

Records Retention Manual, 2011

Office of the City Clerk

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ADOPTING THE RECORDS RETENTION MANUAL, 2011, OF THE CITY OF PURSUANT TO 11 O.S. § 22.

WHEREAS, 11 O.S. § 22-131(A) prescribes retention periods for the destruction, sale or disposition of certain enumerated municipal records; and

WHEREAS, 11 O.S. § 22-131(B) provides that time limits for the disposition of records, papers and documents which are not mentioned in Subsection A “may be determined and set by ordinance or resolution of the municipal governing body;” and

WHEREAS, on _____ the Council adopted a Resolution establishing the Records Retention Manual for The City of Oklahoma City; and

WHEREAS, the City Clerk has compiled an updated Records Retention Manual (“Records Retention Manual, 2011”) to list the types of records kept by the City Clerk’s Office and all other City departments after review and consideration by said departments and the Municipal Counselor’s Office; and

WHEREAS, this manual does not describe the type of records, which may include but not limited to the following: paper, film or electronic, or how kept nor mandate any additional record keeping requirements than already required under State and Federal law; and

WHEREAS, 51 O.S. § 24A.3(1) defines a “record” as:

* * *

“Record” means all documents, including, but not limited to, any book paper, photograph, microfilm, data files created by or used with computer software, computer tape, disk, and record, sound recording, film recording, video record or other material regardless of physical form or characteristic, created by, received by, under the authority of, or coming into the custody, control or possession of public officials, public bodies, or their representatives in connection with the transaction of public business, the expenditure of public funds or the

administering of public property. "Record" does not mean computer software, nongovernment personal effects or, unless public disclosure is required by other laws or regulations, vehicle movement records of the Oklahoma Turnpike Authority obtained in connection with the Authority's electronic toll collection system, personal financial information, credit reports or other financial data obtained by or submitted to a public body for the purpose of evaluation credit worthiness, obtaining a license, permit, or for the purpose of becoming qualified to contract with a public body...; and

WHEREAS, some of the records identified as confidential are not public records pursuant to the Oklahoma Open Records Act, 51 O.S. §§ 24A.1, *et seq.*, and this policy does not waive the confidential status of any record under State or Federal law; and

WHEREAS, except where indicated by State statute, Federal regulation or Federal law, the retention period is not extended beyond the time limits set by said law or regulation; and

WHEREAS, the Council deems it to be in the interest of efficient government to delegate the authority to the City Manager and Department Heads to scan records as originals as authorized by 11 O.S. §22-132 and authorize destruction or disposal of documents as authorized in 11 O.S. §22-131 and in accordance with the time periods set forth in the Records Retention Manual, 2011, without further action of Council; and

WHEREAS, the Mayor and City Council deem it to be in the best interest of The City of _____ to adopt said Records Retention Manual, 2011.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of The City of _____ that the Records Retention Manual, 2011, of The City _____, is hereby adopted.

FURTHER, BE IT RESOLVED that the City Manager and Department Heads are hereby delegated the authority to scan municipal records as originals as authorized by 11 O.S. §22-132 and authorize the destruction or disposal of records in their possession and control upon

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<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>911 Activity Reports and Summaries-</i> 911 summary reports of activities and/or other such records.	Police Department	3 years	
<i>911 Call Log/Reports-</i> A listing of all emergency calls responded to. May include ambulance, police, and fire combined or separate as appropriate and/or other 911 reports.	Police Department	Discretionary	
<i>911 Tapes or Digital Recordings</i>	Police Department	90 days or until litigation is terminated	
<i>Abstracts, Real Estate</i>	City Clerk's Office	Permanent	
<i>Accident and Incident Reports (Parks)</i> - All reports concerning injury to participant on park property. PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7	Park and Recreation Department	5 years or until litigation is terminated	
<i>Accident Reports Involving City Vehicles-</i> These records document traffic accidents involving City-owned vehicles and includes reports of all associated injuries to City employees. PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7	Finance Department/ Risk Management	5 years or until litigation is terminated	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<p><i>Accident Reports/ Official Injury Reports Involving Personal Injury</i>-(Workers' Comp) Includes reports describing accidents involving City employees resulting in personal injury excluding vehicular incidents. May also include copies of Workers' Compensation claims (Official Injury Report) PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7</p>	Finance Department/ Risk Management	5 years following the end of the calendar year or until litigation is terminated	
<p><i>Accident Reports Involving Private Vehicles and City Property</i>- Record of damage and loss sustained by employee involved while operating city owned property and/or defective equipment, where vehicles not owned by the City are involved in collisions with the City-owned property. PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7</p>	All Departments	5 years or until litigation is terminated	
<p><i>Accounting Summary Reports/ Ledgers and Journals</i> - Monthly records which itemize a cash balance at the end of the month. Includes vendor, invoice number, check number, date paid, charged month, reversal expenses and total expenses for the month.</p>	Finance Department/ Accounting/ Parks and Recreation Department/ Civic Center	Permanent (exceeds statutory requirements)	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<p><i>Accounts Payable Files</i>- Includes records to pay the City's bills. Files often consist of check copy, invoice, purchase order, receiving reports and requisition. May also includes correspondence with vendors and departmental officials and computer printouts.</p>	Finance Department/ Accounting	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Accounts Receivable Files- May also be called “Cash Receipt File.” These files consist of copies of bills prepared by the City to collect amounts owed by hotel tax collections, business improvements, right-of-way fees, household waste, etc. These records document the money owed and collected by the City.	Finance Department/ City Treasurer’s Office/ Solid Waste/ Public Works	5 years	11 O.S. § 22-131(A)(3)
Americans with Disabilities Act (ADA) – complaints under Title II	General Services	3 years or until litigation is complete	Department of Justice – Project Civic Access Best Practices Tool Kit, Chapter 2
Admission Charges-Special Events- As established by resolution or ordinance.	Parks and Recreation Department/ Development Services Department	During effective period	
Advertisements for Sale of Property	Public Works Department/ Utilities Department	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Agendas and Notices - Meeting plans of all public bodies. 25 O.S. §311(A)(1) 74 O.S. § 3106.2	City Clerk’s Office	1 year	
Alarm and Sprinkler Permits- Permits for new installations, repairs, and upgrades.	Development Services Department	5 years	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<p>Alarm Permit Applications, Renewals, Correspondence, and Permits CONFIDENTIAL OCMC § 43-96(d)</p>	Police Department	5 years after expiration from date of last renewal	11 O.S. § 22-131(A)(3)
<p>Animal Adoption Records- A numerical record and agreement for animal adoptions. Includes known animal history, medical care and/or surgical record (spay/neuter), new owner information, and fee waiver form.</p>	Development Services Department/ Animal Welfare	5 years	11 O.S. § 22-131(A)(3)
<p>Animal Bite Records- Includes investigating officer, commission number, type of animal inflicting bite, animal's owner if known, animal's history if known, name and address of victim and parent/guardian if applicable, date bitten, location of wound(s), treatments received, location and results of rabies quarantine observations and disposition of animal.</p>	Development Services Department/ Animal Welfare	5 years	
<p>Animal Control Daily Activity Reports- Daily count and report of all service calls run by officers. Includes officer's name, commission number, service location, time of arrival, findings, disposition, and time cleared.</p>	Development Services Department/ Animal Welfare	5 years	
<p>Animal Cruelty/Abuse Reports- reports completed by animal control officers detailing abuse/cruelty investigations, general findings, veterinary reports, animal description, owner information, follow-ups, pertinent dates, adjudication, pertinent dates. Includes judicial order for destroy/release.</p>	Development Services Department/ Animal Welfare	5 years	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>Animal Entry Records-</i> Consists of forms for all animals entered into the shelter including strays, owner-in-jail, owner deceased, tagged and untagged animals, etc.	Development Services Department/ Animal Welfare	5 years	
<i>Annexation and Deannexation Records-</i> Includes records used to annex property into City boundaries. Files usually contain correspondence, citizens' petitions, maps and official annexation action (does not include ordinance).	Planning Department/ Development Services Department/ Zoning Subdivision	Discretionary	
<i>Applications and Resumes for Appointment</i>	Mayor's Office	Term of the appointment	
<i>Appointment Files-</i> Lists of appointments of individuals by the Mayor and/or Council to various boards, commissions, task forces, and committees (includes Vice Mayor appointments).	Mayor's Office/ City Clerk's Office	Permanent (Historic)	
<i>Arrest, Booking and Jail Files, Reports and Photos-</i> Includes a summary of daily, monthly and yearly totals of arrests within the City. 51 O.S. § 24A.8	Police Department	Permanent	
<i>Arrest and Bench Warrants (Municipal Court)</i> - An order signed by a Judge directing an officer to arrest and deliver the body of a defendant to the Court. Does not include parking warrants.	Municipal Court	5 years after close of case (exceeds statutory requirements)	11 O.S. § 22-131(A)(2)

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>As-Built Plans and Specifications, Operation and Maintenance Manuals, Facilities, and Infrastructure Records</i>	City Manager's Office/ MAPS/ Public Works Department/ Utilities Department	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Audit Reports (Internal)</i> - Reports prepared by internal auditors evaluating City operations, information systems, and financial activities. Investigative and special project reports may be included. Audit reports provide opinions and information relied upon by the City Council and management in decision-making.	City Auditor	Reports-permanent; Work papers-5 years (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Audit Reports File (External)</i> - Reports prepared by external auditors examining and verifying the City's financial activities. Audit investigating reports and annual financial statements may be included. Used for fiscal analysis and evaluation.	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Bank Statements/Reconciliation Files</i>	Finance Department/ City Treasurer's Office/ Accounting/ Parks and Recreation Department/ Civic Center	Finance Department: Permanent Parks and Recreation Department: 10 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Bids (Public Improvements) - Includes bid tabulations, bid price, percentage rates, periods of pay, name of bidder and cost of capital improvement project. Also may include copy of advertisement services or memorandum requesting bidders, and specifications. Informal bidding information is similar; all quotes should be documented.	Public Works Department/ City Manager's Office/ MAPS/ Utilities Department	5 years from bid opening or 3 years from date of acceptance, whichever is longer (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Blasting Permit - Permits bought in order to complete work authorized by customers. Includes date, permit number, name of party to whom issued, location, fee, owner, agent, tenant and work description. May also include inspection data, notes of compliance and inspector's name.	Public Works Department	5 years	11 O.S. § 22-131(A)(3)
Blueprints (Private Property) - Includes as-built engineering drawings and blueprints	City Manager's Office/ MAPS/ Development Services Department	Discretionary (If bond proceeds, life of bond plus 3 years)	IRS Code §6001 and §6001-1(a) of the Regulations
Board, Commission, Committee Reports - Includes miscellaneous reports, correspondence and other files pertaining to the meeting. Includes documents in the "packets".	All Departments	Discretionary	
Bonds - Employees and elected officials	City Clerk's Office/Finance Department/ Risk Management	5 years after expiration	11 O.S. § 22-131(A)(3)

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Bonds, General Obligation Issues and Revenue Bonds (Notes) - Includes records relating to the financing of municipal projects through bonded indebtedness. Files usually include proposals, audits, correspondence, signed contracts pertaining to project for which bonds are issued, and the original financial instruments or copies of them including bond transcripts, affidavits of publication and ordinances authorizing the sale of public bonds.	All Departments	Life of bond plus 3 years	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Bonds- May include defect, maintenance, bid, performance, and surety for public improvement and private projects.	City Clerk's Office	5 years after maintenance bond expires (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Bond, Professional and Surety (Bail)	Municipal Court	5 years	11 O.S. § 22-131(A)(3)
Budget, Debt (Sinking Fund) Service Budget- Annual adopted budget pursuant to Municipal Budget Act, 11 O.S. §17-201 <i>et seq.</i>	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Budget Amendments- Records documenting the transfer of or supplemental appropriation to departmental monies during the fiscal year. 11 O.S. § 17-216	Finance Department/ Office of Management and Budget/ City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>Budget Formulation Papers-</i> Consists of estimates of expenditure and disbursements against revenues by each department within the municipality. May also include records created to justify the budget requests and presentations before the Finance Committee or City Council. Used for fiscal planning and control.	All Departments	Discretionary	
<i>Budget Transfers-</i> Signed budget transfer journals required by the Municipal Budget Act and City resolution. 11 O.S. § 17-215	Finance Department/ Office and Management and Budget	5 years	
<i>Building Code Inspection/Enforcement (City Property)</i>	Development Services Department	Permanent	11 O.S. § 22-131(A)
<i>Building Code Inspection/Enforcement (Private Property)</i>	Development Services Department	5 years	11 O.S. § 22-131(A)(3)
<i>Building Permits, Applications-</i> Includes applications from property owners to erect new structures or make structural modifications to existing structures, and municipal permits allowing the construction. Applications may contain name, address and telephone number of owner, contractor and architect, location of building, class of work, type and cost of building, zoning information, topographical compliance data such as land surveys, and signature of owner. May also include required inspections prior to issuance of business permits such as foundation, frame and final inspections, with data remarks and signatures of inspectors, denial appeals, and certificate of occupancy.	Development Services Department	5 years	11 O.S. § 22-131(A)(3)

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>Building Plans (City-Owned)</i> - Includes plans and specifications for City buildings.	City Clerk's Office/ Development Services Department	Permanent	11 O.S. § 11-131(A)
<i>Campaign Contributions and Expenditure Reports-</i> Reports required by the Oklahoma State Ethics Commission for Mayor and Council candidates.	City Clerk's Office	2 years from date of receipt	51 O.S. § 305(A)(5)
<i>Cancelled Checks--</i> Records of cancelled checks.	Finance Department/ Accounting	Permanent (exceeds statutory requirements)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Cash Audit Records-</i> Records of all cash transactions accepted for services rendered by the Animal Shelter in accordance with City ordinance. Includes cash register audit forms, deposit receipts, overage/shortage reports, loose livestock field service billing, micro chipping fees, etc.	Development Services Department	5 years	11 O.S. § 22-131(A)(3)
<i>Cell Phone and Telephone Invoices-</i> (except 911 calls.) Cell phone numbers are confidential. 51 O.S. § 24A.7	Information Technology/ Fire Department/ Police Department	5 years	11 O.S. § 22-131(A)(3)
<i>Census Reports-</i> Population figures and other information by census tract and block, gathered by the U.S. Census Bureau. May also include maps.	Planning Department	Permanent (Historic)	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>Certificate of Appropriateness and/or Approval-</i> Issued administratively or by any board, committee, or commission.	Planning Department	Permanent (Historic)	
<i>Certificates of Deposit, T-Bills-</i> Includes records relating to original financial instruments executed to invest City funds. Records state amount of certificate or treasury bill, term and rate of interest.	Finance Department/ City Treasurer's Office	5 years after inactivity (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Certificate of Election Results</i>	City Clerk's Office	5 years	11 O.S. § 22-131(A)(3)
<i>Certificates of Insurance-</i> (Contractors) Insurance provided by contractors (licensee, permits, etc.) to do business in the City.	City Clerk's Office/ Finance Department/Risk Management/ Development Services Department/ Parks and Recreation Department/ Utilities Department	5 years from end of fiscal year in which final payment was made	
<i>Certificates of Occupancy Files-</i> Certifies that a building complies with the minimum standards required by State and local laws. Often includes building name, location, occupancy, classification land limitation, date issues and fee.	Development Services Department	5 years-private property; permanent-City property	11 O.S. § 22-131(A)(3)

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Chemical Inventory List- Material data sheets. List of all chemicals onsite. (MSDS)	All Departments	Permanent until superseded	
Citizen Files- Miscellaneous petitions and letters addressed to the governing body	All Departments	2 years	11 O.S. § 22-131(A)(2)
City Charter- Includes the organic law of the City. Also includes amendments.	City Clerk's Office	Permanent	
City Code- The municipal ordinances, rules and regulations, and fees.	City Clerk's Office	Permanent	
City Manager or General Manager Report- Information report provided to the City Council at a regular or special meeting, which responds to questions presented by members of the Council or the public or periodic reports to Council detailing activities, project programs or financial matters.	City Manager's Office/ City Clerk's Office	Permanent (Historic)	
City Policies- Rules and regulations of the governing body or City management. May include resolutions or memoranda.	City Clerk's Office	Permanent	
City Seal (Current and Past City Seals)- State of Oklahoma Trademark exp.- 12-4-2019, United States of America Trademark and Patent exp. 5-26-2014	City Clerk's Office	Permanent	
City Treasurer Cash Register Electronic Audit	Finance Department/ City Treasurer's Office	10 years	11 O.S. § 22-131(A)(4)

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<p>Civil Litigation Case Files PARTIALLY CONFIDENTIAL Attorney Client 51 O.S. § 24A.12</p>	Municipal Counselor's Office	6 years after litigation is terminated unless the case is otherwise designated by the assigned attorney or Municipal Counselor	
<p>Claims- Damage and injury claims against the City pursuant to the GTCA. 51 O.S. §§ 151 et seq.</p>	City Clerk's Office/ Municipal Counselor's Office	5 years	11 O.S. § 22-131(A)(3)
<p>Claims and Payroll Docket- City payments that are made weekly. Books containing a chronological or numerical listing of all checks drawn on City accounts. Usually includes check number, deposits for each account. If the books include payroll disbursements see payroll.</p>	Finance Department/ Accounting	10 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<p>Closed Circuit Television (CCTV) Digital Video Recordings – images from cameras mounted on City property, as saved on continuously-overwritten digital media PARTIALLY CONFIDENTIAL 51 O.S. § 24A.28</p>	All Departments	Until overwritten due to storage media capacity limitations	
<p>Codes- Plumbing, electrical, property maintenance, mechanical, fire, building, standard specs.</p>	City Clerk's Office	Permanent (with ordinance)	
<p>Collective Bargaining Agreements</p>	City Clerk's Office	3 years	29 CFR §516

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>Collection Case Files</i>	Municipal Counselor's Office	5 years or until litigation is terminated	11 O.S. § 22-131(A)(3)
<i>Community Service Records</i>	Municipal Court	5 years or after close of case if longer	
<i>Community Work Program Records</i>	Municipal Court	5 years or after close of case if longer	
<i>Comprehensive Annual Financial Report (CAFR)</i> - Financial history and summary of the City	Finance Department/ Accounting	Life of bond plus 3 years	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Comprehensive Classification System Review & Development</i> - Studies and reviews of the City's classification system.	Personnel Department	5 years or until superseded	
<i>Computer-aided Dispatch Report</i> - print-out of a specific call or the line item summary of all calls for a specific time and/or place. (CAD Report)	Police Department	3 years or until litigation terminated	
<i>Conditional Permits</i> - Includes application and site plans administratively issued to permit certain uses that tend to be incompatible within the same zoning district.	Development Services Department	Discretionary	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Confidential Reports- All documents that are deemed confidential in accordance with the Oklahoma Open Records Act or Federal or State law.	All Departments	Until litigation is terminated (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Construction and Design Files (Private Projects)	Public Works Department	5 years after expiration of Maintenance Bond	
Consultant Selection Files- May include request for project to be advertised, advertisement, letter from all proposals of interest, proposals from short listed firms, tabulations, short list committee, referral memo to department for short list, short list from department, letters sent to consultants re interview, score sheets, notification to department of results, letters informing those not selected for interviews, letters informing those not selected for project, consultant review committee report and council memo.	Public Works Department/ Planning Department	5 years after expiration of Maintenance Bond	
Contracts, Leases, and Agreements- Files consist of signed contract agreements with parties providing City services or having other legal relationships with the City.	City Clerk's Office	5 years from end of fiscal year in which final payment was made (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>Coupon Bond Register</i>	Finance Department/ City Treasurer's Office	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Crime Incident Reports-</i> A report containing pertinent information concerning a particular incident or crime or all reports containing information concerning a criminal investigation or incident. May be hand written or computer generated. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.8	Police Department	Permanent	
<i>Criminal Justice Records-</i> Includes criminal prosecution files, impound hearing records, replevins, appeals, general property destruction, gun destruction by melting, unclaimed property. PARTIALLY CONFIDENTIAL Attorney Client 51 O.S. § 24A.12	Municipal Counselor's Office	5 years or until litigation is terminated	
<i>Customer Service Surveys</i>	Finance Department	Discretionary	
<i>Daily Activity Records-</i> Daily records of activity on each shift by officer. May also include officer's summary of status of cases. Generally includes case number, kind of case, date, amount stolen or recovered, and name, sex, date of birth, and address of arrested person. Also may show detective's name, shift, vehicle number, date, case number, type of case, victim, property stolen, property recovered, arrested, total hours, and off duty administrative, investigation, public relations, crime prevention or training time.	Police Department	3 years or until litigation is terminated	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>Daily Activity Records (Animal)</i> - Daily count and report of all service calls by officers. Includes officer's daily report and records from the emergency operations center. Information includes name of officer, commission number, service location, time received by dispatcher, time dispatched to officer, time of officer's arrival, findings disposition, time cleared and an indication if follow-up is needed.	Development Services Department/ Animal Welfare	5 years	11 O.S. § 22-131(A)(3)
<i>Daily Line Up Sheet</i> - A listing of the officers who are working on a daily basis. The line up shows the officer's name and where they are assigned.	Police Department/ Development Services Department/ Animal Welfare	3 years	
<i>Daily Shift Report (Animal Welfare)</i> - Includes pertinent information on events during shift such as roll call by rank and name.	Development Services Department/ Animal Welfare	5 years	
<i>Daily Shift Report (Fire)</i> - Includes pertinent information on events during shift such as roll call by rank and name.	Fire Department	Permanent	
<i>Damage and Loss Report (City Property)</i> - Record of damage and loss sustained by City including but not limited to attributable theft, arson, vandalism, employee negligence, defective equipment, damage to structures and building, money and security losses, vehicle accidents where vehicles not owned by the City are involved in collisions with the City-owned property.	All Departments	3 years or until litigation is terminated	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>Dangerous Building Files-</i> Records relating to the demolition and boarding of buildings deemed unfit for human habitation by the Council. Usually including building reports, letters to property owners and demolition documents. May also include contract and payment documents. 11 O.S. § 22-121 and 11 O.S. § 22-123	Development Services Department	5 years or until litigation or lien extinguished or satisfied	
<i>Deeds-</i> Original deeds providing evidence of City ownership of property. Generally includes name, addresses, of grantor or grantee, description of property, date property was transferred or granted.	City Clerk's Office	Permanent (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Deferred Compensation Plans-</i> Any deferred compensation plan under § 457 of the IRS Code approved by Council.	Personnel Office	Permanent	
<i>Departmental Memorandums-</i> City Manager-Informational memorandums to departments and division heads covering single subject.	City Manager's Office	Discretionary	
<i>Deposit Records-</i> Records of the daily transactions showing deposits of all accounts of funds by banks.	Finance Department/ City Treasurer's Office/ Parks and Recreation Department/ Municipal Court	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Deposit Slips (Police)</i> – including supporting documentation, alarm permits, and records	Police Department	5 years	11 O.S. § 22-131(A)(3)

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>Depreciation Schedule Electronic Report-</i> The schedule which documents the useful life of City-owned equipment and property, including acquisition data and cost. They are used for capital equipment budgeting and for other financial planning and control purposes. Includes assets until fully depreciated or disposed.	Finance Department/ Accounting	Until fully depreciated, replaced or disposed (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Digital Recordings (Boards, Commissions, Committees)</i> - Meetings other than City Council or Historic Preservation Commission.	City Manager/ Public Information and Marketing Department	2 years	
<i>Digital Recordings (Historic Preservation Commission)</i>	Planning Department	60 days following final decision of the Commission	OCMC § 59-3300.4 (J)(1)
<i>Disability Files for Management Employees</i>	Personnel Department	6 years	
<i>Docket Book (Civil Lawsuits)</i>	Municipal Counselor's Office	Discretionary	
<i>Docket (Municipal Court)</i>	Municipal Court	5 years	11 O.S. § 22-131(A)(3)
<i>Drug and Alcohol Testing</i> CONFIDENTIAL	Personnel Department	Permanent	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>E-mail</i> - A message or electronic file sent or received by a public official or employee using an e-mail account.	All Departments	End of working day created or received unless required by law to be kept (ie: financial records)	
<i>Easements, Public Rights-of-Way</i>	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>EEOC</i> - Equal Employment Opportunity Commission complaint files CONFIDENTIAL	Personnel Department/Municipal Counselor's Office	Permanent until litigation is terminated	
<i>EEOP (Equal Employment Opportunity Plan)</i> - A plan documenting the City's compliance with the statutes and regulatory requirements.	Personnel Department	3 years or until superseded	
<i>EEO-4 (Form 164)</i> - Biennial report of employment data by race, sex, job category and pay. CONFIDENTIAL	Personnel Department	3 years	29 CFR §§1602.30 and 1602.31 Title VII § 709(c)
<i>Election Expense Statement</i>	City Clerk's Office	5 years	11 O.S. § 22-131(A)(3)
<i>Election Files (Council Election, Charter)</i> - Includes copy of ballot, proclamations, resolutions, certificate of results, tabulation and certificates of returns.	City Clerk's Office	5 years	11 O.S. § 22-131(A)(3)

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>Election Files (GO Bonds and Tax Levy)-</i> Issues approved by the voters	City Clerk's Office	Permanent	
<i>Electrical Code Inspection/Enforcement (City-owned Property)</i> - Includes inspection reports by City Inspectors on City-owned property.	Development Services Department	5 years	11 O.S. § 22-131(A)(3)
<i>Electrical Code Inspection/Enforcement (Private Property)</i> - Includes inspection reports by City Inspectors.	Development Services Department	5 years	11 O.S. § 22-131(A)(3)
<i>Electronic Timekeeping System (Kronos) Records-</i> Electronic time keeping system. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	All Departments	Permanent	
<i>Electronic Funds Transfer Form</i> – used for electronic transfer of money	Finance Department/ Procurement	1 year after the vendor # becomes inactive	
<i>Emergency Operations Plan-</i> Plan adopted pursuant to Stafford Act which provides framework for handling major emergencies, disaster, or catastrophic events	City Clerk's Office/ Police Department	Until superseded	
<i>Employee Benefit and Medical Records</i>	Personnel Department	Duration of employment plus 30 years	HIPAA 29 CFR § 1910.1020
<i>Employee Exposure Medical Records-</i> Results of exposure to chemicals, noise, infectious diseases, harmful physical agent or toxic substance as defined by OSHA, including biological monitoring results and Material Safety Data Sheets. CONFIDENTIAL	Finance Department/ Risk Management/ Personnel Department/ Occupational Health	Permanent	29 CFR §1910.1020(d)(1)(ii)

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<p>Employee Personnel History File- Records pertinent to an employee's time of service. Contains application, job and pay rate records, performance evaluations, etc. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7</p>	Personnel Department/ Fire Department/ Police Department	5 years after termination of employment; Fire Department- Permanent	
<p>Employment Application File- Applications for employment with the City. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7</p>	Personnel Department/ Fire Department/ Police Department	3 years for applicants not hired (exceeds State law)	29 CFR §§ 1602.31
<p>Employment Testing and Validation Documentation</p>	Personnel Department/Fire Department/ Parks and Recreation Department/ Police Department	Discretionary	
<p>Engineering Drawings- See As-Built Plans and Specifications, Operation and Maintenance Manuals, Facilities, and Infrastructure Records.</p>	All Departments	(If bond proceeds, life of bond plus 3 years)	IRS Code §6001 and §6001-1(a) of the Regulations
<p>Equipment Inventory- Inventories of all City-owned and leased equipment and physical property. Includes inventories of vehicle giving: vehicle number, year, model, make, manufacturer's identification number, date purchased, vendor, cost, and tag number. Descriptions of other equipment inventories include quantity, description, make, model number, serial number, date purchased, unit cost, invoice number, vendor and signature of responsible custodian.</p>	Finance Department/ Accounting	10 years	11 O.S. § 22-131(A)(4)

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Equipment Records- Includes check in/out record of municipal equipment temporarily removed on a regular or periodic basis from its authorized place of storage.	All Departments	1 year or until litigation is terminated	51 O.S. §§ 151 et seq.
Event Files- Records relating to the leasing of municipal facilities to various groups. May include scheduling, license checklist, equipment rental requests and invoices, contracts, licenses, seating charts and floor plans, work orders, sales/service reports, insurance, etc.	Parks and Recreation Department/ Utilities Department	1 year after expiration	51 O.S. §§ 151 et seq. GTCA
Evidence and/or Property Log- Logs of all property seized listing date received, movement, collecting investigator, description of item, disposition, and signature of all handling parties.	Fire Department/ Police Department	Permanent	
Expunged Court Records	Municipal Court	10 years	
Expunged Law Enforcement Records- Law enforcement and court records that are expunged as a matter of law. CONFIDENTIAL 22 O.S. §§ 18 and 19	Police Department/ Municipal Counselor's Office	Permanent	
Family Medical Leave Act Records (FMLA) CONFIDENTIAL (Except U.S. Department of Labor)	All Departments	3 years if no complaints are received or until litigation is terminated	29 CFR § 825.500
Faulty Meter Records- A document filled out when a parking meter is reported to be inoperable.	Public Transportation and Parking Department	5 years or until litigation is terminated	11 O.S. § 22-131(A)(3)

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>Federal Emergency Management Agency (FEMA) Records</i> - Records generated after Declaration by President of an emergency or disaster.	All Departments	Permanent	FEMA
<i>Financial Statements File</i> - Financial data reflecting the general fiscal position of the City. Includes monthly statements recording monies allocated and spent against revenues from various sources. May also include charge back documentation, quarterly, semiannual and annual reports.	Finance Department/ Accounting	10 years	11 O.S. § 22-131(A)(4)
<i>Fire Alarm System</i> - Document test and maintenance work performed on automatic fire alarm systems. Includes date problem was reported and name of person reporting problem.	Fire Department	5 years	11 O.S. § 22-131(A)(3)
<i>Fire Extinguisher Maintenance and Inspection Records</i>	All Departments	One year after last inspection	29 CFR § 1910.157(e)(3)
<i>Fire Incident Reports</i> - Records from incidents to which the Fire Department responds. In addition to fire incidents, these include Emergency Medical Services and Hazardous Materials incidents, service calls false alarms, natural condition.	Fire Department/ Public Works Department	Permanent	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<p><i>Fire Incident Run Reports File-</i> A record of fire and non-fire incidents which may include incident number, month, date, year, day of week, alarm time, arrival time, address of fire, occupant's name, method of alarm, type of situation found, action taken, number of personnel, engines and other vehicles at scene, units responding, incident-related injuries and deaths, property use, area and level of fire origin, termination stage, equipment involved and form of heat ignition, structure type, construction type and method, extent of damage, insurance, method of extinguishing, number of hydrants used, property damage classification, dollar loss and extent of damage, signature of person completing report.</p>	Fire Department	Permanent	
<p><i>Fire Investigation Report</i> - A confidential record of fire investigations which includes incident number, case number, date (month, day, year), address of fire, type of occupancy, owners' and occupants' vital statistics, incident related injuries and deaths, dollar loss attributes to the fire, fire cause, material and form of material first ignited, witness and suspect information, arrest information, statute violation, disposition, narrative, follow-up reports, signature of person completing report. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.8</p>	Fire Department	Permanent	
<p><i>Fire Permission To Enter Vehicle or Structure Form</i></p>	Fire Department	1 year	
<p><i>Fire Permits-</i> Permits issued pursuant to the fire code adopted by the City does not include alarm and sprinkler.</p>	Fire Department	5 years	11 O.S. § 22-131(A)(3)

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>Fire State Pension Plan File-</i> Includes retirees' records of the State pension plans.	City Clerk's Office	Permanent	
<i>Fire Station Log Books-</i> Lists date of incident, time, location and a brief description of activity.	Fire Department	Permanent (Historic)	
<i>Fixed Asset Inventory Lists-</i> List of City's personal property inventory file.	Finance Department/ Accounting	10 years	11 O.S. § 22-131(A)(4)
<i>Food Handler Inspection Records</i>	City-County Health Department	5 years	11 O.S. § 22-131(A)(3)
<i>Fuel Usage Records-</i> Records of the fuel use of each fleet vehicle. These records may exist as entries in a computer file.	Fire Department/ General Services Department/ Police Department/ Utilities Department	5 years	11 O.S. § 22-131(A)(3)
<i>Garnishment File-</i> Consists of a summary of garnishments with defendant's and plaintiff's names. Also included a form documenting the amount withheld from the employee's wages.	Finance Department/ Accounting	5 years after payment is fulfilled	11 O.S. § 22-131(A)(3)

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<p>Grant Accounting File- Consists of financial documentation for each State or Federal grant project including ARRA Grants. Records including monthly expenses and requests for payment, check copies, copy of grant applications, financial status reports, advance reports, special audit and bookkeeping requirement instructions and other working papers accumulated in the process of preparing accounting information to meet State and Federal regulations.</p> <p>Grant Files (State, Federal) - Due to the variety of Federal grant programs and stipulations, each department must check with the administering governmental agency for the retention requirements for specific programs. It is recommended the retention period be recorded in this manual for ease of reference.</p>	All Departments	<p>Records: 3 years from the final expenditure reports for that period for purposes of audits, program reviews, and IGs.</p> <p>Equipment and Real Property: 3 years from the disposition of the equipment or property unless superseded by Federal statute or regulation or until a disputed matter is resolved</p>	<p>7 CFR 3016.42 15 CFR § 24.42 32 CFR § 33.42 34 CFR § 80.42 10 CFR § 600.242 45 CFR § 92.42 24 CFR § 85.42 43 CFR § 12.82 28 CFR § 66.42 29 CFR § 97.42 22 CFR § 135.42 49 CFR § 18.42 40 CFR § 31.42 44 CFR § 13.42 21 CFR § 1403.42 Office of Management and Budget Circular A-87</p>
<p>Grant Work Progress Report- Daily, weekly or monthly report that indicates work received, work completed, documents processed, etc.</p>	All Departments	<p>3 years after close of fiscal year in which grant ends or audit period specifies unless superseded by Federal statute or regulation or until a disputed matter is resolved</p>	<p>7 CFR 3016.42 15 CFR § 24.42 32 CFR § 33.42 34 CFR § 80.42 10 CFR § 600.242 45 CFR § 92.42 24 CFR § 85.42 43 CFR § 12.82 28 CFR § 66.42 29 CFR § 97.42 22 CFR § 135.42 49 CFR § 18.42 40 CFR § 31.42 44 CFR § 13.42 21 CFR § 1403.42 Office of Management and Budget Circular A-87</p>

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>Grievance File</i>	Personnel Department	3 years or until termination of legal/labor proceedings	29 CFR §1602.31
<i>Handwritten Probable Cause Affidavit</i>	Police Department/ Development Services Department	5 years	
<i>Hazardous Materials Accident Reports-</i> Reports on accidents involving the spilling or combustion of hazardous chemicals or other materials. Includes brand name, chemical name, amounts of material, location of accident and specific information pertaining to the incident.	Finance Department/ Risk Management/ Fire Department/ Public Works	3 years after completion of report; Public Works-permanent	
<i>Hazardous Waste Intake Citizen Surveys</i>	Public Works Department	1 year	
<i>Historic Preservation Files-</i> Files include records relating to historical preservation programs and projects in the City. The records consist of files used in the restoration of individual historical structures or restoration projects, encompassing an entire area of the City. Correspondence, plans and studies, progress reports, and grant records are often included.	Planning Department	Permanent (Historic)	
<i>Household Hazardous Waste Facility Special Collection Events Documents and Reports-</i> All documents supporting mobile events including health and safety plans.	Public Works Departments	3 years	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>Housing (Demolition and Securing)</i> - Records relating to the demolition and boarding of buildings identified to City Council, by the Neighborhood Services Division, as either structurally unsound or unsecured. Usually includes initial inspector's report, legal ownership and mortgage holder printouts, notices and letters to the property owner, contractor bid information and contract award and payment, various photos and slides, contractor invoices and checklists, billing statements, work orders and paid receipts, releases of liens and miscellaneous notes, etc. pertaining to conversations with citizens, regarding the property location. Also includes certificates of mailing and/or certified mail receipts.	Development Services Department	5 years or until litigation is terminated	11 O.S. § 22-131(A)(3)
<i>I-9</i> - Employment eligibility form	Personnel Department/ Operations	3 years after hire or 1 year after termination	
<i>Impounded Vehicle Reports</i> - A multi-copy report created when a vehicle is impounded. Used to record the impoundment and release of vehicles. Also a computer generated report of all impounded vehicles over the previous 24 hour period, which is forwarded to the State as per State Law.	Police Department	3 years or until litigation is terminated	
<i>Impounded Watercraft</i> – notice of impoundment	Utilities Department	3 years or until litigation is terminated	
<i>Incarceration Lists</i> - Daily prisoner count.	Police Department	5 years	Jail Contract with Oklahoma County
<i>Informal Quotes</i>	All Departments	5 years	11 O.S. § 22-131(A)(3)

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Inspection Records- Records or reports pertaining to elevators, fire hydrants, bridges, buildings, plumbing, mechanical, electrical devices, lifting and hoisting devices, construction sites, permits, refuse, water, sanitary sewer, storm sewer, storm water quality, vehicles for hire and taxicab inspection documents.	Public Works Department/ Utilities Department/ Police Department/ Development Services Department	5 years	11 O.S. § 22-131(A)(3)
Inspection Records (City Property)	Public Works	Permanent	11 O.S. §22-131(A)
Insurance Policy File- File includes copies of all insurance policies, signed agreements, claims, and documents related to coverage for City employees, City officials, and City property.	City Clerk's Office/ Finance Department/ Risk Management/	5 years or until litigation is terminated	
Interest and Grievance Arbitration Awards	Personnel Department/ Municipal Counselor's Office	Permanent	
Internal Investigations (Police) - Investigations regarding personnel conduct (includes Use of Force investigations). CONFIDENTIAL 51 O.S. § 24A.7	Police Department	3 years after employment ends	
Internal Investigations- Investigations by Personnel Department or any other department.	All Departments	3 years or until litigation is terminated	
Intra-Departmental Memoranda- Memos issued by the department director stating department policy and procedures.	All Departments	Permanent until superseded	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Investment Documents- Include trade tickets, maturity notices, interest notices, and other necessary documents for the investment portfolio of the City.	Finance Department/ City Treasurer's Office	5 years after inactivity (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Investment Documents (GO Bonds)	Finance Department/ City Treasurer's Office	Life of bond plus 3 years	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Jail 2 Report- Computer generated report of total number of prisoners in custody.	Police Department	5 years	
Job Evaluation Documentation- Reflects data used to provide a systematic basis for compensating positions.	Personnel Department	5 years or until superseded	
Job Ticket (Work Order) - Print shop request for printing and copying. May include printing and copying requisition.	City Manager's Office/ Public Information and Marketing	1 year after close of fiscal year	
Journal Entries/Journal Vouchers- Files consist of adjustments to financial accounts showing the debits and credits, reason for adjustment, date, and amount.	Finance Department/ Accounting	Permanent	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Landfill Permits- May include application, insurance, regulations, and reports of local, State or Federal agencies. 27A O.S. §§ 2-10-901 <i>et seq.</i>	Finance Department/ Utilities Department	5 years	11 O.S. § 22-131(A)(3)

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Leading For Results Performance Documentation- Supporting documentation developed and maintained by departments for performance data.	Finance Department/ Office of Management and Budget	3 years	
Leading For Results Reports- Strategic business plans prepared by each department as well as monthly, quarterly, and semi-annual performance reports.	Finance Departments/ Office of Management and Budget	3 years	
Legal Opinions- Contains copies of legal opinions and memoranda prepared by the Municipal Counselor.	Municipal Counselor's Office	Permanent (Historic)	
Legal Opinions (GO Bonds)	Municipal Counselor's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Licenses Applications- All occupational licenses issued by the City such as kennel, auctioneer, barterer, food handler, electrical, etc. (See permits).	Development Services Department	5 years	11 O.S. § 22-131(A)(3)
Maintenance Records- All maintenance records pertaining to City property and other property (i.e. vehicles and equipment).	All Departments	10 years- buildings; life of other property or until replaced or otherwise required	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<p>Management Bulletins- Technical and organizational information presented to all departments and agencies on an as-needed basis, usually prepared by an individual department responsible for its controls and approved by the City Manager.</p>	<p>City Manager's Office</p>	<p>Discretionary</p>	
<p>Manufacturer/Product Information Documents - Including load tests, proof tests, repair documents, etc. for lifting devices (cranes, slings, etc). 29 CFR § 1910.179(k) 29 CFR § 1910.180(e) 29 CFR § 1910.184(e)</p>	<p>Parks and Recreation Department/ Public Works Department/ Utilities Department</p>	<p>Duration of the use of the equipment</p>	
<p>Maps- (Emergency Equipment, Parking Meters, Traffic Lights, etc.)- Includes maps of streets maintained for reference regarding placement of fire hydrants, parking meters, traffic lights and sign locations, etc.</p>	<p>Public Works Department</p>	<p>Permanent until superseded</p>	<p>11 O.S. § 22-131</p>
<p>Maps and Plats- General reference maps of City development areas. Shows existing zoning.</p>	<p>Development Services Department</p>	<p>Permanent until superseded</p>	<p>11 O.S. § 22-131</p>
<p>Micro-chipping Records- Animals microchipped at the City's Animal Shelter. Includes microchip number, date, references, adoption form (if applicable), animal description, owner information, alternate contract information, and copies of microchip form and certificate.</p>	<p>Development Services Department/ Animal Welfare</p>	<p>5 years</p>	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>Minutes</i> - Consists of minutes presented to the governing body, boards, committees, task force, and commissions at its official meetings if required by the Open Meeting Act (Journal of Council Proceedings).	All Departments	5 years for boards, committees, and commissions; Permanent for Journal of Council Proceedings	
<i>Municipal Court Convictions-</i> Excludes parking.	Municipal Court	10 years after close of case-DUI; 5 years after close of case-others	20 O.S. § 1005(6)(c) 11 O.S. § 22-131(A)(3)
<i>Municipal Court Records-</i> Court Records shall be defined as: a memorial or history of judicial proceedings in a case, commencing with the information and/or complaint and terminating with the judgment and/or appeal. PARTIALLY CONFIDENTIAL (Juvenile Records) 10A O.S. §§2-6-101 <i>et seq.</i>	Municipal Court	5 years after close of case except expunged records shall be maintained as per the expungement statute (10 years after close of case for APC, DUI, DWI of alcohol or drugs)	11 O.S. § 22-131(A)(3) 47 O.S. 11-902(c)(2)
<i>News Clippings, Scrapbooks, Photos-</i> May include copies of news articles and photos pertaining to the municipality.	All Departments	Discretionary (Historic)	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Nuisance Abatement Files- Records relating to weed, trash, graffiti, inoperable vehicles on private property. Usually includes initial inspection report, photos, legal ownership printouts, notices and letters to property owner, certificate of mailing, copies of liens, contractor work orders, contractor invoices and photos, billing statements and paid receipts, releases of liens and miscellaneous notes pertaining to conversations with citizens regarding the property location.	Development Services Department	5 years or until litigation is terminated or lien extinguished or satisfied	11 O.S. § 22-131(A)(3)
Nuisance Abatement Administrative Records (Police) – Records relating to impounded vehicles held for nuisance abatement after drive-by shooting and attempted eluding, and vehicles ordered to be impounded or immobilized due to delinquent parking citations.	Police Department	3 years or until litigation is terminated	
Official Oklahoma Traffic and Collision Report (Police) - Forms provided by the Department of Public Safety PARTIALLY CONFIDENTIAL OCMC § 32-151; 47 O.S. § 10-117 51 O.S. § 24A.8(B)	Police Department	5 years or until litigation is terminated (Originals to Department of Public Safety permanent)	
Oil and Gas Records- Include division orders, leases, notice of hearings, permits, revenue statements, scout tickets, warranty deeds, and wells by operations.	Public Works Department	Permanent	11 O.S. § 22-131
Open Records Request and Response Log- 51 O.S. § 24A.1	City Clerk's Office	1 year from response	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Ordinances- Includes ordinance number, title, text, date of passage, signatures, and any associated documents (i.e., memorandum, staff report).	City Clerk's Office	Permanent (Historic)	
Ordinances and Public Notice Publication Books- Includes all publications for City Council, boards, commissions, and committees.	City Clerk's Office	Permanent	
Pager Bills	All Departments	5 years	11 O.S. § 22-131(A)(3)
Parking Meter Records- Records relating to parking meter collections.	Finance Department/ City Treasurer's Office	10 years	11 O.S. § 22-131(A)(4)
Parking Ticket and Warrant File- Includes computerized information such as vehicle, date ticket issued, license plate number, ticket number, receipt number, date paid and name of vehicle owner.	Municipal Court	2 years after close of case (time exceeds statute)	11 O.S. § 22-131(A)(1)
Parks and Recreation Collection Records- Listing of all monies collected.	Parks and Recreation Department	10 years	11 O.S. § 22-131(A)(4)
Payroll Bank Statements/ Reconciliations, Payroll Checks, Cancelled- Consists of periodic statements from the bank showing electronic deposits and cancelled payroll checks for receipts of wages, vacation pay or other payments for services rendered.	Finance Department/ Accounting	6 years (time exceeds statute)	11 O.S. § 22-131(A)(3) APA Guidelines

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<p>Payroll Earnings Records- Includes employee's name, address, hours worked, gross pay, withholdings, social security number, net pay, deductions, and FLSA records. (Deductions, address, social security number, and net pay are CONFIDENTIAL under the 51 O.S. § 24A.7)</p>	Finance Department/ Accounting	5 years or until litigation is terminated (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) 29 CFR § 516 IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<p>Payroll Time Records- Includes employee's name, department, amount and type of leave time, compensatory time, and including overtime records, in support of Kronos records.</p>	All Departments	5 years or until litigation is terminated	20 CFR § 516 11 O.S. § 22-131(A)(3)
<p>Pension Records- Includes information on vested and retired City employees.</p>	City Clerk's Office/ Employee Retirement System	5 years from date of last payment	
<p>Permits- All permits issued by the City including but not limited to electrical, plumbing, gas fitters, building, storm water quality, traffic, work zone, elevator, vehicle for hire, vendor, if required will include the citizenship affidavit form.</p>	Public Works Department / Development Services Department/ Police Department	5 years	11 O.S. § 22-131(A)(3)
<p>Personnel Job Audit Documentation- Reflects data compilation support of position reclassifications.</p>	Personnel Department	2 years or until litigation is terminated	29 CFR § 1602.31
<p>Personnel Job Classification Documentation- Includes original and modifications to job descriptions, performance evaluation forms and master task lists.</p>	Personnel Department	Permanent (Historic)	29 CFR § 1602.31

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<p>Personnel Medicare Records- A record concerning the health status of an employee that is made or maintained by a physician, nurse, or other technician including: medical and employment questionnaires or histories; the results of medical examinations and laboratory tests; medical opinions, diagnoses, progress notes and recommendations; first-aid records; description of treatments and prescriptions; and employee medical complaints. Excludes health insurance claims in records. CONFIDENTIAL</p>	Personnel Department	Duration of employment plus 6 years	29 CFR § 1910.1020 (d)(1)(i)
<p>Personnel Policies- Adopted by Resolution by the City Council</p>	City Clerk's Office	Permanent (Historic)	
<p>Personnel Selection Procedure Documentation- Includes all selection processes: test results, evaluation forms, and letters of justification etc.</p>	Personnel Department/ Parks and Recreation Department (part-time)	5 years or until litigation is terminated	29 CFR §1602.31
<p>Personnel Service Bulletin- PSB Administrative interpretation of personnel policies by the Personnel Director</p>	Personnel Department	Permanent (Historic)	
<p>Petitions (Initiative Referendum) - Petitions submitted to the City requesting an election be held. Excluding signature pages.</p>	City Clerk's Office	If ordinance is passed by the voters, retain permanently; if ordinance failed by the voters, retain 2 years after date of election	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>Petitions (Miscellaneous)</i> - Includes petitions signed by citizens requesting action by City. Also, includes annexation and assessment district petitions.	City Clerk's Office	2 years or until litigation is terminated	11 O.S. § 22-131(A)(2)
<i>Petitions (Recall)</i> - Petitions submitted for the removal of the Mayor or Council member.	City Clerk's Office	Destroy after term ends	
<i>Petitions (Taxpayer Written Demands)</i> - Resident taxpayers written demand to institute suit on failure of officers.	City Clerk's Office	Permanent	62 O.S. §§ 372-374
<i>Petty Cash Records</i> 11 O.S. § 17-102 OCMC § 2-841	All Departments	10 years	11 O.S. § 22-131(A)(3)
<i>Plans-</i> Includes comprehensive, neighborhood, and master plans adopted by the Planning Commission.	Planning Department/ City Clerk's Office/ Parks and Recreation Department	Permanent (Historic)	
<i>Police Policies and Procedures Manual</i>	City Clerk's Office	Permanent	
<i>Police Promotional Testing</i> – Sergeant, Lieutenant, and Captain promotional testing and assessment material. This shall include investigator and transfer packets.	Police Department	3 years or until litigation is terminated	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<p><i>Policy, Procedures, or Training Manuals-</i> Includes internal rules and regulations of the municipality sometimes separated by department. Often published in manual format or booklets. May include step-by-step procedures used as training manual for job functions.</p>	All Departments	Until superseded	
<p><i>Polygraph Test-</i> Includes results of an employee's test results. CONFIDENTIAL</p>	Police Department	3 years	Employee Polygraph Protection Act of 1988 29 CFR § 801.30
<p><i>Postal Records-</i> Includes postage meter records. May also include bulk rate postal permit information and other records dealing with mail operations and the United States Postal Service. Files may also include records with private mail carriers if used.</p>	City Manager's Office/ Public Information and Marketing	10 years	11 O.S. § 22-131(A)(4)
<p><i>Pre-qualification Files-</i> Includes contractor's application, financial statements, certifications and any other documents that are required to be pre-qualified to bid on City projects.</p>	City Clerk's Office	5 years for contractors no longer pre-qualified	
<p><i>Press Releases-</i> All official news or press releases issued by the municipality.</p>	City Manager's Office/ Public Information and Marketing Department/ Fire Department/ Police Department	Discretionary	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Probation Records (Municipal Court) - Includes such records as original correspondence, contact sheets (probation office notes) and training documentation. May also include non-record copies (original files with Courts) of probation orders, arrest and conviction records and probation status order.	Municipal Court	5 years after close of case	
Procard- (Credit Card)Transaction statement, receipts, and other required documentation	All Departments	5 years	11 O.S. § 22-131(A)(3) Procard Policy
Proclamations- All official proclamations, Retention Citations, and announcements issued by the Mayor.	Mayor's Office	1 year	
Procurement Bid Files- Includes bid tabulation, bid price, percentage rates, periods of pay, name of bidder and cost. Also may include copy of advertisement services or memorandum requesting bidders, specifications. Quote information is similar may be obtained by telephone; all quotes should be documented.	Finance Departments/ Procurement/ Utilities Department	5 years	11 O.S. § 22-131(A)(3)
Procurement Policies	Finance Department/ Procurement	Permanent until superseded	
Promotional Publications- Includes pamphlets, brochures, or newsletters informing citizens of certain events.	All Departments	Discretionary	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<p>Property Damage Reports Involving City Property- Includes a report of damage to property of the municipality, time and date of accident and a complete narrative regarding circumstances, name of principals, witnesses and addresses.</p> <p>CONFIDENTIAL Personnel Investigations OCMC § 32-151; 47 O.S. § 10-117 51 O.S. § 24A.7</p>	Finance Department/ Risk Management	5 years or until litigation is terminated	
<p>Property Maintenance Code Inspections- Includes City Inspector's report of inspection and any addendum thereto, including reports of subsequent inspections and related correspondence, notices, etc.</p>	Development Services Department	5 years	11 O.S. § 22-131(A)(3)
<p>Proposals- Includes requests for proposal, submittal statement, committee recommendation, and memorandums.</p>	All Departments	5 years from proposal opening (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<p>Publication Affidavits- Original, notarized, affidavit showing proof of publication in a local newspaper of general circulation.</p>	City Clerk's Office	1 year	
<p>Purchase Order File- The electronic file used to procure goods and services for the City. Usually consists of purchase orders, invoices, documenting number, date, department, description and quantity of item, account number, unit price, amount and signature. May also include purchase requisitions and other supporting documentation used for justification and approval and procurement actions.</p>	Finance Department/ Procurement	5 years after termination of purchase order or agreement, whichever is later (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Quarterly Tax Report File- Documents containing taxable and non-taxable income of city governments. Includes Federal and State sales tax, social security reports and unemployment reports.	Finance Department/ Accounting	Permanent	
Real Estate Purchase Contracts- May include warranty deed, easements, and contract for purchase.	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Receipt Books- Books documenting monies received into City accounts from various sources. Includes date of payment or fund to which money belongs, receipt number and amount paid.	All Departments	10 years	11 O.S. § 22-131(A)(4)
Refund File- Records documenting the issuance of a refund to the payee for overpayment, incorrect billing, etc. for services, permits, or licenses.	All Departments	5 years	11 O.S. § 22-131(A)(3)
Rental Schedules- Files consisting of contract agreements with parties providing city services of having other legal relationships with the City, including options to purchase property. May also include leases, rental schedules, specifications, bids awarded and copies of payments, receipts and other supporting papers used in managing the contract.	All Departments	5 years after expiration (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Respirator Program Records- Physicians statement, fitness testing results and assignment.	Personnel Department/ Occupational Health Department/ Public Works Department/ Storm Water Quality	6 years	
Returned Checks- Consists of bad checks (insufficient funds) received for deposit and voided spoiled checks.	All Departments	5 years	11 O.S. § 22-131(A)(3)
Safety Bulletins	All Departments	Permanent until superseded	
Safety, Environmental and Health Inspection and Consultations- All City facilities and work sites; contractor procedures; USTs and AGTs.	All Departments	Permanent	
Schedule of Annual Meetings- List of regularly scheduled meetings of public bodies for the calendar year.	City Clerk's Office	2 years	
Service Requests - Includes but is not limited to citizen service requests, comments about services, maintenance, repairs, ADA service requests etc.	All Departments	5 years	11 O.S. § 22-131(A)(3)
Sewage Treatment Applications and Permits- Wastewater treatment reports filed with State and Federal agencies monitoring the City's compliance with government regulations. Includes applications, recycling permits and reports, water treatment permits and reports, and other permits for solid waste and sewage treatment processes.	Utilities Department	Permanent	

<i>Retention Class</i>	<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
	<i>Sewage & Treatment Monitoring Reports-</i> Contains records used to monitor and report on the operations of the City sewage treatment plant and sewage treatment, including lab reports, and amounts of waste processed by the system.	Utilities Department	Permanent	11 O.S. § 22-131(A)
	<i>Sewer Line Maps</i>	Utilities Department	Permanent until superseded	
	<i>Sidewalk Assessment Districts</i>	Public Works Department	10 years	11 O.S. § 22-131(A)(4)
	<i>Sign and Banner Permits</i>	Development Services Department/ Public Works Department	5 years	11 O.S. § 22-131(A)(3)
	<i>Sinking Fund (Debt Service) – Article 10, Section 28, Oklahoma State Constitution</i>	Finance Department	10 years	11 O.S. § 22-131 (A)(4)
	<i>Social Media-</i> media for social interaction, using highly accessible and scalable publishing techniques	City Manager's Office/ Public Information and Marketing	Discretionary	
	<i>Solid Waste Abatement Program (SWAP) Liability Releases-</i> Product Exchange (paint, pesticide, oil, etc.)	Public Works Department	5 years	
	<i>Special Assessment Files (BID) -</i> Files used to account for sewer improvement districts funds. They verify revenue contributions from citizens.	City Clerk's Office/ Utilities Department/ Public Works Department	15 years	11 O.S. § 22-131(A)(5)

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Standard Specifications for Construction of Public Improvements- The City's policies, regulations, and procedures for construction of public projects.	City Clerk's Office	Permanent until superseded	
State Department of Health Permits	Parks and Recreation Department	Permanent	
Storm Water Quality Permits- All permits issued by the Storm Water Quality Division and any documentation that relates to that permit. Including but not limited to Confined Space Permits.	Public Works Department/ Storm Water Quality	5 years	11 O.S. 22-131(A)(3) EPA NPDES General Permit for Storm Water Discharge from Construction Activity and Multi-Sector General Permit for Storm Water Discharge Associated with Industrial Activity 29 CFR 1910-146(e)(6)
Storm Water Quality State Permits and Reports	Public Works Department	3 years from the expiration or termination of the permit	EPA NPDES General Permit for Storm Water Discharge from Construction Activity and Multi-Sector General Permit for Storm Water Discharge Associated with Industrial Activity
Street Address Data (GIS)- List of current streets and house numbers	Information Technology	Permanent until superseded	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Street Design Improvement Files- Reports of accidents on City streets, used to assess cause of accidents and to make street designs improvements in order to reduce accidents. May also include collision diagrams showing time, direction of approach, weather, type of accident, pavement, accident severity, time of year, type of vehicle and related documents.	Police Department	Permanent until superseded	
Street Improvement Files- Files include bids, advertisements, contracts and assessment of property owners for street improvements. May also include resolutions and engineering reports.	City Clerk's Office	15 years	11 O.S. § 22-131(A)(5)
Subpoena Logs (Police) - Document with name of officer, case number, date, time, and signature. May also include the name of the officer's supervisor.	Police Department	Retain until disposition of case plus 3 years	
Surplus Property Resolution- Property owned by the City that has been declared surplus.	City Clerk's Office	5 years (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Tax Increment Financing Report (TIF) - May include reports.	City Manager's Office/ City Clerk's Office/ Finance	Life of TIF plus 5 years	62 O.S. § 867(A)
Time Cards/Time Sheets- Records pertaining to an employee leave time, in support of Kronos records.	All Departments	3 years	29 CFR § 516

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<i>Titles and Other Ownership Information to Vehicles and Equipment-</i> Includes certificates of titles to City-owned motor vehicles and equipment providing proof of ownership. May include make and model, serial number, and other identifying information.	Airports/ Fire Department/ General Service Department/ Utilities Department	Length of ownership plus 5 years (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Traffic and Signal Studies-</i> May include product literature and studies related to traffic, such as drawing of traffic controllers, drawings of intersections, traffic signals, and timing progressions. May also include turning count totals used for studies of traffic flow.	Public Works Department	Permanent until superseded	
<i>Training Files-</i> Official training records of all employees who receive training, whether on or off the job. May include test scores or certificate of training from academies or educational institutions. Certain records or notations may be included in the employee's personnel file.	All Departments	2 years; Sexual harassment training for 5 years or until litigation is terminated; Police: 3 years after termination of employment	
<i>Training Manuals-</i> Includes internal rules and regulations of the municipality sometimes separated by departments. Often is published in manual format or booklets. May include step-by-step procedures used as training manual for functions. May also include policies for vacation pay, hiring, firing, employee safety and other personnel matters.	All Departments	Until superseded	
<i>Training Manuals (Police & Fire)</i>	Police Department/ Fire Department	Permanent	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Training Records (Safety) - Employee listing of safety training records, including date, location, course information, course trainer/provider and list of employees in attendance.	All Departments	Length of employment plus 5 years	
Travel Expense Reimbursement File - Consists of employee expense report, expense receipts, check vouchers, authorizations to pay and other supporting papers necessary to document expenses incurred for employee travel. Includes private automobile allowance and mileage reimbursements to City employees or officials.	Finance Department/ Accounting	5 years	11 O.S. § 22-131(A)(3)
Trust Indentures - Records establishing the various City trusts, where The City of Oklahoma City is a beneficiary.	City Clerk's Office	Permanent	
Twenty-Eight Day Forecast - Records used to assist in scheduling and determining staffing levels pursuant to FLSA 207(k).	Police Department	180 days	FLSA 29 CFR § 553.5
Unclaimed Personal Property Record Book - All personal property which has been found, stolen or otherwise taken in Police possession. The record book also contains pertinent information and disposition of property as authorized by law.	Police Department	Permanent	OCMC § 43-41 11 O.S. §34-104
Unemployment Compensation Files - Files may contain correspondence sent to the municipality by the Employment Security Commission regarding claimant, copies of documents from claimant's official personnel file, certified mail receipts worksheets, audit papers and copies of documents sent to the State by the municipality. CONFIDENTIAL 40 O.S. § 4-508 and § 4-511	Personnel Department	3 years or until litigation is terminated	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Uniform Retention Citation Check-Out Log- A record of uniform Retention Citations containing Retention Citation numbers, date, person and commission number to whom checked out, and clerk's initials who check it out. Log is signed by person checking out Retention Citations.	Municipal Court	5 years	11 O.S. § 22-131(A)(3)
Uniform Crime Report (UCR) - Monthly and yearly reports compiled for all reported crime in Oklahoma City. The report is forwarded to OSBI for the inclusion on the State report to the FBI. Combination of computer generated report and hand-tabulated reports.	Police Department/ Fire Department	Permanent	
Union Negotiation File- Records pertaining to the City's collective bargaining agreements including any labor negotiation records.	Personnel Department	Permanent (Historic)	
Utility Customer Account File- Records show a billing and payment history of all customers using City utilities. Information includes customer name and address, consumption, billing and payment history.	Utilities Department	2 years	11 O.S. § 22-131(A)(2)
Utility Customer Service Deposit File- Includes name, account number and amount of deposit for service connection and refunds of deposits for service termination. May also include list of customers who have changed addresses, bills owed, cash stubs and booking listings.	Utilities Department	2 years after termination of account	11 O.S. § 22-131(A)(2)

<i>Description</i>	Department	Retention Time	Retention Citation
<i>Vandalism Reports</i> - Record of damage and loss sustained by City including but not limited to attributable to theft, arson, vandalism, employee negligence, defective equipment, damage to structures and buildings, money and security losses, vehicle accidents where vehicles not owned by the City are involved in collisions with the City-owned property.	Finance Department/ Risk Management	5 years after settlement	
<i>Variance Requests</i> - Building and zoning	Development Services Department	Permanent	
<i>Vendor Registration Form</i>	Finance Department/ Procurement	1 year after the vendor number becomes inactive	
<i>Video Recordings (Digital) (Meetings)</i> - Recordings of meetings used to prepare minutes or document meetings.	All Departments	Discretionary	
<i>W-4 Forms</i> - Withholding allowance certificates for State and Federal income tax. Federal form filled out by the employee stating name, address, social security number, number of allowances claimed, and signature.	Personnel Department	4 years	
<i>Wage Determination Surveys</i> - Annual surveys conducted to research and support wage adjustment recommendations.	Personnel Department	5 years	
<i>Waste Shipment Documents</i> - manifests and bills of lading for hazardous waste shipments. Includes drum inventory, certificates of disposal and all other supporting documents.	Public Works Department	3 years	40 CFR § 262.40

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<p><i>Wastewater Treatment Compliance Reports-</i> Treatment plant reports filed with State and Federal agencies monitoring the City's compliance with government regulations. Includes applications, permits, for solid water and sewage lagoons, including lab reports, and amounts of water processed by the system.</p>	<p>Utilities Department</p>	<p>Permanent until superseded</p>	
<p><i>Water Line Maps</i></p>	<p>Utilities Department</p>	<p>Permanent until superseded</p>	
<p><i>Water Meters-</i> Electronic meter reading utility billing system records. Includes statistics gathered when meters are read. Usually includes make, size, number, customers name and address, readings, etc.</p>	<p>Utilities Department</p>	<p>2 years</p>	<p>11 O.S. § 22-131(A)(2)</p>
<p><i>Water Sampling Results/High Risk Cases-</i> Records of all monitoring information including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of the reports required by permit, and records of all data used to complete reports and applications.</p>	<p>Public Works Department</p>	<p>3 years</p>	<p>OPDES Permit OKS000101</p>
<p><i>Water Treatment Applications-</i> Water treatment reports filed with State and Federal agencies monitoring the City's compliance.</p>	<p>Utilities Department</p>	<p>Permanent until superseded</p>	

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
<p>Workers' Compensation Medical Records- A record concerning the health status of an employee that is made or maintained by a physician, nurse, or other technician including: medical and employment questionnaires or histories; the results of medical examinations and laboratory tests; medical opinions, diagnoses, progress notes and recommendations; first-aid records; description of treatments and prescriptions; and employee medical complaints. Excludes health insurance claims in records. CONFIDENTIAL</p>	Finance Department/ Risk Management	Duration of employment plus 30 years	29 CFR § 1910.1020 (d)(1)(i)
<p>Workers' Compensation Claim Files- (Certified Workplace Medical Plan) Files consist of accident reports, first report of injury, medical claims, bills, payment vouchers, doctor reports, hospital emergency room verifications, correspondence and other supporting documentation concerning injuries compensable under workers' compensation. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7</p>	Finance Department/ Risk Management	CWMP documents- 5 years; permanent or until employee leaves or retires (minimum of 5 years)	
Zoning Applications	Development Services Department	5 years	

- NOTES:**
1. **Records not specifically mentioned herein or in 11 O.S. § 22-131 (A) are discretionary for all departments (11 O.S. § 22-131 (B)).**
 2. **Historic – History of past records to be maintained permanently.**
 3. **Confidential – Contains information whose unauthorized disclosure could be prejudicial.**
 4. **References to “close of case” or “termination of litigation” shall include any appeal.**

Legend

Abbreviations Used in Records` Retention Policy

ADA	Americans with Disabilities Act
APA	American Payroll Association
ARRA	American Recovery and Reinvestment Act
BID	Business Improvement District
CAD	Computer-Aided Dispatch
CAFR	Comprehensive Annual Financial Report
CCTV	Closed Circuit Television
CFR	Code of Federal Regulations
CWMP	Certified Workplace Medical Plan
EEOC	Equal Employment Opportunity Commission
EPA	Environmental Protection Act
FEMA	Federal Emergency Management Agency
FLSA	Fair Labor Standards Act
FMLA	Family Medical Leave Act
GIS	Geographical Information System
GO	General Obligation
GTCA	Governmental Tort Claims Act
HIPAA	Health Insurance Portability and Accountability Act
IRS	Internal Revenue Service
MSDS	Material Safety Data Sheet
NFPA	National Fire Protection Association
NPDES	National Pollutant Discharge Elimination System
OCCMC	Oklahoma City Municipal Code
OPDES	Oklahoma Pollutant Discharge Elimination System
ORA	Open Records Act
OS	Oklahoma Statutes
OSHA	Occupational Safety Health Administration
SWAP	Solid Waste Abatement Program
TIF	Tax Increment Financing
UCR	Uniform Crime Report
USTs & AGTs	Underground Storage Tanks and Aboveground Storage Tanks

Records Retention Policy
Oklahoma State Statutes

§11-22-131.

- A. A municipal governing body may destroy, sell for salvage or otherwise dispose of the following papers, documents and records after the expiration of the specified period of time following the end of the fiscal year in which the paper, document or record was created, except as otherwise specified:
1. One (1) year: parking citations may be destroyed or otherwise permanently disposed of one (1) year after the date of issuances;
 2. Two (2) years: municipal court warrants, water, sewer, garbage and utility receipts and statements, which have been previously audited; inspection records relating to water meters and sewer inspections; miscellaneous petitions and letters addressed to the governing body on matters other than pertaining to the items hereinafter set forth; utility billing ledger or register; utility cash receipts ledger or register; and utility accounts receivable ledger or register. Fire run contracts may be destroyed or otherwise disposed of two (2) years after their expiration;
 3. Five (5) years: successful and unsuccessful bids for the purchase or furnishing of equipment, material and improvements; inspection records except as provided for in paragraph 2 of this section; claims that have been denied; license applications; bonds; special, primary and general election payrolls; election tabulations and returns; withholding statements; garnishment records; traffic tickets and receipts; bond receipts and fine receipts; information and complaints; court dockets; paid general obligation and revenue bonds; paid street improvement, sewer and sidewalk district bonds; warrants; claims; checks; vouchers; purchase orders; payrolls;
 4. Ten (10) years: inventories; appropriation ledgers; sidewalk assessment records, except payment records; cash receipt book or register for the general fund, the street and alley fund, any bond fund or sinking fund and all other trust funds that have been audited; and
 5. Fifteen (15) years: sewer and improvement district records, except payment records.

None of the above-mentioned records, papers or documents pertaining to pending litigation shall be disposed of until such litigation is finally terminated. This section shall not be construed to authorize or allow the destruction of any testing laboratory results or the inspection records of public improvements of a municipality.

- B. Time limits for the destruction, sale, or other disposition of municipal papers, documents and records which are not mentioned in subsection A of this section may be determined and set by ordinance or resolution of the municipal governing body.

§11-22-132.

- A. The head of any municipal department, commission, bureau or board may have any or all records kept by the official, department, commission, bureau or board photographed, microphotographed, photostated, reproduced on film or stored on optical disk. Such film or reproducing material shall be of durable material and the device used to reproduce such records on film or other material shall be such as to accurately reproduce and perpetuate the original records in all details.
- B. The photostatic copy, photograph, microphotograph, photographic film or optical disk of the original records shall be deemed to be an original record for all purposes, and shall be admissible in evidence in all courts or administrative agencies. A facsimile, exemplification or certified copy thereof shall, for all purposes recited herein, be deemed to be a transcript, exemplification or certified copy of the original.
- C. Whenever photostatic copies, photographs, microphotographs, reproductions on films or optical disks shall be placed in conveniently accessible files and provisions made for preserving, examining and using same, the head of any municipal department, commission, bureau or board may certify those facts to the municipal governing body. Following such certification, the governing body may, by ordinance or resolution, authorize the disposal, archival storage or destruction of the original records and papers before the expiration of the retention period established pursuant to Section 22-131 of this title.

§11-22-132.1.

Any officer or employee of a municipality having custody of records or other documents of the municipality shall keep and maintain such records in a manner and at a location prescribed by the governing body. Such records shall be available for use by officers and employees of the municipality as the governing body shall direct. The governing body shall establish policies and procedures to preserve and protect the records of the municipality consistent with other provisions of law providing for the confidentiality of such records where appropriate and the accessibility of such records for inspection by the public.