

ORDINANCE NO. 3844

TITLE: AN ORDINANCE ADOPTING A SCHEDULE FOR THE RETENTION OF RECORDS OF THE CITY OF ALBANY AND IMPLEMENTING THE PROVISIONS OF CHAPTER 2.68 OF THE ALBANY MUNICIPAL CODE.

RECITALS: WHEREAS, Chapter 2.68 of the Albany Municipal Code provides for the disposition of valueless records, and

WHEREAS, a records retention schedule should be adopted by the City Council to assist the Records Committee in the establishment of orderly disposition of city records, now, therefore,

THE PEOPLE OF THE CITY OF ALBANY DO ORDAIN AS FOLLOWS:

Section _____ RETENTION PERIOD.

The records of the city of Albany shall be retained for the retention period as set forth in Exhibit "A" attached hereto and by this reference made a part hereof.

Section 2: DESTRUCTION.

All records of the city of Albany may be destroyed under the supervision of the City Recorder of the city of Albany after being retained for the retention period as set forth in Exhibit "A" attached hereto.

Section 3: CONSENT

Any city record not specifically described in Exhibit "A" shall be destroyed only with consent of the Records Committee.

Passed by the Council: April 23, 1975

Approved by the Mayor: April 23, 1975

Effective Date: May 23, 1975

David C. Hayes
Mayor

ATTEST:

Ernesta Sham
City Recorder

ADMINISTRATION

<u>Title of Record</u>	<u>Retention Period</u>
Annexation - Petition & Validation	Hold basic petition & validation permanently; dispose of other materials in 2 years
Charter Amendments	Permanent
Canvass of Voters - Proclamation of Mayor Concerning Elections	Permanent
Claims & Release of Claims Against City	Permanent
Minutes - Council	Permanent
Budget	
All Commissions	
Ordinances	Permanent
Petitions - Vavations	Basic petition - permanently filed; weed out others after 1 year
Annexations	
Zone Changes	
Resolutions of Council	Permanent
Transcripts - Annexation	Permanent
Bonds	
Street Vacation	
Vacations - Alleys, Streets	Permanent
Zone Changes & Variances	Permanent
Deeds - Titles & Abstracts	Lifetime of Tenancy
Improvement Folders - Streets & Sidewalks	15 years - weed after 5 years. Retain only the petition(less signatures), affidavit of publication and notice of assessment.
Notice of Assessment for Improvement	15 years
Oaths of Office	15 years
SewerConstruction Projects	15 years
Bond Docket	10 years after satisfaction
Liens Docket	10 years after all liens are satisfied or have been written off by Council
Agreements, Contracts, Leases	7 years after expiration
Bancroft Bond Application	Hold 5 years after satisfaction of bond
Petitions , Denied	5 years
Petition Remonstrances	5 years
Petitions - Planning & Zoning	3 years
Election Records (basic measure & Certification of results - permanently)	2 years after election (ORS 249.090)
Call for Special Council Meeting	1 year

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(cont) Administration

<u>Title of Record</u>	<u>Period of Retention</u>
Civil Service Applications	1 year
Council Agendas	1 year
Engineers' Reports - Finance	1 year
Current Insurance Policies	Hold 1 year after expiration of policy
Planning & Zoning Agendas	1 year
Bond - File Folders	After all bonds have been satisfied and audit
Correspondence	Weed Annually
Licenses Issued	Hold 3 months after expiration
Bonds - Performance	Dispose of when specifications have been met and faithfull performance assured.

FINANCE & ACCOUNTING

<u>Title of Record</u>	<u>Retention Period</u>
Audit Report	Permanent
Annual Budget	Permanent (1 copy)
Board Ledger	Permanent
Journals - Payroll & General	Permanent
Ledgers - Revenue & Expenditures	Permanent
Sewer Certification Work Papers	Permanent
Ambulance Invoices - Not Satisfied	7 years
Checks - Cancelled (Microfilm)	7 years
Check Register - all checks issued	7 years
Deposit Slips	7 years
Supporting Material for Bank: reconciliation; deposit slips, cancelled checks & bank statements.	7 years
Vendor Invoices - Paid	7 years
Airport Tax Work Papers	4 years
Payroll Records & Work Papers for Benefit Payment	4 years
Payroll Worksheets	4 years
Invoices - Ambulance (satisfied)	Alpha file - 3 years Numeric file - 1 year
Invoices - City (satisfied)	3 years
Inter-department Bill & Journal Voucher	3 years
Purchase Order	Receiving copy 3 years after audit. Other department copies - dispose of after yearly audit.
Receipts - Date, yellow copy	3 years
Receipts & Expenditures Work Sheets	3 years
Sewer & Cash Receipts Register	3 years
Bids - Successful	File with completed project
Bids - Unsuccessful	2 years after project completed
Budget Work Papers	2 years
Finance Work Papers - General	2 years
Gas Tax Refund Work Papers	2 years
Liens - Work Papers	2 years
Expenditure Estimates for the following Fiscal Year	Hold 2 years after official budget is adopted
Revenue Estimates for the following Fiscal Year	(Same as above)
Work-In Process Work Papers	2 years
Bank Reconciliations	1 year
Budget Expenditures - Monthly Report	Hold 1 year, except for June & December, which should be held till no longer useful for reference purposes

Title of Record

Retention Period

Receipts - Numeric Copy	1 year after audit
Receipts - Grass/weed Removal	1 year after audit
Retired Bonds & Coupons - breakdown (current)	1 year
Sewer Receipt- Stubs	1 year
Improvement Ledger Cards - Street Sewer Water	Hold till written off in Docket Journal
Budget Transfer File	Hold 6 months after audit, then dispose of
Miscellaneous File	Weed Annually
Sewer Certification Lists	Until Satisfied
Trial Balance Tapes	Current Year
Claims List	Weed Monthly

MUNICIPAL COURT

<u>Title of Record</u>	<u>Retention Period</u>
Traffic Citations (Signed by judge, showing disposition)	5 years
Bail Docket Register	3 years
Violation Daily Receipts	3 years - 1 copy
Bid & Plan Deposit Register	2 years
Car Books & Meter-Parking Books	2 years
Cash Turnover to Finance Dept.	2 years
Court Dockets	2 years
Parking Tickets - Cancelled	2 years & after Audit
Warrants & Meter Ticket REGISTER	2 years
Dog Licenses	1 year
Final Notices - Violations	1 year
Meter Tickets	1 year
Meter Ticket Spread Sheet	1 year
Parking Violations - Paid	1 year & after Audit
Violation Recap Reports	1 year
Warrants - Satisfied (meter)	1 year
Correspondence - Court	weed annually
Daily Report of Disposition of Municipal Court Cases	Destroy after posting to arrest Record
Court Warrants - Traffic Violations	Hold 1 year, then return to court for further instructions

PERSONNEL DIVISION

<u>Title of Record</u>	<u>Period of Retention</u>
Firemen's Pension Fund Actuarial Reports	Permanent
Firemen's Pension System	Permanent
City Atty's Legal Opinions	
Personnel Records:	Permanent
Fire Dept. - Civil Service	
Police Dept. - Civil Service	
Inactive	
Non-Civil Service	
Policemen's Resignations, Retirements, & Discharges	
Firemen's Examinations	
Police Examinations - Cadet, entrances, promotional	
United Fund	3 years
Police Examinations - Applicants	Hold 1 year, dispose of
Civil Service Commission - General	Weed Annually
Correspondence - General	Weed Annually
- Firemen's Pension Board - General	
Safety	Weed Annually
Applications for City Positions (not employed)	Dispose of 5 months after date of application
Employees' Physical Exams	Dispose of when replaced by a more recent examination
Supervisors' Accident Reports	Dispose of upon termination of employee
Firemen's Pension - Pensioners	Transfer to employees' personnel file upon termination of pension

POLICE DEPARTMENT

<u>Title of Record</u>	<u>Period of Retention</u>
Homicide Criminal Investigations	Permanent
Index Files: Arrest Cards	Permanent
Complaint Cards	
Photographs: Prisoners'	Permanent
Property Control: Evidence	Permanent with case file; Control copy for 3 years
Reports - Annual & Monthly	Permanent
Time Records	Permanent
Criminal Investigations (non-homicidal)	10 years in file; then microfilm.
Jail Records	10 years; microfilm - permanent
Solicitors' Applications	7 years
Accident Reports	5 years; then microfilm
Administrative Orders	5 years, with annual review & consolidation
Arrest Records	5 years; microfilm - permanent
Licenses: Bicycle & Liquor	5 years; then microfilm
Misc. Complaints - non criminal	5 years; then destroy
Property Sold: summation	5 years
Towed Vehicles Reports	5 years & in case-file when related
Property Sold: Individual Receipts	3 years
Animal Control Reports	2 years & consolidate in annual reports
Bicycle Reports	" " " " "
Correspondence: Related to non-criminal or case matters	hold 2 years; then destroy
Radio Logs	File 2 years; then destroy or as required by FCC
Lost/Found	2 years (see Auction Sale)
Training Reports - Summary	Hold 2 years; then destroy (summary in monthly/annual report)
Applications for Employment (not hired)	Keep 1 year; then destroy
Bulletins & Reports from other Agencies	hold 1 year; then destroy
Examinations for Employment	Keep 1 year; then destroy if no employed. Should keep a list of names by positions and date of birth, date appointment made, and disposition.
Register Transactions	1 year & audit
Requisitions	1 year after audit
Correspondence related to Investigations	File with investigations
Dealers' Firearms Records	Keep current; store past 5 years only
Promotional Examinations	File in Personnel folder if employed kept there

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Title of Record

Period of Retention

Jail Property Records

File with Arrest Record

Personnel Files:

Keep current; hold 5 years;
then to permanent storage

Applications

Examinations

Evaluations

Attendance Record & Leave

Requests

Complaints & Special Reports

Disciplinary Actions

Training, Education Records

Photographs - Investigations

file with case

Training Reports - Individual

File in personnel file

FIRE DEPARTMENT

<u>Title of Record</u>	<u>Period of Retention</u>
Fire Record Cards: Alpha by Name Street Number	Permanent
Fire Reports Ledger	Permanent
Station Logs	Permanent
Fire Reports	7 years
Inspection Reports - by address - field	5 years
Accounts Disbursal Ledger	1 year & Audit
Daily Personnel Reports	1 year
Correspondence - General	Weed Annually
Hose Record	Dispose of card when hose is disposed of
Individual Personnel File	Transfer to Personnel Office upon termination of employment

PUBLIC WORKS DEPARTMENT

<u>Title of Record</u>	<u>Period of Retention</u>
Bench Marks - Locational Description	Permanent - essential
Book Maps - Albany	Permanent - essential
Improvement Files: Streets & Sewers	Weed, then transfer to permanent storage
Maps: Improvements	Permanent
Street right-of-ways	
street widths	
street light system	
street surfaces - Albany/vicinity	
easements " "	
Sewer Districts " "	
Tracings	
Bench Marks	
Airport Property	
Storm & Sanitary Sewer	
Plats: Storm Drain & Sanitary Sewer	Permanent - essential
Recapitulation - Permits Issued	Permanent
Surveys - Private	Permanent
Permits: Heating	10 years, or when essential data has been extracted
Plumbing	
Electrical	
Building & Receipts	
Signs	
Driveways	
Sidewalks	
Moving	
Television	
Sewer	
General: Streets	Weed annually - transfer material to storage or to new year's file.
Storm Sewers & Sewage	Destroy valueless material.
Planning/Zoning & Annexations	
City Shoppe & Equipment	
Bridges & Waterways	
Personnel	
Parks & Playgrounds	
Grass & Weeds	
Fires & Explosions	
City & State-owned Property	
Civil Defense	
City Engineer - personal	
Bench Marks	
Surveys & Maps	
License Applications:	Retain current only; cancelled, voided, or licenses not renewed - retain five years.
Electrical	
Building	
Plumbing	

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Heating
Sign
Moving
Television

Card File - Charges for Grass &
Weed Cutting

Until Satisfied

Inventory Record

Hold until equipment is disposed o
then dispose of records

Parking Map

Until replaced