



**Work Session Agenda**  
**BOARD OF ALDERMEN**  
**CITY OF PARKVILLE, MISSOURI**  
August 2, 2016; 6:00 p.m.  
City Hall Boardroom

**1. GENERAL AGENDA**

- A. Proposed Records Retention Policy

## **CITY OF PARKVILLE Policy Report**

Date: Monday, July 25, 2016

Prepared By:  
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City Clerk

Reviewed By:  
Lauren Palmer  
City Administrator

ISSUE:  
Overview of the proposed records retention policy.

BACKGROUND:

Minimum records retention schedules for municipalities are set by the State of Missouri, and no records can be destroyed until they meet the minimum retention. Over the years the City has not been following a consistent records retention schedule which has led to a large volume of records and a lack of storage space. In addition, staff has not been able to easily determine which records are stored where, and additional staff time has been needed to fill open records requests. A written procedure is necessary to ensure the proper disposition of records in a timely fashion, to create consistency in recordkeeping and to address how to store and destroy records. Staff drafted a policy to supplement guidance from the State and address procedures for records retention and storage.

In addition to including retention schedules, the policy will help organize the City's records, establish a procedure for the disposal of records that have exceeded their required retention period and protect and conserve permanent and archived records to ensure their physical integrity. It will also help staff manage the City's records in an efficient manner, streamline the paper flow, provide for document archiving, minimize the storage constraints and remain in compliance with state and federal laws.

BUDGET IMPACT:

There will be no impact to the budget with adoption of this policy.

ALTERNATIVES:

1. Direct staff to submit the records retention policy to the Board of Aldermen for final approval.
2. Provide direction to staff on recommended changes.
3. Postpone the discussion.

STAFF RECOMMENDATION:

Staff recommends the Board review and comment on the records retention policy and direct staff to present a revised document at a subsequent Board meeting for final adoption.

SUGGESTED MOTION

As this is a work session, no motion is necessary.

ATTACHMENTS:

1. Draft Records Retention Policy
  2. Draft Resolution
  3. Presentation
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## CITY OF PARKVILLE, MISSOURI

<b>Policy Title:</b>	Records Retention Policy		
<b>Policy Number:</b>	100-07	<b>Category:</b>	Board
<b>Effective Date:</b>		<b>Updates:</b>	

### INTRODUCTION

The purpose of this policy is to guide the City in the organization of records, the disposal of records that have exceeded their required retention period, the protection and security of records and the conservation of records to ensure longevity of the physical integrity of permanent or archival records.

This policy provides a quick reference to all employees with information necessary to carry out their specific duties related to public records and provides that all officials and employees are responsible for properly managing records they come across in the course of their duties, regardless of format (paper, electronic, e-mail, etc.).

### SCOPE

Due to the ever-increasing volume of records citywide, and minimal storage space, a written procedure is necessary to ensure proper disposition of inactive records. In addition to proper maintenance of public records and increased storage space as a result of destruction of eligible inactive records, implementation of the procedures will ensure records can be located when needed and will reduce staff time used in performing records searches. The life cycle of a record includes creation, use and disposition (or preservation if permanent record) and the policy addresses each part of a document's life cycle.

### COMPLIANCE WITH STATE LAW

Public records are governed by RSMo Chapter 109 (statutory obligations), Chapter 610 (Sunshine Law) and local retention schedules established by the Missouri Local Records Board. The retention schedule is based on schedules set by the Missouri Secretary of State's Office, with some additional retention based on staff recommendations.

### DEFINITIONS

**Active Records** – records that are used by a department with sufficient frequency to warrant them being kept within the department

**Box number** – number assigned by the City Clerk to a records box that includes inactive records

**City Clerk** – The employee appointed by the Board of Aldermen to perform the duties outlined in Chapter 115 of the Parkville Municipal Code, as may be amended from time to time, or his/her designee

**Closed public record** – any record closed to the public that is subject to the confidentiality provisions of the Sunshine Law

**Department records coordinator** – designated employee from each city department responsible for the department’s active records until they are inactivated and given to the City Clerk for storage

**Inactive Records** – records that are used infrequently but retain legal, historical or business value and warrant the need for storage in the records room or for disposition

**Inclusive dates** – dates of the documents in a records box

**Missouri Local Records Board** – coordinating board that establishes proper retention schedules for all local governments in Missouri which derives its authority from RSMo 109.230 and 109.255 and is chaired by the Missouri Secretary of State

**Non-record** – documents made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and blank documents that do not require retention scheduling or destruction authorization

**Open public record** – any document, book, paper, photograph, map, sound recording or other material open to the public, regardless of the physical form or characteristic, made or received pursuant to law or in connection with the transaction of official business, retained by or of any public governmental body or prepared by the public governmental body that is not subject to the confidentiality provisions of the Sunshine Law

**Permanent records** – records that must be kept indefinitely and may never be disposed of

**Public governmental body** – any legislative, administrative or governmental entity as defined by RSMo 610.010, including but not limited to the Board of Aldermen and all City-appointed boards, commissions and committees

**Records room** – The official room and/or space at City Hall designated by the city administrator for storage of inactive records

**Record series** – group of records that are related as the result of being created, received or used in the same activity

**Retention period** – length of time a record must be kept

**Retention schedule** – document that identifies and describes and organization’s records and indicates how long records must be kept

**Vital records** – records essential to the continued functioning or reconstitution of an organization during and after an emergency and records essential to protecting the legal and financial rights of the organization and of the individuals directly affected by its activities

## **CITY CLERK RESPONSIBILITIES AND SERVICES**

The City Clerk is responsible for administration of this policy and the implementation of processes and procedures to ensure that the schedule is followed.

The City Clerk will maintain the records room and an ongoing destruction program. Services include the following:

- Accept inactive records for storage in the records room
- Index inactive records stored in the records room
- Provide departmental access to inactive records in storage
- Conduct an annual destruction program
- Back up vital records electronically for long-term storage
- Assist and advise departments regarding retention and records management in general

- Assist with organization of internal filing areas/systems, including file tracking
- Provide certification of records destroyed annually
- In cooperation with human resources, provide training as needed to city employees regarding compliance with the Records Retention Policy

The City Clerk will provide guidance to departments to prepare inactive records for storage. All departments are required to prepare their own active records and coordinate with the City Clerk to store inactive records and dispose of those records per this policy.

The City Clerk will inventory, determine retention and store the inactive records. The affected department will be given an electronic copy of the box inventory. Designated department staff will have access to any materials stored in the records room and will be asked to approve destruction of eligible records prior to the records being destroyed by the City Clerk.

This service will be provided only for inactive records which are to be entered into the records program and eventually disposed of according to the schedule in Exhibit A.

### **DEPARTMENTAL RESPONSIBILITIES**

Each department head must ensure that his/her employees are responsible for the proper maintenance of all active records within their care. Each department head will assign a department records coordinator to be responsible for maintenance and storage of its active records and enforcement of this policy. The department records coordinator will work closely with the City Clerk to determine when the department records become inactive and the destruction date.

Please note the City Clerk will not provide certification for records destroyed which have not first been inactivated and stored in the records room and then processed through the annual destruction program as required by law. Because there is no official record of items so destroyed, the City Clerk cannot attest to their existence or destruction.

### **HOW RECORDS ARE FILED**

The City Clerk must determine if the inactive record is complete and all attachments are present. Only one original is required to be kept and all extra copies should be destroyed. As inactive records are filed by the City Clerk, the top of the page must be facing the left side of the box as the reader faces it with the most recent document in the front of the box.

All boxes should be clearly labeled on both sides with a computer-generated label as follows:

<p><b>BOX NUMBER:</b> _____</p> <p>DEPARTMENT: _____</p> <p>RECORD SERIES: _____</p> <p>INCLUSIVE DATES: _____</p> <p>RETENTION: _____</p> <p>DISPOSAL YEAR: _____</p>
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The following should be used to provide a uniform method for preparing inactive records for transfer to the records room. Any questions about preparation, transfer, determining destruction dates, etc. may be directed to the City Clerk.

- Must be in a folder or a box with a lid
- Only cubic foot boxes may be used and should be no more than 10” x 12” x 15”
- Computer-generated labels must be posted on each side of box facing the aisles in the records room

### **Guidelines**

1. Avoid unnecessary filing – do not keep records the City is not required to keep.
2. Arrange folders, guides and labels correctly.
3. Prepare documents for filing:
  - a. Remove sticky notes, rubber bands, paper clips and other temporary fasteners.
  - b. Determine if file is complete and all necessary enclosures and attachments are present.
4. File only one copy in the official file; when extra copies must be retained mark them “Copy” and file them separately from the original.
5. Maintain the files in an organized manner – don’t overload the boxes or folders and leave 3 to 4 inches of working space in each box.

### **Rules for records room**

1. Items other than records shall not be stored in the records room except with approval of the City Clerk.
2. Boxes larger than one cubic foot, except special map and check boxes, may not be used anywhere within the records room. Use of odd-sized boxes decreases the available storage space. Boxes used for copy paper, office supplies shipments, etc. are not made for records storage and do not meet the acceptable size standards.
3. Boxes or other items shall not be stored in an aisle except by the City Clerk when a destruction program is in progress.
4. Storage boxes must have a lid in place when not in use.
5. Loose records will not be accepted and should be placed in a box with a corresponding record series.
6. A department head may request that any inactive record be retained beyond its retention date listed in Exhibit A, subject to approval by the City Clerk.
7. Employees may only access the records room by permission of the City Clerk, unless they have been assigned a key. Boxes must be returned to their assigned shelf location. Employees may check out materials with the City Clerk if materials must be removed from a storage box for further review. The City Clerk will keep a list of items checked out and will check with the department records coordinator when a file has not been returned in a timely manner. The checkout list should be placed in the records box. Original copies of files may not be removed from City Hall.

### **CONSEQUENCES FOR VIOLATING POLICY**

Failure to provide access to open public records in a timely manner can ultimately result in litigation. Failure to respond to a subpoena because the required records are missing and cannot be shown to have been legally destroyed may also lead to legal consequences.

There are no legal consequences for destroying records that have met their required retention period, unless there is pending litigation. The list of destroyed records will be kept in the City Clerk’s Office.

If it can be demonstrated that records were destroyed properly, during the normal course of business, there is no recourse under the Sunshine Law.

### **DESTRUCTION OF RECORDS**

No records can be destroyed until they meet the retention period set by this policy. In cases where there is no schedule for a particular record series, the Missouri Local Records Board must grant permission for the destruction.

The City Clerk shall conduct the annual destruction program and will work directly with the department records coordinator prior to disposition of inactive records. All inactive records will be reviewed prior to disposition and each department head will be notified of pending destruction.

The disposition of inactive records for the City of Parkville shall be adopted by resolution by the Board of Aldermen and shall include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was completed. The disposition list becomes a permanent record. Destruction of the inactive records can be accomplished by shredding, burning or recycling depending on the types of records being destroyed. When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the City Clerk may dispose of the remains only after verification and documentation by the Missouri Local Records Program.

### **PRESERVATION OF PERMANENT INACTIVE RECORDS**

The records that have been identified as permanent shall be stored in the records room with limited access to staff. All permanent inactive records must be placed in an acid-free folder in an archive box (no banker's boxes allowed). Most of the paper files will have a corresponding electronic version stored on the network and an off-site backup.

### **ELECTRONIC RECORDS**

Records are records, regardless of the format and there should be no difference in how the records are managed. The same policies, procedures and retentions apply.

Electronic records will be classified the same as if they were the original paper document and indexed the same in a folder on the network as it would be filed in a box in the records room. If the original paper document were to be destroyed, the electronic record would be the new official record and would keep the same retention schedule. Electronic records become inactive at the same time as the paper record and destruction must be approved prior to deleting the file(s). Electronic scans must be saved in a TIFF, PDF or JPEG200 file format.

Information posted to the City's social media pages must be retained based on the content of the message, in accordance with the applicable records retention schedules in Exhibit A. The City Clerk will download the information quarterly and save it to the network.

### ***E-mail Records***

If a message is not a record when delivered on paper it is not a record when it is sent electronically. The content of the e-mail determines the retention period. The City Clerk shall be

copied on all e-mails sent to the Board of Aldermen and any appointed board or commission or committee and the City Clerk will retain the e-mail per the retention schedule in Exhibit A.

## **DISASTER PREPAREDNESS**

The protection and preservation of the City's records is essential to the maintenance of government functions and should be a high priority. Potential threats include fire, water and theft.

### ***Fire***

The prevention of fire is an important factor in safeguarding records. The records that govern the laws of the City (ordinances, contracts, etc.) will be placed in fireproof cabinets in the City Clerk's office. Most of the files will have a corresponding electronic version stored on the network and at an off-site backup.

To prevent fires, the following will be done:

- No smoking
- Do not store records with chemicals, cleaning supplies or other combustible materials
- Keep the records room neat and check on it occasionally to ensure it stays that way
- Have regular safety inspections
- Install fire protection system and smoke detectors in records room
- Check fire extinguishers at regular intervals

### ***Water***

Most record disasters involve water. Water damage to records occurs when the storage area floods, sewers back-up, water pipes break, or sprinkler systems are used to put out fires. The records will not be stored below water pipes and will be kept on a free-standing shelf at least 6 inches off the floor and at least one foot away from the walls.

### ***Theft***

The records room is located behind locked doors and only designated employees with a key can access it. The doors will be closed at all times unless an employee is accessing the files. To help safeguard the records, electronic copies will be stored on the network and off-site.

## **SUSPENSION OF SCHEDULE IN MATTERS OF LITIGATION**

In the event the City is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit or the commencement of any litigation against or concerning the City, such employee shall inform the City Clerk and any further disposal of documents pertinent to the matter shall be suspended until such time as the City Clerk, with the advice of legal counsel, determines otherwise. The City Clerk shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

## **RETENTION SCHEDULES**

The schedules in Exhibit A include the minimum retention requirements set by the Missouri Local Records Board which are related to the business of the City, with some exceptions of additional retention based on staff recommendations. If a record is kept beyond the minimum retention schedule, it remains a public record and must still be managed, and is subject to public

inspection and/or legal discovery during litigation. The City Clerk has the authority to extend specific retention requirements upon request of a department head based on each department's need for the records. These are notated with an asterisk before the minimum retention.

**Box Information**

Below is a sample of the box inventory sheet that will be placed inside each records box. Information on the sheet will correspond to the type of document(s) in the box. When the box is prepared for destruction, the inventory sheet will be attached to list of destroyed records and kept permanently in the City Clerk's Office.

<b>Date Span of Records:</b> 2013-2014	<b>Retention:</b> Completion of audit + 1 year
<b>Department:</b> Administration	<b>Disposal Year:</b> 2016
<b>Description of Records:</b> Accounts Payable	<b>Disposal Date:</b> December 1, 2016; Resolution No. 2016-025

**Review of Policy**

The policy and retention schedules in Exhibit A will be reviewed by the City Clerk annually to determine if any changes were made to the State's minimum retention schedules. Changes to this policy will require adoption of a resolution by the Board of Aldermen.

**REFERENCES:**

- A. Missouri Local Records Board Schedule
- B. Missouri Secretary of State
- C. City of Gladstone Records Retention Policy

# Exhibit A – Retention Schedules

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## RECORDS RETENTION SCHEDULE

\*Changed/added per staff

<b>Administration</b>			
<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Accident Report Files</b> (0001)	Accidents involving City employees resulting in personal injury	5 years after case concluded	Destroy securely
<b>Administrative Reports</b> (GS 076)	Activity reports, management reports,	Completion of audit	Destroy
<b>Annexation Records</b> (0003)	Annex property into City boundaries	6 years after recorded in minutes	Destroy
<b>Annual &amp; Special Reports</b> (GS 001)	Summary reports documenting program or activities and accomplishments for previous year	Permanent	Archive; microfilm for preservation
<b>Audit Reports – Non-Financial</b> (GS 074)	Performance audits, non-audit services	<ul style="list-style-type: none"> <li>• Final reports: <i>permanent</i></li> <li>• Working papers and supporting documentation: <i>5 years from report date</i></li> </ul>	Permanent: archive Other: destroy
<b>Bonds, Public Officials and Employees</b> (GS 045)	Public official bond, commissions and official bonds	6 years after expiration	Destroy securely
<b>Budget Adjustments</b> (0008.2)	Transfer of or supplemental appropriation to departmental monies during fiscal year	5 years	Destroy
<b>Calendars and Scheduling</b> (GS 072)	Appointment books and planners	1 year	Destroy
<b>Capital Improvement Program (CIP) Files</b> (GS 023)	Records related to construction, repair or renovation of publicly-owned buildings, structures, streets, sidewalks, or other infrastructure (sewer)	Life of structure, sidewalk or road plus 10 years (may be subject to federal requirements)	Destroy
<b>Charters and Articles of Incorporation</b> (GS 075)	Creates and defines rights of City (original charter, petitions, constitution, by-laws, amendments)	Permanent	
<b>City Seal</b> (0012)	Documenting current and past City seals	Permanent	Archive; microfilm for preservation
<b>Computer Software Licensing Files</b> (GS 024)	Documents providing licensure and implementation of computer software (warranty, liability, permitted uses, etc.)	Duration of license plus 5 years	Destroy
<b>Computer System Documentation</b> (GS 025)	Development, implementation, modification and use of computer programs and systems (instruction manuals, migration plans, programming logs, related correspondence)	<ul style="list-style-type: none"> <li>• Migration plans: <i>until superseded</i></li> <li>• Other: <i>1 year after system superseded</i></li> </ul>	Destroy
<b>Contracts, Leases and Agreements</b> (GS 060)	Contracts, exhibits, bid documents, change orders and amendments, leases and agreements	*Permanent	Destroy
<b>Correspondence: General</b> (GS 012)	Letters, memos and e-mails pertaining to routine matters, does not contain significant information about policies or programs	1 year	Destroy

<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Correspondence: Transitory</b> (GS 012.1)	Letters, memos and e-mails of short-term interest that have no evidentiary value which are not included in any other record series	None	Destroy
<b>Correspondence: Policy</b> (GS 013)	Letters, memos and e-mails which state or form basis of policy, set important precedents or record important events in operational and organizational history of City.	Permanent	Archive; microfilm for preservation
<b>County-recorded Documents</b> (0054)	Register of official recording activity with Platte County Recorder (plats, easements, etc.)	Permanent	Archive
<b>Deeds and Conveyances</b> (GS 077)	Dedication deeds, record of right-of-way, deed of conveyance	Permanent	Archive
<b>Disaster/Emergency Preparedness and Recovery Records</b> (GS 051)	Documents the plans for protection and reestablishment of services and equipment in the event of a disaster PD?	Until superseded or no longer needed	Destroy securely
<b>Domestic Partnership Registry</b> (GS 095)	Formal domestic partnerships relationships for purposes of employee benefits, visitation or other privileges	Permanent	Archive
<b>Domestic Violence Shelter Records</b> (GS 097)	Publicly operated domestic violence shelters	5 years after last contract	Destroy
<b>Employee Suggestion Forms</b> (0020)	Suggestions by employees for programs, awards or administrative action	*1 year	Destroy
<b>Equipment Ownership and Maintenance Records</b> (GS 069)	Legal titles, warranties, maintenance logs	Life of equipment	Transfer to new owner or destroy
<b>Franchises: Utilities, Cable TV, etc.</b> (0022)	Franchises granted by City to utility companies and other non-public organizations permitting them to provide services to the city	Expiration/cancellation of franchise plus 5 years	Destroy
<b>Gifts and Contributions</b> (GS 071)	Records documenting gifts and contributions that result from a fundraising effort, donation, memorial or tribute by private individuals or corporations	Permanent	Archive; microfilm
<b>Historic Preservation Files</b> (0024)	Related to historical preservation programs and projects by the City (individual structures or districts)	Permanent for historical purposes	Archive; microfilm for preservation
<b>Index of Files</b> (0048)	Indexes relating to City files organized by category	Permanent	Archive
<b>Land Trust Property Record</b> (0028)		7 years	Destroy
<b>Local Finance Initiative Administrative Records</b> (GS 092)	TIF, CID, NID, TDD, property tax abatement, local option economic development sales tax	Life of district plus 10 years	Destroy
<b>Local Finance Initiative Financial Support</b> (GS 093)	TIF, CID, NID, TDD that provide basis for permanent general ledger	10 years after creation of record	Destroy
<b>Lost and Found Records</b> (0057)	Record of articles turned into City, date found and date released	5 years including audit	Destroy

Type	Content	Minimum Retention	Disposition
<b>Mailing Lists</b> (GS 014)	Compiled to facilitate billing, official notification, etc.	Destroy when superseded or obsolete	Destroy
<b>Maintenance Guarantee Bonds (Private Development)</b> (0015.1)		Term of contract plus term of bond plus 4 years	Destroy
<b>Meeting Records: Internal Staff and Committees</b> (GS 085)	Proceedings of internal departmental meetings	Minutes, agendas, reports: <i>3 years</i> Other: <i>DCA?</i>	Destroy
<b>Mission Statement</b> (GS 082)	Outlines functions and duties of City	Until superseded	Destroy
<b>News/Press Releases</b> (GS 037)	Prepared statements, announcements, news conference transcripts issued to media	<ul style="list-style-type: none"> <li>• Policy and historic news: <i>Permanent</i></li> <li>• Routine releases: <i>2 years</i></li> </ul>	Permanent: archive Other: destroy
<b>Oaths of Office</b> (GS 001)	Oaths of office for elected and appointed officials	1 year after term expiration <ul style="list-style-type: none"> <li>• Historical value: <i>Permanent</i></li> </ul>	Destroy
<b>Orders Issued</b> (GS 048)	Court orders, writs of execution, including those related to tax collection	<ul style="list-style-type: none"> <li>• If recorded in minutes: <i>Completion of audit</i></li> <li>• If not recorded: <i>Permanent</i></li> </ul>	Permanent: archive Other: destroy securely
<b>Ordinances and Resolutions</b> (GS 078)	Legislative and non-legislative actions that document policy development	Permanent	Archive; microfilm
<b>Participant Registration and Attendance Records</b> (GS 065)	Documents the registration and attendance of participants in City-sponsored events, activities or classes	3 years	Destroy securely
<b>Permits and Licenses</b> (GS 050)	Building permits, business license, facility use permit, parade permit, etc.	2 years after expiration	Destroy securely
<b>Petitions</b> (0039)	Signed by citizens requesting action by the City	5 years Retain vacation of public rights-of-ways with ordinances	Destroy
<b>Policy and Procedure Files</b> (GS 047)	Directives and manuals that document policies, procedures developed by City to govern internal functions	<ul style="list-style-type: none"> <li>• Clerical manuals: <i>until superseded</i></li> <li>• One copy of all policy documentation: <i>permanent</i></li> </ul>	Permanent: archive Other: destroy securely
<b>Proclamations</b> (0043)	Official proclamations issued by the mayor or Board	3 years after recorded in official minutes If not in minutes: <i>permanent</i>	Non-permanent: Destroy Permanent: Archive; microfilm
<b>Publications</b> (GS 036)	Published records produced by Parkville and made available to the public (newsletters, pamphlets, reports, etc.)	<ul style="list-style-type: none"> <li>• Brochures, pamphlets and leaflets: <i>until superseded</i></li> <li>• Other: <i>permanent</i></li> </ul>	Permanent: archive Other: destroy
<b>Public Information Requests</b> (GS 066)	Sunshine Law requests and open records requests	3 years	Destroy
<b>Public Notice Records</b> (GS 022)	Affidavits of publication, notice of meetings, public notices, proof of publications	3 years	Destroy

Type	Content	Minimum Retention	Disposition
<b>Records Management Records</b> (GS 018)	Documents authorized retention, scheduling, inventory and disposition of public records (guidelines, schedules, inventory, disposal lists, destruction authorization, correspondence)	<ul style="list-style-type: none"> <li>All inventories, disposal lists, destruction authorizations and transfer agreements: <i>permanent</i></li> <li>Other: <i>until superseded</i></li> </ul>	Permanent: archive; microfilm for preservation Other: destroy
<b>Request and Complaint Files</b> (GS 049)	Documents citizen requests or complaints about service, maintenance, repairs, materials, etc.	3 years after final disposition	Destroy securely
<b>Scrapbooks, Photographs, Clippings</b> (GS 038)	News clipping file, photo file that documents City in chronological order	As needed	Permanent: archive Other: destroy
<b>Security Camera Video Recordings</b> (GS 088)	Surveillance camera video	30 days and review	Destroy/reuse
<b>Technical Manuals, Specifications and Warranties</b> (GS 039)	Owner's manuals and warranties for City-owned vehicles and equipment	Until disposition of vehicle or equipment	Destroy
<b>Telecommunications Log</b> (GS 017)	Telephone log, communications log	1 year	Destroy
<b>Telecommunications System Management Records</b> (GS 017)	Documents creation, modification or disposition of telecommunication systems (equipment, FCC, maintenance, service orders, etc.)	1 year after system is superseded	Destroy
<b>Unclaimed Property</b> (GS 087)	Abandoned property (cash from bank accounts, stocks, bonds, etc.)	1 year after turning over to State Treasurer	Destroy
<b>Vendor Files</b> (GS 019)	Vendor lists, registers or logs	Destroy when superseded or obsolete	Destroy
<b>Websites</b> (GS 079)	City website, Facebook, Twitter,	Destroy when no longer needed	Destroy
<b>Work Orders</b> (GS 020)	Maintenance and service requests, service report, application for services	3 years	Destroy
<b>Vehicle Ownership and Maintenance Records</b> (GS 067)	Certificate of title, registration, licenses, warranties, maintenance records	<ul style="list-style-type: none"> <li>Titles, licenses, warranties and maintenance records: <i>until vehicle sold</i></li> <li>Registration: <i>until superseded or disposition</i></li> </ul>	Destroy
<b>Animal Control</b>			
<b>Bite Records</b> (0101)	Documenting any animal biting incident	2 years after bit report	Destroy securely
<b>Investigation Logs and Reports</b> (0104)	Chronological record of investigations of incidents/cases handled by animal control officers	2 years	Destroy
<b>Dog Licenses</b> (0105)	Documenting licensed dogs	5 years after expiration	Destroy
<b>Ownership Verification Records, Animals</b> (0108)	Records necessary to reclaim animal when summons is issued	2 years after court date	Destroy

<b>Boards, Commissions &amp; Committees</b>			
<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Commission and Appointment Records</b> (GS 044)	Board, committee and commission files and appointment files	Record in official minutes; 1 year after expiration of appointment	Destroy securely
<b>Meeting Records</b>	Documents of proceedings of public bodies (minutes, agendas, packets, indexes, audio/visual recordings)	<ul style="list-style-type: none"> <li>• Minutes, agendas, packets, and indexes: <i>permanent</i></li> <li>• Other: <i>1 year</i></li> </ul>	Permanent: archive; microfilm for preservation Other: destroy
<b>Cemetery Records</b>			
<b>Cemetery Register</b> (0303)	Records showing all lots	Permanent for historical purposes	Archive; microfilm for preservation
<b>Deed Books</b> (0304)	Certify ownership of lots, numbered or unnumbered	Permanent for historical purposes	Archive; microfilm for preservation
<b>Elections</b>			
(these are requirements for the County but also used for the City)			
<b>Campaign Finance Reports</b> (028.008)	Personal financial disclosure (PFD) statements; personal financial disclosure notice; candidate acknowledgment; Ethics Commission documentation; committee electronic filing agreement; notice to candidate	PFD: <i>5 years</i> PDF notices: <i>1 year</i>	Destroy securely
<b>Candidacy Records</b> (028.009)	Declaration of candidacy, candidate withdrawal	22 months	Destroy
<b>Certification of Election Results</b> (028.012)	Document given to City by Platte County Board of Elections that is attached to each canvassing ordinance	Permanent (attached to ordinance)	Archive; microfilm for preservation
<b>Election Expenses</b> (028.017)	Records documenting the City's expense for an election	Completion of audit *plus 1 year	Destroy securely
<b>Election Notices</b> (028.018)	Affidavits of publication and proof of publication	22 months	Destroy
<b>Financial Records</b>			
<b>Accounts Payable Records</b> (GS 007)	Invoices, vouchers, warrants, billing records, refunds, etc.	Completion of audit *plus 1 year	Destroy
<b>Accounts Receivable Records</b> (GS 008)	Documenting revenues owed by citizens, organizations, vendors, etc.	Completion of audit *plus 1 year	Destroy
<b>Adopted Budget</b> (GS 003)	Official and approved annual budget	Permanent	Archive; microfilm
<b>Annual Financial Statements</b> (GS 073)	Documents general financial condition and operation of City on annual basis	5 years • If not included in audit report file: <i>permanent</i>	Archive; microfilm
<b>Audit Report – Financial</b> (GS 002)	Documenting audits of financial position conducted by local, state, federal and/or non-governmental auditing agencies	Permanent	Archive; microfilm

<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Ad Valorem Tax Records</b> (0742) (City tax collected by Platte County on behalf of City)	Listing of merchants and manufacturers or professional establishments for purposes of collecting certain taxes; record has been discontinued	6 years (kept by Platte County)	Destroy
<b>Banking and Investment records</b> (GS 010)	Account statements, deposit books, withdrawal slips, cancelled checks, etc.	Completion of audit plus 1 year	Destroy
<b>Bank Loan Files</b> (0704)	Documenting outstanding financial obligations incurred by the city	Until cancellation of loan plus 5 years	Destroy
<b>Bid Records</b> (GS 055) <b>Request for Proposals</b> <b>Request for Qualifications</b>	Documents publicizing, evaluating and awarding quoted bids to vendors – bids and quotes, bids and specs, and including request for proposals and request for qualifications	<ul style="list-style-type: none"> <li>• Accepted bids: <i>5 years after contract expires</i></li> <li>• Rejected bids: <i>3 years or completion of audit</i></li> <li>• *Bids related to CIP projects: <i>permanent</i></li> </ul>	Destroy
<b>Bonds and Coupons</b> (0706)	Documenting retired individual bonds and their coupons	5 years after cancellation date plus completion of outside audit	Destroy
<b>Bonds and Coupons: City Reconciliation Files</b> (0706.1)	Registered and non-registered bonds, records of individual statements from the bank combined with municipal working papers used to reconcile payments of bonds in general ledger	10 years after final maturity of bond issue	Destroy
<b>Bonds Issued</b> (0707)	Related to financing city projects through bond indebtedness	10 years after final maturity 5 years: rejected proposals	Destroy
<b>Bonds: Lost Checks or Warrants</b> (0758.1)	Support the reissuance of payment to cover lost or stolen City-issued checks or warrants	5 years	Destroy securely
<b>Bonds: Maintenance Guarantee</b> (0757)		Term of contract statute of limitations	Destroy
<b>Bonds: Performance / Capital Projects</b> (0756)		Term of bond plus 10 years	Destroy
<b>Bonds: Performance</b> (0756.1)	Private development of streets, sidewalks, sewers, etc.	5 years	Destroy
<b>Budget Preparation Documents</b> (GS 004)	Working papers, budget requests	Completion of audit *plus 1 year	Destroy
<b>Convention and Tourism Tax Return (Guest Room Tax)</b> (0734a)	Records documenting all tourism tax collected from food establishments and hotel/motels covered by City ordinance	5 years	Destroy
<b>Data Entry Coding</b>	Record of transactions to be entered in computer database files	5 years after all defects have been corrected	Destroy
<b>Depreciation Schedules</b> (0713)	Document useful life of city equipment and property for capital equipment and other financial planning and control	Life of equipment plus 3 years	Destroy
<b>Fee Records</b> (GS 053)	Documenting billing and collection of fees – fee books, statement of fees collected	Completion of audit *plus 1 year	Destroy

<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Fixed Assets Inventory</b> (GS 054)	Listing of fixed assets owned by City – property and equipment inventory	<ul style="list-style-type: none"> <li>• Current lists: <i>until superseded</i></li> <li>• Superseded lists: <i>completion of audit</i></li> </ul>	Destroy
<b>General Ledgers</b> (GS 005)	Year-end print out with aggregate totals	Permanent	Archive; microfilm
<b>Grant Records</b> (GS 040)	Documents the application, evaluation, awarding, administration, monitoring and status of grants	<ul style="list-style-type: none"> <li>• Final reports from significant grants: <i>permanent</i></li> <li>• Other: <i>3 years after submission of final report or as specified by agency</i></li> <li>• Unsuccessful grants: <i>1 year</i></li> </ul>	Permanent: archive Other: destroy securely
<b>Insurance Policy Records</b> (GS 056)	Policies, endorsements, premium rate change notices, agent of record	Insurance policy and carrier information until all claims settled: <i>6 years after cancelled or expired</i>	Destroy securely
<b>Journal Entries, Journal Vouchers</b> (0717)	Records of adjustments to financial accounts to balance city's books	5 years	Destroy securely
<b>Motor Fuel Usage Reports</b> (0718)	Documentation of gasoline, oil and diesel fuel used by City vehicles	5 years	Destroy
<b>Non-Campaign Financial Disclosures</b> (0714a)	Records created prior to 1/1/91; financial records of employees who make binding decisions, issues licenses and permits, and have power to contract or empowered to adopt rules and regulations	5 years after person filing leaves office	Destroy securely
<b>Postal Records</b> (GS 015)	Documenting transactions with USPS and private carriers – postal meter records, receipts for registered and certified mail, insured mail	1 year	Destroy
<b>Purchasing Records</b> (GS 009)	Purchase order ledgers, purchasing requests, requisitions, authorizations	3 years plus completion of audit	Destroy
<b>Receipts</b> (GS 011)	Copies of receipts issued to person paying fees or for petty cash expenses	Completion of audit *plus 1 year	Destroy
<b>Special Tax Assessments</b> (0750)	Special tax assessments for road, street, sewer connection services where property owner may be charged for certain improvements of services	6 years after due date and final payment	Destroy
<b>Street Paving File: Special Assessment Files</b> (0720)	Records to account for street paving funds and verifying revenue contributions from citizens	5 years after last collection	Destroy
<b>Subsidiary Ledgers</b> (GS 006)	Journals, registers, monthly ledgers, etc.	Completion of audit *plus 1 year	Destroy
<b>Surplus Property</b> (0764)	Property owned by the City that has been declared surplus (declarations, advertisements, notices, transfer papers)	5 years	Destroy

<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Tax Anticipation Notes</b> (0752)	Related to tax anticipation	5 years	Destroy
<b>Tax Assessment Files</b> (0753)	Related to assessments for real estate taxes	6 years including audit	Destroy
<b>Travel Expense Reimbursement Records</b> (GS 070)	Documenting requests, authorizations, mileage, claims for reimbursement related to employee travel	Completion of audit plus 1 year	Destroy
<b>Legal Records</b>			
<b>Insurance Claims Files</b> (GS 057)	Claim forms, bills, death and birth certificates, reports, related documents in processing claims	<ul style="list-style-type: none"> <li>• Action taken: <i>10 years after case closed</i></li> <li>• No action taken: <i>3 years</i></li> </ul>	Destroy securely
<b>Litigation Case Files</b> (GS 058)	Affidavits, summons and complaints, responses, orders of dismissal, legal briefs, transcripts of proceedings, orders and court decisions	6 years after case closed	Destroy securely
<b>Legal Opinions</b> (GS 059)	Formal opinions by counsel; usually includes date, office requesting opinion and text of the opinion	Until superseded	Destroy
<b>Personnel Records</b>			
<b>Drug Testing Records</b> (GS 043)	Drug screening records of current and prospective employees	5 years: positive test results 1 year: negative test results	Destroy securely
<b>Employee Personnel Records</b> (GS 026)	Job application, notice of employment, personnel transaction records reflection classification and salary level, orientation checklists, payroll withholding information, leave summary record, and performance documentation	75 years from date of hire <ul style="list-style-type: none"> <li>• Duplicate copies: <i>1 year</i></li> </ul> <i>Note:</i> At time of separation personnel files may be replaced with summary file in lieu of original file – must contain appointments, resignations, promotions, salary history, years of service and all accumulative leave	Destroy securely
<b>Employee Benefit Records</b> (GS 032)	LAGERS, supplemental insurance, insurance plans, retirement, pension and disability, deferred compensation	<ul style="list-style-type: none"> <li>• Year-end leave balance and retirement enrollment: <i>75 years after hire date</i></li> <li>• Other: <i>3 years after separation or eligibility</i></li> </ul>	Destroy securely

<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Employee Medical Records</b> (GS 027)	Pre-employment medical examination records, records of significant health or disability limitations, work-related injuries or illnesses, drug testing records and hazard exposure records	<ul style="list-style-type: none"> <li>• Hazard exposure records: <i>30 years after separation</i></li> <li>• Other: <i>7 years after separation</i></li> </ul>	Destroy securely
<b>Employment Grievance and Complaint Records</b> (GS 061)	Grievances or complaints filed by current and terminated employees, applicants or private citizens	5 years after final disposition	Destroy securely
<b>Employment Recruitment and Selection Records</b> (GS 062)	Employee application files and applications for employment, recruitment and selection of employees	<ul style="list-style-type: none"> <li>• Announcements, position description and test and rating records: <i>3 years</i></li> <li>• Unsolicited applications and resumes if not returned to solicitor: <i>6 months</i></li> <li>• Unsuccessful applications: <i>1 year after position filled</i></li> </ul>	Destroy securely
<b>Equal Employment Opportunity (EEO)</b> (GS 030)	Documenting adoption, administration and compliance with EEOC	Plans, policies and updates: <i>permanent</i> Complaint records: <i>3 years</i>	Destroy securely
<b>Federal and State Tax Records</b> (GS 034)	Report the collection, distribution, deposit and transmittal of federal and state income, social security and unemployment taxes	5 years	Destroy securely
<b>Employment Eligibility (I-9 Forms)</b> (GS 031)	Verifies applicant or employee is eligible to work in the United States	Length of employment plus 1 year	Destroy securely
<b>Leave Requests</b> (GS 029)	Documents requesting sick, vacation leave, compensatory or other leave	Completion of audit plus 3 years	Destroy securely
<b>Payroll Records</b> (GS 068)	Documents earnings, deductions and withholdings of employees	<ul style="list-style-type: none"> <li>• Year-to-date annual summary: <i>70 years</i></li> <li>• Other records: <i>5 years</i></li> </ul>	Destroy securely
<b>Position/Job Description, Classification and Compensation Records</b> (GS 063)	Details of duties and responsibilities of each position and often include reports, position descriptions and evaluations, compensation studies, wage surveys,	3 years after obsolete or superseded	Destroy
<b>Time and Attendance Records</b> (GS 028)	Hours worked and leave hours accrued, time sheets, time cards, attendance and absence reports and work schedule	Completion of audit plus 3 years	Destroy securely

Type	Content	Minimum Retention	Disposition
<b>Training Records</b> (GS 064)	Training materials and program records	<ul style="list-style-type: none"> <li>• Training materials (one copy): <i>until superseded</i></li> <li>• Program materials: 3 years</li> <li>• Individual employee / official training records: 5 years after termination of employment for any records not transferred to employee's master personnel record</li> </ul>	Destroy
<b>Unemployment Insurance Case Files</b> (GS 090)	Documents unemployment claims	2 years after last action	Destroy
<b>Volunteer Program Records</b> (GS 041)	Activities and administration of volunteer programs	5 years	Destroy
<b>Volunteer Worker Records</b> (GS 042)	Work performed by citizens without compensation	3 years after separation	Destroy securely
<b>Employee's Withholding Allowance Certificates (W-4 form)</b> (GS 035)	Documents exemption status of individual employees	5 years after superseded or employee separation	Destroy securely
<b>Wage and Tax Statements</b> (GS 033)	W-2 federal tax form, annual statements documenting employee earnings and withholdings for state and federal income taxes and social security taxes	5 years	Destroy securely
<b>Workers' Compensation Case Files</b> (GS 091)	Documents claims filed against the City	<ul style="list-style-type: none"> <li>• If action taken: 10 years after case closed, dismissed or last action</li> <li>• No action: 3 years</li> </ul>	Destroy
<b>Community Development</b>			
<b>Building Inspections</b> (0743)	Copies of building permits used for appraisal purposes based on property improvements	5 years	Destroy
<b>Building and Grounds Maintenance Records</b> (GS 080)	All maintenance and repairs to buildings and grounds owned or leased by the City	3 years	Destroy
<b>Building Applications and Permits</b> (GS 052)	Requests and authorizations for property owners to erect new structures, including signs, or make structural modifications including plumbing, electrical and mechanical	<ul style="list-style-type: none"> <li>• Historical structures: <i>permanent</i></li> <li>• Completed structures: <i>life of structure</i></li> <li>• Demolition permits: 10 years after demolition</li> <li>• Other: 5 years after expiration</li> </ul>	Permanent: archive Other: destroy
<b>Building Code Inspection and Enforcement</b> (0217)	Elevator, mechanical, plumbing, property maintenance, electrical, fire and life safety code inspections	5 years or 5 years after defects corrected	Destroy

Type	Content	Minimum Retention	Disposition
<b>Building Plans and Drawings</b> (GS 099)	Blueprint and specification file, construction designs	<ul style="list-style-type: none"> <li>• Commercial: <i>10 years after certificate of occupancy</i></li> <li>• Residential: <i>5 years after certificate of occupancy</i></li> <li>• Other: <i>1 year</i></li> </ul>	Destroy
<b>Certificates of Occupancy</b> (0205)	Records certifying a building complies with minimum standards required by local and state laws	Permanent until superseded	Destroy
<b>Dangerous Building</b> (0207)	Records relating to demolition and boarding of buildings deemed unfit for human habitation by building inspectors	<ul style="list-style-type: none"> <li>• Buildings demolished or boarded-up by City: <i>5 years if assessment paid</i></li> <li>• Buildings demolished or boarded up by owner: <i>1 year after case closed</i></li> </ul>	Destroy
<b>Maps and Plats</b> (GS 098)	General reference maps for Parkville	Original and all revisions: <i>permanent</i>	Archive; microfilm
<b>Monthly Reports of Building Permits Issued</b> (0208)	Records compiled for U.S. Census on residential and commercial building permits issued	3 years	Destroy
<b>Standardized Building Codes</b> (0210)	Printed code books used in enforcement of building construction by city inspectors	As revised and updated: <i>permanent</i>	Destroy
<b>Street Address Log</b> (0211)	Master list of current streets and house numbers	Until superseded or no longer needed for reference	Destroy
<b>Plans &amp; Zoning</b>			
<b>Development (land) and applications</b>		Permanent	Archive; microfilm for preservation
<b>Field Notes (Survey)</b>	Written records usually involving legal descriptions, accompanying surveys of property within the city limits	Permanent	Archive; microfilm for preservation
<b>Rezoning Requests</b>	Applications for rezoning that may include surveys, correspondence, petitions and meeting minutes	<ul style="list-style-type: none"> <li>• Accepted request: <i>permanent</i></li> <li>• Denied request: <i>5 years</i></li> </ul>	Permanent: archive; microfilm for preservation Denied: destroy
<b>Variance Requests: Building and Zoning requirements</b>	Applications for variance and supporting documents that may include surveys, correspondence, petitions and meeting minutes	<ul style="list-style-type: none"> <li>• Approved request: <i>permanent</i></li> <li>• Denied request: <i>5 years</i></li> </ul>	Permanent: archive; microfilm for preservation Denied: destroy
<b>Zoning Violations – Written Notice (Citation)</b>	May include petitions, notices of violation to the zoning board, correspondence and meeting minutes	5 years after correction of violation	Destroy
<b>Zoning Notices from Platte County</b>	Written notice of a public hearing	5 years from date received	Destroy

<b>Municipal Court</b>			
<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Index Records for Municipal Ordinance Cases</b>	Includes certification and Trial de Novo	Permanent	
<b>Cases resulting in dismissal</b>	Charging document and amendments, docket sheet and disposition	3 years after final disposition	
	Case file	6 months after final disposition	
<b>Case resulting in acquittal, conviction, judgment or suspended imposition of sentence</b>	Judgment record, judgment index for all case types within COR 8.04.6	Permanent	
	Stealing and driving while intoxicated, blood alcohol content	Charging document and amendments, docket sheet or backer sheet and waiver of counsel: <i>50 years after case disposed</i> Remainder of case file: <i>12 years after case disposed</i>	
	Other serious ordinance offenses, including driving while revoked or suspended, leaving scene of accident, fleeing or attempting to elude officer, driver license violations, fraud, burglary, assault and others including non-traffic related damage to person or property	12 years after case disposed	
	All other ordinance cases and parking tickets	3 years after case disposed	
	Request or order for destruction of evidence when no case is filed	3 years after date of request or order	
<b>Search warrant</b>	Not in case file	3 years after date of filing	
<b>Police</b>			
<b>Incident Report/File (POL 001)</b>	Documents an alleged violation of law or ordinance	Case filed: <i>until final disposition</i> Class A felony, no charges filed: <i>permanent</i> Other felony: <i>3 years</i> Sex crime involving minor: <i>30 years after victim reaches 18 years of age</i> Misdemeanor: <i>1 year</i> Infraction: <i>6 months</i>	Destroy

<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Non-Criminal Incident Report/File</b> (POL 002)	Documents an incident that is not criminal in nature, but may be a requirement of insurance or other industry	1 year	Destroy
<b>Accident Report/File</b> (POL 003)	Documents accident on public property or highway	Felony case: <i>7 years</i> Other: <i>5 years</i>	Destroy
<b>Missing Person/Runaway Report</b> (POL 004)	Documents report of missing person or runaway	Not found: <i>permanent</i> Located safe: <i>1 year</i> Located deceased, not suspicious: <i>1 year</i> Located deceased, suspicious: <i>until resolved</i>	Destroy securely
<b>Messages/Teletypes</b> (POL 005)	9-1-1 printouts, MULES messages, weather reports	Reference	Destroy
<b>Arrest Records</b> (POL 006)	Arrest log, files, register, register ID, fingerprints, booking sheet	5 years	Destroy securely
<b>Orders of Protection/Full Orders</b> (POL 007)	Court orders of protection ex-parte	Reference	Destroy
<b>Logs</b> (POL 008)	Record of daily, weekly or monthly activities	5 years or completion of audit	Destroy
<b>Subpoena</b> (POL 009)	Order for records or personnel to attend court proceeding	1 year from court date	Destroy
<b>Racial Profiling Statistics</b> (POL 010)		1 year after submission to Attorney General	Destroy
<b>Audio/Video Recordings</b> (POL 011)	Car audio/video recordings, booking surveillance, surveillance	Evaluate after 30 days	
<b>Warrants</b> (POL 012)	Bench warrants, fugitive files, out-of-jurisdiction files	Class A felony: <i>75 years</i> Class B felony: <i>3 years</i> Misdemeanor: <i>1 year</i>	Destroy
<b>Information Received/Confidential</b> (POL 013)	Tip line, Crime Stoppers, information received, intelligence files	1 year	Destroy
<b>Police Auction Records</b> (POL 014)	Record of police sales	Completion of audit	Destroy
<b>Special Investigations Fund</b> (POL 015)	Record of money expended during an investigation	Same as case file	Destroy after audit
<b>VIN Verification</b> (POL 016)	Record of VIN accuracy checks for the MO Department of Revenue	90 days	Destroy
<b>Police Administrative Reports</b> (POL 017)	UCR reports, MIBRS reports, quarterly stolen vehicle, quarterly VIN, yearly purge list	2 years	Destroy
<b>Internal Affairs Records</b> (POL 018)	Documents internal investigations	Complaint report Not sustained: <i>1 year</i> Sustained: <i>5 years</i> Complaint face sheet Sustained: <i>until termination</i> Not sustained: <i>until termination</i> Unfounded, exonerated, withdrawn complaints: <i>until settlement</i>	Destroy securely

<b>Type</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Disposition</b>
<b>Expungement Orders</b> (POL 021)	Court orders of expungement	Retain order same as underlying incident file	Destroy If incident report/ arrest records met retention and were destroyed, order may be destroyed
<b>Public Works</b> (Streets, Parks, Sewer, etc.)			
<b>Backflow Prevention Testing Records</b>	Documents tests to check for water contamination	5 years	Destroy
<b>City-owned Building Plans</b>	Plans and specifications of city-owned buildings	Life of structure Evaluate for historical value	Destroy
<b>Engineering Drawings and Blueprint Files</b>	As-built engineering drawings and blueprints for all facilities owned or managed by the City that may include maps of streets, highways, water lines, sewage treatment plants, utilities and other facilities	Permanent	Archive; microfilm for preservation
<b>Equipment, Public Works Check In/Check Out Cards</b>	Record of public works equipment temporarily removed on a regular or periodic basis from storage	2 years	Destroy
<b>Laboratory Reports</b>	Bacterial reports providing results of tests done on waste water	5 years	Destroy
<b>State and Federal Compliance Records (Waste Water Treatment Plant)</b>	Reports filed with the state and federal agencies monitoring the City's compliance with government regulations that may include applications, recycling permits and reports, water treatment permits and reports and other permits for solid waste and sewage treatment lagoon processes	5 years	Destroy
<b>Sewage Treatment Monitoring Reports</b>	Records used to monitor and report on the operations of the waste water (sewer) plant and sewage treatment lagoons	5 years	Destroy
<b>Street Design Improvement Files</b>	Reports used to assess cause of accidents on city streets and make street design improvements in order to reduce accidents	5 years	Destroy
<b>Street Paving Log Book</b>	Record of street maintenance that may include a summary of streets paved listing the street name(s), material used, cost, date and other related information	10 years after last entry in book	Destroy
<b>Structure Inventory and Appraisal Sheet</b>		Permanent and update for the life of the inventory	Destroy

## Environmental, Health and Safety Records

Type	Content	Minimum Retention	Disposition
<b>Environmental Complaints</b> (GS 081)	Investigations and inspections from suspected hazardous materials to unpleasant odors, complaint forms, investigation notes, correspondence	Hazardous materials: <i>permanent</i> Non-hazardous: 5 years	Destroy
<b>Hazardous Materials</b> (GS 089)	Documents that identify chemicals used and warnings to identify	30 years	Destroy
<b>Hazardous Materials Accident Reports</b> (GS 094)	Investigations of hazardous material accidents	Permanent	Archive
<b>Maintenance Safety Compliance Records</b> (GS 084)	Documents safety practices by maintenance staff for machinery, in confined spaces, hazardous atmospheres, or operations capable source of ignition	1 year	Destroy
<b>Pollution and Pollution Studies</b> (GS 096)	Pollution, air quality, water quality, soil contamination reports	5 years	Destroy
<b>Safety Incident Records</b> (GS 083)	Investigating workplace injuries	5 years	Destroy

## Forestry & Landscaping Records

<b>Tree and Shrub planting and maintenance</b>	Records describing planting and maintenance of trees and shrubs on city-owned property	Permanent as updated and revised	Destroy outdated material
<b>Horticulture/Greenhouse planting and maintenance</b>	Records describing short-lived annual and perennials planted on city-owned property	3 years	Destroy

## Parks and Recreation Records

<b>Maintenance: parks, parkways and maintenance areas</b>		5 years	Destroy
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## Special Facilities Records

<b>Event Files</b>	Records relating to leasing of city-owned facilities to various groups (i.e. City Hall office to Parkville EDC)	5 years after cancellation or expiration of lease	Destroy
<b>Facility Event and Recreation Program Scheduling and Reservations</b>		5 years	Destroy
<b>Special Facilities Regulations</b>	City, state and federal regulations unique to the operation of a city-owned facility	5 years	Destroy

## Transportation & Transit Records

Type	Content	Minimum Retention	Disposition
<b>Traffic Signals Intersection File</b>	Records relating to traffic planning that may include studies, drawings of traffic controllers and intersections, signal permits, time progressions and turning count used for traffic control	10 years	Destroy



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CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

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**CITY OF PARKVILLE, MO.  
RESOLUTION No. \_\_\_\_\_**

**A RESOLUTION ADOPTING A RECORDS RETENTION POLICY**

WHEREAS, public records are governed by RSMo Chapter 109 (statutory obligations), Chapter 610 (Sunshine Law) and local retention schedules established by the Missouri Local Records Board; and

WHEREAS, a records retention policy ensures that all records are kept as long as legally and operationally required and that obsolete records are disposed of in a systematic and controlled manner; and

WHEREAS, the Board of Aldermen reviewed the Records Retention Policy at a work session on August 2, 2016, and recommended changes that are incorporated into the final version.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen hereby adopts the Records Retention Policy as attached hereto and incorporated herein by reference.

IN TESTIMONY WHEREOF, I have hereunto set my hand, in the City of Parkville this 16<sup>th</sup> day of August 2016.

\_\_\_\_\_  
Mayor Nanette K. Johnston

ATTESTED:

\_\_\_\_\_  
City Clerk Melissa McChesney



# Records Retention Policy

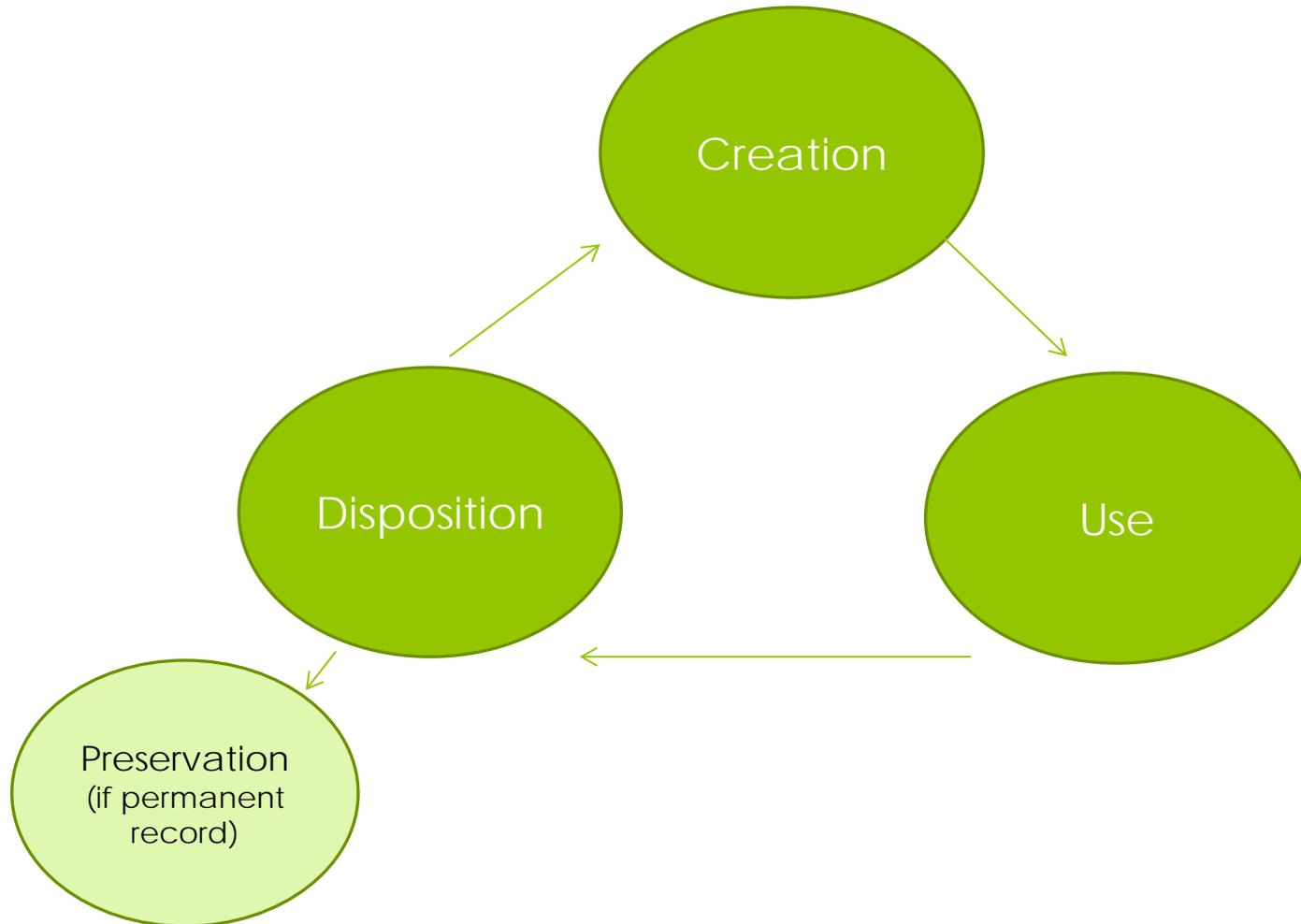
August 2, 2016

6:00 p.m.

# Purpose

- Coordinate recordkeeping
- Dispose of records that exceed retention schedule
- Protect and secure records
- Preserve archived and permanent records
- Ensure records can be located when needed
- Reduce staff time searching for records

# Document Life Cycle



# Definitions of Note

- Active record – used by a department with sufficient frequency to warrant keeping in department
- Inactive record – records used infrequently but retain legal, historical or business value

# City Clerk Responsibilities

- Administration of the policy and implementation of processes/procedures
- Maintain records room of inactive records
- Conduct annual destruction program
- Backup records electronically for long-term storage
- Assist department records coordinators with maintenance of active records
- Provide training needed
- Provide guidance to departments to prepare inactive records for storage

# Department Responsibilities

- Ensure employees are responsible for proper maintenance of active records in their care
- Assign a department records coordinator
- Coordinate recordkeeping with City Clerk

# Inactive Record Filing

- Only one original will be kept
- All extra copies should be destroyed
- Storage room will be locked with limited access to staff
- All boxes similarly labeled for easy access



# Samples of How Records will be Filed

**BOX NUMBER:** \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

RECORD SERIES: \_\_\_\_\_

INCLUSIVE DATES: \_\_\_\_\_

RETENTION: \_\_\_\_\_

DISPOSAL YEAR: \_\_\_\_\_

Outside box

Inside box

<b>Date Span of Records:</b> 2013-2014	<b>Retention:</b> Completion of audit + 1 year
<b>Department:</b> Administration	<b>Disposal Year:</b> 2016
<b>Description of Records:</b> Accounts Payable	<b>Disposal Date:</b> December 1, 2016 by Resolution No. 2016-025

# Records Destruction

- Cannot be destroyed until meets end of retention period
- Annual destruction program conducted by City Clerk
- Adopted by resolution of the Board of Aldermen; destruction list becomes permanent record
- Shredding, burning, or recycling depending on type of record

# Electronic Records

- Records are records, no matter the format
- Classified same as paper record
- Content determines retention period
- If paper destroyed, electronic becomes new official record and keeps same schedule
- Scans must be saved as PDF, TIFF or JPEG2000
- Social media posts – archived quarterly
- **E-mail**
  - City Clerk will be copied on all e-mails to Board of Aldermen and any appointed boards / commissions

# Disaster Preparedness

- Fire prevention
  - Permanent records that govern laws (ordinances, contracts, etc.) – fireproof cabinets
  - Corresponding electronic version on off-site backup
- Water
  - Not stored below water pipes or up against wall
- Theft
  - Only designated employees can access room
  - Locked and only opens with key

# Retention Schedules

- Suspended during litigation, investigation or audit
- Shows minimum retention for documents
- Most based on State's minimum retention, with some exceptions
  - \* marks changes recommended by staff
- Each inactive box will be labeled similarly
- Reviewed annually by City Clerk to determine if any changes were made to the State's minimum retention schedules
  - Changes to schedules will require adoption of a revised policy by resolution of the Board

# Next Steps

- Adoption by the Board of Aldermen
- Staff training
- Implementation