

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
Animal Control	Revision	Administrative Documents	Permanent from 2011 to present
	Revision	Administrative Documents	Permanent from 2011 to present
	Revision	Finance	Time Cards (A. Dunn, part-time ACO)
	Revision	General	5 years from May 2006, to present
	Revision	General	5 years from June, 2006, to present
	Revision	General	Live Trap Permits Certificates /5 years from July, 2006, to present
	Revision	Incident Reports/Investigation Files	5 years from July 2006 to present
Electric	Addition	MISO/MAPP	MAPP probabilistic assessment
	Deletion	MISO/MAPP	MAPP reserve capacity obligation study
	Deletion	Production Pricing	MAPP regional transmission committee funding & supporting documents
	Revision	Production Statistics	Variable production maintenance costs.xls
	Addition	Production Statistics	Station fuel costs.xls

Electric (Cont'd.)	Addition	Production Statistics	Fuel analysis.xls
	Revision	Production Statistics	GADS XEFORd & UCAP.xls
	Revision	Production Statistics	Unit capability tests.slx and supporting documents heat rates & capabilities.xls
	Revision	Utility Reports – State Gov	Unit heat rate tests.xls test data.slx and support documents
	Addition	Utility Reports – State Gov	IDOR replacement tax, assessed values
	Revision	Utility Statistics	IDOR transfer replacement taxes.xls
	Addition	Utility Statistics	Ames NSL & ISU net imports.xls
	Addition		ICAP Municipal Electric Utility Supplement (data request)
Finance Administration	Addition	Bond Issues	Bond Issues & Supporting Documentation