
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	Semipermanent <i>IC §50-907(2)(a)</i>	5 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	reports, leak adjustment requests, letters submitted to the City for customers.		
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>	5 years
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>	5 years
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>	5 years
Payment Arrangements	One page document that records a customer's promise to pay.	Transitory	Until administrative need ends.
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>	5 years
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>	5 years
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-	Semipermanent <i>IC §50-907(2)(a)</i>	5 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	on, fee waived if applicable and general notes.		

FIRE DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative Records	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
Car Seat Inspections	Car seat inspection forms.	Semipermanent	10 years
Correspondence	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
Department Reports	Monthly, Quarterly and Annual Department reports.	Permanent	In perpetuity
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,	Semipermanent	Destroy five (5) years after disposal of vehicle or until administrative need ends, whichever is longer

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	equipment inventory, performance test records, repair records, parts used and service reports. Per NFPA Standards 1901, 1961, 1852 and 1500.		
Fire & Security Alarm System Records	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
Fire Investigation Records	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
Hazardous Materials Records	Inspection records of underground and above ground fuel storage tanks. Reports and investigation results of incidents including spills and leaks, etc.	Permanent	In perpetuity
Historical Records	Newspaper clippings and articles relating to the Meridian Fire Department, photos of events.	Permanent	In perpetuity
In-Home Care Facility Inspections	Documents relating to fire code inspections performed by the department of home daycares and foster care homes. May include reports, notices, citations, occupancy and pre-fire planning records, floor plans, sketches, reports, lists and related documents.	Permanent	In perpetuity
Inspection and Occupancy Records for Commercial Buildings	Documents relating to fire code inspections performed by the department of commercial buildings. May include reports, notices, citations, occupancy and pre-fire planning records, floor plans, sketches, reports, lists, Tier II reports and related documents.	Permanent	In perpetuity
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	3 years from date of last inspection

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Juvenile Fire Setter Evaluations	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
Maps	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
Meeting Minutes	Final, approved Officer and Command Staff meeting minutes.	Semipermanent	5 years
Narcotics Inventory & Usage	Narcotic inventory and usage- hard copy, narcotics distributed to the engine companies.	Temporary	3 years
National Fire Incident Reports	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
Patient Care Records	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
Plans, Protocols, Guidelines, Policies	Records related to department operations, including Medical Supervision Plan, standing written orders, operational guidelines, administrative and operational policies.	Transitory	Until record is superseded
Proof of Insurance	Proof of worker's compensation and other insurance required for training tower usage by other agencies.	Transitory	Until record is superseded
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	5 years
Public Record Requests	Public records requests and responses.	Temporary	2 years after last action

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Ride-Along Forms	Signed waivers for persons requesting a ride-along with the department. Ride Along tracking records.	Temporary	2 years
Rural Fire Protection District Records	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 candidacy, election results, ICRMP insurance records, audio recordings of meetings.	Permanent	In perpetuity
Structure Burn Training Records	Records related to structure burns.	Semipermanent	10 years
Subpoena, Duces Tecum or Requiring Court Appearance	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

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative Records	Copies of administrative records including A/P invoices, expense reports, professional membership documents, etc.	Transitory	Until administrative need ends or record is superseded
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 1602,1602.14, 1620.32</i>	5 years 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>	75 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	10 years
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>	3 years
Committee Records	Agendas and meeting minutes/notes for special groups convened by HR for specific purposes such as Benefits, Compensation, and Wellness.	Semipermanent	7 years
Correspondence, Administrative	Correspondence created or received in the course of administering City policies and programs.	Semipermanent	5 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Correspondence, Transitory	Correspondence regarding day-to-day office operations and does not contain unique information about City functions or programs.	Transitory	Until administrative need ends
Databases	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
Department Guidelines, Policies, Procedures, Processes, and Reports	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
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	Semipermanent <i>IC §§ 50-907(2)(g) and 45-610; 29 CFR 1627.3; 29 CFR 1602.31; IDAPA 09.01.35.081</i>	75 years after employee separation, expiration of eligibility, or completion of litigation, whichever is longest

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	disability payment made, and related documentation.		
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 (pre-employment, pre-assignment, periodic or episodic), X-rays, and records of significant health or disability limitations.	Semipermanent <i>IC §§ 50-907(2)(g) and 72-601; 29 CFR 1602.31; 29 CFR 1910.1020</i>	75 years after employee separation, expiration of 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.	Semipermanent <i>IC §§ 50-907(2)(g) and 45-610; 29 CFR 1627.3; 29 CFR 1602.31; IDAPA 09.01.35.081</i>	75 years after employee separation, expiration of eligibility, or completion of litigation, whichever is longest

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	All other Police Department current employee original personnel records are kept by the Human Resources Department. (2) Meridian Fire Department employee personnel records including original training records and original records related to Union promotions are kept by the Fire Department. Upon employee separation these records shall be forwarded to Human Resources Department. All other Fire Department current employee original personnel records including ICRMP and BEST training records and Union member promotion applications and PAR forms documenting a promotion are kept by Human Resources Department..		
Employment Verification (I-9) of Job Applicants	Document to the U.S. Immigration and Naturalization Service that an applicant or employee is eligible to work in the U.S. Information includes: employee information and verification data such as citizenship or alien status and signature, employer review and verification data such as documents, which establish identity and eligibility, and employer's signature certifying that documents were checked. This category includes forms completed for all new hires, as superseded or previous forms completed on rehires.	Temporary <i>IC § 50-907(3)(d),</i> 8 U.S.C. § 1324a(b)(3) <i>(Immigration Reform and Control Act)</i>	3 years after date of hire or 1 year after employment is terminated, whichever is later
Forms	Forms created for use by HR personnel to facilitate work, including Performance Review, job description template, PAR template, etc.	Transitory	Until administrative need ends or record is superseded
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	Semipermanent <i>IC § 50-907(2)(g);</i> <i>29 CFR 1910.1020</i>	75 years after employee separation, expiration of eligibility, or completion of litigation, whichever is longest

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	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.		
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	10 years
Kinds and Levels Chart	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
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>	3 years
Meeting Minutes	Internal staff meeting records.	Transitory	Until administrative need ends or record is superseded
Newsletters	HR2You Newsletters.	Transitory	Until administrative need ends or record is superseded
Organization Charts	HR Department Organization Charts.	Transitory	Until administrative need ends or record is superseded
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>	75 years after employee separation, expiration of eligibility, or completion of litigation, whichever is longest

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Photographs	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
Photo Identification	Photographs and other records used to identify city employees, private security personnel, contract workers and other. May include photographs taken by City for identification or prox card or driver's license photocopy.	Transitory	Until record is superseded, obsolete or administrative needs end
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>	3 years
Presentations	Formal departmental presentations to Council, other formal bodies.	Semipermanent	5 years
Public Records Requests	Public records requests and responses.	Transitory	1 year after last action
Recruitment and Selection Records for Applicants who are Hired	Documents regarding the recruitment and selection of city employees and contracted service providers such as attorneys, auditors, consultants, etc. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, interview questions, interview and application scoring notes, applicant background investigation information, polygraph test results, letters of reference, civil service records, staffing requisition forms, certification of eligibles, recruitment file (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation.	Temporary <i>IC § 50-907(3)(d); 29 CFR 1602.31; 29 CFR 1627.3(b)(1)(vi)</i>	2 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	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 until the expiration of the retention period at which time they shall be properly destroyed by the Fire Department.	Temporary	2 years
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>	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
Resource Records/Notes	Records including notebooks, meeting notes, to-do-lists, employee-compiled notes, etc.	Transitory	Until administrative need ends or record is superseded

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
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	10 years
Surveys	HR and other initiated internal surveys, survey results (e.g. Salary Surveys, Employee Satisfaction Surveys, Best Place to Work. Etc.).	Semipermanent	10 years
Telephone Records	Message logs, voicemails, etc.	Transitory	Until administrative need ends
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>	5 years from final presentation and/or use
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	5 years
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>	3 years
Wellness Program	Records related to the management and administration of the Wellness Program including:		
	Wellness Challenges - Correspondence and other Challenge documentation.	Semipermanent	5 years
	Newsletters	Transitory	Until administrative need ends
	Emails conveying general information related to the Wellness Program including monthly announcements related to upcoming challenges, challenge winners,	Transitory	Until administrative need ends or approved for destruction in accordance with the

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	monthly Wellness events and activities, etc.		5-year citywide email records retention period) whichever is sooner
	Wellness Committee Meeting Agendas and Minutes	Semipermanent	7 years
	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 appointments (name, ID, date, time, email address, phone number)), and vendor contact information for events	Transitory	Until administrative need ends
	Wellness Day Off –Incentive Verification Forms for Day Off Requests	Semipermanent	75 years (retained in accordance with Employee Benefit records retention period)
	Wellness Day Off – employee timecard tracking records, along with numbers of hours used	Transitory	Until administrative need ends
	Wellness Hero Responses- Correspondence and related records	Transitory	Until administrative need ends
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	30 years after employment separation

INFORMATION TECHNOLOGY (I.T.) DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative			
Activity Logs/Reports	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
Administrative Records	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
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, quotes for service/maintenance.	Transitory	1 year or until Administrative need ends
Correspondence	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
HR Documents	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
Meeting Records and Notes	Internal meeting records and/or staff level notes generated in the course of day to day	Transitory	Until administrative need ends or record is superseded

	business, including but not limited to agendas, notes and presentations.		
Reference/Owner's Manuals/ Handbooks	Documents to include but not limited to owner's manuals and documentation.	Transitory	Until record is superseded or administrative need ends
Department Guidelines, Policies, Procedures, Processes and Reports	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
Department Reports	Reports prepared for the Mayor and City Council.	Transitory	Until administrative need ends
Operational Records			
Backup Files	A copy on a disk based backup appliance of the contents of all data from the City servers.	Transitory	3 months
Service Management Tool	All customer support tickets opened in service management systems.	Semipermanent <i>IC §50-907(2)(g) (other)</i>	10 years
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)€ (dept. report)</i>	5 years
Disaster Recovery Plan	Strategy for retention and recovery of network and information systems following network or server crash or failure.	Transitory	Until record is superseded or updated
Instant Messages	All messages sent or received by City staff using the City's electronic messaging service	Transitory	Until overwritten by system
Internally-Generated Source Code	Programming statements or instructions that create or execute a computer program.	Transitory	Until record is superseded or updated
Internet History	List of websites accessed on City computers and electronic devices.	Transitory	90 days
Inventory Management	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
Outlook Appointments	Meeting requests sent and received by employees via City email system;	Transitory	Until deleted by user

	appointments scheduled via City email system by employees.		
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)</i> <i>(other)</i>	5 years
Outlook Tasks and Notes	Tasks, task requests and reminders sent and received by employees via City email system.	Transitory	Until deleted by user
Prox Card Access Records	Register of which prox cards have accessed a restricted area.	Transitory	90 days
Security Camera Footage	Video footage from security cameras mounted on and in city facilities.	Transitory	Until overwritten by system
Call Records	List of incoming and outgoing calls, including phone numbers and caller identification, as available.	Transitory	90 days
Voicemail Messages	Incoming verbal messages recorded on City voicemail systems.	Transitory	Until deleted by user

MAYOR'S OFFICE

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative Records			
Activity Logs/Reports	Daily, weekly monthly or other reports documenting the activities of the Mayor's Office employees, including but not limited to: sign in/out sheet for credit cards and checklists.	Transitory	Until administrative needs ends
Administrative Records	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
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, quotes for service/maintenance.	Transitory	1 year or until administrative need ends
Correspondence	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
Customer Complaints/Kudos	Complaint or Compliment records including but not limited to letters, phone calls, comment cards and in	Transitory	Until administrative need ends

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	person feedback from citizens, customers, developers and contractors.		
Forms/Templates	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
HR Documents	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 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
Meeting Records and Notes Special Projects/Initiatives	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
Reference/Owner's Manuals/ Handbooks	Documents to include but not limited to: Owner's Manuals and code updates.	Transitory	Until record is superseded or administrative need ends
Department Guidelines, Policies, Procedures, Processes and Reports	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
Presentations	Formal department presentations to Council, Community Groups or other agencies/entities or people, e.g. Strategic Update, New Council member training, and City of Meridian updates.	Transitory	Until administrative need ends
Telephone Records	Message logs, voicemails, ShoreTel/Mitel call volume reports etc.	Transitory	Until administrative need ends
Operational Records			

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
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	5 years
Annual Reports	Report on City's and Mayor's Office activities over preceding year summarizing activities and financial performance.	Permanent	In perpetuity
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	5 years
Attendance Sheets	Sign-in sheets, where offered, for activities and events hosted by the Mayor's Office.	Transitory	Until administrative needs ends
City Website Content	HTML text stored in data base table in CMS. Note: Source document may exist elsewhere, and be retained pursuant to separate record retention schedule.	Transitory	Until updated or record is superseded
Memoranda	Internal or external memoranda summarizing research, recommendations, and other information.	Permanent	In perpetuity
	Mayoral memos regarding proclamations, meetings, or events.	Semipermanent	5 years
News Releases	A written or recorded record directed at members of the news media for the purpose of making a newsworthy announcement.	Semipermanent	25 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Photos	Published or historically significant 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
Proclamations	Proclamations issued by the Mayor not read at City Council meetings.	Semipermanent	10 years
	Proclamations issued by the Mayor and read at City Council meetings.	Transitory	Until administrative need ends
Publications	Informational or promotional publications of the Mayor's office, including newsletters, flyers, marketing materials, brochures, program materials.	Semipermanent	5 years
Public Addresses	Records relating to State of the City address. May include script, video, PowerPoint, program, agenda, photos.	Permanent	In perpetuity
	Records relating to State of the City addresses or speeches. May include script, video, PowerPoint, program, agenda, photos.	Transitory	Until administrative need ends
Special Projects	Documents related to special or one-time projects to include, but not limited to: Strategic Plans.	Semipermanent	10 years
Talking Points	Records prepared to summarize issues in preparation for discussion with the public or media.	Transitory	Until administrative need ends
Videos	Videos prepared monthly for informational or promotional purposes, <i>e.g.</i> , Celebrate Meridian.	Permanent	In perpetuity
	Videos prepared weekly for informational or promotional purposes, <i>e.g.</i> , City Council meetings, This Week in Meridian.	Temporary	2 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	Raw video footage, used or unused.	Transitory	Until administrative need ends

PARKS & RECREATION DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Activity Logs/Reports	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
Administrative Records	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
Agendas & Minutes	Agendas and minutes of weekly and monthly MPR staff meetings.	Semipermanent	10 years
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	10 years (follows Finance)
Correspondence	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
Committee Records	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
Customer Kudos/Complaints	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
Department Guidelines, Standard Operating Procedures, Policies, Processes, and Director's Orders	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
Employee Time Logs and Reports	Completed logs of employees' timesheets, tasks, and location; reports and analysis of related data.	Semipermanent	5 years, unless record is superseded by Finance Department

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
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	2 years
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	2 years
	Collected Certificates of Liability Insurance from individuals or vendors.	Temporary	2 years
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	2 years
Forms/Templates	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
Grounds Maintenance Records	Pesticide spray records, daily splash pad test readings, playground inspections, restroom cleaning safety data sheets, and	Transitory	Until administrative need ends

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	other documents related to parks and recreation facilities.		
Historical Records	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	Permanent	In perpetuity

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	Commission, MPR staff, and other volunteers and contributors.		
	Photographs, newspaper and news channel articles and clippings, 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.	Permanent	In perpetuity
	Proclamations not otherwise retained by the Clerk's Office.	Transitory	Until administrative need ends
HR Documents	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
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	2 years
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	2 years
Marketing Materials	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

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Memorial Forms	Completed citizen forms requesting memorial in MPR facility under established memorial program (e.g. Generations Plaza Brick Sales form, Kleiner Park Memorial Tree Plaza Paver Sales, Memorial Tree Program form).	Transitory	Until administrative need ends
Meeting Records and Notes	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
MPR Commission Records	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
Presentations	Formal department PowerPoint, Prezi, and other presentations to Council or others, e.g. New Council member training, Joint Council/Commission workshop	Transitory	Until administrative need ends

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	training, and Meridian Development Corporation.		
Project Files	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, 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.	Transitory	Until administrative need ends
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	2 years
	Log sheets completed by participant confirming they have attended a class or activity.	Temporary	2 years
Reference/Owner's Manuals/Books	Documents to include but not limited to equipment and electronics.	Transitory	Until administrative need ends
Resource Records/Notes	Records including notebooks, meeting notes, to-do lists, employee-compiled notes, etc.	Transitory	Until administrative need ends
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	2 years
Special Projects/Initiatives	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
Sports Schedules and Scores	Record of games played and final scores.	Transitory	

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
			Until Administrative Need Ends
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	10 years
Team Rosters	Record of all individuals registered for a sports team.	Temporary	2 years
Telephone Records	Message logs, voicemails, etc.	Transitory	Until administrative need ends
Training Records and Resources	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
Tree Inventory & Abatement	Inventory of all public trees maintained by City Arborist and abatement records per City Code.	Permanent	In perpetuity
Vandalism & Restitution Records	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
Volunteer Records	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	Transitory	Until administrative need ends

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	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.		

POLICE DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative records	Administrative records including proxy card check out list, vehicle check out log, visitor log , etc.	Transitory	1 year
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>	5 years
Asset forfeiture records	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
Briefing records	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
Bulletins from other agencies	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
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).	Semi-permanent <i>Idaho Code § 50-907(2)(g)</i>	5 years after last action

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Community service and outreach programs	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
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.	Temporary <i>IC § 50-907(3)(d)</i>	3 years
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), criminal background information (ILETS/Triple III, Ada LE Lookup, ISTARs, JDOC), 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,</i>	<i>IC § 50-907(2)(e)</i>	Prosecuted cases: 100 years after final disposition Non-prosecuted cases: 100 years after date of last investigative action

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	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).		
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), criminal background information (ILETS/Triple III, Ada LE Lookup, ISTARs, JDOC), 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,</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
	<i>traffic collision reports, property and evidence control and disposition records (e.g.,</i> 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).		
Criminal history records or ILETS/NCIC reports**	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.	Transitory	Until administrative need ends
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 Non-prosecuted cases: 100 years after date of last investigative action
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	Semipermanent <i>IC § 50-907(2)(g)</i>	Prosecuted cases: 5 years after final disposition

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	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.		Non-prosecuted cases: 5 years after date of last investigative action
Digital media – Type 3	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
Digital media – Type 4*	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
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>	2 years
Digital media – recorded in error	Digital media recorded in error. Includes video, audio, or other digital	Transitory	Until administrative need ends

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	content created by a law enforcement officer unrelated to an investigation or response.		
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>	5 years
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)	10 years after grant closeout
Gun dealers' sales records	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
Health & Welfare Referrals APS & Daycare complaints	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.
Informant case files not attached to crime report**	Records documenting information about informants used by department personnel. Records typically include reports, correspondence, payment	Transitory	Until administrative need ends

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	records, fingerprint cards, signature cards, letters of understanding on informants' activities and related records.		
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
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
Intoxilyzer 5000EN, LifeLoc FC20, and Draeger 9510 user certifications and class roster	User certification cards and class roster for Meridian police officers. Intoxilyzer instructor replaces with each new certification period.	Transitory	Until administrative need ends
Local Records Check/ Backgrounds	Local records check of police contacts requested by OPM, FBI or military for their employment purposes.	Transitory	1 year after submission to requestor
Master name index records	Information on individuals who are field interviewed, individuals who are	Semipermanent	100 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	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.	<i>IC § 50-907(2)(g)</i>	
Multiple Firearms Backgrounds	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
Parking citations	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
Photo identification records	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
Public records requests of any and all records not associated to a Major Crime DR	Written public records requests, responses, records provided, and original (unredacted) records.	Transitory	1 year after response provided
Public records requests of records associated to a Major Crime DR	Written public records requests, responses, records provided, and original (unredacted) records pertaining to a crime DR that falls under the Category of Crime reports	<i>IC § 50-907(2)(e)</i>	Record to be retained based upon the retention of the

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	(DRs) for Suicides, Unattended Deaths, and Major Crimes (murder, involuntary manslaughter, rape, sexual abuse of a child, terrorism).		original Crime DR file.
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
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
Vacation watch forms	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
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
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>	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
All Department Records			
Accessibility Records, City-Owned Facilities	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
Activity Reports	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
Ada County Highway District (ACHD) Permits	Permits issued by Ada County Highway District (ACHD) to dig in public utility easement.	Semipermanent	5 years
Administrative Records	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
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	5 years
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	10 years
Construction Drawings	Construction Drawings	Transitory	Until replaced by record drawings
Correspondence, Administrative	Correspondence created or received in the course of administering City policies, procedures, or programs.	Semipermanent	5 years

Correspondence, Transitory	Day-to-day office and housekeeping correspondence that does not contain unique information about City functions or programs.	Transitory	Until administrative need ends
Customer Complaints	Complaint letters, notes on phone calls and in person complaints from customers/citizens.	Transitory	Until administrative need ends
Databases	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
Departmental Reports	Department reports, performance management presentations.	Semipermanent	10 years
Engineering Capital and Enhancement Plan (ECEP) Reports	Engineering Capital & Enhancement Plan (ECEP) – 5 year Capital Improvement Plan Reports.	Semipermanent	10 years
Engineering Project File	Records including but not limited to attendance for public meetings, 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, pay 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.	Permanent	In perpetuity

Equipment Maintenance and Repair Records	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 asset is removed from service or until administrative need ends.
Facility Assessments, Maintenance, and Repair Records	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
Forms	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
Geographic Information Systems, Digital Orthophotography Images	Aerial photographs of properties within the City.	Permanent	In perpetuity
Geographic Information Systems, GIS Data	Points, lines, attributes, and polygons relating to infrastructure that the City owns or maintains.	Transitory	Until superseded
Geographic Information Systems, Maps	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
Health and Safety Manual	Documents related to the Public Works Department Health and Safety Manual.	Transitory	Until administrative need ends or record is superseded
HR Documents	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
Master Plan Records	Records that document the present and projected needs of the City for water,	Permanent	In perpetuity

	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.		
Meeting Minutes	Internal meeting agendas, minutes, sign-in sheets	Semipermanent	5 years
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.
Photos, Construction	Photos relating to Public Works construction activities, infrastructure, inspection photos, etc.	Permanent	In perpetuity
Photos, General	Photos related to Public Works Department activities and other general use pictures.	Transitory	Until administrative need ends
Potential Exposure Records	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
Presentations	Departmental presentations.	Semipermanent	10 years
Preventative Maintenance Work Plans	Preventative maintenance schedules, work orders.	Transitory	Until asset is removed from service or until administrative need ends
Process Documents	Standard Operating Procedures, Process Flowcharts, Workflows, Responsible Accountable Consulted Informed (RACI) Charts and Process Performance Measures.	Transitory	Until administrative need ends
Quotes	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
Record Drawings	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 stamped record drawings, as-builts,	Permanent	In perpetuity

	and wiring diagrams including but not limited to water and sewer infrastructure as installed in Meridian.		
Safety Audits	Health and Safety audits.	Temporary	3 years after most recent audit
Safety Data Sheets (SDS)	Safety Data Sheets (SDS). Also see Potential Exposure Records above.	Transitory	Until chemical is removed or record is superseded
Safety / Health and Testing	Safety and health documents including but not limited to training, auditory testing records, respirator fit test information.	Semipermanent	75 years
Safety Meeting Agenda / Signup Sheets	Topics covered and sign-up sheet for employees who attended the meetings.	Semipermanent	5 years
Supervisory Control And Data Acquisition Reports (SCADA)	Reports printed from Supervisory Control and Data Acquisition (SCADA) system.	Transitory	Until administrative need ends or record is superseded
Technical Manuals, Specifications, and Warranties	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 asset is removed from service
Telephone Records	A log of all messages taken both via phone and in person including, but not limited to, recorded calls, voicemails, phone call logs.	Transitory	Until administrative need ends
Training	Records documenting attendance and presentation by City employees at conventions, conferences, seminars, workshops, and similar training events. Includes training requests, training and Continuing Education Unit (CEU) tracking reports, and related correspondence.	Semipermanent	5 years
Vehicle Inspection, Maintenance, Repair Work Orders, and Reports	Maintenance records, inspection work orders for vehicles, vehicle mileage reports, repair records.	Transitory	Keep until vehicle is removed from service
Water Rights	Records related to City of Meridian Water Rights including, but not limited to, correspondence, agency filings, legal opinions, references.	Permanent	In perpetuity
Website	Public Works Department Website.	Transitory	Until administrative need ends or record is superseded
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	25 years
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	5 years
Department Policies	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
Educational Outreach Materials	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
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	5 years
Newsletters	Annual newsletter prepared by the Public Works Department.	Permanent	In perpetuity
Newsletters (Internal)	Monthly staff newsletter.	Transitory	Until administrative need ends.
Organization Charts	Organization charts.	Transitory	Until administrative need ends or record is superseded
Rate / Fee Records	Records related to establishing utility rates and fees, including calculations, research and recommendations.	Semipermanent	20 years
Resource Documents / Notes	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
Special Projects	Documents related to special or one-time projects to include, but not limited to: Strategic Plans, Inventory Management, Project Information, Rail	Semipermanent	10 years

	with Trail, Subdivisions, and Accreditation.		
Studies	Studies related to Public Works as provided by consultants.	Transitory	Until administrative need ends
Surveys	Public Works initiated internal and external surveys and survey results.	Semipermanent	5 years
Capital Projects and Facilities			
Capital Improvement Projects for Other Departments	Records including but not limited to attendance for public meetings, 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, 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.	Transitory	Records are kept until project completion and then turned over to appropriate department
Engineering			
Correspondence, Engineering	Engineering transmittals (not project-related), serviceability letters, Letters of Interest.	Temporary	3 years
Engineering Policies	Documents the formulation, adoption, and implementation of internal actions / decisions. Includes: project design and construction assumptions and procedures, customer relations and claims guidance, time off, attendance	Transitory	Until administrative need ends or record is superseded

	of professional association events, and other guidance.		
Fire Flow Requests	Requests from customers for fire flow and responses from Engineering staff based on computer modeling.	Semipermanent	75 years
Mailing Lists	Project mailing list.	Transitory	Until project completed
Reference Documents	Preliminary engineering reports, facility plans, other studies.	Permanent	In perpetuity
Sewer Modeling Requests	Requests from customers to run sewer model for capacity and sizing and response from Engineering staff based on computer modeling.	Semipermanent	75 years
Specifications	Specifications such as, but not limited to the City's Supplemental Specs, Idaho Standards for Public Works Construction (ISPWC), and American Water Works Association (AWWA).	Transitory	Until administrative need ends or record is superseded
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	5 years
Floodplain Administration	Records of floodplain development including floodplain permits and floodplain certificates.	Permanent	In Perpetuity
Pretreatment			
Educational Outreach Materials	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
Industrial Pretreatment	Records related to the identification, inspections sampling, permitting, formalized agreements and/or contracts between the City and individual	Semipermanent	Keep all records five years, until the end of the IPDES permit cycle, or as requested

	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.		by state or federal agencies, whichever is longer
Permitted Facilities	Records related to permitted facilities, including zero discharge permits	Semipermanent	10 years
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
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	5 years
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,

	manuals, data, and calibration information.		measurement, report or application; or from end of permit
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
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	5 years from date issued
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
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, whichever is longer.
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	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.

	effluent limits, chemical analysis records, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related data.		
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.
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.
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	10 years
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	5 years
Sewer Television/ Videoscan Inspection Records (Internal)	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	Keep record until asset removed from service.
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,	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.

	turns to open and normal position, narratives of valve maintenance and repair, test run, personnel completing work, dates, and related information.		
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.
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, whichever is longer.
Water			
Backflow Dual Connection List	A list of customers who have two water connection sources for outdoor use	Transitory	Until administrative need ends
Backflow Surveys	A survey of properties noting the location and type of hazard and type of assembly	Transitory	Until administrative need ends or record is superseded
Backflow Tester Information	Tester information including a copy of their license, proof of insurance, and tester kit calibration	Transitory	Until administrative need ends or record is superseded
Backflow Tester List	A list of backflow testers with their pricing	Transitory	Until administrative need ends or record is superseded
Backflow Tests	Backflow assemblies test report	Temporary	3 years
Chlorine Residuals/ Compliance	A report showing sample dates and locations of free chlorine remaining in the City water system	Permanent	In perpetuity
Clothing Spreadsheet	Spreadsheet with individual clothing and boot information	Transitory	Until administrative need ends or record is superseded
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	5 years from date issued
Construction Samples	Bacteria sample results taken for water line/well construction	Semipermanent	5 years

Consumer Confidence Reports (CCR's)	Report mandated by EPA delivered to Meridian citizens that are connected to City water	Transitory	Until administrative need ends
Critical Water Users	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
Daily Chlorine Residuals	Field notes from Chlorine residuals taken from various sample ports in the City water system	Temporary	3 years
Digline Marking Agreement	Agreements between City and Excavators for marking facility	Semipermanent	5 years
Fire Flow Reports	Actual fire flow data taken from a particular fire hydrant	Semipermanent	75 years
Hydrant Meter Reads Spreadsheet	Billing documents from fire hydrant meter readings based on water used for construction	Transitory	Until administrative needs ends
ISO Fire Hydrant Reports	Updates to our Insurance Evaluator notifying them of new hydrants to Water System	Semipermanent	5 years
Leak Letters	Letters that are mailed to customer informing customer of a possible leak are attached to the service order for leak check	Semipermanent	5 years
License Agreements	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
Maximum Contaminant Level (MCL) Public Notification (DEQ)	Maximum Contaminant Level (MCL) Violation notices. Required by Department of Environmental Quality (DEQ) to notify the public.	Permanent	In perpetuity
Meter Warranty Report	A report on meter warranty	Semipermanent	25 years
Monitoring Waivers	Sampling waivers to reduce the frequency of sampling	Permanent	In perpetuity
Production & Maintenance Distribution System History	Repair/Maintenance history on distribution & Production system and all related equipment	Transitory	Until superseded or removed

PRV/Wells Reads	Asset Management software reports on Pressure Reducing Valves (PRV) and Well reads	Permanent	In perpetuity
Radio Licensing	Licensing spreadsheets for SCADA radios, base station and vehicle two/way radios, meter reading infrastructure	Transitory	Until administrative need ends or record is superseded
Reclaimed Water Read Spreadsheet	Reads from reclaimed meters based on water used	Transitory	Until administrative need ends
Reclaimed Water Surveys	Survey reports to monitor compliance	Transitory	Until administrative need ends or record is superseded
Safety Inspections	Inspections / Reports for Gas Monitors, Crane, Fall Protection, and Fire Inspection	Semipermanent	30 years
Sampling Chain of Custody	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
Sampling Equipment Calibration/Repair	Forms for calibration and certification or repair of sampling equipment	Permanent	In perpetuity
Sampling Results/Special/ Compliance	Sample report form for sampling the water for compliance and noncompliance monitoring	Permanent	In perpetuity
Service Orders	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	Semipermanent	5 years
Spring flush notices (Mailers)	Flush notices mailed to customers for spring flush of water system / Maps	Semipermanent	5 years
Subdivision Map Section reports	Spreadsheet with subdivision number	Transitory	Until administrative need ends or record is superseded
System Location Documents	Maps, Photos, hand drawings of Water System Components	Transitory	Until administrative needs ends or record is superseded
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	25 years
Water Asset Information	Records that identify asset location and manufacturer maintenance information	Transitory	Keep until asset is removed from service
Water Division SOPs	Standard policies and procedures for the Water Division	Transitory	Until administrative need ends or record is superseded

Water Meter Reports	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
Water Quality Correspondence	Any mailed correspondence with labs, customers, regulators concerning sampling	Semipermanent	15 years
Water Quality Master Log	Records documenting water quality calls from customers	Semipermanent	25 years
Well Disconnects	Documents on private well disconnects	Permanent	In perpetuity

IDAHO STATUTE TITLE 50, CHAPTER 9, SECTION 50-907

TITLE 50 MUNICIPAL CORPORATIONS

CHAPTER 9 ORDINANCES -- CITY CODE – RECORDS

50-907. CLASSIFICATION AND RETENTION OF MUNICIPAL RECORDS.

(1) "Permanent records" shall consist of:

- (a) Adopted meeting minutes of the city council and city boards and commissions;
- (b) Ordinances and resolutions;
- (c) Building plans and specifications for commercial projects and government buildings;
- (d) Fiscal year-end financial reports;
- (e) Records affecting the title to real property or liens thereon;
- (f) Cemetery records of lot ownership, headstone inscriptions, interment, exhumation and removal records, and cemetery maps, plot plans and surveys;
- (g) Poll books, excluding optional duplicate poll books used to record that the elector has voted, tally books, sample ballots, campaign finance reports, declarations of candidacy, declarations of intent, and notices of election; and
- (h) Other documents or records as may be deemed of permanent nature by the city council.

Permanent records shall be retained by the city in perpetuity, or may be transferred to the Idaho state historical society's permanent records repository upon resolution of the city council.

(2) "Semipermanent records" shall consist of:

- (a) Claims, canceled checks, warrants, duplicate warrants, purchase orders, vouchers, duplicate receipts, utility and other financial records;
- (b) Contracts;
- (c) Building applications for commercial projects and government buildings;
- (d) License applications;
- (e) Departmental reports;
- (f) Bonds and coupons; and
- (g) Other documents or records as may be deemed of semipermanent nature by the city council.

Semipermanent records shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within the record.

(3) "Temporary records" shall consist of:

- (a) Building applications, plans, and specifications for noncommercial and nongovernment projects after the structure or project receives final inspection and approval;
- (b) Cash receipts subject to audit;
- (c) Election ballots and duplicate poll books; and
- (d) Other documents or records as may be deemed of temporary nature by the city council.

Temporary records shall be retained for not less than two (2) years, but in no event shall financial records be destroyed until completion of the city's financial audit as provided in section 67-450B, Idaho Code.

(4) "Historical records" shall consist of records which, due to age or cultural significance, are themselves artifacts of historical value. Historical records have enduring value based on the

administrative, legal, fiscal, evidential or historical information they contain. Historical records shall be retained by the city in perpetuity or may be transferred to the Idaho state historical society's permanent records repository pursuant to subsections 8. and 9. of section 67-4126, Idaho Code, upon resolution of the city council.

(5) Each city council shall adopt by resolution a records retention schedule, listing the various types of city records and the retention period for each type of record.

(6) The city may reproduce, retain and manage records in a photographic, digital or other nonpaper medium. The medium in which a document is retained shall accurately reproduce the record in paper form during the period for which the document must be retained and shall preclude unauthorized alteration of the document.

(a) If the medium chosen for retention is photographic, all film used must meet the quality standards of the American national standards institute (ANSI).

(b) If the medium chosen for retention is digital, the medium must provide for reproduction on paper at a resolution of at least two hundred (200) dots per inch.

(c) A record retained by the city in any form or medium permitted under this section shall be deemed an original public record for all purposes. A reproduction or copy of such record, certified by the city clerk, shall be deemed to be a transcript or certified copy of the original and shall be admissible before any court or administrative hearing.

(d) Once a semipermanent or temporary record is retained in a nonpaper medium as authorized by this section:

(i) The original paper document shall be considered a duplicate of the record, and may be summarily disposed of or returned to the sender; and

(ii) The provisions of this section related to retention and destruction of semipermanent and temporary records shall apply only to the record retained in the nonpaper medium.

(e) Once a permanent record is retained in a nonpaper medium as authorized by this section:

(i) The original paper document shall be considered a copy of the record and may be destroyed after compliance with the provisions of this subparagraph. Prior to destruction of original paper documents, the city clerk shall provide written notice, either by electronic or physical delivery, including a detailed list of the documents proposed for destruction to the Idaho state historical society. The Idaho state historical society shall have thirty (30) days after receipt of the notice to review the list and respond in writing, either by electronic or physical delivery, to the city clerk identifying any documents that will be requested to be transferred from the city to the historical society for retention in the permanent records repository. Any documents that will not be transferred for retention in the permanent records repository may be destroyed. If the city clerk receives no written response within thirty (30) days after the notice was received by the historical society, then the records proposed for destruction may be destroyed.

(ii) The provisions of this section related to retention of permanent records shall only apply to the record retained in the nonpaper medium.

(f) Even if a historic record is retained in a nonpaper medium as authorized by this section, the original paper record shall also be retained by the city in perpetuity, or it may be transferred to the Idaho state historical society's permanent records repository upon resolution of the city council.

(g) Whenever any record is retained in a nonpaper medium, the city clerk shall maintain, throughout the scheduled retention period for such record, suitable equipment for displaying such record at not less than original size and for making copies of the record.

(h) Whenever any record is retained in a nonpaper medium, it shall be made in duplicate and the custodian thereof shall place one (1) copy in a fire-resistant vault or off-site storage facility, and

he shall retain the other copy in his office with suitable equipment for displaying such record at not less than original size and for making copies of the record.

(7) Destruction or transfer of records:

(a) Permanent records shall not be destroyed, except for paper originals of permanent records retained in a nonpaper medium as provided in subsection (6)(e) of this section. Permanent records may be transferred to the Idaho state historical society's permanent records repository upon resolution of the city council.

(b) Semipermanent records may be destroyed only by resolution of the city council and upon the advice of the city attorney, except for paper originals of semipermanent records retained in a nonpaper medium as provided in subsection (6)(d) of this section. Such disposition shall be under the direction and supervision of the city clerk. The resolution ordering destruction shall list in detail records to be destroyed.

(c) Temporary records may be destroyed only by resolution of the city council and upon the advice of the city attorney, except for paper originals of temporary records retained in a nonpaper medium as provided in subsection (6)(d) of this section. Such disposition shall be under the direction and supervision of the city clerk. The resolution ordering destruction shall list in detail records to be destroyed.

(d) Historical records may not be destroyed but may be transferred to the Idaho state historical society's permanent records repository upon resolution of the city council.

History:

[50-907, added 2005, ch. 41, sec. 2, p. 164; am. 2016, ch. 226, sec. 1, p. 621.]