



APPROVED

CITY OF STANLEY

RESOLUTION NO. 2022-1

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANLEY REGARDING THE MANAGEMENT AND RETENTION OF CITY RECORDS.

WHEREAS, a record retention schedule establishes minimum retention periods for the various types of city records; and,

WHEREAS, Idaho Code 50-907 requires the City Council to adopt by resolution a record retention schedule, listing the various types of city records with the applicable retention periods; and,

WHEREAS, adoption of a record retention schedule assists in efficient and effective records management by identifying records that have exceeded their minimum retention that may be destroyed following approval by the City Attorney and, as required for semi-permanent records, approval by the Idaho State Historical Society and upon resolution of the City Council in accordance with the provisions of Idaho Code 50-907; and,

WHEREAS, a record retention schedule also enhances protection of historic records by identifying records of enduring value as permanent records that are retained by the city in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Stanley, Idaho that the city hereby adopts the following records management policies and records retention schedule attached as Exhibit A.

(1) The city clerk shall serve as the municipal records manager (I.C. 50-908), and shall supervise the administration of city records, including:

- (a) Ensuring the orderly and efficient management of municipal records in compliance with state and federal statutes and regulations and city ordinances, resolutions and policies (I.C. 50-908);
- (b) Identifying and appropriately administering records of enduring value for historical or other research (I.C. 50-908);
- (c) Overseeing retention and destruction of municipal records as directed by state and federal statutes and regulations and city ordinances, resolutions and policies (I.C. 50-908); and
- (d) Coordinating transfer of permanent records to the Idaho state historical society's permanent records repository, with the assistance of the state archivist (I.C. 50-908).
- (e) Through consultation with the Mayor and the President of the City Council, and following the guidelines in I.C. 50-907 and City of Stanley resolutions, determine the proper classification of each city government record as permanent, semi-permanent, temporary, or transitory.

(2) All city officials, elected, appointed and staff, shall:

City of Stanley
P.O. Box 53 Stanley, ID 83278
Tel: 208.774.2286 / Fax: 208.774.2278
www.stanley.id.gov
cityclerk@stanley.id.gov

ORIGINAL IN RED



CITY OF STANLEY

- (a) Protect the records in their custody;
- (b) Cooperate with the municipal records manager on the orderly and efficient management of records including identification and management of inactive records and identification and preservation of records of enduring value; and
- (c) Ensure that all city government records originated by city employees, including official emails, are transmitted to the city clerk and that the clerk's records shall be the repository of the official copy of each record. The City Clerk may be required by law to retain duplicate copies of certain records, however other employees are not required to maintain records once they have been submitted to the City Clerk.
- (d) Pass on to their successor 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, shall have any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction or removal of city records is prohibited.

City government records shall be retained according to the schedule attached as Exhibit "A." Exhibit A shall be attached to this resolution and become adopted pursuant to this resolution. Uncertainty about the classification of any record shall be resolved by the City Clerk through consultation with the Mayor and the President of the City Council, and disputes shall be decided by the Mayor. The retention schedules in Exhibit "A" meet or exceed State of Idaho requirements in IC 50-907.


Records identified as permanent shall not be destroyed but shall be retained by the city in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council.

Records that are not considered permanent shall be retained for the period specified in the retention schedule and until destruction is approved by resolution of the City Council pursuant to the provisions of Idaho Code 50-907.

The City Clerk of the City of Stanley is hereby authorized to take all necessary steps to carry out the authorization provided by this Resolution.

This Resolution supersedes any and all previous resolutions pertaining to records management and records retention.

Authorized by the City Council on the 31st Day of January 2022 and signed by me in open session in


Councilmember Laurii Gadwa

City of Stanley
P.O. Box 53 Stanley, ID 83278
Tel: 208.774.2286 / Fax: 208.774.2278
www.stanley.id.gov
cityclerk@stanley.id.gov

ORIGINAL IN RED

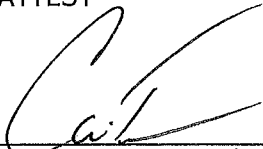


CITY OF STANLEY

THE MAYOR CONCURRING

ATTEST


The Honorable Mayor, Steve Botti


Carl Tassano, City Clerk

Authentication of its adoption on this 31 st Day of January 2022.



EXHIBIT A
RECORDS RETENTION SCHEDULE
CITY OF STANLEY

Administrative Records

- **Activity & Room Scheduling & Reservation Records:** Records documenting scheduling and reservations related to public participation in and use of various city activities, events, classes and meeting rooms. Includes schedules, logs, lists, requests, etc. (SEE ALSO Recreation Program Files and Park & Facility Use Permits in the Parks & Recreation section.)

Transitory: Keep one year.

- **Activity Reports, General:** Daily, weekly, monthly, or annual reports documenting the activities of city employees. Useful for compiling annual reports, planning and budgeting, monitoring work progress, etc. Usually tracks type of activity, employees and/or volunteers involved, time spent on activity, work completed, and related information in narrative or statistical form. (SEE ALSO Grant Records in the Accounting, Budget, Finance & Payroll section.)

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Appointment Files:** These files document appointments to fill vacancies in the offices of mayor and councilmember, and also appointments to city boards, commissions and committees. Documents may include: letters of recommendation, letters of appointment, resumes, and related correspondence.

Permanent: Keep records relating to mayoral and council appointments permanently.

Semipermanent: Keep all other records five years after service with city ends.

- **Calendars, Appointment Books & Scheduling Records:** Records including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, and other activities of city officials.

Transitory: Keep one year.

- **Capital Asset Records:** Records documenting purchase, maintenance, inventory, depreciation and disposition of capital assets, such as buildings, real estate, infrastructure, vehicles, equipment, and other assets with a useful life generally more than five years. (SEE ALSO Technical Manuals, Specifications & Warranties and Vehicle Maintenance & Repair Records in this section and the Public Works & Engineering section for a variety of records relating to capital assets)

Semipermanent: Keep records (except inventories) five years or three years after disposal or replacement of capital asset (whichever is longer).

Transitory: Keep inventories until superseded.

- **Citizen Awards:** Awards presented to honor citizens for civic contributions. Records may include award nominations, certificates, ceremony records, photographs, lists of recipients, etc. Some records may have historic value.

Permanent: Keep lists of recipients permanently.

Semipermanent: Keep other records five years.

- **City Boards, Commissions & Committees:** Bylaws, meeting minutes and agendas of city boards, commissions and committees.

Permanent: Bylaws, adopted meeting minutes and agendas of city boards, commissions and committees are permanent.

Transitory: Keep notes for meeting minutes until minutes officially approved.

Note: Idaho Code 50-907(1)(a) provides that adopted meeting minutes of city boards and commissions are permanent.

- **City Council Meeting Agenda, Minutes & Recordings:** Records documenting meetings of the city council and motions, resolutions, ordinances and other actions taken at council meetings. (SEE ALSO Land Use Hearing Recordings & Exhibits in the Building, Planning & Zoning section.)

Permanent: Adopted council meeting minutes and council meeting agendas (if not included in the minutes) are permanent.

Transitory: Keep audio/visual recordings of non-land use issues until superseded, obsolete, or administrative needs end. The Mayor and City Council President shall decide when these records are obsolete or the administrative needs end. Keep notes for meeting minutes until minutes officially approved.

Note: Idaho Code 50-907(1)(a) provides that adopted meeting minutes of the city council are permanent.

- **Conferences, Seminars & Workshops:** Records documenting attendance and presentations by city employees at conventions, conferences, seminars, workshops, and similar events, including staff reports, instructional materials, related correspondence, etc. (SEE ALSO Employee Travel Records in the Accounting, Budget, Finance & Payroll section.)

Semipermanent: Keep presentations by city employees five years.

Temporary: Keep all other records two years.

- **Contracts & Agreements:** Agreements with vendors and other parties for the acquisition, lease, lease-purchase or sale of equipment, supplies, services or property.

Semipermanent: Keep five years after contract term expires.

Note: Idaho Code 50-907(2)(b) provides that contracts must be kept at least five years.

- **Correspondence:** Correspondence is divided into three types. *Transitory Correspondence* covers day-to-day office and housekeeping correspondence and does not contain unique information about city functions or programs. Includes general email that does not involve correspondence, but involves notifications, solicitations, announcements, etc. *General Administrative Correspondence* includes records 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. *Policy/Program Correspondence* documents the formulation, adoption, and implementation of significant policy/program decisions. All three classifications of correspondence include records on various types of media, including paper, email, and other media.

Permanent: Policy/program correspondence is permanent.

Semipermanent: Keep general administrative correspondence for five years.

Transitory: Keep transitory correspondence until administrative needs end. There is no administrative need to keep general email that does not involve correspondence, but involves notifications, solicitations, announcements, etc.

- **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.

Note: Idaho Code 50-907(1)(e) provides that records affecting the title to real property or liens thereon are permanent.

- **Disaster Preparedness & Response Records:** Records documenting planning for, impact of, and actions taken by the city in response to disasters, emergencies, and civil disorder, including: earthquakes, wildfires, severe storms, floods, drought, utility failures, hazardous materials incidents, riots, etc. Records may include: plans and studies, logs, diaries, damage assessment reports, response reports, situation and resource status reports, resource ordering and tracking records, financial documentation, messages, photographs, etc.

Permanent.

- **Dispute Resolution Records:** Records documenting the city's dispute resolution program to handle complaints by citizens about disputes with neighbors or merchants. Typical cases may cover: animal control, landlord/tenant issues, noise, harassment, property disputes, business/consumer issues, etc. Records may include: evaluation and intake records, service referrals, resolution agreements, and follow-up surveys. Information may include: name, phone number and address of person filing complaint; case number; date of activity; narration of request/complaint; name and address of offender; action taken; and other information.

Semipermanent: Keep case records five years after last action.

Temporary: Keep other records three years.

Easement Records: Records relating to acquisition of city-owned easements and rights-of-way for public works or other local government purposes, including deeds, correspondence and legal documentation. (SEE ALSO Vacation Records in this section and Temporary Access/Construction Easement Records and Right-of-Way Permit Records in the Public Works & Engineering section.)

Permanent.

- **Franchise Records:** Records relating to franchises for electricity and natural gas distribution, cable television and garbage collection, including: contracts, franchise fee information, election information, audits and other verification of revenue from franchisee, published franchise ordinance, and other records.

Semipermanent: Keep six years after expiration of franchise agreement.

- **Historical File:** Includes historical information about the city. May include maps, newspaper clippings, scrapbooks, photographs, compiled histories of the city, information on historic homes and properties, special events & celebrations, etc.

Permanent.

- **Key & Keycard Records:** Document the issuance of keys/keycards to city staff for entrance to city buildings.

Transitory: Keep until superseded.

- **Legislative Issues:** Bulletins, publications, bills, and other information about state/federal legislation affecting the city.

Transitory: Keep until administrative needs end. The Mayor, President of the City Council, and the City Clerk shall review these records quarterly to determine if the administrative need has ended.

- **Lost & Found Property Records:** Records documenting city receipt and maintenance of lost and found or abandoned property such as money, bicycles and other items not related to a crime. Includes: receipts, inventory lists, disposition information, etc.

Temporary: Keep three years.

- **News Releases:** Prepared statements, announcements, and news conference transcripts issued to the news media by the city.

Permanent.

- **Notary Bond Records:** Bond posted by notaries conditioned on the faithful performance of their duties. Note—other notary records, including application, appointment, journal and other records are the property of the notary.

Semipermanent: Keep six years after expiration.

- **Oaths of Office:** Signed oaths of elected officials swearing to uphold the federal and state constitutions and laws of the city.

Permanent.

Ordinances & Resolutions: Ordinances and resolutions passed or considered by the city council.

Permanent: Adopted ordinances and resolutions are permanent.

Transitory: Keep proposed ordinances and resolutions that are not adopted until administrative needs end. The Mayor, President of the City Council, and the City Clerk shall review these records quarterly to determine if the administrative need has ended.

Draft ordinances and resolutions shall be kept until superseded by a more recent draft, or by a final approved document.

Note: Idaho Code 50-907(1)(b) provides that ordinances and resolutions are permanent.

Parade Applications: Applications and other records relating to parades on city streets, including: fees, insurance requirements, alternative routes for emergency vehicles, etc.

Temporary: Keep three years.

- **Permits & Licenses:** Includes records relating to city permits and licenses, including: beer, wine and liquor by the drink, animal licenses, business licenses, daycare licenses, pawn shop licenses, taxicab licenses, etc.

Semipermanent: Keep five years after expiration, revocation or denial.

Note: Idaho Code 50-907(2)(d) provides that license applications must be kept for at least five years.

- **Plats, Maps, and Drawings:** Includes plats, maps, and drawings not covered by other record categories in this Exhibit.

Permanent: All records of historic value or used for administrative and policy interpretations, e.g. floodplain maps.

- **Postage Records:** Document transactions with the U.S. Postal Service and private carriers, including: postage meter records, receipts for registered and certified mail, insured mail, special delivery receipt and forms, loss reports, etc.

Temporary: Keep three years.

- **Proclamations:** Ceremonial or celebratory statements issued by the mayor.

Permanent: Proclamations are permanent, with the exception of those requested by outside groups or organizations (see below).

Transitory: Keep proclamations requested by outside groups/organizations one year.

- **Professional Membership Records:** Records documenting city-paid individual memberships and activities in professional organizations (i.e. Idaho City Clerks, Treasurers & Finance Officers Association, Association of Public Treasurers, etc.).

Semipermanent: Keep five years.

- **Public Addresses:** Includes speeches (State of the City), addresses and other comments or remarks made at formal ceremonies by elected officials. Format may be paper, audio or videotape, etc.

Permanent.

Public Records Requests: Includes written public records requests, city denials of public records requests, appeals information, etc.

Temporary: Keep two years after last action or final disposition of appeal (whichever is longer).

- **Publications:** Includes newsletters, annual reports, policies (e.g. personnel, internet use, drug testing, etc.), manuals, pamphlets, brochures, leaflets, reports, plans, feasibility studies, proposals, etc. published by the city or at the city's request.

Permanent: Keep one copy of newsletters, annual reports, policies and procedures manuals, plans, feasibility studies and other publications with lasting significance permanently.

Semipermanent: Keep other publications five years.

- **Purchasing & Quality-Based Selection Records:** Records documenting competitive bidding and purchase of goods, services, and public works construction, and procurement of design professionals. Records include: published notices and solicitations, specifications, bids, requests for qualifications, statements of qualifications, etc.

Semipermanent: Keep five years.

Note: Idaho Code 67-2805(2)(3) and 67-2806(1)(3) require that if a city finds it impracticable or impossible to obtain three bids for personal property or from licensed public works contractors for public works projects, documentation of the efforts undertaken to procure three bids must be kept at least six months after the procurement decision is made.

- **Purchase Orders & Requisitions:** 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: Keep five years.

Note: Idaho Code 50-907(2)(a) provides that purchase orders must be kept at least five years.

- **Records Management Records:** Records documenting the inventory, retention, management and disposition of city records, including: records retention schedules, inventory worksheets, correspondence, etc. (SEE ALSO Public Records Requests in this section).

Permanent: Keep record retention schedules and amendments, and destruction records including destruction resolution and authorization from Idaho State Historical Society and legal counsel, permanently.

Semipermanent: All other records relating to records management keep five years.

- **Sister City Records:** Records of sister city relationships with cities in other countries, including correspondence, ceremonial agreements, proclamations, exchange visit records, photographs and related documents.

Permanent: Keep ceremonial agreements and proclamations permanently.

Semipermanent: Keep other records five years.

- **Surveys, Polls & Questionnaires:** Records documenting measurement of public opinion, including surveys, polls, questionnaires, studies, etc.

Permanent: Keep summaries permanently.

Transitory: Keep survey forms and other records one year.

- **Technical Manuals, Specifications & Warranties:** Owners manuals and warranties for city-owned vehicles and equipment. Includes specifications, operating instructions, safety information, and terms for coverage of repair or replacement of equipment. (SEE ALSO Vehicle Maintenance & Repair Records and Capital Asset Records in this section).

Semipermanent: Keep until vehicle/equipment is removed from service.

- **Telephone Messages:** Includes actual telephone messages and telephone message registers.

Transitory: Keep for one week or until administrative needs end.

- **Urban Renewal Records:** Includes urban renewal plans, annual financial reports, audit reports, budgets, project records, tax-increment financing information and related documents.

Permanent: Keep urban renewal plans, annual financial reports, audit reports, feasibility studies, financial impact analyses, and other written studies or reports permanently.

Semipermanent: Keep urban renewal project records ten years after closeout of the urban renewal agency.

- **Vacation Records:** Recorded property vacations by the city, including streets, alleys, easements, public utilities, subdivisions, and rights-of-way. Records may include: petitions to vacate, maps, descriptions of property, staff reports, and related correspondence.

Permanent.

- **Vehicle Maintenance & Repair Records:** Document the maintenance and repair history of city-owned vehicles. Records typically include: description of work completed, parts and

supplies used, date of service, date purchased, price, vehicle identification number, make and model, registration, etc. (SEE ALSO Technical Manuals, Specifications & Warranties and Capital Asset Records in this section)

Semipermanent: Keep until vehicle is removed from service.

Visitor Logs: Records documenting visitors to city buildings, and typically include: visitor's name, visitor badge issued, and entrance and exit times.

Transitory: Keep one year.

Accounting, Budget, Finance & Payroll Records

- **Accounts Payable:** Records documenting payment of city bills, including reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, etc. (SEE ALSO Grant Records in this section for records documenting expenditure of grant funds.)

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five 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, awards, logs, lists, summaries, statements, etc. Information typically includes: receipt amount, date, invoice number, name, account number, account balance, adjustments, etc. (SEE ALSO Grant Records in this section for records documenting receipt of grant funds.)

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five 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: auditor's report and recommendations, single audit information concerning federal grants, and other information.

Permanent.

- **Bank Transaction Records:** Records documenting the status and transaction activity of city bank accounts, including account statements, deposit and withdrawal slips, checks,

checkbook stubs and check registers, etc. (SEE ALSO Grant Files in this section for records documenting grant transactions.)

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Bankruptcy Notices:** 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, accounts information, prepared repayment plan and related documentation.

Temporary: Keep three years after discharge of debt or last action (whichever is shorter).

- **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: Bond and election ordinances are permanent.

Semipermanent: Keep all other records five years after the bonds are paid off.

Note: Idaho Code 50-907(2)(f) provides that these records must be kept at least five years.

- **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.

Permanent: Keep notice of budget hearing (with tentative budget) and appropriations ordinance and amendments permanently.

Temporary: Keep all other records three years after fiscal year end.

- **Deduction Authorization Records:** Records documenting employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other agency or vendor. Records may include: insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related records.

Semipermanent: Keep five years after superseded, terminated, or employee separation.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention

of these records for at least four years.

- **Deduction Registers:** Registers or records documenting voluntary and/or required deductions from the gross pay of city employees. Types of deductions include: federal income and social security taxes, state income tax, workers' compensation, union dues, insurance, deferred compensation, credit union, parking permit, garnishments, levies, charitable contributions, and others. Information may include: employee name and social security number, pay period, total deductions, net pay, check number, and related data.

Semipermanent: Keep five years after fiscal year end.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Employee Bond Records:** Records documenting the posting of fidelity, performance or position bonds to guarantee the honest and faithful performance of elected officials, individual employees or groups of employees. Information typically includes: name and position(s) of the individual or group, amount of coverage, effective and expiration dates, and related information.

Semipermanent: Keep six years after expiration.

- **Employee Time Records:** Records documenting hours worked, leave hours accrued, and leave hours taken by city employees. Information usually includes: employee name and social security number, hours worked, type and number of leave hours taken, total hours, dates and related data. (SEE ALSO Leave Applications in this section.)

Semipermanent: For records documenting expenditure of grant funds, see Grant Records in this section. Keep all other records five years after fiscal year end.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

- **Employee Travel Records:** Records documenting requests, authorizations, reimbursements, and other actions related to employee travel, including expense reports and receipts, vouchers and related documents. Information typically includes: estimated and final cost, destination, method of transportation, travel dates, approval signatures, etc.

Temporary: Keep five years after fiscal year end.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

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), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms. (SEE ALSO Wage & Tax Statements and Withholding Allowance Certificates in this section for related records.)

Semipermanent: Keep five years after fiscal year end.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Financial 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.

Permanent: Keep fiscal year-end financial reports and quarterly published treasurer's reports permanently.

Semipermanent: Keep all other reports five years after fiscal year end.

Note: Idaho Code 50-907(1)(d) requires fiscal year-end financial reports to be kept permanently.

Idaho Code 50-907(2)(a) provides that other financial reports must be kept at least five years.

- **Garnishment Records:** 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: Keep five years after resolution.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four 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, and totals for notes receivable, interest income, amounts due from other funds, federal grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenue, accounts receivable, accounts payable, etc.

Semipermanent: Keep year-end ledgers 10 years after fiscal year end. Keep all other general ledgers five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Gift & Contribution Records:** Records documenting gifts and contributions to the city, including donor and acknowledgment letters, acquisition lists itemizing purchases made with contributed money, checks, receipts and related records.

Temporary: Keep three years after completion of the terms of the gift/contribution, unless otherwise specifically provided.

- **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.

Permanent: Keep final reports from significant grants permanently.

Semipermanent: Keep records documenting the purchase and/or disposal of real property 10 years after substantial completion or as specified in the agreement, whichever is longer. Keep other grant records five years or as specified in the agreement, whichever is longer.

Temporary: Keep unsuccessful grant applications three years.

- **Interdepartmental Billings:** These are accounting documents that request the transfer of funds between departments for services rendered or materials purchased.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Investment Records:** Reports, statements, summaries, correspondence and other records documenting and tracking investments made by the city, including the Local Government Investment Pool.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

Leave Applications: Applications or requests submitted by city employees for sick, vacation, compensatory, personal business, 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. (SEE ALSO Employee Time Records in this section.)

Temporary: Keep three years.

- **Leave Balance Reports:** Reports documenting individual city employee accrual and use of sick, vacation, compensatory, personal business, family and medical leave, and other leave time. Information usually includes: employee name and social security number, leave beginning balance, leave time accrued, leave time used, ending balance, and related data. (SEE ALSO Employee Benefits Records in the Personnel section.)

Semipermanent: Keep year-end leave balance reports 10 years after employee separation. Keep all other records five years after fiscal year end.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Local Improvement Districts:** 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: Ordinances, assessment rolls and payment records (if kept separately from the roll itself) are permanent.

Semipermanent: Keep other records five years after the local improvement district is closed and all bonds are paid off.

- **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. Often consists of recapitulation reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date, department, division, section, employee/employer contributions, and others.

Temporary: Keep three years after fiscal 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: Keep year-end (or month-end, if year-end registers not used) 75 years after fiscal year end. Keep all other payroll registers five years after fiscal year end.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **PERSI Records:** Records relating to PERSI, including Employer Remittance Forms, invoices, correspondence, financial adjustments, etc.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Receipts:** Copies of receipts, showing the date, from whom received, amount, purpose, etc.

Semipermanent: Keep five years after fiscal year end.

Note: IRS regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Note: Idaho Code 50-907(2)(a) provides that cash receipts subject to audit must be kept at least two years.

- **Sales & Use Tax Forms:** Used to report and remit sales tax collected and due to the state.

Semipermanent: Keep five years after fiscal year end.

- **Signature Authorization Records:** Records documenting authorization of designated employees to sign fiscal and contractual documents.

Semipermanent: Keep six years after authorization superseded or expired.

- **Subsidiary Ledgers, Journals & Registers:** Records documenting details of transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar

basis. Includes journals, ledgers, registers, daybooks and other account books that provide backup documentation for the general ledger.

Semipermanent: Keep year-end payroll register 75 years after fiscal year end. Keep all other records five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Unemployment Compensation Claim Records:** 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.

Temporary: Keep three 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, days worked, totals, and other data.

Temporary: Keep three years.

- **Utility Account Change Records:** Records documenting routine information changes to customer accounts, including name and address.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Application/Disconnect Records:** Applications completed by customers requesting or disconnecting water, sewer, power, garbage or other city-provided services. Information typically includes: customer's name, address, phone number, meter information, date and approval signatures.

Semipermanent: Keep **Semipermanent:** Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Customer Security Deposit Records:** Records documenting customer payment of a security deposit to receive water, sewer, power, garbage or other services. Information usually includes date, amount of deposit, customer's name, address, and account number, date account closed, refund date, amount of deposit confiscated, reason for confiscation, and related information.

Semipermanent: Keep five years after refund or last action.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Bill Remittance Stubs:** Bill stubs received with payments for water, sewer, power, garbage and other city-provided services that document receipt and posting of customer payments. Information typically includes: account number, name, service address, payment received, and receipt date and number.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Billing Adjustment Records:** Records documenting adjustments to customer water, sewer, power, 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.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Billing Register:** Records documenting transactions on the water, sewer, power, garbage or other city-provided service account of each customer. Useful for reference to assure accurate customer billings. Information often includes: customer's name, service address, meter reading, water or power usage, utility charges, payments, adjustments, prior balance due, current balance due and related data.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Meter Books:** Document the readings of customer water/power meters by city employees for billing purposes. Information typically includes: name of meter reader, meter reading, date read, account number, billing code, final reading, reason for turnoff, meter changes, and related data.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Vendor Lists:** Lists of vendors providing goods and services to the city.

Transitory: Keep until superseded or obsolete.

- **Wage & Tax Statements:** 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. (SEE ALSO Federal & State Tax Records in this section.)

Semipermanent: Keep five years.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Withholding Allowance Certificates:** 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. (SEE ALSO Federal & State Tax Records in this section.)

Semipermanent: Keep five years after employee separation.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Building, Planning & Zoning Records

- **Annexation Records:** Document the annexation of new land into the city. Records may include: application, annexation agreement, notices of hearing, staff report, recommendations of the planning and zoning commission, maps, etc.

Permanent.

- **Area of Impact Records:** Document the negotiation and adoption of area of impact agreements and ordinances with the county, including: public notices, correspondence, notices of hearing, recommendations from the planning and zoning commission, maps, “committee of nine” proceedings, etc.

Permanent.

- **Building Activity Records:** Reports or statistical compilations tracking building activity on a monthly or annual basis, used to plan budgets and staffing and monitor growth and building

trends. Typically tracks number of permits issued, type of activity, value of projects, fees collected, etc.

Permanent: Keep reports summarizing activity on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Building Codes:** Codes that may be adopted by local ordinance, including: the International Building Code, International Residential Code, International Energy Conservation Code, International Mechanical Code, International Fuel Gas Code, Uniform Plumbing Code, National Electrical Code, International Fire Code, etc.

Permanent.

- **Building Inspection Reports & Working Papers:** Records documenting inspections to ensure compliance with the city's adopted codes, including inspection reports, logs, requests for inspections, correspondence, etc.

Semipermanent: Keep for the life of the structure.

- **Building Permit Applications & Review:** Applications for construction, structural modifications, installation of plumbing, electrical or mechanical equipment, etc.

Permanent.

- **Building Permits:** Permits granted to property owners for construction, structural modifications, installation of plumbing, electrical or mechanical equipment, etc.

Permanent: Keep building permits for completed structures permanently.

Semipermanent: Keep revoked or expired building permits two years after revocation/expiration.

- **Building Plans & Specifications:** Blueprints and other graphic illustrations of designs submitted by contractors for the construction, reconstruction or alteration of buildings. These plans and accompanying specifications are submitted to ensure compliance with building codes, setbacks and other regulations. Documents include: site plan, scale of floor plan, elevation plan, electrical plan, typical wall section and foundation, and specifications.

Permanent: Keep plans and specifications for publicly-owned and commercial structures permanently.

Temporary: Keep plans and specifications for residences two years after issuance of certificate of occupancy.

Note: Idaho Code 50-907(1)(c) requires building plans and specifications for commercial projects and government buildings to be kept permanently. Idaho Code 50-907(2)(c) requires building applications for commercial projects and government buildings to be kept for at least five years. Idaho Code 50-907(3)(a) requires building applications, plans and specifications for noncommercial and nongovernment projects to be kept at least two years after final inspection and approval.

- **Certificates of Occupancy:** Certification that a building complies with city codes and is safe for occupancy. Information may include: type of building, building permit number, type of construction, owner of building, address, contractor name, date built and certified in compliance with code. Includes requests for temporary occupancy.

Permanent.

- **Code Enforcement:** Case files on city code violations including: correspondence with owners, site inspections, photographs, enforcement actions, and hearings.

Permanent.

- **Comprehensive Plan:** The plan used to guide the long-term growth and development of a city. Records typically include: the plan document, periodic updates, citizen surveys and participation information, notices of hearing, maps, photographs, staff reports, recommendations from the planning and zoning commission, etc.

Permanent.

- **Conditional Use Permits:** Permits allowing construction of buildings in specific areas when impacts to neighbors are mitigated. Documents typically include: application, blueprint drawings, notices of hearing, staff report, planning and zoning commission recommendations/decision, and related correspondence.

Permanent: Keep application and decision documents permanently.

Semipermanent: Keep other records 10 years after expiration, revocation or discontinuance of use.

- **Correction Notices:** Notices to contractor/builder to correct defects noted during the inspection process.

Permanent.

- **Design Review Records:** Records related to design review overlay districts, including: applications, staff reports, committee recommendations, maps, photographs, and other records.

Permanent: Keep application and decision documents permanently.

Semipermanent: Keep other records 10 years after approval or denial.

- **Development Agreements:** Records documenting formation, modification and termination of development agreements, in which the city requires the developer to make a written commitment concerning use or development of the subject parcel as a condition of rezoning. The agreements are recorded and binding on subsequent property owners.

Permanent.

- **Flood Plain Permit Records:** Permits issued for construction within a flood plain zone. Records also may include: elevation certificates, applications, review records, checklists, and other documents.

Semipermanent: Keep permits and elevation certificates 10 years after the life of the structure or until area is determined not to be a flood plain, whichever is longer. Keep other records 10 years.

- **Future Acquisitions Map:** Records relating to the future acquisitions map, which identifies land proposed for acquisition for infrastructure and services over the next 20 years.

Permanent.

- **Historic District Records:** Records relating to historic district overlay zones, including: applications, staff reports, committee recommendations, maps, photographs, list of historic structures and other records.

Permanent.

- **Land Use Hearing Recordings & Exhibits:** Includes maps, plans, drawings, and other exhibits prepared for land use hearings and audio recordings of land use hearings before the planning and zoning commission and city council.

Permanent: Keep land use exhibits referenced in minutes permanently.

Semipermanent: Keep exhibits not referenced in minutes five years.

Transitory: Keep audio recordings one year after the date of the hearing, unless a longer period is required due to litigation.

Note: Idaho Code 67-6536 requires that audio recordings of planning and zoning hearings (transcribable verbatim record) be kept at least six months after the final decision.

- **Nonconforming Use Records:** Records pertaining to uses that are “grandfathered” in when zoning regulations change for a particular property. Changes or expansions of nonconforming uses may require city approval. Records may include: site plan, verification of original and current use, nonconforming use certificate, and records regarding changes or expansion of the nonconforming use.

Permanent.

- **Plan Review Reports:** Reports indicating compliance with adopted building codes, planning and zoning ordinances, and other city requirements.

Permanent: Keep plan review reports for commercial buildings permanently.

Semipermanent: Keep plan review reports for residential buildings five years after issuance of certificate of occupancy.

- **Planned Unit Development Records:** PUDs allow for flexibility in subdivision and zoning regulations with greater amenities provided by the developer. These records include: application, maps, diagrams, site plans, notices of hearing, staff report, recommendation/decision by the planning and zoning commission, correspondence, etc.

Permanent: Keep application and decision documents permanently. **Semipermanent:** Keep other records 10 years after approval or denial.

- **Planning Studies:** Reports completed in-house or by outside consultants on specific planning issues, including transportation plans, affordable housing plans, etc.

Permanent.

- **Rezoning Records:** Document applications for rezoning property within the city, including: application, review forms, maps of areas involved, notices of hearing, staff report, recommendation of the planning and zoning commission, written decision by the council, appeals, correspondence, etc.

Permanent: Keep application and decision documents permanently.

Semipermanent: Keep other records 10 years after approval or denial.

- **Sign Review Case Files:** Applications and related records for sign permits, including: approvals, photographs or renderings of proposed signs, etc.

Semipermanent: Keep for the life of the structure.

- **Subdivision Records:** Document the preliminary and final plat stages of subdivision approval, including: application, maps, diagrams, site plans, staff report, recommendation by planning and

zoning commission, written decision by the council, correspondence, appeals, etc. Includes administrative lot split or “short plat” applications involving less than five lots.

Permanent: Keep records relating to approved subdivisions permanently.

Semipermanent: Keep records relating to denied, expired or revoked applications 10 years after denial, expiration or revocation.

- **Variance Records:** Document variance applications for relief from a quantifiable zoning standard (such as setback, lot size, etc.). Records include: application, staff recommendation, recommendation/decision by planning and zoning commission and council, correspondence, etc.

Semipermanent: Keep 10 years after the life of the structure.

- **Zoning Ordinance Interpretations:** Records providing interpretations of city ordinances by the planning director.

Permanent.

- **Zoning Maps:** Show zoning boundaries in the city, with streets, property lines, and zoning classifications.

Permanent.

Cemetery Records

Because of their historical significance, most cemetery records are permanent and may not be destroyed. Idaho Code 50-907(1)(f) provides that “Cemetery records of lot ownership, headstone inscriptions, interment, exhumation and removal records, and cemetery maps, plot plans and surveys” are permanent records.

- **Burial Register (Section Books):** Register of burials and index by lot, block and section number with the name of the lot owner, purchase date, occupant and burial date.

Permanent.

Note: Idaho Code 50-907(1)(f) provides that this record is permanent.

- **Burial Transit Permits:** Part of state Death Certificate, labeled “Disposal—Transit Permit” and delivered to the cemetery office by the funeral home. Shows the name of the deceased, place of death, mortician, and date of death.

Permanent.

Note: Idaho Code 50-907(1)(f) provides that this record is permanent.

- **Cemetery Complaints, Requests & Repairs:** Brief description of complaint/request with the name of the person initiating the complaint/request, name of the deceased, location, cost of repair estimate, etc.

Temporary: Keep two years.

- **Cemetery Lot Inventory:** Records showing cemetery lots by section, block and lot number and the status of the lot (sold, unsold, available or unusable).

Transitory: Keep until superseded.

- **Deeds or Certificates of Ownership:** Record of deeds or certificates of ownership of lots that have been surrendered or exchanged or deeds that have had a transfer of title.

Permanent.

Note: Idaho Code 50-907(1)(f) provides that this record is permanent.

- **Maps:** Maps showing the sections, blocks and lots of the cemetery.

Permanent.

Note: Idaho Code 50-907(1)(f) provides that this record is permanent.

- **Monument & Marker Register:** Monument register or installation sheet showing name, location, and date the monument/marker was set.

Permanent.

Note: Idaho Code 50-907(1)(f) provides that this record is permanent.

Election Records

- **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.

Note: Idaho Code 50-907(1)(g) requires campaign finance reports be kept permanently.

- **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 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.

Permanent.

Note: Idaho Code 50-907(1)(g) requires candidate declarations and petitions be kept permanently.

- **Petitions:** Petitions for initiative, referendum, recall, liquor by the drink, & other elections.

Permanent.

Emergency Communications

- **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.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Briefing Records:** Records documenting internal communication between supervisors and shift workers or between staff on different shifts to alert them to problems, issues or activities. Records may include, but are not limited to: briefing logs, teletype messages, and bulletins from other agencies.

Transitory: Keep until administrative needs end.

- **Master Street Address Guide Maintenance Forms:** Records document the city's notification to the phone service provider about the addition of new streets or revision to existing streets on the Master Street Address Guide (MSAG). The MSAG is maintained by the phone service provider or its independent contractor. Information may include, but is not limited to: new or updated address, customer, and responder information.

Transitory: Keep until superseded.

- **Premise Information Records:** Records documenting information about specific premises or locations that emergency responders need to know in advance of arrival at an incident site. Information may include, but is not limited to: hazardous materials storage locations, building plans submitted to the fire department, location of utility shut-offs, and related information.

Temporary: Keep two years, or until renewed, superseded or expired, whichever is longer.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

Fire & Emergency Medical Services Record

- **Mutual Aid Agreements:** Agreements for cooperative fire fighting policy and procedures (includes EMS).

Permanent.

Information Systems Records

- **Computer System Maintenance Records:** These records document the maintenance of city computer systems and are used to ensure compliance with warranties and service contracts; schedule regular maintenance; diagnose system or component problems; and document system backups. Records may include, but are not limited to: computer equipment inventories, hardware performance reports, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, etc.), system backup reports and procedures, backup tape inventories, etc. (SEE ALSO Technical Manuals, Specifications & Warranties in the Administrative section).

Temporary: Keep records related to system or component repair or service for the life of the system or component. Keep records related to regular or essential records backups one year after superseded or obsolete.

- **Computer System Program Documentation:** Records documenting the development, installation, modification, troubleshooting, operation and removal of software from city computer systems; records required to plan, develop, operate, maintain and use electronic records; system specifications, file specifications, codebooks, record layouts, user guides and output specifications. (SEE ALSO Software Management Records in this section.)

Temporary: Keep migration plans until superseded or obsolete. Keep other records one year after system superseded or obsolete.

- **Computer System Security Records:** Records documenting the security of the city's computer systems, including: employee access requests, passwords, access authorizations, and related documents.

Temporary: Keep three years after superseded or obsolete.

- **Network Records:** Records containing information on network circuits used by the city, including: circuit number, vendor, type of connection, terminal series, software, contact person and other relevant information. Also includes records used to implement a computer network, including; reports, network diagrams, and wiring schematics.

Transitory: Keep until superseded or obsolete.

- **Information Service Subscription Records:** Records documenting city subscriptions to information services, including: subscriptions, invoices, and correspondence.

Temporary: Keep two years.

- **Information System Planning & Development Records:** Records documenting the planning and development of city information systems, including: information technology plans, feasibility studies, cost-benefit analyses, institution studies and surveys, information management project records, system specifications and revisions, software evaluations, component proposals, technical literature, vendor literature and proposals and correspondence.

Semipermanent: Keep information relating to implemented systems for the life of the system.

Temporary: Keep information relating to unimplemented systems three years.

- **Quality Assurance Records:** Records verifying the quality of system, hardware or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories and other records needed as an audit trail to evaluate data accuracy.

Transitory: Keep until superseded or obsolete.

- **Software Management Records:** Records documenting the use of software in city information systems to ensure that institution software packages are compatible, that license and copyright provisions are complied with and that upgrades are obtained in a timely manner. Records may include, but are not limited to: software purchase records, inventories, licenses and correspondence.

Temporary: Keep two years after software disposed of or upgraded.

- **User Support Records:** Records documenting troubleshooting and problem-solving assistance provided by information systems personnel to users of the systems. Records may include: assistance requests, resolution records, and related documentation.

Transitory: Keep one year.

Insurance, Risk Management & Safety Records

- **City Vehicle Accident Records:** Records documenting accidents involving city vehicles, including: name and address of parties involved, date and time, complaint, description of damage, photographs, correspondence, etc. (SEE ALSO Liability Claims Records in this section.)

Temporary: If no claim is filed, keep three years.

- **Contractor Liability Insurance Verification Records:** Letters or certificates of coverage provided by insurance companies declaring that specific contractors are covered by appropriate liability insurance. Records include: insurance company name and address, issue date, expiration date, amount and type of coverage, special provisions, signature of insurance company representative, etc.

Semipermanent: For city public works projects keep 10 years after substantial completion. Keep all other records six years after expiration.

- **Contractor Performance Bond Records:** Records documenting the posting of performance guarantees or surety bonds by contractors performing work for the city, including letters, certificates, copies of bonds, etc. Information usually includes: name of individual or company covered, amount of coverage, effective dates, name of bonding agent, authorized signatures, etc.

Semipermanent: For city public works projects keep 10 years after substantial completion. Keep all other bond records six years after expiration.

- **Insurance Policy Records:** Records documenting the terms and conditions of city insurance policies covering liability, property, group employee health and life, motor vehicle, workers' compensation, etc. Records usually include: policies, endorsements, rate change notices, agent of record, and related documents.

Permanent: Keep group employee health and life, property and liability insurance policies permanently.

Semipermanent: Keep other insurance records six years after expiration if no claims pending.

- **Liability Claims Records:** Records documenting various types of liability claims filed against the city, including: personal injury, property damage, motor vehicle accident, false arrest, etc. Records often include: reports, photographs, summaries, reviews, notices, audio and videotapes, transcripts of recorded statements, correspondence and related documents.

Semipermanent: Keep 10 years after case closed or dismissed.

- **Liability Waiver Records:** Document the release of the city from liability related to various activities, including: police/fire ride-alongs, rekindling fires, participating in city-sponsored recreational events or classes, etc. Information usually includes: release terms, date, signatures, and related information.

Semipermanent: Keep six years.

- **Property Damage Records:** Records, photographs, and other records documenting damage to city property such as signs, trees, picnic tables, buildings, fountains, and fences. Information often includes: type and location of property damaged, description of damage, date and time of damage

(if known), name and address of individual causing the damage (if known), value of damage, billing costs, etc. (SEE ALSO Liability Claims Records in this section.)

Temporary: If no claim is filed, keep three years.

- **Public Injury Reports:** Records documenting injuries sustained by non-employees on city property (i.e. parks, swimming pools, libraries, etc.). Information usually includes: date, time, and location; description of injury; name, address, phone number, sex and age; witnesses and other related information. (SEE ALSO Liability Claims Records in this section.)

Temporary: If no claim is filed, keep three years.

- **Risk Survey & Inspection Records:** Records documenting surveys, inspections, and other actions designed to identify potential hazards and liabilities to the city related to buildings, parks, playgrounds, swimming pools, etc. Useful for preventing liability claims and for illustrating a pattern of responsible action regarding hazards. Records may include: survey summaries and reports, safety audit and inspection reports, correspondence, etc.

Permanent: Keep records documenting the formation or change of policy permanently.

Semipermanent: Keep other records five years.

- **Safety Program Records:** Records documenting the city's program to promote a safe work environment for its employees. Records may include: safety policies, plans and procedures, workplace safety committee records, reports on inspections conducted by the safety officer, evacuation rosters and reports, and related documentation and correspondence.

Semipermanent: Keep safety policies, plans and procedures five years after superseded. Keep inspection reports, evaluations, and recommendations ten years.

Keep all other records five years.

- **Workers' Compensation Claim Records:** Records documenting the processing of individual employee claims of job related injuries or illnesses, but not those describing actual medical conditions. Records may include: claim disposition notices, claim reporting and status forms, injury reports, determination orders, insurance premium data, hearing requests, safety citations, inspection reports, medical status updates and reports, investigation reports, reimbursement and payment records, and related correspondence and documentation. (SEE ALSO Employee Medical Records in the Personnel Records section for retention of records describing injuries and illnesses).

Semipermanent: Keep five years after claim closed or final action.

Note: Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a

misdemeanor. Idaho Code 72-603 requires employers to keep records of the job classifications and wages of employees.

Legal Records

- **Civil Case Files:** Documentation of pending and closed cases filed by and against the city, including complaints, summons, investigations, reports, attorney's notes, orders and judgments, dispositions, pleadings, mediation information and related records.

Semipermanent: Keep 10 years after case closed or dismissed, or date of last action.

- **Claim Files:** These records contain claims for damages caused by city employees/equipment.

Semipermanent: Keep 10 years, provided there is no pending litigation.

- **Criminal Case Files Related To Actions Brought By the City Attorney:** Records relating to actions initiated and taken on specific criminal cases by the city attorney independent of the actions taken by the Custer County Sheriff under the City's law enforcement contract.

Semipermanent: Keep 10 years after case closed or dismissed, or date of last action.

- **Land Use Appeals:** Records related to appeals of land use decisions, including staff reports, pleadings, briefs, and related records.

Semipermanent: Keep 10 years after final decision or date of last action.

- **Legal Opinions:** Formal and informal opinions rendered by the city attorney for the mayor, council or city departments, examining legal questions relating to state/federal law/rules or local ordinances/policies.

Permanent.

Parks & Recreation Records

- **Activity Reports:** Daily, weekly, monthly or other reports documenting the activities of parks and recreation department employees, including: type of activity, employees/volunteers involved, time spent on activity, work completed, etc.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Chemical Application Records:** Document the application of pesticides, herbicides and fertilizers to city parks, golf courses and other property. Information typically includes date used, weather conditions, application area, chemical applied, mix ratio, and coverage rate.

Temporary: Keep three years.

Note: IDAPA 02.03.03.150 requires professional pesticide and chemigation applicators to maintain records documenting each application for three years.

- **Delivery Tickets:** Tickets issued by suppliers to verify delivery of supplies or materials (mulch, sand, bark, topsoil, etc.). Information usually includes date, time, amount and type of supplies received, and related data.

Temporary: Keep two years.

- **Equipment Maintenance & Repair Records:** Records documenting the inspection, maintenance, and repair of city-owned equipment, including: mowers, trailers, edgers, blowers, aerators, office equipment, and furniture. Information often includes: description of work completed, parts and supplies used, date of service, date of purchase, purchase price, equipment number, make and model, and related data. (SEE ALSO Capital Asset Records in the Administrative section).

Temporary: Keep until equipment removed from service.

- **Facility & Equipment Rental/Loan Records:** Records documenting rental or loan of city-owned facilities (e.g. parks, ball fields, etc.) or equipment (e.g. sports equipment, tools, gardening implements). Records often include: applications, calendars, lists, receipts, and related documents. Information typically includes: name, address and phone number of renter/borrower; description of facility/equipment; date and time of reservation and signature.

Temporary: Keep three years.

- **Park & Facility Inspection & Maintenance Records:** Document periodic inspections, complaints, maintenance and repairs for parks, playgrounds, sidewalks, picnic tables, and other property, equipment and facilities.

Semipermanent: Keep five years.

- **Park & Facility Use Permits:** Permits issued to individuals or organizations for special uses of city parks and facilities. Examples include: fun runs, bicycle races, events with more than a specified number of participants, concerts, etc.

Temporary: Keep two years after date of event, denial, or revocation of permit.

- **Recreation Program Files:** Records relating to city recreation programs, including: fliers, class/activity rosters, participants, instructors, schedules, calendars, fees, advertisements, etc.

Permanent: Keep annual reports summarizing activities permanently.

Temporary: Keep other records three years.

- **Recreational Facility Files:** Records used to maintain a record of construction and renovation projects for each facility (parks, golf courses, swimming pools, etc.). Records may include: correspondence, construction information, architectural drawings, contracts, specifications, news clippings, histories of facilities, safety reports, photographs and maps.

Permanent.

- **Registration Records:** Registration records for city parks and recreation programs, classes and events. Information includes: participant's name, address, phone and signature of participant/guardian; program name and date(s); fee paid; etc. (SEE ALSO Liability Waiver Records in the Insurance, Risk Management & Safety Section.)

Temporary: Keep three years.

- **Sports Team Records:** Document information relating to adult/youth sports leagues, including team rosters, participant information, sponsors, game/tournament schedules, etc.

Temporary: Keep three years.

Personnel Records

- **Affirmative Action Records:** 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, updates, policy statements, reports, investigations, case files, complaints 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.

Permanent: Keep plans, updates and policy statements permanently.

Semipermanent: Keep EEO-4 reports and all other records five years.

- **Benefits Continuation Records:** Records documenting notice to employees, spouses and dependents informing them of their rights to continue insurance coverage after termination or during 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: Keep three years after employee separation or eligibility expired or five years, whichever is longer.

Note: No retention period specified in 26 CFR Part 54.

- **Collective Bargaining Records:** 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.

Semipermanent: Keep contracts and minutes 75 years after contract expires. Keep other records six years after contract expires.

Note: Federal regulations (29 CFR 516.5) requires certain employment contracts and collective bargaining agreements to be kept three years after their last effective date.

- **Employee Benefits Records:** Records relating to city employee benefit 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, year-end leave balance reports, notices of disability payment made, and related documentation. Generally filed with Employee Personnel Records.

Semipermanent: Keep year-end leave balance reports and official copy of retirement enrollment records 75 years after date of hire. Keep other records five years after employee separation or eligibility expired.

Note: Numerous federal regulations provide retention periods for these records:

29 CFR 1627.3 (Age Discrimination) requires employee benefit plans such as pension and insurance plans to be kept for the full period the plan or system is in effect, and for at least one year after its termination. Payroll, recruitment and selection, personnel, and employee benefits records must also be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

• **Employee Medical Records:** Document an individual employee's work-related 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, records of significant health or disability limitations related to job assignments, documentation of work-related injuries or illnesses, hearing test records, hazard exposure records, first-aid incident records, physician statements, release consent forms and related correspondence.

Semipermanent: Keep hazard exposure records 30 years after separation. Keep other records five years after separation or completion of litigation, whichever is longer.

Note: Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a misdemeanor. Failure to keep these records is a misdemeanor. 104

• **Employee Personnel Records:** Document an employee's work history. 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, personnel 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 related correspondence and documentation. (SEE ALSO Employee Benefits Records, Employee Medical Records, Recruitment & Selection Records, and Volunteer Worker Records in this section.)

Semipermanent: Keep ten years after separation.

Note: Numerous regulations provide retention periods for these records:

29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.

49 CFR 382.401 (Drug Testing for Holders of Commercial Driver's Licenses) provides various retention requirements for drug testing records.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **Employment Eligibility Verification Forms (I-9):** Document to the U.S. Immigration and Naturalization Service that an applicant or employee is eligible to work in the United States. Information includes: employee information and verification data such as citizenship or alien status and signature, and 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 well as superseded or previous forms completed on rehires.

Semipermanent: Keep five years after separation.

Note: Federal regulations (8 CFR 274a.2) require these records be kept three years after the date of hiring or one year after the individual's employment is terminated, whichever is later.

- **Hazard Exposure Records:** Emergency response employees exhibiting signs or symptoms possibly resulting from exposure to hazardous substances are required to be provided medical examination and consultation. Records include: employee's name and social security number; physician's written opinion, recommended limitations; results of examinations and tests; employee medical complaints related to hazardous substance exposure; description of employee's duties as they relate to exposure; the employee's exposure levels or anticipated exposure levels; description of protective equipment used; and information from previous medical examinations of the employee which is not readily available to the physician and other information. (SEE ALSO Employee Medical Records in this section.)

Semipermanent: Keep 30 years after separation.

- **Photo Identification Records:** Photographs and other records used to identify city employees, private security personnel, contract workers and others. May include photographs taken for city identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data.

Transitory: Keep until superseded, obsolete or administrative needs end.

• **Position Description, Classification & Compensation Records:** 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. Records often include: reports, position descriptions, position evaluations, salary & benefits studies, job analyses, interview data, selection criteria, authorizations, agreements and related records.

Temporary: Keep three years after superseded, obsolete or administrative needs end.

Note: 29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.

29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

• **Recruitment & Selection Records:** Document 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, classification specifications, affirmative action records, interview questions, interview and application scoring notes, applicant background investigation information, polygraph test results, letters of reference, civil service records, position authorization forms, certification of eligibles, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation. (SEE ALSO Employee Personnel Records and Employment Eligibility Verification Forms (I-9) in this section.)

Semipermanent: Keep announcement records, position description, and test and rating records 10 years.

Keep unsuccessful applications and all other records five years after position filled or recruitment canceled.

Note: 29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires recruitment and selection, personnel, compensation and benefits records to be kept at least one year from the date of making the record or

the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.

29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

- **Training Program Records:** Records related to the design and implementation of training programs provided to employees by the city. May include class descriptions, instructor certifications, planning documentation, instructional materials, course outlines, class enrollment and attendance records, and related records. (SEE ALSO Employee Personnel Records for training records related to individual employees.)

Semipermanent: Keep significant program records five years. **Temporary:** Keep class enrollment and attendance records two years. **Transitory:** Keep all other records one year.

- **Volunteer Program Records:** Records documenting the activities and administration of volunteer programs in the city. May include volunteer hours statistics, volunteer program publicity records, insurance information, inactive volunteer files, and related records. For records related to individual volunteers, see Volunteer Worker Records in this section.

Semipermanent: Keep five years.

- **Volunteer Worker Records:** Records documenting work performed for the city by citizens without compensation for their services. May include agreements, applications, skills test results, training documentation, task assignment and monitoring records, etc.

Semipermanent: Keep five years after separation.

Police & Law Enforcement Records

- **Lost & Found Property Records:** Records documenting city receipt and maintenance of lost and found or abandoned property such as money, bicycles and other items not related to a crime. Includes: receipts, inventory lists, disposition information, etc.

Temporary: Keep three years.

- **Neighborhood Dispute Resolution Records:** Records documenting the city's dispute resolution program to handle complaints by citizens about disputes with neighbors or merchants. Typical cases may cover: animal control, landlord/tenant issues, noise, harassment, property disputes, business/consumer issues, etc. Records may include: evaluation and intake records, service referrals, resolution agreements, and follow-up surveys. Information may include: name, phone number and address of person filing complaint; case number; date of activity; narration of request/complaint; name and address of offender; action taken; and other information.

Semipermanent: Keep case records five years after last action.

Temporary: Keep other records three years.

- **Parade Applications:** Applications and other records relating to parades on city streets, including: fees, insurance requirements, alternative routes for emergency vehicles, etc.

Temporary: Keep three years.

Public Works & Engineering Records

- **Engineering Project Technical Records:** Records related to the planning, design, and construction of various city projects, including, but not limited to: streets, sidewalks, traffic lights, streetlights, bikeways, water and wastewater facilities, buildings, etc. May be useful for litigation, reference, or budget planning. Records often include: impact statements, feasibility studies, plans, amendments, field test and laboratory reports, inspector reports, change orders, status reports, and related records. (SEE ALSO Maps, Plans, Drawings & Photos in this section and Purchasing & Quality-Based Selection Records in the Administrative section.)

Semipermanent: Keep records of project cost three years after disposal or replacement of facility, structure, or system. Keep all other records 10 years after

substantial completion.

General

- **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, etc.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Benchmark Records:** Benchmarks placed by the city or the U.S. Geological Survey to denote elevations above sea level. Records may include books, maps, cards, and other documents. Information includes: location, monument number, elevation, description, and related data. Usually filed numerically by benchmark number.

Permanent.

- **Delivery Tickets:** Tickets issued by suppliers to verify delivery of supplies or materials (concrete, road base, gravel, etc.). Information usually includes: date, time, amount and type of supplies/materials received, and related data.

Temporary: Keep two years.

- **Equipment Maintenance & Repair Records:** Records documenting the inspection, maintenance, and repair of city-owned equipment not listed elsewhere in this section. Examples include, but are 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. Information often includes: description of work completed, parts and supplies used, date of service, date of purchase, purchase price, equipment number, make and model, and related data. (SEE ALSO Capital Asset Records in Administrative section.)

Semipermanent/ Keep until equipment removed from service. **Temporary:**

- **Facilities & Grounds Maintenance & Repair Records:** Records of all minor maintenance and repairs to buildings and grounds owned or leased by the city. Used to verify that repairs were made. May include summaries, logs, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data.

Semipermanent: Keep records requiring engineering stamps 2 years after life of structure. Keep all other records five years.

- **Maps, Plans, Drawings & Photos:** Maps, plans, drawings, and photos created by or for the city. These include various types of maps such as system schematic, as-built, topographic, planimetric, orthophoto, resource, and others. System schematic maps represent locational and other information about major systems such as water and sewer. Other maps are derived from aerial photographs and represent physical features such as building footprints, edge of pavement,

and contours. This category also includes as-built plans, drawings, and details documenting city engineering and construction projects.

Permanent: Keep maps, plans, drawings, and photos permanently (with the exception of copies obtained from other agencies).

Transitory: Copies of maps, plans, drawings, and photos obtained from federal, state, county or other agencies may be destroyed when superseded, obsolete or administrative needs end.

- **Maintenance Request/Complaint Records:** Records documenting complaints or requests concerning a variety of maintenance responsibilities carried out by the public works department. Examples include, but are not limited to: brushing and limbing; road grading, rocking, sealing, patching, and marking; traffic signals and signs; city-owned buildings and equipment; streetlights; and water and sewer system problems. Information often includes: name, phone number, and address of person making request/complaint; narration of request/complaint; name of person responding to request/complaint; dates of related activities; resolution of request/complaint; and other data.

Temporary: Keep two years after last action.

- **Master Plan Records:** Document the present and projected needs of the city for water, sewer, storm drainage, streets, bike paths, and other systems. Often includes an implementation schedule for construction. Records often include: plans, reports, evaluations, cost analyses, drawings, and related documents. Subjects may include: rates, inventory evaluations, system rehabilitation or replacement, distribution of services, etc.

Permanent.

- **Right-of-Way Permit Records:** Permits issued for private use or construction on public rights-of-way such as streets, sidewalks, and adjacent land. Examples of activities may include house moving, block parties and other uses. Information can include owner's name, address, and phone number; contractor's name, address, and phone number; location and description of activity; permit conditions; fee amount; date; signatures; and related data.

Semipermanent: Keep construction-related records 10 years after substantial completion of project.

Temporary: Keep other records two years after permit expiration, revocation, or discontinuance of use.

- **Survey Field Records:** Detailed field notes and other records related to surveys for boundary location or construction, including notes on traverses, right-of-way location, construction (including levels, cuts, and grades), sketches related to the survey, and other information.

Permanent: Keep general surveys and right-of-way location records permanently.

Semipermanent: Keep other records 10 years after substantial completion of project.

- **Temporary Access/Construction Easement Records:** Records documenting temporary easements allowing entrance and work on property or streets not owned by the easement holder. Permits usually apply to city crews and utility workers. Information can include: applicant name, address, and phone number; contractor name and license number; utility involved; location; description of work; security deposit; surface restoration material used; signature; date; comments; permit number; and related data. (SEE ALSO Right-of-Way Permit Records in this section and Easement Records in the Administrative section.)

Temporary: Keep two years after expiration of easement.

- **Utility Installation & Connection Records:** Records documenting installation of city utility systems or the connection of specific properties to city water, sewer, power, or similar systems. Does not apply to temporary stoppages or disconnections service. May include applications, permits, and similar records. Information often includes: applicant's name and address, permit number, fee charged, service level, type of structure, pipe size, meter size and number, and related data.

Semipermanent: Keep two years after physical disconnection.

- **Utility Line Location Request Records:** Records documenting requests and city action to locate underground lines in the vicinity of a construction site. Information often includes: name of person requesting location; planned and actual date and time of location; notations of water, sewer, storm drains, and other line locations; name and signature of person locating lines; and related data.

Temporary: Keep two years.

Streets, Streetlights & Bridges

- **Bridge & Culvert Maintenance & Repair Records:** Records documenting maintenance and repairs on city bridges and culverts, including pedestrian and bicycle bridges. May include summaries, reports, logs, and related records usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data. (SEE ALSO Activity Reports in this section.)

Semipermanent: Keep records with engineering stamps documenting structural maintenance or repairs two years after bridge/culvert permanently removed from service. Keep all other records five years.

- **Bridge Inspection Records:** Records related to bridge inspections required by the U.S. Department of Transportation (23 CFR 650.305). Inspections generally are done every two years.

Records may include reports prepared in accordance with federal standards, photographs, correspondence and related documents.

Semipermanent: Keep two years after bridge removed from service.

122

- **Crosswalk Records:** Records documenting the location and use of crosswalks in the city. Useful in determining the need for and placement of existing and proposed crosswalks. May include striping records, reports, maps, studies, and related records.

Temporary: Keep two years after superseded or obsolete.

- **Special Event Records:** Records documenting preparation for and implementation of traffic changes related to special events such as parades, motorcades, and demonstrations. Includes situations resulting in heavy traffic or street use requiring street closures, traffic rerouting, barricades, signal timing changes, and other variations. May include notifications, planning documents, reports, and related records.

Temporary: Keep two years after event.

- **Speed Zone Records:** Records documenting the establishment and review of speed zones in the city, including reports, photographs, proposals, orders, maps, accident summaries, and related documents. Considerations include pedestrian and bicycle movements, environmental impact, adjacent land use, and other factors.

Temporary: Keep two years after superseded.

- **Street & Road Condition Inventory:** Records documenting the condition of city streets, roads, curbs, shoulders, sidewalks, bikeways, alleys, etc. Useful for reference and planning. Information can include street or road name and location; year surveyed, constructed, and surfaced; bed and surface type; surface size; condition; and other data.

Semipermanent: Keep five years.

- **Street Banner Records:** Records documenting proposals for and installations of banners on city streets, often in relation to civic events or celebrations. Records may include: plans, maps, proposals, reports, applications, and other documents. Applications usually include: applicant's name, address, and phone number; organization name; banner message; display period requested; signature of city official approving permit; and related information.

Temporary: Keep two years.

- **Streetlight Request & Survey Records:** Records documenting requests by citizens for the installation of streetlights, as well as city surveys to assess need and feasibility. Often includes request forms, correspondence, surveys, reports, and related records.

Temporary: Keep two years after last action.

- **Street Surface Maintenance Records:** Records documenting routine and special street sweeping, cleaning, snow removal, sanding, leaf removal, and similar work. Often includes reports, summaries and similar records. Information can include: date and time, area covered, broom down time and mileage, traveling time and mileage, operator's name, equipment used, amount of sand applied, amount of leaves removed, weather conditions, and related data. (SEE ALSO Activity Reports in this section.)

Semipermanent: Keep five years.

- **Traffic Control Equipment Inventory, Maintenance & Repair Records:** Records documenting the location, type, use, maintenance and repair of traffic signals and signs in the city. May include inventories, reports, summaries, and similar records. Information often includes: location, type of signal/sign, timing intervals for signals, date of purchase and installation, narrative of work completed, equipment repaired or replaced, supplies used, personnel completing work, dates of activities, and related data. (SEE ALSO Activity Reports in this section.)

Semipermanent: Keep traffic signal records two years after equipment removed from service. Keep all other records five years.

- **Traffic Research & Accident Analysis Records:** Records documenting the study of traffic patterns, speed, direction, and accidents in the city. Records may include various statistical data such as: machine or manual traffic counts; information on vehicles, bicycles, and pedestrians; types of accidents; complicated intersections; bridges; pedestrians; city streets/state highways; and other factors.

Semipermanent: Keep reports and summaries 10 years. Keep all other records five years.

Wastewater & Stormwater

- **National Pollutant Discharge Elimination System (NPDES) Records:** Records documenting the application for and issuance of a permit to the city under the NPDES program which allows discharge of specific pollutants under controlled conditions. Records typically include: applications, permits, addenda, modifications, and related supporting documentation. Information includes: influent and effluent limits, chemical analysis records, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related data. (SEE ALSO Wastewater Inspection Records in this section.)

Permanent: Keep permit, addenda, and modifications permanently. **Semipermanent:** Keep other records five years, until the end of the permit cycle, or as requested by state or federal agencies, whichever is longer.

Note: Federal regulations (40 CFR 122.41) require that permittees must keep records of all monitoring information (including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation), all records required by the permit, and records of all data used to complete the permit application for at least 3 years from the date of the sample, measurement, report or application.

- **Sewer & Storm Drainage Maintenance & Repair Records:** Records documenting the maintenance and repair of city sewers and storm drains. May include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, amount and type of material used, personnel completing work, dates of activities, authorization, and related information. (SEE ALSO Activity Reports and Sewer Television/Videoscan Inspection Records in this section.)

Semipermanent: Keep records requiring engineering stamps two years after life of structure. Keep other records five years.

- **Drinking Water Grant & Loan Records:** Records relating to Idaho Department of Environmental Quality grants and loans for water facilities, including: application form and checklist, authorizing resolution, engineering contract checklist, certificate of negotiation, proof of professional liability insurance, certification of financial and management capability, and other documents.

Semipermanent: Keep three years after grant closure or loan payoff.

- **Equipment Maintenance & Calibration Records:** Records documenting the maintenance and calibration of equipment and instruments used to monitor water treatment operations. Useful in verifying reliability and for reference by regulatory agencies. May include logs, reports, and related records. Information typically includes: date, type of equipment maintained or calibrated, tests conducted, repairs needed, comments, and related information.

Semipermanent: Keep until equipment removed from service.

- **Flouride Analysis Records:** Daily records of flow and amounts of fluoride, and weekly analyses of fluoride in finished water.

Semipermanent: Keep five years.

Note: Idaho regulations (IDAPA 58.01.08.552.06) require these records to be kept at least five years.

- **Free Chlorine Residual Analysis Records:** Analyses made at least daily for free chlorine residual for systems using ground water that add chlorine for disinfection.

Transitory: Keep one year.

Note: Idaho regulations (58.01.08.552.05) require these records to be kept at least one year.

- **Lead & Copper Control Records:** Records documenting treatment triggered by lead and copper action levels measured in samples collected at consumers' taps, including corrosion control treatment, source water treatment, lead service line replacement, public education and supplemental monitoring.

Semipermanent: Keep twelve years.

Note: Federal regulations (40 CFR 141.91) require these records be kept at least 12 years.

- **Non-Compliance Corrective Action Records:** Records documenting action taken by the city to correct violations of primary drinking water regulations. May include reports, logs, and related records.

Temporary: Keep three years after last action.

Note: Federal regulations (40 CFR 141.33) require these records to be kept at least three years after the last action taken with respect to the particular violation.

- **Sanitary Survey Records:** Records documenting surveys examining the overall sanitary condition of the city water system. May be conducted by the city, private consultants, or state/federal agencies. Records may include written reports, summaries, and related documents.

Permanent: Keep reports and summaries permanently.

Semipermanent: Keep all other records ten years.

Note: Federal regulations (40 CFR 141.33) require written reports, summaries and communications relating to sanitary surveys must be kept at least 10 years after completion of the survey.

- **Secondary Contaminant Reports:** Reports documenting the analysis of water samples to determine the level of secondary contaminants. Secondary contaminants are those which, at levels generally found in drinking water, do not present a health risk but may affect taste, odor, and color of water, as well as stain plumbing fixtures and interfere with water treatment processes. Information typically includes: date, report number, analyst, time of sample collection, contaminant levels, and related information.

Semipermanent: Keep 10 years.

- **Strip & Circle Chart Records:** Records documenting the continuous monitoring of various water treatment operations. May include strip charts, circle charts, and similar monitoring records. Information often pertains to reservoir levels, pump flows, distribution line pressure, and related subjects.

Temporary: Keep three years.

- **Variance & Exception Records:** Records documenting variances and exceptions granted to the city by regulatory agencies concerning water treatment operations. Information typically includes: date, conditions of variance or exception, expiration date, and related information.

Semipermanent: Keep five years after expiration of variance/exception.

Note: Federal regulations (40 CFR 141.33) require these records be kept at least five years after expiration of the variance/exception.

- **Valve Maintenance Records:** Records documenting the location, specifications, maintenance, and repair of valves in the city water system. May include lists, charts, drawings, reports, logs, and related records. Information typically includes: valve location, identification number, run of pipe, size, make, year installed, depth, turns to open and normal position, narratives of valve maintenance and repair, tests run, personnel completing work, dates, and related information.

Semipermanent: Keep location and specification records one year after valve removed from service. Keep all other records five years.

- **Water Bacteriological Quality Analysis Reports:** Reports documenting water samples taken from various locations throughout the city water system and supply sources for bacteriological tests. Information includes: location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis.

Semipermanent: Keep five years.

Note: Federal regulations (40 CFR 141.33) require these records be kept at least five years.

- **Water Chemical & Radiological Analysis Reports:** Records documenting water samples taken from various locations throughout the city water system and supply sources for chemical and radiological tests. Information includes: location, collection date, person collecting sample, sample type, analysis date, laboratory name, person conducting analysis, analytical method used, and results of the analysis.

Semipermanent: Keep 10 years.

Note: Federal regulations (40 CFR 141.33) require chemical analyses be kept at least 10 years.

- **Water Consumption Reports:** Reports documenting statistics of daily, monthly and annual water consumption. Useful for prediction of future flows and peak demands. Information may include water consumption in millions of gallons and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs.

Permanent: Keep annual reports permanently.

Semipermanent: Keep information not summarized in annual report 10 years. **Transitory:** Keep information summarized in annual report one year.

- **Water Line Maintenance & Repair Records:** Records documenting the maintenance and repair of city-owned water lines. May include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, narrative of work completed, amount and type of materials used, personnel completing work, dates of activities, authorization, and related data. (SEE ALSO Valve Maintenance Records, Hydrant Records, and Activity Reports in this section.)

Semipermanent: Keep records requiring an engineering stamp two years after water line permanently removed from service. Keep other records five years.

- **Water Quality Complaint Records:** Records documenting complaints received from the public about the quality of city water. Information typically includes: name, address, and phone number of complainant; nature of complaint; location; description of water; name of person responding to complaint; narrative of investigation; and resolution.

Temporary: Keep three years after last action.

- **Water Treatment Operations Records:** Records not listed elsewhere in this schedule, which document water treatment operations, created on a daily, monthly, or annual basis. Records may include state or federal required reports. May consist of reports, logs, log sheets, and related records. Subjects may include: amount and types of chemicals used, filter rates, etc.

Permanent: Retain annual reports permanently.

Semipermanent: Keep all other reports five years, or as requested by state or federal agencies, whichever is longer.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Water Turbidity Reports:** Reports documenting the analysis of water samples to determine the level of cloudiness caused by suspended particles. Information typically includes: date, report number, analyst, time of sample collection, turbidity unit values for routine and check samples, and related information.

Semipermanent: Keep 10 years.

Note: Federal regulations (40 CFR 141.175) require that the results of individual filter monitoring must be kept at least three years.