



## Record Destruction Request Form

Retention Code	Description	Year	Minimum Retention
GS 034 Federal and State Tax Records	Unemployment Tax Reports/payments; State and federal quarterly withholding tax; 941	2020	5 years
0718 Motor Fuel Usage Reports Files	Motor Fuel Usage Reports Files	2020	5 years
GS 049 Request and Complaint Files	Citizen Requests for Service	2022	3 years
GS 066 Public Information Requests and Documentation	Public Information Requests	2022	3 years
GS 055 Bid Records	Bid Documentation	2020	5 years accepted; 3 years not accepted
GS 022 Public Notice Records	Posted agendas	2022	3 years
GS 085 Meeting Records (internal agency staff/committee)	Internal meeting records	2022	3 years
GS 062 Employment Recruitment and Selection Records	Postings and unsuccessful candidates	2022	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	2024	1 year
GS 012.1 Correspondence - Transitory	Correspondence	2022	None
GS 022 Public Notice Records	Affidavits of publication, notice of meetings, zoning notices	2020	3 years
GS 050 Permits and Licenses	Business Licenses	2023	2 years after expiration
GS 065 Participant Registration and Attendance Records	Parks and Recreation Programs/Events	2022	3 years
0102 Animal Control Cards	Records documenting the history of every animal received at the shelter	2023	2 years
0104 Investigation Logs and Reports	Chronological record of investigations of incidents and cases handled by animal control officers	2023	2 years
0217 Building Code Inspection and Enforcement File	Inspections, enforcement	2020	5 years or 5 years after defect corrected
1302 Laboratory Reports: Sewage, Water, Etc.	Testing results	2020	5 years
1303 State and Federal Compliance Reports: Wastewater Treatment Plant	Filed reports	2020	5 years
1304 Sewage Treatment Monitoring Reports	Lab results and monitoring	2020	5 years
1323 Backflow Prevention Testing Records	Documents tests to check for water contamination	2020	5 years
1401 Event Files	Records relating to the leasing of municipal facilities to various groups	2020	5 years after cancellation or expiration of lease

1403/1404 Facility Event and Recreation Program Scheduling and Reservation File	Reservation and Scheduling records	2020	5 years
GS 020 Work Orders	Maintenance requests; Service requests; Service report; Application for Services	2022	3 years
GS 037 News Releases	May include news releases announcing routine events or actions carried out within the scope of existing policies.	2023	2 years
GS 038 Scrapbooks, Photographs and Clippings	Photos	2025	Retain as Needed
GS 040 Grant Records	Various grants	2021	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	2019	6 Years after end of Calendar Year
GS 114 Temporary Employee Files	Intern Files; Summer-hire Files; Seasonal Worker Files	2020	5 Years
GS 043 Drug Testing Records	Drug screening records	2024	Retain positive test results 5 years. Retain negative test results 1 year.
GS 031 Employment Eligibility Verification Forms	I-9 Forms	2022	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.	2015	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.	2018	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	2024	Completion of Audit
GS 068 Payroll Records	Payroll Register; Payroll Earnings and Deduction Registers	2019	5 years
GS 045 Bonds, Public Officials and Employees	Public Official Bond, Commissions and Official Bonds	2019	Retain 6 years after expiration
GS 072 Calendars and Scheduling Records	City Calendars	2024	1 year
028.009 Cadidacy Records	Candidate Filing	2017-2021	22 months
028.010 Certificate of Ballots	Election Materials	2017-2021	22 months
028.013 Certification of Election Results to Political Subdivision	Certified Results	2017-2021	22 months
028.017 Election Expenses	Election Invoices	2017-2021	Completion of Audit
028.018 Election Notices	Publications	2017-2021	22 months