



2020 Records Retention Manual

Office of the City Clerk

May 12, 2020

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Abstracts, Real Estate	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
Accident and Incident Reports (Parks) - All reports concerning injury to participant on park property. PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7	Human Resources/ City Clerk's Office/ Safety Dept	5 years or until litigation is terminated	11 O.S. § 22-131 (B)
Accident Reports Involving City Vehicles - These records document traffic accidents involving City-owned vehicles and includes reports of all associated injuries to City employees. PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7	Human Resources/ City Clerk's Office/ Safety Dept	5 years or until litigation is terminated	11 O.S. § 22-131 (B)
Accident Reports/ Official Injury Reports Involving Personal Injury -(Workers' Comp) Includes reports describing accidents involving City employees resulting in personal injury excluding vehicular incidents. May also include copies of Workers' Compensation claims (Official Injury Report) PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7	Human Resources/ Safety Dept	5 years following the end of the calendar year of accident or until litigation is terminated	11 O.S. § 22-131 (B)
Accident Reports Involving Private Vehicles and City Property - Record of damage and loss sustained by employee involved while operating city owned property and/or defective equipment, where vehicles not owned by the City are involved in collisions with the City-owned property. PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7	All Departments	5 years or until litigation is terminated	11 O.S. § 22-131 (B)
Accounting Summary Reports/ Ledgers and Journals - Monthly records which itemize a cash balance at the end of the month. Includes vendor, invoice number, check number, date paid, charged month, reversal expenses and total expenses for the month.	Finance Department	5 years	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Accounts Payable Files - Includes records to pay the City's bills. Files often consist of check copy, invoice, purchase order, receiving reports and requisition. May also includes correspondence with vendors and departmental officials and computer printouts.	Finance Department	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Accounts Receivable Files - May also be called "Cash Receipt File." These files consist of copies of bills prepared by the City to collect amounts owed by hotel tax collections, business improvements, right-of-way fees, household hazardous waste, deposits, park fees, library deposits, etc. These records document the money owed and collected by the City.	Finance Department	5 years	11 O.S. § 22-131(A)(3)
Americans with Disabilities Act (ADA) complaints under Title II	City Clerk's Office	3 years or until litigation is complete	Department of Justice – Project Civic Access Best Practices Tool Kit, Chapter 2

<i>Advertisements for Sale of Property</i>	City Clerk's Office	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Alarm and Sprinkler Permits</i> - Permits for new installations, repairs, and upgrades.	Police Department/ Fire Department	5 years	11 O.S. § 22-131 (B)
<i>Alarm Permit Applications, Renewals, Correspondence, and Permits</i> CONFIDENTIAL OCMC § 43-96(d)	Police Department	5 years after expiration from date of last renewal	11 O.S. § 22-131(A)(3)
<i>Animal Adoption Records</i> - A numerical record and agreement for animal adoptions. Includes known animal history, medical care and/or surgical record (spay/neuter), new owner information, and fee waiver form.	Animal Control	5 years	11 O.S. § 22-131(A)(3)
<i>Animal Bite Records</i> - Includes investigating officer, commission number, type of animal inflicting bite, animal's owner if known, animal's history if known, name and address of victim and parent/guardian if applicable, date bitten, location of wound(s), treatments received, location and results of rabies quarantine observations and disposition of animal.	Animal Control	5 years	11 O.S. § 22-131 (B)
<i>Animal Control Daily Activity</i> - Daily count and report of all service calls run by officers. Includes officer's name, commission number, service location, time of arrival, findings, disposition, and time cleared.	Animal Control	5 years	11 O.S. § 22-131 (B)
<i>Animal Cruelty/Abuse Reports</i> - reports completed by animal control officers detailing abuse/cruelty investigations, general findings, veterinary reports, animal description, owner information, follow-ups, pertinent dates, adjudication, pertinent dates. Includes judicial order for destroy/release.	Animal Control	5 years	11 O.S. § 22-131 (B)
<i>Animal Entry Records</i> - Consists of forms for all animals entered into the shelter including strays, owner-in-jail, owner deceased, tagged and untagged animals, etc.	Animal Control	5 years	11 O.S. § 22-131 (B)
<i>Animal Transfer Files</i> - records of animals transferred from the Animal Welfare Department to other organizations	Animal Control	Permanent	11 O.S. § 22-131 (B)
<i>Annexation and Deannexation Records</i> - Includes records used to annex property into City boundaries. Files usually contain correspondence, citizens' petitions, maps and official annexation action (does not include ordinance).	Community Development	Permanent	11 O.S. § 22-131 (B)
<i>Applications and Resumes for Appointment</i>	City Clerk's Office	Term of the appointment	11 O.S. § 22-131 (B)
<i>Appointment Files</i> - Lists of appointments of individuals by the Mayor and/or Council to various boards, commissions, task forces, and committees (includes Vice Mayor appointments).	City Clerk's Office	Permanent (Historic)	11 O.S. § 22-131 (B)
<i>Arrest, Booking and Jail Files, Reports and Photos</i> - Includes a summary of daily, monthly and yearly totals of arrests within the City.	Police Department	Permanent	51 O.S. § 24A.8

Arrest and Bench Warrants (Municipal Court) - An order signed by a Judge directing an officer to arrest and deliver the body of a defendant to the Court. Does not include parking warrants.	Municipal Court	5 years after close of case (exceeds statutory requirements)	11 O.S. § 22-131(A)(2)
As-Built Plans and Specifications, Operation and Maintenance Manuals, Facilities, and Infrastructure Records	Public Works/ Community Development	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Audit Reports File (External) - Reports prepared by external auditors examining and verifying the City's financial activities. Audit investigating reports and annual financial statements may be included. Used for fiscal analysis and evaluation.	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Bank Statements/Reconciliation Files	Finance Department	Finance Department: Permanent Parks and Recreation Department: 10 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Bids (Public Improvements) - Includes bid tabulations, bid price, percentage rates, periods of pay, name of bidder and cost of capital improvement project. Also may include copy of advertisement services or memorandum requesting bidders, and specifications. Informal bidding information is similar; all quotes should be documented.	City Clerk's Office	5 years from bid opening or 3 years from date of acceptance, whichever is longer (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Blueprints (Private Property) - Includes as-built engineering drawings and blueprints	Community Development	If bond proceeds, life of bond plus 3 years	IRS Code §6001 and §6001-1(a) of the Regulations
Board, Commission, Committee Reports - Includes miscellaneous reports, correspondence and other files pertaining to the meeting.	All Departments	1 year	11 O.S. § 22-131 (B)
Body-Worn-Camera Recordings - Camera Function Tests PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8	Police Department	30 days	11 O.S. § 22-131 (B)
Body-Worn-Camera Recordings - Investigative Detention (No Arrest or Citation); Protective Custody (PIA, EOD, Juvenile Transport/Custody); Traffic Stop and/or Collision Investigation (No Arrest/No Citation/Minor or no Injury); Field Interview/Citizen's Assist/Voluntary Contacts; CAD Calls or Other Activity Not Identified Above-No Further Action. PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	Police Department	60 days	11 O.S. § 22-131 (B)
Body-Worn-Camera Recordings - Traffic Stop and/or Collision Investigation (Citation Issued/No Custodial Arrest/Minor or No Injury) PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	Police Department	180 days	11 O.S. § 22-131 (B)

<p>Body-Worn-Camera Recordings - Misdemeanor Arrest (Citizen's Arrest/Warrant Arrest/PC Arrest) or an Investigation Involving a Misdemeanor Crime PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510</p>	Police Department	1 year	11 O.S. § 22-131 (B)
<p>Body-Worn-Camera Recordings - Felony Arrest (Citizen's Arrest/Warrant Arrest/PC Arrest) or an Investigation Involving a Felony Crime (Except Homicide); Collision Investigation Involving a Fatality or Great Bodily Harm; Use of Force (No Injury/Minor Injury with or without Hospitalization); Police Pursuits; Collisions Involving Department Vehicles (No Injury/Minor Injury with or without Hospitalization); Formal Complaints/Internal Investigations (Non-Criminal); Open-Records released versions; Misdemeanor warrant arrests PARTIALLY CONFIDENTIAL Law Enforcement</p>	Police Department	3 years	11 O.S. § 22-131 (B)
<p>Body-Worn-Camera Recordings - Felony warrant arrests; Criminal Investigation of a Department Employee Not Involving a Death PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510</p>	Police Department	7 years	11 O.S. § 22-131 (B)
<p>Body-Worn-Camera Recordings - Homicide Arrest, Field Investigation, Interview, Inventory or Search; Use of Force (Death or Serious Bodily Injury); Collisions Involving Department Vehicles (Death or Serious Bodily Injury); Criminal Investigations of Department Personnel Involving a Death; Investigative Retention PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510</p>	Police Department	Permanent	11 O.S. § 22-131 (B)
<p>Body-Worn-Camera Recordings - Pending Review by Supervisor PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510</p>	Police Department	Permanent until categorized for shorter retention	11 O.S. § 22-131 (B)
<p>Bonds - Employees and elected officials</p>	City Clerk's Office	5 years after expiration	11 O.S. § 22-131(A)(3)
<p>Bonds, General Obligation Issues and Revenue Bonds (Notes) - Includes records relating to the financing of municipal projects through bonded indebtedness. Files usually include proposals, audits, correspondence, signed contracts pertaining to project for which bonds are issued, and the original financial instruments or copies of them including bond transcripts, affidavits of publication and ordinances authorizing the sale of public bonds.</p>	City Clerk's Office	Life of bond plus 3 years	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

Bonds - May include defect, maintenance, bid, performance, and surety for public improvement and private projects.	City Clerk's Office	5 years after maintenance bond expires (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Bond, Professional and Surety (Bail)	Municipal Court	5 years	11 O.S. § 22-131(A)(3)
Budget, Debt (Sinking Fund) Service Budget —Annual adopted budget pursuant to Municipal Budget Act, 11 O.S. §17-201 <i>et seq.</i>	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Budget Amendments - Records documenting the transfer of or supplemental appropriation to departmental monies during the fiscal year. 11 O.S. § 17-216	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Budget Formulation Papers - Consists of estimates of expenditure and disbursements against revenues by each department within the municipality. May also include records created to justify the budget requests and presentations before the Finance Committee or City Council. Used for fiscal planning and control.	All Departments	1 year	11 O.S. § 22-131 (B)
Budget Transfers - Signed budget transfer journals required by the Municipal Budget Act and City resolution. 11 O.S. § 17-215	Finance Department	5 years	11 O.S. § 22-131 (B)
Building Code Inspection/Enforcement (City Property)	Community Development	Permanent	11 O.S. § 22-131(A)
Building Code Inspection/Enforcement (Private Property)	Community Development	5 years	11 O.S. § 22-131(A)(3)
Building Permits, Applications - Includes applications from property owners to erect new structures or make structural modifications to existing structures, and municipal permits allowing the construction. Applications may contain name, address and telephone number of owner, contractor and architect, location of building, class of work, type and cost of building, zoning information, topographical compliance data such as land surveys, and signature of owner. May also include required inspections prior to issuance of business permits such as foundation, frame and final inspections, with data remarks and signatures of inspectors, denial appeals, and certificate of occupancy.	Community Development	5 years	11 O.S. § 22-131(A)(3)
Building Plans (City-Owned) - Includes plans and specifications for City buildings.	Community Development	Permanent	11 O.S. § 11-131(A)
Campaign Reports	City Clerk's Office	4 years from date of receipt	11 O.S. § 56-107
Cash Audit Records - Records of all cash transactions accepted for services rendered in accordance with City ordinance. Includes cash register audit forms, deposit receipts, overage/shortage reports.	Finance Department	Permanent	11 O.S. § 22-131 (B)

Cell Phone and Telephone Invoices - (except 911 calls.) Cell phone numbers are confidential. 51 O.S. § 24A.7	Information Technology/ Police Department	5 years	11 O.S. § 22-131(A)(3)
Census Reports - Population figures and other information by census tract and block, gathered by the U.S. Census Bureau. May also include maps.	Community Development	Permanent (Historic)	11 O.S. § 22-131 (B)
Certificates of Deposit, T-Bills - Includes records relating to original financial instruments executed to invest City funds. Records state amount of certificate or treasury bill, term and rate of interest.	Finance Department	5 years after inactivity (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Certificate of Election Results	City Clerk's Office	5 years	11 O.S. § 22-131(A)(3)
Certificates of Insurance - (Contractors) Insurance provided by contractors (licensee, permits, etc.) to do business in the City.	City Clerk's Office	5 years from end of fiscal year in which final payment was made	11 O.S. § 22-131 (B)
Certificates of Occupancy Files - Certifies that a building complies with the minimum standards required by State and local laws. Often includes building name, location, occupancy, classification land limitation, date issues and fee.	Community Development	5 years- private property; permanent- City property	11 O.S. § 22-131(A)(3)
Chemical Inventory List - Material data sheets. List of all chemicals onsite. (MSDS)	All Departments	Permanent until superseded	11 O.S. § 22-131 (B)
Citizen Files - Miscellaneous petitions and letters addressed to the governing body	City Clerk's Office	2 years	11 O.S. § 22-131(A)(2)
City Charter - Includes the organic law of the City. Also includes amendments.	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
City Code - The municipal ordinances, rules and regulations, and fees.	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
City Credit Card – Transaction statement, receipts, and other required documentation.	All Departments	5 years	11 O.S. § 22-131 (A) (3) City Credit Card Policy
City Manager Report - Information report provided to the City Council at a regular or special meeting, which responds to questions presented by members of the Council or the public or periodic reports to Council detailing activities, project programs or financial matters.	City Manager's Office	Permanent (Historic)	11 O.S. § 22-131 (B)
City Policies - Rules and regulations of the governing body or City management. May include resolutions or memoranda.	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
City Seal (Current and Past City Seals) - State of Oklahoma Trademark exp.- 12- 4- 2019, United States of America Trademark and Patent exp. 5-26-2014	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
City Treasurer Cash Register Electronic Audit	Finance Department	10 years	11 O.S. § 22-131(A)(4)
Civil Litigation Case Files PARTIALLY CONFIDENTIAL Attorney Client 51 O.S. § 24A.12	City Attorney/ City Clerk's Office	3 years after litigation is terminated unless the case is otherwise designated by the assigned attorney or Municipal Counselor	11 O.S. § 22-131 (B)
Claims - Damage and injury claims against the City pursuant to the GTCA. 51 O.S. §§ 151 et seq.	City Clerk's Office	5 years	11 O.S. § 22-131(A)(3)

Claims and Payroll Docket – City payments that are made weekly. Docket containing a chronological or numerical listing of all checks drawn on City accounts. Usually includes check number, deposits for each account.	Finance Department	10 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Closed Circuit Television (CCTV) Digital Video Recordings – images from cameras mounted on City property, as saved on continuously-overwritten digital media PARTIALLY CONFIDENTIAL 51 O.S. § 24A.28	All Departments	Until overwritten due to storage media capacity limitations	11 O.S. § 22-131 (B)
Codes - Plumbing, electrical, property maintenance, mechanical, fire, building, standard specs.	Community Development	Permanent (with ordinance)	11 O.S. § 22-131 (B)
Collective Bargaining Agreements	City Clerk's Office	Permanent	29 CFR §516
Collection Case Files	Municipal Court/ Utility Billing	5 years or until litigation is terminated	11 O.S. § 22-131(A)(3)
Community Service Records	Municipal Court	5 years or after close of case if longer	11 O.S. § 22-131 (B)
Comprehensive Annual Financial Report (CAFR) - Financial history and summary of the City	Finance Department	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Comprehensive Classification System Review & Development - Studies and reviews of the City's classification system.	Human Resources	5 years or until superseded	11 O.S. § 22-131 (B)
Computer-aided Dispatch Data - Digital record of a call entered for emergency response that contains details related to a specific incident or location. PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8	Police Department/ Fire Department	5 years	11 O.S. § 22-131 (B)
Conditional Permits - Includes application and site plans administratively issued to permit certain uses that tend to be incompatible within the same zoning district.	Community Development	1 year	11 O.S. § 22-131 (B)
Confidential Reports - All documents that are deemed confidential in accordance with the Oklahoma Open Records Act or Federal or State law.	All Departments	Until litigation is terminated (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Conflict of Interest forms	City Clerk's Office	4 years	11 O.S. § 22-131 (B)
Construction and Design Files (Private Projects)	Public Works Department	5 years after expiration of Maintenance Bond	11 O.S. § 22-131 (B)

<p>Consultant Selection Files - May include request for project to be advertised, advertisement, letter from all proposals of interest, proposals from short listed firms, tabulations, short list committee, referral memo to department for short list, short list from department, letters sent to consultants re interview, score sheets, notification to department of results, letters informing those not selected for interviews, letters informing those not selected for project, consultant review committee report and council memo.</p>	<p>Public Works Department/ Planning Department/ Grants</p>	<p>5 years after expiration of Maintenance Bond</p>	<p>11 O.S. § 22-131 (B)</p>
<p>Contracts, Leases, and Agreements - Files consist of signed contract agreements with parties providing City services or having other legal relationships with the City.</p>	<p>City Clerk's Office</p>	<p>5 years from end of fiscal year in which final payment was made (If bond proceeds, life of bond plus 3 years)</p>	<p>11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations</p>
<p>Crime Incident Reports - A report containing pertinent information concerning a particular incident or crime or all reports containing information concerning a criminal investigation or incident. May be hand written or computer generated. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.8</p>	<p>Police Department</p>	<p>Permanent</p>	<p>11 O.S. § 22-131 (B)</p>
<p>Criminal Justice Records - Prosecution Records - Includes prosecution files, jail stay-free hearing documents and impound hearing documents. Does not include attorney work product or records on the file with another department or agency. Police and Court Legal Services Records - Includes nuisance abatement, replevin, court-ordered property disposition, destruction, auction, transfer/trade and general property requests. Does not include attorney work product records on file with another department or agency. PARTIALLY CONFIDENTIAL Attorney Client 51 O.S. § 24A.12</p>	<p>Municipal Counselor's Office</p>	<p>Prosecution - 2 years after close of case or impound hearing Police and Courts legal services - 5 years or until litigation is terminated</p>	<p>11 O.S. § 22-131 (B)</p>
<p>Customer Service Surveys</p>	<p>All Departments</p>	<p>1 year</p>	<p>11 O.S. § 22-131 (B)</p>
<p>Daily Activity Records - Daily records of activity on each shift by officer. May also include officer's summary of status of cases. Generally includes case number, kind of case, date, amount stolen or recovered, and name, sex, date of birth, and address of arrested person. Also may show detective's name, shift, vehicle number, date, case number, type of case, victim, property stolen, property recovered, arrested, total hours, and off duty administrative, investigation, public relations, crime prevention or training time.</p>	<p>Police Department</p>	<p>3 years or until litigation is terminated</p>	<p>11 O.S. § 22-131 (B)</p>
<p>Daily Line Up Sheet - A listing of the officers who are working on a daily basis. The line up shows the officer's name and where they are assigned.</p>	<p>Police Department</p>	<p>3 years</p>	<p>11 O.S. § 22-131 (B)</p>

Daily Shift Report (Animal Welfare) - Includes pertinent information on events during shift such as roll call by rank and name.	Development Services Department/ Animal Welfare	5 years	11 O.S. § 22-131 (B)
Daily Shift Report (Fire) - Includes pertinent information on events during shift such as roll call by rank and name.	Fire Department	Permanent	11 O.S. § 22-131 (B)
Damage and Loss Report (City Property) - Record of damage and loss sustained by City including but not limited to attributable theft, arson, vandalism, employee negligence, defective equipment, damage to structures and building, money and security losses, vehicle accidents where vehicles not owned by the City are involved in collisions with the City-owned property.	All Departments	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Dangerous Building Files - Records relating to the demolition and boarding of buildings deemed unfit for human habitation by the Council. Usually including building reports, letters to property owners and demolition documents. May also include contract and payment documents. 11 O.S. § 22-121 and 11 O.S. § 22-123	Community Development	5 years or until litigation or lien extinguished or satisfied	11 O.S. § 22-131 (B)
Deeds - Original deeds providing evidence of City ownership of property. Generally includes name, addresses, of grantor or grantee, description of property, date property was transferred or granted.	City Clerk's Office	Permanent (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Deferred Compensation Plans - Any deferred compensation plan under § 457 of the IRS Code approved by Council.	Human Resources	Permanent	11 O.S. § 22-131 (B)
Departmental Memorandums - City Manager- Informational memorandums to departments and division heads covering single subject.	City Manager's Office	1 year	11 O.S. § 22-131 (B)
Deposit Records - Records of the daily transactions showing deposits of all accounts of funds by banks.	All Departments	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Deposit Slips (Police) – including supporting documentation, alarm permits, and records	Police Department	5 years	11 O.S. § 22-131(A)(3)
Depreciation Schedule Electronic Report - The schedule which documents the useful life of City-owned equipment and property, including acquisition data and cost. They are used for capital equipment budgeting and for other financial planning and control purposes. Includes assets until fully depreciated or disposed.	Finance Department	Until fully depreciated, replaced or disposed (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Digital Recordings (Boards, Commissions, Committees) - Meetings other than City Council or Historic Preservation Commission.	Internet Technology Department	2 years	11 O.S. § 22-131 (B)
Disability Files for Management Employees	Personnel Department	2 years from last payment	11 O.S. § 22-131 (B)
Docket (Municipal Court)	Municipal Court	5 years	11 O.S. § 22-131(A)(3)
Drug and Alcohol Testing CONFIDENTIAL	Personnel Department	Term of employment plus 30 years	11 O.S. § 22-131 (B)

E-mail - A message or electronic file sent or received by a public official or employee using an e-mail account.	All Departments	Deleted at the end of working day created or received unless required by law to be kept (ie. financial records)	11 O.S. § 22-131 (B)
Easements, Public Rights-of-Way	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
EEOC - Equal Employment Opportunity Commission complaint files CONFIDENTIAL	Human Resources	Permanent until litigation is terminated	11 O.S. § 22-131 (B)
EEOP (Equal Employment Opportunity Plan) - A plan documenting the City's compliance with the statutes and regulatory requirements.	Human Resources	3 years or until superseded	11 O.S. § 22-131 (B)
EEO-4 (Form 164) - Biennial report of employment data by race, sex, job category and pay. CONFIDENTIAL	Human Resources	3 years	29 CFR §§1602.30 and 1602.31 Title VII § 709(c)
Election Expense Statement	City Clerk's Office	5 years	11 O.S. § 22-131(A)(3)
Election Files (Council Election, Charter) - Includes copy of ballot, proclamations, resolutions, certificate of results, tabulation and certificates of returns.	City Clerk's Office	Permanent (Historic)	11 O.S. § 22-131(A)(3)
Election Files (GO Bonds and Tax Levy) - Issues approved by the voters	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
Electrical Code Inspection/Enforcement (City-owned Property) - Includes inspection reports by City Inspectors on City-owned property.	Community Development	Permanent	11 O.S. § 22-131(A)(3)
Electrical Code Inspection/Enforcement (Private Property) - Includes inspection reports by City Inspectors.	Community Development	5 years	11 O.S. § 22-131(A)(3)
Electronic Timekeeping System (Kronos) Records - Electronic time keeping system. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	All Departments	Permanent	11 O.S. § 22-131 (B)
Electronic Funds Transfer Form – used for electronic transfer of money	Finance Department	1 year after the vendor # becomes inactive	11 O.S. § 22-131 (B)
Emergency Operations Plan - Plan adopted pursuant to Stafford Act which provides framework for handling major emergencies, disaster, or catastrophic events	City Clerk's Office/ Police Department	Until superseded	11 O.S. § 22-131 (B)
Employee Benefit Election Files and Medical Records	Personnel Department	Duration of benefit plan enrollment plus 3 years	11 O.S. § 22-131 (B)
Employee Exposure Medical Records - Results of exposure to chemicals, noise, infectious diseases, harmful physical agent or toxic substance as defined by OSHA, including biological monitoring results and Material Safety Data Sheets. CONFIDENTIAL	Finance Department/ Risk Management	Duration of employment plus 30 years	29 CFR §1910.1020(d)(1)(ii)
Employee Personnel History File - Records pertinent to an employee's time of service. Contains application, job and pay rate records, performance evaluations, etc. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	Personnel Department/ Fire Department/ Police Department	Duration of employment; plus 5 years or until litigation is terminated Fire Department- 30 years	11 O.S. § 22-131 (B)

Employment Application File - Applications for employment with the City. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	Personnel Department/ Fire Department/ Police Department	3 years for applicants not hired (exceeds State law)	29 CFR §§ 1602.31
Employment Testing and Validation Documentation PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	Personnel Department/ Fire Department /Police Department	1 year	11 O.S. § 22-131 (B)
Engineering Drawings - See as-built plans and specifications, operation and maintenance manuals, facilities, and infrastructure records.	All Departments	(If bond proceeds, life of bond plus 3 years)	IRS Code §6001 and §6001-1(a) of the Regulations
Equipment Inventory - Inventories of all City- owned and leased equipment and physical property. Includes inventories of vehicle giving: vehicle number, year, model, make, manufacturer's identification number, date purchased, vendor, cost, and tag number. Descriptions of other equipment inventories include quantity, description, make, model number, serial number, date purchased, unit cost, invoice number, vendor and signature of responsible custodian.	All Departments	10 years	11 O.S. § 22- 131(A)(4)
Equipment Records - Includes check in/out record of municipal equipment temporarily removed on a regular or periodic basis from its authorized place of storage.	All Departments	1 year or until litigation is terminated	51 O.S. §§ 151 et seq.
Event Permits - Records relating to the leasing of municipal facilities to various groups. May include scheduling, license checklist, equipment rental requests and invoices, contracts, licenses, seating charts and floor plans, work orders, sales/service reports, insurance, etc.	City Clerk's Office	1 year after expiration	51 O.S. §§ 151 et seq. GTCA
Evidence and/or Property Records - Records of all property seized or received, listing date received, movement, collecting investigator, description of item, disposition, and signature of all handling parties.	Fire Department/ Police Department	Permanent	11 O.S. § 22-131 (B)
Expunged Court Records	Municipal Court	10 years after order of expungement	22 O.S. § 19 (K)
Expunged Law Enforcement Records - Law enforcement records that are expunged pursuant to law. CONFIDENTIAL 22 O.S. §§ 18 and 19	Police Department	Permanent	11 O.S. § 22-131 (B)
Family Medical Leave Act Records (FMLA) CONFIDENTIAL (Except U.S. Department of Labor)	All Departments	3 years if no complaints are received or until litigation is terminated	29 CFR § 825.500
Federal Emergency Management Agency (FEMA) Records - Records generated after Declaration by President of an emergency or disaster.	All Departments	Permanent	FEMA
Federal Rebate Claim Files - records filed with The City by program participants in order to receive rebates on storm shelters or recovery from storm damage.	Emergency Management	3 years from last grant expenditure report	2 CFR 200.333

Financial Statements File - Financial data reflecting the general fiscal position of the City. Includes monthly statements recording monies allocated and spent against revenues from various sources. May also include charge back documentation, quarterly, semiannual and annual reports.	Finance Department/ Accounting	10 years	11 O.S. § 22-131(A)(4)
Fire Alarm System - Document test and maintenance work performed on automatic fire alarm systems. Includes date problem was reported and name of person reporting problem.	Fire Department	Permanent	11 O.S. § 22-131(A)(3)
Fire Chief Log Books - Lists date of incident, time, location, and a brief description of activity	Fire Department	Permanent	11 O.S. § 22-131 (B)
Fire Extinguisher Maintenance and Inspection Records	All Departments	One year after last inspection	29 CFR § 1910.157(e)(3)
Fire Incident Reports - Records from incidents to which the Fire Department responds. In addition to fire incidents, these include Emergency Medical Services and Hazardous Materials incidents, service calls false alarms, natural condition.	Fire Department	Permanent	11 O.S. § 22-131 (B)
Fire Incident Run Reports File - A record of fire and non-fire incidents which may include incident number, month, date, year, day of week, alarm time, arrival time, address of fire, occupant's name, method of alarm, type of situation found, action taken, number of personnel, engines and other vehicles at scene, units responding, incident-related injuries and deaths, property use, area and level of fire origin, termination stage, equipment involved and form of heat ignition, structure type, construction type and method, extent of damage, insurance, method of extinguishing, number of hydrants used, property damage classification, dollar loss and extent of damage, signature of person completing report.	Fire Department	Permanent	11 O.S. § 22-131 (B)
Fire Investigation Report - A confidential record of fire investigations which includes incident number, case number, date (month, day, year), address of fire, type of occupancy, owners' and occupants' vital statistics, incident related injuries and deaths, dollar loss attributes to the fire, fire cause, material and form of material first ignited, witness and suspect information, arrest information, statute violation, disposition, narrative, follow-up reports, signature of person completing report. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.8	Fire Department	10 years for non-fatality incidents Permanent for fatality incidents	11 O.S. § 22-131 (B)
Fire Permission To Enter Vehicle or Structure Form	Fire Department	2 years	11 O.S. § 22-131 (B)
Fire Permits - Permits issued pursuant to the fire code adopted by the City does not include alarm and sprinkler.	Fire Department	Permanent	11 O.S. § 22-131(A)(3)
Fire Radio Traffic Recordings	Fire Department	5 years	11 O.S. § 22-131 (B)

Fire Station Log Books - Lists date of incident, time, location and a brief description of activity.	Fire Department	Permanent (Historic)	11 O.S. § 22-131 (B)
Fixed Asset Inventory Lists - List of City's personal property inventory file.	Finance Department/ Accounting	10 years	11 O.S. § 22-131(A)(4)
Fuel Usage Records - Records of the fuel use of each fleet vehicle. These records may exist as entries in a computer file.	All Departments	5 years	11 O.S. § 22-131(A)(3)
Garnishment File - Consists of a summary of garnishments with defendant's and plaintiff's names. Also included a form documenting the amount withheld from the employee's wages.	Finance Department/ Accounting	5 years after payment is fulfilled	11 O.S. § 22-131(A)(3)
Google Drive Documents – Documents located in users Google Drive.	All Departments	30 days upon termination or until litigation is terminated.	11 O.S. § 22-131 (B)
Google/Outlook Entries – Notes, tasks, contacts or other files associated with the users' Google/Outlook account.	All Departments	Deleted at the end of working day created or received by law to be kept (i.e. financial records)	11 O.S. § 22-131 (B)
Grant Accounting File - Consists of financial documentation for each State or Federal grant project including ARRA Grants. Records including monthly expenses and requests for payment, check copies, copy of grant applications, financial status reports, advance reports, special audit and bookkeeping requirement instructions and other working papers accumulated in the process of preparing accounting information to meet State and Federal regulations. Grant Files (State, Federal) - Due to the variety of Federal grant programs and stipulations, each department must check with the administering governmental agency for the retention requirements for specific programs. It is recommended the retention period be recorded in this manual for ease of reference.	All Departments	Records: 3 years from the final expenditure reports for that period for purposes of audits, program reviews, and IGs. Equipment and Real Property: 3 years from the disposition of the equipment or property unless superseded by Federal statute or regulation or until a disputed matter is resolved	7 CFR 3016.42 15 CFR § 24.42 32 CFR§ 33.42 34 CFR § 80.42 10 CFR§ 600.242 45 CFR § 92.42 24 CFR § 85.42 43 CFR§ 12.82 28 CFR § 66.42 29 CFR § 97.42 22 CFR § 135.42 49 CFR § 18.42 40 CFR § 31.42 44 CFR § 13.42 21 CFR § 1403.42 Office of Management and Budget Circular A- 87
Grant Work Progress Report - Daily, weekly or monthly report that indicates work received, work completed, documents processed, etc.	All Departments	3 years after close of fiscal year in which grant ends or audit period specifies unless superseded by Federal statute or regulation or until a disputed matter is resolved	7 CFR 3016.42 15 CFR § 24.42 32 CFR§ 33.42 34 CFR § 80.42 10 CFR§ 600.242 45 CFR § 92.42 24 CFR § 85.42 43 CFR§ 12.82 28 CFR § 66.42 29 CFR § 97.42 22 CFR § 135.42 49 CFR § 18.42 40 CFR § 31.42 44 CFR § 13.42 21 CFR § 1403.42 Office of Management and Budget Circular A-
Grievance File	Personnel Department	Current plus 5 years	29 CFR §1602.31
Handwritten Probable Cause Affidavit	Police Department/ Development Services Department	5 years	11 O.S. § 22-131 (B)

Hazardous Materials Accident Reports - Reports on accidents involving the spilling or combustion of hazardous chemicals or other materials. Includes brand name, chemical name, amounts of material, location of accident and specific information pertaining to the incident.	All Departments	3 years after completion of report; Public Works- permanent/ Fire Department	11 O.S. § 22-131 (B)
Historic Preservation Files/Certificate of Appropriateness - Files include records relating to historical preservation programs and projects in the City. The records consist of files used in the restoration of individual historical structures or restoration projects, encompassing an entire area of the City. Correspondence, plans and studies, progress reports, and grant records are often included.	Community Development	Permanent (Historic)	11 O.S. § 22-131 (B)
Household Hazardous Waste Facility Special Collection Events Documents and Reports - All documents supporting mobile events including health and safety plans.	Public Works Departments	3 years	11 O.S. § 22-131 (B)
Housing (Demolition, Securing. And Abandoned) - Records relating to the demolition and boarding of buildings identified to City Council, by the Code Enforcement Division, as either structurally unsound or unsecured. Usually includes initial inspector's report, legal ownership and mortgage holder printouts, notices and letters to the property owner, contractor bid information and contract award and payment, various photos and slides, contractor invoices and checklists, police and fire reports, records relating to fees, billing statements, work orders and paid receipts, releases of liens and miscellaneous notes, etc. pertaining to conversations with citizens, regarding the property location. Also includes certificates of mailing and/or certified mail receipts.	Community Development	5 years or until litigation is terminated, or lien extinguished or satisfied	11 O.S. § 22-131(A)(3)
I-9 - Employment eligibility form	Personnel Department/ Operations	3 years after hire or 1 year after termination	11 O.S. § 22-131 (B)
Impounded Vehicle Reports - A multi-copy report created when a vehicle is impounded. Used to record the impoundment and release of vehicles. Also a computer generated report of all impounded vehicles over the previous 24 hour period, which is forwarded to the State as per State Law.	Police Department	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Incident Investigation Report	All Departments	Duration of employment plus 5 years	11 O.S. § 22-131 (B)
Informal Quotes	All Departments	5 years	11 O.S. § 22-131(A)(3)
Injury/Illness Forms OKDOL 300 – 300A	All Departments	5 years	11 O.S. § 22-131 (B)
Injury/Illness Prevention Plan	All Departments	Until Superseded	11 O.S. § 22-131 (B)
Inspection Records - Records or reports pertaining to elevators, fire hydrants, bridges, buildings, plumbing, mechanical, electrical devices, lifting and hoisting devices, construction sites, permits, refuse, water, sanitary sewer, storm sewer, storm water quality, vehicles for hire and taxicab inspection documents.	All Departments	5 years	11 O.S. § 22-131(A)(3)
Inspection Records (City Property)	Public Works	Permanent	11 O.S. §22-131(A)

Insurance Policy File - File includes copies of all insurance policies, signed agreements, claims, and documents related to coverage for City employees, City officials, and City property.	City Clerk's Office	5 years or until litigation is terminated	11 O.S. § 22-131 (B)
Interest and Grievance Arbitration Awards	Human Resources	Permanent	11 O.S. § 22-131 (B)
Internal Investigations (Police) - Investigations regarding personnel conduct (includes Use of Force investigations). CONFIDENTIAL 51 O.S. § 24A.7	Police Department	3 years after employment ends	11 O.S. § 22-131 (B)
Internal Investigations - Investigations by Personnel Department or any other department. Includes Ethics Hotline.	All Departments	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Intra-Departmental Memoranda - Memos issued by the department director stating department policy and procedures.	All Departments	Permanent until superseded	11 O.S. § 22-131 (B)
Investment Documents - Include trade tickets, maturity notices, interest notices, and other necessary documents for the investment portfolio of the City.	Finance Department/ City Treasurer's Office	5 years after inactivity (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Investment Documents (GO Bonds)	Finance Department/ City Treasurer's Office	Life of bond plus 3 years	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Jail Report - Computer generated daily report of prisoners in custody.	Police Department/ Municipal Court	5 years	11 O.S. § 22-131 (B)
Job Evaluation Documentation - Reflects data used to provide a systematic basis for compensating positions.	Personnel Department	5 years or until superseded	11 O.S. § 22-131 (B)
Journal Entries/Journal Vouchers - Files consist of adjustments to financial accounts showing the debits and credits, reason for adjustment, date, and amount.	Finance Department/ Accounting	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Landfill Permits - May include application, insurance, regulations, and reports of local, State or Federal agencies. 27A O.S. §§ 2-10-901 <i>et seq.</i>	Finance Department/ Solid Waste	5 years	11 O.S. § 22-131(A)(3)
Legal Opinions - Contains copies of legal opinions and memoranda prepared by the Municipal Counselor.	City Clerk's Office/ Municipal Counselor's Office	Permanent (Historic)	11 O.S. § 22-131 (B)
Legal Opinions (GO Bonds)	City Clerk's Office/ Municipal Counselor's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Licenses Applications - All occupational licenses issued by the City such as kennel, auctioneer, barterer, food handler, electrical, etc. (See permits).	Community Development /Court Clerk	5 years	11 O.S. § 22-131(A)(3)
Maintenance Records - All maintenance records pertaining to City property and other property (i.e. vehicles and equipment).	All Departments	10 years- buildings; life of other property or until replaced or otherwise required	11 O.S. § 22-131 (B)

<p>Manufacturer/Product Information Documents - Including load tests, proof tests, repair documents, etc. for lifting devices (cranes, slings, etc). 29 CFR § 1910.179(k) 29 CFR § 1910.180(e) 29 CFR § 1910.184(e)</p>	Public Works Department/ City Garage	Duration of the use of the equipment	11 O.S. § 22-131 (B)
<p>Maps- (Emergency Equipment, Parking Meters, Traffic Lights, etc.)- Includes maps of streets maintained for reference regarding placement of fire hydrants, parking meters, traffic lights and sign locations, etc.</p>	Community Development	Permanent until superseded	11 O.S. § 22-131
<p>Maps and Plats - General reference maps of City development areas. Shows existing zoning.</p>	Community Development	Permanent until superseded	11 O.S. § 22-131
<p>Menacing Animal Investigation Files- information collected while investigating incident involving a menacing or dangerous animal. Can include photographs and information on the animal's size, weight, and markings</p>	Animal Control	5 years	11 O.S. § 22-131 (B)
<p>Menacing Animal Register</p>	Animal Control	5 years after the death of the registered animal	11 O.S. § 22-131 (B)
<p>Minutes - Consists of minutes presented to the governing body, boards, committees, task force, and commissions at its official meetings if required by the Open Meeting Act (Journal of Council Proceedings).</p>	All Departments	5 years for boards, committees, and commissions; Permanent for Journal of Council Proceedings	11 O.S. § 22-131 (B)
<p>Municipal Court Records including Convictions - Court Records shall be defined as: a memorial or history of judicial proceedings in a case, commencing with the information and/or complaint and terminating with the judgment and/or appeal. PARTIALLY CONFIDENTIAL (Juvenile Records) 10A O.S. §§2-6-101 <i>et seq.</i></p>	Municipal Court	5 years after close of case (10 years after close of case for DUI)	11 O.S. § 22-131(A)(3) 47 O.S. 11-902(c)(2) 20 O.S. § 1005(6)(e)
<p>News Clippings, Scrapbooks, Photos - May include copies of news articles and photos pertaining to the municipality.</p>	All Departments	Discretionary (Historic)	11 O.S. § 22-131 (B)
<p>911 Recordings and associated Data – All audible recorded conversations associated with calls for emergency assistance and associated data to include communicationsto and from dispatchers PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510</p>	Fire Department/ Police Department	5 years	11 O.S. § 22-131 (B)
<p>Nuisance Abatement Files - Records relating to weed, trash, graffiti, inoperable vehicles on private property. Usually includes initial inspection report, photos, legal ownership printouts, citations, notices and letters to property owner, certificate of mailing, copies of liens, contractor work orders, contractor invoices and photos, billing statements and paid receipts, releases of liens and miscellaneous notes pertaining to conversations with citizens regarding the property location.</p>	Development Services Department	5 years or until litigation is terminated or lien extinguished or satisfied	11 O.S. § 22-131(A)(3)

Nuisance Abatement Administrative Records – Records relating to impounded vehicles held for nuisance abatement and vehicles ordered to be impounded.	Police Department/ Community Development	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Oaths of Office – Oaths of office for elected, appointed officials, and City employees.	City Clerk’s Office	1 year following end of term or employment	11 O.S. § 22-131 (B)
Official Oklahoma Traffic and Collision Report (Police) - Forms provided by the Department of Public Safety PARTIALLY CONFIDENTIAL OCMC § 32-151; 47 O.S. § 10-117 51 OS. § 24A.8(B)	Police Department	5 years or until litigation is terminated (Originals to Department of Public Safety permanent)	11 O.S. § 22-131 (B)
Oil and Gas Records - Include division orders, leases, notice of hearings, permits, revenue statements, scout tickets, warranty deeds, and wells by operations.	Community Development	Permanent	11 O.S. § 22-131
Open Records Request and Response Log - 51 O.S. § 24A.1	City Clerk’s Office	1 year from response	11 O.S. § 22-131 (B)
Ordinances - Includes ordinance number, title, text, date of passage, signatures, and any associated documents (i.e., memorandum, staff report).	City Clerk’s Office	Permanent (Historic)	11 O.S. § 22-131 (B)
Ordinances and Public Notice Publication Books - Includes all publications for City Council, boards, commissions, and committees.	City Clerk’s Office	Permanent	11 O.S. § 22-131 (B)
Parking Ticket and Warrant File - Includes computerized information such as vehicle, date ticket issued, license plate number, ticket number, receipt number, date paid and name of vehicle owner.	Municipal Court	2 years after close of case (time exceeds statute)	11 O.S. § 22- 131(A)(1)
Parks and Recreation Collection Records - Listing of all monies collected.	Parks and Recreation Department	10 years	11 O.S. § 22- 131(A)(4)
Payroll Bank Statements/ Reconciliations, Payroll Checks - Consists of periodic statements from the bank showing electronic deposits and cancelled payroll checks for receipts of wages, vacation pay or other payments for services rendered.	Finance Department/ Accounting	6 years (time exceeds statute)	11 O.S. § 22- 131(A)(3) APA Guidelines
Payroll Earnings Records - Includes employee’s name, address, hours worked, gross pay, withholdings, social security number, net pay, deductions, and FLSA records. (Deductions, address, social security number, and net pay are CONFIDENTIAL under the 51 O.S. § 24A.7)	Finance Department/ Human Resources	5 years or until litigation is terminated (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22- 131(A)(3) 29 CFR § 516 IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Payroll Time Records - Includes employee’s name, department, amount and type of leave time, compensatory time, and including overtime records, in support of Incode records.	All Departments	5 years or until litigation is terminated	20 CFR § 516 11 O.S. § 22- 131(A)(3)
Pension Records - Includes information on vested and retired City employees.	Human Resources	5 years from date of last payment	11 O.S. § 22-131 (B)
Permits - All permits issued by the City including but not limited to electrical, plumbing, gas fitters, building, storm water quality, traffic, work zone, elevator, vehicle for hire, vendor, if required will include the citizenship affidavit form.	All Departments	5 years	11 O.S. § 22- 131(A)(3)

Personnel Job Audit Documentation - Reflects data compilation support of position reclassifications.	Personnel Department	2 years or until litigation is terminated	29 CFR § 1602.31
Personnel Job Classification Documentation - Includes original and modifications to job descriptions, performance evaluation forms and master task lists.	Personnel Department	Permanent (Historic)	29 CFR § 1602.31
Personnel Medicare Records - A record concerning the health status of an employee that is made or maintained by a physician, nurse, or other technician including: medical and employment questionnaires or histories; the results of medical examinations and laboratory tests; medical opinions, diagnoses, progress notes and recommendations; first-aid records; description of treatments and prescriptions; and employee medical complaints. Excludes health insurance claims in records. CONFIDENTIAL	Personnel Department	Duration of benefit plan plus 3 years	29 CFR § 1910.1020 (d)(1)(i)
Personnel Policies - Adopted by Resolution by the City Council	City Clerk's Office	Permanent (Historic)	11 O.S. § 22-131 (B)
Personnel Selection Procedure Documentation - Includes all selection processes: test results, evaluation forms, and letters of justification etc.	Human Resources	5 years or until litigation is terminated	29 CFR §1602.31
Personnel Service Bulletin- PSB Administrative interpretation of personnel policies by the Human Resources Department.	Human Resources	Permanent (Historic)	11 O.S. § 22-131 (B)
Petitions (Initiative Referendum) - Petitions submitted to the City requesting an election be held. Excluding signature pages.	City Clerk's Office	If ordinance is passed by the voters, retain permanently; if ordinance failed by the voters, retain 2 years after date of	11 O.S. § 22-131 (B)
Petitions (Miscellaneous) - Includes petitions signed by citizens requesting action by City. Also, includes annexation and assessment district petitions.	City Clerk's Office	2 years or until litigation is terminated	11 O.S. § 22-131(A)(2)
Petitions (Recall) - Petitions submitted for the removal of the Mayor or Council member.	City Clerk's Office	Destroy after term ends	11 O.S. § 22-131 (B)
Petitions (Taxpayer Written Demands) - Resident taxpayers written demand to institute suit on failure of officers.	City Clerk's Office	Permanent	62 O.S. §§ 372-374
Petty Cash Records 11 O.S. § 17-102 OCMC § 2-841	All Departments	10 years	11 O.S. § 22-131(A)(3)
Plans - Includes comprehensive, neighborhood, and master plans adopted by the Planning Commission.	Community Development	Permanent (Historic)	11 O.S. § 22-131 (B)
Police Assessment Records (Personnel) - Records checks for potential employees CONFIDENTIAL	Personnel Department	3 years or until termination of litigation	11 O.S. § 22-131 (B)
Police Policies and Procedures Manual	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
Police Promotional Testing - Sergeant, Lieutenant, and Captain promotional testing and assessment material. This shall include investigator and transfer packets.	Police Department	3 years or until litigation is terminated	11 O.S. § 22-131 (B)

Policy, Procedures, or Training Manuals - Includes internal rules and regulations of the municipality sometimes separated by department. Often published in manual format or booklets. May include step-by-step procedures used as training manual for job functions.	All Departments	Until superseded	11 O.S. § 22-131 (B)
Polygraph Test - Includes results of an employee's test results. CONFIDENTIAL	Police Department	3 years; employees hired-permanent	Employee Polygraph Protection Act of 1988 29 CFR § 801.30
Postal Records - Includes postage meter records. May also include bulk rate postal permit information and other records dealing with mail operations and the United States Postal Service. Files may also include records with private mail carriers if used.	Information Technology	10 years	11 O.S. § 22-131(A)(4)
Pre-qualification Files - Includes contractor's application, financial statements, certifications and any other documents that are required to be pre-qualified to bid on City projects.	City Clerk's Office	5 years for contractors no longer pre-qualified	11 O.S. § 22-131 (B)
Press Releases - All official news or press releases issued by the municipality.	City Manager's Office	1 year	11 O.S. § 22-131 (B)
Proclamations - All official proclamations, Citations and announcements issued by the Mayor.	City Clerk's Office	1 year	11 O.S. § 22-131 (B)
Procurement Bid Files - Includes bid tabulation, bid price, percentage rates, periods of pay, name of bidder and cost. Also may include copy of advertisement services or memorandum requesting bidders, specifications. Quote information is similar may be obtained by telephone; all quotes should be documented.	City Clerk's Office	5 years	11 O.S. § 22-131(A)(3)
Procurement Policies	Finance Department	Permanent until superseded	11 O.S. § 22-131 (B)
Promotional Publications - Includes pamphlets, brochures, or newsletters informing citizens of certain events.	All Departments	1 year	11 O.S. § 22-131 (B)
Property Damage Reports Involving City Property - Includes a report of damage to property of the municipality, time and date of accident and a complete narrative regarding circumstances, name of principals, witnesses and addresses. CONFIDENTIAL Personnel Investigations OCMC § 32-151; 47 O.S. § 10-117 51 O.S. § 24A.7	City Clerk's Office	5 years or until litigation is terminated	11 O.S. § 22-131 (B)
Property Maintenance Code Inspections - Includes City Inspector's report of inspection and any addendum thereto, including reports of subsequent inspections and related correspondence, notices, etc.	Community Development	5 years	11 O.S. § 22-131(A)(3)
Proposals - Includes requests for proposal, submittal statement, committee recommendation, and memorandums.	All Departments	5 years from proposal opening (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

Publication Affidavits - Original, notarized, affidavit showing proof of publication in a local newspaper of general circulation.	City Clerk's Office	1 year	11 O.S. § 22-131 (B)
Purchase Order File - The electronic file used to procure goods and services for the City. Usually consists of purchase orders, invoices, documenting number, date, department, description and quantity of item, account number, unit price, amount and signature. May also include purchase requisitions and other supporting documentation used for justification and approval and procurement actions.	Finance Department/ Procurement	5 years after termination of purchase order or agreement, whichever is later (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Quarterly Tax Report File - Documents containing taxable and non-taxable income of city governments. Includes Federal and State sales tax, social security reports and unemployment reports.	Finance Department/ Accounting	10 years	11 O.S. § 22-131 (B)
Real Estate Purchase Contracts - May include warranty deed, easements, and contract for purchase.	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Records Checks (potential employees)	Personnel Department	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Refund File - Records documenting the issuance of a refund to the payee for overpayment, incorrect billing, etc. for services, permits, or licenses.	All Departments	5 years	11 O.S. § 22-131(A)(3)
Rental Schedules - Files consisting of contract agreements with parties providing city services of having other legal relationships with the City, including options to purchase property. May also include leases, rental schedules, specifications, bids awarded and copies of payments, receipts and other supporting papers used in managing the contract.	All Departments	5 years after expiration (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Returned Checks - Consists of bad checks (insufficient funds) received for deposit and voided spoiled checks.	All Departments	5 years	11 O.S. § 22-131(A)(3)
Safety Bulletins	All Departments	Permanent until superseded	11 O.S. § 22-131 (B)
Safety, Environmental and Health Inspection and Consultations - All City facilities and work sites; contractor procedures.	All Departments	Permanent	11 O.S. § 22-131 (B)
Schedule of Annual Meetings - List of regularly scheduled meetings of publicbodies for the calendar year.	City Clerk's Office	2 years	11 O.S. § 22-131 (B)
Service Requests - Includes but is not limited to citizen service requests, comments about services, maintenance, repairs, ADA service requests etc.	All Departments	5 years	11 O.S. § 22-131(A)(3)
Sewage Treatment Applications and Permits - Wastewater treatment reports filed with State and Federal agencies monitoring the City's compliance with government regulations. Includes applications, recycling permits and reports, water treatment permits and reports, and other permits for solid waste and sewage treatment processes.	Public Works	Permanent	11 O.S. § 22-131 (B)

<i>Sewage Treatment Monitoring Reports</i> - Contains records used to monitor and report on the operations of the City sewage treatment plant and sewage treatment, including lab reports, and amounts of waste processed by the system.	Public Works	Permanent	11 O.S. § 22-131(A)
<i>Sewer Line Maps</i>	Public Works	Permanent until superseded	11 O.S. § 22-131 (B)
<i>Sign and Banner Permits</i>	Community Development	5 years	11 O.S. § 22-131(A)(3)
<i>Sinking Fund (Debt Service)</i> – Article 10, Section 28, Oklahoma State Constitution	Finance Department	10 years	11 O.S. § 22-131 (A)(4)
<i>Standard Specifications for Construction of Public Improvements</i> - The City's policies, regulations, and procedures for construction of public projects.	Public Works	Permanent until superseded	11 O.S. § 22-131 (B)
<i>State Department of Health Permits</i>	Parks and Recreation Department	Permanent	11 O.S. § 22-131 (B)
<i>Storm Water Quality Permits</i> - All permits issued by the Storm Water Quality Division and any documentation that relates to that permit. Including but not limited to Confined Space Permits.	Public Works Department	5 years	11 O.S. 22-131(A)(3) ODEQ NPDES General Permit for Storm Water Discharge from Construction Activity and Multi-Sector General Permit for Storm Water Discharge Associated with Industrial Activity 29 CFR 1910-146(e)(6)
<i>Storm Water Quality State Permits and Reports</i>	Public Works Department	3 years from the expiration or termination of the permit	ODEQ NPDES General Permit for Storm Water Discharge from Construction Activity and Multi-Sector General Permit for Storm Water Discharge Associated with Industrial Activity
<i>Street Address Data (GIS)</i> - List of current streets and house numbers	Community Development	Permanent until superseded	11 O.S. § 22-131 (B)
<i>Street Design Improvement Files</i> - Reports of accidents on City streets, used to assess cause of accidents and to make street designs improvements in order to reduce accidents. May also include collision diagrams showing time, direction of approach, weather, type of accident, pavement, accident severity, time of year, type of vehicle and related documents.	Police Department	Permanent until superseded	11 O.S. § 22-131 (B)
<i>Surplus Property Resolution</i> - Property owned by the City that has been declared surplus.	City Clerk's Office	5 years (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Tax Increment Financing Report (TIF)</i> - May include reports.	Economic Development Office	Life of TIF plus 5 years	62 O.S. § 867(A)
<i>Texts</i> – texts left on employee's cell phone	All Departments	Deleted at the end of working day created or received unless required by law to be kept (i.e. financial records)	11 O.S. § 22-131 (B)

Time Cards/Time Sheets - Records pertaining to an employee leave time, in support of Incode records.	All Departments	3 years	29 CFR § 516
Titles and Other Ownership Information to Vehicles and Equipment - Includes certificates of titles to City-owned motor vehicles and equipment providing proof of ownership. May include make and model, serial number, and other identifying information.	City Clerk's Office	Length of ownership plus 5 years (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Traffic and Signal Studies - May include product literature and studies related to traffic, such as drawing of traffic controllers, drawings of intersections, traffic signals, and timing progressions. May also include turning count totals used for studies of traffic flow.	Public Works Department	Permanent until superseded	11 O.S. § 22-131 (B)
Training Files - Official training records of all employees who receive training, whether on or off the job. May include test scores or certificate of training from academies or educational institutions. Certain records or notations may be included in the employee's personnel file. Include Emergency Management service records.	All Departments	2 years; Sexual harassment training for 5 years or until litigation is terminated; Fire and Police: 3 years after termination of employment	11 O.S. § 22-131 (B)
Training Manuals - Includes internal rules and regulations of the municipality sometimes separated by departments. Often is published in manual format or booklets. May include step-by-step procedures used as training manual for functions. May also include policies for vacation pay, hiring, firing, employee safety and other personnel matters.	All Departments	Until superseded	11 O.S. § 22-131 (B)
Training Records (Safety) - Employee listing of safety training records, including date, location, course information, course trainer/provider and list of employees in attendance.	All Departments	Length of employment plus 5 years	11 O.S. § 22-131 (B)
Travel Expense Reimbursement File - Consists of employee expense report, expense receipts, check vouchers, authorizations to pay and other supporting papers necessary to document expenses incurred for employee travel. Includes private automobile allowance and mileage reimbursements to City employees or officials.	Finance Department/ Accounting	5 years	11 O.S. § 22-131(A)(3)
Trust Indentures - Records establishing the various City trusts, where the City of Durant is a beneficiary.	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
Unemployment Compensation Files - Files may contain correspondence sent to the municipality by the Employment Security Commission regarding claimant, copies of documents from claimant's official personnel file, certified mail receipts worksheets, audit papers and copies of documents sent to the State by the municipality. CONFIDENTIAL 40 O.S. § 4-508 and § 4-511	Personnel Department	3 years or until litigation is terminated	11 O.S. § 22-131 (B)

Check-Out Log for Uniform Citations (Ticket book) - A log of citations containing citation numbers, date, name, and commission number and signature of person to whom checked out, and initials of clerk who checked it out.	Police Department	5 years	11 O.S. § 22-131(A)(3)
Uniform Crime Report (UCR) - Monthly and yearly reports compiled for all reported crime in Durant. The report is forwarded to OSBI for the inclusion on the State report to the FBI. Combination of computer generated report and hand-tabulated reports.	Police Department/ Fire Department	Police- 5 years; Fire- permanent	11 O.S. § 22-131 (B)
Union Negotiation File - Records pertaining to the City's collective bargaining agreements including any labor negotiation records.	Personnel Department	Permanent (Historic)	11 O.S. § 22-131 (B)
Utility Customer Account File - Records show a billing and payment history of all customers using City utilities. Information includes customer name and address, consumption, billing and payment history.	Utilities Department	2 years	11 O.S. § 22-131(A)(2)
Utility Customer Service Deposit File - Includes name, account number and amount of deposit for service connection and refunds of deposits for service termination. May also include list of customers who have changed addresses, bills owed, cash stubs and booking listings.	Utilities Department	2 years after termination of account	11 O.S. § 22-131(A)(2)
Vandalism Reports - Record of damage and loss sustained by City including but not limited to attributable to theft, arson, vandalism, employee negligence, defective equipment, damage to structures and buildings, money and security losses, vehicle accidents where vehicles not owned by the City are involved in collisions with the City- owned property.	Finance Department/ Risk Management	5 years after settlement	11 O.S. § 22-131 (B)
Variance Requests - Building and zoning	Community Development	Permanent	11 O.S. § 22-131 (B)
Vendor Registration Form	Finance Department	1 year after the vendor number becomes inactive	11 O.S. § 22-131 (B)
Video Recordings (Digital) (Meetings) - Recordings of meetings used to prepare minutes or document meetings.	Information Technology	1 year	11 O.S. § 22-131 (B)
Voicemails - messages left on employee's phone	All Departments	Deleted at the end of working day created or received unless required by law to be kept (ie. financial records)	11 O.S. § 22-131 (B)
W-4 Forms - Withholding allowance certificates for State and Federal income tax. Federal form filled out by the employee stating name, address, social security number, number of allowances claimed, and signature.	Personnel Department	4 years	11 O.S. § 22-131 (B)
Wage Determination Surveys - Annual surveys conducted to research and support wage adjustment recommendations.	Personnel Department	5 years	11 O.S. § 22-131 (B)

Waste Shipment Documents - manifests and bills of lading for hazardous waste shipments. Includes drum inventory, certificates of disposal and all other supporting documents collected at Household Hazardous Waste facility.	Public Works Department	3 years	40 CFR § 262.40
Wastewater Treatment Compliance Reports - Treatment plant reports filed with State and Federal agencies monitoring the City's compliance with government regulations. Includes applications, permits, for solid water and sewage lagoons, including lab reports, and amounts of water processed by the system.	Public Works Department	Permanent until superseded	11 O.S. § 22-131 (B)
Water Line Maps	Public Works Department	Permanent until superseded	11 O.S. § 22-131 (B)
Water Meters - Electronic meter reading utility billing system records. Includes statistics gathered when meters are read. Usually includes make, size, number, customers name and address, readings, etc.	Utility Billing Department	2 years	11 O.S. § 22-131(A)(2)
Water Sampling Results/High Risk Cases - Storm Water Quality records of all monitoring information including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of the reports required by permit, and records of all data used to complete reports and applications.	Public Works Department	3 years	NPDES Permit OKS000101
Water Treatment Applications - Water treatment reports filed with State and Federal agencies monitoring the City's compliance.	Public Works Department	Permanent until superseded	11 O.S. § 22-131 (B)
Workers' Compensation Medical Records - A record concerning the health status of an employee that is made or maintained by a physician, nurse, or other technician including medical and employment questionnaires or histories; the results of medical examinations and laboratory tests; medical opinions, diagnoses, progress notes and recommendations; first-aid records; description of treatments and prescriptions; and employee medical complaints. Excludes health insurance claims in records. CONFIDENTIAL	Human Resources	Duration of employment plus 30 years	29 CFR § 1910.1020 (d)(1)(i)
Workers' Compensation Claim Files - (Certified Workplace Medical Plan) Files consist of accident reports, first report of injury, medical claims, bills, payment vouchers, doctor reports, hospital emergency room verifications, correspondence and other supporting documentation concerning injuries compensable under workers' compensation. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	Human Resources	CWMP documents- 5 years; permanent or until employee leaves or retires (minimum of 5 years)	11 O.S. § 22-131 (B)
Zoning Applications	Community Development	5 years	11 O.S. § 22-131 (B)

Legend

Abbreviations Used in Records Retention Policy

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