

EXHIBIT A				
2020 End of Year Records Final Disposition Report				
DESCRIPTION	RECORDS TO THE END OF	SERIES CODE	RETENTION	
ADMINISTRATIVE RECORDS				
RECEIPTS- DEPT. COPIES OF WHAT WAS ISSUED TO PERSONS PAYING FEES OR FOR ACCOUNTING OF PETTY CASH EXP.	2013/2019	GS011	7 YEARS- FINANCE DEPT.; 1 YEAR- DEPARTMENT COPIES	
GENERAL CORRESPONDENCE	2019	GS012	1 YEAR	2.25
VENDOR FILES/LISTS/REGISTERS	SUPERSEDED/OBSELETE	GS019	DESTROY WHEN SUPERSEDED OR OBSOLETE	
WORK ORDERS/SERVICE REQUESTS (INTERNAL)	2017	GS020	3 YEARS	
TIME & ATTENDANCE	2015	GS028	5 YEARS	1
LEAVE REQUESTS	2015	GS029	5 YEARS	1
PUBLICATIONS- NEWSLETTERS, PAMPHLETS, ETC.	SUPERSEDED/PERMANENT	GS036	BROCHURES, PAMPHLETS UNTIL SUPERSEDED; ONE COPY OF REPORTS, STUDIES, AND SIMILAR PUBLISHED RECORDS PERMANENTLY	
SCRAPBOOKS, PHOTOGRAPHS, NEWS CLIPPINGS	ONLY KEEP IF HISTORICAL VALUE	GS038	AS NEEDED EXCEPT RETAIN THOSE OF HISTORICAL VALUE	2
TECHNICAL MANUALS, SPECIFICATIONS, WARRANTIES	DISPOSITION OF EQUIPMENT/WARRANTY	GS039	UNTIL DISPOSITION OF EQUIPMENT/DURATION OF WARRANTY	
POLICY AND PROCEDURE- DIRECTIVES/MANUALS	SUPERSEDED/PERMANENT	GS047	ROUTINE CLERICAL MANUALS- UNTIL SUPERSEDED; POLICY- PERM.	
REQUEST AND COMPLAINT FILES- MADE BY CITIZENS	2017	GS049	3 YEARS AFTER FINAL DISPOSITION	
CONTRACTS, LEASES AND AGREEMENTS (ACQUISITIONS, NEGOTIATIONS WITH PROPERTY OWNERS)	2015/2019	GS060	5 YEARS FROM END OF PROJECT CONSTRUCTION. PREVAILING WAGE DOCUMENTATION-1 YEAR AFTER OF COMPLETION OF CONTRACT.	
EMPLOYMENT GRIEVANCE AND COMPLAINT RECORDS	AS NEEDED	GS061	RETAIN AS NEEDED- DEPARTMENT COPIES; HUMAN RESOURCES OR LAW DEPARTMENTS SHOULD HAVE ANY ORIGINAL DOCUMENTATION	
PARTICIPANT REGISTRATION/ATTENDANCE- VOLUNTEERS, ETC.	2017	GS065	3 YEARS	
VEHICLE OWNERSHIP AND MAINTENANCE RECORDS	SALE OF VEHICLE	GS067	UNTIL VEHICLE IS SOLD OR DISPOSED OR LONGER, AS NEEDED	
EQUIPMENT OWNERSHIP/MAINTENANCE RECORDS	LIFE OF EQUIPMENT	GS069	RETAIN FOR LIFE OF THE EQUIPMENT, THEN GIVE TO NEW OWNER	0.25
CALENDARS AND SCHEDULING RECORDS	2019	GS072	1 YEAR	
ADMINISTRATIVE REPORTS- ACTIVITY REPORTS	2017-2015	GS076	3-5 YEARS	2
MEETING RECORDS (INTERNAL STAFF)	2017	GS085	3 YEARS	0.5
ACCIDENT REPORTS- DEPT. COPIES OF WC FILES	2015	M0001	5 YEARS AFTER CASE CONCLUDED	1
CITY CLERK DEPARTMENT				
MEETING RECORDS- COUNCIL, BOARDS, ETC.	PERMANENT/2019	GS021	PERMANENT OR 1 YEAR FOR OTHER RECORDS (MEETING RECORDINGS)	
PUBLIC NOTICE RECORDS- MEETING NOTICES; AFFIDAVITS OF PUBLICATION	2017	GS022	3 YEARS	
CAPITAL IMPROVEMENT PROJECT FILES- INCLUDES IMPROVEMENTS TO STREETS, SIDEWALKS	2010	GS023	RETAIN FOR THE LIFE OF THE STRUCTURE, SIDEWALK, ROAD, PLUS 10 YRS.; MAY BE SUBJECT TO FEDERAL REQUIREMENTS	
BOARDS AND COMMISSIONS APPOINTMENT FILES	2019	GS044	RECORD IN OFFICIAL MINUTES; RETAIN 1 YR AFTER EXP. OF APPT.	0.25
OATHS OF OFFICE- ELECTED/APPOINTED OFFICIALS	2019	GS046	1 YEAR AFTER EXPIRATION; REVIEW FOR HISTORICAL VALUE	
BID RECORDS	2017	GS055	ACCEPTED BID DOCUMENTATION- RETAINED WITH CONTRACT UNTIL DISPOSAL OF CONTRACT, 3 YEARS- REJECTED BID DOCUMENTATION	1
PUBLIC INFORMATION REQUESTS/DOCUMENTATION	2017	GS066	3 YEARS AFTER REQUEST HAS BEEN CLOSED	
LOCAL FINANCE INITIATIVE ADMINISTRATIVE RECORDS- TIF, CID, NID, TDD- PROVING CREATION	2010	GS092	LIFE OF THE DISTRICT PLUS 10 YEARS	
LOCAL FINANCE INITIATIVE FINANCIAL SUPPORT RECORDS- TIF, CID, NID, TDD- DOCUMENTS THAT PROVIDE THE BASIS FOR GENERAL LEDGER	2010	GS093	LIFE OF THE DISTRICT PLUS 10 YEARS	
MUNICIPAL COURT MONTHLY REPORTS TO CITY CLERK OF CASES HEARD/TRIED (SEC. 479.080 RSMO.)	2017	COURT OPERATING RULE 8.04.06 (C)(4)	3 YEARS	
PETITIONS (INITIATIVE PETITIONS- SIGNED BY CITIZENS REQUESTING ISSUE TO BE PLACED ON BALLOT)	2015	M0039	5 YEARS; RETAIN VACATION OF ROW WITH ORDINANCES	0.25
PROCLAMATIONS	2019	M0043	1 YEAR IF NOTED IN MINUTES; PERMANENT, IF NOT IN MINUTES	0.25
FINANCIAL DISCLOSURE (NON-CAMPAIGN)- STAFF	2015	M0714A	5 YEARS AFTER THE PERSON LEAVES OFFICE, FINANCE - NA	0.25
BALLOT PETITIONS (SUBMITTED BY CITIZENS FOR AN ISSUE TO APPEAR ON A BALLOT)	2017	\$28.005	3 YEARS FROM TIME OF SUBMISSION; REVIEW FOR HISTORICAL VALUE	
CAMPAIGN FINANCE REPORTS AND RELATED DOCS. (PERSONAL FINANCIAL DISCLOSURE STATEMENTS; CANDIDATE ACKNOWLEDGMENT; MO ETHICS COMMISSION DOCS; NOTICE TO CANDIDATE)	2015	\$28.008	5 YEARS	0.25

CANDIDACY RECORDS (FILING FEE RECEIPT, DECLARATION OF CANDIDATE FOR NOMINATION, CANDIDATE WITHDRAWAL)	2015/2018	\$28.009	5 YEARS AFTER ELECTION; OR 2 YEARS AFTER HAVING LEFT OFFICE	0.25
ELECTION NOTICES (AFFIDAVITS OF PUBLICATION)	2018/2019	\$28.018	22 MONTHS/1 YEAR IF NON-FEDERAL	0.25
CITY MANAGER DEPARTMENT				
MEETING RECORDS- COUNCIL, BOARDS, ETC.	PERMANENT/2019	GS021	PERMANENT OR 1 YEAR FOR OTHER RECORDS (MEETING RECORDINGS)	
NEWS RELEASES	2018	GS037	PERMANENT- POLICY/HISTORIC RELEASES; ALL OTHERS 2 YEARS	
MISSION STATEMENT	SUPERSEDED/OBSOLETE	GS082	DESTROY IF SUPERSEDED OR OBSOLETE OR RETAIN FOR HISTORICAL SIGNIFICANCE	
LOCAL FINANCE INITIATIVE ADMINISTRATIVE RECORDS- TIF, CID, NID, TDD- PROVING CREATION	2010	GS092	LIFE OF THE DISTRICT PLUS 10 YEARS (ORIGINAL RECORDS MAY BE RETAINED IN ANOTHER DEPARTMENT.)	
LOCAL FINANCE INITIATIVE FINANCIAL SUPPORT RECORDS- TIF, CID, NID, TDD- DOCUMENTS THAT PROVIDE THE BASIS FOR GENERAL LEDGER	2010	GS093	LIFE OF THE DISTRICT PLUS 10 YEARS (ORIGINAL RECORDS MAY BE RETAINED IN ANOTHER DEPARTMENT.)	
EVENT FILES- LEASING MUNICIPAL FACILITIES TO VARIOUS GROUPS	2015	M1401	5 YEARS AFTER EXPIRATION OF CANCELLATION OF LEASE	
SPECIAL FACILITIES REGULATIONS	2015	M1402	5 years	
CITY COUNCIL/MAYOR				
CALENDARS AND SCHEDULING RECORDS	2019	GS072	1 YEAR OR LATER AS MAYOR/COUNCILMEMBERS AUTHORIZE	
AUDIT REPORTS- NON-FINANCIAL- MANAGEMENT ANALYST REPORTS	PERMANENT/2015	GS074	PERMANENT- FINAL REPORTS. 5 YEARS- WORKING PAPERS/SUPPORTING DOCUMENTATION	
PROCLAMATIONS	2019	M0043	1 YEAR IF NOTED IN MINUTES; PERMANENT, IF NOT IN MINUTES	
COMMUNITY DEVELOPMENT DEPARTMENT				
-PERMITS FOR COMPLETED STRUCTURES	LIFE OF STRUCTURE		LIFE OF STRUCTURE	
-DEMOLITION PERMITS	2010		10 YEARS AFTER DEMOLITION	
-PERMITS FOR TRADES	2015		5 YEARS AFTER EXPIRATION	
ENVIRONMENTAL COMPLAINTS- INVESTIGATIONS/INSPECTIONS	PERMANENT/2015	GS081	PERMANENT- HAZARDOUS MATERIALS; 5 YEARS- NON-HAZARDOUS	
BUILDING PLANS AND DRAWINGS (BLUEPRINTS SUBMITTED FOR ZONING/BUILDING APPROVAL)	2010/2015/2019	GS099	COMMERCIAL STRUCTURES- 10 YRS AFTER CERT. OF OCCUPANCY; RESIDENTIAL STRUCTURES- 5 YRS AFTER CERT. OF OCCUPANCY; OTHER STRUCTURES- 1 YR.	
LOCAL FINANCE INITIATIVE ADMINISTRATIVE RECORDS- TIF, CID, NID, TDD- PROVING CREATION	2010	GS092	LIFE OF THE DISTRICT PLUS 10 YEARS; REVIEW FOR HISTORICAL VALUE	
LOCAL FINANCE INITIATIVE FINANCIAL SUPPORT RECORDS- TIF, CID, NID, TDD- DOCUMENTS THAT PROVIDE THE BASIS FOR GENERAL LEDGER	2010	GS093	LIFE OF THE DISTRICT PLUS 10 YEARS; REVIEW FOR HISTORICAL VALUE	
GEOGRAPHIC INFORMATION SYSTEM (GIS) DERIVATIVE DATA	SUPERCEDED/OBSOLETE	GS102	UNTIL SUPERSEDED OR OUTDATED	
HEALTH DEPARTMENT INSPECTION REPORTS	COMPLETION OF AUDIT	HDH0001	COMPLETION OF AUDIT	
DANGEROUS BUILDING FILE	2015/2019	M0207	DEMOLISHED BY CITY- 5 YRS. AFTER ASSESSMENT IS PAID; DEMOLISHED BY OWNER- 1 YEAR AFTER CASE IS CLOSED	
MONTHLY REPORTS OF BUILDING PERMITS ISSUED	2017	M0208	3 YEARS	
BUILDING CODE INSPECTION & ENFORCEMENT FILES	2015	M0217	5 YEARS, OR 5 YEARS AFTER DEFECTS CORRECTED	
FOOD HANDLER INSPECTION RECORDS	2015	M0801	5 YEARS AFTER APPROVED INSPECTION	
ZONING VIOLATIONS: WRITTEN NOTICE/CITATIONS	2015	M1205	5 YEARS AFTER CORRECTION OF VIOLATION	
BUS ROUTE PLANNING FILE- FOR CITY-RUN TRANSIT SYSTEM	2010	M1501	10 YEARS/FILED WITH ORDINANCE	
FINANCE DEPARTMENT (Multiple items may be applicable to other departments)				
BUDGET PREPARATION	2015	GS004	5 YEARS	
SUBSIDIARY LEDGERS	2013	GS006	7 YEARS- FINANCE DEPT.	
ACCOUNTS PAYABLE	2013/2015	GS007	7 YEARS- FINANCE DEPT.; 5 YEARS- DEPARTMENT COPIES	21.25
ACCOUNTS RECEIVABLE	2013/2015	GS008	7 YEARS- FINANCE DEPT.; 5 YEARS- DEPARTMENT COPIES	3.25
PURCHASING RECORDS- PURCHASE ORDERS, REQUISITIONS, MATERIAL/COST SPECIFICATIONS	2015	GS009	5 YEARS	1
BANKING AND INVESTMENT	2013/2015/2019	GS010	7 YEARS- FINANCE DEPT.; 5 YEARS- OTHER DEPARTMENT; 1 YEAR- COPIES	
RECEIPTS- COPIES OF WHAT WAS ISSUED TO PERSONS PAYING FEES OR FOR ACCOUNTING OF PETTY CASH EXP.	2013/2019	GS011	7 YEARS- FINANCE DEPT.; 1 YEAR- DEPARTMENT COPIES	2
POSTAL RECORDS- DOCUMENTING TRANSACTIONS WITH THE POST OFFICE AND PRIVATE CARRIERS	2019	GS015	1 YEAR	
GRANT RECORDS- INCL. CLAIMS MADE BY CITY TO FEMA/SEMA OR ANOTHER ENTITY	PERMANENT/2017/2019	GS040	PERMANENT- FINAL REPORTS FROM SIGNIFICANT GRANTS; 3 YEARS- OTHER GRANT RECORDS AFTER SUBMISSION; 1 YEAR- UNSUCCESSFUL GRANT APPS.	7
BONDS, PUBLIC OFFICIALS AND EMPLOYEES	2014	GS045	6 YEARS AFTER EXPIRATION	
PERMITS AND LICENSES, NOT BUILDING PERMITS	2018	GS050	2 YEARS AFTER EXPIRATION	1

FIXED ASSETS INVENTORY- PROPERTY/EQUIPMENT	2013	GS054	7 YEARS- FINANCE DEPT.	
BID RECORDS	2015/2017	GS055	5 YEARS AFTER CONTRACT EXPIRATION (IF FILED SEPARATELY FROM CONTRACTS/AGMTS)- ACCEPTED BIDS; 3 YEARS- REJECTED BIDS. PURCHASING'S REJECTED BIDS ARE RETAINED IN CHRONOLOGICAL ORDER WITH ACCEPTED BIDS	
INSURANCE POLICY RECORDS	2014	GS056	6 YEARS - CLAIMS HANDLED BY LAW DEPT.	
PAYROLL RECORDS	1950-1945/2015	GS068	70-75 YEARS- YEAR-TO-DATE ANNUAL SUMMARY FOR ADMIN. PURPOSES; 5 YEARS- ALL OTHER RECORDS	6
TRAVEL EXPENSE REIMBURSEMENT RECORDS	2015/2019	GS070	5 YEARS- ORIGINALS IN FINANCE DEPT.; 1 YEAR- DEPT. COPIES	
LOCAL FINANCE INITIATIVE ADMINISTRATIVE RECORDS- TIF, CID, NID, TDD- PROVING CREATION	2010	GS092	LIFE OF THE DISTRICT PLUS 10 YEARS	
LOCAL FINANCE INITIATIVE FINANCIAL SUPPORT RECORDS- TIF, CID, NID, TDD- DOCUMENTS THAT PROVIDE THE BASIS FOR GENERAL LEDGER	2010	GS093	LIFE OF THE DISTRICT PLUS 10 YEARS	
ELECTION EXPENSES	2013	\$28.017	7 YEARS	
FRANCHISES: UTILITIES, CABLE TV, ETC.	2015	M0022	EXPIRATION/CANCELLATION OF FRANCHISE PLUS 5 YEARS	
BANK LOAN FILES	2013	M0704	7 YEARS	
BONDS AND COUPONS- SERIES BONDS	2015	M0706	5 YEARS AFTER CANCELLATION DATE PLUS OUTSIDE AUDIT	
BONDS/COUPONS: CITY RECONCILIATION FILES	2010	M0706.1	10 YEARS AFTER FINAL MATURITY OF BOND ISSUE, FINANCE - NA	
BONDS ISSUED- BOND BOOKS	2010/2015	M0707	10 YEARS AFTER FINAL MATURITY; 5 YEARS- REJECTED PROPOSALS	
CERTIFICATES OF DEPOSIT & US TREASURY BILLS- CDS AND T-BILLS	2018	M0709	UNTIL CANCELLATION PLUS 2 YEARS	
DEPRECIATION SCHEDULE FILES- CITY-OWNED EQUIP.	2017	M0713	LIFE OF EQUIPMENT PLUS 3 YEARS	
JOURNAL ENTRIES, JOURNAL VOUCHERS	2013	M0717	7 YEARS- FINANCE DEPT.	
MOTOR FUEL USAGE REPORTS- GAS, OIL, DIESEL FUEL	2013	M0718	7 YEARS- FINANCE DEPT.	
STREET PAVING: SPECIAL ASSESSMENT FILES	2015	M0720	5 YEARS AFTER LAST COLLECTION	
CONVENTION AND TOURISM TAX RETURN	2015	M0734A	5 YEARS	
DELINQUENT TAX REPORT FILES	2014/2018	M0745	6 YEARS, EXCEPT CERTIFICATE OF REDEMPTION- 2 YEARS	
SPECIAL TAX ASSESSMENTS	2014	M0750	6 YEARS AFTER DUE DATE AND FINAL PAYMENT	
TAX ABATEMENTS	2015	M0751	PERIOD OF ABATEMENT PLUS 5 YEARS	
TAX ANTICIPATION NOTES	2015	M0752	5 YEARS	
BONDS: PERFORMANCE/CAPITAL PROJECTS	2010	M0756	TERM OF BOND PLUS 10 YRS; CITY CLERK/LAW COPIES- PERMANENT	
PERFORMANCE BONDS	2015	M0756.1	5 YEARS	
BONDS: MAINTENANCE GUARANTEE (CAPITAL PROJ.)	2010	M0757	10 YEARS	
SURPLUS PROPERTY- RECORDS DOCUMENTING TRANSACTIONS	2015	M0764	5 YEARS	
FIRE DEPARTMENT				
DISASTER PREPAREDNESS AND RECOVERY PLANS	SUPERSEDED	GS051	UNTIL SUPERSEDED; REVIEW FOR HISTORICAL CONTENT	
FIRE REPORTS- AKA INVESTIGATIONS, INCIDENT REPORTS, EMERGENCY REPORT, INCIDENT INDEX	2000	F003	20 YEARS FROM DATE OF EVENT	
FIRE CALLS RECORDS	2000	F006	20 YEARS AND EVALUATE FOR HISTORICAL PURPOSES	
DEPARTMENTAL RULES AND REGULATIONS	SUPERSEDED	F007	PERMANENT UNTIL SUPERSEDED	
FIRE HYDRANT LOCATIONS	SUPERSEDED	F008	PERMANENT UNTIL SUPERSEDED	
APPLICATION FOR CERTIFICATE OF OCCUPANCY	SUPERSEDED	F009	PERMANENT UNTIL SUPERSEDED	
CERTIFICATE OF OCCUPANCY	SUPERSEDED	F010	PERMANENT UNTIL SUPERSEDED	
BUILDING PERMIT INSPECTIONS	2015	F011	5 YEARS	
USE PERMIT INSPECTIONS (FIREWORKS)	2017	F012	3 YEARS	
FIRE FIGHTERS ASSOCIATION	2018	F013	2 YEARS/STORED IN PAYROLL SYSTEM	
FIRE [SAFETY] INSPECTIONS	2015	F014	5 YEARS. IF VIOLATIONS ARE INVOLVED, 5 YEARS AFTER VIOLATIONS HAVE BEEN CORRECTED OR SATISFIED	
MISSOURI CONSERVATION COMMISSION- COMMISSION FIRE REPORTS	2018	F015	2 YEARS	
MISSOURI VEHICLE INSPECTION	2019	F016	1 YEAR	
STATE FIRE REPORT	2019	F017	1 YEAR	
ASSESSED VALUATION (DISTRICT)	2017	F021	3 YEARS, RETAINED IN CITY'S FINANCIAL SYSTEM	
SMOKE AND FIRE DETECTOR REGISTRATION	LIFE OF STRUCTURE	F023	LIFE OF STRUCTURE	
HEALTH DEPARTMENT				
REPORTS SUBMITTED TO COUNTY OR STATE HEALTH DEPT.	2017	HDH0002	3 YEARS	
VITAL RECORDS APPLICATIONS	COMPLETION OF AUDIT	HDH0005	COMPLETION OF AUDIT	
PATIENT/CLIENT MEDICAL RECORDS (IMMUNIZATIONS)	2010	HDH0010	10 YEARS OR IF UNDER AGE 23, RETAIN UNTIL AGE 23 OR 10 YEARS	3
ANIMAL CONTROL CARDS- HISTORY OF ANIMALS RECV'D	2018	M0102	2 YEARS	

HUMAN RESOURCES DEPARTMENT				
EMPLOYEE PERSONNEL RECORDS- THE MASTER RECORD LOCATED IN HR	2010/2000	GS026	MASTER PERSONNEL FILE, DATE OF SEPARATION + 10 YEARS; EMPLOYMENT SUMMARY, DATE OF SEPARATION + 20 YEARS	
-DEPT. COPIES OF PERSONNEL DOCUMENTS	2019		1 YEAR FROM DATE OF SEPARATION, THEN TRANSFER TO HR FOR EVALUATION	
EMPLOYEE MEDICAL RECORDS- PERTAINS TO WORK-RELATED MEDICAL HISTORY	1990/2013	GS027	30 YRS.- HAZARDOUS EXPOSURE RECORDS; 7 YRS- ALL OTHERS	
EQUAL EMPLOYMENT OPPORTUNITY RECORDS	PERMANENT/2017	GS030	PERMANENT- PLANS, POLICIES, UPDATES; 3 YEARS- COMPLAINTS AND OTHER RECORDS	
EMPLOYMENT ELIGIBILITY VERIFICATION FORMS	2017/2019	GS031	3 YEARS FROM DATE OF HIRE, OR 1 YEAR AFTER DATE OF SEPARATION, WHICHEVER IS LATER	
EMPLOYEE BENEFIT RECORDS- LAGERS, SUPPLEMENTAL INSURANCE, YEAR-END LEAVE BALANCE REPORTS	1945/2017	GS032	75 YEARS- YEAR-END LEAVE BALANCE REPORTS, COPIES OF RETIREMENT ENROLLMENT FORMS; 3 YRS. AFTER SEPARATION- OTHER RECORDS	
WAGE AND TAX STATEMENTS- W-2S	2015	GS033	5 YEARS	
FEDERAL AND STATE TAX RECORDS- 1099S, W-9S, ETC.	2015	GS034	5 YEARS	
EMPLOYEES' WITHHOLDING ALLOWANCE CERTIFICATES	2015	GS035	5 YEARS AFTER SUPERSEDED OR EMPLOYEE SEPARATION	
VOLUNTEER PROGRAM RECORDS	2015	GS041	5 YEARS	
VOLUNTEER WORKER RECORDS	2017	GS042	3 YEARS AFTER SEPARATION	
DRUG TESTING RECORDS	2015/2019/2013	GS043	5 YEARS- POSITIVE RESULTS; 1 YEAR- NEGATIVE RESULTS. IF FILED WITH EMPLOYEE MEDICAL RECORDS, RETAIN 7 YEARS AFTER SEPARATION.	
EMPLOYMENT GRIEVANCE AND COMPLAINT RECORDS	2015	GS061	5 YEARS AFTER FINAL DISPOSITION, OR ADD TO PERSONNEL FILE	
EMPLOYMENT RECRUITMENT & SELECTION RECORDS	2017/2019	GS062	3 YEARS- ANNOUNCEMENTS, JOB DESCRIPTIONS, TESTS AND RATINGS; 1 YEAR AFTER POSITION FILLED- UNSUCCESSFUL APPLICATIONS AND OTHER RECORDS; 6 MONTHS- UNSOLICITED APPLICATIONS AND RESUMES IF NOT RETURNED TO SOLICITOR.	
POSITION DESCRIPTION, CLASSIFICATION AND COMPENSATION RECORDS	2017	GS063	3 YEARS AFTER OBSOLETE OR SUPERSEDED	
TRAINING RECORDS- MANUALS, VIDEOS, ETC.	SUPERSEDED/2017/2015	GS064	1) TRAINING MATERIALS, RETAIN ONE COPY UNTIL SUPERSEDED; 2) PROGRAM MATERIALS, RETAIN 3 YEARS; 3) INDIVIDUAL EMPLOYEE/OFFICIAL TRAINING RECORDS, RETAIN 5 YEARS AFTER TERMINATION OF EMPLOYMENT ANY RECORDS NOT TRANSFERRED TO THE EMPLOYEE/OFFICIAL'S MASTER PERSONNEL RECORD	
UNEMPLOYMENT INSURANCE CASE FILES	2018	GS090	2 YEARS AFTER LAST ACTION	
WORKER'S COMPENSATION CASE FILE- CLAIMS	2010	GS091	10 YEARS (DOCUMENTATION MAY BE RETAINED IN LAW DEPARTMENT FILES.)	
HEALTH POLICY DOCUMENTATION (RELATED TO HIPAA)	2014	GS100	6 YEARS OR LONGER, AS NECESSARY	
LAW DEPARTMENT				
INSURANCE POLICY RECORDS	2014	GS056	6 YEARS - CLAIMS HANDLED BY LAW DEPT.	
INSURANCE CLAIMS FILES- DAMAGE CLAIMS, ACCIDENT REPORTS FOR GOV'T-OWNED VEHICLES	2010/2015	GS057	10 YEARS AFTER CASE IS CLOSED, DISMISSED OR DATE OF LAST ACTION; IF NO ACTION TAKEN, 5 YEARS + Legal Review.	2
LITIGATION CASE FILES	2014	GS058	6 YEARS AFTER CASE IS CLOSED	28
WORKER'S COMPENSATION CASE FILE	2010	GS091	10 YEARS	3
PARKS, RECREATION AND TOURISM DEPARTMENT				
CAPITAL IMPROVEMENT PROJECT FILES- INCLUDES IMPROVEMENTS TO STREETS, SIDEWALKS	2010	GS023	RETAIN FOR THE LIFE OF THE STRUCTURE, SIDEWALK, ROAD, PLUS 10 YRS.; MAY BE SUBJECT TO FEDERAL REQUIREMENTS	
PARTICIPANT REGISTRATION/ATTENDANCE- VOLUNTEERS, ETC.	2017	GS065	3 YEARS	
MAINTENANCE: PARKS, PARKWAYS & RECREATION AREAS	2015	M1001	5 YEARS	
HORTICULTURE/GREENHOUSE PLANTING AND MAINTENANCE FILE- ON CITY PROPERTY	2017	M1011	3 YEARS	
EVENT FILES- LEASING MUNICIPAL FACILITIES TO VARIOUS GROUPS	2015	M1401	5 YEARS AFTER EXPIRATION OF CANCELLATION OF LEASE	
SPECIAL FACILITIES REGULATIONS	2015	M1402	5 YEARS	
FACILITY EVENT & RECREATION PROGRAM SCHEDULING AND RESERVATION FILE	2015	M1403/1404	5 YEARS	
SCHEDULE OF ADMISSION & USE OF FEES AND CHARGES	2015	M1405	5 YEARS AFTER SUPERSEDED	
VOLUNTEER WORKER RECORDS	2017	GS042	3 YRS AFTER SEPARATION	
POLICE DEPARTMENT				
MESSAGES/TELETYPES AKA 911 PRINTOUTS, MULES MESSAGES, WEATHER REPORTS	2018	POL005	2 YEARS- 911 PRINTOUTS; 13 MONTHS- MULES MESSAGES; WEATHER REPORTS, ETC.- DESTROY WHEN NO LONGER IN USE	

ORDERS OF PROTECTION/FULL ORDERS AKA EX PARTE	2019	POL007	1 YEAR	
LOGS AKA ACTIVITY LOGS, OFFICER LOGS, DAILY LOGS	2013	POL008	5 YEARS OR COMPLETION OF AUDIT (7 YEARS)	
SUBPOENA	2019	POL009	1 YEAR FROM COURT DATE	
RACIAL PROFILING STATISTICS	2019	POL010	1 YEAR AFTER SUBMISSION TO ATTORNEY GENERAL	
AUDIO/VIDEO RECORDINGS	30 DAYS	POL011	30 DAYS PLUS EXTRACT SIGNIFICANT INFORMATION THAT MAY IMPACT A CRIMINAL OR MAJOR CASE INVESTIGATION. EXTRACTED VIDEO IS RETAINED UNTIL ADMINISTRATIVE/JUDICIAL PROCEEDINGS ARE COMPLETE.	
WARRANTS		POL012	ORIGINAL FILE RETAINED IN POSSESSION OF COURT THAT ISSUED	
INFORMATION RECEIVED, CONFIDENTIAL	2019	POL013	1 YEAR	
POLICE AUCTION RECORDS, INCL. SURPLUS ITEMS SOLD	2015	POL014	5 YEARS	
VIN VERIFICATION		POL016	PERMANENT WITH INCIDENT REPORT	
POLICE ADMINISTRATIVE REPORTS	2018	POL017	2 YEARS	
EXPUNGEMENT ORDERS AKA COURT ORDERS OF EXPUNGEMENT		POL021	RETAIN ORDER WITH THE UNDERLYING INCIDENT FILE; IF INCIDENT FILE HAS ALREADY BEEN DESTROYED, THEN DESTROY ORDER	
INTERNAL AFFAIRS RECORDS-COMPLAINTS	2019	POL024	1 YEAR AFTER DATE OF SEPERATION	
INTERNAL AFFAIRS RECORDS-INVESTIGATION FILE	2015	POL025	5 YEAR FROM THE END OF INVESTIGATION	
INTERNAL AFFAIRS RECORDS-USE OF FORCE REPORTS	2015	POL026	5 YEAR FROM THE END OF INVESTIGATION	
INDEPENDENCE POWER AND LIGHT DEPARTMENT				
VENDOR FILES/LISTS/REGISTERS	SUPERSEDED/OBSELETE	GS019	DESTROY WHEN SUPERSEDED OR OBSELETE	
WORK ORDERS- MAINTENANCE/SERVICE REQUESTS, LINE CLEARANCE REQUESTS	2017	GS020	3 YEARS	
VOLUNTEER WORKER RECORDS	2017	GS042	3 YEARS	
EMPLOYMENT GRIEVANCE & COMPLAINTS	2015	GS061	5 YEARS AFTER FINAL DISPOSITION- DEPT. COPIES	
VEHICLE OWNERSHIP & MAINTENANCE- TITLES	DISPOSITION OF VEHICLE	GS067	RETAIN UNTIL DISPOSITION OF VEHICLE	
EXPENSE REIMBURSEMENT	2015/2019	GS070	5 YEARS- ORIGINALS IN FINANCE DEPT.; 1 YEAR- DEPT. COPIES	
AUDIT REPORTS- NON-FINANCIAL	PERMANENT/2015	GS074	PERMANENT- FINAL REPORTS; 5 YEARS- ALL OTHERS	
WEBSITE INFORMATION	DESTROY AS NECESSARY	GS079	PERMANENT- IF RELEVANT INFORMATION ON WEBSITE IS NOT LOCATED ELSEWHERE IN IPL RECORDS	
ENVIRONMENTAL COMPLAINTS- INSPECTIONS/INVESTIGATIONS	PERMANENT/2015	GS081	PERMANENT- HAZARDOUS; 5 YEARS- NON-HAZARDOUS	
SAFETY INCIDENT RECORDS	2015	GS083	5 YEARS	
MAINTENANCE SAFETY COMPLIANCE RECORDS	2019	GS084	1 YEAR	
HAZARDOUS MATERIAL RECORDS	1990	GS089	30 YEARS	
POLLUTION AND POLLUTION STUDIES	1995	GS096	25 YEARS	
CUSTOMER ACCOUNT CARD FILE- BILLING/PAYMENT HISTORY FOR UTILITY ACCOUNTS	2015	M1602	5 YEARS AFTER ACCOUNT CLOSES	
ELECTRICITY PURCHASE REPORTS	2015	M1604	5 YEARS	
METER READING SUMMARY REPORTS- MONTHLY	2015	M1611	5 YEARS	
PUBLIC WORKS DEPARTMENT				
WORK ORDERS- INTERNAL REQUESTS FOR REPAIR, ETC.	2017	GS020	3 YEARS	
CAPITAL IMPROVEMENT PROJECT FILES- INCLUDES IMPROVEMENTS TO STREETS, SIDEWALKS	2010	GS023	RETAIN FOR THE LIFE OF THE STRUCTURE, SIDEWALK, ROAD, PLUS 10 YRS.; MAY BE SUBJECT TO FEDERAL REQUIREMENTS	
REQUEST AND COMPLAINT FILES- FROM CITIZENS	2017	GS049	3 YEARS AFTER FINAL DISPOSITION	
PERMITS AND LICENSES- PERMITS FOR INFRASTRUCTURE CONSTRUCTION	2018	GS050	2 YEARS AFTER EXPIRATION OF BOND	
CONTRACTS, LEASES AND AGREEMENTS (ACQUISITIONS, NEGOTIATIONS WITH PROPERTY OWNERS)	2015/2019	GS060	5 YEARS FROM END OF PROJECT CONSTRUCTION. PREVAILING WAGE DOCUMENTATION-1 YEAR AFTER OF COMPLETION OF CONTRACT.	
VEHICLE OWNERSHIP AND MAINTENANCE	VEHICLE SOLD/DISPOSED	GS067	UNTIL VEHICLE IS SOLD OR DISPOSED	
BUILDINGS AND GROUNDS MAINTENANCE RECORDS- OF CITY PROPERTY	2017	GS080	3 YEARS	
ENVIRONMENTAL COMPLAINTS- INVESTIGATIONS AND INSPECTIONS OF CITY CODE VIOLATIONS	PERMANENT/2015	GS081	PERMANENT- HAZARDOUS MATERIALS; 5 YEARS- NON-HAZARDOUS	
VEHICLE OPERATION RECORDS	2015	GS101	5 YEARS	
CITY-OWNED BUILDINGS PLANS/SPECIFICATIONS	LIFE OF STRUCTURE	M1317	LIFE OF STRUCTURE; THEN REVIEW FOR HISTORICAL VALUE	
EQUIPMENT, PUBLIC WORKS CHECK IN/OUT CARDS	2018	M1318	2 YEARS	
STREET DESIGN IMPROVEMENT FILES- FOR REDUCING ACCIDENTS ON CITY STREETS	2015	M1322	5 YEARS; OR LONGER FOR HISTORIC/ADMINISTRATIVE VALUE	

TRAFFIC SIGNALS INTERSECTION FILE	2010	M1506	10 YEARS; OR LONGER FOR HISTORIC/ADMINISTRATIVE VALUE	
TECHNOLOGY SERVICES				
ACCOUNTS PAYABLE- PHONE LINE INVOICES, INCLUDING LONG DISTANCE	2015	GS007	5 YEARS	
TELECOMMUNICATIONS LOG- LOG OF ALL CALLS	2019	GS016	1 YEAR	
TELECOMMUNICATIONS SYSTEM MANAGEMENT	2019	GS017	1 YEAR AFTER SYSTEM IS SUPERSEDED	
COMPUTER SOFTWARE LICENSING FILES	2015	GS024	RETAIN FOR DURATION OF LICENSE PLUS 5 YEARS	
COMPUTER SYSTEM DOCUMENTATION	2019	GS025	1 YEAR AFTER SYSTEM IS SUPERSEDED; MIGRATION PLANS UNTIL SUPERSEDED	
WATER DEPARTMENT				
WORK ORDERS/SERVICE REQUESTS (INTERNAL)	2017	GS020	3 YEARS	
CAPITAL IMPROVEMENT PROJECT FILES- INCLUDES IMPROVEMENTS TO STREETS, SIDEWALKS	2010	GS023	RETAIN FOR THE LIFE OF THE STRUCTURE, SIDEWALK, ROAD, PLUS 10 YRS.; MAY BE SUBJECT TO FEDERAL REQUIREMENTS	
CONTRACTS, LEASES AND AGREEMENTS (ACQUISITIONS, NEGOTIATIONS WITH PROPERTY OWNERS)	2015/2019	GS060	5 YEARS FROM END OF PROJECT CONSTRUCTION. PREVAILING WAGE DOCUMENTATION-1 YEAR AFTER OF COMPLETION OF CONTRACT.	
ENVIRONMENTAL COMPLAINTS- INVESTIGATIONS AND INSPECTIONS OF CITY CODE VIOLATIONS	PERMANENT/2015	GS081	PERMANENT- HAZARDOUS MATERIALS; 5 YEARS- NON-HAZARDOUS	
LABORATORY REPORTS: SEWAGE, WATER, ETC.	2015	M1302	5 YEARS	0.25
STATE & FEDERAL COMPLIANCE REPORTS- WASTE WATER TREATMENT PLANT	2015	M1303	5 YEARS AFTER TERMINATION OF CONSENT DECREE	
SEWAGE TREATMENT MONITORING REPORTS	2015	M1304	5 YEARS AFTER TERMINATION OF CONSENT DECREE	
BACKFLOW PREVENTION TESTING RECORDS- WATER CONTAMINATION TESTING MANDATED BY DEPARTMENT OF NATURAL RESOURCES	2015	M1323	5 YEARS	0.25
CUSTOMER ACCOUNT CARD FILE- BILLING/PAYMENT HISTORY FOR ALL UTILITY ACCOUNTS	2015	M1602	5 YEARS AFTER ACCOUNT CLOSES	
CUSTOMER SERVICE DEPOSIT FILE- RECORD OF DEPOSITS PAID FOR UTILITY USE	2018	M1603	2 YEARS AFTER DEPOSIT IS REFUNDED	
FILTER PLANT FILES- RELATED TO OPERATION OF CITY "FILTRATION" PLANT (DRINKING AND WASTE WATER)	2017/2015/2010	M1605	3 YEARS UNLESS RECORDS REGARD: MICROBIOLOGICAL TESTING, TURBIDITY AND/OR OPERATIONAL ANALYSES-5 YEARS, CHEMICAL ANALYSES-10 YEARS, SANITARY SURVEY REPORTS-10 YEARS OR MINIMUM DISINFECTANT RESIDUAL-10 YEARS	1
METER READING SUMMARY REPORTS- MONTHLY	2015	M1611	5 YEARS	
SERVICE INTERRUPTION LOGS	2017	M1614	3 YEARS	
DEPARTMENT OF NATURAL RESOURCES BACTERIOLOGICAL REPORTS	2015		5 YEARS	0.25
DEPARTMENT OF NATURAL RESOURCES CHEMICAL REPORTS	2010		10 YEARS	
DELINQUENT NOTICES	2015		RETAINED WITH CUSTOMER ACCOUNT RECORDS; 5 YEARS AFTER ACCOUNT CLOSES	
DAILY CONTROL PACKETS (PAYMENT SLIPS)	2015		5 YEARS AFTER ACCOUNT CLOSES	
WATER POLLUTION CONTROL DEPARTMENT				
WORK ORDERS/SERVICE REQUESTS (INTERNAL)	2017	GS020	3 YEARS	
CAPITAL IMPROVEMENT PROJECT FILES- INCLUDES IMPROVEMENTS TO STREETS, SIDEWALKS	2010	GS023	RETAIN FOR THE LIFE OF THE STRUCTURE, SIDEWALK, ROAD, PLUS 10 YRS.; MAY BE SUBJECT TO FEDERAL REQUIREMENTS	
CONTRACTS, LEASES AND AGREEMENTS (ACQUISITIONS, NEGOTIATIONS WITH PROPERTY OWNERS)	2015/2019	GS060	5 YEARS FROM END OF PROJECT CONSTRUCTION. PREVAILING WAGE DOCUMENTATION-1 YEAR AFTER OF COMPLETION OF CONTRACT.	
ENVIRONMENTAL COMPLAINTS- INVESTIGATIONS AND INSPECTIONS OF CITY CODE VIOLATIONS	PERMANENT/2015	GS081	PERMANENT- HAZARDOUS MATERIALS; 5 YEARS- NON-HAZARDOUS	
LABORATORY REPORTS: SEWAGE, WATER, ETC.	2015	M1302	5 YEARS	
STATE & FEDERAL COMPLIANCE REPORTS- WASTE WATER TREATMENT PLANT	2015	M1303	5 YEARS AFTER TERMINATION OF CONSENT DECREE	
SEWAGE TREATMENT MONITORING REPORTS	2015	M1304	5 YEARS AFTER TERMINATION OF CONSENT DECREE	
BACKFLOW PREVENTION TESTING RECORDS- WATER CONTAMINATION TESTING MANDATED BY DEPARTMENT OF NATURAL RESOURCES	2015	M1323	5 YEARS	
CUSTOMER ACCOUNT CARD FILE- BILLING/PAYMENT HISTORY FOR ALL UTILITY ACCOUNTS	2015	M1602	5 YEARS AFTER ACCOUNT CLOSES	
CUSTOMER SERVICE DEPOSIT FILE- RECORD OF DEPOSITS PAID FOR UTILITY USE	2018	M1603	2 YEARS AFTER DEPOSIT IS REFUNDED	

FILTER PLANT FILES- RELATED TO OPERATION OF CITY "FILTRATION" PLANT (DRINKING AND WASTE WATER)	2017/2015/2010	M1605	3 YEARS UNLESS RECORDS REGARD: MICROBIOLOGICAL TESTING, TURBIDITY AND/OR OPERATIONAL ANALYSES-5 YEARS, CHEMICAL ANALYSES-10 YEARS, SANITARY SURVEY REPORTS-10 YEARS OR MINIMUM DISINFECTANT RESIDUAL-10 YEARS	
METER READING SUMMARY REPORTS- MONTHLY	2015	M1611	5 YEARS	
SERVICE INTERRUPTION LOGS	2017	M1614	3 YEARS	
DEPARTMENT OF NATURAL RESOURCES BACTERIOLOGICAL REPORTS	2015		5 YEARS	
DEPARTMENT OF NATURAL RESOURCES CHEMICAL REPORTS	2010		10 YEARS	
DELINQUENT NOTICES	2015		RETAINED WITH CUSTOMER ACCOUNT RECORDS; 5 YEARS AFTER ACCOUNT CLOSES	
DAILY CONTROL PACKETS (PAYMENT SLIPS)	2015		5 YEARS AFTER ACCOUNT CLOSES	
Approximate Number of Boxes (Does not include electronic files eligible for destruction)				92