

## COUNCIL ACTION FORM

**SUBJECT: AMENDMENTS TO THE CITY OF AMES RECORDS RETENTION SCHEDULE**

**BACKGROUND:**

The Records Retention Schedule, intended to answer questions about what documents are to be kept, by whom, and for what period of time, was adopted by Resolution No. 98-143 on April 14, 1998. At that time, it was also determined that any changes to the Schedule would be submitted for approval on a semi-annual basis (in March and September). The following changes are being requested.

### **PURCHASING DIVISION**

1. Change the sequence of sections to keep program activity records together.
2. Delete the Record Title *Leases* as any lease documents that would be retained in the Purchasing Division would relate to a bid, quotation, or proposal and would be part of that record.
3. Under the Record Title *Purchase Orders*, delete the reference to “electronic format.”
4. Under the Record Title *Bids, Quotations, Proposals*:
  - a. Correct typographical/grammatical errors.
  - b. Add “quotations and proposals” to list of what is retained for fleet equipment and buses acted upon by Council.
  - c. Add “quotations and proposals” to list of what is retained for other equipment and service projects acted upon by Council.
  - d. Change retention period for fleet equipment and buses from lifetime to ten years and delete provision to keep until warranty expiration since Purchasing rarely, if ever, has that information.
5. Under the Record Title *Print Shop*, delete “then destroy” for printing charges since that language is inconsistent with the rest of the policy and added City Hall copier reading records.
6. Delete the Record Title *Inter-Departmental Charges* as entries under that category have been deleted or moved to other sections.

7. Under the Record Title *Materials Inventory Records*:
  - a. Delete “paper copies of issue slips; these are no longer used.
  - b. Add “catalogued” to describe type of inventory.
  - c. Delete “then destroy” since that language is inconsistent with the rest of the policy.
  - d. Change the “year-end exception/adjustment record” to “adjustment records,” as there are no adjustment records throughout the year.
  - e. Delete reference to electronic format.
8. Under the Record Title *Procurement Card Records*:
  - a. Delete list of account holders.
  - b. Correct language to make it consistent throughout the policy.
9. Add new Record Title for *Mail* and change “UPS transaction records” to “UPS pick-up records; that is all that is retained in Purchasing

**ALTERNATIVES:**

1. Adopt a resolution approving the amendments, as listed above, to the City of Ames Records Retention Schedule.
2. Deny the request for amendments, as listed above, 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 above, to the City of Ames Records Retention Schedule.

Every department and division has been charged with updating their entries in the Records Retention Schedule. There will be further revisions requested as files inventories are completed.