



Record Destruction Request Form

GS 068 Payroll Records	Garnishment checks	2017-2018	5 years
GS 034 Federal and State Tax Records	Unemployment Tax Reports/payments; State and federal quarterly withholding tax; 941	2017-2018	5 years
GS 054 Fixed Assets Inventory	Inventory List-superseded	various	Retain current until superseded, then retain superseded through completion of audit
0718 Motor Fuel Usage Reports Files	Motor Fuel Usage Reports Files	2017-2018	5 years
GS 049 Request and Complaint Files	Citizen Requests for Service	2020	3 years
GS 066 Public Information Requests and Documentation	Public Information Requests	2020	3 years
GS 055 Bid Records	Bid Documentation	2018	5 years accepted; 3 years not accepted
GS 022 Public Notice Records	Posted agendas	2020	3 years
GS 085 Meeting Records (internal agency staff/committee)	Internal meeting records	2020	3 years
GS 062 Employment Recruitment and Selection Records	Postings and unsuccessful candidates	2020	Retain announcement records, position description, and test and rating records 3 years; unsolicited applications and resumes 6 months if not returned to the solicitor; unsuccessful applications, background checks and other records 1 year after position filled or recruitment canceled.
GS 012 Correspondence - General	All non-policy correspondence	2022	1 year
GS 022 Public Notice Records	Affidavits of publication, notice of meetings, zoning notices	2020	3 years
GS 050 Permits and Licenses	Business Licenses	2021	2 years after expiration
GS 065 Participant Registration and Attendance Records	Parks and Recreation Programs/Events	2020	3 years
0102 Animal Control Cards	Records documenting the history of every animal received at the shelter	2021	2 years
0104 Investigation Logs and Reports	Chronological record of investigations of incidents and cases handled by animal control officers	2021	2 years

0217 Building Code Inspection and Enforcement File	Inspections, enforcement	2018	5 years or 5 years after defect corrected
1302 Laboratory Reports: Sewage, Water, Etc.	Testing results	2018	5 years
1303 State and Federal Compliance Reports: Wastewater Treatment Plant	Filed reports	2018	5 years
1304 Sewage Treatment Monitoring Reports	Lab results and monitoring	2018	5 years
1323 Backflow Prevention Testing Records	Documents tests to check for water contamination	2018	5 years
1401 Event Files	Records relating to the leasing of municipal facilities to various groups	2018	5 years after cancellation or expiration of lease
1403/1404 Facility Event and Recreation Program Scheduling and Reservation File	Reservation and Scheduling records	2018	5 years
GS 020 Work Orders	Maintenance requests; Service requests; Service report; Application for Services	2020	3 years
GS 037 News Releases	May include news releases announcing routine events or actions carried out within the scope of existing policies.	2021	2 years
GS 038 Scrapbooks, Photographs and Clippings	Photos	202	Retain as Needed
GS 076 Administrative Reports	Administrative Reports Internal	2023	Completion of Audit
GS 040 Grant Records	Various grants	2000; 2018-2019	Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or as specified by the granting agency, whichever is longer.
GS 116 Employee Benefit Records--Administration	studies/surveys used in plan selection, use, improvement, internal reports and statements used to calculate rates, claims costs, and summaries	2017	6 Years after end of Calendar Year
GS 114 Temporary Employee Files	Intern Files; Summer-hire Files; Seasonal Worker Files	2018	5 Years
GS 043 Drug Testing Records	Drug screening records	2022	Retain positive test results 5 years. Retain negative test results 1 year.
GS 031 Employment Eligibility Verification Forms	I-9 Forms	2020	3 years from date of hire, or 1 year after date of separation, whichever is later

GS 057 Insurance Claims Files	Documents various types of insurance claims filed against local government.	2004-2007; 2010-2013	If legal action taken, retain 10 years after case disposed, or date of last action; If no legal action taken, retain 5 years + legal review
GS 056 Insurance Policy Records	Policies, endorsements, premium rate change notices, agent of record, and related documents.	2012-2016	Retain until canceled or expired, plus 6 calendar years. Retain insurance policy and carrier information until all claims have been settled.
GS 125 Certification of Tax Rates	Pro-Forma Tax Rate Letter	2000-2022	Completion of Audit
GS 068 Payroll Records	Payroll Register; Payroll Earnings and Deduction Registers	2017	5 years
GS 045 Bonds, Public Officials and Employees	Public Official Bond, Commissions and Official Bonds	2005	Retain 6 years after expiration
GS 072 Calendars and Scheduling Records	City Calendars	2022	1 year