

AGENDA ITEM SUMMARY

DATE: 12/12/11 **DEPARTMENT:** Clerk's office **DEPT. HEAD SIGNATURE:** Mary Cone

SUBJECT:

Consideration of the proposed records retention schedule.

AUTHORITY: X ID Code 50-907 IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

Management of public records is a vital function of every city. Idaho Code 50-908 designates the city clerk as the municipal records manager in each city and each dept. may designate a department records manager who reports to the city clerk.

Supervision shall include

- 1) mgmt. of records in compliance with state & fed laws
- 2) identify and administer records of enduring value for historical or research
- 3) overseeing retention & destruction of records according to state, fed & city laws.
- 4) coordinating transfer of permanent records to state archives

To be in compliance with Idaho Code 50-907, we must adopt a records retention schedule which provides an outline of how long to keep certain documents as well as how to destroy documents.

The inventory is the foundation for our records management program.

First, this retention schedule provides the *minimum* amount of time that a record must be kept – *it does not require a city to destroy records that have exceeded their minimum retention nor does it authorize city officials to begin destroying records.* Second, the retention schedule *does require the city to keep the record for the applicable period, during which the record may be inspected and copied as a public record unless specifically exempt from disclosure as provided by Idaho law.* Third, this retention schedule is a document that attempts to broadly fit our city. The department heads have reviewed this and have provided their comments and input. *This schedule does not impose any requirements that we create new types of records. Fourth, the retention period only applies to the official copy of a record. Duplicate copies may be disposed of at any time.* It is important to designate the official copy so it is easily identifiable for retention purposes. The city attorney and city administrator have reviewed this document.

At this point, the schedule may be adopted by council resolution, 2011-56.

It is important that the schedule be updated periodically to reflect new types of records that accompany new services or responsibilities.

The next step for departments is to conduct an inventory of all records, identifying what records we have, where they are located, which is the "official copy of record" and if the document has met the retention timeframe. If a semi-permanent record meets the retention timeframe and we want to destroy the record, we must do so with City Attorney approval, State Historical Society authorization, council approval by resolution (with a detailed list of items to be destroyed. Note: All permanent records will be kept at the city in perpetuity.

Two other major projects will follow the records retention schedule and inventory. These are to review and select a paper and electronic file process and a forms management solution.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS

Budget Line Item # _____	Caselle # _____
Estimated Hours Spent to Date: _____	YTD Line Item Balance \$ _____
Staff Contact: _____	Estimated Completion Date: _____
Comments: _____	Phone # _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

<input checked="" type="checkbox"/> City Administrator	<input checked="" type="checkbox"/> Library	<input type="checkbox"/> Benefits Committee
<input checked="" type="checkbox"/> City Attorney	<input type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Streets
<input checked="" type="checkbox"/> City Clerk	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Treasurer
<input checked="" type="checkbox"/> Building	<input checked="" type="checkbox"/> Police	<input type="checkbox"/> _____
<input checked="" type="checkbox"/> Engineer	<input checked="" type="checkbox"/> Public Works	<input type="checkbox"/> _____
<input checked="" type="checkbox"/> Fire Dept.	<input type="checkbox"/> P & Z Commission	<input type="checkbox"/> _____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

After consideration and/or discussion, make changes or adopt as presented with the acceptance of Resolution 2011-56 with attached Exhibit "A".

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record
Copies (all info.):
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)

RESOLUTION NUMBER 2011-56

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HAILEY, COUNTY OF BLAINE, IDAHO AUTHORIZING A RECORD RETENTION SCHEDULE.

WHEREAS, a record retention schedule establishes minimum retention periods for the various types of city records; and,

WHEREAS, Idaho Code 50-907 requires the City Council to adopt by resolution a record retention schedule, listing the various types of city records with the applicable retention periods; and,

WHEREAS, adoption of a record retention schedule assists in efficient and effective records management by identifying records that have exceeded their minimum retention that may be destroyed following approval by the City Attorney and, as required for semi-permanent records, approval by the Idaho State Historical Society and upon resolution of the City Council in accordance with the provisions of Idaho Code 50-907; and,

WHEREAS, a record retention schedule also enhances protection of historic records by identifying records of enduring value as permanent records that are retained by the city in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Hailey, Idaho that the city hereby adopts the record retention schedule attached as Exhibit "A."

Records identified as permanent shall not be destroyed, but shall be retained by the city in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council.

Records identified as semi-permanent shall only be destroyed by resolution of the city council, and upon the advice of the city attorney. Such disposition shall be under the direction and supervision of the city clerk. The resolution ordering destruction shall list in detail records to be destroyed. Prior to destruction of semi permanent records, the city clerk shall provide written notice, including a detailed list of the semi permanent records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to the destruction of any records. Other non permanent records shall be retained for the period specified in the retention schedule and until destruction is approved by resolution of the City Council pursuant to the provisions of Idaho Code 50-907.

The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

Adopted by the council on December 12, 2011.

MAYOR

ATTEST: _____
CITY CLERK

Exhibit "A"
Record Retention Schedule

Administrative Records	3
Accounting, Budget, Finance & Payroll Records	10
Airport Records	20
Building, Planning & Zoning Records	25
Election Records	30
Emergency Communications	32
Fire & Emergency Medical Services Records	34
Information Systems Records	37
Insurance, Risk Management & Safety Records	39
Legal Records	42
Library Records	43
Parks & Recreation Records	46
Personnel Records	48
Police & Law Enforcement Records	54
Public Works & Engineering Records	64
Engineering	64
General	64
Streets, Streetlights & Bridges	67
Wastewater & Stormwater	70
Water	74

Administrative Records

- **Activity & Room Scheduling & Reservation Records:** Records documenting scheduling and reservations related to public participation in and use of various city activities, events, classes and meeting rooms. Includes schedules, logs, lists, requests, etc. (SEE ALSO Recreation Program Files and Park & Facility Use Permits in the Parks & Recreation section.)

Transitory: Keep one year.

- **Activity Reports, General:** Daily, weekly, monthly, or annual reports documenting the activities of city employees. Useful for compiling annual reports, planning and budgeting, monitoring work progress, etc. Usually tracks type of activity, employees and/or volunteers involved, time spent on activity, work completed, and related information in narrative or statistical form. (SEE ALSO Grant Records in the Accounting, Budget, Finance & Payroll section.)

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Appointment Files:** These files document appointments to fill vacancies in the offices of mayor and councilmember, and also appointments to city boards, commissions and committees. Documents may include: letters of recommendation, letters of appointment, resumes, and related correspondence.

Permanent: Keep records relating to mayoral and council appointments permanently.

Semipermanent: Keep all other records five years after service with city ends.

- **Calendars, Appointment Books & Scheduling Records:** Records including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, and other activities of city officials.

Transitory: Keep one year.

- **Capital Asset Records:** Records documenting purchase, maintenance, inventory, depreciation and disposition of capital assets, such as buildings, real estate, infrastructure, vehicles, equipment, and other assets with a useful life generally more than five years. (SEE ALSO Technical Manuals, Specifications & Warranties and Vehicle Maintenance & Repair Records in this section and the Public Works & Engineering section for a variety of records relating to capital assets.)

Semipermanent: Keep records (except inventories) five years or three years after disposal or replacement of capital asset (whichever is longer).

Transitory: Keep inventories until superseded.

- **Citizen Awards:** Awards presented to honor citizens for civic contributions. Records may include award nominations, certificates, ceremony records, photographs, lists of recipients, etc. Some records may have historic value.

Permanent: Keep lists of recipients permanently.

Semipermanent: Keep other records five years.

- **City Boards, Commissions & Committees:** Bylaws, meeting minutes and agendas of city boards, commissions and committees.

Permanent: Bylaws, adopted meeting minutes and agendas of city boards, commissions and committees are permanent.

Transitory: Keep notes for meeting minutes until minutes officially approved.

Note: Idaho Code 50-907(1)(a) provides that adopted meeting minutes of city boards and commissions are permanent.

- **City Council Meeting Agenda, Minutes & Recordings:** Records documenting meetings of the city council and motions, resolutions, ordinances and other actions taken at council meetings. (SEE ALSO Land Use Hearing Recordings & Exhibits in the Building, Planning & Zoning section.)

Permanent: Adopted council meeting minutes and council meeting agendas (if not included in the minutes) are permanent.

Transitory: Keep audio/visual recordings of non-land use issues until superseded, obsolete, or administrative needs end. Keep notes for meeting minutes until minutes officially approved.

Note: Idaho Code 50-907(1)(a) provides that adopted meeting minutes of the city council are permanent.

- **Conferences, Seminars & Workshops:** Records documenting attendance and presentations by city employees at conventions, conferences, seminars, workshops, and similar events, including staff reports, instructional materials, related correspondence, etc. (SEE ALSO Employee Travel Records in the Accounting, Budget, Finance & Payroll section.)

Semipermanent: Keep presentations by city employees five years.

Temporary: Keep all other records two years.

- **Contracts & Agreements:** Agreements with vendors and other parties for the acquisition, lease, lease-purchase or sale of equipment, supplies, services or property.

Semipermanent: Keep five years after contract term expires.

Note: Idaho Code 50-907(2)(b) provides that contracts must be kept at least five years.

- **Correspondence:** Correspondence is divided into three types. *Transitory Correspondence* covers day-to-day office and housekeeping correspondence and does not contain unique information about city functions or programs. *General Administrative Correspondence* includes records created or received in the course of administering city policies/programs, but these records do not provide insight into significant policy/program discussions or decisions. *Policy/Program Correspondence* documents the formulation, adoption, and implementation of significant policy/program decisions. All three classifications of correspondence include records on various types of media, including paper, email, and other media.

Permanent: Policy/program correspondence is permanent.

Semipermanent: Keep general administrative correspondence for five years.

Transitory: Keep transitory correspondence until administrative needs end.

- **Deeds & Real Property Records:** Records relating to ownership of real property, including deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and records relating to acquisition and disposal of real property such as offer letters, options, agreements of short duration, staff reports, appraisal and inspection reports, letters of transmittal, and related records.

Permanent.

Note: Idaho Code 50-907(1)(e) provides that records affecting the title to real property or liens thereon are permanent.

- **Disaster Preparedness & Response Records:** Records documenting planning for, impact of, and actions taken by the city in response to disasters, emergencies, and civil disorder, including: earthquakes, wildfires, severe storms, floods, drought, utility failures, hazardous materials incidents, riots, etc. Records may include: plans and studies, logs, diaries, damage assessment reports, response reports, situation and resource status reports, resource ordering and tracking records, financial documentation, messages, photographs, etc.

Permanent.

- **Easement Records:** Records relating to acquisition of city-owned easements and rights-of-way for public works or other local government purposes, including deeds, correspondence and legal documentation. (SEE ALSO Vacation Records in this section and Temporary Access/Construction Easement Records and Right-of-Way Permit Records in the Public Works & Engineering section.)

Permanent.

- **Franchise Records:** Records relating to franchises for electricity and natural gas distribution, cable television and garbage collection, including: contracts, franchise fee information, election information, audits and other verification of revenue from franchisee, published franchise ordinance, and other records.

Semipermanent: Keep six years after expiration of franchise agreement.

- **Historical File:** Includes historical information about the city. May include maps, newspaper clippings, scrapbooks, photographs, compiled histories of the city, information on historic homes and properties, special events & celebrations, etc.

Permanent.

- **Key & Keycard Records:** Document the issuance of keys/keycards to city staff for entrance to city buildings.

Transitory: Keep until superseded.

- **Legislative Issues:** Bulletins, publications, bills, and other information about state/federal legislation affecting the city.

Transitory: Keep until administrative needs end.

- **News Releases:** Prepared statements, announcements, and news conference transcripts issued to the news media by the city.

Permanent.

- **Notary Bond Records:** Bond posted by notaries conditioned on the faithful performance of their duties. Note—other notary records, including application, appointment, journal and other records are the property of the notary.

Semipermanent: Keep six years after expiration.

- **Oaths of Office:** Signed oaths of elected officials swearing to uphold the federal and state constitutions and laws of the city.

Permanent.

- **Ordinances & Resolutions:** Ordinances and resolutions passed or considered by the city council.

Permanent: Adopted ordinances and resolutions are permanent.

Transitory: Keep proposed ordinances and resolutions that are not adopted until administrative needs end.

Note: Idaho Code 50-907(1)(b) provides that ordinances and resolutions are permanent.

- **Permits & Licenses:** Includes records relating to city permits and licenses, including: beer, wine and liquor by the drink, animal licenses, business licenses, daycare licenses, pawn shop licenses, taxicab licenses, etc.

Semipermanent: Keep five years after expiration, revocation or denial.

Note: Idaho Code 50-907(2)(d) provides that license applications must be kept for at least five years.

- **Postage Records:** Document transactions with the U.S. Postal Service and private carriers, including: postage meter records, receipts for registered and certified mail, insured mail, special delivery receipt and forms, loss reports, etc.

Temporary: Keep three years.

- **Proclamations:** Ceremonial or celebratory statements issued by the mayor.

Permanent: Proclamations are permanent, with the exception of those requested by outside groups or organizations (see below).

Transitory: Keep proclamations requested by outside groups/organizations one year.

- **Professional Membership Records:** Records documenting city-paid individual memberships and activities in professional organizations (i.e. Idaho City Clerks, Treasurers & Finance Officers Association, Association of Public Treasurers, etc.).

Semipermanent: Keep five years.

- **Public Addresses:** Includes speeches (State of the City), addresses and other comments or remarks made at formal ceremonies by elected officials. Format may be paper, audio or videotape, etc.

Permanent.

- **Public Records Requests:** Includes written public records requests, city denials of public records requests, appeals information, etc.

Temporary: Keep two years after last action or final disposition of appeal (whichever is longer).

- **Publications:** Includes newsletters, annual reports, policies (e.g. personnel, internet use, drug testing, etc.), manuals, pamphlets, brochures, leaflets, reports, plans, feasibility studies, proposals, etc. published by the city or at the city's request.

Permanent: Keep one copy of newsletters, annual reports, policies and procedures manuals, plans, feasibility studies and other publications with lasting significance permanently.

Semipermanent: Keep other publications five years.

- **Purchasing & Quality-Based Selection Records:** Records documenting competitive bidding and purchase of goods, services, and public works construction, and procurement of design professionals. Records include: published notices and solicitations, specifications, bids, requests for qualifications, statements of qualifications, etc.

Semipermanent: Keep five years.

Note: Idaho Code 67-2805(2)(3) and 67-2806(1)(3) require that if a city finds it impracticable or impossible to obtain three bids for personal property or from licensed public works contractors for public works projects, documentation of the efforts undertaken to procure three bids must be kept at least six months after the procurement decision is made.

- **Purchase Orders & Requisitions:** Requests and purchase orders for goods or services purchased by the city. Information includes: department, delivery location, date, quantity, description, unit and total price, and authorizing signatures.

Semipermanent: Keep five years.

Note: Idaho Code 50-907(2)(a) provides that purchase orders must be kept at least five years.

- **Records Management Records:** Records documenting the inventory, retention, management and disposition of city records, including: records retention schedules, inventory worksheets, correspondence, etc. (SEE ALSO Public Records Requests in this section).

Permanent: Keep record retention schedules and amendments, and destruction records including destruction resolution and authorization from Idaho State Historical Society and legal counsel, permanently.

Semipermanent: All other records relating to records management keep five years.

- **Sister City Records:** Records of sister city relationships with cities in other countries, including correspondence, ceremonial agreements, proclamations, exchange visit records, photographs and related documents.

Permanent: Keep ceremonial agreements and proclamations permanently.

Semipermanent: Keep other records five years.

- **Surveys, Polls & Questionnaires:** Records documenting measurement of public opinion, including surveys, polls, questionnaires, studies, etc.

Permanent: Keep summaries permanently.

Transitory: Keep survey forms and other records one year.

- **Technical Manuals, Specifications & Warranties:** Owners manuals and warranties for city-owned vehicles and equipment. Includes specifications, operating instructions, safety information, and terms for coverage of repair or replacement of equipment. (SEE ALSO Vehicle Maintenance & Repair Records and Capital Asset Records in this section).

Semipermanent: Keep until vehicle/equipment is removed from service.

- **Telephone Messages:** Includes actual telephone messages and telephone message registers.

Transitory: Keep for one week or until administrative needs end.

- **Urban Renewal Records:** Includes urban renewal plans, annual financial reports, audit reports, budgets, project records, tax-increment financing information and related documents.

Permanent: Keep urban renewal plans, annual financial reports, audit reports, feasibility studies, financial impact analyses, and other written studies or reports permanently.

Semipermanent: Keep urban renewal project records ten years after closeout of the urban renewal agency.

- **Vacation Records:** Recorded property vacations by the city, including streets, alleys, easements, public utilities, subdivisions, and rights-of-way. Records may include: petitions to vacate, maps, descriptions of property, staff reports, and related correspondence.

Permanent.

- **Vehicle Maintenance & Repair Records:** Document the maintenance and repair history of city-owned vehicles. Records typically include: description of work completed, parts and

supplies used, date of service, date purchased, price, vehicle identification number, make and model, registration, etc. (SEE ALSO Technical Manuals, Specifications & Warranties and Capital Asset Records in this section)

Semipermanent: Keep until vehicle is removed from service.

- **Visitor Logs:** Records documenting visitors to city buildings, and typically include: visitor's name, visitor badge issued, and entrance and exit times.

Transitory: Keep one year.

Accounting, Budget, Finance & Payroll Records

- **Accounts Payable:** Records documenting payment of city bills, including reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, etc. (SEE ALSO Grant Records in this section for records documenting expenditure of grant funds.)

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Accounts Receivable:** Records documenting billing and collection of monies owed to the city by vendors, citizens, organizations, governments, etc. Records include: reports, receipts, invoices, awards, logs, lists, summaries, statements, etc. Information typically includes: receipt amount, date, invoice number, name, account number, account balance, adjustments, etc. (SEE ALSO Grant Records in this section for records documenting receipt of grant funds.)

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Audit Report:** Documents the city's annual audit, examining compliance with generally accepted accounting principles and methods, the accuracy and legality of transactions and accounts, and compliance with requirements, orders, and regulations pertaining to the financial condition and operation of the city. Information includes: auditor's report and recommendations, single audit information concerning federal grants, and other information.

Permanent.

- **Bank Transaction Records:** Records documenting the status and transaction activity of city bank accounts, including account statements, deposit and withdrawal slips, checks, checkbook stubs and check registers, etc. (SEE ALSO Grant Files in this section for records documenting grant transactions.)

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Bankruptcy Notices:** Records documenting notification to the city that certain individuals have filed for bankruptcy, and used to determine if the individual owes money to the city and to file notice or claim with the court. Information may include: debtor's name, accounts information, prepared repayment plan and related documentation.

Temporary: Keep three years after discharge of debt or last action (whichever is shorter).

- **Bond Records:** Records documenting financing of city improvements through bonded indebtedness. Records include: bond rating information, bond and election ordinances, legal notices announcing bond election, bond counsel information and opinions, covenants, paid bonds and coupons, bond registers, State Treasurer public bond issue reports (IDAPA 54.01.01), etc.

Permanent: Bond and election ordinances are permanent.

Semipermanent: Keep all other records five years after the bonds are paid off.

Note: Idaho Code 50-907(2)(f) provides that these records must be kept at least five years.

- **Budget Records:** Records used in preparing and adopting the city budget, including revenue projections, instructions, department requests, worksheets, council-approved tentative budget and notice of budget hearing, adopted appropriations ordinance and amendments, and other information.

Permanent: Keep notice of budget hearing (with tentative budget) and appropriations ordinance and amendments permanently.

Temporary: Keep all other records three years after fiscal year end.

- **Deduction Authorization Records:** Records documenting employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other agency or vendor. Records may include: insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related records.

Semipermanent: Keep five years after superseded, terminated, or employee separation.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Deduction Registers:** Registers or records documenting voluntary and/or required deductions from the gross pay of city employees. Types of deductions include: federal income and social security taxes, state income tax, workers' compensation, union dues, insurance, deferred compensation, credit union, parking permit, garnishments, levies, charitable contributions, and others. Information may include: employee name and social security number, pay period, total deductions, net pay, check number, and related data.

Semipermanent: Keep five years after fiscal year end.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Employee Bond Records:** Records documenting the posting of fidelity, performance or position bonds to guarantee the honest and faithful performance of elected officials, individual employees or groups of employees. Information typically includes: name and position(s) of the individual or group, amount of coverage, effective and expiration dates, and related information.

Semipermanent: Keep six years after expiration.

- **Employee Time Records:** Records documenting hours worked, leave hours accrued, and leave hours taken by city employees. Information usually includes: employee name and social security number, hours worked, type and number of leave hours taken, total hours, dates and related data. (SEE ALSO Leave Applications in this section.)

Semipermanent: For records documenting expenditure of grant funds, see Grant Records in this section. Keep all other records five years after fiscal year end.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

- **Employee Travel Records:** Records documenting requests, authorizations, reimbursements, and other actions related to employee travel, including expense reports and receipts, vouchers and related documents. Information typically includes: estimated and final cost, destination, method of transportation, travel dates, approval signatures, etc.

Temporary: Keep five years after fiscal year end.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **Federal & State Tax Records:** Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal and state income taxes as well as social security tax. Examples include: the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms. (SEE ALSO Wage & Tax Statements and Withholding Allowance Certificates in this section for related records.)

Semipermanent: Keep five years after fiscal year end.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Financial Reports:** Reports documenting the financial condition and operation of the city, issued on a monthly, quarterly, annual or other basis, including quarterly published treasurer's report and year-end financial reports. Reports include information on revenues and expenditures in relation to the final budget.

Permanent: Keep fiscal year-end financial reports and quarterly published treasurer's reports permanently.

Semipermanent: Keep all other reports five years after fiscal year end.

Note: Idaho Code 50-907(1)(d) requires fiscal year-end financial reports to be kept permanently.

Idaho Code 50-907(2)(a) provides that other financial reports must be kept at least five years.

- **Garnishment Records:** Records documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold, federal or state tax levies, recapitulations of amounts withheld, and related records. Information usually includes: employee name and social security number, name of agency ordering garnishment, amount, name of party to whom payment is submitted, dates, and related data.

Semipermanent: Keep five years after resolution.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **General Ledgers:** Records documenting the summary of accounts reflecting the financial position of the city, showing debit, credit and balance amounts per account, budget, fund and department, and totals for notes receivable, interest income, amounts due from other funds, federal grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenue, accounts receivable, accounts payable, etc.

Semipermanent: Keep year-end ledgers 10 years after fiscal year end. Keep all other general ledgers five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Gift & Contribution Records:** Records documenting gifts and contributions to the city, including donor and acknowledgment letters, acquisition lists itemizing purchases made with contributed money, checks, receipts and related records.

Temporary: Keep three years after completion of the terms of the gift/contribution, unless otherwise specifically provided.

- **Grant Records:** Records documenting the application, evaluation, awarding, administration, reporting and status of grants applied for, received, awarded or administered by the city. Records include: applications and proposals, summaries, objectives, activities, budgets, exhibits, award notices, progress reports, contracts, financial reports, and related correspondence and documentation.

Permanent: Keep final reports from significant grants permanently.

Semipermanent: Keep records documenting the purchase and/or disposal of real property 10 years after substantial completion or as specified in the agreement, whichever is longer. Keep other grant records five years or as specified in the agreement, whichever is longer.

Temporary: Keep unsuccessful grant applications three years.

- **Interdepartmental Billings:** These are accounting documents that request the transfer of funds between departments for services rendered or materials purchased.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Investment Records:** Reports, statements, summaries, correspondence and other records documenting and tracking investments made by the city, including the Local Government Investment Pool.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Leave Applications:** Applications or requests submitted by city employees for sick, vacation, compensatory, personal business, family and medical leave, long term leave, and other leave time. Information usually includes: employee name, department, date, leave dates requested, type of leave requested, and related data. (SEE ALSO Employee Time Records in this section.)

Temporary: Keep three years.

- **Leave Balance Reports:** Reports documenting individual city employee accrual and use of sick, vacation, compensatory, personal business, family and medical leave, and other leave time. Information usually includes: employee name and social security number, leave beginning balance, leave time accrued, leave time used, ending balance, and related data. (SEE ALSO Employee Benefits Records in the Personnel section.)

Semipermanent: Keep year-end leave balance reports 10 years after employee separation. Keep all other records five years after fiscal year end.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Local Improvement Districts:** Records documenting the formation of a local improvement district and levying of special assessments, including: ordinance, published notices, assessment roll, appeals, affidavits, bonds and coupons, delinquencies, and related correspondence and documents.

Permanent: Ordinances, assessment rolls and payment records (if kept separately from the roll itself) are permanent.

Semipermanent: Keep other records five years after the local improvement district is closed and all bonds are paid off.

- **Payroll Administrative Reports:** Reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, and research and general reference. Often consists of recapitulation reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date, department, division, section, employee/employer contributions, and others.

Temporary: Keep three years after fiscal year end.

- **Payroll Registers:** Registers or records serving the same function of documenting the earnings, voluntary and required deductions, and withholdings of city employees. Information usually includes employee name and social security number, hours worked, rate, overtime, vacation value, various allowance, gross pay, federal and state withholding, voluntary deductions, net pay, and related data.

Semipermanent: Keep year-end (or month-end, if year-end registers not used) 75 years after fiscal year end. Keep all other payroll registers five years after fiscal year end.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **PERSI Records:** Records relating to PERSI, including Employer Remittance Forms, invoices, correspondence, financial adjustments, etc.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Receipts:** Copies of receipts, showing the date, from whom received, amount, purpose, etc.

Semipermanent: Keep five years after fiscal year end.

Note: IRS regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Note: Idaho Code 50-907(2)(a) provides that cash receipts subject to audit must be kept at least two years.

- **Sales & Use Tax Forms:** Used to report and remit sales tax collected and due to the state.

Semipermanent: Keep five years after fiscal year end.

- **Signature Authorization Records:** Records documenting authorization of designated employees to sign fiscal and contractual documents.

Semipermanent: Keep six years after authorization superseded or expired.

- **Subsidiary Ledgers, Journals & Registers:** Records documenting details of transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar

basis. Includes journals, ledgers, registers, daybooks and other account books that provide backup documentation for the general ledger.

Semipermanent: Keep year-end payroll register 75 years after fiscal year end. Keep all other records five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Unemployment Compensation Claim Records:** Records documenting claims submitted by former city employees for unemployment compensation. Usually includes: claims, notices, reports, and related records. May also include records generated by the appeal of claim determinations.

Temporary: Keep three years.

- **Unemployment Reports:** Records documenting employee earnings on a quarterly basis. Used to document costs and charges in the event of an unemployment compensation claim. Information includes: employee name and social security number, quarterly earnings, days worked, totals, and other data.

Temporary: Keep three years.

- **Utility Account Change Records:** Records documenting routine information changes to customer accounts, including name and address.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Application/Disconnect Records:** Applications completed by customers requesting or disconnecting water, sewer, power, garbage or other city-provided services. Information typically includes: customer's name, address, phone number, meter information, date and approval signatures.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Bill Remittance Stubs:** Bill stubs received with payments for water, sewer, power, garbage and other city-provided services that document receipt and posting of customer payments. Information typically includes: account number, name, service address, payment received, and receipt date and number.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Billing Adjustment Records:** Records documenting adjustments to customer water, sewer, power, garbage or other city-provided service billings for debits, credits, refunds, returned checks, and related reasons. Information usually includes: customer's name and address, type of adjustment, justification, amount changed, authorizing signatures and other information.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Billing Register:** Records documenting transactions on the water, sewer, power, garbage or other city-provided service account of each customer. Useful for reference to assure accurate customer billings. Information often includes: customer's name, service address, meter reading, water or power usage, utility charges, payments, adjustments, prior balance due, current balance due and related data.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Customer Security Deposit Records:** Records documenting customer payment of a security deposit to receive water, sewer, power, garbage or other services. Information usually includes date, amount of deposit, customer's name, address, and account number, date account closed, refund date, amount of deposit confiscated, reason for confiscation, and related information.

Semipermanent: Keep five years after refund or last action.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Meter Books:** Document the readings of customer water/power meters by city employees for billing purposes. Information typically includes: name of meter reader, meter reading, date read, account number, billing code, final reading, reason for turnoff, meter changes, and related data.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Vendor Lists:** Lists of vendors providing goods and services to the city.

Transitory: Keep until superseded or obsolete.

- **Wage & Tax Statements:** Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax, also known as federal tax form W-2. Information includes: city name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data. (SEE ALSO Federal & State Tax Records in this section.)

Semipermanent: Keep five years.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Withholding Allowance Certificates:** Certificates documenting the exemption status of individual city employees, also known as W-4 forms. Information includes: employee name and address, social security number, designation of exemption status, and signature. (SEE ALSO Federal & State Tax Records in this section.)

Semipermanent: Keep five years after employee separation.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Airport Records

- **Activity Reports:** Records documenting various indicators of activity associated with city airports, including: arrivals and departures, type of aircraft served, number of passengers, amount of cargo, amount of fuel used, and activities of related operations such as restaurants, gift shops, and car rental outlets.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Air Traffic Record:** Submitted by the Air Traffic Control Tower, and includes an airport operations count for civil, military, itinerant, and local aircraft landings.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep other reports five years.

- **Airport Certification Records:** Documents on certification, licenses, or permits from the Federal Aviation Administration (FAA) or other federal or state agencies. Includes any documentation bearing directly on the application for issuance or renewal. FAA-related records include city-prepared airport certification manuals and airport certification specifications for "limited" airports. Manuals include procedures for: maintenance of paved and unpaved areas, lighting systems, traffic and wind direction indicators, self-inspection, rescue and fire fighting, control of hazardous substances, ground vehicles, plans for snow and ice control, emergencies, wildlife hazard management, etc.

Permanent: Keep certification manuals & specifications permanently.

Temporary: Keep other records two years after expiration.

- **Airport Condition Records:** Required by FAA regulations (14 CFR 139.339), these records document collection and dissemination of airport condition information that could affect safe operations of air carriers, including: construction or maintenance activity; surface irregularities; snow, ice, slush or water; objects in movement and safety areas; lighting system or sign malfunctions; unresolved wildlife hazards; nonavailability of rescue and firefighting capability; and any other condition specified in the Airport Certification Manual or that may otherwise adversely affect the safe operations of air carriers.

Semipermanent: Keep five years.

Note: FAA regulations require airport condition records to be kept at least 12 consecutive calendar months.

- **Airport Construction Project Files:** Includes plans, bids, specifications, project diaries, correspondence, and agreements relating to airport construction projects.

Permanent.

- **Airport Master Record:** Forms created by the FAA to document basic information about airports, including: owner and manager contact information, facilities, service, runway data, lighting and approach aids, obstruction data and other information.

Permanent.

- **Airport Revenue Statements:** Monthly invoices/statements sent to air carriers, concession operators and lessees of airport land, buildings or terminal space.

Semipermanent: Keep five years.

- **Airport Security Program Records:** Document the city airport's objectives, methods, and procedures designed to prevent or reduce illegal activities or interference with civil aviation. Includes: a description of the airport, security procedures, incident management, law enforcement support, contingency plan, etc. Also includes criminal history records checks and training and information for individuals with unescorted access authority.

Permanent: Keep security program outlined in 49 CFR 1542.103 permanently.

Temporary: Criminal history records checks as provided by 49 CFR 1542.209 must be kept 180 days after termination of the individual's unescorted access authority, at which point they must be destroyed by the airport operator.

Training and information provided by 49 CFR 1542.213 must be kept for 180 days after termination of the individual's unescorted access authority.

Keep other records for two years after superseded.

- **Airspace Construction Records:** These records contain applications (FAA Form 7460) required by the FAA for construction or alteration of facilities which may obstruct air space affecting flights at the airport. The information on the structure is placed on aeronautical charts.

Semipermanent: Keep five years.

- **Complaint Records:** Records documenting complaints or requests related to noise or other aspects of airport operations, and typically include the name, phone number and address of the person making the complaint, the name of the person receiving and/or responding to the complaint, a description of the complaint, resolution, etc.

Temporary: Keep two years after resolution of complaint or final action.

- **Emergency Personnel Training Records:** Required by FAA regulations (14 CFR 139.319), these records document training of rescue and firefighting personnel which must be received prior to initial performance of duties and at least annually. Training areas include: airport and aircraft familiarization; rescue and firefighting safety; emergency communications systems; use of equipment; application of extinguishing agents; emergency aircraft evacuation assistance; firefighting operations; adapting and using structural rescue and firefighting equipment for aircraft rescue and firefighting; aircraft cargo hazards; firefighters' duties under the airport emergency plan; emergency medical services and live-fire drills. Information includes a description and date of training received.

Semipermanent: Keep five years.

Note: FAA regulations require these records be kept at least 24 consecutive calendar months after completion of training.

- **Fuel & De-Icer Consumption Records:** Consumption and dispensing records for fuel, oil, or similar products used by service vehicles, equipment or airplanes.

Semipermanent: Keep five years.

- **Fueling Agent Inspection & Fueling Personnel Training Records:** Required by FAA regulations (14 CFR 139.321), these records document inspections of the physical facilities of each airport tenant fueling agent at least once every three consecutive months for compliance with federal regulations requiring bonding; public protection; controlled access to storage areas; fire safety in fuel farm and storage areas; fire safety in mobile fuelers, fueling pits and cabinets; training of fueling personnel in fire safety and compliance with fire code. Also includes annual written confirmation from airport tenant fueling agents that their personnel have completed required fire safety training.

Semipermanent: Keep five years.

Note: FAA regulations require these records be kept at least 12 consecutive calendar months.

- **Law Enforcement Action Records:** Document various types of law enforcement actions taken at the airport, as provided by 49 CFR 1542.221, including: the number and type of weapons, explosives or incendiaries discovered during any passenger screening process, and the method of detection of each; the number of acts and attempted acts of aircraft piracy; the number of bomb threats received, real and simulated bombs found, and actual bombings; and the number of arrests with the name and address of individual and immediate disposition of each.

Temporary: Keep two years.

Note: FAA regulations require these records be kept at least 180 days.

- **Movement & Safety Area Training & Accident Records:** Required by FAA regulations (14 CFR 139.329), these records document training of employees, tenants and contractors on procedures for safe and orderly access to, and operation in, movement and safety areas. Also includes records relating to accidents or incidents in movement and safety areas involving air carrier aircraft, ground vehicles or pedestrians.

Semipermanent: Keep five years.

Note: FAA regulations require movement and safety areas training records to be kept for 24 consecutive months after the termination of an individual's access to these areas, and accident/incident records must be kept at least 12 consecutive calendar months from the date of the accident/incident.

- **Noise Compatibility Records:** Includes records relating to noise compatibility programs voluntarily submitted by city airports in accordance with 14 CFR 150.21 and 150.23. Records include: noise exposure map and supporting documentation, description and analysis of alternatives for noise reduction, measures proposed for noise reduction, public participation and consultation with federal, state and local entities, anticipated effects of the program, how future actions may impact program, summary of hearing comments and written testimony with airport operator's response and disposition of comments, the period covered by the program, implementation and funding.

Permanent: Keep program records described in 14 CFR 150.21 and 150.23 permanently.

Semipermanent: Keep other records five years after program approved.

- **Non-Federal Navigation Facility Reports:** Record of meter readings and adjustments, facility maintenance log, radio equipment operation record, ground check error data, facility equipment performance and adjustment data, technical performance report, and similar documentation relating to local government-owned and operated navigational facilities such as VHF Omnidirectional Range (VOR) facilities, nondirectional radio beacons, instrument landing systems, simplified directional facilities, distance measuring equipment, VHF marker beacons, interim standard microwave landing systems and microwave landing systems.

Permanent.

Note: Retention periods are established by FAA regulations (14 CFR 171.13, 171.33, 171.53, 171.117, 171.163, 171.213, 171.275, and 171.327).

- **Notice to Airmen Records:** Reports documenting the notification of air carriers as to changes in airport conditions, including construction, maintenance, surface irregularities, snow, ice, water, light malfunctions, unresolved wildlife hazards, etc. Includes Notice to

Airmen (NOTAM) forms. Information includes date and time of issue, message from airport manager, and distribution data.

Temporary: Keep two years.

- **Passenger Facility Charges Report:** Used to document fees charged to air passengers by the city used for FAA-approved airport-improvement projects (see 14 CFR 158.63 and 158.65).

Permanent.

- **Personnel Training Records:** Required by FAA regulations (14 CFR 139.303), these records document training of personnel accessing movement and safety areas and performing duties in compliance with the requirements of the Airport Certification manual and federal regulations. The training covers the following areas: airport familiarization; movement and safety areas; airport communications; and duties required under the Airport Certification Manual and federal regulations. The training must be received prior to initial performance of duties and on an annual basis. Information includes a description and date of training received.

Semipermanent: Keep five years.

Note: FAA regulations require these records be kept at least 24 consecutive calendar months after completion of training.

- **Runway Inspection Reports:** Notices of closure of runways for maintenance, repair or weather, log shows effective date and time with estimate of duration of closure and condition.

Semipermanent: Keep five years.

- **Self-Inspection Records:** Required by FAA regulations (14 CFR 139.327), these records document self-inspections conducted on a daily basis, when required by unusual conditions (such as construction or weather), and immediately after an accident or incident. Also includes records documenting training of personnel performing inspections, required prior to initial performance of duties and at least annually on the following areas: airport familiarization, airport emergency plan, Notice to Airmen (NOTAM) notification procedures, procedures for pedestrians and ground vehicles in movement and safety areas and discrepancy reporting procedures.

Semipermanent: Keep five years.

Note: FAA regulations require self-inspection records to be kept at least 12 consecutive calendar months, and inspection personnel training records to be kept at least 24 consecutive calendar months.

Building, Planning & Zoning Records

- **Annexation Records:** Document the annexation of new land into the city. Records may include: application, annexation agreement, notices of hearing, staff report, recommendations of the planning and zoning commission, maps, etc.

Permanent.

- **Area of Impact Records:** Document the negotiation and adoption of area of impact agreements and ordinances with the county, including: public notices, correspondence, notices of hearing, recommendations from the planning and zoning commission, maps, "committee of nine" proceedings, etc.

Permanent.

- **Building Activity Records:** Reports or statistical compilations tracking building activity on a monthly or annual basis, used to plan budgets and staffing and monitor growth and building trends. Typically tracks number of permits issued, type of activity, value of projects, fees collected, etc.

Permanent: Keep reports summarizing activity on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Building Codes:** Codes that may be adopted by local ordinance, including: the International Building Code, International Residential Code, International Energy Conservation Code, International Mechanical Code, International Fuel Gas Code, Uniform Plumbing Code, National Electrical Code, International Fire Code, etc.

Permanent.

- **Building Inspection Reports & Working Papers:** Records documenting inspections to ensure compliance with the city's adopted codes, including inspection reports, logs, requests for inspections, correspondence, etc.

Semipermanent: Keep for the life of the structure.

- **Building Permit Applications & Review:** Applications for construction, structural modifications, installation of plumbing, electrical or mechanical equipment, etc.

Permanent.

- **Building Permits:** Permits granted to property owners for construction, structural modifications, installation of plumbing, electrical or mechanical equipment, etc.

Permanent: Keep building permits for completed structures permanently.

Semipermanent: Keep revoked or expired building permits two years after revocation/expiration.

- **Building Plans & Specifications:** Blueprints and other graphic illustrations of designs submitted by contractors for the construction, reconstruction or alteration of buildings. These plans and accompanying specifications are submitted to ensure compliance with building codes, setbacks and other regulations. Documents include: site plan, scale of floor plan, elevation plan, electrical plan, typical wall section and foundation, and specifications.

Permanent: Keep plans and specifications for publicly-owned and commercial structures permanently.

Temporary: Keep plans and specifications for residences two years after issuance of certificate of occupancy.

Note: Idaho Code 50-907(1)(c) requires building plans and specifications for commercial projects and government buildings to be kept permanently. Idaho Code 50-907(2)(c) requires building applications for commercial projects and government buildings to be kept for at least five years. Idaho Code 50-907(3)(a) requires building applications, plans and specifications for noncommercial and nongovernment projects to be kept at least two years after final inspection and approval.

- **Certificates of Occupancy:** Certification that a building complies with city codes and is safe for occupancy. Information may include: type of building, building permit number, type of construction, owner of building, address, contractor name, date built and certified in compliance with code. Includes requests for temporary occupancy.

Permanent.

- **Code Enforcement:** Case files on city code violations including: correspondence with owners, site inspections, photographs, enforcement actions, and hearings.

Permanent.

- **Comprehensive Plan:** The plan used to guide the long-term growth and development of a city. Records typically include: the plan document, periodic updates, citizen surveys and participation information, notices of hearing, maps, photographs, staff reports, recommendations from the planning and zoning commission, etc.

Permanent.

- **Conditional Use Permits:** Permits allowing construction of buildings in specific areas when impacts to neighbors are mitigated. Documents typically include: application, blueprint drawings, notices of hearing, staff report, planning and zoning commission recommendations/decision, and related correspondence.

Permanent: Keep application and decision documents permanently.

Semipermanent: Keep other records 10 years after expiration, revocation or discontinuance of use.

- **Correction Notices:** Notices to contractor/builder to correct defects noted during the inspection process.

Permanent.

- **Design Review Records:** Records related to design review overlay districts, including: applications, staff reports, committee recommendations, maps, photographs, and other records.

Permanent: Keep application and decision documents permanently.

Semipermanent: Keep other records 10 years after approval or denial.

- **Development Agreements:** Records documenting formation, modification and termination of development agreements, in which the city requires the developer to make a written commitment concerning use or development of the subject parcel as a condition of rezoning. The agreements are recorded and binding on subsequent property owners.

Permanent.

- **Flood Plain Permit Records & Management:** Permits issued for construction within a flood plain zone. Records also may include: elevation certificates, applications, review records, checklists, and other documents.

Permanent.

- **Future Acquisitions Map:** Records relating to the future acquisitions map, which identifies land proposed for acquisition for infrastructure and services over the next 20 years.

Permanent.

- **Historic District Records:** Records relating to historic district overlay zones, including: applications, staff reports, committee recommendations, maps, photographs, list of historic structures and other records.

Permanent.

- **Land Use Hearing Recordings & Exhibits:** Includes maps, plans, drawings, and other exhibits prepared for land use hearings and audio recordings of land use hearings before the planning and zoning commission and city council.

Permanent: Keep land use exhibits referenced in minutes permanently.

Semipermanent: Keep exhibits not referenced in minutes five years.

Transitory: Keep audio recordings one year after the date of the hearing, unless a longer period is required due to litigation.

Note: Idaho Code 67-6536 requires that audio recordings of planning and zoning hearings (transcribable verbatim record) be kept at least six months after the final decision.

- **Nonconforming Use Records:** Records pertaining to uses that are “grandfathered” in when zoning regulations change for a particular property. Changes or expansions of nonconforming uses may require city approval. Records may include: site plan, verification of original and current use, nonconforming use certificate, and records regarding changes or expansion of the nonconforming use.

Permanent.

- **Plan Review Reports:** Reports indicating compliance with adopted building codes, planning and zoning ordinances, and other city requirements.

Permanent: Keep plan review reports for commercial buildings permanently.

Semipermanent: Keep plan review reports for residential buildings five years after issuance of certificate of occupancy.

- **Planned Unit Development Records:** PUDs allow for flexibility in subdivision and zoning regulations with greater amenities provided by the developer. These records include: application, maps, diagrams, site plans, notices of hearing, staff report, recommendation/decision by the planning and zoning commission, correspondence, etc.

Permanent: Keep application and decision documents permanently.

Semipermanent: Keep other records 10 years after approval or denial.

- **Planning Studies:** Reports completed in-house or by outside consultants on specific planning issues, including transportation plans, affordable housing plans, etc.

Permanent.

- **Rezoning Records:** Document applications for rezoning property within the city, including: application, review forms, maps of areas involved, notices of hearing, staff report, recommendation of the planning and zoning commission, written decision by the council, appeals, correspondence, etc.

Permanent: Keep application and decision documents permanently.

Semipermanent: Keep other records 10 years after approval or denial.

- **Sign Review Case Files:** Applications and related records for sign permits, including: approvals, photographs or renderings of proposed signs, etc.

Semipermanent: Keep for the life of the structure.

- **Subdivision Records:** Document the preliminary and final plat stages of subdivision approval, including: application, maps, diagrams, site plans, staff report, recommendation by planning and zoning commission, written decision by the council, correspondence, appeals, etc. Includes administrative lot split or “short plat” applications involving less than five lots.

Permanent: Keep records relating to approved subdivisions permanently.

Semipermanent: Keep records relating to denied, expired or revoked applications 10 years after denial, expiration or revocation.

- **Variance Records:** Document variance applications for relief from a quantifiable zoning standard (such as setback, lot size, etc.). Records include: application, staff recommendation, recommendation/decision by planning and zoning commission and council, correspondence, etc.

Semipermanent: Keep 10 years after the life of the structure.

- **Zoning Ordinance Interpretations:** Records providing interpretations of city ordinances by the planning director.

Permanent.

- **Zoning Maps:** Show zoning boundaries in the city, with streets, property lines, and zoning classifications.

Permanent.

Election Records

- **Ballots:** Includes voted ballots, unused ballots, absentee ballots, spoiled ballots, and ballot stubs.

Temporary: Keep two years.

Note: Idaho Code 50-907(3)(c) requires ballots to be kept at least two years.

- **Campaign Finance Reports:** Reports showing contributions and expenditures in city campaigns by mayor/council candidates, political committees and independent persons/entities. Includes C-1 (Certification of Treasurer), C-2 (Campaign Financial Disclosure Report), C-4 (Independent Expenditures), C-5 (48 Hour Notice of Contributions/Loans Received), C-6 (Statement by Nonbusiness Entity), and C-7 (48 Hour Notice of Independent Expenditures).

Permanent.

Note: Idaho Code 50-907(1)(g) requires campaign finance reports be kept permanently.

- **Candidate Declarations & Petitions:** Includes declarations of candidacy and intent for candidates for city elective office. Declarations of candidacy are filed by candidates to get their name on the election ballot, and are accompanied by a filing fee of \$40 or a petition with the signatures of at least five qualified city electors, including a certification by the county clerk of the number of signatures that are of qualified city electors. Declarations of intent are filed by write-in candidates, and do not require the filing fee or petition.

Permanent.

Note: Idaho Code 50-907(1)(g) requires candidate declarations and petitions be kept permanently.

- **Election Working Files:** Includes the following records: absentee voting, polling places, judges and clerks, challengers and watchers, voting machines and vote tally systems, correspondence, and other records not specifically listed in this schedule.

Semipermanent: Keep five years.

- **Notices of Election & Sample Ballots:** Includes the first and second notice of election and sample ballot, which are published in the official newspaper.

Permanent.

Note: Idaho Code 50-907(1)(g) requires notices of election and sample ballots to be kept permanently.

- **Petitions:** Petitions for initiative, referendum, recall, liquor by the drink, & other elections.

Permanent.

- **Poll Books:** Books showing the name, address and signature of those voting in city elections.

Permanent: Keep one poll book from each precinct permanently.

Temporary: Duplicate copies of poll book may be destroyed after two years.

Note: Idaho Code 50-907(1)(g) provides that one poll book from each precinct must be kept permanently. Idaho Code 50-907(3)(c) provides that duplicate poll books must be kept at least two years.

- **Tally Books:** The book in which election staff record and total the votes cast for each candidate and ballot question at the polling precinct.

Permanent.

Note: Idaho Code 50-907(1)(g) provides that tally books must be kept permanently.

Emergency Communications

- **Activity Reports:** Daily, weekly, monthly or other reports documenting the activities of employees, including: type of activity, employees involved, time spent on activity, work completed, equipment used, etc.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Briefing Records:** Records documenting internal communication between supervisors and shift workers or between staff on different shifts to alert them to problems, issues or activities. Records may include, but are not limited to: briefing logs, teletype messages, and bulletins from other agencies.

Transitory: Keep until administrative needs end.

- **Data Management System Records:** Records documenting the maintenance and update of current information used to provide and direct incident response within a 911 service area. Information may include, but is not limited to: address data, response unit assignments, response codes, responsible person data, and related documentation.

Transitory: Keep until superseded or obsolete.

- **Dispatch Incident Records:** Document specific incidents when a call is received by the 911 dispatch center and subsequent response activities. Information may include, but is not limited to: caller's name, address, and telephone number; details of incident or complaint; dispatcher's name; responding agency and time of response; and incident disposition. Additional information received through an enhanced system is the Automatic Number Identification and Automatic Location Identification (ANI/ALI) which includes the telephone subscriber name, subscriber's telephone number and location.

Temporary: Keep two years.

- **Master Street Address Guide Maintenance Forms:** Records document the city's notification to the phone service provider about the addition of new streets or revision to existing streets on the Master Street Address Guide (MSAG). The MSAG is maintained by the phone service provider or its independent contractor. Information may include, but is not limited to: new or updated address, customer, and responder information.

Transitory: Keep until superseded.

- **Master 24-Hour Audio Tapes:** Document recorded incoming emergency and non-emergency calls; law enforcement, fire and emergency medical services dispatches; radio activity; and 911 calls. Tapes are maintained on a 24-hour basis.

Transitory: Keep tapes not needed for investigations, litigation, etc. six months.

- **Operational Logs:** Records documenting chronological tracking of activities related to 911 dispatch center operations, including, but not limited to: radio logs, telephone logs, and criminal background check request logs.

Transitory: Keep one year.

- **Premise Information Records:** Records documenting information about specific premises or locations that emergency responders need to know in advance of arrival at an incident site. Information may include, but is not limited to: hazardous materials storage locations, building plans submitted to the fire department, location of utility shut-offs, and related information.

Temporary: Keep two years, or until renewed, superseded or expired, whichever is longer.

- **Quality Assurance Records:** Records documenting the evaluation, analysis, and assessment of the performance and quality of 911 dispatch services. Records may include, but are not limited to: system evaluations, performance reports, surveys and questionnaires, quality improvement reports and recommendations, and related documentation.

Temporary: Keep two years.

- **Statistical Reports:** Records documenting the compilation of statistical data about the actions and activities of the 911 dispatch center. Data may be compiled on a daily, weekly, monthly, quarterly and/or annual basis and may be used for analysis, evaluation, and budget development purposes. Information may include, but is not limited to: data about response times, number of calls received and dispatched, and responses by individual agency.

Permanent: Keep annual reports permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **System Error/Malfunction Records:** Records documenting 911 electronic system errors or malfunctions and corrective action. Records may include, but are not limited to: enhanced system error reports, trouble logs, work orders, correspondence, and related documentation.

Temporary: Keep two years.

Fire & Emergency Medical Services Records

- **Activity Reports:** Individual, shift, project or other activity reports or logs filed on a daily, weekly, monthly or similar basis. Useful for reference, performance monitoring, compiling annual reports, planning and budgeting, and briefing subsequent shifts. Information typically includes: name, shift, date, description of activities, and various statistical categories for tracking responses, such as training, public outreach, inspections, maintenance and other work.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Burn Permits:** Applications and other documents relating to permits issued for open air burning within the city. Information may include: name, phone number, address, amount and location of burn, fire protection equipment and conditions required, date and signatures of permittee and issuing officer.

Temporary: Keep two years.

- **Certification Records:** Applications, supporting materials and certifications from the Idaho Department of Health and Welfare for certification of first responders, EMTs and paramedics.

Semipermanent: Keep five years or until employee separation, whichever is longer.

- **Emergency Medical Equipment Maintenance Records:** Records used to verify regular maintenance of emergency medical equipment. Includes: copies of contracts, maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used and service reports.

Temporary: Keep one year after equipment is replaced.

- **Emergency Services Billings:** Records relating to billings for transporting patients treated by EMS personnel. Information typically includes: account number, incident number, service date and time, patient information, insurance information, next of kin information, responsible party, services provided and charges, signature authorizing insurance payments and signature of patient or next of kin recognizing financial responsibility.

Temporary: Keep four years.

- **False Alarm Record:** Monthly and annual lists of false alarms by street address.

Semipermanent: Keep five years.

- **Fire & Security Alarm System Records:** Records documenting the city fire department role in issuing permits, testing and maintaining fire and security alarms that connect to a city alarm system. May include permits, applications, malfunction reports, maintenance reports, and related documents. Permit information often includes name and address of property owner, name and address of company installing the system, permit number, alarm location, and date. Maintenance information often includes date, malfunction (if any), tests conducted, corrective actions taken, location of alarm, and related data.

Temporary: Keep permit records two years after expiration. Keep other records two years.

- **Fire Investigation Records:** Arson investigation case files, including investigative reports; witness statements; photographs; maps; correspondence; notes; video and cassette tape recordings; copies of property releases; laboratory reports; and incident, injury and police department general reports.

Semipermanent: Keep 10 years.

- **Hose & Pump Test Reports:** Document that fire hoses and pumping equipment are in good working condition. Includes: test date, date previously tested, apparatus number, station number, hose diameter, conditions found, service date, defects corrected, etc.

Temporary: Keep one year after hose/equipment is replaced.

- **House Burns Training File:** Record of house burns for training, results and evacuations.

Semipermanent: Keep 10 years.

- **Hydrant Installation & Maintenance:** Record of fire hydrant locations and repairs. Indexed by hydrant number, map coordinate, location or street intersection. Includes: date last checked, service record, date installed, physical characteristics, operation, flow check, pressure and leakage.
Most of these functions are performed by the Water Dept. Refer to Water section also.

Semipermanent: Keep one year after hydrant removed.

- **Incident Reports:** Uniform Fire Incident Reports. Made for each fire run, medical emergency, or casualty. Returned monthly to State Fire Marshal. Information includes: date, run number, location of fire, owner's name and address, property damage, loss estimate and other data. Also includes the Civilian & Fire Service Casualty Reports, EMS Report, HazMat Report, etc.

Semipermanent: Keep arson-related records ten years. Keep all other records five years,

- **Inspection & Occupancy Records:** Documents relating to fire code inspections performed by the city fire department. Inspection records may include: reports, notices, citations, and related documents. Information typically includes: occupant name, location, contact person, violations found, inspector's name, number of days to correct violations, comments, etc. Also may include occupancy and pre-fire planning records such as: floor plans, sketches, reports, lists and related documents.

Semipermanent: Keep ten years.

- **Maps:** Maps and related records maintained by the city fire department for address location, reference and for tracking various trends, such as fire frequency and location, arson fires, etc. Includes lists, books and other methods of address location.

Transitory: Keep until superseded or obsolete.

- **Mutual Aid Agreements:** Agreements for cooperative fire fighting policy and procedures (includes EMS).

Permanent.

- **Public Education Programs & Publications:** Records related to the design and implementation of educational and other outreach programs provided to the public by the city fire department. Often includes: class descriptions, instructional materials, course outlines, class enrollment and attendance records, reports, speeches, etc. Also includes publications on: CPR, electric wiring, fire prevention, fire safety for children, Christmas fire safety, etc.

Permanent: Keep annual reports summarizing activities permanently.

Temporary: Keep other records three years.

Information Systems Records

- **Computer System Maintenance Records:** These records document the maintenance of city computer systems and are used to ensure compliance with warranties and service contracts; schedule regular maintenance; diagnose system or component problems; and document system backups. Records may include, but are not limited to: computer equipment inventories, hardware performance reports, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, etc.), system backup reports and procedures, backup tape inventories, etc. (SEE ALSO Technical Manuals, Specifications & Warranties in the Administrative section).

Temporary: Keep records related to system or component repair or service for the life of the system or component. Keep records related to regular or essential records backups one year after superseded or obsolete.

- **Computer System Program Documentation:** Records documenting the development, installation, modification, troubleshooting, operation and removal of software from city computer systems; records required to plan, develop, operate, maintain and use electronic records; system specifications, file specifications, codebooks, record layouts, user guides and output specifications. (SEE ALSO Software Management Records in this section.)

Temporary: Keep migration plans until superseded or obsolete. Keep other records one year after system superseded or obsolete.

- **Computer System Security Records:** Records documenting the security of the city's computer systems, including: employee access requests, passwords, access authorizations, and related documents.

Temporary: Keep three years after superseded or obsolete.

- **Network Records:** Records containing information on network circuits used by the city, including: circuit number, vendor, type of connection, terminal series, software, contact person and other relevant information. Also includes records used to implement a computer network, including: reports, network diagrams, and wiring schematics.

Transitory: Keep until superseded or obsolete.

- **Information Service Subscription Records:** Records documenting city subscriptions to information services, including: subscriptions, invoices, and correspondence.

Temporary: Keep two years.

- **Information System Planning & Development Records:** Records documenting the planning and development of city information systems, including: information technology plans, feasibility studies, cost-benefit analyses, institution studies and surveys, information management project records, system specifications and revisions, software evaluations,

component proposals, technical literature, vendor literature and proposals and correspondence.

Semipermanent: Keep information relating to implemented systems for the life of the system.

Temporary: Keep information relating to unimplemented systems three years.

- **Quality Assurance Records:** Records verifying the quality of system, hardware or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories and other records needed as an audit trail to evaluate data accuracy.

Transitory: Keep until superseded or obsolete.

- **Software Management Records:** Records documenting the use of software in city information systems to ensure that institution software packages are compatible, that license and copyright provisions are complied with and that upgrades are obtained in a timely manner. Records may include, but are not limited to: software purchase records, inventories, licenses and correspondence.

Temporary: Keep two years after software disposed of or upgraded.

- **User Support Records:** Records documenting troubleshooting and problem-solving assistance provided by information systems personnel to users of the systems. Records may include: assistance requests, resolution records, and related documentation.

Transitory: Keep one year.

Insurance, Risk Management & Safety Records

- **City Vehicle Accident Records:** Records documenting accidents involving city vehicles, including: name and address of parties involved, date and time, complaint, description of damage, photographs, correspondence, etc. (SEE ALSO Liability Claims Records in this section.)

Temporary: If no claim is filed, keep three years.

- **Contractor Liability Insurance Verification Records:** Letters or certificates of coverage provided by insurance companies declaring that specific contractors are covered by appropriate liability insurance. Records include: insurance company name and address, issue date, expiration date, amount and type of coverage, special provisions, signature of insurance company representative, etc.

Semipermanent: For city public works projects keep 10 years after substantial completion. Keep all other records six years after expiration.

- **Contractor Performance Bond Records:** Records documenting the posting of performance guarantees or surety bonds by contractors performing work for the city, including letters, certificates, copies of bonds, etc. Information usually includes: name of individual or company covered, amount of coverage, effective dates, name of bonding agent, authorized signatures, etc.

Semipermanent: For city public works projects keep 10 years after substantial completion. Keep all other bond records six years after expiration.

- **Insurance Policy Records:** Records documenting the terms and conditions of city insurance policies covering liability, property, group employee health and life, motor vehicle, workers' compensation, etc. Records usually include: policies, endorsements, rate change notices, agent of record, and related documents.

Permanent: Keep group employee health and life, property and liability insurance policies permanently.

Semipermanent: Keep other insurance records six years after expiration if no claims pending.

- **Liability Claims Records:** Records documenting various types of liability claims filed against the city, including: personal injury, property damage, motor vehicle accident, false arrest, etc. Records often include: reports, photographs, summaries, reviews, notices, audio and videotapes, transcripts of recorded statements, correspondence and related documents.

Semipermanent: Keep 10 years after case closed or dismissed.

- **Liability Waiver Records:** Document the release of the city from liability related to various activities, including: police/fire ride-alongs, rekindling fires, participating in city-sponsored recreational events or classes, etc. Information usually includes: release terms, date, signatures, and related information.

Semipermanent: Keep six years.

- **Property Damage Records:** Records, photographs, and other records documenting damage to city property such as signs, trees, picnic tables, buildings, fountains, and fences. Information often includes: type and location of property damaged, description of damage, date and time of damage (if known), name and address of individual causing the damage (if known), value of damage, billing costs, etc. (SEE ALSO Liability Claims Records in this section.)

Temporary: If no claim is filed, keep three years.

- **Public Injury Reports:** Records documenting injuries sustained by non-employees on city property (i.e. parks, swimming pools, libraries, etc.). Information usually includes: date, time, and location; description of injury; name, address, phone number, sex and age; witnesses and other related information. (SEE ALSO Liability Claims Records in this section.)

Temporary: If no claim is filed, keep three years.

- **Risk Survey & Inspection Records:** Records documenting surveys, inspections, and other actions designed to identify potential hazards and liabilities to the city related to buildings, parks, playgrounds, swimming pools, etc. Useful for preventing liability claims and for illustrating a pattern of responsible action regarding hazards. Records may include: survey summaries and reports, safety audit and inspection reports, correspondence, etc.

Permanent: Keep records documenting the formation or change of policy permanently.

Semipermanent: Keep other records five years.

- **Safety Program Records:** Records documenting the city's program to promote a safe work environment for its employees. Records may include: safety policies, plans and procedures, workplace safety committee records, reports on inspections conducted by the safety officer, evacuation rosters and reports, and related documentation and correspondence.

Semipermanent: Keep safety policies, plans and procedures five years after superseded.
Keep inspection reports, evaluations, and recommendations ten years.
Keep all other records five years.

- **Workers' Compensation Claim Records:** Records documenting the processing of individual employee claims of job related injuries or illnesses, but not those describing actual medical conditions. Records may include: claim disposition notices, claim reporting and

status forms, injury reports, determination orders, insurance premium data, hearing requests, safety citations, inspection reports, medical status updates and reports, investigation reports, reimbursement and payment records, and related correspondence and documentation. (SEE ALSO Employee Medical Records in the Personnel Records section for retention of records describing injuries and illnesses).

Semipermanent: Keep five years after claim closed or final action.

Note: Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a misdemeanor. Idaho Code 72-603 requires employers to keep records of the job classifications and wages of employees.

Legal Records

- **Civil Case Files:** Documentation of pending and closed cases filed by and against the city, including complaints, summons, investigations, reports, attorney's notes, orders and judgments, dispositions, pleadings, mediation information and related records.

Semipermanent: Keep 10 years after case closed or dismissed, or date of last action.

- **Claim Files:** These records contain claims for damages caused by city employees/equipment.

Semipermanent: Keep 10 years, provided there is no pending litigation.

- **Criminal Case Files:** Records related to the prosecution of criminal cases, including citations, police reports, driving records, tape recordings, complaints, subpoenas, motions, judgments, and related records.

Semipermanent: Keep 10 years after case closed or dismissed, or date of last action.

- **Land Use Appeals:** Records related to appeals of land use decisions, including staff reports, pleadings, briefs, and related records.

Semipermanent: Keep 10 years after final decision or date of last action.

- **Legal Opinions:** Formal and informal opinions rendered by the city attorney for the mayor, council or city departments, examining legal questions relating to state/federal law/rules or local ordinances/policies.

Permanent.

Library Records

- **Accession Records:** Document the accession of all library acquisitions into the library's holdings. Information may include: author, title, publisher, year purchased, price, and other related information. May include accession registers and documentation of materials deaccessioned from the library collection.

Transitory: Keep until superseded or obsolete.

- **Borrower Application Records:** Includes application filled out by patrons applying for a library card. This information is frequently computerized and is used for the checkout of library materials, monitoring of overdue books, fines and fees, and for ongoing verification of address and telephone number.

Transitory: Keep until materials returned and applicable fees and fines paid or until administrative needs end.

- **Circulation Records:** Records of all library materials checked out. May be automated or manual system, and information typically includes: item title, identification (or barcode) number, due date, patron name, and library card number.

Transitory: Keep until items returned and late fees paid.

- **Circulation & Other Library Statistical Reports:** Weekly, monthly, quarterly or annual statistical reports on the numbers and type of library materials checked out, number of library cards issued and totals.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Educational & Public Outreach Program Records:** Records relating to educational and public outreach programs, including: tours, lectures, workshops, children's story time and other adult and children's events. Records may include: brochures, fliers, reports, teaching packets, photographs, audio and video tapes, class schedules, attendance rosters, correspondence and related records.

Permanent: Keep annual reports summarizing activities permanently.

Temporary: Keep other records three years.

- **Holdings Catalog:** This is a catalog used by patrons to find materials in the library's collection. May be manual card catalog or online database. Information includes: call number, author, title, publisher, number of copies, subject, and other pertinent information.

Transitory: Keep until superseded or obsolete.

- **Interlibrary Loan Records:** These records document the lending and borrowing of library materials through the interlibrary loan network, including interlibrary loan forms, computer searches, related correspondence, etc. The interlibrary loan forms include: patron's name, address, telephone, description of material requested (author, title, publisher, etc.), date material provided and date material was returned.

Transitory: Keep until request completed or canceled, materials returned and applicable fees and fines paid, or until administrative needs end.

- **Library Complaints:** These records document complaints received and actions taken concerning library services, including programming and material selection policies. Information includes: complainant's name, address, telephone, date, explanation of complaint, etc.

Temporary: Keep two years after resolution of complaint or final action.

- **Library Operation Policies:** Policies concerning library operations, including materials selection.

Permanent.

- **Library Publications:** Publications distributed to the public to advertise library services, programs and activities, including brochures, newsletters, activities calendars, bookmobile schedules, special events fliers, etc.

Permanent: Keep one copy of newsletters and other publications with lasting significance permanently.

Semipermanent: Keep other publications five years.

- **Master Shelf List/Inventory:** Inventory of all library holdings, including volumes and titles added or withdrawn from the collection. Typically arranged by shelf, showing title, author, accession number, publisher, date purchased, cost and number of copies. Used as an inventory control by library personnel.

Transitory: Keep until superseded or obsolete.

- **Overdue Book Records:** Lists and notices used to monitor status of overdue books and other media, and notify patrons to return overdue materials.

Transitory: Keep until materials returned and fines collected, or debts deemed uncollectible.

- **Patron Requests:** Requests by library patrons for materials currently checked out or to add new materials to the library collection. Information may include: patron's name, library card number, address, and telephone; call number, author, and title of material requested.

Transitory: Keep until request approved or rejected.

- **Permanent Collection Records:** Records documenting the accession, use, care, maintenance, storage and disposition of objects in the library's permanent collection, and may also provide records of deaccession of objects no longer in the collection. Records may include: acquisition and deaccession policies and procedures, appraisal and authenticity records, accession and catalog paper copy and/or electronic catalog records, accession records, deaccession records, deeds of gift and other gift/donor records, inventory and location records, condition/conservation records, photographs of objects, collections use records and library shelf lists and finding aids.

Permanent.

- **Research Inquiry & Response Records:** Records relating to research requests received and responses made by library staff. Information typically includes: name of researcher, subject of inquiry or request, reply, information sources, etc.

Transitory: Keep until administrative needs end.

Parks & Recreation Records

- **Activity Reports:** Daily, weekly, monthly or other reports documenting the activities of parks and recreation department employees, including: type of activity, employees/volunteers involved, time spent on activity, work completed, etc.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Chemical Application Records:** Document the application of pesticides, herbicides and fertilizers to city parks, golf courses and other property. Information typically includes date used, weather conditions, application area, chemical applied, mix ratio, and coverage rate.

Temporary: Keep three years.

Note: IDAPA 02.03.03.150 requires professional pesticide and chemigation applicators to maintain records documenting each application for three years.

- **Delivery Tickets:** Tickets issued by suppliers to verify delivery of supplies or materials (mulch, sand, bark, topsoil, etc.). Information usually includes date, time, amount and type of supplies received, and related data.

Temporary: Keep two years.

- **Equipment Maintenance & Repair Records:** Records documenting the inspection, maintenance, and repair of city-owned equipment, including: mowers, trailers, edgers, blowers, aerators, office equipment, and furniture. Information often includes: description of work completed, parts and supplies used, date of service, date of purchase, purchase price, equipment number, make and model, and related data. (SEE ALSO Capital Asset Records in the Administrative section).

Temporary: Keep until equipment removed from service.

- **Facility & Equipment Rental/Loan Records:** Records documenting rental or loan of city-owned facilities (e.g. parks, ball fields, etc.) or equipment (e.g. sports equipment, tools, gardening implements). Records often include: applications, calendars, lists, receipts, and related documents. Information typically includes: name, address and phone number of renter/borrower; description of facility/equipment; date and time of reservation and signature.

Temporary: Keep three years.

- **Park & Facility Inspection & Maintenance Records:** Document periodic inspections, complaints, maintenance and repairs for parks, playgrounds, sidewalks, picnic tables, and other property, equipment and facilities.

Semipermanent: Keep five years.

- **Park & Facility Use Permits:** Permits issued to individuals or organizations for special uses of city parks and facilities. Examples include: fun runs, bicycle races, events with more than a specified number of participants, concerts, etc.

Temporary: Keep two years after date of event, denial, or revocation of permit.

- **Recreation Program Files:** Records relating to city recreation programs, including: fliers, class/activity rosters, participants, instructors, schedules, calendars, fees, advertisements, etc.

Permanent: Keep annual reports summarizing activities permanently.

Temporary: Keep other records three years.

- **Recreational Facility Files:** Records used to maintain a record of construction and renovation projects for each facility (parks, golf courses, swimming pools, etc.). Records may include: correspondence, construction information, architectural drawings, contracts, specifications, news clippings, histories of facilities, safety reports, photographs and maps.

Permanent.

- **Registration Records:** Registration records for city parks and recreation programs, classes and events. Information includes: participant's name, address, phone and signature of participant/guardian; program name and date(s); fee paid; etc. (SEE ALSO Liability Waiver Records in the Insurance, Risk Management & Safety Section.)

Temporary: Keep three years.

- **Sports Team Records:** Document information relating to adult/youth sports leagues, including team rosters, participant information, sponsors, game/tournament schedules, etc.

Temporary: Keep three years.

- **Swimming Pool Operation & Maintenance Records:** Records documenting the operation and maintenance of city swimming pools. Information typically includes: results of water quality tests, date and time of filter backwash, dates during which the pool was emptied and/or cleaned, inspections, and periods of recirculation equipment operation, malfunction and repair. May also include records documenting inspection and maintenance of safety equipment.

Semipermanent: Keep five years.

Personnel Records

- **Affirmative Action Records:** Records documenting city compliance with the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972 and the Americans with Disabilities Act. Records include: plans, updates, policy statements, reports, investigations, case files, complaints and related information. Also includes EEO-4 reports submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements by cities with 15 or more employees.

Permanent: Keep plans, updates and policy statements permanently.

Semipermanent: Keep EEO-4 reports and all other records five years.

- **Benefits Continuation Records:** Records documenting notice to employees, spouses and dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave and whether coverage was elected or rejected. Continuation may be under COBRA or another provision. Notice is also sent to a third party administrator who administers the extended coverage. Records may be filed with the Employee Benefits Records or Employee Personnel Records.

Semipermanent: Keep three years after employee separation or eligibility expired or five years, whichever is longer.

Note: No retention period specified in 26 CFR Part 54.

- **Collective Bargaining Records:** Records documenting negotiations between the city and employee representatives, including contracts, reports, negotiation notes, letters of agreement, arbitration findings, cost analyses, minutes, tape recordings, etc.

Semipermanent: Keep contracts and minutes 75 years after contract expires. Keep other records six years after contract expires.

Note: Federal regulations (29 CFR 516.5) requires certain employment contracts and collective bargaining agreements to be kept three years after their last effective date.

- **Employee Benefits Records:** Records relating to city employee benefit information such as: selection of insurance plans, retirement, pension and disability plans, deferred compensation plans, and other benefit information. Records may include, but are not limited to: plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, year-end leave balance reports, notices of disability payment made, and related documentation. Generally filed with Employee Personnel Records.

Semipermanent: Keep year-end leave balance reports and official copy of retirement enrollment records 75 years after date of hire. Keep other records five years after employee separation or eligibility expired.

Note: Numerous federal regulations provide retention periods for these records:

29 CFR 1627.3 (Age Discrimination) requires employee benefit plans such as pension and insurance plans to be kept for the full period the plan or system is in effect, and for at least one year after its termination. Payroll, recruitment and selection, personnel, and employee benefits records must also be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **Employee Medical Records:** Document an individual employee's work-related medical history. These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to: medical exam records (pre-employment, pre-assignment, periodic or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work-related injuries or illnesses, hearing test records, hazard exposure records, first-aid incident records, physician statements, release consent forms and related correspondence.

Semipermanent: Keep hazard exposure records 30 years after separation. Keep other records five years after separation or completion of litigation, whichever is longer.

Note: Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a misdemeanor. Failure to keep these records is a misdemeanor.

- **Employee Personnel Records:** Document an employee's work history. Records may include, but are not limited to: employment applications, notices of appointment, training and certification records, records of health limitations, drug testing, salary schedules, personnel actions, performance evaluations, awards and other special recognition, letters of recommendation, investigation information, disciplinary action, notices of layoff, letters of resignation, home address and telephone, emergency notification forms, oaths of office, grievance and complaint records, and related correspondence and documentation. (SEE ALSO Employee Benefits Records, Employee Medical Records, Recruitment & Selection Records, and Volunteer Worker Records in this section.)

Semipermanent: Keep ten years after separation.

Note: Numerous regulations provide retention periods for these records:

29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.

49 CFR 382.401 (Drug Testing for Holders of Commercial Driver's Licenses) provides various retention requirements for drug testing records.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **Employment Eligibility Verification Forms (I-9):** Document to the U.S. Immigration and Naturalization Service that an applicant or employee is eligible to work in the United States. Information includes: employee information and verification data such as citizenship or alien status and signature, and employer review and verification data such as documents, which establish identity and eligibility, and employer's signature certifying that documents were checked. This category includes forms completed for all new hires, as well as superseded or previous forms completed on rehires.

Semipermanent: Keep five years after separation.

Note: Federal regulations (8 CFR 274a.2) require these records be kept three years after the date of hiring or one year after the individual's employment is terminated, whichever is later.

- **Hazard Exposure Records:** Emergency response employees exhibiting signs or symptoms possibly resulting from exposure to hazardous substances are required to be provided medical examination and consultation. Records include: employee's name and social security number; physician's written opinion, recommended limitations; results of examinations and tests; employee medical complaints related to hazardous substance exposure; description of employee's duties as they relate to exposure; the employee's exposure levels or anticipated exposure levels; description of protective equipment used; and information from previous medical examinations of the employee which is not readily available to the physician and other information. (SEE ALSO Employee Medical Records in this section.)

Semipermanent: Keep 30 years after separation.

- **Photo Identification Records:** Photographs and other records used to identify city employees, private security personnel, contract workers and others. May include photographs taken for city identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data.

Transitory: Keep until superseded, obsolete or administrative needs end.

- **Position Description, Classification & Compensation Records:** Records documenting the description, classification and compensation of city jobs and positions. Usually includes details of duties and responsibilities of each position, time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification or redefinition of each job or position. Records often include: reports, position descriptions, position evaluations, salary & benefits studies, job analyses, interview data, selection criteria, authorizations, agreements and related records.

Temporary: Keep three years after superseded, obsolete or administrative needs end.

Note: 29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least

two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.

29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

- **Recruitment & Selection Records:** Document the recruitment and selection of city employees, and contracted service providers such as attorneys, auditors, consultants, etc. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, applicant background investigation information, polygraph test results, letters of reference, civil service records, position authorization forms, certification of eligibles, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation. (SEE ALSO Employee Personnel Records and Employment Eligibility Verification Forms (I-9) in this section.)

Semipermanent: Keep announcement records, position description, and test and rating records 10 years.

Keep unsuccessful applications and all other records five years after position filled or recruitment canceled.

Note: 29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires recruitment and selection, personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least

two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.

29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

- **Training Program Records:** Records related to the design and implementation of training programs provided to employees by the city. May include class descriptions, instructor certifications, planning documentation, instructional materials, course outlines, class enrollment and attendance records, and related records. (SEE ALSO Employee Personnel Records for training records related to individual employees.)

Semipermanent: Keep significant program records five years.

Temporary: Keep class enrollment and attendance records two years.

Transitory: Keep all other records one year.

- **Volunteer Program Records:** Records documenting the activities and administration of volunteer programs in the city. May include volunteer hours statistics, volunteer program publicity records, insurance information, inactive volunteer files, and related records. For records related to individual volunteers, see Volunteer Worker Records in this section.

Semipermanent: Keep five years.

- **Volunteer Worker Records:** Records documenting work performed for the city by citizens without compensation for their services. May include agreements, applications, skills test results, training documentation, task assignment and monitoring records, etc.

Semipermanent: Keep five years after separation.

Police & Law Enforcement Records

- **Accident Reports:** Document traffic accidents investigated by the police department. These reports typically include complete information on all cars and drivers involved in the accident, accident location, damage, cause of accident, date and time, accident diagram, description and weather conditions.

Temporary: Keep three years.

- **Activity Reports:** Individual officer, shift, and other activity reports usually filed on a daily, weekly, or monthly basis. Useful for reference, performance monitoring, compiling annual reports, planning and budgeting, and for briefing subsequent shifts or activities. Applies to various duties, including dispatch, investigations, and patrol. Information usually includes: name, shift, date, activities, and various statistical categories for tracking the number of arrests, phone calls, mileage, etc. Also includes monthly and annual law enforcement or uniform crime reports summarizing statistics on criminal activity and office operations. *(Mostly on Dispatch CAD, and RMS)*

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Animal Control Records:** Records documenting animal control activities, often including: reports, logs, lists, cards, receipts, and related records. Subjects may include: lost and found animals, animals running at-large, dog bite reports, animals turned over to county animal control programs or humane society programs, etc. *(On Hailey Police Blotter and Dispatch CAD)*

Temporary: Keep three years.

- **Arrest Warrant Records:** Records relating to arrest warrants and documenting the status of warrants as served, unserved or recalled by the court. Records may also include detainer requests, informational documents related to the wanted person, teletypes, and other records relevant to the service of warrants. Warrant information includes: date, court, judge's name, individual's name and date of birth, charge, etc. *(Mostly on Dispatch CAD)*

Temporary: Keep three years.

- **Booking Records:** Record of all persons arrested and booked by the police department. Information includes: case number, name, race, sex, date of birth, docket number, age, height, weight, hair, eyes, social security number, visible scars and marks, NCIC identification number, address, phone number, aliases, drivers license number, occupation,

next of kin and address, booking officer's name, current date, charge information, medical information, release date, time and arresting officer.

(Records at Jail)

Permanent: Keep homicide and felony booking records permanently.

Semipermanent: Keep misdemeanor booking records five years.

- **Bulletins from Other Agencies:** Records including bulletins, circulars, and related records received from federal, state and local law enforcement agencies. Usually contains descriptions and photographs of fugitives, missing persons, stolen property, etc.

Temporary: Keep records relied upon for police action three years.

Transitory: Keep all other records until superseded, obsolete or administrative needs end.

- **Civil Enforcement Case Files:** Records relating to actions taken on a specific civil case. Information may include: attempts at service, actual service information, and documentation of enforcement actions taken under the provisions of the order.

(Sheriff has records)

Temporary: Keep three years after action completed.

- **Community Service Programs:** Records relating to police community service programs, including: DARE, Neighborhood Watch, youth activities, etc. Records may include: publications, mailing lists, plans, evaluations, notes, reports, lesson plans and outlines, etc.

(Sheriff has records)

Permanent: Keep annual reports summarizing activities permanently.

Temporary: Keep other records three years.

- **Crime Analysis Files:** Records documenting police efforts to anticipate, prevent, or monitor criminal activity. May include reports, statistical summaries, photographs, audio/videotape, etc. Subjects often include: crime patterns or modes of operation, analysis of particular crimes, criminal profiles, forecasts, movements of known offenders, alerts from other agencies, etc.

Permanent: Keep records relating to homicides permanently.

Semipermanent: Keep records relating to major investigations 10 years after case closed.

Transitory: Keep all other records until superseded, obsolete or administrative needs end.

- **Crime Prevention Security Survey Records:** Records documenting citizen-requested officer surveys of homes and businesses and subsequent recommendations for improving security. Information usually includes: areas vulnerable to break-ins, blocked exits, landscaping that can hide crime, etc. Information is typically compiled in a report that is sent to the property owner/renter.

Temporary: Keep three years.

- **Crime Prevention Vacation House Inspection Records:** Records documenting inspection of homes and other properties while the occupants are away. Information typically includes: name, address, date received, vacation beginning and ending dates, emergency contact information, special conditions, dates and times officers checked the house or property, etc.

Temporary: Keep three years.

- **Criminal Arrest History Records:** Records documenting information on the accumulated criminal arrest history of individuals which may be useful in current or future investigations. Records may include: summary sheets or cards, arrest reports, fingerprint cards, mug shots, and related records. Information typically includes: name, aliases, residence, sex, age, date and place of birth, height, weight, hair and eye color, race, scars, marks, tattoos, abnormalities, date of arrest, offense committed, habits, closest relatives or friends, etc. (*Records on Dispatch CAD*)

Permanent: Keep records relating to homicides or felonies permanently.

Semipermanent: Keep records relating to misdemeanors five years.

- **Criminal History Dissemination Records:** Records documenting the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. May include teletype and computer message logs. Information includes: date of release, subject of information, recipient of information, reason information was requested, and identification numbers.

Temporary: Keep three years.

- **Detoxification Confinement Logs:** Logs listing names of intoxicated individuals held and released when sober. Includes dates and times confined and released, name of individual and related information. (*Sheriff has records*)

Temporary: Keep three years.

- **Equipment Issued Records:** These records document equipment issued to police department personnel, including: handcuffs, keys, uniforms, badges, bulletproof vests, and weapons (specifying the make, model, serial number and caliber).

Temporary: Keep three years after employee separation.

- **Expunged or Sealed Records:** Records documenting the arrest and/or conviction of a person who petitions and is granted by the court an order sealing records. Also applies to juvenile records.
(Courts have these records)

Permanent.

- **Field Interrogation Reports:** Informational reports written by police officers relating to individuals, events or vehicles for which the officer does not have probable cause for enforcement. Typically includes: name and address of person contacted, physical description of person or vehicle, officer's name, location of contact, date and time, witnesses, reason for contact, etc.

Temporary: Keep three years.

- **Firearm Disposal Records:** These files contain records of firearms that have been disposed of through sale, trade or destruction. They include the manufacturer's name, serial number, model, caliber, disposal method, disposal date, name of business purchasing firearm, and bid.

Permanent.

- **Fingerprint Cards:** Cards containing fingerprints, palmprints, and other personal identifiers of arrested individuals. Used for identification and apprehension of suspects in criminal investigations. The cards also contain information necessary to identify the individual, including: fingerprint classification number, name, address, date of birth, date of arrest, social security number, photograph, occupation, employer, etc.
- (Sheriff has records)

Permanent: Keep records relating to homicides or felonies permanently.

Semipermanent: Keep records relating to misdemeanors five years.

- **Fingerprint Cards (Latent):** Cards containing latent fingerprints and palm prints found at crime scenes without identification of suspects. These are compared against cards on file at the agency. Usually contains information related to the crime, location, date and time, and other details of the case.
(Sheriff has records)

Permanent: Keep records relating to homicides or felonies permanently.

Semipermanent: Keep records relating to misdemeanors five years.

- **Handgun Dealers Sales Records:** Records documenting purchases of handguns from dealers. May include duplicate register sheets mailed by the dealer to the police department

and triplicate register sheets mailed by the dealer to the State Police for criminal records checks and then forwarded to the city police department. Information includes: series number, sheet number, sales person, date and time, city, make, serial number, caliber, name of purchaser, date of birth, address, height, occupation, race, eye and hair color, local address (if traveling) and signatures of purchaser and salesperson.
(*Sheriff has records*)

Semipermanent: Keep 50 years.

- **Indemnity Bonds:** Copies of insurance bonds issued to indemnify the police department against claims of wrongful actions in civil seizure cases.

Semipermanent: Keep five years after seizure completed and a return has been made to the court of issuance.

- **Impounded & Abandoned Vehicle Records:** Records documenting vehicles impounded by police due to accidents, abandonment, recovered stolen vehicles, vehicles used in commission of crimes, etc. May include reports, notifications, information cards or sheets, receipts, etc. Information typically includes: make, model, year, color, identification number, tag number, condition of vehicle and contents, reason for impounding, location of impoundment, charge (if any), towing company used, release conditions, and name and address of individual to whom the vehicle was released.

Temporary: Keep records not included in case files three years after disposition of vehicle.

- **Incident Case File Index:** Indexes to incident case files used as cross references between case numbers, names, dates, modus operandi, and other descriptive information.

Permanent.

- **Incident Case Files:** Central case files documenting complaints or other actions or incidents investigated by the police department. Usually filed by case number. Records may include investigative reports, fingerprint cards, arrest reports, supplemental reports, photographs, correspondence, teletypes, court orders, court dispositions, officer notes, laboratory reports, drug/alcohol test records, physical force records, citizen arrest certificates, copies of warrants, search warrants, booking sheets, property/evidence reports, custody reports, and other related documents. Information typically includes: suspect information, alleged activity, location, date, validity of source information and other data.

Permanent: Keep records relating to felonies and unsolved crimes where DNA was collected permanently.

Semipermanent: Keep records relating to misdemeanors five years.

Semipermanent/ Keep protective custody files until the minor turns 18 or is emancipated.

Temporary:

- **Informant Case Files:** Records documenting information about informants used by department personnel. Records typically include: reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informant activities, and related records.

(Blaine County Narcotics Enforcement Team – aka Task Force has these records)

Temporary: Keep three years.

- **Internal Investigations Case Files:** Records documenting investigations of police department personnel for violations of laws, rules or policies and may include findings and dispositions of investigations. Records often include: complaints, correspondence, investigatory reports, interviews, hearing summaries, testimony, etc. Information usually includes: the name of the officer investigated, reason, location of violation, date, accomplices' names and addresses, witnesses' names and addresses, action taken, etc.

Semipermanent: Keep 10 years after employee separation.

- **Juvenile Temporary Custody Records:** Records documenting youths taken into temporary custody by the department. The action is not considered an arrest. Information typically includes: name, age and address of the youth; name and address of the person having legal or physical custody of the youth; reasons for and circumstances under which the youth was taken into temporary custody; and related information.

(Jail has records)

Temporary: Keep three years.

- **Lost & Found Property Records:** Records documenting city receipt and maintenance of lost and found or abandoned property such as money, bicycles and other items not related to a crime. Includes: receipts, inventory lists, disposition information, etc. (SEE ALSO Property & Evidence Control & Disposition Records for records documenting property related to or held as evidence to an alleged crime. SEE ALSO Impounded & Abandoned Vehicle Records for records on abandoned vehicles.)

Temporary: Keep three years.

- **Maps:** Maps and related records maintained for reference and for tracking various trends. Examples include: Neighborhood Watch Program maps, street number location maps and books, parking meter maps, and maps plotting reported crimes in a given area.

(Dispatch CAD has records)

Transitory: Keep until superseded, obsolete or administrative needs end.

- **Master Name Index Records:** Records documenting information on each individual who has been field interrogated or arrested, suspects or accomplices in crimes, victims,

complainants, and witnesses to incidents. Information typically includes: name, address, date of birth, race, sex, date and time of incident or contact, incident number, and related data.

Permanent.

- **Mug Shots:** Photographs and negatives of arrested individuals used for identification and apprehension of suspects in criminal investigations. The photograph is stamped with the case number or a department number and the date the picture was taken.
(*Jail has records*)

Permanent: Keep records relating to homicides or felonies permanently.

Semipermanent: Keep records relating to misdemeanors five years.

- **National Crime Information Center (NCIC) Records:** NCIC is a computerized database of criminal justice information available to federal, state and local law enforcement agencies. NCIC includes information on: wanted persons, individuals charged with serious/significant offenses, missing persons, gang members, etc. Categories of records in the system cover stolen vehicles, guns and articles, and wanted persons.
- (*Dispatch CAD has records*)

Transitory: Keep one year if not part of case file.

- **Neighborhood Dispute Resolution Records:** Records documenting the city's dispute resolution program to handle complaints by citizens about disputes with neighbors or merchants. Typical cases may cover: animal control, landlord/tenant issues, noise, harassment, property disputes, business/consumer issues, etc. Records may include: evaluation and intake records, service referrals, resolution agreements, and follow-up surveys. Information may include: name, phone number and address of person filing complaint; case number; date of activity; narration of request/complaint; name and address of offender; action taken; and other information.

Semipermanent: Keep case records five years after last action.

Temporary: Keep other records three years.

- **Officer Notes:** Notes written by officers during the course of a shift containing information which may or may not be included in an official report. Information may pertain to contacts, incidents, unusual circumstances, and other subjects. Notes are often used for writing reports and testifying in court. Information typically includes: names, dates, times, vehicles, activities, locations and related information.

Permanent: Keep records relating to homicides or felonies permanently.

Semipermanent: Keep all other records five years.

- **Parade Applications:** Applications and other records relating to parades on city streets, including: fees, insurance requirements, alternative routes for emergency vehicles, etc. (*Hailey Special Event Coordinator has these records*)

Temporary: Keep three years.

- **Pawnbroker & Secondhand Dealer Reports:** Reports submitted to the police department documenting merchandise bought and sold by dealers. Useful in tracing stolen items. Information includes: name, address, identification, personal description of pledgor, date, dealer's name, and description of article. (*No pawnbrokers in Hailey at this time 11/2011*)

Temporary: Keep three years.

- **Peer Court Records:** Records documenting the city's peer court program where youths who have committed certain first time offenses (typically status offenses, i.e. underage drinking) are judged by a court of their peers and typically sentenced to community service. Records may include: policy and procedure manuals, guidelines and instructions, agreements with juvenile and parents, verdict and terms of community service.

Semipermanent: Keep case records five years after final disposition of case or youth reaches age of majority, whichever is longer.

Temporary: Keep records not classified as semipermanent or transitory two years.

Transitory: Keep participant guidelines and instructions until superseded, obsolete or administrative needs end.

- **Photo Identification Records:** Photographs and other records used to identify agency employees, private security personnel, contract workers and others. May include photographs taken for agency identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data. (*Jail has records*)

Transitory: Keep until superseded, obsolete or administrative needs end.

- **Polygraph Records:** Records documenting polygraph tests given to criminal suspects, for internal investigations and other purposes. Includes pre-examination records, questions, statements of consent, analysis reports, results charts, conclusions, interviewee statements, and related information. (SEE ALSO Recruitment & Selection Records in the Personnel section for records relating to prospective employees.)

Permanent: Keep records relating homicides or felonies permanently.

Semipermanent: Keep records relating to employees thirty years. Keep all other records five years.

- **Property & Evidence Control & Disposition Records:** Records used to track property and evidence coming into police department possession. Documents receipt, storage, and disposition of personal property and physical evidence from defendants, victims, etc. May include evidence photographs documenting crime scenes, accidents, and other incidents. Records often include: receipt forms, evidence logs (showing chain of possession of evidence), property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, etc. Information usually includes case number, tag number, date and time, property or evidence description, storage location, release date, etc. Often filed with Incident Case Files. (SEE ALSO Lost & Found Property Records in this section for property not related to an alleged crime.)

Semipermanent: Keep records relating to crimes with no statute of limitations 75 years after case closed. Keep records relating to felonies one year after statute of limitations expires.

Temporary: Keep records relating to all other cases one year after statute of limitations expires.

- **Property Registration Records:** Records documenting registration of property for identification in case of theft, loss or burglary. Property includes, but is not limited to: bicycles, televisions, cameras, stereos and guns. Information typically includes: name and contact information of owner, description of property, serial number, etc.

Transitory: Keep until registration expired, superseded or obsolete.

- **Property Sales Records:** Documents sale and conveyance of real and personal property by the police department. Records may include: certificates of levy, notices of sale, publication proofs, mailing receipts, copy of judgment and execution, certificate of sale, return of service, and copy of deed issued.

Semipermanent: Keep seven years.

- **Radar Equipment Certification & Maintenance Records:** Records documenting the calibration and maintenance of radar equipment that may be useful in documenting the accuracy of the readings. Often includes original factory certification of calibration. Information relating to maintenance and repair may include: a description of work completed, parts used, date of service, equipment number, make, model, etc.

Temporary: Keep three years after equipment replaced.

- **Traffic Citations:** Police department copies of citations and records documenting citations issued for traffic, motor vehicle and parking offenses including traffic education class citations. Information includes: date and time; name and address; date of birth, sex, and

occupation; license number and state; year, make and model of vehicle; location and type of violation; name of officer issuing citation; etc.

Temporary: Keep citation records three years.

Transitory: Keep warning records until superseded, obsolete or administrative needs end.

- **Teletype, Fax & Electronic Messages:** Incoming and outgoing teletype, fax or electronic messages concerning a variety of subjects, including: incidents, meetings, arrests, warrant confirmation, etc. Information typically includes: date, time, originating agency, and text. These are messages not warranting inclusion in Incident Case Files or other classifications of records.

Transitory: Keep until superseded, obsolete or administrative needs end.

- **Videotapes:** Videotapes documenting traffic stops and arrests, as well as surveillance videos of city facilities (including police facilities, airport, etc.).

Temporary: Keep tapes used as evidence three years after case reaches final disposition. Keep tapes used for internal investigations three years after investigation ends.

Transitory: Keep all other tapes 30 days.

Public Works & Engineering Records

Engineering

- **Engineering Project Technical Records:** Records related to the planning, design, and construction of various city projects, including, but not limited to: streets, sidewalks, traffic lights, streetlights, bikeways, water and wastewater facilities, buildings, etc. May be useful for litigation, reference, or budget planning. Records often include: impact statements, feasibility studies, plans, amendments, field test and laboratory reports, inspector reports, change orders, status reports, and related records. (SEE ALSO Maps, Plans, Drawings & Photos in this section and Purchasing & Quality-Based Selection Records in the Administrative section.)

Semipermanent: Keep records of project cost three years after disposal or replacement of facility, structure, or system. Keep all other records 10 years after substantial completion.

General

- **Activity Reports:** Daily, weekly, monthly or other reports documenting the activities of public works department employees, including: type of activity, employees involved, time spent on activity, work completed, equipment and fuel used, etc.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Benchmark Records:** Benchmarks placed by the city or the U.S. Geological Survey to denote elevations above sea level. Records may include books, maps, cards, and other documents. Information includes: location, monument number, elevation, description, and related data. Usually filed numerically by benchmark number.

Permanent.

- **Delivery Tickets:** Tickets issued by suppliers to verify delivery of supplies or materials (concrete, road base, gravel, etc.). Information usually includes: date, time, amount and type of supplies/materials received, and related data.

Temporary: Keep two years.

- **Equipment Maintenance & Repair Records:** Records documenting the inspection, maintenance, and repair of city-owned equipment not listed elsewhere in this section. Examples include, but are not limited to: generators, sewage lift pumps, water pumps, office

equipment, and furniture. Records may include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes: description of work completed, parts and supplies used, date of service, date of purchase, purchase price, equipment number, make and model, and related data. (SEE ALSO Capital Asset Records in Administrative section.)

Semipermanent/ Keep until equipment removed from service.

Temporary:

- **Facilities & Grounds Maintenance & Repair Records:** Records of all minor maintenance and repairs to buildings and grounds owned or leased by the city. Used to verify that repairs were made. May include summaries, logs, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data.

Semipermanent: Keep records requiring engineering stamps 2 years after life of structure. Keep all other records five years.

- **Fill & Leaf Delivery Records:** Records documenting citizen requests and city delivery of fill material and leaves to private property. Often includes conditions; property owner address, phone number and signature; number of loads requested; desired dumping location; and related information. (SEE ALSO Street Surface Maintenance Records in this section for records documenting the removal of leaves from city streets.)

Temporary: Keep two years.

- **Maps, Plans, Drawings & Photos:** Maps, plans, drawings, and photos created by or for the city. These include various types of maps such as system schematic, as-built, topographic, planimetric, orthophoto, resource, and others. System schematic maps represent locational and other information about major systems such as water and sewer. Other maps are derived from aerial photographs and represent physical features such as building footprints, edge of pavement, and contours. This category also includes as-built plans, drawings, and details documenting city engineering and construction projects.

Permanent: Keep maps, plans, drawings, and photos permanently (with the exception of copies obtained from other agencies).

Transitory: Copies of maps, plans, drawings, and photos obtained from federal, state, county or other agencies may be destroyed when superseded, obsolete or administrative needs end.

- **Maintenance Request/Complaint Records:** Records documenting complaints or requests concerning a variety of maintenance responsibilities carried out by the public works department. Examples include, but are not limited to: brushing and limbing; road grading, rocking, sealing, patching, and marking; traffic signals and signs; city-owned buildings and

equipment; streetlights; and water and sewer system problems. Information often includes: name, phone number, and address of person making request/complaint; narration of request/complaint; name of person responding to request/complaint; dates of related activities; resolution of request/complaint; and other data.

Temporary: Keep two years after last action.

- **Master Plan Records:** Document the present and projected needs of the city for water, sewer, storm drainage, streets, bike paths, and other systems. Often includes an implementation schedule for construction. Records often include: plans, reports, evaluations, cost analyses, drawings, and related documents. Subjects may include: rates, inventory evaluations, system rehabilitation or replacement, distribution of services, etc.

Permanent.

- **Right-of-Way Permit Records:** Permits issued for private use or construction on public rights-of-way such as streets, sidewalks, and adjacent land. Examples of activities may include house moving, block parties and other uses. Information can include owner's name, address, and phone number; contractor's name, address, and phone number; location and description of activity; permit conditions; fee amount; date; signatures; and related data.

Semipermanent: Keep construction-related records 10 years after substantial completion of project.

Temporary: Keep other records two years after permit expiration, revocation, or discontinuance of use.

- **Survey Field Records:** Detailed field notes and other records related to surveys for boundary location or construction, including notes on traverses, right-of-way location, construction (including levels, cuts, and grades), sketches related to the survey, and other information.

Permanent: Keep general surveys and right-of-way location records permanently.

Semipermanent: Keep other records 10 years after substantial completion of project.

- **Temporary Access/Construction Easement Records:** Records documenting temporary easements allowing entrance and work on property or streets not owned by the easement holder. Permits usually apply to city crews and utility workers. Information can include: applicant name, address, and phone number; contractor name and license number; utility involved; location; description of work; security deposit; surface restoration material used; signature; date; comments; permit number; and related data. (SEE ALSO Right-of-Way Permit Records in this section and Easement Records in the Administrative section.)

Temporary: Keep two years after expiration of easement.

- **Utility Installation & Connection Records:** Records documenting installation of city utility systems or the connection of specific properties to city water, sewer, power, or similar systems. Does not apply to temporary stoppages or disconnections service. May include applications, permits, and similar records. Information often includes: applicant's name and address, permit number, fee charged, service level, type of structure, pipe size, meter size and number, and related data.

Semipermanent: Keep two years after physical disconnection.

- **Utility Line Location Request Records:** Records documenting requests and city action to locate underground lines in the vicinity of a construction site. Information often includes: name of person requesting location; planned and actual date and time of location; notations of water, sewer, storm drains, and other line locations; name and signature of person locating lines; and related data.

Temporary: Keep two years.

- **Utility Meter Installation, Location, Maintenance, & Repair Records:** Records documenting the installation, location, maintenance, testing, calibration and repair of city operated water and power meters. May include logs, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes: address, narrative of work completed, personnel completing work, dates, and related data.

Semipermanent: Keep one year after meter removed from service.

Streets, Streetlights & Bridges

- **Bridge & Culvert Maintenance & Repair Records:** Records documenting maintenance and repairs on city bridges and culverts, including pedestrian and bicycle bridges. May include summaries, reports, logs, and related records usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data. (SEE ALSO Activity Reports in this section.)

Semipermanent: Keep records with engineering stamps documenting structural maintenance or repairs two years after bridge/culvert permanently removed from service. Keep all other records five years.

- **Bridge Inspection Records:** Records related to bridge inspections required by the U.S. Department of Transportation (23 CFR 650.305). Inspections generally are done every two years. Records may include reports prepared in accordance with federal standards, photographs, correspondence and related documents.

Semipermanent: Keep two years after bridge removed from service.

- **Crosswalk Records:** Records documenting the location and use of crosswalks in the city. Useful in determining the need for and placement of existing and proposed crosswalks. May include striping records, reports, maps, studies, and related records.

Temporary: Keep two years after superseded or obsolete.

- **Master Plan Records:** Document the present and projected needs of the city for water, sewer, storm drainage, streets, bike paths, and other systems. Often includes an implementation schedule for construction. Records often include: plans, reports, evaluations, cost analyses, drawings, and related documents. Subjects may include: rates, inventory evaluations, system rehabilitation or replacement, distribution of services, etc.

Permanent.

- **Railroad Crossing Records:** Records documenting city activities in relation to railroad crossings. Records may include: crossing plans and drawings, reports and studies, accident records, and related documentation and correspondence.

Permanent.

- **Special Event Records:** Records documenting preparation for and implementation of traffic changes related to special events such as parades, motorcades, and demonstrations. Includes situations resulting in heavy traffic or street use requiring street closures, traffic rerouting, barricades, signal timing changes, and other variations. May include notifications, planning documents, reports, and related records.

Temporary: Keep two years after event.

- **Speed Zone Records:** Records documenting the establishment and review of speed zones in the city, including reports, photographs, proposals, orders, maps, accident summaries, and related documents. Considerations include pedestrian and bicycle movements, environmental impact, adjacent land use, and other factors.

Temporary: Keep two years after superseded.

- **Street & Road Condition Inventory:** Records documenting the condition of city streets, roads, curbs, shoulders, sidewalks, bikeways, alleys, etc. Useful for reference and planning. Information can include street or road name and location; year surveyed, constructed, and surfaced; bed and surface type; surface size; condition; and other data.

Semipermanent: Keep five years.

- **Street Banner Records:** Records documenting proposals for and installations of banners on city streets, often in relation to civic events or celebrations. Records may include: plans, maps, proposals, reports, applications, and other documents. Applications usually include:

applicant's name, address, and phone number; organization name; banner message; display period requested; signature of city official approving permit; and related information.

Temporary: Keep two years.

- **Streetlight Inventory, Maintenance & Repair Records:** Records documenting inventory, maintenance and repairs of city streetlights. May include reports, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, pole numbers, maps, types of lights, dates of purchase and installation, narratives of repair work completed, equipment repaired or replaced, supplies used, personnel completing work, authorization, dates of activities, and related data. (SEE ALSO Activity Records in this section.)

Temporary: Keep three years.

- **Streetlight Request & Survey Records:** Records documenting requests by citizens for the installation of streetlights, as well as city surveys to assess need and feasibility. Often includes request forms, correspondence, surveys, reports, and related records.

Temporary: Keep two years after last action.

- **Street Maintenance & Repair Records:** Records documenting maintenance and repairs of city-owned streets and sidewalks. May include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, narrative of work completed, amount of materials used, personnel involved, authorization, dates of activities, and related data. (SEE ALSO Activity Reports in this section.)

Semipermanent: Keep records requiring engineering stamps 10 years after substantial completion. Keep all other records five years.

- **Street Surface Maintenance Records:** Records documenting routine and special street sweeping, cleaning, snow removal, sanding, leaf removal, and similar work. Often includes reports, summaries and similar records. Information can include: date and time, area covered, broom down time and mileage, traveling time and mileage, operator's name, equipment used, amount of sand applied, amount of leaves removed, weather conditions, and related data. (SEE ALSO Activity Reports in this section.)

Semipermanent: Keep five years.

- **Traffic Control Equipment Inventory, Maintenance & Repair Records:** Records documenting the location, type, use, maintenance and repair of traffic signals and signs in the city. May include inventories, reports, summaries, and similar records. Information often includes: location, type of signal/sign, timing intervals for signals, date of purchase and installation, narrative of work completed, equipment repaired or replaced, supplies used,

personnel completing work, dates of activities, and related data. (SEE ALSO Activity Reports in this section.)

Semipermanent: Keep traffic signal records two years after equipment removed from service. Keep all other records five years.

- **Traffic Research & Accident Analysis Records:** Records documenting the study of traffic patterns, speed, direction, and accidents in the city. Records may include various statistical data such as: machine or manual traffic counts; information on vehicles, bicycles, and pedestrians; types of accidents; complicated intersections; bridges; pedestrians; city streets/state highways; and other factors.

Semipermanent: Keep reports and summaries 10 years. Keep all other records five years.

- **Truck Route Records:** Records documenting the designation of truck routes for transporting goods within and through the city. May include reports, maps, studies, and related documents. Subjects often include: hazardous materials, triple trailer trucks, log trucks, buses, and others.

Temporary: Keep two years after superseded.

Wastewater & Stormwater

- **Discharge Monitoring Records:** Records documenting the amount of pollution discharged from the city wastewater treatment facility. May also include supporting documentation. Information includes: date; period covered; NPDES permit number; discharge number; frequency of analysis; sample type; and average and maximum quantities and concentrations of solids, ammonia, chlorine, nitrogen, and other chemicals.

Permanent: Keep reports permanently (with the exception of discharge monitoring reports, see below).

Semipermanent: Keep discharge monitoring reports 20 years after permit expiration. Keep all other records five years, until the end of the NPDES permit cycle, or as requested by state or federal agencies, whichever is longer.

- **Equipment Maintenance & Calibration Records:** Records documenting the maintenance and calibration of equipment and instruments used to undertake and monitor wastewater treatment operations. Useful to verify equipment reliability and for reference by regulatory agencies. Information includes: date, type of equipment maintained or calibrated, tests performed, repairs needed, comments, and related information.

Semipermanent: Keep five years after equipment removed from service, until the end of the NPDES permit cycle, or as requested by state or federal agencies, whichever is longer.

- **Industrial Pretreatment Permits:** Permits issued by the city to private industries allowing the discharge of specific pollutants under controlled conditions. Records typically include: applications, permits, addenda, modifications, and related supporting documentation. Information typically includes: influent and effluent limits, chemical analysis data, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related information.

Permanent: Keep permits, addenda, and modifications permanently.

Semipermanent: Keep other records five years after expiration or revocation.

- **Master Plan Records:** Document the present and projected needs of the city for water, sewer, storm drainage, streets, bike paths, and other systems. Often includes an implementation schedule for construction. Records often include: plans, reports, evaluations, cost analyses, drawings, and related documents. Subjects may include: rates, inventory evaluations, system rehabilitation or replacement, distribution of services, etc.

Permanent.

- **Mobile Waste Hauler Dumping Records:** Records documenting the dumping of septic pumpings and other wastes from various sources at the city waste treatment facility. Records include logs, manifests, and similar documents. Information includes: name and signature of hauler, quantity of wastes dumped, location at which wastes were pumped, and related information.

Semipermanent: Keep five years.

- **National Pollutant Discharge Elimination System (NPDES) Records:** Records documenting the application for and issuance of a permit to the city under the NPDES program which allows discharge of specific pollutants under controlled conditions. Records typically include: applications, permits, addenda, modifications, and related supporting documentation. Information includes: influent and effluent limits, chemical analysis records, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related data. (SEE ALSO Wastewater Inspection Records in this section.)

Permanent: Keep permit, addenda, and modifications permanently.

Semipermanent: Keep other records five years, until the end of the permit cycle, or as requested by state or federal agencies, whichever is longer.

Note: Federal regulations (40 CFR 122.41) require that permittees must keep records of all monitoring information (including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation), all records required by the permit, and

records of all data used to complete the permit application for at least 3 years from the date of the sample, measurement, report or application.

- **Sewage Sludge Application Landowner Agreements:** Agreements between the city and landowners related to the application of sewage sludge to approved sites. Records include signed agreements, exhibits, amendments, and related documents. Information typically includes: agreement number, date, conditions or terms, parties involved, period covered, and signatures.

Semipermanent: Keep six years after expiration.

- **Sewage Sludge Application Site Logs:** Logs documenting the agricultural application of sewage sludge to approved sites. Subjects include agronomic loading calculations related to maximum application of nitrogen in pounds per acre per year, and ultimate site life loading calculations tracking the amount of heavy metals applied.

Permanent.

Note: Federal regulations (40 CFR 503.27 and 40 CFR 503.17) require certain records relating to application of sewage sludge be kept permanently (including the location and acreage of sites, date of application, cumulative pollutants, tons of sludge applied and a certification from the employee) and other records must be kept at least five years.

- **Sewage Sludge Management Plans:** Plans submitted by the city to engage in sludge disposal or application activity. Information includes: method of sludge removal, land application or disposal sites, sludge stability determination methods, projected sludge storage basin use, sludge analyses, application rates, and heavy metal limitations.

Permanent.

- **Sewer & Storm Drainage Maintenance & Repair Records:** Records documenting the maintenance and repair of city sewers and storm drains. May include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, amount and type of material used, personnel completing work, dates of activities, authorization, and related information. (SEE ALSO Activity Reports and Sewer Television/Videoscan Inspection Records in this section.)

Semipermanent: Keep records requiring engineering stamps two years after life of structure. Keep other records five years.

- **Sewer Smoke Test Records:** Records documenting smoke tests undertaken to verify hookup to main sewer lines, check condition of pipes, or determine effectiveness of backflow prevention devices. Information typically includes: maps or diagrams of lines tested, location of leaks detected, inspector's name, pipe size, and related information.

Semipermanent: Keep 10 years.

- **Sewer Television/Videoscan Inspection Records:** Reports documenting television inspections used to locate problems and defects in sewer lines. Often consists of periodic inspections of existing lines, final inspections of newly constructed lines, and inspections at the end of warranty periods. Records usually contain videotapes and written reports. Information typically includes: date, type of inspection, conditions found, repairs needed, distances from manholes, and related information.

Semipermanent: Keep written reports one year after the life of the sewer line.

Transitory: Keep videotapes one year after written report submitted.

- **Strip & Circle Chart Wastewater Plant Operations Computer Records:** Records documenting the continuous monitoring of various wastewater treatment operations. May include strip charts, circle charts, and similar monitoring records. Information typically pertains to pump flows, influent and effluent water flows; secondary total flow, influent pH, chlorine residue, and related subjects.

Temporary: Keep three years, except for NPDES-related charts (see Wastewater Facilities Permit Records below).

- **Utility Line Location Request Records:** Records documenting requests and city action to locate underground lines in the vicinity of a construction site. Information often includes: name of person requesting location; planned and actual date and time of location; notations of water, sewer, storm drains, and other line locations; name and signature of person locating lines; and related data.

Temporary: Keep two years.

- **Valve Maintenance Records:** Records documenting the location, specifications, maintenance, and repair of valves in the city sewer system. May include lists, charts, drawings, reports, logs, and related records. Information often includes: valve location, identification number, run of pipe, size, make, year installed, depth, turns to open and normal position, narratives of valve maintenance and repair, tests run, personnel completing work, dates, and related information.

Semipermanent: Keep location and specification records one year after valve removed from service. Keep all other records five years.

- **Wastewater Facilities Permit Records:** Records documenting the application for and issuance of a permit authorizing the city to construct and operate a disposal system with no discharge to navigable waters. Examples include: sewage lagoons, land application/reuse, septic tanks, and drain fields. Records often include: applications, permits, addenda, modifications, and related supporting documentation.

Permanent: Keep permit, addenda, and modifications permanently.

Semipermanent: Keep other records five years after permit expiration or revocation.

- **Wastewater Grant & Loan Records:** Records relating to Idaho Department of Environmental Quality grants and loans for wastewater facilities, including: application form and checklist, authorizing resolution, engineering contract checklist, certificate of negotiation, proof of professional liability insurance, certification of financial and management capability, and other documents.

Semipermanent: Keep three years after grant closure or loan payoff.

- **Wastewater Inspection Records:** Records documenting inspections of city wastewater treatment operations to monitor compliance with National Pollution Discharge Elimination System (NPDES) permit conditions. May include reports and supporting documentation. Information typically includes: date, location, areas evaluated during inspection, summary of findings, pre-treatment requirements review, sampling checklists, flow measurements, laboratory assurance checklists, and related information.

Permanent: Keep reports permanently.

Semipermanent: Keep other records five years, until the end of the NPDES permit cycle, or as requested by state or federal agencies, whichever is longer.

- **Wastewater Treatment Operations Records:** Records not listed elsewhere in this schedule which document wastewater treatment operations. Created on a daily, monthly, and annual basis. Usually consists of reports, logs, log sheets, and related records.

Permanent: Keep annual reports permanently.

Semipermanent: Keep other records five years, or as requested by state or federal agencies, whichever is longer.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

Water

- **Backflow Prevention Device Test Records:** Records documenting test results on backflow prevention devices designed to protect the city water system from pollution related to substances backing into water lines. Information typically includes: date, type and size of device, serial number, location, test records, line pressure, name of tester, name and address of device owner, and related data.

Temporary: Keep three years after subsequent test.

- **Cross Connection Control Survey Records:** Records documenting the monitoring of potential or actual water system health hazards from pollution entering water pipes from other pipes. Records may include: reports, surveys, checklists, and related documents. Information often includes: address, contact person, business name, date, inspector, type of facility, description of protection, comments, corrections made, and other information.

Semipermanent: Keep one year after disconnection or 10 years, whichever is longer.

- **Consumer Confidence Reports:** Records documenting the presence of any contaminants identified by the city in city water over the course of a year. Reports are mailed to city residences and businesses receiving city water.

Semipermanent: Keep five years.

Note: Federal regulations (40 CFR 141.155) require these records to be kept for at least three years.

- **Disinfection Profiling & Benchmarking Records:** Records relating to disinfection profiling and benchmarking for *Giardia lamblia* or virus inactivation.

Permanent.

Note: Federal regulations (40 CFR 141.571) require these records to be kept permanently.

- **Drinking Water Grant & Loan Records:** Records relating to Idaho Department of Environmental Quality grants and loans for water facilities; including: application form and checklist, authorizing resolution, engineering contract checklist, certificate of negotiation, proof of professional liability insurance, certification of financial and management capability, and other documents.

Semipermanent: Keep three years after grant closure or loan payoff.

- **Equipment Maintenance & Calibration Records:** Records documenting the maintenance and calibration of equipment and instruments used to monitor water treatment operations. Useful in verifying reliability and for reference by regulatory agencies. May include logs, reports, and related records. Information typically includes: date, type of equipment maintained or calibrated, tests conducted, repairs needed, comments, and related information.

Semipermanent: Keep until equipment removed from service.

- **Federal Energy Regulatory Commission (FERC):** Records of inspections and annual reports to FERC on the operation of the hydro generating system at the Indian Creek water tank. This information is treated as Critical Energy Infrastructure Information (CEII) and is accessible to the public only through a Freedom of Information Act (FOIA) procedures.

Permanent:

- **Flouride Analysis Records:** Daily records of flow and amounts of fluoride, and weekly analyses of fluoride in finished water.

Semipermanent: Keep five years.

Note: Idaho regulations (IDAPA 58.01.08.552.06) require these records to be kept at least five years.

- **Free Chlorine Residual Analysis Records:** Analyses made at least daily for free chlorine residual for systems using ground water that add chlorine for disinfection.

Transitory: Keep one year.

Note: Idaho regulations (58.01.08.552.05) require these records to be kept at least one year.

- **Hydrant Installation & Maintenance:** Record of fire hydrant locations and repairs. Indexed by hydrant number, map coordinate, location or street intersection. Includes: date last checked, service record, date installed, physical characteristics, operation, flow check, pressure and leakage.

Semipermanent: Keep one year after hydrant removed.

- **Hydrant Records:** Records documenting the location, specifications, maintenance, testing, and repair of water hydrants in the city water system. May include lists, charts, logs, reports, and related records. Information typically includes: location, make, description (main size, valve size, flow capacity, etc.), maintenance and repair narratives, dates, authorizations, and related information.

Semipermanent: Keep location and specification records until hydrant permanently removed from service. Keep all other records five years.

- **Idaho Power Hydro Power Production and Maintenance:** Records documenting the monthly power production and equipment maintenance at the Indian Creek Hydro plant for submittal to Idaho Power. Power production records are sent monthly to Idaho Power and a record retained.

Semipermanent: Keep for 5 years after hydro plant production ceases.

- **Lead & Copper Control Records:** Records documenting treatment triggered by lead and copper action levels measured in samples collected at consumers' taps, including corrosion control treatment, source water treatment, lead service line replacement, public education and supplemental monitoring.

Semipermanent: Keep twelve years.

Note: Federal regulations (40 CFR 141.91) require these records be kept at least 12 years.

- **Master Plan Records:** Document the present and projected needs of the city for water, sewer, storm drainage, streets, bike paths, and other systems. Often includes an implementation schedule for construction. Records often include: plans, reports, evaluations, cost analyses, drawings, and related documents. Subjects may include: rates, inventory evaluations, system rehabilitation or replacement, distribution of services, etc.

Permanent.

- **Non-Compliance Corrective Action Records:** Records documenting action taken by the city to correct violations of primary drinking water regulations. May include reports, logs, and related records.

Temporary: Keep three years after last action.

Note: Federal regulations (40 CFR 141.33) require these records to be kept at least three years after the last action taken with respect to the particular violation.

- **Sanitary Survey Records:** Records documenting surveys examining the overall sanitary condition of the city water system. May be conducted by the city, private consultants, or state/federal agencies. Records may include written reports, summaries, and related documents.

Permanent: Keep reports and summaries permanently.

Semipermanent: Keep all other records ten years.

Note: Federal regulations (40 CFR 141.33) require written reports, summaries and communications relating to sanitary surveys must be kept at least 10 years after completion of the survey.

- **Secondary Contaminant Reports:** Reports documenting the analysis of water samples to determine the level of secondary contaminants. Secondary contaminants are those which, at levels generally found in drinking water, do not present a health risk but may affect taste, odor, and color of water, as well as stain plumbing fixtures and interfere with water treatment processes. Information typically includes: date, report number, analyst, time of sample collection, contaminant levels, and related information.

Semipermanent: Keep 10 years.

- **Strip & Circle Chart SCADA (Supervisory Control and Data Acquisition) Records:** Records documenting the continuous monitoring of various water treatment operations. May include strip charts, circle charts, and similar monitoring records. Information often pertains to reservoir levels, pump flows, distribution line pressure, and related subjects. SCADA maintains records in computer files.

Temporary: Keep three years.

- **Utility Line Location Request Records:** Records documenting requests and city action to locate underground lines in the vicinity of a construction site. Information often includes: name of person requesting location; planned and actual date and time of location; notations of water, sewer, storm drains, and other line locations; name and signature of person locating lines; and related data.

Temporary: Keep two years.

- **Variance & Exception Records:** Records documenting variances and exceptions granted to the city by regulatory agencies concerning water treatment operations. Information typically includes: date; conditions of variance or exception, expiration date, and related information.

Semipermanent: Keep five years after expiration of variance/exception.

Note: Federal regulations (40 CFR 141.33) require these records be kept at least five years after expiration of the variance/exception.

- **Valve Maintenance Records:** Records documenting the location, specifications, maintenance, and repair of valves in the city water system. May include lists, charts, drawings, reports, logs, and related records. Information typically includes: valve location, identification number, run of pipe, size, make, year installed, depth, turns to open and normal position, narratives of valve maintenance and repair, tests run, personnel completing work, dates, and related information.

Semipermanent: Keep location and specification records one year after valve removed from service. Keep all other records five years.

- **Water Bacteriological Quality Analysis Reports:** Reports documenting water samples taken from various locations throughout the city water system and supply sources for bacteriological tests. Information includes: location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis.

Semipermanent: Keep five years.

Note: Federal regulations (40 CFR 141.33) require these records be kept at least five years.

- **Water Chemical & Radiological Analysis Reports:** Records documenting water samples taken from various locations throughout the city water system and supply sources for chemical and radiological tests. Information includes: location, collection date, person collecting sample, sample type, analysis date, laboratory name, person conducting analysis, analytical method used, and results of the analysis.

Semipermanent: Keep 10 years.

Note: Federal regulations (40 CFR 141.33) require chemical analyses be kept at least 10 years.

- **Water Consumption Reports:** Reports documenting statistics of daily, monthly and annual water consumption. Useful for prediction of future flows and peak demands. Information may include water consumption in millions of gallons and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs.

Permanent: Keep annual reports permanently.

Semipermanent: Keep information not summarized in annual report 10 years.

Transitory: Keep information summarized in annual report one year.

- **Water Line and Water Tank Inspection, Maintenance & Repair Records:** Records documenting the maintenance and repair of city-owned water lines. May include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, narrative of work completed, amount and type of materials used, personnel completing work, dates of activities, authorization, and related data. (SEE ALSO Valve Maintenance Records, Hydrant Records, and Activity Reports in this section.)

Semipermanent: Keep records requiring an engineering stamp two years after water line permanently removed from service. Keep water tank inspection reports permanently. Keep other records five years.

- **Water Quality Complaint Records:** Records documenting complaints received from the public about the quality of city water. Information typically includes: name, address, and phone number of complainant; nature of complaint; location; description of water; name of person responding to complaint; narrative of investigation; and resolution.

Temporary: Keep three years after last action.

- **Water Treatment Operations Records:** Records not listed elsewhere in this schedule, which document water treatment operations, created on a daily, monthly, or annual basis. Records may include state or federal required reports. May consist of reports, logs, log sheets, and related records. Subjects may include: amount and types of chemicals used, filter rates, etc.

Permanent: Retain annual reports permanently.

Semipermanent: Keep all other reports five years, or as requested by state or federal agencies, whichever is longer.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Water Turbidity Reports:** Reports documenting the analysis of water samples to determine the level of cloudiness caused by suspended particles. Information typically includes: date, report number, analyst, time of sample collection, turbidity unit values for routine and check samples, and related information.

Semipermanent: Keep 10 years.

Note: Federal regulations (40 CFR 141.175) require that the results of individual filter monitoring must be kept at least three years.