



CITY MANAGER'S OFFICE

ADMINISTRATIVE REGULATIONS

Active: Permanent

Disposition: Permanent

ANNEXATION CASE FILES

Active: Permanent

Disposition: Permanent

ANNUAL REPORTS – CITY AGENCIES

Active: Retain while useful, not to exceed 5 years

Disposition: Destroy

ANNUAL REPORTS – OTHER AGENCIES

Active: Retain while useful, not to exceed 5 years

Disposition: Destroy

ARCHITECTURAL MAPS, PLANS, SPECIFICATIONS

Active: Retain while useful, not to exceed 5 years

Disposition: Destroy

ASSESSMENTS

Active: 3 years

Disposition: Destroy

ASSET RECORDS

Active: 3 years

Disposition: Destroy

BOARDS & COMMISSIONS

Active: 5 years

Disposition: Destroy

BROCHURES, NEWSLETTERS, MARKETING MATERIALS

Active: Permanent – 1 copy

Disposition: Permanent

BUDGET PREPARATION FILES

Active: 2 years

Disposition: Destroy

CABLE TV FILES

Active: Retain while useful, not to exceed 5 years

Disposition: Destroy

CAPITAL IMPROVEMENT PLAN

Active: Retain while useful, not to exceed 5 years

Disposition: Destroy

CALL CENTER RECORDS

Active: Retain while useful, not to exceed 5 years

Disposition: Destroy

CITY CODE BOOK

Active: Permanent

Disposition: Permanent

CITY COUNCIL POLICY

Active: Permanent

Disposition: Permanent

CITY COUNCIL WORKSHOP DOCUMENTS

Active: Permanent

Disposition: Permanent

CITY MANAGER'S REVIEW BOARD

Active: Permanent

Disposition: Permanent

CITY WIDE NOTICES

Active: Active 1 year

Disposition: Destroy

COMMITTEE FILES – MISCELLANOUS TEAMS, TASK FORCE

Active: Retain while useful

Disposition: Destroy

COMMUNITY DEVELOPMENT PROPOSALS

Active: Permanent
Disposition: Permanent

COMPLAINT FILES

Active: Retain while useful, not to exceed 5 years
Disposition: Destroy

CONTRACTS

Active: Until contract expires or cancelled or conclusion of court case litigation
Disposition: Destroy

CORPORATE FILES

Active: Permanent
Disposition: Permanent

CORRESPONDENCE – POLICY RELATED

Active: 5 years
Disposition: Destroy

CORRESPONDENCE – REPORTS/ROUTINE

Active: Retain while useful, not to exceed 5 years
Disposition: Destroy

DIVISION POLICIES

Active: Permanent
Disposition: Permanent

FORMS, TEMPLATES - BLANK

Active: Retain while useful
Disposition: Destroy

FRANCHISE FILE

Active: Permanent
Disposition: Permanent

GOVERNING AGENCY REGULATIONS

Active: 5 years
Disposition: Destroy

INCIDENT REPORTS

Active: 5 years
Disposition: Destroy

LEGISLATION REFERENCE FILES

Active: 3 years
Disposition: Destroy

OPEN MEETING NOTICES

Active: 2 years

Disposition: Destroy

OPEN RECORDS REQUEST - KORA

Active: 3 years

Disposition: Destroy

OPERATING FILES

Active: Retain while useful, not to exceed 5 years

Disposition: Destroy

PAYROLL DOCUMENTS

Active: 5 years

Disposition: Destroy

PHOTOGRAPHIC & VIDEO MATERIALS

Active: Permanent

Disposition: Permanent

POPULATION DATA (CENSUS)

Active: Permanent

Disposition: Permanent

PRESS RELEASES

Active: 5 years

Disposition: Destroy

PROFESSIONAL ORGANIZATION FILES

Active: 3 years

Disposition: Destroy

PROJECT FILES – MAJOR STRUCTURES

Active: 5 years

Disposition: Destroy

PROJECT FILES – GENERAL FILES

Active: 1 year

Disposition: Destroy

PROJECT MASTER FILES

Active: Permanent

Disposition: Permanent

PURCHASING DOCUMENTS/CREDIT CARD FILES, TRAVEL DOCUMENTS/VENDOR FILES

Active: 3 years

Disposition: Destroy

REFERENCE BOOKS/JOURNALS

Active: Retain while useful

Disposition: Destroy

SCRAPBOOKS & ALBUMS OF HISTORICAL INFORMATION

Active: Permanent

Disposition: Permanent

SPEECHES

Active: Permanent

Disposition: Permanent

SUPERVISOR'S FILES (EMPLOYEE RECORDS)

Active: 1 to 5 years due to possible litigation or if departure from employment was a hostile situation

Disposition: Destroy

SUPPLY REQUESTS - INTERNAL

Active: 1 year

Disposition: Destroy

SURVEYS & STUDIES - FINAL

Active: Permanent

Disposition: Permanent

SURVEYS & STUDIES - RELATED

Active: 5 years

Disposition: Destroy

UNION CONTRACTS

Active: Until superseded or obsolete, until 3 successive contracts are approved

Disposition: Destroy

UTILITIES

Active: 5 years

Disposition: Destroy