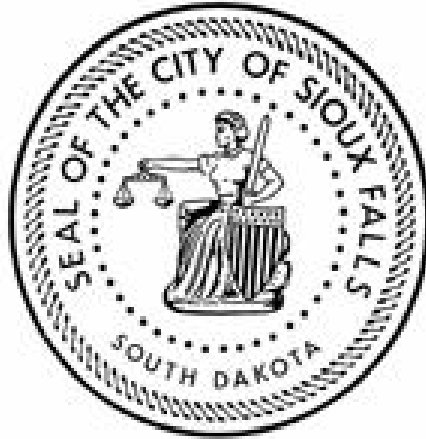


CITY OF SIOUX FALLS

RECORD RETENTION AND DESTRUCTION SCHEDULE



City Clerk's Office/City Archivist

Records Management Program

(605) 367-8080

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CURRENT OFFICIALS
CITY OF
SIOUX FALLS, SOUTH DAKOTA

Mike T. Huether
Mayor

Vernon Brown
Jim Entenman
Rex Roling
At-Large Council Members

Greg Jamison
Southwest District Council Member

Sue Aguilar
Southeast District Council Member

Dean Karsky
Northwest District Council Member

Kenny Anderson Jr.
Northeast District Council Member

Michelle Erpenbach
Central District Council Member

David A. Pfeifle
City Attorney

City Clerk/City Archivist

Introduction

The purpose of the manual is to provide uniform retention and destruction schedules for City departments so that municipal records can be managed efficiently and in compliance with state law. The Mayor and City Council of Sioux Falls recognize the importance of preserving the city's history for future generations, and for systematic and legal destruction of unnecessary records.

The primary purpose of the Graybar Records Center is to provide secure offsite storage of inactive records for the departments/divisions of the City of Sioux Falls. Services provided by the City Clerk's Office include records retrieval, records destruction, and assistance in all matters related to Records Management. The new Graybar Records Center located at 200 West Third Street provides the best possible environment for this vital mission.

Public records are specifically defined by South Dakota Statute SDCL 1-27-18.

The City Archivist shall be the first contact when a City department wishes to transfer, archive, or destroy a record:

- The City Archivist shall have the authority to designate municipal records as historical, administrative, fiscal, or legal.
- The City Archivist shall authorize the preserving, moving, storage, and/or destruction of municipal records with approval by the Mayor and City Attorney.
- If the City Archivist authorizes that the record(s) can be destroyed, the state archivist shall be given 30 days' written notice of the action.
- If the state archivist wishes to keep the record(s), he or she will arrange transportation of the record(s) to Pierre.

The City of Sioux Falls Record Retention and Destruction Manual was adopted by the City Council at their regularly scheduled Council meeting held on Monday, May 2, 2005, at 7 p.m.

Records management is the systematic control of recorded information, regardless of format, from the time a record is created until its ultimate disposition. The benefits of a good records management program include: reduced use of valuable office space for file storage; cost savings for expensive storage equipment and supplies; fewer personnel required for filing and retrieval; ability to find the right information at the right time; timely destruction of records that are no longer useful; and protection of records of continuing value.

This manual has been developed to help departments/divisions effectively manage their office files. It includes detailed explanations of the policies and procedures and also describes the services provided by the Graybar Records Center. The manual was

prepared for the City of Sioux Falls by the City Clerk's Office, City departments, and the State of South Dakota Bureau of Administration Records Management Program.

For further information, please contact:

City Clerk's Office
Carnegie Town Hall
235 West Tenth Street
P.O. Box 7402
Sioux Falls, SD 57117-7402

605-367-8080
605-367-7801 (Fax)
clerks@siouxfalls.org

Resolution No. 42-05

Notice of Hearing
Date of Hearing
Date Adopted: 5-2-05
Date Published: 5-6-05
Date Effective: 5-26-05

RESOLUTION NO. 42-05

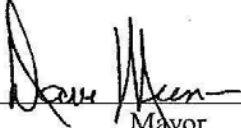
A RESOLUTION ADOPTING THE CITY OF SIOUX FALLS RECORD RETENTION AND DESTRUCTION SCHEDULE.

WHEREAS, SDCL 1-27-18 authorizes municipalities to establish a records management program. The state records manager may provide advice and assistance in the establishment of the local records management program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SIOUX FALLS, SOUTH DAKOTA:

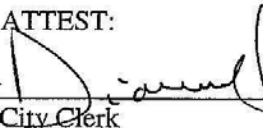
Hereby approves and adopts the Sioux Falls Record Retention and Destruction Schedule.

Date adopted: May 2, 2005.




Mayor

ATTEST:



City Clerk



Procedure to Dispose of Municipal Records Using This Manual

- 1. The municipality must adopt this manual as its Records Management Policy.**
- 2. The municipality, through its archivist, must maintain a permanent list of what is destroyed.**
- 3. The municipality, through its archivist, may proceed immediately to dispose of records pursuant to this manual with the following exceptions:**

For records:

- More than 50 years old
- Records required by the Records Destruction Board to be kept 50 years or longer
- Annual reports
- Maps
- Minutes
- Photographs

Administrative Rule (next page) requires that the state archivist be notified at least 30 days prior to destruction. The state archivist then has 30 days to decide whether to accession the records for the State Archives and to make arrangements to acquire the records in question.

**The State Archivist
The State Archives, Cultural Heritage Center
900 Governors Drive
Pierre, SD 57501
Telephone: 605-773-5521
E-mail: Chelle.Somsen@state.sd.us**

- 4. For records not listed in this manual, the State Records Destruction Board must be petitioned for authority to dispose of records. The Board meets annually. State Records Management can assist with this process.**

**State Records Manager
Records Management Program
104 South Garfield Avenue
Pierre, SD 57501
Telephone: 605-773-3589
Email: boa-recmgt@state.sd.us**

Destruction of Local Government Records State Archivist must be Notified

24:52:11:04.

Governing bodies or agencies of any county, city, town, township, district, authority, public corporation, or political subdivision planning to destroy local records, as defined in Subdivision (1) of SDCL 1-27-9, shall notify the state archivist 30 days before the date of the proposed destruction.

Notification shall include the name or title of the records, inclusive dates, content of the records, and quantity.

If the state archivist believes the records should be preserved, the archivist shall arrange for transfer of the records to the State Archives or to a suitable public records storage facility. Transfer of the records may be made at the expense of the state archivist.

This section applies only to the following types of records: records more than 50 years old; records required by the Records Destruction Board to be kept 50 years or longer; annual reports; maps; minutes; and photographs.

Records Defined—State Law

§ 1-27-9. Records management programs - Definition of terms.

As used in §§ 1-27-9 to 1-27-18, inclusive:

(1) “Local record” means a record of a county, municipality, township, district, authority, or any public corporation or political entity whether organized and existing under charter or under general law, unless the record is designated or treated as a state record under state law.

(2) “Record” means document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in §§ 1-27-9 to 1-27-18, inclusive.

(3) “State agency” or “agency” or “agencies” includes all state officers, Boards, commissions, departments, institutions, and agencies of state government.

(4) “State record” means:

- (a) A record of a department, office, commission, Board, or other agency, however designated, of the state government.
- (b) A record of the state legislature.
- (c) A record of any court of record, whether of state-wide or local jurisdiction.
- (d) Any other record designated or treated as a state record under state law.

Source: SL 1967, ch 253, § 1; 1992, ch 60, § 2.

§ 1-27-15. Destruction of non-record materials.

Non-record material or materials not included within the definition of records as contained in § 1-27-9 may, if not otherwise prohibited by law, be destroyed at any time by the agency in possession of such materials without the prior approval of the commissioner of administration.

Source: SL 1967, ch 253, § 8.

Records Inventory, Retention, and Destruction Form



City of Sioux Falls Records Inventory, Retention, and Destruction

<u>City Clerk's Office Only</u>	
CCO Rec'd:	_____
To: SDSA:	_____
Ret:	_____
To: CAO/M:	_____
Ret:	_____
To: Dept:	_____

MOU: _____ Date: _____

Department Name: _____

Division Name: _____

Record Officer: _____ Phone: _____

Is Information Summarized/Duplicated Elsewhere: _____

Where: _____

Action Requested

Destruction, Transfer, Other—Please Comment (use separate form for each action)

Director

Recommendation by the City Clerk's Office/City Archivist:

Approval: _____ Date: _____
City Clerk/City Archivist

Attorney

Mayor

SD State Archivist

(Records Disposition Request Form on reverse)

Original: City Clerk

Copy: Department

The following series of records are used by all City departments:

General Records

Accident and Incident Reports:

This series contains accident reports involving City-owned vehicles or City-owned property. Information may include, but is not limited to: police report, accord form, correspondence, estimates, and adjustment reports. Information is maintained for administrative purposes and to satisfy statute of limitations.

Retention: Retain current in office; transfer to storage for six years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy six years after closed.

Administrative Reference Files:

This series contains information used in the daily administration of the City. Information may include: vendor information, mailing lists, file management, job tickets for printing, work orders for other municipal agencies, administrative rules, South Dakota Codified Laws, current purchasing contracts, operation guides, administrative messages from other governmental agencies, and other related information. Information is maintained for reference purposes.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Administrative Rules, Finalized:

This series contains finalized administrative rules promulgated by such agencies as the Library Board and Sioux Falls Fire Rescue. They are used for governing the activities of the department and are documentation for actions taken.

Retention: Retain current rules in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Applications:

This series contains forms used in making a request of the municipality (i.e., building permits, peddlers, and alcohol licenses). Some applications require the remittance of a fee at the time of filing.

Retention: Retain successful in office. Transfer expired or terminated to storage for four years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy four years after expired or terminated, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken, and no claim or litigation is pending

Retain unsuccessful applications 30 days in office.

Suggested Procedure: Destroy after four years or 30 days.

Appointment Calendars:

This series contains appointment calendars, whether electronic or paper. Information includes date and appointments by hour. The information is maintained to document the time and dates of meetings.

Retention: Retain two years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after two years.

Assessment, Taxation, and Cost Recovery File:

This file is used to inform taxpayers of special assessments to their property, the nature of the assessment, and the amount of the assessment. Information includes assessment rolls, correspondence, information on special assessments, legal description of the property, and the amount of the assessment.

Retention: Retain one year in office; transfer to storage for 14 years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after 15 years, provided all litigation, claims, or audit findings involving the records have been resolved and final actions have been taken.

Note: Consider maintaining in office on microfilm instead of paper.

Association and Organization Files:

This series contains current correspondence and newsletters from professional associations and organizations to which the City belongs. Information may include: minutes of the association or organization meetings, conference agendas, expense reports, participants' names, and examples of other cities' ordinances. They are used for reference purposes concerning ideas and policies suggested and used by the association or organization.

Retention: Retain two years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after two years.

Audit Reports:

This series contains private audit reports concerning the expenditure and administration of City funds. Reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains a copy of the report.

Retention: Retain three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three years.

Bank Statements:

This series is arranged chronologically and contains records sent from individual banks to use for reconciliation purposes. Information may include: date of statement, cancelled checks, deposit records, and bank balances. The information is used to reconcile checking accounts with bank balances and for reference and audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Budget Request Files:

This series may contain budget requests, operating budgets, and related working papers. The information is used for reference throughout the year in monitoring program activities and when preparing future budget requests.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Cash Receipts Transmittals:

Cash receipt transmittals document payments received and deposited within City offices. Information on the forms may include: agency name and code, agency receipt number, date, fund, subfund, revenue source, description, and amount. The original is forwarded to City Finance for audit purposes and the agency maintains a copy for reference.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Check Register:

This series is arranged numerically by check number and contains registers or stubs from checks issued by the City. Information includes check number, issue date, amount, payee, and purpose. The information is maintained for reference concerning the parties to whom checks were issued and for audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Contracts and Agreements:

This series contains both originals (copies of record) and reference copies of contracts and agreements between the entity and other parties. Information includes terms and conditions of the agreements, effective dates, costs, and funding sources. They are kept for reference and audit purposes.

Retention: Retain originals (copies of record) current in office. Transfer terminated to storage for six years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy six years after terminated, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Correspondence, Email:

This email series contains letters and memorandums sent and received which deal with current issues. The information is used for reference purposes. Substantive email messages are printed and maintained as "General Correspondence" for two years. Please note that email is not a series but a medium. Email may contain various record series and should be governed by the retention for their content rather than their media.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Correspondence, Federal:

This series contains both copies and originals of letters and memorandums sent to and received from any federal agency. The information is maintained for reference and for possible use when federal litigation, claims, or audits are pending.

Retention: Retain one year in office; transfer to storage for two years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three years, provided no litigation, claim, or audit is pending.

When litigation, claim, or audit is complete, maintain for an additional three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after six years.

Correspondence, General:

This series contains both copies of letters sent and the originals of letters received. The information is used for occasional reference and documentation.

Retention: Retain two years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after two years.

Daily Cash Receipts Journal:

This series is used to record checks deposited in the municipal treasury. Information in the journal includes payer, receipt number, amount, and coding for fund posting. This series is used for reference to monitor total revenues and for audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Deposits Register:

This series documents the receipt of deposits and the return of the same. These deposits are held by the City to ensure payment of utility bills. Information on the register includes customer name, account, deposit, amount, and date. The deposit is refunded when a service is terminated and the final bill is paid.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Electronic Mail:

This nonrecord series contains email messages sent or received by employees of the agency.

Retention: If the email message is an official record made or received pursuant to law or in connection with the transaction of official business, the retention period should be covered by an existing record series. It is permissible to print emails and file them with like paper records.

Suggested Procedure: Notify the City Archivist of your intention with this record by using the form found in this manual.

Federal Grant Award Files:

This series contains information concerning the award of federal grants. Information includes grant name, number, time period, amount, and legal reference. The information is used for reference when requesting federal cash, federal financial reports, and for audit purposes.

Retention: Retain current in office. Transfer terminated to storage for four years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy four years after terminated, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Financial Statements:

Financial statements provide an overview of the agency's financial condition for a given year. Information may include, but is not limited to: balance sheets; statement of revenue, expenditures, and changes in fund balances—budgeted and actual; statement of fixed assets; summary of significant accounting procedures; supplemental information; and working papers. The statements are maintained for reference and audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

First Report of Injury File:

This form series fulfills Workers' Compensation and Occupational Safety and Health Administration (OSHA) requirements for filing reports of occupational injuries and illnesses. Information in the report includes background information on employer and employee, occupational injury or illness information, and medical care required. The information is duplicated in the South Dakota Department of Labor, Division of Labor and Management. Federal law mandates that this record be kept for five years.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record, by using the form found in this manual.

Suggested Procedure: Destroy after five years.

Grant Files:

This series contains information concerning the administration of funded grants. Information includes grant application, working papers, grant documentation, and monitoring and accounting records. The information is used for administering current grants, for reference when requesting new grants, and for audit purposes.

Retention: Retain current in office. Transfer terminated to storage for four years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Inventory, Fixed Assets:

This series may include: land inventory, equipment inventory, purchase date and price, type of depreciation, amount of depreciation, location number, fund number, department number, insurance code, current book values, and current replacement costs. The file is maintained for property management and accountability purposes. City Finance also maintains an inventory listing for audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Inventory, Supplies, and Materials:

This series contains inventories of supplies and materials used by various departments within the City. It is maintained as an accounting of supplies on hand and for information when ordering supplies. Information may include, but is not limited to: date, beginning inventory, purchases, year-to-date use, amount used, and amount on hand. They are kept for audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Invoices:

This series constitutes the billing instrument used by vendors to petition for payment. Information in the file may include, but is not limited to: vendor number, company name, date the order was received, ship date, invoice date, invoice number, quantity, description, unit price, amount, terms, credit memo, and total. It is submitted to the appropriate department for approval, then to the City Council for approval; finally, it is attached to a voucher, a warrant is issued, and it is retained for audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Leave Requests:

This series contains the standard forms used to request annual and sick leave. Information includes name of employee, leave days requested, hours requested, purpose, type of leave, and employee's and supervisor's signatures. Leave requests are used for payroll and audit purposes.

Retention: Retain one year in department; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Legal Opinions:

This series contains copies of opinions handed down by City Attorneys concerning legal questions pertinent to the municipality. They are used for occasional reference and as support for administrative decisions.

Retention: Retain ten years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years.

Note: Subject to screening by the state archivist prior to disposal.

License Application Forms:

This series is used to issue licenses under the provisions of City ordinances for garbage pickup, house moving, sign handling, prefabricated home manufacturing, billboard erecting, and other enterprises governed under ordinance. The license application includes a fee and the information is recorded in City Finance. Information on the form includes type of license, name of applicant, home address, trade name, telephone number, place where license is to be exercised, partnership or corporate information, facts for determination of license fee, receipt number, date, receipt of application, agent, address, signature of applicant, and approval signature. The licenses are issued annually.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Licenses/Permits:

This series contains copies of licenses or permits issued by the municipality. Some applicants may require the remittance of a fee by the licensee at the time of issuance. Due to the three classes of municipal corporations and their disparate ordinances, it is necessary to include this general category for all licenses and permits not specifically listed.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Memorandums, General:

These records are generally filed chronologically. Information includes events, dates, and general directions intended to inform staff and assure their assistance and cooperation when necessary.

Retention: Originator: Retain current plus one year in office; transfer to storage for two years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy three years after superseded or obsolete.
All Others: Retain current in office.

Suggested Procedure: Destroy after three years if superseded or obsolete.

Memorandums, Policy (Department Head, Personnel, and Program):

These records are filed chronologically and/or by applicable procedural title/number. Information includes policy and/or procedural directives issued by various administrative office/personnel within the department. The information is used to determine the proper course of action to be taken in the management of the department's business.

Retention: Originator: Retain current plus three years in office; transfer to storage for seven years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy ten years after superseded or obsolete.
All Others: Retain current plus three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy three years after superseded or obsolete.

Minutes, Miscellaneous Advisory Boards:

This series contains original meeting minutes from various advisory Boards and councils affiliated with the City. Boards may include, but are not limited to: Museum Board, Board of Preservation, Investment Advisory Board, Public Parking Facilities Board, Solid Waste Planning Board, and Parks and Recreation Board. A copy of the minutes is also maintained by the various Boards.

Retention: Retain four years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years.

Note: Subject to screening by the state archivist prior to disposal.

Packing Slips:

This series documents what was received and is used in verification of the same. Information on the slips includes vendor, order, date, recipient, and number of units shipped.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Purchase Orders:

This series may be generated after receiving a department requisition form. Each order may list: item and inventory numbers, quantity, unit, stock number, description, unit price, and amount paid. Purchase orders create encumbrances against department funds and are kept for audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Receipts:

This series contains forms issued to document the receipt of money. Receipts may be prenumbered and include: date money was received, amount received, funds and accounts credited, the amount to be credited, and signature of the person receiving money. The information is maintained for audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Requisitions:

A requisition is a formal request to order supplies or equipment. A copy is submitted to City Finance and a purchase order is prepared and submitted to a vendor. Requisitions list: requesting agency, fund coding, authorized signatures, description of item or service, cost, vendor name, quantity, and date of requisition. The information is used for reconciliation and audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Risk Management Plans:

This series contains the risk management plans formulated by various divisions to protect the public and environment.

Retention: Retain current in office. Transfer superseded or obsolete to storage for five years. Notify the City Archivist of your intention with this record, by using the form found in this manual.

Suggested Procedure: Destroy five years after superseded or obsolete.

Standard Operating Procedures:

This series contains the operating procedures established for the various municipal entities.

Retention: Retain current in office. Transfer superseded or obsolete to storage for two years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy two years after superseded or obsolete.

Telephone Logs:

This series (often a spiral-bound, two-part NCR notebook) is arranged chronologically and contains telephone message logs. This series often contains records of both incoming and outgoing telephone calls. Information includes caller's name and company, date, time, and brief message. The information is maintained for reference purposes.

Retention: Retain full book two months in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after two months in office.

Time Cards/Sheets:

This series contains completed time sheets or cards submitted by employees. Information includes name, employee number, pay period ending date, hours of arrival and departure, days worked, days off, hours worked, hours off, total hours for the period, and signatures of employees and the supervisor. They initiate the payroll process and document hours worked by employees.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Travel Requests:

This series contains copies of both in-state and out-of-state travel requests. Data elements might include: origin, destination, departure date, return date, departure time, return time, agency code, mode of travel, number of rider(s), estimated miles, driver's name, telephone number, return trip number, vehicle license number, date of entry, and travel coordinator's name. The forms are used for travel coordination and for authorizing payment of travel expenses upon return. Central Services maintains the original travel requests with the original voucher for four years.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims or audit findings involving the records have been resolved and final action has been taken.

Vouchers:

This series may contain copies of travel, noncash, direct, receiving, and journal vouchers. Each voucher includes purpose of expenditure, amount, account code credited, date, to whom or to what account the funds are transferred, and authorized signatures. Vouchers are used for reference to determine quantities and descriptions of supplies and services ordered, and for vendor information and for audit purposes. Audit copies of vouchers may also include attachments such as purchase orders, requisitions, invoices, and packing slips.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Workers' Compensation Files:

This series is arranged chronologically by incident date and contains copies of the standard "Employer's First Report of Injury Forms." Information includes employer information, employee information, information relating to the on-the-job injury, and doctors' reports. This series is maintained for reference to reports filed by employees. The originals are maintained by the Department of Labor, Division of Labor and Management.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Note: The State Division of Labor and Management maintains First Reports of Injury for five years and hearing files on microfilm for 15 years.

City Clerk's Office

Applications, Alcoholic Beverage Sales:

This series contains applications submitted by vendors used to set a date for the hearing by the City Council concerning the application to sell alcoholic beverages. Information includes name of applicant, legal description, hearing date, and date of action upon the application. Applications have no value after the hearing has been held.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided the respective hearing has been held and no subsequent action is pending.

Applications, Beer License:

This series contains applications filed by individuals applying for a license to sell beer. Information includes name and address of applicant, transfer fees, whether an on- or off-sale license is sought, legal description of business address, and notarized signature of applicant. These licenses are renewed annually.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided the respective hearing has been held and no subsequent action is pending.

Applications, Sunday Liquor Sales:

This series contains applications submitted by businesses for permits to sell and serve liquor on Sunday. Establishments must sell food to qualify for a Sunday license. Information includes license number, seating capacity, signature of applicant, signature of Mayor, fee, and City seal. Once the permit has been issued or denied, the applications have no further value.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided the respective hearing has been held and no subsequent action is pending.

Applications, Taxicab Driver:

This series provides background information on applicants seeking permits to drive a taxicab in the city. Information includes name, date, driver's license number and expiration date, arrest record, physical disabilities, Council action, and the license number of the taxicab. Permits must be renewed annually.

Retention: Retain 30 days after expiration. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy 30 days after expiration.

Applications, Taxicab or Bus Designation:

This file contains both the applications and resultant certification verifying that minimum safety standards set by the municipality for public transportation vehicles have been met. Information includes applications for designation of vehicle as a taxicab or bus, name and address of applicant, date, date of birth, driver's license number and expiration date, any physical disabilities of prospective drivers, description of vehicle, references, signatures, approval or disapproval, license number, issuance date, councilor's signature, and safety checklist.

Retention: Retain successful applications current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy 30 days after expiration.
Retain denied applications 30 days in office.

Suggested Procedure: Destroy 30 days after expiration or denial.

Appointment of Election Officials:

This series contains names of the election officials and officials of the canvassing Board. Appointments are made pursuant to SDCL 12-15-1.1 and shall remain in effect until modified or repealed by the local governing Board.

Retention: Retain in office until modified or repealed. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Archive for historical purposes.

Audio/Video Tapes of Council Meetings:

This series contains audio tapes and CDs and video tapes of all Council Meetings.

Retention: Maintain permanently, or for shelf life, in office after minutes have been finalized and adopted.

Suggested Procedure: Archive for historical purposes, if shelf life allows.

Ballots:

This series contains the official ballots of municipal elections. Information on the ballot may include: candidates' names, municipal questions, issuance of bond questions, county, and name of municipality. This machine ballot records contested ballots and unused or spoiled ballots.

Retention: Retain paper ballots, voting machine ballot records, and unused or spoiled ballots 60 days in office after election and/or recount. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after 60 days.

Retain contested ballots one year in office.

Suggested Procedure: Destroy after one year, provided no litigation is pending.

Campaign Expense Statements, Candidates—Ballot Questions:

This series contains statements of campaign expenses as filed by candidates for office and persons involved with ballot questions. The statements are filed with the City Clerk, pursuant to SDCL 9-12-16 in connection with SDCL 12-25-21.

Retention: Retain ten years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years.

Certificates, Elections:

This series contains copies of certificates issued declaring the outcome of elections. Information on the form includes date of election, office, name of prevailing candidate, term of office, and signature of clerk, auditor, or finance officer.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year, provided no litigation is pending.

City Licenses:

This paper and computer series documents City-issued licenses issued by the City Clerk for such entities as: auctioneers, bowling alleys, circuses, carnivals, dance halls, gem and precious metals dealers, fortune-tellers, massage establishments, massage therapists, pawnbrokers, peddlers, roller and ice skating rinks, shooting galleries, surface ambulances, theaters, and vehicles for hire.

Retention: Retain in office for one year; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Elections:

This series contains all documentation pertaining to municipal elections, including calendars, maps, worker and candidate instruction booklets, absentee precinct forms and documents, ballot distribution receipts, ballots, election returns, election notices, loyalty oaths, oaths of office, nominating petitions, abstracts, canvass records, and poll books. **Microfilm one set of the candidate's packet for historical purposes.**

Retention: Retain oaths of office current in office. Archive previous oaths. Retain contested ballots, nominating petitions, and recount petitions one year in office after recount, if any.

Suggested Procedure: Destroy those records allowed when all remedies provided by SDCL Chapters 12-21 and 12-22 have been exhausted.

Retention: Retain ballot distribution receipts, poll books, paper ballots, voting machine ballot records, and unused or spoiled ballots 60 days in office after election and/or recount.

Suggested Procedure: Destroy those records allowed by state law.

Retention: Retain election returns 25 years in office; transfer to state archives for final disposition.

Retention: Retain calendars, maps, worker and candidate instruction booklets, and absentee precinct forms and documents 60 days in office.

Suggested Procedure: Destroy, provided no litigation is pending.

Retention: Retain election abstracts (canvass records) permanent in office. Consider microfilming to provide dispersal protection of these vital records.

Notify the City Archivist of your intention with any of the above records by using the form found in this manual.

License Application Forms:

This series is used to issue licenses under the provisions of City ordinances for garbage pickup, house moving, sign handling, prefabricated home manufacturing, billboard erecting, and other enterprises governed under ordinance. The license application includes a fee and the information is recorded in City Finance. Information on the form includes type of license, name of applicant, home address, trade name, telephone number, place where license is to be exercised, partnership or corporate information, facts for determination of license fee, receipt number, date, receipt of application, agent, address, signature of applicant, and approval signature. The licenses are issued annually.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Licenses, Alcoholic Beverage, and Video Lottery:

This computer, paper, and microfilm series contains information on alcoholic beverage licenses, including liquor, wine, malt beverage, Sunday sales, and video lottery.

Retention: Retain in office for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Licenses/Permits:

This series contains copies of licenses or permits issued by the municipality. Some applicants may require the remittance of a fee by the licensee at the time of issuance. Due to the three classes of municipal corporations and their disparate ordinances, it is necessary to include this general category for all licenses and permits not specifically listed.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Loyalty Oaths (Oaths of Office):

This series contains the original signed oath of various elected and appointed officials within the municipal government. Information includes state, county, name of person being sworn, text of oath, signature, date, signature of judge or notary, and seal.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Archive for historical purposes.

Meeting Notices (Regular/Special):

This series is maintained to comply with state law which requires a notice and agenda to be posted 24 hours prior to a City Council meeting. It is used to inform City Council members of the date and time of the next regular or special meeting. Notices are arranged chronologically and include: date, notice of meeting, purpose of meeting, and Mayor's signature.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Microfilm with respective agenda or set of minutes.

Minutes, City Council:

This paper, microfilm, and computer series is comprised of official minutes of Regular, Informational, Joint City/Minnehaha and/or Lincoln Counties, and Special City Council Meetings.

Retention: Retain permanently in office. Microfilm to provide dispersal protection of these vital records.

Minutes, Miscellaneous Advisory Boards:

This series contains original meeting minutes from various advisory Boards and councils affiliated with the City. Boards may include but are not limited to: Museum Board, Board of Preservation, Investment Advisory Board, Public Parking Facilities Board, Solid Waste Planning Board, and Parks and Recreation Board. A copy of the minutes is also maintained by the various Boards.

Retention: Retain four years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years.

Note: Subject to screening by the state archivist prior to disposal.

Minutes, Other:

This paper and computerized series contains minutes from various City Boards other than the City Council. Types of Boards include Board of Ethics, Charter Revision Commission, Districting Commission, Centralized Records Committee, and Metro Management Committee.

Retention: Retain permanently in office. Consider microfilming to provide dispersal protection of these vital records.

Note: Subject to screening by the state archivist prior to disposal.

Ordinances:

This file contains the original ordinances adopted by the City Council. They are arranged numerically by ordinance number and include: dates of first and second readings and adoption, proof of publication, signature of Mayor and City Clerk, and narrative content of the ordinance. All ordinances are listed in the Code of Ordinances which is maintained as a quick reference to current ordinances.

Retention: Retain in office permanently. Microfilm to provide dispersal protection of these vital records.

Petitions, Resident Action, Conditional Use:

This series contains original petitions signed by city residents urging action by the government, and asking for changes in the City's zoning laws. They are maintained here for public record. Information on the resident action petition may include, but is not limited to: resolution/ordinance number, date, signature, description of property or action to be taken, and notary public seal and signature. The petitions have little value after the resultant action has taken place.

Conditional Use Petitions are original and need to be kept permanently.

Retention: Retain one year in office. If with corresponding Resolution/Ordinance/Conditional Use Permit, keep permanently with item. Notify the City Archivist of your intention with this record, by using the form found in this manual.

Suggested Procedure: Archive and microfilm.

Petitions, Nominating:

This series documents the nomination of an individual who has been declared as a candidate for the office named in the petition. Information on the petitions includes jurisdiction applicable for the office sought; nominee; county; declaration of candidate; instructions to signers; verification by person circulating nominating petition; date; seal; and signatures of officer administering oath, person circulating nominating petition, and candidate.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Petitions, Recount:

This series documents the petitions filed by candidates or voters requesting a recount. Information on the petitions includes candidate or question, date of election, verification by person circulating petition, and signature of officer administering oath.

Retention: Retain one year in office after recount, provided all remedies provided in SDCL 12-21 and 12-22 have been exhausted. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Archive for historical purposes.

Poll Books:

This series contains the tally sheets used to tabulate votes cast. Information includes election, ward, precinct, city, date of election, total of all votes, number of persons voting, and name of voter.

Retention: Retain 60 days in office after election or recount. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after 60 days.

Publication Notices:

This series includes all notice publications for the municipality which have been published by the City Clerk's Office, alerting the public to ordinances, resolutions, rezoning, special assessments, street vacations, notice to bidders, etc.

Retention: Retain in office for one year; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years.

Receipts, Distribution of Ballots:

This series contains copies of receipts issued by the City Clerk when ballots are distributed to election judges. Information on the receipt includes county, precinct, date, and signature of judge attesting to the number of ballots received.

Retention: Retain in office 60 days after election or recount. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after 60 days.

Resolution File:

This file contains the original copy of all resolutions adopted by the City Council. They are arranged by resolution number and include: resolution number, narrative of resolution, property description, owner, dates of assessment, installment due date, adoption date, publish date, transfer of monies, funds transferred from, City seal, Mayor's signature, and City Clerk's signature. The information is summarized in the City Council minutes.

Retention: Retain permanent in office.

Suggested Procedure: Microfilm to provide dispersal protection of these vital records.

Finance

Account and Affidavit (Voucher):

This file is used to document drawing of funds from accounts for payment of insurance and credit union withholdings. Information contained in this file includes date, name of drawing, account, amount of deductions, and the total amount withdrawn. The information is arranged chronologically by month and is summarized in the "Payroll Ledger."

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Airport Agreements:

This series contains both copies and originals of contracts and agreements between the municipality and commercial airlines and fixed-base operators. The agreements outline terms, conditions, fees, and obligations of all parties involved. Information on the documents may include, but is not limited to: parties to the agreement, terms, fees, charges, improvements, assignments, and renegotiation terms.

Retention: Retain originals current in office. Transfer terminated to storage for six years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy six years after terminated, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Note: Subject to screening by the state archivist prior to disposal.

Airport Operations Manual:

This series contains a copy of the Airport Operations Manual submitted by the Municipal Airport Manager. The manual is used here for reference. Topics may include: personnel policies, fee schedules, safety areas, firefighting procedures, and daily procedures.

Retention: Retain current in office; transfer superseded to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy three years after superseded.

Airport Reports (7-68/3M):

This series contains a copy of the standard report sent from the municipal airport manager to the South Dakota Department of Transportation, Aviation Services. It is used to determine tax liabilities for aviation fuel sold. The forms are arranged chronologically and include: name of airport, submitter, location, month, year, date of purchase, ticket or invoice, seller, address, gallons purchased, and airport manager's signature. The original report is maintained by the airport manager.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Ambulance Reports:

This series contains the original operating agreement between the municipality and private ambulance services. They are used to document all the terms and conditions of ambulance agreements. The agreements are renewed annually.

Retention: Retain current in office. Transfer terminated to storage for six years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy six years after terminated, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Ambulance Service Reports:

This series contains reports sent from the ambulance service to City Finance for forwarding to the Council body. The information is used to determine the number and type of ambulance runs made. The information includes date, miles traveled, patient's name, charges made, charges recovered, correspondence, reports to Councilors, and total odometer mileage.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Annual Reports:

This series contains a copy of the annual report sent to the State Department of Legislative Audit. The reports are arranged chronologically by year and include: year, town or city, date prepared, assets, government fund types, fiduciary fund types, proprietary fund types, and account groups. The report constitutes a balance sheet of the municipality.

Retention: Retain three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Maintain these records permanently.

Note: Subject to screening by the state archivist prior to disposal.

Applications for City Depository:

This series contains applications submitted by various banks within the city seeking designation as a City depository. The applications are submitted pursuant to Chapter 52-7 of the South Dakota Codified Laws. Information includes date, notarized signatures of bank officials, and a narrative requesting designation as a City depository. The financial institutions must reapply annually to be designated as a City depository.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Assessment and Taxation File:

This file is used to inform taxpayers of special assessments to their property, the nature of the assessment, and the amount of the assessment. Information includes assessment rolls, correspondence, information on special assessments, legal description of the property, and the amount of the assessment.

Retention: Retain one year in office; transfer to storage for 14 years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after 15 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Note: Consider maintaining in office on microfilm instead of paper. RDB Authority No. 85-022 specified a four-years-provided-audited retention for Assessments and Taxation File and a permanent retention of Assessment Rolls. These have now been combined.

Audit List Printouts:

This computer printout series is generated alphabetically by payee name. It is used to cross-reference warrants written and payees. Information includes disbursements, vendor, amount, account, description, invoice number, and reason for expenditure. This series is compiled from information and warrants.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Audit Reports:

This series contains private audit reports concerning the expenditure and administration of City funds. Reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains a copy of the report.

Retention: Retain three years plus audit in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Bank Correspondence:

This series contains letters from banks concerning services provided and making reference to accounts the municipality has with the bank.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Bank Statements:

This series contains statements sent from the bank to the municipality. Information on the statement includes account name, account number, date, deposits, withdrawals, checks issued, service charges, and account totals. Bank statements reused for account reconciliation and audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Bankruptcy File:

This series contains a listing of individuals or vendors who owed money to the City but subsequently declared bankruptcy. The file is maintained to determine credit risks and subsequent needed deposits. Information includes the bankruptcy case number, social security number, name, and amount owed but uncollected.

Retention: Retain six years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided six years have passed since write-off authority has been granted by the City Council.

Bid Bond:

This series documents that any bond for a capital improvement has been accompanied by a certified check or bid bond in the amount specified in Chapter 5-18 of the South Dakota Codified Laws. Bid bonds are an effort to ensure sincere bids and to recover a portion of the cost in the event that is not the case.

Retention: Retain in office until either a performance bond is received or the vendor fails to receive the award, then return to the vendor.

Suggested Procedure: Return to vendor after either a performance bond is received or the vendor fails to receive the award.

Bid Lettings Tabulations:

This series may be filed along with the bids received by the municipality from various contractors for various projects. Information may include: comparison of bids, amounts of bids, and date. They are used to compare in determining the lowest bid.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Bid Proposals, Specifications, and Lettings:

This file includes bid specifications, proposals, and letting information, invitations to bid (blank proposals sent to vendors), and a list of vendors for each product type. The file is maintained for reference and documentation purposes.

Retention: Retain successful and unsuccessful bids one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Retain balance current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete

Billing Register:

This series is used to determine amounts to be billed for services provided by the City. Information includes name of entity being billed, what the bill is for, date, debit, credit, and balance. The register is used primarily for billing of airport-related projects.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Bills of Sale:

This series contains the original bill of sale which records the sale of municipal property. Information includes names of parties, description of property to be sold, consideration amount, date, and signatures.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Boiler Inspection Reports:

This series contains copies of boiler inspection reports issued by the state. They are maintained to certify that boiler inspections have been completed for the period and include: boiler number, date inspected, expiration date, location, pressure reading, inspector's name, and insurance company. The State Department of Commerce and Regulation maintains boiler inspection information for two years after the boiler is removed from service.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Bond Destruction Certificates/Bond Register/Bonds and Bond Coupons:

This series contains copies of Bond Destruction Certificates submitted to the municipality by the bonding firm. They document the destruction of bonds after payment. Information may include, but is not limited to: date, municipality, bond number, maturity date, destruction date, amount, and authorized signature.

Retention: Immediate destruction.

Suggested Procedure: May destroy immediately.

Budget, Annual Authorized:

This series documents the authorization of the annual budget. It is mandated through an approval of the budget ordinance by the City Council. Once the budget has been approved, it then becomes part of the City of Sioux Falls Code of Ordinances.

Retention: Retain permanent in the City of Sioux Falls Code of Ordinances.

Budget Expenditure Records:

This computer printout series is generated as a comparison between fund appropriations with actual fund expenditures. Categories include: fund, activity, object account, description, budgeted amount, and actual amount. The report may be used to detect discrepancies or trends between budgeted amounts and actual expenditures.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Budget Requests:

This series contains budget requests and work sheets. The requests provide input data for annual budgets. They are used for comparison when preparing future budgets.

Retention: Retain until budgeted year has ended, then destroy. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after budget year.

Budget Revenue Records:

This series is maintained to document monthly collections and their resultant allocation among municipal budget accounts. Information in the file may include: date, current year, prior year, totals, miscellaneous, distributed funds, and budgeted and actual total general fund taxes. The file may be used when determining future fund allocations.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Cash Disbursements Journal:

This series may contain either computer printouts or handwritten journal books. The journal constitutes a summary of all warrants issued by the municipality. Information is arranged numerically by warrant number and includes amount, description, invoice, account, warrant number, warrant date, and vendor name.

Retention: Retain full book ten years in office after an independent post-audit report has been received. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Archive permanently.

Cash Receipt Transmittals:

Cash receipt transmittals document payments received and deposited with the municipality. Information on the forms may include: code, name, receipt number, date, fund, subfund, revenue source, description, and amount. This copy is kept for reference and audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Cash Receipts:

This series contains copies of receipts documenting cash received by the municipality. Each receipt shows payer, amount, date, purchaser, and signature of purchaser. They provide an account for cash payments deposited in municipal depositories and are kept for audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Cash Receipts Journal:

This series is used to record checks deposited in the municipal treasury. Information in the journal includes payer, receipt number, amount, and coding for fund posting. This series is used for reference to monitor total revenues and for audit purposes. This series may contain either a computer printout or handwritten journal books. They are maintained as a record of fund receipts for municipal sale of goods or services.

Retention: Retain one year in office; transfer to storage for nine years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Certificates of Deposit:

This series contains original certificates of deposit used to document funds deposited in banking institutions. Information includes number, depositor, date, amount, authorized signatures, interest rate, and length of deposit. They are kept after the certificate redemption for audit purposes.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy redeemed.

Check (Warrant) Register:

This file is used to provide documentation for issuance of a check by the municipality for goods or services rendered. The file is arranged numerically by warrant number and includes warrant number, date, claimant, reason for payment, date filed, signature of auditor, amount claimed, amount allowed, department, invoices, purchase order, and voucher. They are maintained for occasional reference and audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

City Sales Tax Receipts:

This series is generated bimonthly by the State Department of Revenue and sent to the various municipalities for reference when determining future revenues. The information is summarized in the cash receipts journal.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

City Sales Tax Records:

This series is maintained to provide a record of payments received by the state for collection of municipal sales tax. The files are arranged numerically by receipt number and include: receipt number, amount, date, signature, agency, fund, and description of services or commodity. The file may be used to document monies owed by the state to the municipality for its share of City sales tax collected within the community.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

County Remittance Sheets:

This series, also called the monthly remittance sheet, documents funds received from the county for taxes to be disbursed to the municipality. The information is arranged chronologically by date of issuance and includes receipt number, date, amount received, fund number, total tax and interest, and posting account numbers. The file is used for the proper allocation of funds within the various municipal accounts and is summarized in the accounts receivable ledger.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Claim Paid and Disallowed (Vouchers):

This series documents claims submitted to the municipality for payment by vendors. Information in the file includes vendor number, date, description, total, project number, expenses, and purchase order number. The City Council rules on whether to pay the submitted claims or disallow them.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Contracts and Agreements:

This series contains both originals (copies of record) and reference copies of contracts and agreements between the entity and other parties. Information includes terms and conditions of the agreements, effective dates, costs, and funding sources. They are kept for reference and audit purposes.

Retention: Retain originals (copies of record) current in office. Transfer terminated to storage for seven years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy seven years after terminated, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Correspondence, General:

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received. The information is used for occasional reference and documentation.

Retention: Retain three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Note: Subject to screening by the state archivist prior to disposal.

Customer Ledgers, Utilities:

This series is maintained to provide a record of utility changeover during the last year. Information is generated from the meter ticket books and includes name, book and account number, sewer charge, first meter, second meter, date, reading, used, amount, code, and payment.

Retention: Retain three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three years.

Daily Balance Records:

This series is used to document accounts which are posted daily and to make adjustments to the general ledger. It is posted daily and may include: month, cash amount, name of depository, liquor deposits (if any), and receipts.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Delinquent Billing File:

This series contains a list of all persons who owe the City money for license fees set by City ordinance. They are used in the anticipation of future collections of bad debts. Information includes name, amount owed, date owed from, last known address, bad check number (if any), and documentation of collection attempts made by the City. The file may also be used to ensure no credit is extended to persons who already have delinquent bills outstanding.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Deposits Register:

This series documents the receipt of deposits and the return of the same. These deposits are held by the City to ensure payment of utility bills. Information on the register includes customer name, account, deposit, amount, and date. The deposit is refunded when a service is terminated and the final bill is paid.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Deposit Slips:

This series contains duplicate copies of deposit slips initialed by the teller. They are used for account reconciliation at month's end. Information on the deposit slips may include: date, account name, account number, checks deposited, currency deposited, coin deposited, less cash received, and net deposit.

Retention: Retain in office until reconciled with monthly bank statement. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after reconciled.

Disbursement Ledgers:

This file is used to record disbursements for charges incurred by various departments within the municipality. They are used to bill the respective departments and include: vendor, date, warrant number and date, amount of claim, description, and invoice number. The file is arranged alphabetically by department and is prepared monthly.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Employee Contribution Report, Quarterly:

This form series (DOL-UID-21) contains a copy of the standard report submitted quarterly to the State Department of Labor, Unemployment Insurance Division. It is used to document employer contributions for unemployment insurance liability. They are arranged chronologically by reporting date and include: account number, name and address, rate, date quarter ended, employees, computation of payments due, signatures, titles, and date. Information on the report is generated from the payroll register.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Financial Aid Applications/Awards:

This series contains the completed application forms for federal grant awards and possibly the resultant award notification. The file may also contain: narrative of what is to be done, fiscal documentation, in-kind verification forms, and related correspondence. These files are kept for legal, reference, and audit purposes.

Retention: Retain awarded and executed grants in office one year after completion; then transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided one year has passed since an independent post-audit report has been received, and provided the grant itself has no further restrictive covenants, and provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Suggested Procedure: Retain unsuccessful grants one year in office, then destroy.

Financial Statements, Other:

These statements summarize all fiscal transactions in a given fiscal year or other period. They include a chart of accounts, statement of revenue and expenditures, and cash fund balances.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Fixed Asset Ledger:

This series could be either a computer printout or standard journal pages. The ledger is used for reference as a listing of all fixed assets owned or leased by the City. Information may include: description of asset, cost basis, class code, date of acquisition, voucher number, vendor name, fund and account, method of acquisition, location, custody, position, date, and identification number. They are used for property management and accountability purposes. The information is duplicated in the fixed assets inventory.

Retention: Retain in office for life of fixed asset; transfer to storage for four years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy four years after fixed assets are sold or declared surplus, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Franchise Agreements (License Agreements):

This series contains written agreements entered into annually by the City and various private corporations to allow installation of various improvements on right-of-way property. Information may be used as documentation of the City's claim of easements to property/franchise agreements are also maintained permanently in the ordinance file.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy four years after fixed assets are sold or declared surplus, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

General Journal:

This series can either be a computer printout or standard journal pages. The general journal is used to record all transactions as they occur within the accounting system. Information includes transfers, adjusting entries, closing entries, investments, transactions, account descriptions, debits, credits, explanations, audit numbers, and dates. All information is posted from the general journal to the general ledger.

Retention: Retain full book one year in office. After all litigation, claims, or audit findings involving the records have been resolved and final action has been taken, transfer to storage permanently. Consider maintaining on microfilm instead of paper.

General Ledger:

This file may contain either computer printouts or standard ledger sheets/books. Information in the file may include, but is not limited to: expenditure amounts, receipt amounts, transfer amounts, refund amounts, project totals, warrant numbers, dates of warrants, voucher numbers, payer or payee, and sub-fund. The general ledger is used for fund accountability, reconciliation with other accounting reports, and audit purposes.

Retention: Retain full book 50 years. Consider maintaining on microfilm instead of paper.

Suggested Procedure: Archive and microfilm.

General Trial Balance:

This series is used to document the balancing of funds within the municipal treasury. It is compiled monthly and includes fund, assets, liabilities, equity, current balance, receipts, disbursements, and payroll journal entries.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Grants File (Federal):

This file contains information concerning funded federal grants including: grant applications, working papers, grant documentation, and monitoring or accounting records. The file is used for administering current grants, as a reference when requesting new grant funding, and for audit purposes.

Retention: Retain current in office. Transfer terminated to storage for four years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy four years after terminated, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Insurance File:

This series contains information used for both reference and documentation concerning various insurance policies of the City, and the self-insured liability risk pool. Topics in the file may include, but are not limited to: type of insurance, company, policies and numbers, declarations, policy conditions, forms and endorsements, and related material. Information may be used as documentation to insurance coverage and for reference to policy terms and conditions.

Retention: Retain current in office. Transfer superseded or obsolete to storage for six years.

Suggested Procedure: Destroy six years after superseded, provided no litigation or claims are pending.

Note: Retain "Declaration Page" of any "occurrence liability policies" in office 21 years after expiration. Destroy 21 years after expiration.

Insurance Invoice File:

This series contains insurance company invoices used for billing the City for insurance coverage. The file is typically arranged chronologically by receipt date and includes insured's name, bill amount, premium, policy numbers, due date, account number, and type of coverage. After the respective bill has been paid, the file is kept for audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Inventory, Fixed Assets (Master):

This series may include: a copy of inventory printouts or listings, file maintenance forms which reflect changes in the inventory, inventory procedures manual, and surplus property received and transferred forms. The file is maintained for property management and accountability purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Inventory, Supplies:

This series contains inventories of supplies used by various departments within the City. It is maintained as an accounting of supplies on hand and for information when ordering supplies. Information may include but is not limited to: date, beginning inventory, purchases, year-to-date use, amount used, and amount on hand. They are kept for audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Invoices:

This series constitutes the billing instrument used by vendors to petition for payment. Information in the file may include but is not limited to: vendor number, company name, date order received, ship date, invoice date, invoice number, purchase order number, quantity, description, unit price, amount, terms, credit memo, and total. It is submitted to the appropriate department for approval, then to the City Council for approval; finally, it is attached to a voucher, a warrant is issued, and it is retained for audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Lease Agreements:

This series documents the lease agreements made between the municipality and a second party. Information on the agreements includes names of parties, terms of agreement, date, date of contract termination, and signatures of parties.

Retention: Retain current in office; transfer to storage for five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy five years after termination.

Leave Liability Report (Sick/Annual):

This report is compiled to determine the municipality's liability concerning sick/annual leave hours. The information is compiled from time cards/sheets and includes name, rate of pay, hours accumulated, and the dollar value of the accumulation. The file is arranged by department and is used for reference and audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Leave Requests:

This series contains the standard forms used when employees request annual or sick leave. Information on the standard form may include: department, date, number of hours of leave requested, leave commencing and ending dates, signature of employee, title, office, approval signatures, and signature of personnel director. Leave requests are used for payroll and audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Noncash Voucher Register:

This series documents noncash vouchers between departments within the municipality. Information in the register includes date of noncash voucher, noncash voucher number, the fund and account to which the expense is charged, the expense amount, the fund and account to which the revenue is credited, and the revenue amount totaled monthly and posted to the general ledger.

Retention: Retain one year in office; transfer to storage permanently. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Nonsufficient Funds (NSF):

This series contains a list used for reference to all customers who have submitted checks which did not clear the financial institutions on which they were drawn. The lists are used for reference to determine which customers will be required to pay cash for their bills with the City. Information is arranged chronologically by receipt date and includes date, check number, payer, and amount.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Packing Lists/Slips:

This series provides an itemization of all goods shipped by the vendor. It is used by the purchaser to verify receipt of all items listed. Information on the packing list includes vendor name, invoice number, customer number, shipping address, shipping instructions, transportation terms, date the order was received, quantity received, back-ordered quantity, stock location, catalog number, and description. Packing slips are used to reconcile the amount of goods received with the amount of goods shipped.

Retention: Retain current in office.

Suggested Procedure: Destroy when reconciled.

Payment Distribution Register:

This computer printout series is generated to provide a daily reading of money received. It is used to post to the various journals. Information contained in this register includes account number, customer name, type of account, undistributed cash, beginning balance, payments made, and ending balance.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Payment Edit Report:

This series is generated to provide a listing of all payments of utility billings in the municipality. The information is arranged numerically by account number and includes account number, customer name, date, payments, balance, book number, zone, and totals of billings. The reports are kept for audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Payroll Deduction Authorizations:

This series contains payroll deduction forms used by employees to authorize payroll deductions such as: annuities, bonds, insurance, credit union, and employee organizations. Information includes name of employee, home address, agency, social security number, designation of financial institution, address, employer identification, employee account number, amount of allotment, action request, signatures, and date. The forms constitute the authorization to the municipality for any payroll deductions taken.

Retention: Retain current employee files in office. Transfer terminated employee files to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy three years after employee termination, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Payroll Ledgers:

This series is generated to record issuance of checks for employee payroll. The file is arranged alphabetically by department and may include: employee's name, address, employee number, department, salary, and social security number; check number, date of pay; and amount of deductions for state excise tax, federal tax, retirement, health insurance, etc. The information is obtained from the time cards.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Payroll Register:

This series is generated to record payroll and deductions made by the municipality. The file is arranged by department and contains employee's name and social security number; fund, account, total, date, and check number; and deductions made for withholding, retirement, insurance, etc. Information is coded from time cards/sheets and summarized in the cash disbursements journal.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Payroll Statement, Contractor's (Davis-Bacon):

This file contains a statement of the contractor's payroll required by the Davis-Bacon Act. It is used to document prevailing wage rates in the area and the number of hours worked. Information includes state, county, payroll date, gross amount, name, title, date, contractor's name, employee's name and address, contract classification, hours worked, deductions, and net pay. The file documents compliance with federal wage rate guidelines.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Performance Bond Logs:

This series contains a record of all craftsmen who are bonded within the municipality. The log is used for reference purposes only. Information includes correspondence, notice of bonding, amount of bond, expiration date of bond, date issued, bonding agent, and authorized signatures.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Performance Guarantees/Surety Bonds:

This series documents the possession of performance guarantees/surety bonds by any contractor performing work in the municipality. This series has varied expiration dates and must be reissued upon expiration.

Retention: Retain one year in office after completion of the project; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy four years after project completion, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Projects File:

This series contains a file on the various special or standard projects undertaken by the City. They are used for both reference and documentation purposes and may include: planning results, estimated costs, percent of contributions, specifications, total costs, schedules, and final results.

Retention: Retain current in office. Transfer completed to storage for four years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy four years after completed, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Note: Subject to screening by the state archivist prior to disposal.

Property Appraisals, Surplus:

This series is used to document surplus City property and record the appraisal and sale of such property. This file contains a description of the property, monetary appraisal value, date of appraisal, and any correspondence pertaining to the property.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Publication Notices:

This series contains the documentation of compliance with various laws requiring publication of City government activities. Notices of publication may include such topics as: assessments, bids, repossession, tax changes or liability, and government restructuring. The file is used as documentation to show that all notices were filed and published in accordance with standard rules and laws.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years.

Purchase Orders:

This series may be generated after receiving a department requisition form. Each order lists: item and inventory numbers, quantity, unit, stock number, description, unit price, and amount paid. Purchase orders create encumbrances against department funds and are kept for audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Receipts, Cash:

This series is issued in triplicate for all monies received with the original going to the taxpayer; the duplicate should be given to the auditor or clerk for recording purposes. Receipts should be prenumbered and include: the date the money was received, the amount received, the funds and accounts to be credited, the amount to be credited to each fund and account, and the signature of the person receiving the money on behalf of the municipality. All copies of voided receipts should be retained in the receipt book.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Receipts, Court:

This series is maintained to document the municipality's allocation of fines, penalties, and forfeitures of the circuit or magistrate courts based on violations of City ordinance. Information is arranged chronologically and includes treasurer's control number, agency, receipt number, entry date, check number, and date received.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Requisitions:

A requisition is a formal request to order supplies or equipment. A copy is submitted to City Finance and a purchase order is prepared and submitted to a vendor. Requisitions list requesting agency, fund coding, authorized signatures, description of item or service, cost, vendor name, quantity, and date of requisition. The information is used for reconciliation and audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Revenue Budget Record:

This series is generated to compare cash received with estimated revenue in the budget. It is compiled from the cash receipts journal and includes date, revenues by source, fund, amount, description, and receipt dates.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Sales Tax Reports (State):

This series contains a copy of the report filed bimonthly with the State Department of Revenue, Sales Tax Division. It is used to document payments made for state sales taxes collected by the City. The reports are arranged chronologically by date and include: City code, net taxable revenues, rate, reporting period, license number, gross sales, totals, state taxes, City taxes, penalties and interest, and amount remitted. The Department of Revenue also maintains the original report.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Sidewalk Maintenance Notices:

This series contains documentation of formal notices to landowners within the city of the need to repair or replace sidewalks. Information in the file includes property description, owner's name, address, work performed, amount, and whether the billing was determined by assessment or outright charge. The file documents that formal and correct procedures were used when notifying the landowner of needed sidewalk repairs prior to replacement.

Retention: Retain two years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided the required work has been completed.

Unclaimed Property Records:

This series contains property records that document the issuance of a warrant that was never cashed.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: After five years, transfer to the state treasurer pursuant to Chapter 43-41B, the *Uniform Unclaimed Property Act*.

Unemployment Insurance Reports:

This series is maintained to document total wages paid to municipal employees during the quarter. The reports are arranged chronologically by reporting date and include: account number, name, address, ending date of quarter, wages paid, taxable items, and number of employees. The State Department of Labor, Unemployment Insurance Division, maintains the original report. Information is compiled from the payroll ledger.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Utility Bill Register:

This computer printout series is generated for reference in the event the computer is down and a customer does not have his/her bill in possession at the time of payment. Information includes utility cost, account number, customer name, meter, code, previous reading, amount of tax, garbage charges, sewage charges, and total. The file is maintained for audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Vouchers:

This series may contain copies of travel, noncash, direct, receiving, and journal vouchers. Each voucher includes purpose of the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. Vouchers are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Fire Rescue

Administrative Policies, Finalized:

This series contains a complete set of all departmental administrative policies. A complete set of policies is maintained in the Fire Chief's office and may be available on computer network for reference and documentation.

Retention: Retain current in office. Transfer superseded or abolished to storage for five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy five years after superseded or abolished.

Note: Subject to archival screening prior to disposal.

Administrative Reference File:

This series is maintained for convenience of reference by Sioux Falls Fire Rescue. The files may contain, but are not limited to, such topics as: awards, driver training, resolutions, and seminars. Information is arranged alphabetically by topic.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Note: Cull files at least once each year to avoid a buildup of superseded or obsolete material.

Administrative Rules, Finalized:

This series contains a complete set of all administrative rules promulgated for use in the department. A complete set of rules is maintained in the Mayor's Office for reference and documentation.

Retention: Retain current in office. Transfer superseded or abolished to storage for five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy five years after superseded or abolished.

Note: Subject to archival screening prior to disposal.

Apparatus Inspection Reports:

This series contains the weekly inspection reports of equipment. Information in the file includes apparatus, number, date, shift, driver, road mileage, engine mileage, pump, hours, comments, and inspector's signature.

Retention: Retain for life of equipment with department. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after life of equipment with department has ended.

Billing Collection Register:

This series documents issuance of permits and receipt of payments for permits of assembly, liquor stores, gas stations, and shops. Information in the file includes code, document, number, date, customer, account number, revenue number, project number, payment amount, and department totals. The information is duplicated in City Finance for audit purposes.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Breathing Apparatus Maintenance:

This series documents service performed on breathing apparatus used by the department in firefighting and rescue. Information in the file may include: date, make, model number, maintenance performed, and signature of firefighter performing maintenance.

Retention: Maintain current in office, then destroy. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Maintain current in office; then destroy.

Budget Files:

This file may contain budget requests, operating budgets, and related working papers. The information is used for reference throughout the year in monitoring program activities.

Retention: Retain 30 days in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after 30 days.

Complaint Record:

This form series is filed with the South Dakota Department of Commerce and Regulation's Division of Fire Safety to record every fire call the department answered. Information includes complaint number, district, offense, location, received by, nature of call, and disposition.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Correspondence, General:

This series may contain both copies of letters and memorandums sent and the originals of letters and memorandums received. The file is used for occasional reference and documentation.

Retention: Retain three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three years.

Daily Log:

This series documents day-to-day activities of Sioux Falls Fire Rescue and is used to maintain continuity between shifts. Information on the log includes staffing level, date, runs made, and any comments that need to be conveyed to succeeding shifts. The log is arranged chronologically.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Daily Overtime Log:

This series is used to determine allocation of overtime according to department policy or union contract. Information includes name, date, whether the offered overtime was accepted or refused, adjustments, and totals.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Daily Time Log:

This series documents work assignments and is used as a source in drafting the time card. The file is generated once each pay period and includes dates, shift, staff, shift commander, and signature of the Fire Chief.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Department Expenditures to Individual Vendors:

This series documents amounts paid to individual vendors. Information may include: expense class, what the expenditure was for, amount paid, amount owed, and total. The information is duplicated in City Finance for audit purposes.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Expenditure Budget Record:

This series provides a summary of the budget and is used to track expenditures of the department. The reports are arranged chronologically by date of issuance and include: account, description, monthly actual expenditures, monthly estimated expenditures, supplement, total, and encumbrances.

Retention: Retain current in office.

Suggested Procedure: Destroy, provided audit information is maintained by City Finance; otherwise, retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Fire Call Form (Radio Alert Records):

This series documents alerts issued and the reason for the issuance. They are received from a central dispatch station and include: shift, commander, date, communications supervisor, airport power test, security telephone test, operator, address, reason, and incident number.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years.

Fire Log:

This series documents fire incidents and is used as reference when discussing response time and how the department performed.

Retention: Retain three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided that no litigation is pending.

Hose Testing:

This series documents the amount, type, and condition of fire hoses maintained by the department. The file is arranged by size and includes hose number, date in service, inside diameter, where purchased, manufacturer, acceptance date, pressure rating, and condition.

Retention: Retain in office for life of equipment. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after life of equipment has ended.

Incident Report:

This series contains the standard form used to report fire incidents to the State Division of Fire Safety. The file includes fire department, incident number, date, alarm, time, situation found, casualty, fire type, and suppression cost.

Retention: Retain five years in office; transfer to storage for five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years, provided the investigation is closed.

Inspection Permits:

This series is issued after an inspection has been conducted to determine that a building is in compliance with the fire code. Information on the permit includes occupant, date, address, comments, who presented to, and name of inspector. The file is arranged by sector.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy one year after revocation, cancellation, or expiration.

Inventory, Fixed Assets:

This series may include: a copy of the capital assets inventory printouts, file maintenance forms which will reflect changes in the inventory, an inventory procedures manual, and surplus property received and transferred forms. The file is maintained for property management and accountability purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Investigation Reports:

This series documents the attempt to ascertain cause of fire and recommend a course of action. Information on the report includes incident report number, investigation report number, supplemental report number, and signature of investigator.

Retention: Retain conclusive reports one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy conclusive after one year. Retain inconclusive reports five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy inconclusive after five years.

Leave Logs:

This series documents sick and annual leave liability, trends of leave abuse, and the transfer of leave to another employee. Information on the log may include: name, date, social security number, month, type of leave, and amount of hours.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Leave Requests:

This series documents the amount of liability accrued for vacation and sick leave allocated to each employee. Information in the file includes employee name, social security number, accumulated hours, vacation time taken, sick leave taken, and balance. The information is duplicated in City Finance.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Minutes, Meetings:

This series contains meeting minutes from meetings concerning the department. They are used for reference and as support for decisions made. A copy is also maintained by the other parties to the meeting.

Retention: Retain four years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years.

Note: Subject to archival screening prior to disposal.

Permits, Hazardous Materials:

This series documents permits issued annually allowing a commercial enterprise to handle hazardous materials according to the *National Fire Code*. The file is used to determine date of expiration to allow for a timely inspection. Information in the file includes permit number, date inspected, name, address, and grid location.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy.

Photograph File:

This file contains photographs of fires and/or their resultant damage. The file is used for reference by insurance companies, police, and fire marshals in determining the cause of fire. Information on the form includes address, date, owner, and a description of what was burned.

Retention: Retain five years in office; transfer to storage for five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Consider archiving for historical purposes. Could destroy after ten years, provided investigation is closed.

Note: Subject to screening by the state archivist prior to disposal.

Purchase Order Listing:

This series documents the purchase of items totaling less than \$3,500 through authorization of the Fire Chief. Information in the series may include, but is not limited to: date, vendor, account number, encumbrance amount, liquidated amount, outstanding purchase order number, and account code. City Finance maintains a copy of this file for audit purposes.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Radio Maintenance File:

This series documents maintenance performed on radios used in Sioux Falls Fire Rescue. Information in the file includes date, where assigned, maintenance performed, model, serial number, manufacturer, and comments.

Retention: Retain in office for life of equipment with the department. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy when equipment is transferred, sold, or retired from service after audit.

Receipts:

This series is issued in triplicate for all monies received with the original going to the taxpayer; the duplicate should be given to City Finance for recording purposes. Receipts should be prenumbered and include: the date the money was received, the amount received, the funds and accounts to be credited, the amount to be credited to each fund and account, and the signature of the person receiving the money on behalf of the municipality. All copies of voided receipts should be retained in the receipt book. The audit copy of receipts should be maintained by City Finance.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided the audit copy is maintained by City Finance; otherwise, retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Staffing Roster (Shift Book):

This series constitutes Sioux Falls Fire Rescue's staffing roster used in determining staffing levels and their assignments. They are filed in department headquarters and include: holiday schedule, sick leave, vacation leave, rank, engine, and aerial assignment.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Training Records:

This series documents training received by each firefighter and the number of certified firefighters. Information in the file includes hours completed, course, topic, date, location, name of student, instructor, and certification date.

Retention: Retain current employee files in office. Transfer terminated employee files to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy three years after termination.

Travel Requests:

This series contains a copy of both in- and out-of-state travel requests by Sioux Falls Fire Rescue employees. Information on the forms may include: origin, destination, leave date, return date, leave time, return time, agency code, mode of travel, estimated miles, number of riders, driver's name, telephone number, rider(s) name(s), purpose of travel, depart trip number, return trip number, license number, date of entry, and travel coordinator's name. For out-of-state requests, information is included such as: estimated transportation costs, estimated meal costs, estimated lodging costs, any fee schedules, and miscellaneous fees are also provided. The forms are used for travel coordination purposes and for paying travel expenses upon return.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Vehicle Maintenance Records:

This series documents service of vehicles under Sioux Falls Fire Rescue's domain. Information in the file includes vehicle, model, make, odometer reading, cost, date of service, weight, work performed, and comments.

Retention: Retain in office for life of vehicle with department. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy when vehicle is transferred or declared surplus.

Vendor File:

This file is maintained for convenience of reference by Sioux Falls Fire Rescue. Information in the file may contain claim number, department number, date, invoice, purchase order number, expense class, project number, quantity, description, unit price, and total. City Finance maintains the original for audit purposes.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided the audit copy is maintained by City Finance. Otherwise, retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Vouchers:

This series may contain copies of travel, noncash, direct, receiving, and journal vouchers. Each voucher includes purpose of the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. Vouchers are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes.

Retention: Retain one year in office. Audit copy is maintained by City Finance.

Suggested Procedure: Destroy after retaining one year in office. Transfer to storage for three years.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Health

Establishment Files, Municipal:

This series contains the license application, inspection forms, and correspondence relating to the environmental/health surveys of establishments licensed by City Health; i.e., retail groceries, bars/taverns, tattoo parlors, and massage parlors. Data elements may include name, address, and telephone numbers of the establishment and owner, name of the manager, square footage of the establishment, fee amount and receipt number for application fee, owner's signature, inspector's list of violations, a timeframe for correcting them, certified mail receipts, and signatures. The licenses are renewed annually. These files are maintained for reference purposes.

Retention: Retain successful applications five years, then destroy, provided no litigation is pending. Cull files annually to avoid a buildup of obsolete or superseded material.

Suggested Procedure: Retain unsuccessful applications two years, then destroy.

Establishment Inspection Files, Contracted:

This series documents the results of environmental/health inspections of establishments (i.e., food service and school lunch programs) conducted by the State Health Department under contract with City Health. They are maintained for reference purposes. The State Health Department maintains these records five years.

Retention: Retain five years, then destroy. Cull files annually to avoid a buildup of obsolete or superseded material.

In-Home Day Care Registration Applications:

This form provides the information needed to award an in-home day care registration. The information includes name of provider, address of the business, name and social security numbers of each person over the age of 15—living at, or having regular access to, the home, the number of applicant's children under age 6, the affirmation that no one in the home has been found guilty or adjudicated of a sexual offense, and the signature of the applicant. Applications are submitted annually.

Retention: Retain successful applications five years, then destroy.

Suggested Procedure: Retain incomplete applications 90 days, then destroy. Cull files once each year to avoid a buildup of obsolete material.

In-Home Day Care Continuing Education Records:

These are certificates of completion for continuing education credit required to maintain the in-home day care registration of each provider. The information includes name of the provider, name of class taken, date of the class, and number of continuing education credits allowed for the class. These records are kept to verify that sufficient education has been obtained for annual registration renewal.

Retention: Retain current in office. Destroy one year after superseded or obsolete.

In-Home Day Care Abuse and Neglect Screenings:

These screening results must be provided by every person who resides or is regularly at the day care home. The information on the form includes name of person being screened, social security number of person being screened, and the results of the screening. These records are maintained as proof of compliance with the provision that mandates that no one residing or regularly at a day care facility has ever been found guilty of abuse or neglect.

Retention: Retain current in office. Destroy five years after day care ceases to exist.

Suggested Procedure: Cull files once each year to avoid a buildup of obsolete material.

In-Home Day Care Provider TB Testing Results:

This documents the results of the tuberculosis test required of each provider every three years. Information on the form includes name of day care provider, where the test was administered, date of the test, date test was read, name of medical person administering and reading the test, and the test results. These records are maintained to verify that a provider has a passing TB test in order to qualify for registration renewal. The original of this record is kept at the medical facility performing the test.

Retention: Retain current in office. Destroy superseded or obsolete. Cull files once each year to avoid a buildup of obsolete material.

Investigation Request:

This form is used to document a complaint coming into the office regarding an environmental issue either at a health department-licensed facility or a physical address of concern. The information on the form includes the date it was received; the complainant's name, address, and telephone numbers; the name of the owner of the establishment in question; the nature of the complaint; the date and results of the investigation; the resolution of the complaint; the inspector's and supervisor's signatures. These are maintained for reference purposes.

Retention: Retain two years after complaint closure, then destroy, provided no litigation is pending.

Mobile Home Park Correspondence:

This is a copy of the compliance letter documenting the annual environmental/health inspection of a mobile home park. Information in the letter includes the name and address of the person in charge of the park, the date of the inspection, a list of violations discovered or a note of compliance, and the name of the inspector, as well as the inspector's field notes after the initial inspection. These records are kept for reference purposes.

Retention: Retain five years; then destroy, provided no litigation is pending. Cull files annually to avoid a buildup of obsolete material.

Mosquito Control:

This series documents the data obtained by the field staff of the mosquito control project. Information may include: the date of the chemical application, type of application, chemical used, initials of the applier, and any relevant data such as terrain, vegetation, water, and GPS coordinates. These documents are kept for reference purposes.

Retention: Retain five years then destroy.

Noise Permit Applications and Permits:

This is a copy of the noise permit issued pursuant to a successful application. Information on the form includes the name, address, date, and time of the event; the name of the responsible party at the event; the name of the event sponsor; the limitations placed on the noise generated; a list of steps taken to reduce the noise produced; date permit was issued; and the signatures of the person applying for and issuing the permit. If an amplified sound system is used, contact information for the band and sound technician are also recorded here. The original permit is given to the person responsible for the event. These records are kept for reference purposes.

Retention: Retain successful applications and permits five years, then destroy.

Suggested Procedure: Retain unsuccessful applications one year, then destroy. Cull files once each year to avoid a buildup of obsolete material.

Nuisance Complaint Files:

This series documents the activities involved in investigating and resolving or prosecuting nuisance violations. Information in the file may include: complainant's name and telephone number, nature and date of the complaint, initials of person receiving the complaint, results of the complaint investigation, photographs, correspondence with the owner/occupant of the property, proof of delivery of correspondence and resolution forms. If the complaint goes to prosecution, a checklist and photos of the violations are attached. This file is kept as a working record for the inspector's reference and as a backup to the computer files.

Retention: Retain two years after complaint closure, then destroy, provided no litigation is pending.

Plan Review Comment Sheet:

This form documents the notes made when an inspector reviews the blueprints for a new or remodeled establishment. The information on the form includes the name and address of the establishment, the inspector's comments and notes, the date of the review, the square footage of the establishment, the fee amount to be collected, and the signature of the inspector performing the review. These records are kept for reference purposes.

Retention: Retain one year then destroy, provided the construction or remodel has been completed.

Human Resources

Grievance Files:

This series contains grievance complaints filed against department employees. Information may include: correspondence, follow-up notes, hearing results, investigation data, and findings (if applicable). The information is used to investigate grievances, to determine if a mutually agreeable solution is available, or to document reasons for actions taken.

Retention: Retain current in office. Transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy three years after closed, provided no litigation is pending.

Job Announcement:

This series is arranged chronologically by date of announcement and contains standard job announcements. Information includes job title, salary range, list of job duties, listing of experience, listing of education, and comments. The information is used to inform agency personnel of job openings throughout the municipality.

Retention: Retain one year in office; then destroy. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Leave Balance Reports:

This report contains employees names, social security numbers, number of hours of leave earned, hours of leave used, and the balance of leave hours still available for use. The information is used for reference to determine if an employee can be granted leave permission for the number of hours he/she has requested.

Retention: Retain seven years in office, then destroy. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after seven years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Occupational Illness and Injury Reports:

This record series is used to document occupational illnesses and is needed to receive payment for injury or illness in compliance with workers' compensation laws and Occupational Safety and Health Administration (OSHA) rules. Information in the file includes case and file number, employer name, name of employee, address, background information on employee, description of occupational injury or illness, nature of accident, and details of medical care if any was received. This combined form fulfills South Dakota's Workers' Compensation.

Retention: Retain open in office. Transfer closed to storage for seven years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy seven years after last activity or action.

Organizational Charts:

This series contains the organizational chart of the department. Information includes title name, hierarchy of the title, and name of person in each position. The information is used for reference concerning the current titles and people occupying those positions.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Payroll Authorizations:

This series is completed by the respective departments for submission to City Human Resources for disbursement. Information in the series includes name, vacation, hours worked, sick leave, overtime, department, and rate of pay. The information is compiled from time cards/sheets and is summarized in City Human Resources.

Retention: Retain in personnel file while active; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Performance Appraisals:

This series contains performance appraisal forms showing a statement of standards and responsibilities for each employee and the immediate supervisor's evaluation of the employee's performance. Performance appraisals are used for justifying merit increases in salary, for commending deserving employees, and as documentation supporting the dismissal of employees for unsatisfactory job performance.

Retention: Retain while an active employee. Destroy after three years. Notify the City Archivist of your intention with this record by using the form found in this manual. Destroy by shredding, provided no grievance is pending.

Suggested Procedure: Destroy by shredding after three years.

Personnel Files:

This series is arranged alphabetically by name and contains a folder for each employee in the municipality. Information may include, but is not limited to: applications for employment, personal data sheets, personal action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, résumés, service records, notices of resignation, W-4 forms, training records, and supervisors' reports of employee separation. These files serve as a history of the employees' service and training with the municipality and provide payroll information. They are maintained to review work history of former employees who apply for work and for audit purposes.

Retention: Retain active in office. Transfer terminated to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy by shredding three years after terminated.

Retirement and Pension Funds:

This series contains information concerning pension and retirement benefits. Information in the file may include, but is not limited to employee name, years of service, employer contributions, employee contributions, and benefits to be received.

Retention: Retain indefinitely.

Suggested Procedure: Retain indefinitely

Note: Consider microfilming when volume warrants and maintain on film instead of paper.

Retirement Contribution Reports, Monthly:

This series may be either a computer printout or standard form. The reports are used to document employee and employer contributions to the retirement system. Information is used to document proper contributions and may include: employer name, employee name, billing date, current report totals, employer matching totals, outstanding balance, total, and authorized signatures. Each report supersedes the previous one.

Retention: Retain one year in office; transfer to storage. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Retain 90 years, unless copied in the Department of Labor, Division of Retirement and Insurance.

Social Security Reports:

This file contains copies of standard report forms sent to the Social Security Administration. The reports are used to document withholdings and payments made and include: city, reporting period, total covered wages, and employee/employer contributions. The information is compiled from the payroll register.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Union Contracts:

This series contains a copy of the union contract outlining the terms and conditions of employment. Information in the contract includes work rules, union business, grievance procedures, stewards, vacations, holiday pay, military service, physicals, insurance, pension, and clothing allowance.

Retention: Retain current in office. Transfer terminated to storage for six years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy six years after termination, provided no litigation is pending.

Wage and Tax Statements (W-2 Forms):

This form is generated annually and contains name and social security number of employee; number of exemptions; federal tax withheld; FICA tax withheld; total wages earned; state tax withheld; and employer's name, identification number, and address.

Retention: Retain four years in storage. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Wage Garnishments:

This series contains the legal instruments from the courts used to support the wage garnishment of an employee of the municipality. Garnishment of debts and property is provided for in SDCL 21-18.

Retention: Retain in office through satisfaction of garnishment; transfer to storage for five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy five years after satisfied, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Withholding Allowance Certificates (W-4 Forms):

This form series is submitted by every employee in the municipality.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

CITY OF SIOUX FALLS RECORDS RETENTION AND DESTRUCTION SCHEDULE	DEPARTMENT: Siouxland Libraries DIVISION: RECORDS OFFICER: Director
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Siouxland Libraries

Administrative Reference File:

This series is maintained for convenience of reference by library personnel. Topics in the file may include: newsletters, brochures, catalogs, and association information. The file is usually arranged alphabetically by topic.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Administrative Rules File:

This file contains finalized administrative rules promulgated by the Library Board. They are used for governing activities at the library and are documentation for actions taken. Topics may include: fine levies, library hours, library fees, trust stipulations, fund expenditures, resource material guidelines, and personnel matters.

Retention: Retain current rules in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete

Budget Files:

This file may contain budget requests, operating budgets, and related working papers. Information is used for reference throughout the year in monitoring program activities and for preparing future budget requests.

Retention: Retain current until budgeted year has ended. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy when budgeted year has ended.

Correspondence:

This series may contain both copies of letters and memorandums sent and the originals of letters and memorandums received by the library. The file is used for occasional reference and documentation concerning routine matters of a general nature.

Retention: Retain three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three years.

Grants File:

This file contains information concerning funded grants given to the library including: grant applications, working papers, documentation, and monitoring or accounting records. The file is used for administering current grants, for reference when requesting new grant funding, and for audit purposes.

Retention: Retain current grant files in office. Transfer terminated grant files to storage for four years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy four years after terminated, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken. Maintain records for longer periods of time, when required.

Inventory, Fixed Assets:

This series may include: copies of annual inventory printouts or ledgers, file maintenance forms which reflect changes in inventory, inventory procedures manual, and surplus property received and transferred forms. The information is maintained for property management and accountability purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Minutes:

This file contains the original minutes of the Library Board. They are used for reference when determining Board requests and as documentation for actions taken.

Retention: Retain permanent in office. Microfilm.

Patron Registration (Library Card) Index:

This series contains a numerical index of patron registrations (library cards). The information is used as a cross-reference of registration numbers to registered names. Information in the index includes date, card number, registered name, and address.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Note: Because of the confidential nature of this information, it is important to dispose of obsolete material in a manner which will ensure confidentiality.

Receipt Books:

This series contains copies of receipts documenting cash received by the library. Information on the receipt includes payer, amount, date, purpose, and signature of issuer. They are used to post entries to the general ledger and are kept for audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Statistical Reports, Library:

This series contains copies of various statistical reports submitted to the state library in Pierre. Topics in the file may include: number of books purchased, checked out, returned, and destroyed; number of library cards issued; number of other materials checked out; amount of fines collected; and number of public visits. The reports are used by the state library for statewide statistical analyses and for reference purposes. Information is also summarized in the municipal Library Board minutes.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Vouchers:

This series contains copies of standard vouchers. Each voucher includes reason for which the money was expended, the amount, fund expended from, who the funds went to or what account the funds were transferred to, date, and authorized signatures. They are used for reference to determine quantity and description of supplies and services ordered.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Vouchers, Petty Cash:

This series contains copies of completed vouchers used for the issuance of cash from the petty cash fund. Each voucher includes the reason for which the money was expended, the amount, date, payee, and authorized signatures. They are used for reference and audit purposes.

Retention: Retain four years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Mayor's Office

Citizen Board Applications and Résumés:

This series contains applications and résumés received from citizens seeking appointment to various citizen Boards.

Retention: Retain three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three years.

Scrapbooks:

This series contains newspaper reports of local municipal events.

Retention: Retain permanently in office or transfer to City or state archives for archival screening.

Planning and Building Services

Aerial Photos/Aerial Contact Prints:

This series contains aerial photographs generated to document land-use conditions in the city at the time of photography.

Retention: Permanent Retention.

Suggested Procedure: Archive.

Annexation Administrative Reference Files:

This series documents annexation requests (voluntary and involuntary) received. Data elements include: applicant(s) name and address, general annexation location, legal description, current land use, proposed land use, utility availability and service, affected county and school district(s), and resolution status. The City Clerk's Office maintains the original request and resolution.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete. Cull files once each year to avoid a buildup of superseded or obsolete material.

Annexation Resolutions:

This series is used to record referendum petitions for elections to determine annexation questions. The information in the file is arranged numerically by resolution number and includes resolution number, legal description of land to be annexed, and the original petitions with signatures. This file documents procedures used in the annexation process. The City Clerk's Office maintains the original request and resolution.

Retention: Retain permanently in office. Consider maintaining on microfilm to provide dispersal protection for these vital records.

Annual Reports:

This series is an annual City development summary and data document which provides information relative to: residential and nonresidential construction permits and valuation; maps depicting single-family and multiple-family building permit distribution; city and county population and housing data; employment data; and development information fact sheet. The annual report is available on the City's website and for public distribution upon request.

Retention: Retain ten years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years.

Building Permits:

This series authorizes changes in the use of or improvements to private structures and property. This assures that the administrative authority has reviewed the appropriate applications, plans, and submittals for compliance with local ordinances. Information on the permit includes, but is not limited to permit number, job address, owner/business name, mailing address, legal description, class of work, land use, building contractor, subcontractors, description of work, valuation of work, permit fees, signatures, and date.

Retention: Retain for life of the structure. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy when structure is razed.

Census Information and Maps:

This series documents various United States census data for the city. Census information is available to the public upon request.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Subject to City or state archival screening prior to destruction.

Certificate of Occupancy:

This series certifies that the described building and property have been inspected and comply with the ordinances of the City regulating the use of property, building construction or use, and grants permission to occupy the same according to the purposes specified on the certificate. Information on the certificate includes building permit number, building address, legal description, code edition, zoning district, how the premises will be used, special conditions, date, and signature.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Citations, Administrative:

This series contains administrative citations that have been issued to responsible parties for various ordinance violations. Information on the form includes location of offense or violation; statement of violation; assessed fine; responsible party's name, address, telephone number, and payment information; notice of right to appeal; officer's signature; and date.

Retention: Retain for three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided no litigation is pending.

Electrical Permit:

This series documents the monitoring of the wiring process and is used to bill the owner upon completion of wiring. Information on the permit includes electrical contractor, owner of structure, location, temporary card, inspection fee, service type, phase, amperes, volts, circuits, and appliances.

Retention: Retain one year after paid; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Historic Preservation:

This series documents historic preservation districts, grants, maps, brochures, photographs, slides, reference materials, registered sites, site inventories, markers, and studies.

Retention: Retain current in office. Notify the City Archivist of your intention with this record, by using the form found in this manual.

Suggested Procedure: Subject to City or state archival screening.

Inspection Notices:

This series is used to notify property owners or contractors of deficiencies to be corrected prior to approval. Information on the notice includes address, owner, occupant, date, narrative of condition to be corrected, presented to, and inspector's signature.

Retention: Retain in office until final inspection approval has been granted. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after final inspection approval has been granted.

Land Use Applications:

This series, which may be computerized, documents monthly activities of all land use applications that require public hearings and administrative actions. Information includes case number; land use applications; applicant and owner's name, mailing address, and telephone number; property address; property legal description; name of subdivision; number of lots; acreage; land use; zoning; public hearing dates; and actions by Planning Commission and/or City Council; effective date; and fees. City Zoning maintains a copy of the land use application in the subject property file. Original land use applications are maintained by the City Clerk's Office.

Retention: Retain three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three years.

Land Use Surveys:

This series, which may be computerized, documents existing land use within the city. Existing agricultural, residential, commercial, industrial, parks and open space, vacant lands, utilities, and transportation land uses are inventoried utilizing aerial photographs and windshield inspections for mapping and analysis purposes. This may be computerized in a Geographic Information System (GIS).

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete after audit.

Library Reference Materials:

This nonrecord series documents the department's library collection and reference materials, including federal, state, and local government research reports, current and long-range planning proposals, plan files, photographs and slides, and maps. Categories may include base studies; census; community and social services; ecology and environment; housing; land use; planning documents; public transportation; and public.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Licenses/Permits:

This series contains copies of licenses or permits issued by the municipality. Some applications may require the remittance of a fee by the licensee at the time of issuance. Due to the three classes of municipal corporations and their disparate ordinances, it is necessary to include this general category for all licenses and permits not specifically listed.

Retention: Retain current in office. Transfer expired or terminated to storage for four years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy four years after expiration or termination, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Map Files:

This series contains miscellaneous standard and oversize maps used by Planning and Building Services personnel for reference purposes. They may be used for determinations of zoning classifications, lot dimensions, legal descriptions, addresses of parcels in the city, and flood plain classifications.

Retention: Retain current in office. Archive others. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Archive.

Mechanical Permit:

This series documents that mechanical installations are performed according to code by a licensed contractor or homeowner. This permit is also used to determine fees charged according to type of inspection. Information on the permit includes, but is not limited to contractor, location, owner, permit number, inspection date, and type of works; i.e., duct work, gas appliances, hoods, vents, heating/cooling units installed, fees, and inspector's signature.

Retention: Retain one year; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Minutes, Planning Commission:

This series is maintained to provide a convenience copy of Planning Commission meeting minutes. The file is arranged chronologically and includes date, people present, minutes, approval of minutes, and signature of chairman. The original minutes are maintained by the Planning Commission.

Retention: Retain permanently in office.

Note: Consider microfilming to provide archival protection.

Notice and Order:

This series is used to notify owners of property deficiencies to existing residential and nonresidential premises and structures to be corrected within a specified period of time. Information on the notice includes description of real estate, statement of violation, correction order, notice of right to appeal, specific code violation, narrative of required corrections, certificate of service, inspector's signature, and date.

Retention: Retain one year; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Notice of Ordinance Violations:

This series is used to notify responsible parties of violations to be corrected. Information on the notice includes date, time, name of responsible party, address of violation, violation details or narrative, specific ordinance violation, remedy or narrative of required correction, correction order, inspector's signature, and date.

Retention: Retain one year in office after resolved. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided no litigation is pending.

Plan Files, As-Built:

This series contains the original plans detailing how various construction projects performed in the city were built, known as "as-built" plans. They are used for reference when determining what improvements have been made and the specifications of those improvements. Types of plans the file may include are site plans, foundations, elevations, floor plans, wall sections, electrical, mechanical, plumbing, and grade.

Retention: Retain as-built plans for life of the structure. Notify the City Archivist of your intention with this record by using the form found in this manual. Plans for buildings which have been razed may only be destroyed after the Assistant Director of Building Services has consulted with the Board of Preservation.

Suggested Procedure: Archive.

Project Files:

This series is used to document work completed on projects which are funded through various grants. City Finance also maintains a file on all projects for audit purposes. Information may include: date, amount, warrant number, yearly totals, grand totals, description of work to be done, variances from original specifications, documentation of grant guideline compliance, correspondence, and miscellaneous remarks. The information is maintained for reference purposes.

Retention: Retain six years in office after project completion. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after six years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Plumbing Permit:

This series documents that plumbing is performed according to code by a licensed contractor or homeowner. The permit is also used to determine fees charged according to the number of plumbing fixtures installed. Information on the permit includes, but is not limited to contractor, permit number, number of water closets, number of lavatories, number of showers, number of sinks, inspection date, fees, and inspector's signature. The file is arranged by address and compiled from the on-site inspection log.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Real Estate Plats and Historical Pictures/Books:

This series contains original plats and historical photographs of the city and books or brochures covering areas of the city through its history. The plat file defines and documents City property ownership by section, township, range, and county.

Retention: Retain plats permanently in office. Retain photographs, books, and brochures in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Archive when necessary. Subject to archival screening prior to disposal.

Sign Permit Files:

This series constitutes the application, permit, and receipt for erection of a sign in compliance with City ordinances. Information includes property information; site plan; type of sign; sign measurements; applicant information; sign sketch; description of sign; permit fee information; conditions and limitations; inspector's signature; signatures of owner, contractor, or owner's representative; and date issued.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Subdivision Plans and Plats, Preliminary:

This series, which may be computerized, documents weekly activities for all subdivision preliminary plans and plats. Information may include map case number; applicant and owner's name, mailing address, and telephone number; property address; property legal description; number of lots; acreage; public hearings if required; effective date; and fees. City Public Works also maintains a copy of this information.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Archive when necessary.

Transit Administrative Reference Files:

This series documents various grants, financial information, major purchases, reports, maps, and brochures associated with the city's public transit system. The information is used for reference, documentation, and project monitoring purposes.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete. Cull files once each year to prevent a buildup of obsolete or superseded material.

Zoning Case Activity:

This series, which may be computerized, documents monthly rezoning case activities and is used in updating the City's official zoning map. This is administrative reference material.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Archive when necessary.

Police Department

Arrest Reports:

This series is generated by the officer in traffic and other offenses. Information on the report may include: name, date, date of birth, alias, address, offense, social security number, arrest location, amount of liquor, cash, make of car, license number, narrative, arresting officer, witnesses, disposition, and a diagram of the accident (if applicable). The report is assigned a central complaint number and is included in the sequential file, placed in the criminal history file, or filed by incident date in alphabetic order.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years.

Audit Reports:

This file contains both State Department of Legislative Audit and federal audit reports concerning the expenditure and administration of state and federal funds. The reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains a copy of the audit reports.

Retention: Retain three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three years.

Bicycles Recovered File:

This series documents information pertaining to the finding of a bicycle. The file is arranged by make of bicycle and contains date, central complaint number, location of discovery, make, size, color, serial number, officer, follow-up, and remarks. Bicycles left unclaimed for more than 90 days are disposed of pursuant to SDCL 43-41-11.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Bank Statements:

This series contains statements sent from the bank to the municipality. Information on the statement includes account name, account number, date, deposits, withdrawals, checks issued, service charge, and account totals. They are used for account reconciliation and audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Block Grant:

This paper and computer series contains a copy of the grant application, correspondence, award documents, grant adjustments, purchases, and progress reports. They are maintained by the City Police Department for administrative purposes and documentation of grant monies.

Retention: Retain in office until final financial progress report is filed; transfer to storage for four years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Budget Files:

This file may contain budget requests, operating budgets, and related working papers. The information is used for reference throughout the year in monitoring program activities and for preparing future budget requests.

Retention: Retain until budget year has ended, then destroy. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after audit.

Bulletin (Blotter) (Log):

This series is maintained to record day-to-day happenings in the City Police Department. The officers use the bulletin to apprise themselves of the previous shift's activities. Information on the bulletin includes date, district officer, car, case, time, details, officer assigned, case classification, and disposition.

Retention: Retain one year in office; transfer to storage for 19 years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after 20 years.

Note: Subject to screening by the state archivist prior to disposal.

Case Report:

This form series is used to provide background information and a narrative completed by the officer outlining circumstances of the initial contact and disposition of a case. Information contained in the report may include: description of incident or offense, location of incident or offense, victim or subject name, photograph of scene, names of reporting officer and officer assigned to follow-up, status of case, name of person checking report, and approval signature.

Retention: Retain two years in office; transfer to storage for 18 years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after 20 years, provided the file has remained inactive without leads for one year prior to disposal.

Note: Subject to screening by the state archivist prior to disposal.

Cash Receipt Transmittals:

Cash receipt transmittals document payments received and deposited with the municipality. Information on the forms may include: code, receipt number, date, fund, subfund, revenue source, description, and amount. City Finance receives a copy. This copy is kept for reference and audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Certificate of Citizen's Arrest:

This certificate documents the arrest of a person by a citizen. The original is attached to the arrest report and is maintained in the criminal history file. A copy is filed with the magistrate division of the respective judicial circuit. Information on the certificate includes defendant's name, state, county, circuit court, complainant's name and signature, charge, date, and signature of witness(es).

Retention: Retain two years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided no further litigation is pending.

Commercial Robbery Matrix File:

This paper and computer-based series documents robbery activity in the municipality over the course of the year. Logs contain information on the business location; date, time, etc. of the robbery; suspect descriptor and information; modus operandi, detective assigned, case status, etc.

Retention: Retain two years in office; transfer to storage for eight years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years, provided the file has remained inactive without leads for one year prior to disposal.

Complaint Card (Dispatch Notice):

This series is generated to chronicle calls received and is used to determine deployment of officers when planning future staffing deployments. The information is duplicated in the bulletin (blotter or log) and includes time call received; how received; location, district; classification; complaint; address; call; disposition; telephone number; primary officer; assisting officer; report file; and arrest, jailing, and additional information.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Contacts and Agreements:

This series contains both originals (copies of record) and reference copies of contracts and agreements between the agency and other parties. Information includes terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. They are kept for reference and audit purposes.

Retention: Retain originals (copies of record) current in office. Transfer terminated to storage for six years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy six years after terminated.

Correspondence:

This series may contain both copies of letters and memorandums sent and originals of letters and memorandums received.

Retention: Retain three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three years.

Criminal History File:

This file folder jacket series is used to maintain an individualized criminal history file on persons the department has had contact with. Information in the file may include: arrest report, rap sheets, fingerprints, certificate of citizen's arrest, drinking driver form, photo index card, FBI number notice of suppression, court orders, warrant services, blood alcohol content (BAC) forms, incident (case) reports, juvenile reports, personal identification sheet, photograph, mug shot, and negatives.

Retention: Retain misdemeanor records in office five years after closure; transfer to storage for five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy ten years after closure, provided no violation has occurred within these ten years.

Retain felonies five years in office after closure; transfer to storage until offender is 75 years of age. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after offender has reached 75 years of age, provided no violation has occurred within the last ten years.

Daily Attendance Report:

This series documents the daily attendance record of the City Police Department. It is filed daily with the Chief of Police and is used at the end of the pay period to generate the payroll. Information on the report includes date, division, commanding officer, rank, name, district unit, hours, sick leave, vacation leave, court appearances, and totals.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Detective Assignment Sheet:

This series documents assignment of detectives to various cases for investigation. The file includes central complaint number, detective name, type of report, name of firm, complainant, victim or subject, date assigned, date inactivated, method and date of clearance, and whether adult or juvenile.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Domestic Violence Work Sheet:

This series is generated by the officer for arrests involving domestic violence cases. Information on the report may include: victim's name, case number, officer's name, agency, and questions on the related incident, as well as a narrative by the victim. The original report is filed with the case report in the records section. A copy of the work sheet is forwarded to the state's attorney's office.

Retention: Retain current in office. Transfer terminated to storage for six years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after six years, provided no litigation is pending.

Drinking Driver Form:

This series is generated to record supportive data for a driving while intoxicated (DWI) charge. The original is placed in the criminal history file and a copy is filed with the state's attorney for aid in prosecution. Information in the report includes date and time of stop; arresting officer's name; subject's name, address, gender, date of birth, age, and driver's license number; weather, street, lighting, and traffic conditions; sobriety test results; narrative of officer's observations; and type of alcohol content sample taken.

Retention: Retain one year after final disposition. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy one year after final disposition.

Evidence Log:

This series documents the chain of possession of evidence used in the criminal process. The file is by central complaint number and date. Information on the card includes central complaint number, date, name, offense, identification officer, locker or location, description of property, disposition, and an authorizing signature.

Retention: Retain six years in office after final disposition on the evidence has been received. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after final disposition on the evidence has been received.

Field Interview Card:

This series documents interviews performed by officers in the field. The information obtained may be pertinent to crimes under investigation by the department. Information may include: name, date of birth, address, gender, clothing, physical description of witness or suspect, date and time of interview and incident, reporting district, vehicle description, and circumstances of the interview.

Retention: Retain two years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after two years.

Note: Some cards will be filed with the criminal history file and should be retained as that schedule dictates.

Fingerprint Cards:

This card series is kept for recording fingerprints of arrested persons and special police. Depending on the severity of the crime, duplicate prints are sometimes maintained by the Division of Criminal Investigation and the Federal Bureau of Investigation. Information on the card includes classification, physical description, charges, signature of suspect, signature of booking officer, contributor code number, and date and place of birth.

Retention: Retain misdemeanor prints ten years in office after last activity. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy ten years after last activity.

Retain felony prints ten years in office after last activity; transfer to storage and maintain until offender reaches the age of 75. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after offender reaches the age of 75, provided ten years have passed since last activity.

Note: Consider maintaining on microfilm.

Gang Task Force Files:

This series documents area gang activity, intelligence, meeting minutes, "be on the lookouts," wants and warrants, etc.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years.

Information Report:

This series contains an officer's documentation of information received from a citizen complaint or observed suspected criminal activity. Information in the report includes reporting officer; date and time; typist's name; informant's name, address, and telephone number; narrative; and central complaint number.

Retention: Retain two years in office; transfer to storage for eight years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years, provided file has remained inactive, without leads, for one year prior to disposal.

Note: Consider integrating with respective case report file and microfilm together when volume warrants.

Inventory, Fixed Assets:

This series may include: a copy of inventory printouts or listings, file maintenance forms which reflect changes in the inventory, inventory procedures manual, and surplus property received and transferred forms. The file is maintained for property management and accountability purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Invoices:

This series constitutes the billing instrument used by vendors to petition for payment. Information in the file may include: vendor number, company name, date order received, shipping date, invoice date, invoice number, purchase order number, quantity, description, unit price, amount, terms, credit memo, and total. It is submitted to the appropriate department for approval; finally, it is attached to a voucher, a warrant is issued, and it is retained for audit purposes in City Finance.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Juvenile Citation:

This series documents notification of parents of violations committed by their juvenile child. Information may include: juvenile's name, gender, race, date of birth, signature and school; parent's name, address, and telephone number; vehicle description and license number; juvenile's companions during incident; location of incident; and arresting officer. This record is duplicated in the court services office.

Retention: Retain in office until child reaches age of majority. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after child reaches age of majority.

Note: Juvenile offender records are sealed.

Juvenile Investigation and Information Report:

This report form series documents the investigation of an alleged offense committed by a juvenile. Information in the report includes name, physical description, age, address, guardian information, details of the offense, and disposition.

Retention: Retain **misdemeanors** ten years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years.

Retain **felonies** ten years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years.

Note: Juvenile records are sealed. Consider maintaining on microfilm.

Juvenile Record Card Index:

This index card series is used as a quick reference to the juvenile investigation and information report. Information on the card includes name, central complaint number, type of offense, disposition, physical description, and address.

Retention: Retain until juvenile reaches age of majority. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after juvenile reaches age of majority.

Note: Juvenile records are sealed.

Juvenile Record Report:

This series documents the numbers and types of infractions committed by juveniles and investigated by the department. This statistical report is compiled monthly and includes date, gender, age, disposition, offenses, current repeaters, and name of person compiling the report. It is used for obtaining information for comparison studies and news releases.

Retention: Retain three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three years and screening.

Note: Juvenile records are sealed. Subject to screening by the state archivist prior to disposal.

Message Form (Teletype):

This series documents both messages sent and received on the teletype system from other law enforcement agencies. Information on the form may include: wants and warrants, current vehicle registration, interagency messages, requests for status, and information on stolen goods.

Retention: Retain pertinent messages in case report for two years in office, transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years, provided file has remained inactive for one year prior to disposal.

Retention: Retain pertinent messages in criminal history file for three years if it is a Class II misdemeanor. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three years.

Retention: Retain pertinent messages in criminal history file for ten years if it is a Class I misdemeanor or felony. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years.

Retention: Retain routine messages 30 days in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after 30 days.

Minutes, Meetings:

This series contains meeting minutes from meetings concerning the department. They are used for reference and as support for decisions made. A copy is also provided to the other parties at the meeting.

Retention: Retain four years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years and screening.

Note: Subject to screening by the state archivist prior to disposal.

Motor Vehicle Traffic Accident Report:

This form series contains copies of the original forms (DPS-HS-520) which are filed with the Department of Commerce and Regulation, Accident Records Program. The forms document motor vehicle traffic accidents which have occurred on city streets. Information on the form includes date, county, make, model, year, drivers' names, narrative of what happened, and an accident diagram.

Retention: Retain three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three years.

Mug Shot Index Cards:

This index card series is generated at the time of booking and provides a brief description of the subject as well as a fingerprint classification. Information on the card includes name, alias, address, social security number, FBI number, DCI number, date, and place of birth, occupation, and identifying marks. It is filed alphabetically by name and is used for quick reference to central complaint number so that photographs can be retrieved.

Retention: Retain misdemeanor photographs ten years in office after last activity. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years in office after last activity.

Retain felon photographs ten years in office after last activity; transfer to storage and retain until offender reaches 75 years of age. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years in office after last activity.

Mug Shots:

This file contains photos taken at the initial booking of the suspect which are used for identification purposes. They contain the name of the pictured and an identification number.

Retention: Retain photographs of subjects committing misdemeanors ten years in office after last activity.

Suggested Procedure: Destroy after ten years in office after last activity.

Retain photographs of subjects committing felonies for ten years after last activity; transfer to storage and retain until offender reaches 75 years of age. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years in office after last activity.

Notice of Refusal to Submit to Chemical Test:

This form series contains copies of the original forms which are filed with the Department of Commerce and Regulation, Division of Highway Safety to document a motorist's refusal to submit to a chemical test when determining violations of SDCL 32-23-10. Copies are also filed with the state's attorney and in the department's criminal history file. Information on the form includes county, law enforcement officer, date, name of motorist, and department.

Retention: Retain one year in office after revocation pursuant to SDCL 32-23-1. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year in office after revocation.

Patrol Survey Reports:

This series documents the number of calls received, response times, shift activity, workload by shift, etc. The data is supplied as information to management for use in staffing and planning.

Retention: Retain two years in office; transfer to storage for eight years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years.

Photograph/Negative Documentation Files:

This series only contains information on photographs taken during investigations. It is used as a reference source when testifying in court and throughout the investigation process. Information on the card includes date, weather, camera, film type, time, location, lens, witness, file number, officer's signature, and description of the print. The file is arranged numerically by central complaint number and is segregated by crime.

Retention: Retain 20 years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Archive.

Photographic/Negatives File:

This card/envelope series contains negatives held for later reproduction should the need arise. The file is arranged numerically by central complaint number and contains negatives of crime scene photos. Information on the card/envelope includes name, location, crime, date, weather, time, camera, film type, developed, witness, photographer, checked out, checked in, and the central complaint number.

Retention: Retain 20 years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Archive.

Pistol Purchase Applications:

This series documents the application and subsequent verification of applicant's record checks prior to approval. The file is arranged chronologically and includes name of applicant, name of firearms dealer, make and model of gun, serial number, and date. Permits must be reapplied for every four years. The application is generated pursuant to SDCL 23-7-20, and the original is maintained by the Secretary of State's office for four years. The Federal Bureau of Alcohol, Tobacco, and Firearms requires that firearms transaction records be maintained for 20 years by the firearms dealers selling the weapons (27 CFR 178.129[b]).

Retention: Retain four years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years.

Professional Standards Investigative Files:

This paper and computer series contains investigative case files which may contain internal affairs case reports with notes, initial complaint report, copies of all related case reports and statements, notice of internal investigation, internal affairs concluding letter to officers and complainants, employee incident report if applicable, supervisor review, use of force, discharge of firearm, and pursuit form. This information is used for documenting the investigation of internal and external complaints.

Retention: Retain for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three years.

Property Lists, Operation Identification:

This series is used to maintain a list of citizen-marked property for identification and recovery in the event of theft. Information in the file includes name, description of items marked, serial number of items marked, and date marked. The file is arranged alphabetically by owner name.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Rap Sheets (Police Record):

This series documents the activities in the criminal history file chronologically. Information in the file includes name, address, jacket number, FBI number, date, place, charge, and disposition.

Retention: Retain 15 years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after 15 years.

Note: Consider maintaining on microfilm instead of paper when volume warrants.

Receipts:

This series is issued in triplicate for all monies received with the original going to the taxpayer; the duplicate should be given to the auditor or clerk for recording purposes. Receipts should be prenumbered and include: the date the money was received, the amount received, the funds and accounts to be credited, the amount to be credited to each fund and account, and the signature of the person receiving the money on behalf of the municipality. All copies of voided receipts should be retained in the receipt book.

Retention: Retain one year in office. Store three years if not kept by City Finance. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Sex Offender Registry:

This series contains descriptor data, address, photograph, etc., of sex offenders who have registered in accordance with state law.

Retention: Retain data in office for life of the sex offender. Notify the City Archivist of your intention with this record, by using the form found in this manual.

Suggested Procedure: Destroy after registrant's demise.

Statement Forms (Miranda Warnings):

This series documents an appraisal of an individual's rights prior to the taking of a statement. Information on the form may include: date, time, location, name, date of birth, a narrative of the Miranda Warning, including the privilege against self-incrimination, signature of the person making the statement, and signatures of witnesses to the statement.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years or file with corresponding case report.

Note: Consider filing with respective case report or criminal history file.

Supplementary Reports:

This series is generated to provide follow-up information for the case report. The information is filed numerically by the central complaint number and may include: central complaint number, original report date, incident or offense, victim or subject, reporting officer, date, name of typist, details, approval signature, and the present status of the case.

Retention: Retain two years in office after last activity; transfer to storage for eight years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years, provided the file has remained inactive for one year prior to disposal.

Towed Vehicle Release Forms:

This series validates the release of vehicles and documents to whom the vehicle was released. Information on the release includes name, address, and telephone number of owner; relationship of recipient to owner, and date of release. The file is arranged chronologically by date of release.

Retention: Retain 30 days in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after 30 days.

Training Records:

This paper, microfilm, and computer-based series contains recruit field training, department training by type, and firearms training records. Information may include: daily observation reports, end-of-phase reports, memos, progress reports, critical task list, courses attended, course content and instructor, firing range training, range scores, dates and times of shoot, course of fire, etc. The information is used to document the progress of a probationary employee, to document the training each employee has received, and to determine whether to retain or terminate a probationary employee.

Retention: Retain one year in office; then microfilm and maintain film for 39 years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after 40 years, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Travel Requests:

This series contains copies of both in-state and out-of-state travel requests. Information may include: origin, destination, leave date, return date, leave time, return time, agency code, mode of travel, number of riders, estimated miles, driver's name, telephone number, return trip number, and vehicle license number. Out-of-state travel requests also include: estimated transportation costs, estimated meal costs, estimated lodging costs, any fee schedules, and miscellaneous fees. The forms are used for travel coordination purposes and for authorizing payment of travel expenses upon return.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Uniform Summons and Complaint (Ticket) File:

This series consists of copies of tickets issued in the event of a traffic violation, misdemeanor, or petty offense. A copy is also filed in the clerk of courts office. They are arranged chronologically and may include: ticket number, county, time, location, name, address, physical description, driver's license number, violation details, arresting officer, date, signature of defendant, power of attorney authorization, court date and time, and amount of bond.

Retention: Retain three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three years.

Vouchers:

This series contains copies of standard vouchers. Each voucher includes warrant number, claimant, city, purpose, date filed, City auditor's signature, amount claimed, amount allowed, department, account, affidavit, purchase order, and original invoice (attached). They are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes.

Retention: Retain one year in office. Move to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided the audit copy is maintained by City Finance.

Warnings File:

This series documents warnings issued indicating a defect in one or more of the following: vehicle, registration, license, mode of operation, parking, and bicycle safety. Information on the form includes date; time; central complaint number; violation location; driver's name, address, driver's license number, state, date of birth, employer, and school; vehicle description and license plate number; and signatures of officer and violator. The file is arranged numerically by central complaint number.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Warrants, Unserved:

This series contains warrants that have been issued and still remain unserved. Information on the warrant may include: who is sought, arraignment date, command to arrest, seal of the court, signature of magistrate, signature of clerk of courts, signature of deputy, date of service, and return of officer signature. They are used to demand court appearances.

Retention: Retain unserved warrants four years in office, then review and submit to the state's attorney for dismissal. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after state's attorney's dismissal. Retain undischarged warrants until next review.

Work Schedules:

This series includes schedules showing officers' names, duty days, duty hours, days off, compensation time, on-call days, and hours. Schedules are used to inform officers of their work schedule and to verify the accuracy of time sheets and leave requests.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Public Works Administration

Accident Reports:

This series contains insurance reports, supervisors' accident reports, and digital photographs of accidents in which fleet vehicles are involved.

Retention: Retain in office for life of the vehicle. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy when vehicle is sold or declared surplus, provided no claim or litigation is pending.

Aerial Photos/Aerial Contact Prints:

This series contains aerial photographs generated to document land use conditions in the city at the time of photography.

Retention: Retain current in office archive. Notify the City Archivist of your intention with this record by using the form found in this manual. Subject to archival screening prior to disposal.

Suggested Procedure: Permanent Retention—Archive.

Annual Reports:

This series is an annual City development summary and data document which provides information relative to residential and nonresidential construction permits and valuation; maps depicting single-family and multiple-family building permit distribution; city and county population and housing data; employment data; and development information fact sheet. The annual report is available on the City's website and for public distribution upon request.

Retention: Retain ten years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years.

Applications:

This series contains forms used in making a request of the municipality. Some applications may require the remittance of a fee at the time of filing.

Retention: Retain successful current in office. Transfer expired or terminated to storage for four years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy four years after expired or terminated, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Brownfield Site Assessment and Analysis:

This series contains the sampling analysis reports and comprehensive report including executive summary, monitoring summary, and recommended remedial action for any property designated as a Brownfield site.

Retention: Retain in office until remedial action has been taken and Brownfield designation has been lifted; transfer to storage for six years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy six years after Brownfield designation lifting, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Capital Improvements Inventory:

This series contains a copy of the report sent to the City Council showing what capital improvements or outlays have been made in the city that year. They are arranged chronologically and include: maps of the waterlines, electrical lines, storm sewers, streets, City-owned land, miles of streets, wells, and vehicles assigned to public works. The information is then summarized in the City Council minutes.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy transferred, superseded, or obsolete.

Capital Improvements Program File:

This series enables City staff to create and maintain a viable capital improvements program to assist in the order taking of its capital improvements. The report is rewritten annually and contains calendar, narrative of program development, and the costs of projects.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Chain of Custody Forms:

This series contains information on samples taken for analysis by various agencies of City Public Works, including date and time sampled and the analysis to be conducted on sample, and documents the handling of the sample by both in-house and contract laboratories.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Citations, Administrative:

This series contains administrative citations that have been issued to responsible parties for various ordinance violations. Information on the form includes location of offense or violation; statement of violation; assessed fine; responsible party's name, address, telephone number, and payment information; notice of right to appeal; officer's signature; and date.

Retention: Retain for three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided no litigation is pending.

Excavation Permits:

This series contains permits issued to plumbers or contractors assigning responsibilities for damage done while excavating city streets. Permits are arranged alphabetically by holder name and include: street number, grantee, location, date, and signature of engineer.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Expenditure Budget Record:

This computer printout series is used to monitor accounts and funds to prevent over-expenditures of the budget. Information in the summary includes account description, expense classes, estimated encumbrance, and unencumbered balance. The summary is generated monthly from the general ledger.

Retention: Retain 30 days in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after 30 days.

Field Book Index:

This series contains an index numerically by street number to all field books. Information in the index includes street number, field book, page, date, work performed by, time, remarks, drawing drawer number, and sheet.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete. Cull files at least once a year to avoid a buildup of superseded or obsolete material.

Field Books:

This handwritten book series is useful in determining elevation and location of sidewalks, curbs, gutters, storm sewers, sanitary sewers, and gas lines. The file is arranged numerically by plot number and contains: elevation, grade, distances, location of sewer, street grades, and points of reference pertinent to surveying.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Flood Control Pay Requests:

This series is comprised of correspondence and pay requests for federally funded reimbursed costs in conjunction with flood control.

Retention: Retain current in office; transfer to storage for four years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Highway Approach Construction Permit:

This series contains copies of permits issued for the construction of approaches from property adjacent to state highways. They are granted by the State Department of Transportation and include: section, township, range, width of right-of-way, signature of approving official, signature of district engineer, signature of state highway engineer, and completion date. The state Department of Transportation maintains the original permit.

Retention: Retain one year after approach completion. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year after you approach completion.

Industrial Pretreatment Billings:

This series contains the record of water and wastewater required to be tracked the Industrial Pretreatment Program.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Inventory, Materials:

This series may contain either cards or computer printouts. It is maintained as a perpetual inventory of materials on hand for City Public Works to use. The inventory is updated on a monthly basis and includes department, item, month, number in stock, total value, dates received, new stock, cost per unit, amount used, ending balance, and total value. The information is also useful in determining quantities and descriptions of materials used and for ordering purposes. City Finance maintains a summary of the record for audit purposes.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete, provided City Finance maintains an audit copy.

Laboratory Equipment Calibration Log:

This series contains a log of the calibrations of various pieces of laboratory equipment. It is required by the quality assurance and quality control program to ensure accurate analytical data.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years.

Liquid Waste Disposal:

Among the items included in this series are the liquid waste disposal coupon, liquid waste generator permit, and liquid waste control program, pollution prevention plans, and pollution prevention policy statement.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years.

Map File:

This series contains miscellaneous standard and oversize maps used by City Public Works personnel for reference purposes. They may be used for determination of: buried power lines, gas lines, electric lines, addresses of lots in city, sanitary sewer, storm sewers, water lines, grading levels, and natural gas lines.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete. Consider microfilm where volume warrants.

Material Received Ledger:

This series documents material received and used to make additions to the inventory list. Entries are made to the ledger chronologically and include: quantity, size, stock number, description, account, cost, amount, and total.

Retention: Retain full book one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Motor Vehicle Titles:

This series contains a copy of the motor vehicle title for each vehicle owned by the City. Titles are used as documentation to vehicle ownership and include: title number, date, make, model, weight, serial number, body type and description, county, and indication of tax exempt status. Both the state Division of Motor Vehicles and the county register of deeds maintain copies of the title.

Retention: Retain in office through the duration of the vehicle's service to the municipality. Transfer when respective vehicle has been sold or declared surplus.

Suggested Procedure: Destroy after vehicle's service to municipality has ended.

Notice and Order:

This series is used to notify owners of property deficiencies to existing residential and nonresidential premises and structures to be corrected within a specified period of time. Information on the notice includes description of real estate, statement of violation, correction order, notice of right to appeal, specific code violation, narrative of required corrections, certificate of service, inspector's signature, and date.

Retention: Retain one year; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Notice of Ordinance Violations:

This series is used to notify responsible parties of violations to be corrected. Information on the notice includes date, time, name of responsible party, address of violation, violation details or narrative, specific ordinance violation, remedy or narrative of required correction, correction order, inspector's signature, and date.

Retention: Retain one year in office after resolved. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided no litigation is pending.

Operating Procedures:

This series contains standard operating procedures manuals for various segments of the City Public Works. Among the manuals stored here are Air Quality, Municipal Solid Waste, Wastewater, Water Reclamation, Storm Water, and Industrial Pretreatment.

Retention: Retain current in office. Transfer superseded to storage for five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Petitions for Public Improvements/Vacations:

This series contains original petitions signed by city residents urging some action by the government. They are maintained here for public record. Information on the petition may include, but is not limited to resolution number, date, signatures of petitioners, description of property or action requested, and notary public seal and signature. The petitions have little value after the requested action has been addressed.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy if original is kept in City Clerk's Office.

Plan File, As-Built:

This series contains the original plans detailing how various construction projects performed by the City were built, known as “as-built plans.” They are used for reference when determining what improvements have been made and the specifications of those improvements. Types of plans the file may include are underground sewers, underground cables, wastewater treatment plants, streets, grades, curb and gutter projects, golf courses, municipal buildings, and water mains. The information is useful for renovation or new construction to determine the specifications of existing improvements.

Retention: Retain as-built plans for life of facility. Retain preconstruction drafts one year. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy when project is completed and after audit.

Project Files:

This series is used to document work completed on projects which are funded through various grants. City Finance also maintains a file on all projects for audit purposes. Information may include: date, amount, warrant number, yearly totals, grand totals, description of work to be done, variances from original specifications, documentation of grant guideline compliance, correspondence, and miscellaneous remarks. The information is maintained for reference purposes.

Retention: Retain six years in office after project completion. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy six years after project completion, provided City Finance maintains an audit copy, and all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Publicly Owned Treatment Works Monitoring:

This series contains the monitoring logs and reports filed by the Publicly Owned Treatment Works (POTW) section. Included in this series are the monthly discharge monitoring reports which summarize monitoring activities and verify compliance and the log used in the event an overflow or bypass of wastewater from the City's POTW, DMR summary addenda, photographs, lab results, and maps.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years.

Sign Permit Files:

This series constitutes the application, permit, and receipt for erection of a sign in compliance with City ordinances. Information includes property information; site plan; type of sign; sign measurements; applicant information; sign sketch; description of sign; permit fee information; conditions and limitations; inspector's signature; signatures of owner, contractor, or owner's representative; and date issued.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Subdivision Plans and Plats, Preliminary:

This series, which may be computerized, documents weekly activities for all subdivision preliminary plans and plats. Information may include: map case number; applicant and owner's name, mailing address, and telephone number; property address; property legal description; number of lots; acreage; public hearings, if required; effective date; and fees. City Public Works also maintains a copy of this information.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete. Cull files once each year to avoid a buildup of obsolete or superseded material.

Surplus Property Disposition Reports:

This series contains records of all fleet management assets which have been declared surplus and been sold. Information may include: descriptions of assets, quantity, asset number of disposed property, sale information, and disposal dates.

Retention: Retain for three years in office; transfer to storage for four years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after seven years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Public Works Engineering

Applications, Metered Water Supply:

This series contains applications submitted by the public to ensure that only licensed plumbers are responsible for connecting water from the water main to the property front. Information includes date, name, legal description of property, and approval signatures. The applications may also be used to document charges for services provided by the City for water hookup.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Engineering Maps File:

This series contains a variety of maps used by Engineering office personnel for reference purposes. Topics of the map may include both local and area-wide points of interest.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Note: Subject to screening by the state and City Archivist prior to disposal.

Engineering Permits:

This series contains documentation of original permits issued by the Engineering division in such areas as sewer and water, sidewalk, dumpster, construction equipment, overweight, and street closure. These may be maintained on an electronic document system.

Retention: Retain sewer and water permits ten years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy ten years after issue.

Retain remaining permits one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Engineering Plat File:

This series contains copies of original plats as filed in the county courthouse. These are used here for reference in determining property information.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Engineering Subdivision Files:

This series contains original plats detailing how various subdivisions will be laid out. Information may include: construction plan, final plan, correspondence, engineer reviews, preliminary plan, permits, etc.

Retention: Retain as-built plans for the life of the project. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy.

Retention: Retain correspondence for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy.

Retention: Retain construction plan, final plan, preliminary plan, and permits current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Engineering Traffic Data:

This series contains traffic count data showing counts by interval of time and studies/reports done for traffic issues.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Engineering Plans/Blueprints:

This series contains copies of oversize plans, plats, and blueprints to various building projects within the municipality. They are used during construction for verification of material and workmanship specifications. After the structure or roadway has been built, the plans are used occasionally for reference purposes.

Retention: Retain in office for life of the structure. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy.

Note: Subject to screening by the state archivist prior to disposal. Consider microfilming when volume warrants.

Suggested Procedure: Destroying paper once microfilm has been determined to meet archival standards.

Petitions:

This series contains original petitions signed by city residents urging action by the government. They are maintained here for public record. Information on the petition may include, but is not limited to resolution number, date, signature, description of property or action to be taken, and notary public seal and signature. The petitions have little value after the resultant action has taken place.

Retention: Retain one year in office. If with corresponding Resolution/Ordinance/Conditional Use Permit, keep permanently with item. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy.

Transportation Administrative Reference Files:

This series documents various street designations, traffic modeling, reference information, studies, reports, maps, new street construction, and street improvement projects, bicycle routes, and brochures associated with the City's transportation system.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete. Cull files once each year to prevent a buildup of obsolete or superseded material.

Utility Deposits Register:

This series documents the receipt of deposits and the return of the same. These deposits are held by the City to ensure payment of utility bills. Information on the register includes customer name, account, deposit amount, and date. The deposit is refunded when service is terminated and the final bill is paid.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Public Works Environmental

Environmental Air Quality Permits:

This series contains applications submitted by the City and permits granted by the South Dakota Department of Environment and Natural Resources. Permits and applications in this series include: Synthetic Minor Air Quality Permit and Title V Clean Air Act Permit.

Retention: Retain five years in office after expiration/termination. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy.

Environmental Clandestine Lab Clearance:

This series contains documentation of clandestine laboratories, such as those discovered by police to be creating illegal controlled substances, and the cleanup efforts taken to make the facilities habitable.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy five years after final action has been taken, provided no litigation is outstanding.

Environmental Educational Training, Certification, and Registration:

This series contains documentation of mandatory and voluntary attendances for training, certifications, and registrations.

Retention: Retain in personnel file. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy three years after terminated.

Environmental Safety Confined Space Pre-Entry Checklist:

This is the safety checklist which an employee completes prior to entering a confined space. Data recorded here may include: date, time, location, nature of work to performed, gas meter readings, safety equipment used and required, and signatures of employee and supervisor.

Retention: Retain six years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided no claim or litigation is pending.

Environmental Site Assessments and Investigations:

This series contains information gathered in assessing environmental impacts for mitigation, remediation, and compliance, including schematics and drawings, photographs, reports, etc.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Hazardous Material Permits:

This series documents compliance with regulations concerning the storage, manufacture, or handling of hazardous material. Information on the permit includes date, narrative of hazardous materials used, quantity on hand, and regulations concerning zoning. The information is received from the Sioux Falls Fire Prevention division and sent to this department for approval. The permits are issued annually.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Hazardous Waste Documentation:

This series contains documentation of hazardous waste destination and destruction, contract, or City-generated documentation summarizing the annual Household Hazardous Materials (HHM) collection program activities, and product reuse waiver of responsibility for materials taken from the HHM facility.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years.

Hazmat Incident Response Reports:

This series contains documentation of hazardous materials/waste releases.

Retention: Retain ten years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years.

Industrial Pretreatment Compliance Monitoring:

Permitted categorical industrial users must perform environmental monitoring to verify compliance with permit conditions. Some reports required are baseline monitoring reports, monthly and 90-day compliance reports, flow monitoring reports, reports of inspections the program performs, industrial waste mail and phone surveys, site surveys, significant industrial user determination, and Material Safety Data Sheets (MSDS) submitted by industry to the program. This also includes the Industrial Pretreatment Database, which tracks all monitoring that has been performed by the program.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years.

Material Safety Data Sheets (MSDS):

This series contains the standard MSDS issued to alert of hazardous material in various products and how to handle it, including contact information for the manufacturer and what to do in case of exposure.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Methane Gas Testing Reports:

This series contains the original monitoring reports maintained to comply with South Dakota Department of Environment and Natural Resources permit conditions for Tier II methane gas testing.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years.

Solid Waste Operation Permits:

This series contains permits issued by the South Dakota Board of Minerals and Environment authorizing the operation of solid waste disposal facilities by the City. The permits, issued annually, include: permit number, grantee, type of facility, date granted, date expired, signature of Chairman of the Board of Minerals and Environment, and signatures of City officials. Each permit supersedes the previous one.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Public Works Fleet Management

Fleet Information:

This series contains records of the equipment currently in the fleet, as well as literature and specifications for future equipment purchases.

Retention: Retain information on fleet current in office. Transfer to “Surplus Property Records” when declared surplus and sold.

Retention: Retain literature current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete after audit.

Fuel Bids:

This series contains bids submitted by oil companies. Information includes delivery date, delivery site, type of petroleum product, deadline for quote, quantities, quote, extended price, total costs. They are maintained here for convenience of reference. The Technical Clerk maintains the originals.

Retention: Retain three months in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three months.

Fuel Card Requisition, Employee:

This requisition may be in writing, electronic, or telephonic. Data in this series includes employee name, department, reason for requisition, who requested, and supervisor. The Technical Clerk maintains the originals.

Retention: Retain in office for one year. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Fuel Card Requisition, Equipment:

This requisition may be in writing, electronic, or telephonic. Data in this series includes employee name, department, reason for requisition, who requested, and supervisor. The Technical Clerk maintains the originals.

Retention: Retain in office for one year. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Fuel Delivery List:

This series lists the name, date, vehicle number, vehicle mileage or hours, fuel type, and gallons taken. The data is maintained here for convenience of reference. The Technical Clerk maintains the originals.

Retention: Retain three months in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three months.

Fuel Oil Log:

This series is used to prepare vouchers for City Finance to initiate payment for fuel oil purchased by the City. Information in the log includes pump readings, date, amount delivered, amount used, and a breakdown of usage by department. After the voucher has been prepared and the bill has been paid, the log has little further value.

Retention: Retain three months in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three months.

Fuel Readings:

This series contains fuel readings from various fueling stations citywide. Log entries include: location, date and time, tank measured, product level, gross, net, temperature, ullage, water level, WAT volume, TC volume, height, etc. The series is maintained here for convenience of reference in determining reorder times and quantities.

Retention: Retain in office for life of fixed asset; then transfer to storage for four years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy four years after fixed assets are sold or declared surplus, provided one year has passed since an independent post-audit report has been received.

Lost Vehicle Fuel Card Log:

This paper series documents the date, vehicle number, former card number, replacement card number, and reason for replacement (lost, broken, etc.). This information is maintained for convenience of reference. The originals are maintained by the Technical Clerk.

Retention: Retain one year after fuel card is deactivated.

Suggested Procedure: Destroy one year after fuel card is deactivated.

Maintenance Records:

This paper and computer series consists of maintenance and repair records, comprising a complete history of all dollars spent on parts and labor for all fleet vehicles.

Retention: Retain for life of the vehicle. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy when vehicle is sold or declared surplus.

Vehicle Maintenance Records:

This series documents the maintenance of vehicles. Information in the file includes vehicle number, work performed, parts used, cost of parts, cost of labor, odometer reading, and comments.

Retention: Retain throughout service life of the vehicle. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy when vehicle is sold, transferred, or salvaged.

Vehicle Titles:

This series contains the owner's copy of the vehicle titles issued by the State Division of Motor Vehicles. It is used as documentation of vehicle ownership and includes owner name and address, description of the vehicle, and lien holder information. The State Division of Motor Vehicles maintains the original titles on microfilm.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Transfer when respective vehicle has been sold or declared surplus.

Public Works GIS

Maps File:

This series contains a variety of maps used by City personnel and the public for reference purposes. Topics of the map may include both local and area-wide points of interest.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Archive for historical value.

Public Works Light

Annual Report:

This series is generated annually and contains a balance sheet; a statement of changes in retained earnings; an operating statement; an analysis of energy sales; a disposition of energy; a report of energy received, used, and distributed; and a breakdown of operational costs per kilowatt hour.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Annual Report, PCB:

This series contains reports written annually and maintained here for documentation to location, make, and size of transformers containing polychlorinated biphenyl (PCB). The reports are not forwarded to any agency, but are maintained here in the event of an Environmental Protection Agency audit. Information includes serial number, location, make, and size of transformer; amount of PCB in the transformer; and comments. Transformers containing PCB are being phased out in an effort to eliminate the highly carcinogenic materials from possible public contact.

Retention: Retain five years in office after the facility ceases using or storing PCBs and PCB items. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy.

Note: Subject to screening by the state archivist prior to disposal.

Daily Log—Light and Power:

This series documents the daily activities of the Light and power department. Information in the log may include: shift, engine, panel readings, remarks, substation readings, fuel oil usage, and water usage.

Retention: Retain full book one year in office; transfer to storage for nine years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years.

Note: Subject to screening by the state and City Archivist prior to disposal.

Electrical Interruption Reports:

This series contains a report generated to document the causes of electrical interruptions within the city. The reports are used to document when and why electrical service was interrupted. The reports are arranged by location and include: time interruption reported, reported by, time off, time on, total time, location of area affected, number of customers affected, cause, action taken, and date.

Retention: Retain one year in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after one year.

Electrical Permit:

This series documents the monitoring of the wiring process and is used to bill the owner upon completion of wiring. Information on the permit includes electrical contractor, owner of structure, location, temporary card, inspection fee, service type, phase, amperes, volts, circuits, and appliances.

Retention: Retain one year after paid; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Meter Book Reference File:

This index card series is used for quick cross-reference to addresses in the city with entries in the meter reading books. Information on the cards includes address and meter book number.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Meter Deposit Records:

This card series is used to document receipt of utility deposits. Information on the cards includes account number, name of depositor, date deposited, amount of deposit, and whether the account is active or inactive.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Meter Reading Records:

This series contains the standard books used by meter readers to record the use of utilities and to bill customers for that use. Information in the file includes date, minimum charge, readings, amount consumed, address, name of occupant, and code number. This book is used as a source document in billing customers for services. The information is also summarized in the "Billing Register."

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Meter Tests Record:

This series documents the testing of meters for accuracy in measuring kilowatts. Information included in the series includes location, circuit, date, meter manufacturer, serial number, volts, amperes, elements, demand interval, maintenance performed, and general conditions.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years.

Street Light Service Records:

This series documents repairs made to municipal street lights. The information is used to detail services for the annual report and includes date, address, service performed, and serviceman performing the repair.

Retention: Retain two years in office. Transfer to storage for two years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years.

Transformer Cards:

This series maintains a record of transformers installed and provides documentation of maintenance performed. Information on the card includes location, date installed, equipment number, and service performed.

Retention: Retain for life of equipment. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy when transformer is destroyed.

Utility Bill Register:

This computer printout series is generated for reference in the event the computer is down and a customer does not have his/her bill in possession at the time of payment. Information includes utility cost, account number, customer name, meter, code, previous reading, amount of tax, garbage charges, sewage charges, and total. The file is maintained for audit purposes.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record, by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Public Works Real Estate

Abstract of Title:

This series contains copies of legal titles to property owned by the municipality. The titles are used to provide a complete history of land ownership and chronicle passage of ownership. The original document is maintained by the County Register of Deeds. Information includes, but is not limited to quit claim deeds, powers of attorney, maps of the area, and legal descriptions of property.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Archive superseded or obsolete.

Appraisals, Real Estate:

This series is used to assess valuation of City-owned property or property the City is contemplating purchasing. Appraisals are only valid for one year. Information includes legal description of the property, value of the property, date, and signature of appraiser.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Easements:

This record series of convenience copies serves as a reference to easements arranged by addition. Information includes grantor, date, legal description, purpose of easement, amount of consideration, signatures, and seal. These are useful in locating sewer and transmission lines. Original easements are also maintained in the county Register of Deeds office.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy copy of easement when project is complete or file with project folder.

Easements, Right-of-Way:

This file contains the original easements issued by the City for sewer, airports, transmission lines, etc. The original easement is on file with the county Register of Deeds. Information in the document includes grantor, legal descriptions of property, purpose of easement, amount of consideration, and authorized signatures and seals. They are maintained here as a central record to all easements owned by the municipality.

Retention: Retain current in office. Transfer terminated to storage for ten years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy ten years after terminated.

Note: Consider maintaining in-office microfilm instead of paper.

Easements, Temporary:

This file documents the donation of land on urban systems projects temporarily for such things as fill slopes, cut slopes, channel changes, and detours. Information may include: project and parcel numbers, date, agreement terms, agent's record of call, and legal description. The file has no further value after the easement has been cancelled.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy when respective easement has been cancelled.

Property Appraisals, Surplus:

This series is used to document surplus City property and record the appraisal and sale of such property. This file contains a description of the property, monetary appraisal value, date of appraisal, and any correspondence pertaining to the property.

Retention: Retain one year in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after four years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken, and property has been sold.

Real Estate Deed Files:

This series contains original warranty deeds, quit claim deeds, title insurance policies, closing statements, correspondence, exhibits, title abstracts, historical reviews, railroad licenses, bills of sale, etc.

Retention: Retain in office for as long as the municipality owns the property. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Transfer or delete when property is sold.

Note: Consider microfilming to provide dispersal protection of these vital records.

Real Estate Plats and Historical Pictures/Books:

This series contains original plats and historical photographs of the city and books or brochures covering areas of the city through its history. The plat file defines and documents City property ownership by section, township, and range, and county.

Retention: Permanent retention. Archive.

Real Estate Project Files:

This series contains original and limited copy items for all City property acquisitions, exchanges, dispositions, condemnations, research, appraisal reports, related correspondence, agreements, farm property leases, permanent easements, temporary easements, etc., for street rights-of-way, parks and recreation areas, sanitary sewers, storm water detention ponds, well field sites, landfill, CORP levee projects, community development projects, engineering easements, water reclamation, etc.

Retention: Retain permanently. Archive

Note: Consider microfilming to provide dispersal protection of these vital records.

Real Estate Record Keepers File:

This series contains original urban renewal folders, development project files, relocation files on property owners, historical appraisals with photographs, financial statements, settlement records, etc.

Retention: Retain current in office. Archive. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Archive.

Quit Claim Deeds:

This series is used to record conveyance and quit claims to property deeded to the City. They represent the previous owner's severance of claims to the property. Information contained in this file includes grantor, date filed, time, book where recorded, page number, signature and seal of Register of Deeds, legal description, and copies of the deed and plat.

Retention: Retain as long as the municipality owns the property. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Archive

Note: Consider microfilming when volume warrants.

Public Works Sanitary Landfill

Solid Waste Disposal Declarations and Reports:

This series is comprised of documentation for landfill division review of petroleum/waste/material releases reviewed at the program prior to disposal and a log documenting private party requests for disposal of special wastes in the City landfill division. A copy is maintained by City Public Works, Sanitary Landfill division.

Retention: Retain ten years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years.

Solid Waste Monitoring Annual Reports:

This series contains the annual ground water report and leachate monitoring data collected by the City's Solid Waste Landfill division. The original is maintained by City Public Works, Landfill division.

Retention: Retain ten years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy ten years after superseded or obsolete.

Public Works Water and Sewer

Drinking Water Testing Data Copy (Form DENR-607):

This file contains convenience copies of drinking water testing results (fluoride levels) provided by the State Department of Environment and Natural Resources). The tests are conducted bimonthly and information on the form includes name and address of report recipient, sample, collector, date collected, type of source, location of sampling tap, purpose of sample, date received, date reported, and laboratory number. DENR, Office of Drinking Water, maintains the original report three years in-office and ten years on microfilm. The copy here is used for reference to spot any trends or problem areas within the city.

Retention: Retain three years in-office. Transfer to storage for seven years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after ten years.

Drinking Water Bacteria Testing Results:

This series contains bacteria testing results provided by City Health. The tests are conducted as requested and information on the form includes location sample type, supply type, date, time, collector, and type of test.

Retention: Retain in office five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years.

Industrial Pretreatment Hearing Reports:

This series contains documentation and reports resulting from hearings and show-cause hearings held by the City's Industrial Pretreatment Program as part of the Enforcement Response Plan.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years.

Operations In-Plant Sample Registration Sheet:

This series contains wastewater sample documentation.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Operations Lab Analysis Bench Sheets:

This wastewater laboratory analysis bench sheet series, which may be computerized, tracks such data as alkalinity, biochemical oxygen demand (BOD) incubator temperature, ammonia distillation, ammonia-nitrogen, fecal streptococcus membrane filtration, fecal coliform membrane filtration, chloride, pH levels, and temperature.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Sanitary Sewer Overflow Log:

This series documents any sanitary sewer overflows. Data elements include dates and times of the start and finish of overflows, location, cleanup efforts, river monitoring, and notification of City Health and employees.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Sewer Cleaning Record Card:

This card series is maintained to document when and where sewers were cleaned within the city. Information on the card includes the location of the sewer line, the date the sewer was cleaned, the reason for the sewer line being cleaned, and comments. The cards are kept to spot problems or trends which require attention.

Retention: Retain full card two years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after two years or keep with project.

Storm Water Annual Report:

This series contains the annual report issued to comply with the South Dakota Department of Environment and Natural Resources' permit requirements for storm water monitoring at the City's Solid Waste Landfill.

Retention: Retain current in office. Transfer superseded or obsolete to storage for five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy five years after superseded or obsolete.

Storm Water Construction Site Program:

This series contains documentation of standard construction best management practices and procedures for reviewing, inspecting, and enforcing erosion and sediment control plans. It contains site planning procedures, best management practices, inspection and enforcement procedures, and training and education for operators.

Retention: Retain current in office. Transfer superseded or obsolete to storage for five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy five years after superseded or obsolete.

Storm Water Erosion Sediment Control:

This series contains checklist, field notes, photographs, and maps generated by the Engineering division. Sites which are not in compliance are referred to the Storm Water division for follow-up enforcement.

Retention: Retain current in office, transfer to storage for five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy five years after resolved, provided no claim or litigation is pending.

Storm Water Illicit Discharge Program:

This storm water illicit discharge program provides standards for the detection and prevention of illicit discharges. Included in this series are the Illicit Discharge Monitoring Records, Illicit Discharge Field Inspection Reports, Notices of Violation issued to construction site, businesses, or individuals for violations of the City ordinance pertaining to storm water discharges, and copies of cease-and-desist orders and the citations issued by the code enforcement officer for specific recurring violations.

Retention: Retain in office for five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years.

Storm Water Industrial Facility Program:

The Storm Water Industrial Facility Program sets the standards for the monitoring, inspections, discharge, and best management practices for industrial facilities regulated by storm water regulations within the city. This series consists of program documentation and a copy of the permit issued to the City's Solid Waste Landfill by the South Dakota Department of Environment and Natural Resources.

Retention: Retain current in office. Transfer terminated or superseded to storage for five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy five years after terminated or superseded.

Storm Water Municipal Facility Runoff Control:

This series contains the plans, drawings, forms, and checklists used to reduce pollutants in storm water runoff from such City enterprises as the golf course, leaf dump sites, parks and recreation maintenance facility, snow dump sites, street department facility, and vehicle shops.

Retention: Retain current in office. Transfer superseded or obsolete to storage for five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy five years after superseded or obsolete.

Storm Water Public Education Program:

This series contains the documentation of the storm water public education program established to educate the public about actions which will be implemented to comply with the City's Storm Water Surface Water Discharge Permit.

Retention: Retain current in office. Transfer superseded or obsolete to storage for five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy five years after superseded or obsolete.

Storm Water Surface Water Discharge Permit:

This is maintained here to satisfy the South Dakota Department of Environment and Natural Resources' requirements for the discharge of storm water from the city.

Retention: Retain current in office. Transfer superseded or obsolete to storage for five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy five years after superseded or obsolete.

Storm Water Wet-Weather Monitoring:

This series contains documentation of the program's established protocols to monitor storm water discharges and streams to comply with the City's Storm Water Surface Water Discharge Permit. Included in this series are records of monitoring data, lab reports, and monitoring field records.

Retention: Retain current in office. Transfer superseded or obsolete to storage for five years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy five years after superseded or obsolete.

Water Line Break Cards:

This card series is used to record all water line breaks within the city. They are reviewed to spot possible trends and problems which may need corrective repairs or replacement. They are arranged alphabetically by street or area and include: time reported, time off, time on, reported by, total time, location of area affected, number of customers affected, cause of break, action taken, date, and signature. The cards may be used to spot long-term trends or problem areas which may need corrective action or replacement.

Retention: Retain for the life of the line. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after line has no life.

Water Testing Data and Report Forms, Swimming Pool:

This series contains a copy of the standard report (WRN-610R) sent to the South Dakota Department of Water and Natural Resources (DWNR). It is used to document test results of swimming pool water samples. The reports are submitted bimonthly and include: name and address of person to receive report, name of water supply, sample collector, date and time collected, type of supply, labor number, date received, and date reported. The state DWNR maintains the report seven years. This copy is kept for reference to spot possible problem areas.

Retention: Retain two years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after two years.

Public Works Water Reclamation

Biosolids Annual and Monthly Reports:

This series is generated to track biosolids production. It originates here and is submitted to Water Reclamation. Reports include, but are not limited to the Annual Decant Summary Report, Annual Digester MPN Report, Annual Facultative Basin MPN Report, Annual Primary Digester MCRT Report, Biosolids Annual Report, Biosolids Summary, Monthly Primary Digester MCRT Report, Monthly Digester PH Report, Monthly Digester Temperature Report, Monthly Total Solids to Facultative Basins Report, Monthly Total Solids to Land Application Report, Monthly Volatile Solids Reduction Report, Notice and Necessary Information, and Report of Analysis.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years.

Biosolids Data Management System:

This series contains the EPA database used by the Environmental division to cross-check the Water Reclamation Biosolids Program.

Retention: Retain current in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy superseded or obsolete.

Biosolids Site Development:

This series contains documentation of the development of any new land application sites. Records in this series include, but are not limited to Site Preliminary Evaluation, Site Selection Criteria, Biosolids Checklist for New Site Development, and Public Notice.

Retention: Retain current in office (while site is classified as Active). Transfer superseded or obsolete to storage for seven years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy seven years after site is inactive.

Biosolids Sludge Management Plan:

This series contains the documentation of the comprehensive program required by the City's "Sludge Only Solid Waste Disposal Permit" issued by the State Department of Environment and Natural Resources.

Retention: Retain current in office. Transfer superseded or obsolete to storage for seven years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy seven years after superseded or obsolete.

Biosolids Sludge-Only Surface Water Discharge Permit:

This series contains documentation needed to secure the Sludge Only Surface Water Discharge Permit issued by the South Dakota Department of Environment and Natural Resources, and a copy of the actual permit, which original is maintained by the Water Reclamation division.

Retention: Retain current in office. Transfer superseded or obsolete to storage for seven years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy seven years after superseded or obsolete.

Sump Pump Inspection Log:

This series documents inspection of private sump pumps to determine compliance with sump pump ordinances and documenting where the pumps discharge. Data elements include inspector's and homeowner's names, inspection date and time, and address of sump pump location.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken and after audit.

Water Reclamation Chemical Feed Unit Log:

This series contains operational status and flow information for the wastewater operations portion of the treatment facility, along with chemical usage information. Information is maintained on the chemical feed unit and chlorine contact and post aeration.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Water Reclamation Operations Logs:

This series contains operational status and laboratory analysis for the wastewater treatment facility. Among the logs kept are: aeration basins log, chemical feed unit log, control unit log, CP 1000 log, daily master log, energy recovery unit log, filter unit and backwash storage log, flow study and bypass pumping logs, and lab equipment calibration log.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Wastewater Laboratory Equipment Logs:

This series contains verification of routine maintenance and monitors operation of laboratory equipment. Among the logs in this series are the completed monthly and quarterly maintenance lab checklists and refrigerator temperature logs.

Retention: Retain two years in office; transfer to storage for three years. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after five years.

Wastewater Laboratory Logs:

This series contains operational status and flow information for the in-plant waste pump stations, gravity thickeners and anaerobic digester, the dewatering unit, etc.; the BOD Incubator Temperature log; and the various bench sheets documenting process control testing of various wastewater samples and information on samples sent to outside laboratories for analysis.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Wastewater Operations Logs:

This series contains operations bench sheets documenting process control testing of Mixed Liquor Suspended Solids (MLSS) and Returned Activated Sludge (RAS) samples and operational status and flow information for the sludge pump station.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Wastewater Reports (OMB-158-73):

This series contains a copy of the standard report sent to the federal Environmental Protection Agency (EPA). It is used to demonstrate compliance with national wastewater standards. The reports are generated monthly and include: city, permit number, monitoring period, parameters of test, frequency of analysis, sample type, signature of executive officer or authorized agent, and detailed test results. Federal law requires that results of this test be maintained by the agency for a minimum of three years.

Retention: Retain three years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy after three years.

Note: Subject to screening by the state and City Archivist prior to disposal.

Wastewater Sample Documentation:

This series contains various wastewater sample and analysis documentation of such agents as ammonia, nitrogen, fecal coliform, fecal streptococci, volatile organic acids, etc.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Water Reclamation Collection Tracking Data:

This series is comprised of checklists and logs created to monitor flow, manhole status, lift-station data, sewer pipe condition, and preventive maintenance performed by the unit.

Retention: Retain five years in office. Notify the City Archivist of your intention with this record by using the form found in this manual.

Suggested Procedure: Destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.