

EXHIBIT A					
2021 End of Year Records Final Disposition Report					
DESCRIPTION	RECORDS TO THE END OF	SERIES CODE	RETENTION	BOX COUNT	ELECTRONIC
ADMINISTRATIVE RECORDS					
RECEIPTS- DEPT. COPIES OF WHAT WAS ISSUED TO PERSONS PAYING FEES OR FOR ACCOUNTING OF PETTY CASH EXP.	2014/2020	GS011	7 YEARS- FINANCE DEPT.; 1 YEAR- DEPARTMENT COPIES	5	E
GENERAL CORRESPONDENCE	2020	GS012	1 YEAR	5	E
VENDOR FILES/LISTS/REGISTERS	SUPERSEDED/OBSOLETE	GS019	DESTROY WHEN SUPERSEDED OR OBSOLETE	1	
WORK ORDERS/SERVICE REQUESTS (INTERNAL)	2018	GS020	3 YEARS		E
TIME & ATTENDANCE	2016	GS028	5 YEARS	5	E
LEAVE REQUESTS	2016	GS029	5 YEARS	2	E
PUBLICATIONS- NEWSLETTERS, PAMPHLETS, ETC.	SUPERSEDED/PERMANENT	GS036	BROCHURES, PAMPHLETS UNTIL SUPERSEDED; ONE COPY OF REPORTS, STUDIES, AND SIMILAR PUBLISHED RECORDS PERMANENTLY	1	
SCRAPBOOKS, PHOTOGRAPHS, NEWS CLIPPINGS	ONLY KEEP IF HISTORICAL VALUE	GS038	AS NEEDED EXCEPT RETAIN THOSE OF HISTORICAL VALUE		
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POLICY AND PROCEDURE- DIRECTIVES/MANUALS	SUPERSEDED/PERMANENT	GS047	ROUTINE CLERICAL MANUALS- UNTIL SUPERSEDED; POLICY- PERM.	1	
REQUEST AND COMPLAINT FILES- MADE BY CITIZENS	2018	GS049	3 YEARS AFTER FINAL DISPOSITION		
CONTRACTS, LEASES AND AGREEMENTS (ACQUISITIONS, NEGOTIATIONS WITH PROPERTY OWNERS)	2016/2020	GS060	5 YEARS FROM END OF PROJECT CONSTRUCTION. PREVAILING WAGE DOCUMENTATION- 1 YEAR AFTER OF COMPLETION OF CONTRACT.	4	
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.	2018	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		
CALENDARS AND SCHEDULING RECORDS	2020	GS072	1 YEAR		E
ADMINISTRATIVE REPORTS- ACTIVITY REPORTS	2018-2016	GS076	3-5 YEARS	9	E
MEETING RECORDS (INTERNAL STAFF)	2018	GS085	3 YEARS		E
ACCIDENT REPORTS- DEPT. COPIES OF WC FILES	2016	M0001	5 YEARS AFTER CASE CONCLUDED	5	E
CITY CLERK DEPARTMENT					
MEETING RECORDS- COUNCIL, BOARDS, ETC.	PERMANENT/2020	GS021	PERMANENT OR 1 YEAR FOR OTHER RECORDS (MEETING RECORDINGS)		
PUBLIC NOTICE RECORDS- MEETING NOTICES; AFFIDAVITS OF PUBLICATION	2018	GS022	3 YEARS		E
CAPITAL IMPROVEMENT PROJECT FILES- INCLUDES IMPROVEMENTS TO STREETS, SIDEWALKS	2011	GS023	RETAIN FOR THE LIFE OF THE STRUCTURE, SIDEWALK, ROAD, PLUS 10 YRS.; MAY BE SUBJECT TO FEDERAL REQUIREMENTS		
BOARDS AND COMMISSIONS APPOINTMENT FILES	2020	GS044	RECORD IN OFFICIAL MINUTES; RETAIN 1 YR AFTER EXP. OF APPT.		E
OATHS OF OFFICE- ELECTED/APPOINTED OFFICIALS	2020	GS046	1 YEAR AFTER EXPIRATION; REVIEW FOR HISTORICAL VALUE		E
BID RECORDS	2018	GS055	ACCEPTED BID DOCUMENTATION- RETAINED WITH CONTRACT UNTIL DISPOSAL OF CONTRACT. 3 YEARS- REJECTED BID DOCUMENTATION		
PUBLIC INFORMATION REQUESTS/DOCUMENTATION	2018	GS066	3 YEARS AFTER REQUEST HAS BEEN CLOSED		E
LOCAL FINANCE INITIATIVE ADMINISTRATIVE RECORDS- TIF, CID, NID, TDD- PROVING CREATION	2011	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	2011	GS093	LIFE OF THE DISTRICT PLUS 10 YEARS		
BOARD ELECTION BALLOTS	2020	GS105	1 YEAR		
MUNICIPAL COURT MONTHLY REPORTS TO CITY CLERK OF CASES HEARD/TRIED (SEC. 479.080 RSMO.)	2018	COURT OPERATING RULE 8.04.06 (C)(4)	3 YEARS		E
PETITIONS (INITIATIVE PETITIONS- SIGNED BY CITIZENS REQUESTING ISSUE TO BE PLACED ON BALLOT)	2016	M0039	5 YEARS; RETAIN VACATION OF ROW WITH ORDINANCES		
PROCLAMATIONS	2020	M0043	1 YEAR IF NOTED IN MINUTES; PERMANENT, IF NOT IN MINUTES		
FINANCIAL DISCLOSURE (NON-CAMPAIGN)- STAFF	2016	M0714A	5 YEARS AFTER THE PERSON LEAVES OFFICE, FINANCE - NA		
BALLOT PETITIONS (SUBMITTED BY CITIZENS FOR AN ISSUE TO APPEAR ON A BALLOT)	2018	\$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)	2016	\$28.008	5 YEARS		
CANDIDACY RECORDS (FILING FEE RECEIPT, DECLARATION OF CANDIDATE FOR NOMINATION, CANDIDATE WITHDRAWAL)	2016/2019	\$28.009	5 YEARS AFTER ELECTION; OR 2 YEARS AFTER HAVING LEFT OFFICE	0.25	
ELECTION NOTICES (AFFIDAVITS OF PUBLICATION)	2019/2020	\$28.018	22 MONTHS/1 YEAR IF NON-FEDERAL		E
CITY MANAGER DEPARTMENT					
MEETING RECORDS- COUNCIL, BOARDS, ETC.	PERMANENT/2020	GS021	PERMANENT OR 1 YEAR FOR OTHER RECORDS (MEETING RECORDINGS)	1	
NEWS RELEASES	2019	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	2011	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	2011	GS093	LIFE OF THE DISTRICT PLUS 10 YEARS (ORIGINAL RECORDS MAY BE RETAINED IN ANOTHER DEPARTMENT.)		
EVENT FILES- LEASING MUNICIPAL FACILITIES TO VARIOUS GROUPS	2016	M1401	5 YEARS AFTER EXPIRATION OF CANCELLATION OF LEASE	1	
SPECIAL FACILITIES REGULATIONS	2016	M1402	5 years		
CITY COUNCIL/MAYOR					
CALENDARS AND SCHEDULING RECORDS	2020	GS072	1 YEAR OR LATER AS MAYOR/COUNCILMEMBERS AUTHORIZE		
AUDIT REPORTS- NON-FINANCIAL- MANAGEMENT ANALYST REPORTS	PERMANENT/2016	GS074	PERMANENT- FINAL REPORTS. 5 YEARS- WORKING PAPERS/SUPPORTING DOCUMENTATION		
PROCLAMATIONS	2020	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	2011		10 YEARS AFTER DEMOLITION		
-PERMITS FOR TRADES	2016		5 YEARS AFTER EXPIRATION		
ENVIRONMENTAL COMPLAINTS- INVESTIGATIONS/INSPECTIONS	PERMANENT/2016	GS081	PERMANENT- HAZARDOUS MATERIALS; 5 YEARS- NON-HAZARDOUS		
BUILDING PLANS AND DRAWINGS (BLUEPRINTS SUBMITTED FOR ZONING/BUILDING APPROVAL)	2011/2016/2020	GS099	COMMERCIAL STRUCTURES- 10 YRS AFTER CERT. OF OCCUPANCY; RESIDENTIAL STRUCTURES- 5 YRS AFTER CERT. OF OCCUPANCY; OTHER STRUCTURES- 1 YR.	23	
LOCAL FINANCE INITIATIVE ADMINISTRATIVE RECORDS- TIF, CID, NID, TDD- PROVING CREATION	2011	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	2011	GS093	LIFE OF THE DISTRICT PLUS 10 YEARS; REVIEW FOR HISTORICAL VALUE	1	
GEOGRAPHIC INFORMATION SYSTEM (GIS) DERIVATIVE DATA	SUPERCEDED/OBSOLETE	GS102	UNTIL SUPERSEDED OR OUTDATED		
DANGEROUS BUILDING FILE	2016/2020	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	2018	M0208	3 YEARS		E
BUILDING CODE INSPECTION & ENFORCEMENT FILES	2016	M0217	5 YEARS, OR 5 YEARS AFTER DEFECTS CORRECTED		
FOOD HANDLER INSPECTION RECORDS	2016	M0801	5 YEARS AFTER APPROVED INSPECTION		
ZONING VIOLATIONS: WRITTEN NOTICE/CITATIONS	2016	M1205	5 YEARS AFTER CORRECTION OF VIOLATION		
BUS ROUTE PLANNING FILE- FOR CITY-RUN TRANSIT SYSTEM	2011	M1501	10 YEARS/FILED WITH ORDINANCE		
FINANCE DEPARTMENT (Multiple items may be applicable to other departments)					
BUDGET PREPARATION	2016	GS004	5 YEARS	1	
SUBSIDIARY LEDGERS	2014	GS006	7 YEARS- FINANCE DEPT.		
ACCOUNTS PAYABLE	2014/2016	GS007	7 YEARS- FINANCE DEPT.; 5 YEARS- DEPARTMENT COPIES	51	E
ACCOUNTS RECEIVABLE	2014/2016	GS008	7 YEARS- FINANCE DEPT.; 5 YEARS- DEPARTMENT COPIES	15.25	E
PURCHASING RECORDS- PURCHASE ORDERS, REQUISITIONS, MATERIAL/COST SPECIFICATIONS	2016	GS009	5 YEARS	4	E
BANKING AND INVESTMENT	2014/2016/2020	GS010	7 YEARS- FINANCE DEPT.; 5 YEARS- OTHER DEPARTMENT; 1 YEAR- COPIES	9	E
RECEIPTS- COPIES OF WHAT WAS ISSUED TO PERSONS PAYING FEES OR FOR ACCOUNTING OF PETTY CASH EXP.	2014/2020	GS011	7 YEARS- FINANCE DEPT.; 1 YEAR- DEPARTMENT COPIES		E
POSTAL RECORDS- DOCUMENTING TRANSACTIONS WITH THE POST OFFICE AND PRIVATE CARRIERS	2020	GS015	1 YEAR		E
GRANT RECORDS- INCL. CLAIMS MADE BY CITY TO FEMA/SEMA OR ANOTHER ENTITY	PERMANENT/2018/2020	GS040	PERMANENT- FINAL REPORTS FROM SIGNIFICANT GRANTS; 3 YEARS- OTHER GRANT RECORDS AFTER SUBMISSION; 1 YEAR- UNSUCCESSFUL GRANT APPS.	9	
BONDS, PUBLIC OFFICIALS AND EMPLOYEES	2015	GS045	6 YEARS AFTER EXPIRATION		
PERMITS AND LICENSES, NOT BUILDING PERMITS	2019	GS050	2 YEARS AFTER EXPIRATION	4	E
FIXED ASSETS INVENTORY- PROPERTY/EQUIPMENT	2014	GS054	7 YEARS- FINANCE DEPT.		
BID RECORDS	2016/2018	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	2015	GS056	6 YEARS - CLAIMS HANDLED BY LAW DEPT.	1	
PAYROLL RECORDS	1951-1946/2016	GS068	70-75 YEARS- YEAR-TO-DATE ANNUAL SUMMARY FOR ADMIN. PURPOSES; 5 YEARS- ALL OTHER RECORDS	9	E
TRAVEL EXPENSE REIMBURSEMENT RECORDS	2016/2020	GS070	5 YEARS- ORIGINALS IN FINANCE DEPT.; 1 YEAR- DEPT. COPIES	3	E
LOCAL FINANCE INITIATIVE ADMINISTRATIVE RECORDS- TIF, CID, NID, TDD- PROVING CREATION	2011	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	2011	GS093	LIFE OF THE DISTRICT PLUS 10 YEARS		
ELECTION EXPENSES	2014	\$28.017	7 YEARS		
FRANCHISES: UTILITIES, CABLE TV, ETC.	2016	M0022	EXPIRATION/CANCELLATION OF FRANCHISE PLUS 5 YEARS		
BANK LOAN FILES	2014	M0704	7 YEARS		
BONDS AND COUPONS- SERIES BONDS	2016	M0706	5 YEARS AFTER CANCELLATION DATE PLUS OUTSIDE AUDIT		

BONDS/COUPONS: CITY RECONCILIATION FILES	2011	M0706.1	10 YEARS AFTER FINAL MATURITY OF BOND ISSUE, FINANCE - NA		
BONDS ISSUED- BOND BOOKS	2011/2016	M0707	10 YEARS AFTER FINAL MATURITY; 5 YEARS- REJECTED PROPOSALS		
CERTIFICATES OF DEPOSIT & US TREASURY BILLS- CDS AND T-BILLS	2019	M0709	UNTIL CANCELLATION PLUS 2 YEARS		
DEPRECIATION SCHEDULE FILES- CITY-OWNED EQUIP.	2018	M0713	LIFE OF EQUIPMENT PLUS 3 YEARS		
JOURNAL ENTRIES, JOURNAL VOUCHERS	2014	M0717	7 YEARS- FINANCE DEPT.	23	
MOTOR FUEL USAGE REPORTS- GAS, OIL, DIESEL FUEL	2014	M0718	7 YEARS- FINANCE DEPT.		
STREET PAVING: SPECIAL ASSESSMENT FILES	2016	M0720	5 YEARS AFTER LAST COLLECTION		
CONVENTION AND TOURISM TAX RETURN	2016	M0734A	5 YEARS		
DELINQUENT TAX REPORT FILES	2015/2019	M0745	6 YEARS, EXCEPT CERTIFICATE OF REDEMPTION- 2 YEARS		
SPECIAL TAX ASSESSMENTS	2015	M0750	6 YEARS AFTER DUE DATE AND FINAL PAYMENT		
TAX ABATEMENTS	2016	M0751	PERIOD OF ABATEMENT PLUS 5 YEARS		
TAX ANTICIPATION NOTES	2016	M0752	5 YEARS		
BONDS: PERFORMANCE/CAPITAL PROJECTS	2011	M0756	TERM OF BOND PLUS 10 YRS; CITY CLERK/LAW COPIES- PERMANENT		
PERFORMANCE BONDS	2016	M0756.1	5 YEARS		
BONDS: MAINTENANCE GUARANTEE (CAPITAL PROJ.)	2011	M0757	10 YEARS		
SURPLUS PROPERTY- RECORDS DOCUMENTING TRANSACTIONS	2016	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	2001	F003	20 YEARS FROM DATE OF EVENT		
FIRE CALLS RECORDS	2001	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	2016	F011	5 YEARS		
USE PERMIT INSPECTIONS (FIREWORKS)	2018	F012	3 YEARS		
FIRE FIGHTERS ASSOCIATION	2019	F013	2 YEARS/STORED IN PAYROLL SYSTEM		
FIRE [SAFETY] INSPECTIONS	2016	F014	5 YEARS. IF VIOLATIONS ARE INVOLVED, 5 YEARS AFTER VIOLATIONS HAVE BEEN CORRECTED OR SATISFIED		
MISSOURI CONSERVATION COMMISSION- COMMISSION FIRE REPORTS	2019	F015	2 YEARS		
MISSOURI VEHICLE INSPECTION	2020	F016	1 YEAR		
STATE FIRE REPORT	2020	F017	1 YEAR		
ASSESSED VALUATION (DISTRICT)	2018	F021	3 YEARS, RETAINED IN CITY'S FINANCIAL SYSTEM		
SMOKE AND FIRE DETECTOR REGISTRATION	LIFE OF STRUCTURE	F023	LIFE OF STRUCTURE		
HEALTH DEPARTMENT					
HEALTH DEPARTMENT INSPECTION REPORTS	COMPLETION OF AUDIT	HDH0001	COMPLETION OF AUDIT		
REPORTS SUBMITTED TO COUNTY OR STATE HEALTH DEPT.	2018	HDH0002	3 YEARS		
VITAL RECORDS APPLICATIONS	COMPLETION OF AUDIT	HDH0005	COMPLETION OF AUDIT		
PATIENT/CLIENT MEDICAL RECORDS (IMMUNIZATIONS)	2011	HDH0010	10 YEARS OR IF UNDER AGE 23, RETAIN UNTIL AGE 23 OR 10 YEARS	1	
ANIMAL CONTROL CARDS- HISTORY OF ANIMALS RECV'D	2019	M0102	2 YEARS	4	
HUMAN RESOURCES DEPARTMENT					
EMPLOYEE PERSONNEL RECORDS- THE MASTER RECORD LOCATED IN HR	2011/2001	GS026	MASTER PERSONNEL FILE, DATE OF SEPARATION + 10 YEARS; EMPLOYMENT SUMMARY, DATE OF SEPARATION + 20 YEARS		
-DEPT. COPIES OF PERSONNEL DOCUMENTS	2020		1 YEAR FROM DATE OF SEPARATION, THEN TRANSFER TO HR FOR EVALUATION		
EMPLOYEE MEDICAL RECORDS- PERTAINS TO WORK-RELATED MEDICAL HISTORY	1991/2014	GS027	30 YRS.- HAZARDOUS EXPOSURE RECORDS; 7 YRS- ALL OTHERS		
EQUAL EMPLOYMENT OPPORTUNITY RECORDS	PERMANENT/2018	GS030	PERMANENT- PLANS, POLICIES, UPDATES; 3 YEARS- COMPLAINTS AND OTHER RECORDS		
EMPLOYMENT ELIGIBILITY VERIFICATION FORMS	2018/2020	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	1946/2018	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	2016	GS033	5 YEARS		
FEDERAL AND STATE TAX RECORDS- 1099S, W-9S, ETC.	2016	GS034	5 YEARS		
EMPLOYEES' WITHHOLDING ALLOWANCE CERTIFICATES	2016	GS035	5 YEARS AFTER SUPERSEDED OR EMPLOYEE SEPARATION		
VOLUNTEER PROGRAM RECORDS	2016	GS041	5 YEARS		
VOLUNTEER WORKER RECORDS	2018	GS042	3 YEARS AFTER SEPARATION		
DRUG TESTING RECORDS	2016/2020/2014	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	2016	GS061	5 YEARS AFTER FINAL DISPOSITION, OR ADD TO PERSONNEL FILE		

EMPLOYMENT RECRUITMENT & SELECTION RECORDS	2018/2020	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	2018	GS063	3 YEARS AFTER OBSOLETE OR SUPERSEDED		
TRAINING RECORDS- MANUALS, VIDEOS, ETC.	SUPERSEDED/2018/2016	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	2019	GS090	2 YEARS AFTER LAST ACTION		
WORKER'S COMPENSATION CASE FILE- CLAIMS	2011	GS091	10 YEARS (DOCUMENTATION MAY BE RETAINED IN LAW DEPARTMENT FILES.)		
HEALTH POLICY DOCUMENTATION (RELATED TO HIPAA)	2015	GS100	6 YEARS OR LONGER, AS NECESSARY		
TEMPORARY EMPLOYEE FILES	2016	GS114	5 YEARS		
LAW DEPARTMENT					
INSURANCE POLICY RECORDS	2015	GS056	6 YEARS - CLAIMS HANDLED BY LAW DEPT.		
INSURANCE CLAIMS FILES- DAMAGE CLAIMS, ACCIDENT REPORTS FOR GOV'T-OWNED VEHICLES	2011/2016	GS057	10 YEARS AFTER CASE IS CLOSED, DISMISSED OR DATE OF LAST ACTION; IF NO ACTION TAKEN, 5 YEARS + Legal Review.		
LITIGATION CASE FILES	2015	GS058	6 YEARS AFTER CASE IS CLOSED	8	
WORKER'S COMPENSATION CASE FILE	2011	GS091	10 YEARS	2	
PARKS, RECREATION AND TOURISM DEPARTMENT					
CAPITAL IMPROVEMENT PROJECT FILES- INCLUDES IMPROVEMENTS TO STREETS, SIDEWALKS	2011	GS023	RETAIN FOR THE LIFE OF THE STRUCTURE, SIDEWALK, ROAD, PLUS 10 YRS.; MAY BE SUBJECT TO FEDERAL REQUIREMENTS		
PARTICIPANT REGISTRATION/ATTENDANCE- VOLUNTEERS, ETC.	2018	GS065	3 YEARS	1	
MAINTENANCE: PARKS, PARKWAYS & RECREATION AREAS	2016	M1001	5 YEARS		
HORTICULTURE/GREENHOUSE PLANTING AND MAINTENANCE FILE- ON CITY PROPERTY	2018	M1011	3 YEARS		
EVENT FILES- LEASING MUNICIPAL FACILITIES TO VARIOUS GROUPS	2016	M1401	5 YEARS AFTER EXPIRATION OF CANCELLATION OF LEASE		
SPECIAL FACILITIES REGULATIONS	2016	M1402	5 YEARS		
FACILITY EVENT & RECREATION PROGRAM SCHEDULING AND RESERVATION FILE	2016	M1403/1404	5 YEARS	1	E
SCHEDULE OF ADMISSION & USE OF FEES AND CHARGES	2016	M1405	5 YEARS AFTER SUPERSEDED		
VOLUNTEER WORKER RECORDS	2018	GS042	3 YRS AFTER SEPARATION	1	
POLICE DEPARTMENT					
INCIDENT REPORT/FILE	PERMANENT	POL001	PERMANENT		
NON-CRIMINAL INCIDENT REPORT/FILE	PERMANENT	POL002	PERMANENT		
ACCIDENT REPORT/FILE	PERMANENT	POL003	PERMANENT		
MISSING PERSON/RUNAWAY REPORT	PERMANENT	POL004	PERMANENT		
MESSAGES/TELETYPES AKA 911 PRINTOUTS, MULES MESSAGES, WEATHER REPORTS	2019	POL005	2 YEARS- 911 PRINTOUTS; 13 MONTHS- MULES MESSAGES; WEATHER REPORTS, ETC.- DESTROY WHEN NO LONGER IN USE		
ARREST RECORDS	PERMANENT	POL006	PERMANENT		
ORDERS OF PROTECTION/FULL ORDERS AKA EX PARTE	2020	POL007	1 YEAR		
LOGS AKA ACTIVITY LOGS, OFFICER LOGS, DAILY LOGS	2014	POL008	5 YEARS OR COMPLETION OF AUDIT (7 YEARS)		
SUBPOENA	2020	POL009	1 YEAR FROM COURT DATE		
RACIAL PROFILING STATISTICS	2020	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.		E
WARRANTS		POL012	ORIGINAL FILE RETAINED IN POSSESSION OF COURT THAT ISSUED		
INFORMATION RECEIVED, CONFIDENTIAL	2020	POL013	1 YEAR		
POLICE AUCTION RECORDS, INCL. SURPLUS ITEMS SOLD	2016	POL014	5 YEARS		
VIN VERIFICATION		POL016	PERMANENT WITH INCIDENT REPORT		
POLICE ADMINISTRATIVE REPORTS	2019	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	2020	POL024	1 YEAR AFTER DATE OF SEPERATION		
INTERNAL AFFAIRS RECORDS-INVESTIGATION FILE	2016	POL025	5 YEAR FROM THE END OF INVESTIGATION	8	
INTERNAL AFFAIRS RECORDS-USE OF FORCE REPORTS	2016	POL026	5 YEAR FROM THE END OF INVESTIGATION		
DEATH INVESTIGATIONS	1971	POL027	50 YEARS		
VOICE LOGGED TAPES AKA INCOMING CALLS, INTERAGENCY CALLS, DISPATCH CALLS (911 CALLS), OFFICER TO OFFICER CALLS	2020	PSAP004	1 YEAR	51	
ANIMAL CONTROL CARDS- HISTORY OF ANIMALS REC'D	2019	M0102	2 YEARS		
INVESTIGATION LOGS/REPORTS	2019	M0103	2 YEARS		
OWNERSHIP VERIFICATION RECORDS	2019	M0104	2 YEARS AFTER COURT DATE		
INDEPENDENCE POWER AND LIGHT DEPARTMENT					

VENDOR FILES/LISTS/REGISTERS	SUPERSEDED/OBSOLETE	GS019	DESTROY WHEN SUPERSEDED OR OBSOLETE		
WORK ORDERS- MAINTENANCE/SERVICE REQUESTS, LINE CLEARANCE REQUESTS	2018	GS020	3 YEARS		
VOLUNTEER WORKER RECORDS	2018	GS042	3 YEARS		
EMPLOYMENT GRIEVANCE & COMPLAINTS	2016	GS061	5 YEARS AFTER FINAL DISPOSITION- DEPT. COPIES		
VEHICLE OWNERSHIP & MAINTENANCE- TITLES	DISPOSITION OF VEHICLE	GS067	RETAIN UNTIL DISPOSITION OF VEHICLE		
EXPENSE REIMBURSEMENT	2016/2020	GS070	5 YEARS- ORIGINALS IN FINANCE DEPT.; 1 YEAR- DEPT. COPIES		
AUDIT REPORTS- NON-FINANCIAL	PERMANENT/2016	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/2016	GS081	PERMANENT- HAZARDOUS; 5 YEARS- NON-HAZARDOUS		
SAFETY INCIDENT RECORDS	2016	GS083	5 YEARS		
MAINTENANCE SAFETY COMPLIANCE RECORDS	2020	GS084	1 YEAR		
HAZARDOUS MATERIAL RECORDS	1991	GS089	30 YEARS		
POLLUTION AND POLLUTION STUDIES	1996	GS096	25 YEARS		
CUSTOMER ACCOUNT CARD FILE- BILLING/PAYMENT HISTORY FOR UTILITY ACCOUNTS	2016	M1602	5 YEARS AFTER ACCOUNT CLOSES		
ELECTRICITY PURCHASE REPORTS	2016	M1604	5 YEARS		
METER READING SUMMARY REPORTS- MONTHLY	2016	M1611	5 YEARS		
MS-PUBLIC WORKS DEPARTMENT					
WORK ORDERS- INTERNAL REQUESTS FOR REPAIR, ETC.	2018	GS020	3 YEARS		
CAPITAL IMPROVEMENT PROJECT FILES- INCLUDES IMPROVEMENTS TO STREETS, SIDEWALKS	2011	GS023	RETAIN FOR THE LIFE OF THE STRUCTURE, SIDEWALK, ROAD, PLUS 10 YRS.; MAY BE SUBJECT TO FEDERAL REQUIREMENTS	2	
REQUEST AND COMPLAINT FILES- FROM CITIZENS	2018	GS049	3 YEARS AFTER FINAL DISPOSITION	1	
PERMITS AND LICENSES- PERMITS FOR INFRASTRUCTURE CONSTRUCTION	2019	GS050	2 YEARS AFTER EXPIRATION OF BOND		
CONTRACTS, LEASES AND AGREEMENTS (ACQUISITIONS, NEGOTIATIONS WITH PROPERTY OWNERS)	2016/2020	GS060	5 YEARS FROM END OF PROJECT CONSTRUCTION. PREVAILING WAGE DOCUMENTATION- 1 YEAR AFTER OF COMPLETION OF CONTRACT.	1	
VEHICLE OWNERSHIP AND MAINTENANCE	VEHICLE SOLD/DISPOSED	GS067	UNTIL VEHICLE IS SOLD OR DISPOSED		
BUILDINGS AND GROUNDS MAINTENANCE RECORDS- OF CITY PROPERTY	2018	GS080	3 YEARS		
ENVIRONMENTAL COMPLAINTS- INVESTIGATIONS AND INSPECTIONS OF CITY CODE VIOLATIONS	PERMANENT/2016	GS081	PERMANENT- HAZARDOUS MATERIALS; 5 YEARS- NON-HAZARDOUS		
VEHICLE OPERATION RECORDS	2016	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	2019	M1318	2 YEARS		
STREET DESIGN IMPROVEMENT FILES- FOR REDUCING ACCIDENTS ON CITY STREETS	2016	M1322	5 YEARS; OR LONGER FOR HISTORIC/ADMINISTRATIVE VALUE		
TRAFFIC SIGNALS INTERSECTION FILE	2011	M1506	10 YEARS; OR LONGER FOR HISTORIC/ADMINISTRATIVE VALUE		
TECHNOLOGY SERVICES					
ACCOUNTS PAYABLE- PHONE LINE INVOICES, INCLUDING LONG DISTANCE	2016	GS007	5 YEARS		
TELECOMMUNICATIONS LOG- LOG OF ALL CALLS	2020	GS016	1 YEAR		
TELECOMMUNICATIONS SYSTEM MANAGEMENT	2020	GS017	1 YEAR AFTER SYSTEM IS SUPERSEDED		
COMPUTER SOFTWARE LICENSING FILES	2016	GS024	RETAIN FOR DURATION OF LICENSE PLUS 5 YEARS		
COMPUTER SYSTEM DOCUMENTATION	2020	GS025	1 YEAR AFTER SYSTEM IS SUPERSEDED; MIGRATION PLANS UNTIL SUPERSEDED		
WATER DEPARTMENT					
WORK ORDERS/SERVICE REQUESTS (INTERNAL)	2018	GS020	3 YEARS		
CAPITAL IMPROVEMENT PROJECT FILES- INCLUDES IMPROVEMENTS TO STREETS, SIDEWALKS	2011	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)	2016/2020	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/2016	GS081	PERMANENT- HAZARDOUS MATERIALS; 5 YEARS- NON-HAZARDOUS	0.5	E
LABORATORY REPORTS: SEWAGE, WATER, ETC.	2016	M1302	5 YEARS		
STATE & FEDERAL COMPLIANCE REPORTS- WASTE WATER TREATMENT PLANT	2016	M1303	5 YEARS AFTER TERMINATION OF CONSENT DECREE		
SEWAGE TREATMENT MONITORING REPORTS	2016	M1304	5 YEARS AFTER TERMINATION OF CONSENT DECREE		
BACKFLOW PREVENTION TESTING RECORDS- WATER CONTAMINATION TESTING MANDATED BY DEPARTMENT OF NATURAL RESOURCES	2016	M1323	5 YEARS	2	
CUSTOMER ACCOUNT CARD FILE- BILLING/PAYMENT HISTORY FOR ALL UTILITY ACCOUNTS	2016	M1602	5 YEARS AFTER ACCOUNT CLOSES		E
CUSTOMER SERVICE DEPOSIT FILE- RECORD OF DEPOSITS PAID FOR UTILITY USE	2019	M1603	2 YEARS AFTER DEPOSIT IS REFUNDED		E

FILTER PLANT FILES- RELATED TO OPERATION OF CITY "FILTRATION" PLANT (DRINKING AND WASTE WATER)	2018/2016/2011	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	2016	M1611	5 YEARS		E
SERVICE INTERRUPTION LOGS	2018	M1614	3 YEARS		E
DEPARTMENT OF NATURAL RESOURCES BACTERIOLOGICAL REPORTS	2016		5 YEARS		
DEPARTMENT OF NATURAL RESOURCES CHEMICAL REPORTS	2011		10 YEARS		E
DELINQUENT NOTICES	2016		RETAINED WITH CUSTOMER ACCOUNT RECORDS; 5 YEARS AFTER ACCOUNT CLOSES		E
DAILY CONTROL PACKETS (PAYMENT SLIPS)	2016		5 YEARS AFTER ACCOUNT CLOSES		E
MS-WATER POLLUTION CONTROL DEPARTMENT					
WORK ORDERS/SERVICE REQUESTS (INTERNAL)	2018	GS020	3 YEARS		
CAPITAL IMPROVEMENT PROJECT FILES- INCLUDES IMPROVEMENTS TO STREETS, SIDEWALKS	2011	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)	2016/2020	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/2016	GS081	PERMANENT- HAZARDOUS MATERIALS; 5 YEARS- NON-HAZARDOUS		
LABORATORY REPORTS: SEWAGE, WATER, ETC.	2016	M1302	5 YEARS		
STATE & FEDERAL COMPLIANCE REPORTS- WASTE WATER TREATMENT PLANT	2016	M1303	5 YEARS AFTER TERMINATION OF CONSENT DECREE		
SEWAGE TREATMENT MONITORING REPORTS	2016	M1304	5 YEARS AFTER TERMINATION OF CONSENT DECREE		
BACKFLOW PREVENTION TESTING RECORDS- WATER CONTAMINATION TESTING MANDATED BY DEPARTMENT OF NATURAL RESOURCES	2016	M1323	5 YEARS		
CUSTOMER ACCOUNT CARD FILE- BILLING/PAYMENT HISTORY FOR ALL UTILITY ACCOUNTS	2016	M1602	5 YEARS AFTER ACCOUNT CLOSES		
CUSTOMER SERVICE DEPOSIT FILE- RECORD OF DEPOSITS PAID FOR UTILITY USE	2019	M1603	2 YEARS AFTER DEPOSIT IS REFUNDED		
FILTER PLANT FILES- RELATED TO OPERATION OF CITY "FILTRATION" PLANT (DRINKING AND WASTE WATER)	2018/2016/2011	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	2016	M1611	5 YEARS		
SERVICE INTERRUPTION LOGS	2018	M1614	3 YEARS		
DEPARTMENT OF NATURAL RESOURCES BACTERIOLOGICAL REPORTS	2016		5 YEARS		
DEPARTMENT OF NATURAL RESOURCES CHEMICAL REPORTS	2011		10 YEARS		
DELINQUENT NOTICES	2016		RETAINED WITH CUSTOMER ACCOUNT RECORDS; 5 YEARS AFTER ACCOUNT CLOSES		
DAILY CONTROL PACKETS (PAYMENT SLIPS)	2016		5 YEARS AFTER ACCOUNT CLOSES		
Approximate Number of Boxes (Does not include electronic files eligible for destruction)				277	