

COUNCIL ACTION FORM

SUBJECT: RECORDS RETENTION SCHEDULE AMENDMENTS

BACKGROUND:

The City's Records Retention Schedule, originally adopted in 1998, was revised in its entirety 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 to or deleted from a Department or 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:

Updating the Records Retention Schedule will help ensure that City staff provides requested documents in the most accurate and cost-efficient manner.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving the amendments to the City of Ames Records Retention Schedule listed on the attached table.

DEPARTMENT/DIVISION	ADDITION/DELETION/ REVISION	CATEGORY/RECORD TITLE	CHANGE
Animal Control	Addition	Animals	Animal Release Form
	Addition	Animals	Emergency Sheltering & Protective Custody Agreements
	Addition	Finance	Daily hrs worked
Electric	Addition	Miscellaneous	Radiation Safety Program Record
	Addition	MISO - MAPP	MISO Organization of MISO States Long Term Resource Adequacy Survey
	Deletion	Radiation Safety & Reporting	Entire Section
	Deletion	MISO-MAPP	Ames Load at MISO Peak.xls
	Addition	MISO - MAPP	Coincident Demand Projections.xls
	Addition	MISO - MAPP	MAPP Load & Capability Data Request
	Addition	MISO - MAPP	MISO Planning Resource Auction Cost Sharing.xls & supporting documents
	Deletion	Utility Reports – Federal Government	FERC 727, demand response survey & supporting documents
	Deletion	Utility Reports – Federal Government	FERC 728, advanced metering infrastructure survey & supporting documents

DEPARTMENT	ADDITION/DELETION/REVISION	CATEGORY/RECORD TITLE	CHANGE
	Addition	Wind - Recs	IUB MISO/OMS Resource Adequacy Study
	Addition	MISO-Transmission Owner/NITS	MISO – Transmission Owner/NITS
	Addition	MISO- Transmission Onwer/NITS	Network Operating Agreement
Electric Distribution	Deletion	Payroll Documents	Leave Report
	Deletion	Purchasing Records	Budget Amendment Forms
	Addition	Safety	Entry Permit/Atmosphere Test Record
	Revision	Training	Individual Training Records prior to July 1, 2007
	Revision	Training	Individual Training Records July 1, 2007, to Present
	Revision	Training	OSHA Training Prior to July 1, 2007
	Revision	Training	OSHA Training July 1, 2007, to Present
	Revision	Worksheets	Weekly Work Plan June 15, 2009 – January 4, 2013
Finance/Information Services	Deletion	Electronic Back-ups	All Records
	Deletion	General/Miscellaneous	Computer equipment inventory

DEPARTMENT	ADDITION/DELETION/ REVISION	CATEGORY/RECORD TITLE	CHANGE
	Deletion	General/Miscellaneous	Contracts
	Deletion	Telephone	Long distance charges; monthly system costs
	Addition	Backup and Recovery Copies of Electronic Records	Email Server(s)
	Addition	Backup and Recovery Copies of Electronic Records	Financial System
	Addition	Backup and Recovery Copies of Electronic Records	Database Server
	Addition	Backup and Recovery Copies of Electronic Records	File Server(s)
	Addition	Backup and Recovery Copies of Electronic Records	Payroll Year End
	Addition	General/Miscellaneous	Contracts and License Agreements
	Addition	General/Miscellaneous	Depreciation Reports and Records
	Addition	General/Miscellaneous	Information Technology Service Request and Response
	Addition	General/Miscellaneous	Hardware and Software Inventory Records
	Addition	General/Miscellaneous	Design and Implementation Project Files
	Addition	General Miscellaneous	System and Data Documentation

DEPARTMENT	ADDITION/DELETION/REVISION	CATEGORY/RECORD TITLE	CHANGE
	Addition	Telephone	Monthly System Costs
	Addition	Telephone	Telephone Billing Records
Police Administration	Addition	Employees/Staff listing	OSHA 300
	Addition	Employees/Staff listing	OSHA 301
Police/Records	Addition	Video Recordings	Surveillance – City Hall & PD
	Revision	Other	Tow Sheets & Related Audit Documents
Public Works	Addition	Miscellaneous	Construction Project Documents with SRF Financing (Bids, architectural, engineering, any and all outside firms, all contracts, drawings, blueprints, invoices and payment records, payroll for contractors and subcontractors, purchase orders, change orders, and any/all other projects documentation generated from project.)
Water & Pollution Control/Admin and Engineering	Addition	CIP/Construction Projects	Construction Project Documents with SRF Financing (Bids, architectural, engineering, any and all outside firms, all contracts, drawings, blueprints, invoices and payment records, payroll for contractors and

DEPARTMENT	ADDITION/DELETION/ REVISION	CATEGORY/RECORD TITLE	CHANGE
			subcontractors, purchase orders, change orders, and any/all other projects documentation generated from project.)