

Category: Administrative

Resolution: 2013-16

Adopted: 4/13/2013

Resolution:

Amended:

Purpose: The purpose of this Records Retention Schedule is to serve as a guide for the retention and destruction of all types of records of the City of Garnavillo. It is important to note that this policy is in keeping with the recommendations and requirements of the State Legislature. This schedule was created with the assistance of the 1982 Iowa Municipal Records Manual as published and distributed by the Iowa State Historical Department. By State and City Code, the City Clerk is responsible for, and the guardian of the City of Garnavillo records. It shall be the duty of the City Clerk to review this schedule from time to time to maintain that the policy stays in accordance with State and City law and as recommended by the State Archivist.

Chad Schmelzer, Mayor

Attest:

Melissa Atkinson, City Administrator/Clerk

Administrative Legal Records

Record Title	Retention Period	Reason
I. City Council Proceedings		
A. Minutes		
1. Official Copy	Permanent	Code of Iowa, 372.13(5)
2. Working Copies	Until Approved	Administrative value ends
3. Index	Permanent	Continuing administrative and historical value
4. Audio Recordings of Closed Sessions	One year unless litigation	Code of Iowa, 21.5(4)
5. Agendas	Five years	Administrative value ends
B. Ordinances		
1. Current Code	Permanent	Code of Iowa, 372.13(5)
2. Superseded Code	Two copies permanent	Continuing administrative and historical value
3. Index	Permanent	Continuing administrative and historical value
4. Individual Copies for disbursement	Until superseded, then destroy	Administrative and legal value ends
C. Resolutions		
1. Official Copy	Permanent	Code of Iowa, 372.13(5)
2. Working Copies	Until Approved	Administrative value ends
3. Index	Permanent	Continuing administrative and historical value
D. Affidavits of Publication		
1. RE: Budget	Until audited or five years	Fiscal and legal value ends
2. RE: Ordinances	Until recodified	Fiscal and legal value ends
3. RE: Bond Issues	Permanent	Continuing administrative and historical value
4. Others	Five years	Fiscal and legal value ends
E. Oaths of Office	If in writing, add to official copy of council minutes for permanent retention	Continuing administrative and historical value
II. Real Property		
A. Title Documents		
1. Deeds	Permanent	Code of Iowa, 372.13(5).
2. Title Opinions	Permanent	Code of Iowa, 372.13(5).
3. Abstracts & Certificates of Title	Permanent	Code of Iowa, 372.13(5).
4. Title Insurance	Permanent	Code of Iowa, 372.13(5).
5. Condemnation Proceedings	Permanent	Code of Iowa, 372.13(5).
B. Easements and/or Right of Way Agreements	Permanent	Code of Iowa, 372.13(5).
C. Plats (legal descriptions, maps, plat books, both current and outdated)	Permanent	Code of Iowa, 372.13(5).
D. Vacations/Alterations of Plat	Permanent	Code of Iowa, 372.13(5).
E. Annexation Files	Permanent	Code of Iowa, 372.13(5).
III. Permits and Licenses		
A. Tobacco	Five years	Administrative and legal value ends
B. Dog or Cat	Five years	Administrative and legal value ends
C. Alcohol	Five years	Administrative and legal value ends
D. Miscellaneous Business	Five years	Administrative and legal value ends
E. Special Events	Five years	Administrative and legal value ends
IV. General		
A. Accidents on City Property Involving City		
1. Claims settled out of court	10 years after settlement	Legal value ends
2. Court Decisions	Permanent	Continuing legal value
B. Bids		
1. Accepted	Five years	Legal and fiscal value ends
2. Rejected	Five years or one year after audit	Legal and fiscal value ends
C. Blueprints or Plans for City-owned Structures	Permanent	Continuing administrative and historical value
D. Contracts or Agreements for Services, Purchases of Equipment or Supplies	10 years after expirations	Legal value ends
E. Correspondences	As long as administratively useful; appraise for permanent retention	Possible long-term administrative use and historical value
F. Equipment Records		
1. Inventories	While current	Administrative value ends
2. Maintenance History	Life of Equipment	Administrative value ends
3. Information Service Records		
a. Computer Equipment Inventory	While current	Administrative value ends
b. Telephone	Five years	Administrative value ends
c. Depreciation reports and records	Five years	Administrative value ends
d. Vendor information	Five years	Administrative value ends

Record Title		Retention Period	Reason
	G. Franchise Agreements	Five years after expiration; appraise for permanent retention	Legal value ends; possible continuing historical and legal value
	H. Insurance Policies	Five years after expiration	Legal value ends
	I. Leases	Seven years after expiration; appraise for permanent retention	Legal value ends; possible continuing historical and legal value
	J. Legal Actions		
	1. Civil lawsuits and Administrative Law Proceedings	Five years after closure	Administrative and legal value ends
	2. Criminal and Municipal Infraction Cases -	Five years	Administrative value ends
	3. Civil Case - closed	Five years	Administrative value ends
	4. Citations	Five years	Administrative value ends
	K. Legal Opinions		
	1. Informal Opinions	Five years	Administrative and legal value ends
	2. Formal Opinions	Permanent	Continuing legal value
	L. Maps, Current and Outdated (road, street, zoning, park, floodplain, topography, utilities, etc)	Permanent	Continuing administrative and historical value
	M. Minutes of Boards and Commissions	Permanent	Continuing administrative and historical value
	N. Notices Sent to Citizen to Comply with Ordinances (including nuisance abatement notices)	Five years after disposition	Administrative and legal value ends
	O. Petitions from Citizens	Five years after issue closed; appraise significant issues for permanent retention	Administrative and legal value ends; possible historical value
	P. Promotional Materials		
	1. City Newsletters	Permanent	Continuing historical value
	2. Advertising Contracts	Five years	Administrative and legal value ends
	3. Press Release	Five years	Administrative value ends
	4. Pamphlets, Brochures	Appraise for permanent retention	Possible historical value
	5. Newspaper Clippings	Permanent	Continuing historical value
	Q. Photos, Scrapbooks	Appraise for permanent retention	Possible historical value
	R. Reports from Departments		
	1. Monthly	Five years	Administrative value ends
	2. Annual	Permanent	Continuing historical value
	S. Studies, Surveys		
	1. From an Outside Source	As long as administratively useful	Administrative value ends
	2. Pertaining Directly to City	Appraise for permanent retention	Possible historical value
	T. Election Records		
	1. City Elections		
	a. Election Petitions	Permanent	Continuing historical value
	b. Abstracts	Permanent	Continuing historical value
	V. Finance/Purchasing Records		
	A. Leases		
	1. Agreements and related documents acted on by Council	Upon expiration, five-year minimum	Administrative value ends
	2. Agreements not requiring Council action	Five years after expiration, Five-year minimum	Administrative value ends
	B. Purchase Orders		
	1. Purchase Orders	10 years after order date or life of purchase	Administrative value ends
	2. Change Orders	10 years after order date	Administrative value ends
	C. Bids, Quotes and Proposals		
	1. Official Copy, Bid/Proposal RFP	10 years after completion of contract	Administrative value ends
	2. Copies of bids received and related documents for public improvement projects and acted on by council	10 years after completion of contract; accepted bids retained permanently	Administrative value ends; continuing administrative value
	3. Copies of bids received and related documents for other equipment and service projects acted on by council	10 years after completion of contract; unaccepted bids: one year after acceptance of winning bid	Administrative value ends
	4. Originals of bids, quotes and proposals received for contracts not awarded by council	10 years after completion of contract or upon expiration of warranty, whichever is more	Administrative, grant and warranty issues are active until equipment is taken out of service

Financial Records

Record Title	Retention Period	Reason
I. Revenue		
A. Notice of Property Tax Allocation from County	Five years	Fiscal value ends
B. Notice of Liquor Tax Allocation from State	Five years	Fiscal value ends
C. Property Tax Assessments Books	Permanent	Continuing historical value
D. Federal Revenue Sharing Records	Five years	Fiscal value ends
E. Investments (Notice fo interest earned or	Five years	Fiscal value ends
F. Road Use Tax Funds		
1. Application for Financial Aid (Forms	Five years	Fiscal value ends
2. Annual Street Finance Report	Five years	Fiscal value ends
3. Street Construction Program (Form RUT 1-	Five years	Fiscal value ends
4. Aerial Street Maps	Permanent	Continuing historical value
G. Claims for Refunds of State Sales Tax	Five years	Fiscal value ends
H. Claims for Refunds of State Fuel Tax	Five years	Fiscal value ends
I. Special Assessments		
1. Certified Mail Stubs from Notice to Property	Five years after final payment	Fiscal and legal value ends
2. Assessment Title Searches	Five years	Fiscal and legal value ends
3. Preliminary and Fiscal Assessment	Five years after final payment	Fiscal and legal value ends
4. Petition and Waiver (agreements to special	Five years after final payment	Fiscal and legal value ends
5. Assessment Plats	Five years after final payment	Fiscal and legal value ends
6. Certificate of Levy and Final Assessment	Five years after final payment	Fiscal and legal value ends
J. Bond Issues and Proceedings		
1. Bond Certificates	Five years after final recall	Fiscal value ends
2. Redeemed Coupons	Five years after final recall	Fiscal value ends
3. Bond Register	Permanent	Code Of Iowa, 372.13(5)
4. Proceedings (notice and call of public	Five years	Fiscal value ends
5. Remittance Advice Received with Payments	Five years	Fiscal value ends
L. Records of Federally Funded Public	Five years after final payment, if audited	Fiscal value ends
II. Accounting		
A. Source Documents		
1. Accounts Payable		
a. Requisitions	Five years	Fiscal value ends
b. Purchase orders	Five years	Fiscal value ends
c. Invoices, statements, bills	Five years	Fiscal value ends
d. Claims presented to council	Five years	Fiscal value ends
e. Check/warrant stubs	Five years	Fiscal value ends
f. Vendor ledger cards	Five years	Fiscal value ends
2. Accounts Receivable		
a. Receipt copies	Five years	Fiscal value ends
b. Daily cash receipts	Five years	Fiscal value ends
c. Invoices, statements, bills	Five years	Fiscal value ends
B. Books of Original Entry		
1. Receipt Journal	10 years	Fiscal value ends
2. Disbursement Journal	10 years	Fiscal value ends
3. General Journal	10 years	Fiscal value ends
4. Appropriations Journal	10 years	Fiscal value ends
C. Ledgers		
1. General Journal	Permanent	Continuing fiscal value
III. Banking		
A. Checking Account Statements	Five years	Fiscal value ends
B. Check Register (Disbursement Journal, above)	10 years	Fiscal value ends
C. Cancelled Checks	Five years	Fiscal value ends
D. Savings Account Statements	Five years	Fiscal value ends
E. Reconciliation Worksheets	Five years	Fiscal value ends
IV. Financial Reports		
A. Annual Financial Report	Permanent	Continuing fiscal value
B. Treasurer's/Clerk's Report	Five years	Fiscal value ends
C. Sales Tax and Use Tax Reports	Five years	Statue of limitations on audit
D. Grant Reports	Five years after audit; Seven years if not audited; grant terms if not stated therein	Fiscal value ends
V. Audits	Permanent	Continuing fiscal value

Record Title	Retention Period	Reason
VI. Budget		
A. Appropriation requests from Departments	Five years	Fiscal value ends
B. Annual Budget Forms	Five years	Fiscal value ends
C. Final Budget and Certificate Summary	Two copies permanent	Continuing fiscal and historical value
D. Budget Amendments	Two copies permanent	Continuing fiscal and historical value
E. Reconciliation Worksheets	Five years	Fiscal value ends

Payroll Personnel Records

Record Title	Retention Period	Reason
I. Payroll		
A. Payroll Journal (shows name, SSN, earnings, deductions, net pay/period and yearly totals)	60 years	Fiscal value ends (satisfies long-term need for future salary and pension inquiries)
B. Payroll Support Documents	Five years	Fiscal value ends
C. Federal Reporting Forms		
1. W-2, W-3, W-4	Five years	Fiscal value ends
2. 941E Quarterly Report	Five years	Fiscal value ends
3. Copy of Deposit Card	Five years	Fiscal value ends
4. 1099, 1096	Five years	Fiscal value ends
D. State Reporting Forms		
1. Withholding Agents Reports	Five years	Fiscal value ends
2. Job Service Report	Five years	Fiscal value ends
3. Copy of Deposit Card	Five years	Fiscal value ends
4. IPERS	Five years	Fiscal value ends
II. Payroll		
A. Individual Employee File		
1. Job Description and History	Permanent	Continuing historical value
2. Application and Resume	60 years	Administrative value ends (satisfies long-term need for future inquiries)
3. Evaluations, Discipline Demotion,	60 years	Administrative value ends
4. Continuing Educations	60 years	Administrative value ends
5. Medical Information (separate file)	60 years	Administrative value ends
6. Resignations, reasons for leaving	60 years	Administrative value ends
7. Claim for IPERS	60 years	Administrative value ends
8. Unemployment Insurance Claims	Five years	Fiscal value ends
9. Garnishments	Through closure plus one year	Fiscal value ends
10. Enrollment for Direct deposit, Insurance,	While current	Administrative value ends
B. Applications of those not hired		
	Five years	Administrative value ends
C. Equal Employment Opportunity		
1. EEO-4 Report	Five years	Administrative and fiscal value ends
2. Plans		
a. City's	Five years	Administrative value ends
b. Potential contractors'	Five years	Administrative value ends
D. Health Insurance Payments, Claims		
1. Employer's Report	Five years	Administrative and fiscal value ends
2. OSHA Report	Five years	Administrative and fiscal value ends
3. Workers Compensation Reports	Two years from date of occurrence which benefits are claimed or three years from last payment of weekly compensation benefits	<i>Code of Iowa, 85.26</i>
E. Miscellaneous		
1. Classification Studies	Five years	Administrative value ends. Appraise for possible historical value.
2. Compensation Surveys	Five years	Administrative value ends. Appraise for possible historical value.
3. Administrative Studies	Five years	Administrative value ends. Appraise for possible historical value.
4. Job Specifications	Permanent	Continuing historical value
5. Personnel Policies, Pay Plans, Etc	Permanent	Continuing historical value
6. Internal Investigations	10 years	Administrative and legal value ends. Appraise for possible historical value.

Public Works Records

Record Title	Retention Period	Reason
I. General Records Common to Engineering and Planning & Zoning Departments		
A. Annexation Files	Permanent	Continuing administrative and historical value
B. Maps, Current and Outdated (road, street,	Permanent	Continuing administrative and historical value
C. Plats (subdivision, annexation, assessors, legal	Permanent	Continuing administrative and historical value
D. Studies or Surveys		
1. From Outside Source	As long as administratively useful	Administrative value ends
2. Pertaining to City	Appraise for permanent retention	Possible historical value
3. Copy of Deposit Card	Five years	Fiscal value ends
4. IPERS	Five years	Fiscal value ends
E. Subdivision Files	Permanent	Continuing administrative and historical value
II. Engineering Records		
A. Blueprints or Plans of City-Owned Structures	Permanent	Continuing administrative and historical value
B. Bridge Records (inspection and maintenance)	Life of Structure	Administrative value ends
C. Capital Improvement Projects		
1. Authorization Phase	Five years	Administrative value ends
a. Minutes of Hearing, Clerk's Certificate, Resolutions	Permanent	Continuing legal and historical value
b. Specifications	Permanent	Continuing legal and historical value
c. Notice of Hearing and Letting (instructions to bidders, bid, bid bond, performance bond, certificate of insurance)	Five years after project completed, if audited	Fiscal and legal value ends
d. Contract	Life of Structure	Administrative and legal value ends
2. Financing Phase	See Schedule 2, Financing Records	
a. Special Assessments, Bond Issues, State of Federal Grants	60 years	Administrative value ends
3. Pre-Construction Phase		
a. Appraisals	Five years after project completed; if project not initiated, retain as administratively useful	Fiscal value ends
b. Environmental Impact Surveys	Five years	Administrative value ends
c. Historical Surveys of Buildings	Appraise for permanent retention	Possible historical value
d. Relocation Files	Five years after final payment	Administrative and fiscal value ends
e. Condemnation Files	Permanent	Continuing legal and historical value
f. Demolition Files	Permanent	Continuing legal and historical value
4. Construction Phase		
a. Work Orders	Five years after project completed, if audited	Administrative and fiscal value ends
b. Daily Diaries	Five years after project completed, if audited	Administrative and fiscal value ends
c. Payroll Records	Five years after project completed, if audited	Administrative and fiscal value ends
d. Change Orders	Five years after project completed, if audited	Administrative and fiscal value ends
e. Cement or Other Purchases	Five years after project completed, if audited	Administrative and fiscal value ends
f. Inspections, Testing	Five years after project completed, if audited	Administrative and fiscal value ends
g. Progress Reports	Five years after project completed, if audited	Administrative and fiscal value ends
h. Pay Requests	Five years after project completed, if audited	Administrative and fiscal value ends
i. Blueprints, Tracings	Permanent	Administrative and fiscal value ends
j. Certificates of Completions and Acceptance	Permanent	Administrative and fiscal value ends
D. Deeds, Easements, or Right of Way	Permanent	Continuing legal and historical value
E. Land Survey Results		
1. Field Notes	Permanent	Continuing administrative and historical value
2. Benchmark Books	Permanent	Continuing administrative and historical value

Record Title		Retention Period	Reason
F.	Photos, Aerials	As long as administratively useful; appraise for permanent retention	Administrative value ends; possible historical value
G.	Profile and Grade Books	Permanent	Continuing administrative and historical value
H.	Reports to City Council		
	1. Monthly	Five years	Administrative value ends
	2. Annual	Permanent	Continuing historical value
	4. Job Specifications	Permanent	Continuing historical value
	5. Personnel Policies, Pay Plans, Etc	Permanent	Continuing historical value
	6. Internal Investigations	10 years	Administrative and legal value ends. Appraise for possible historical value.
III. Planning & Zoning Records			
A.	Case Files		
	1. Zoning Variance Requests and Decisions	10 years after settlement	Administrative and legal value ends
	2. Non-compliance Violations	10 years after settlement	Administrative and legal value ends
	3. Decisions and Orders	Permanent	Continuing administrative, historical and legal value
B.	Community Development		
	1. Urban Renewal, HUD Block Grant	See Capital Improvement Projects in this schedule	
C.	General Planning (comprehensive plan, land use, open space, recreation, capital	As long as administratively useful; appraise for permanent retention	Administrative value ends; possible historical value
D.	Minutes of Board or Commission	Permanent	Continuing administrative and historical value
E.	Rosters of Previous Board or Commission	Permanent	Continuing historical value
F.	Reports to City Council		
	1. Monthly	Five years	Administrative value ends
	2. Annual	Permanent	Continuing historical value
IV. Building Inspection Records			
A.	Building/Site Plans		
	1. Residential	Five years	Administrative value ends
	2. Commercial	Life of Structure	Long-term administrative value
	3. Rental	Five years	Administrative value ends
B.	Case Files, Board of Adjustment	10 years after disposition	Administrative and legal value ends
C.	Inspection Records		
	1. Card or Address File	Five years	Administrative value ends
	2. Reports	Five years	Administrative value ends
	3. Log Books	Permanent	Continuing administrative and legal value
D.	Minutes of the Board of Adjustment	Permanent	Continuing administrative and historical value
E.	Permits (or application, whichever has most	Permanent	Continuing administrative value
F.	Reports to City Council		
	1. Monthly	Five years	Administrative value ends
	2. Annual	Permanent	Continuing historical value
V. Maintenance of Streets and Grounds			
A.	Complaints	Five years after disposition	Administrative value ends
B.	Equipment		
	1. Inventories	While current	Administrative value ends
	2. Maintenance	Life of equipment	Administrative value ends
	3. Cost of Operation Summaries	Five years	Administrative and fiscal value ends
C.	Purchasing	See Schedule 2, Financing Records (Accounts Payable)	
	1. Fuel Consumption Records	Five years	Fiscal value ends
	2. Fuel, Gravel, Sand, Hauling, Etc	Five years	Fiscal value ends
D.	Reports to City Council		
	1. Monthly	Five years	Administrative value ends
	2. Annual	Permanent	Continuing historical value
E.	Work Orders	Five years	Administrative value ends

Fire Department Records

Record Title		Retention Period	Reason
I. Fire Department Records			
A.	Blueprints of Commercial Buildings	As long as administratively useful	Administrative value ends
B.	Equipment Records		
	1. Inventories	Five years	Administrative value ends
	2. Maintenance and Testing	Five years	Administrative value ends

Record Title	Retention Period	Reason
C. Inspection Records		
1. Card File or Log Book with Results,	Life of Structure	Administrative and legal value ends
2. Inspector Books, Copies of Inspection	Five years	Administrative value ends
D. Iowa Incident Reports	Permanent	Continuing administrative and historical value
E. Investigation Files		
1. Arson	Permanent	Continuing administrative and legal value
2. Fire Deaths	Permanent	Continuing administrative and legal value
F. Log Book of Fires	Permanent	Continuing administrative and legal value
G. Maps of area served	As long as administratively useful	Administrative value ends
H. Miscellaneous Vehicle Run Reports	Five years	Administrative value ends
I. Roll Call or Minute Books	Permanent	Continuing historical value
J. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
K. Rural Township Contracts	5 years after expiration	Administrative and legal value ends
L. Photos, Department History	Permanent	Continuing historical value
M. State Fire Marshall's Statistics	As long as administratively useful	Administrative value ends

Parks & Recreation Records

Record Title	Retention Period	Reason
I. Parks and Recreation Records		
A. General		
1. Contracts, Agreements (services, equipment,	10 years after expiration	Administrative and legal value ends
2. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
3. Facilities, Buildings, Other Structures	Life of Building or until sold	Administrative value ends
4. Equipment (inventories, maintenance)	Until equipment retired	Administrative value ends
5. Facilities, Park Maintenance, Pesticide	Five years minimum	Administrative value ends
B. Miscellaneous Records		
1. Photos, Park History	Permanent	Continuing historical value
C. Reports to City Council		
1. Monthly	Five years	Administrative value ends
2. Annual	Permanent	Continuing historical value

Library Records

Record Title	Retention Period	Reason
I. Library Records		
A. Circulation Records	Five years	Administrative value ends
B. Contract for Service with Other Entities	10 years after expiration	Administrative value ends
C. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
D. Purchasing	See Schedule 2, Financial Records, Accounts Payable	
E. Reports to City Council		
1. Monthly	Five years	Administrative value ends
2. Annual	Permanent	Continuing historical value
F. Report to State Library Commission	Permanent	Continuing historical value