

ITEM # _____

DATE: 4-24-12

COUNCIL ACTION FORM

SUBJECT: AMENDMENTS TO THE CITY'S RECORDS RETENTION SCHEDULE

BACKGROUND:

The Records Retention Schedule, originally adopted in 1998, was revised in its entirety and adopted by Resolution No. 11-347 on July 12, 2011. The purpose of mandatory compliance with the Records Retention Schedule is to enable Records Stewards to provide requested documents to the public and internal customers in the most accurate and cost-efficient manner. Therefore, it is crucial that the Schedule be revised whenever records are added or deleted from a Department's/Division's inventory.

The attached table lists the additions, deletions, and/or revisions that are being presented to the City Council for approval at this time.

ALTERNATIVES:

1. Adopt a resolution approving the amendments, as listed on the attached table, to the City of Ames Records Retention Schedule.
2. Do not approve the amendments listed on the attached table, to the City of Ames Records Retention Schedule.

MANAGER'S RECOMMENDED ACTION:

It is the recommendation of the City Manager that the City Council adopt Alternative #1, adopting a resolution approving the amendments, as listed on the attached table, to the City of Ames Records Retention Schedule.

DEPARTMENT/DIVISION	ADDITION/DELETION/ REVISION	CATEGORY/RECORD TITLE	CHANGE
Electric	Deletion	Administration/Contracts- Miscellaneous	Delete MCG contract
	Revision	Administration/Contracts- Miscellaneous	Change Retention Period to 5 years for PRT contract
	Addition	Administration/Contracts- Miscellaneous	Add PCI contract
	Addition	Administration/Contracts- Miscellaneous	Add Nextera contract
	Addition	Administration/Professional/ Consulting Services Agreements	New category
	Deletion	Administration/Employee Records	Delete Temporary employee paperwork
	Addition	Administration/Environ- Mental Reports – State	Add DNR – annual compliance certification reports
	Deletion	Administration/Energy Planning	Delete PRT Forecast
	Revision	Administration/Energy Planning	Change Retention Period to 5 years for ISU Schedule
	Addition	Administration/Environ- Mental Reports – State	Add DNR – annual compliance certification reports

Electric (Continued)	Addition	Administration/MISO - MAPP	Add MISO Annual Certification Form
	Addition	Administration/MISO – MAPP	Add MISO CASPR data requests & supporting documents
	Addition	Administration/MISO – MAPP	Add MISO Planning Year Forecasts.xls
	Addition	Administration/NERC - NRO	Add NERC Membership Form
	Addition	Administration/Production Statistics	Add Ash System O&M.xls
	Addition	Administration/Production Statistics	Add Coal Dust Abatement Costs.xls
	Addition	Administration/Wind – RECS	Add Green e Attestation
	Revision	Administration/Wind – RECS	Delete retirements after REC electric/change electronic to no