

EXHIBIT A					
2022 End of Year Records Final Disposition Report					
DESCRIPTION	RECORDS TO THE END OF	SERIES CODE	RETENTION	BOX COUNT	ELECTRONIC
ADMINISTRATIVE RECORDS					
ANNUAL AND SPECIAL REPORTS	PERMANENT	GS001	PERMANENT		
RECEIPTS- DEPT. COPIES OF WHAT WAS ISSUED TO PERSONS PAYING FEES OR FOR ACCOUNTING OF PETTY CASH EXP.	2015/2021	GS011	7 YEARS- FINANCE DEPT.; 1 YEAR- DEPARTMENT COPIES	18	E
GENERAL CORRESPONDENCE	2021	GS012	1 YEAR	15	E
CORRESPONDENCE- POLICY	PERMANENT	GS013	PERMANENT		
VENDOR FILES/LISTS/REGISTERS	SUPERSEDED/OBSOLETE	GS019	DESTROY WHEN SUPERSEDED OR OBSOLETE		E
WORK ORDERS/SERVICE REQUESTS (INTERNAL )	2019	GS020	3 YEARS	0.5	E
MEETING RECORDS- COUNCIL, BOARDS, ETC.	PERMANENT	GS021	PERMANENT - MINUTES, AGENDAS, EXHIBITS, RESOLUTIONS, AND INDEXES (NOT RETAINED PERMANENTLY ELSEWHERE); OTHER RECORDS (MEETING VIDEO/AUDIO RECORDINGS) - 1 YEAR		
TIME & ATTENDANCE	2017	GS028	5 YEARS	37	E
LEAVE REQUESTS	2017	GS029	5 YEARS	0.5	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	SUPERSEDED/PERMANENT	GS036	BROCHURES, PAMPHLETS UNTIL SUPERSEDED; ONE COPY OF REPORTS, STUDIES, AND SIMILAR PUBLISHED RECORDS PERMANENTLY	1	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		E
POLICY AND PROCEDURE- DIRECTIVES/MANUALS	SUPERSEDED/PERMANENT	GS047	ROUTINE CLERICAL MANUALS- UNTIL SUPERSEDED; POLICY- PERM.		
REQUEST AND COMPLAINT FILES- MADE BY CITIZENS	2019	GS049	3 YEARS AFTER FINAL DISPOSITION		E
CONTRACTS, LEASES AND AGREEMENTS (ACQUISITIONS, NEGOTIATIONS WITH PROPERTY OWNERS)	2017/2021	GS060	5 YEARS FROM END OF PROJECT CONSTRUCTION. PREVAILING WAGE DOCUMENTATION-1 YEAR AFTER OF COMPLETION OF CONTRACT.	2	E
EMPLOYMENT GRIEVANCE AND COMPLAINT RECORDS	AS NEEDED	GS061	RETAIN AS NEEDED- DEPARTMENT COPIES; HUMAN RESOURCES OR LAW DEPARTMENTS SHOULD HAVE ANY ORIGINAL DOCUMENTATION		E
PARTICIPANT REGISTRATION/ATTENDANCE- VOLUNTEERS, ETC.	2019	GS065	3 YEARS	0.5	E
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	2021	GS072	1 YEAR	1	E
ADMINISTRATIVE REPORTS- ACTIVITY REPORTS	2019-2017	GS076	3-5 YEARS	3	E
DEEDS AND CONVEYANCES- TRANSFER OF PROPERTY	PERMANENT	GS077	PERMANENT		
MEETING RECORDS (INTERNAL STAFF)	2019	GS085	3 YEARS	1	
ACCIDENT REPORTS- DEPT. COPIES OF WC FILES	2017	M0001	5 YEARS AFTER CASE CONCLUDED	2	E
CITY CLERK DEPARTMENT					
RECORDS MANAGEMENT	PERMANENT	GS018	PERMANENT- INVENTORIES/DESTRUCTION DOCS./TRANSFER AGREEMENTS; OTHER RECORDS UNTIL NO LONGER USEFUL		
MEETING RECORDS- COUNCIL, BOARDS, ETC.	PERMANENT/2022	GS021	PERMANENT - MINUTES, AGENDAS, EXHIBITS, RESOLUTIONS, AND INDEXES (NOT RETAINED PERMANENTLY ELSEWHERE); OTHER RECORDS (MEETING VIDEO/AUDIO RECORDINGS) - 1 YEAR		
PUBLIC NOTICE RECORDS- MEETING NOTICES; AFFIDAVITS OF PUBLICATION	2019	GS022	3 YEARS		E
CAPITAL IMPROVEMENT PROJECT FILES- INCLUDES IMPROVEMENTS TO STREETS, SIDEWALKS	2012	GS023	RETAIN FOR THE LIFE OF THE STRUCTURE, SIDEWALK, ROAD, PLUS 10 YRS.; MAY BE SUBJECT TO FEDERAL REQUIREMENTS		
BOARDS AND COMMISSIONS APPOINTMENT FILES	2021	GS044	RECORD IN OFFICIAL MINUTES; RETAIN 1 YR AFTER EXP. OF APPT.		E
OATHS OF OFFICE- ELECTED/APPOINTED OFFICIALS	2021	GS046	1 YEAR AFTER EXPIRATION; REVIEW FOR HISTORICAL VALUE		E
BID RECORDS	2019	GS055	ACCEPTED BID DOCUMENTATION- RETAINED WITH CONTRACT UNTIL DISPOSAL OF CONTRACT. 3 YEARS- REJECTED BID DOCUMENTATION		
PUBLIC INFORMATION REQUESTS/DOCUMENTATION	2019	GS066	3 YEARS AFTER REQUEST HAS BEEN CLOSED		E
AUDIT REPORTS - NON-FINANCIAL (MANAGEMENT ANALYST REPORTS)	PERMANENT	GS074	PERMANENT- CITY CLERK COPY OF FINAL REPORT		
CHARTERS AND ARTICLES OF INCORPORATION	PERMANENT	GS075	PERMANENT		
ORDINANCES AND RESOLUTIONS	PERMANENT	GS078	PERMANENT		
LOCAL FINANCE INITIATIVE ADMINISTRATIVE RECORDS- TIF, CID, NID, TDD- PROVING CREATION	2012	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	2012	GS093	LIFE OF THE DISTRICT PLUS 10 YEARS		
BOARD ELECTION BALLOTS	2021	GS105	1 YEAR		
MUNICIPAL COURT MONTHLY REPORTS TO CITY CLERK OF CASES HEARD/TRIED (SEC. 479.080 RSMO.)	2019	COURT OPERATING RULE 8.04.06 (C)(4)	3 YEARS		E
ANNEXATION RECORDS	PERMANENT	M0003	PERMANENT		
CITY SEAL	PERMANENT	M0012	PERMANENT		
PETITIONS (INITIATIVE PETITIONS- SIGNED BY CITIZENS REQUESTING ISSUE TO BE PLACED ON BALLOT)	2017	M0039	5 YEARS; RETAIN VACATION OF ROW WITH ORDINANCES		E

PROCLAMATIONS	2021	M0043	1 YEAR IF NOTED IN MINUTES; PERMANENT, IF NOT IN MINUTES		E
FINANCIAL DISCLOSURE (NON-CAMPAIGN)- STAFF	2017	M0714A	5 YEARS AFTER THE PERSON LEAVES OFFICE, <i>FINANCE - NA</i>		
BALLOT PETITIONS (SUBMITTED BY CITIZENS FOR AN ISSUE TO APPEAR ON A BALLOT)	2019	\$28.005	3 YEARS FROM TIME OF SUBMISSION; REVIEW FOR HISTORICAL VALUE		E
CAMPAIGN FINANCE REPORTS AND RELATED DOCS. (PERSONAL FINANCIAL DISCLOSURE STATEMENTS; CANDIDATE ACKNOWLEDGMENT; MO ETHICS COMMISSION DOCS; NOTICE TO CANDIDATE)	2017	\$28.008	5 YEARS	0.25	
CANDIDACY RECORDS (FILING FEE RECEIPT, DECLARATION OF CANDIDATE FOR NOMINATION, CANDIDATE WITHDRAWAL)	2017/2020	\$28.009	5 YEARS AFTER ELECTION; OR 2 YEARS AFTER HAVING LEFT OFFICE	0.25	
CERTIFICATE OF ELECTION RESULTS	PERMANENT	\$28.012	PERMANENT		
ELECTION NOTICES (AFFIDAVITS OF PUBLICATION)	2020/2021	\$28.018	22 MONTHS/1 YEAR IF NON-FEDERAL		E
PRECINCT RECOUNT CERTIFICATION	PERMANENT	\$28.024	PERMANENT WHEN PROVIDED BY ELECTION BOARD TO CITY		
<b>CITY MANAGER DEPARTMENT</b>					
NEWS RELEASES	2020	GS037	PERMANENT- POLICY/HISTORIC RELEASES; ALL OTHERS 2 YEARS		
GIFT AND CONTRIBUTION RECORDS- SHOWING WHAT WAS RECEIVED BY THE CITY	PERMANENT	GS071	PERMANENT		
CHARTERS AND ARTICLES OF INCORPORATION	PERMANENT	GS075	PERMANENT		
MISSION STATEMENT	SUPERSEDED/OBSELETE	GS082	DESTROY IF SUPERSEDED OR OBSOLETE OR RETAIN FOR HISTORICAL SIGNIFICANCE		
LOCAL FINANCE INITIATIVE ADMINISTRATIVE RECORDS- TIF, CID, NID, TDD- PROVING CREATION	2012	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	2012	GS093	LIFE OF THE DISTRICT PLUS 10 YEARS (ORIGINAL RECORDS MAY BE RETAINED IN ANOTHER DEPARTMENT.)		
EVENT FILES- LEASING MUNICIPAL FACILITIES TO VARIOUS GROUPS	2017	M1401	5 YEARS AFTER EXPIRATION OF CANCELLATION OF LEASE		
SPECIAL FACILITIES REGULATIONS	SUPERSEDED/2017	M1402	UNTIL SUPERSEDED OR THE FACILITY IS NO LONGER IN USE (NOT LESS THAN 5 YEARS)		
<b>CITY COUNCIL/MAYOR</b>					
CALENDARS AND SCHEDULING RECORDS	2021	GS072	1 YEAR OR LATER AS MAYOR/COUNCILMEMBERS AUTHORIZE		
AUDIT REPORTS- NON-FINANCIAL- MANAGEMENT ANALYST REPORTS	PERMANENT/2017	GS074	PERMANENT- FINAL REPORTS. 5 YEARS- WORKING PAPERS/SUPPORTING DOCUMENTATION		
PROCLAMATIONS	2021	M0043	1 YEAR IF NOTED IN MINUTES; PERMANENT, IF NOT IN MINUTES		
<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>					
BUILDING APPLICATIONS AND PERMITS	PERMANENT	GS052	PERMANENT- RECORDS DOCUMENTING CHANGES TO OR DEMOLITION OF HISTORICAL STRUCTURES;		
-PERMITS FOR COMPLETED STRUCTURES	LIFE OF STRUCTURE	GS052	LIFE OF STRUCTURE		
-DEMOLITION PERMITS	2012	GS052	10 YEARS AFTER DEMOLITION		
-OTHER PERMITS (INCLUDING BUT NOT LIMITED TO: EXCAVATION/DIG RIGHT NOTIFICATIONS, CURB CUTS, CULVERTS, PAVEMENT RENEWALS, SIDEWALK/DRIVEWAY)	2017	GS052	5 YEARS AFTER EXPIRATION		
ENVIRONMENTAL COMPLAINTS- INVESTIGATIONS/INSPECTIONS	PERMANENT/2017	GS081	PERMANENT- HAZARDOUS MATERIALS; 5 YEARS- NON-HAZARDOUS		
BUILDING PLANS AND DRAWINGS (BLUEPRINTS SUBMITTED FOR ZONING/BUILDING APPROVAL)	2012/2017/2021	GS099	COMMERCIAL STRUCTURES- 10 YRS AFTER CERT. OF OCCUPANCY; RESIDENTIAL STRUCTURES- 5 YRS AFTER CERT. OF OCCUPANCY; OTHER STRUCTURES- 1 YR.	5	
LOCAL FINANCE INITIATIVE ADMINISTRATIVE RECORDS- TIF, CID, NID, TDD- PROVING CREATION	2012	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	2012	GS093	LIFE OF THE DISTRICT PLUS 10 YEARS; REVIEW FOR HISTORICAL VALUE		
GEOGRAPHIC INFORMATION SYSTEM (GIS) DERIVATIVE DATA	SUPERCEDED/OBSELETE	GS102	UNTIL SUPERSEDED OR OUTDATED		
ABANDONED PROPERTY - TOWING/SALE RECORDS	2019	GS115	3 YEARS FROM TOW		
CERTIFICATE OF OCCUPANCY FILE	PERMANENT	GS120	PERMANENT		
DANGEROUS BUILDING FILE	2017/2021	GS121	DEMOLISHED BY CITY- 5 YRS. AFTER ASSESSMENT IS PAID; DEMOLISHED BY OWNER- 1 YEAR AFTER CASE IS CLOSED		
MONTHLY REPORTS OF BUILDING PERMITS ISSUED	2019	GS122	3 YEARS		E
BUILDING CODE INSPECTION & ENFORCEMENT FILES	2017	GS123	5 YEARS, OR 5 YEARS AFTER DEFECTS CORRECTED		
CERTIFICATE OF COMPLIANCE: BUILDING CODES	SUPERCEDED	GS124	UNTIL SUPERSEDED		
HISTORIC PRESERVATION FILES	PERMANENT	M0024	PERMANENT FOR HISTORICAL PURPOSES		
STANDARDIZED BUILDING CODE BOOKS	PERMANENT	M0210	PERMANENTLY AS REVISED AND UPDATED		
FOOD HANDLER INSPECTION RECORDS	2017	M0801	5 YEARS AFTER APPROVED INSPECTION		
LAND DEVELOPMENT AND APPLICATIONS	PERMANENT	M1201	PERMANENT		
MAPS AND PLATS FILE- INCL. TRAFFIC LIGHT MAPS, GAS LINES, ELECTRICAL LINES, ETC.	PERMANENT	M1202	PERMANENT		
FIELD NOTES (SURVEY)	PERMANENT	M1202A	PERMANENT		

REZONING REQUESTS	PERMANENT	M1203	PERMANENT		
VARIANCE REQUESTS: BUILDING & ZONING REQUIREMENTS	PERMANENT	M1204	PERMANENT		
ZONING VIOLATIONS: WRITTEN NOTICE/CITATIONS	2017	M1205	5 YEARS AFTER CORRECTION OF VIOLATION		
BUS ROUTE PLANNING FILE- FOR CITY-RUN TRANSIT SYSTEM	2012	MMT 200	10 YEARS/FILED WITH ORDINANCE		
<b>FINANCE DEPARTMENT (Multiple items may be applicable to other departments)</b>					
AUDIT REPORT- FINANCIAL	PERMANENT	GS002	PERMANENT		
ADOPTED BUDGET	PERMANENT	GS003	PERMANENT		
BUDGET PREPARATION	2017	GS004	5 YEARS	1	
GENERAL LEDGERS	PERMANENT	GS005	PERMANENT		
SUBSIDIARY LEDGERS	2015	GS006	7 YEARS- FINANCE DEPT.		
ACCOUNTS PAYABLE	2015/2017	GS007	7 YEARS- FINANCE DEPT.; 5 YEARS- DEPARTMENT COPIES	16	E
ACCOUNTS RECEIVABLE	2015/2017	GS008	7 YEARS- FINANCE DEPT.; 5 YEARS- DEPARTMENT COPIES	1	E
PURCHASING RECORDS- PURCHASE ORDERS, REQUISITIONS, MATERIAL/COST SPECIFICATIONS	2017	GS009	5 YEARS	2.5	E
BANKING AND INVESTMENT	2015/2017/2021	GS010	7 YEARS- FINANCE DEPT.; 5 YEARS- OTHER DEPARTMENT; 1 YEAR- COPIES		E
RECEIPTS- COPIES OF WHAT WAS ISSUED TO PERSONS PAYING FEES OR FOR ACCOUNTING OF PETTY CASH EXP.	2015/2021	GS011	7 YEARS- FINANCE DEPT.; 1 YEAR- DEPARTMENT COPIES	1	E
POSTAL RECORDS- DOCUMENTING TRANSACTIONS WITH THE POST OFFICE AND PRIVATE CARRIERS	2021	GS015	1 YEAR		E
GRANT RECORDS- INCL. CLAIMS MADE BY CITY TO FEMA/SEMA OR ANOTHER ENTITY	PERMANENT/2019/2021	GS040	PERMANENT- FINAL REPORTS FROM SIGNIFICANT GRANTS; 3 YEARS- OTHER GRANT RECORDS AFTER SUBMISSION; 1 YEAR- UNSUCCESSFUL GRANT APPS.	3	E
BONDS, PUBLIC OFFICIALS AND EMPLOYEES	2016	GS045	6 YEARS AFTER EXPIRATION		
PERMITS AND LICENSES, NOT BUILDING PERMITS	2020	GS050	2 YEARS AFTER EXPIRATION		E
FIXED ASSETS INVENTORY- PROPERTY/EQUIPMENT	2015	GS054	7 YEARS- FINANCE DEPT.		
BID RECORDS	2017/2019	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	2016	GS056	6 YEARS - CLAIMS HANDLED BY LAW DEPT.		
PAYROLL RECORDS	1952-1947/2017	GS068	70-75 YEARS- YEAR-TO-DATE ANNUAL SUMMARY FOR ADMIN. PURPOSES; 5 YEARS- ALL OTHER RECORDS	8	E
TRAVEL EXPENSE REIMBURSEMENT RECORDS	2017/2021	GS070	5 YEARS- ORIGINALS IN FINANCE DEPT.; 1 YEAR- DEPT. COPIES	1	E
ANNUAL FINANCIAL STATEMENTS (REPORTS)	PERMANENT	GS073	PERMANENT		
LOCAL FINANCE INITIATIVE ADMINISTRATIVE RECORDS- TIF, CID, NID, TDD- PROVING CREATION	2012	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	2012	GS093	LIFE OF THE DISTRICT PLUS 10 YEARS		
ELECTION EXPENSES	2015	\$28.017	7 YEARS		
FRANCHISES: UTILITIES, CABLE TV, ETC.	2017	M0022	EXPIRATION/CANCELLATION OF FRANCHISE PLUS 5 YEARS		
BANK LOAN FILES	2015	M0704	7 YEARS		
BONDS AND COUPONS- SERIES BONDS	2017	M0706	5 YEARS AFTER CANCELLATION DATE PLUS OUTSIDE AUDIT		
BONDS/COUPONS: CITY RECONCILIATION FILES	2012	M0706.1	10 YEARS AFTER FINAL MATURITY OF BOND ISSUE, <i>FINANCE - NA</i>		
BONDS ISSUED- BOND BOOKS	2012/2017	M0707	10 YEARS AFTER FINAL MATURITY; 5 YEARS- REJECTED PROPOSALS		
CERTIFICATES OF DEPOSIT & US TREASURY BILLS- CDS AND T-BILLS	2020	M0709	UNTIL CANCELLATION PLUS 2 YEARS		
DEPRECIATION SCHEDULE FILES- CITY-OWNED EQUIP.	2019	M0713	LIFE OF EQUIPMENT PLUS 3 YEARS		
JOURNAL ENTRIES, JOURNAL VOUCHERS	2015	M0717	7 YEARS- FINANCE DEPT.		
MOTOR FUEL USAGE REPORTS- GAS, OIL, DIESEL FUEL	2015	M0718	7 YEARS- FINANCE DEPT.		
STREET PAVING: SPECIAL ASSESSMENT FILES	2017	M0720	5 YEARS AFTER LAST COLLECTION		
CONVENTION AND TOURISM TAX RETURN	2017	M0734A	5 YEARS		
DELINQUENT TAX REPORT FILES	2016/2020	M0745	6 YEARS, EXCEPT CERTIFICATE OF REDEMPTION- 2 YEARS		
SPECIAL TAX ASSESSMENTS	2016	M0750	6 YEARS AFTER DUE DATE AND FINAL PAYMENT		
TAX ABATEMENTS	2017	M0751	PERIOD OF ABATEMENT PLUS 5 YEARS		
TAX ANTICIPATION NOTES	2017	M0752	5 YEARS		
BONDS: PERFORMANCE/CAPITAL PROJECTS	2012	M0756	TERM OF BOND PLUS 10 YRS; CITY CLERK/LAW COPIES- PERMANENT		
PERFORMANCE BONDS	2017	M0756.1	5 YEARS		
BONDS: MAINTENANCE GUARANTEE (CAPITAL PROJ.)	2012	M0757	10 YEARS		
SURPLUS PROPERTY- RECORDS DOCUMENTING TRANSACTIONS	2017	M0764	5 YEARS		
STRUCTURE INVENTORY AND APPRAISAL SHEET	PERMANENT	M1317A	PERMANENT		
<b>FIRE DEPARTMENT</b>					
DISASTER PREPAREDNESS AND RECOVERY PLANS	SUPERSEDED	GS051	UNTIL SUPERSEDED; REVIEW FOR HISTORICAL CONTENT		
TRAINING RECORDS- MANUALS, VIDEOS, ETC.	SUPERSEDED/2019/2017	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	10	
EQUIPMENT OWNERSHIP/MAINTENANCE RECORDS	LIFE OF EQUIPMENT	GS069	RETAIN FOR LIFE OF THE EQUIPMENT, THEN GIVE TO NEW OWNER		

VEHICLE OPERATION RECORDS	2017	GS101	5 YEARS	15	
BUILDING PERMITS	PERMANENT	F001	PERMANENT		
FIRE REPORTS- AKA INVESTIGATIONS, INCIDENT REPORTS, EMERGENCY REPORT, INCIDENT INDEX	2002	F003	20 YEARS FROM DATE OF EVENT	178	
INSURANCE REPORTS	PERMANENT	F004	PERMANENT		
MAPS OF DISTRICT	PERMANENT	F005	PERMANENT		
FIRE CALLS RECORDS	2002	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	2017	F011	5 YEARS		
USE PERMIT INSPECTIONS (FIREWORKS)	2019	F012	3 YEARS		
FIRE FIGHTERS ASSOCIATION	2020	F013	2 YEARS/STORED IN PAYROLL SYSTEM		
FIRE [SAFETY] INSPECTIONS	2017	F014	5 YEARS. IF VIOLATIONS ARE INVOLVED, 5 YEARS AFTER VIOLATIONS HAVE BEEN CORRECTED OR SATISFIED	2	
MISSOURI CONSERVATION COMMISSION- COMMISSION FIRE REPORTS	2020	F015	2 YEARS		
MISSOURI VEHICLE INSPECTION	2021	F016	1 YEAR		
STATE FIRE REPORT	2021	F017	1 YEAR		
ASSESSED VALUATION (DISTRICT)	2019	F021	3 YEARS, RETAINED IN CITY'S FINANCIAL SYSTEM		
SMOKE AND FIRE DETECTOR REGISTRATION	LIFE OF STRUCTURE	F023	LIFE OF STRUCTURE		
<b>HEALTH DEPARTMENT</b>					
HAZARDOUS MATERIALS ACCIDENT REPORT	PERMANENT	GS094	PERMANENT		
HEALTH DEPARTMENT INSPECTION REPORTS	COMPLETION OF AUDIT	HDH0001	COMPLETION OF AUDIT		E
REPORTS SUBMITTED TO COUNTY OR STATE HEALTH DEPT.	2019	HDH0002	3 YEARS		E
VITAL RECORDS APPLICATIONS	2015	HDH0005	COMPLETION OF AUDIT		E
PATIENT/CLIENT MEDICAL RECORDS (IMMUNIZATIONS)	2012	HDH0010	10 YEARS OR IF UNDER AGE 23, RETAIN UNTIL AGE 23 OR 10 YEARS		E
ACCREDITATION RECORDS	2 REACCREDITATION CYCLES	HDH0100	2 REACCREDITATION CYCLES		
COMPLIANCE PROGRAM DOCUMENTATION	2012	HDH0102	10 YEARS		
HIPAA DOCUMENTATION	2016	HDH0104	6 YEARS		E
QUALITY IMPROVEMENT/ASSURANCE RECORDS	2019	HDH0107	3 YEARS		
MEALS PROVIDED	COMPLETION OF AUDIT	HDH0300	COMPLETION OF AUDIT		
QUALITY CONTROL RECORDS	2020	HDH0503	2 YEARS		E
REPORTS	2020	HDH0504	2 YEARS		E
INFECTION CONTROL RECORDS	2017	HDH0602	5 YEARS		E
MEDICAL INDEXES	PERMANENT	HDH0603	PERMANENT		
PHARMACY CONTROL RECORD	2020	HDH0700	2 YEARS		
PHARMACY RECORDS	2017	HDH0701	5 YEARS		
<b>HUMAN RESOURCES DEPARTMENT</b>					
EMPLOYEE PERSONNEL RECORDS- THE MASTER RECORD LOCATED IN HR	2012/2002	GS026	MASTER PERSONNEL FILE, DATE OF SEPARATION + 10 YEARS; EMPLOYMENT SUMMARY, DATE OF SEPARATION + 20 YEARS		
-DEPT. COPIES OF PERSONNEL DOCUMENTS	2021		1 YEAR FROM DATE OF SEPARATION, THEN TRANSFER TO HR FOR EVALUATION		
EMPLOYEE MEDICAL RECORDS- PERTAINS TO WORK-RELATED MEDICAL HISTORY	1992/2015	GS027	30 YRS.- HAZARDOUS EXPOSURE RECORDS; 7 YRS- ALL OTHERS		
EQUAL EMPLOYMENT OPPORTUNITY RECORDS	PERMANENT/2019	GS030	PERMANENT- PLANS, POLICIES, UPDATES; 3 YEARS- COMPLAINTS AND OTHER RECORDS		
EMPLOYMENT ELIGIBILITY VERIFICATION FORMS	2019/2021	GS031	3 YEARS FROM DATE OF HIRE, OR 1 YEAR AFTER DATE OF SEPARATION, WHICHEVER IS LATER		
WAGE AND TAX STATEMENTS- W-2S	2017	GS033	5 YEARS		
FEDERAL AND STATE TAX RECORDS- 1099S, W-9S, ETC.	2017	GS034	5 YEARS		
EMPLOYEES' WITHHOLDING ALLOWANCE CERTIFICATES	2017	GS035	5 YEARS AFTER SUPERSEDED OR EMPLOYEE SEPARATION		
VOLUNTEER PROGRAM RECORDS	2017	GS041	5 YEARS		
VOLUNTEER WORKER RECORDS	2019	GS042	3 YEARS AFTER SEPARATION		
DRUG TESTING RECORDS	2017/2021/2015	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	2017	GS061	5 YEARS AFTER FINAL DISPOSITION, OR ADD TO PERSONNEL FILE		
EMPLOYMENT RECRUITMENT & SELECTION RECORDS	2019/2021	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	2019	GS063	3 YEARS AFTER OBSOLETE OR SUPERSEDED		

TRAINING RECORDS- MANUALS, VIDEOS, ETC.	SUPERSEDED/2019/2017	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	2020	GS090	2 YEARS AFTER LAST ACTION		
WORKER'S COMPENSATION CASE FILE- CLAIMS	2012	GS091	10 YEARS (DOCUMENTATION MAY BE RETAINED IN LAW DEPARTMENT FILES.)		
HEALTH POLICY DOCUMENTATION (RELATED TO HIPAA)	2016	GS100	6 YEARS OR LONGER, AS NECESSARY		
TEMPORARY EMPLOYEE FILES	2017	GS114	5 YEARS		
EMPLOYEE BENEFIT RECORDS - ADMINISTRATION	2016	GS116	6 YEARS AFTER END OF CALENDAR YEAR		
BENEFITS/PAYROLL - MANDATORY REPORTING/FILING	2016	GS117	6 YEARS AFTER FILING DUE		
EMPLOYEE BENEFIT RECORDS - PARTICIPANT		GS118	6 YEARS AFTER SEPARATION AND 6 YEARS AFTER EXPIRATION OF ANY APPEAL PERIOD		
EMPLOYEE RETIREMENT/PENSION VERIFICATION	1962	GS119	RETAIN YEAR-END LEAVE BALANCE REPORTS AND A COPY OF RETIREMENT ENROLLMENT RECORDS 60 YEARS AFTER SEPARATION		
<b>LAW DEPARTMENT</b>					
INSURANCE POLICY RECORDS	2016	GS056	6 YEARS - CLAIMS HANDLED BY LAW DEPT.		
INSURANCE CLAIMS FILES- DAMAGE CLAIMS, ACCIDENT REPORTS FOR GOV'T-OWNED VEHICLES	2012/2017	GS057	10 YEARS AFTER CASE IS CLOSED, DISMISSED OR DATE OF LAST ACTION; IF NO ACTION TAKEN, 5 YEARS + Legal Review.		
LITIGATION CASE FILES	2016	GS058	6 YEARS AFTER CASE IS CLOSED		
LEGAL OPINIONS REQUESTED BY CITY- ATTORNEY GENERAL OPINIONS	PERMANENT	GS059	PERMANENT- RETAIN FOR LEGAL/HISTORICAL REFERENCE		
WORKER'S COMPENSATION CASE FILE	2012	GS091	10 YEARS		
<b>PARKS, RECREATION AND TOURISM DEPARTMENT</b>					
CAPITAL IMPROVEMENT PROJECT FILES- INCLUDES IMPROVEMENTS TO STREETS, SIDEWALKS	2012	GS023	RETAIN FOR THE LIFE OF THE STRUCTURE, SIDEWALK, ROAD, PLUS 10 YRS.; MAY BE SUBJECT TO FEDERAL REQUIREMENTS		
PARTICIPANT REGISTRATION/ATTENDANCE- VOLUNTEERS, ETC.	2019	GS065	3 YEARS	1.5	
MAINTENANCE: PARKS, PARKWAYS & RECREATION AREAS	2017	M1001	5 YEARS	0.5	
TREE AND SHRUB PLANTING AND MAINTENANCE ON CITY PROPERTY	PERMANENT	M1010	PERMANENT AS UPDATED OR REVISED		
HORTICULTURE/GREENHOUSE PLANTING AND MAINTENANCE FILE- ON CITY PROPERTY	2019	M1011	3 YEARS		
EVENT FILES- LEASING MUNICIPAL FACILITIES TO VARIOUS GROUPS	2017	M1401	5 YEARS AFTER EXPIRATION OF CANCELLATION OF LEASE		
SPECIAL FACILITIES REGULATIONS	2017	M1402	5 YEARS		
FACILITY EVENT & RECREATION PROGRAM SCHEDULING AND RESERVATION FILE	2017	M1403/1404	5 YEARS	1	
SCHEDULE OF ADMISSION & USE OF FEES AND CHARGES	2017	M1405	5 YEARS AFTER SUPERSEDED		
VOLUNTEER WORKER RECORDS	2019/2021	GS042	3 YRS AFTER SEPARATION; 1 YEAR-UNACCEPTED VOLUNTEER APPLICATIONS		
<b>POLICE DEPARTMENT</b>					
INCIDENT REPORT/FILE AKA CITATIONS, TICKETS, EVIDENCE SHEET, CONTROLLED SUBSTANCE TEST REPORT, OFFENSE REPORT, POLICE REPORT; ALSO INTERROGATION VIDEO	PERMANENT	POL001	PERMANENT		
NON-CRIMINAL INCIDENT REPORT/FILE	PERMANENT	POL002	PERMANENT		
ACCIDENT REPORT/FILE AKA CRASH REPORT	PERMANENT	POL003	PERMANENT		
MISSING PERSON/RUNAWAY REPORT	PERMANENT	POL004	PERMANENT		
MESSAGES/TELETYPES AKA 911 PRINTOUTS, MULES MESSAGES, WEATHER REPORTS	2020	POL005	2 YEARS- 911 PRINTOUTS; 13 MONTHS- MULES MESSAGES; WEATHER REPORTS, ETC.- DESTROY WHEN NO LONGER IN USE		
ARREST RECORDS AKA BOOKING SHEETS	PERMANENT	POL006	PERMANENT		
ORDERS OF PROTECTION/FULL ORDERS AKA EX PARTE	2021	POL007	1 YEAR		
LOGS AKA ACTIVITY LOGS, OFFICER LOGS, DAILY LOGS	2015	POL008	5 YEARS OR COMPLETION OF AUDIT (7 YEARS)		E
SUBPOENA	2021	POL009	1 YEAR FROM COURT DATE		
RACIAL PROFILING STATISTICS	2021	POL010	1 YEAR AFTER SUBMISSION TO ATTORNEY GENERAL	1	E
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	2021	POL013	1 YEAR		
POLICE AUCTION RECORDS, INCL. SURPLUS ITEMS SOLD	2017	POL014	5 YEARS		
VIN VERIFICATION	PERMANENT	POL016	PERMANENT WITH INCIDENT REPORT		
POLICE ADMINISTRATIVE REPORTS	2020	POL017	2 YEARS	2	
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	2021	POL024	1 YEAR AFTER DATE OF SEPERATION		
INTERNAL AFFAIRS RECORDS-INVESTIGATION FILE	2017	POL025	5 YEAR FROM THE END OF INVESTIGATION	10	
INTERNAL AFFAIRS RECORDS-USE OF FORCE REPORTS	2017	POL026	5 YEAR FROM THE END OF INVESTIGATION	1	
DEATH INVESTIGATIONS	1982	POL027	50 YEARS		

VOICE LOGGED TAPES - AKA INCOMING CALLS, INTERAGENCY CALLS, DISPATCH CALLS (911 CALLS), OFFICER TO OFFICER CALLS	2021	PSAP004	1 YEAR		
ANIMAL BITE RECORDS- BITE REPORTS	2020	M0101	2 YEARS AFTER BITE REPORT TAKEN		
ANIMAL CONTROL CARDS- HISTORY OF ANIMALS RECV'D	2020	M0102	2 YEARS		
INVESTIGATION LOGS/REPORTS	2020	M0104	2 YEARS		E
OWNERSHIP VERIFICATION RECORDS	2020	M0108	2 YEARS AFTER COURT DATE		
<b>INDEPENDENCE POWER AND LIGHT DEPARTMENT</b>					
VENDOR FILES/LISTS/REGISTERS	SUPERSEDED/OBSELETE	GS019	DESTROY WHEN SUPERSEDED OR OBSOLETE		
WORK ORDERS- MAINTENANCE/SERVICE REQUESTS, LINE CLEARANCE REQUESTS	2019	GS020	3 YEARS	3	
CAPITAL IMPROVEMENT PROJECT FILES- INCLUDES IMPROVEMENTS TO STREETS, SIDEWALKS	PERMANENT	GS023	PERMANENT		E
VOLUNTEER WORKER RECORDS	2019	GS042	3 YEARS		
EMPLOYMENT GRIEVANCE & COMPLAINTS	2017	GS061	5 YEARS AFTER FINAL DISPOSITION- DEPT. COPIES		
TRAINING RECORDS	PERMANENT	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		
VEHICLE OWNERSHIP & MAINTENANCE- TITLES	DISPOSITION OF VEHICLE	GS067	RETAIN UNTIL DISPOSITION OF VEHICLE		
EXPENSE REIMBURSEMENT	2017/2021	GS070	5 YEARS- ORIGINALS IN FINANCE DEPT.; 1 YEAR- DEPT. COPIES	1	E
AUDIT REPORTS- NON-FINANCIAL	PERMANENT/2017	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/2017	GS081	PERMANENT- HAZARDOUS; 5 YEARS- NON-HAZARDOUS		
SAFETY INCIDENT RECORDS	2017	GS083	5 YEARS		
MAINTENANCE SAFETY COMPLIANCE RECORDS	2021	GS084	1 YEAR	13	
HAZARDOUS MATERIAL RECORDS	1992	GS089	30 YEARS		
HAZARDOUS MATERIAL ACCIDENT REPORT	PERMANENT	GS094	PERMANENT		
POLLUTION AND POLLUTION STUDIES	1997	GS096	25 YEARS		
TREE & SHRUB PLANTING AND MAINTENANCE	PERMANENT	M1010	PERMANENT AS UPDATED OR REVISED		
MAPS AND PLATS- TRAFFIC LIGHT, ELECTRICAL LINES; UTILITY MAPS	PERMANENT	M1202	PERMANENT		
ENGINEERING DRAWINGS & BLUEPRINTS- FOR FACILITIES OWNED/MANAGED BY THE CITY	PERMANENT	M1301	PERMANENT		
CUSTOMER ACCOUNT CARD FILE- BILLING/PAYMENT HISTORY FOR UTILITY ACCOUNTS	2017	M1602	5 YEARS AFTER ACCOUNT CLOSES		
ELECTRICITY PURCHASE REPORTS	2017	M1604	5 YEARS		
METER READING SUMMARY REPORTS- MONTHLY	2017	M1611	5 YEARS		
<b>MS-PUBLIC WORKS DEPARTMENT</b>					
WORK ORDERS- INTERNAL REQUESTS FOR REPAIR, ETC.	2019	GS020	3 YEARS		
CAPITAL IMPROVEMENT PROJECT FILES- INCLUDES IMPROVEMENTS TO STREETS, SIDEWALKS	2012	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	2019	GS049	3 YEARS AFTER FINAL DISPOSITION		
PERMITS AND LICENSES- PERMITS FOR INFRASTRUCTURE CONSTRUCTION	2020	GS050	2 YEARS AFTER EXPIRATION OF BOND		
CONTRACTS, LEASES AND AGREEMENTS (ACQUISITIONS, NEGOTIATIONS WITH PROPERTY OWNERS)	2017/2021	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	2019	GS080	3 YEARS		
ENVIRONMENTAL COMPLAINTS- INVESTIGATIONS AND INSPECTIONS OF CITY CODE VIOLATIONS	PERMANENT/2017	GS081	PERMANENT- HAZARDOUS MATERIALS; <u>5 YEARS</u> - NON-HAZARDOUS		
VEHICLE OPERATION RECORDS	2017	GS101	5 YEARS		
CEMETERY REGISTER- LOT OWNER LIST IN LEDGER FORM	PERMANENT	M0109	PERMANENT		
CEMETERY DEED BOOKS- CERTIFYING OWNERSHIP OF LOTS	PERMANENT	M0110	PERMANENT		
[CEMETERY] INTERMENT RECORD CARDS/REGISTERS	PERMANENT	M0111	PERMANENT		
MAPS AND PLATS FILE- INCL. TRAFFIC LIGHT MAPS, GAS LINES, ELECTRICAL LINES, PLAT MAPS, ETC.	PERMANENT	M1202	PERMANENT		
ENGINEERING DRAWINGS AND BLUEPRINT FILE- FOR FACILITIES OWNED/MANAGED BY THE CITY	PERMANENT	M1301	PERMANENT		
CITY-OWNED BUILDINGS PLANS/SPECIFICATIONS	LIFE OF STRUCTURE	M1317	LIFE OF STRUCTURE; THEN REVIEW FOR HISTORICAL VALUE		
EQUIPMENT, PUBLIC WORKS CHECK IN/OUT CARDS	2020	M1318	2 YEARS		
STREET DESIGN IMPROVEMENT FILES- FOR REDUCING ACCIDENTS ON CITY STREETS	2017	M1322	5 YEARS; OR LONGER FOR HISTORIC/ADMINISTRATIVE VALUE		
TRAFFIC SIGNALS INTERSECTION FILE	2012	M1506	10 YEARS; OR LONGER FOR HISTORIC/ADMINISTRATIVE VALUE		

TECHNOLOGY SERVICES					
ACCOUNTS PAYABLE- PHONE LINE INVOICES, INCLUDING LONG DISTANCE	2017	GS007	5 YEARS		
TELECOMMUNICATIONS LOG- LOG OF ALL CALLS	2021	GS016	1 YEAR		
TELECOMMUNICATIONS SYSTEM MANAGEMENT	2021	GS017	1 YEAR AFTER SYSTEM IS SUPERSEDED		
COMPUTER SOFTWARE LICENSING FILES	2017	GS024	RETAIN FOR DURATION OF LICENSE PLUS 5 YEARS		E
COMPUTER SYSTEM DOCUMENTATION	2021	GS025	1 YEAR AFTER SYSTEM IS SUPERSEDED; MIGRATION PLANS UNTIL SUPERSEDED		2
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		
MAPS AND PLATS- TRAFFIC LIGHT, ELECTRICAL LINES; UTILITY MAPS	PERMANENT	M1202	PERMANENT		
ENGINEERING DRAWINGS AND BLUEPRINT FILE- FOR FACILITIES OWNED/MANAGED BY THE CITY	PERMANENT	M1301	PERMANENT		
LABORATORY REPORTS: SEWAGE, WATER, ETC.	2016	M1302	5 YEARS	0.5	
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	1	
CUSTOMER ACCOUNT CARD FILE- BILLING/PAYMENT HISTORY FOR ALL UTILITY ACCOUNTS	2016	M1602	5 YEARS AFTER ACCOUNT CLOSES	6	E
CUSTOMER SERVICE DEPOSIT FILE- RECORD OF DEPOSITS PAID FOR UTILITY USE	2019	M1603	2 YEARS AFTER DEPOSIT IS REFUNDED	2	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	1	
METER READING SUMMARY REPORTS- MONTHLY	2016	M1611	5 YEARS		
SERVICE INTERRUPTION LOGS	2018	M1614	3 YEARS	0.5	
DEPARTMENT OF NATURAL RESOURCES BACTERIOLOGICAL REPORTS	2017		5 YEARS	0.25	
DEPARTMENT OF NATURAL RESOURCES CHEMICAL REPORTS	2012		10 YEARS		E
DELINQUENT NOTICES	2017		RETAINED WITH CUSTOMER ACCOUNT RECORDS; 5 YEARS AFTER ACCOUNT CLOSES	0.5	E
DAILY CONTROL PACKETS (PAYMENT SLIPS)	2017		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		
MAPS AND PLATS- TRAFFIC LIGHT, ELECTRICAL LINES; UTILITY MAPS	PERMANENT	M1202	PERMANENT		
ENGINEERING DRAWINGS AND BLUEPRINT FILE- FOR FACILITIES OWNED/MANAGED BY THE CITY	PERMANENT	M1301	PERMANENT		
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	2017		5 YEARS		
DEPARTMENT OF NATURAL RESOURCES CHEMICAL REPORTS	2012		10 YEARS		
DELINQUENT NOTICES	2017		RETAINED WITH CUSTOMER ACCOUNT RECORDS; 5 YEARS AFTER ACCOUNT CLOSES		
DAILY CONTROL PACKETS (PAYMENT SLIPS)	2017		5 YEARS AFTER ACCOUNT CLOSES		
Approximate Number of Boxes (Does not include electronic files eligible for destruction )				371.25	