COUNCIL ACTION FORM

<u>SUBJECT</u>:   AMENDMENTS TO THE CITY'S RECORDS RETENTION SCHEDULE

<u>BACKGROUND</u>:

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.

<u>ALTERNATIVES</u>:

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.

<u>MANAGER'S RECOMMENDED ACTION</u>:

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
Table of Contents	Addition	None	Add Fire - Inspections
	Addition	None	Add Public Works - Administration
	Addition	None	Add Public Works - Airport
	Addition	None	Add Public Works - Engineering
	Addition	None	Add Public Works - GIS Division
	Revision	None	Change WPC Plant to Water & Pollution Control/WPC Plant
City Manager/City Clerk	Revision	Council Proceedings/Council Packets	Change Retention Period to Permanent and indicate electronic
	Revision	Zoning Board of Adjustment/Applications	Change Record Title to read Case Files
	Deletion	Zoning Board of Adjustment/Decisions and Orders	Combined with Case Files
Electric	Revision	Administration/EUORAB	Change Electronic Copy to Yes

Electric (Continued)	Addition	Administration/MISO - MAPP	Add MAPP Committee Dues and Assessments
	Revision	Administration/MISO - MAPP	Change Retention Period to 5 years for MAPP annual hourly load data - 10 year projection
	Revision	Administration/MISO - MAPP	Change Retention Period to 5 years for MAPP Form 3, load & generating capability data
	Revision	Administration/MISO - MAPP	Change Retention Period to 5 years for MAPP, Form 4, load & capability
	Revision	Administration/MISO - MAPP	Change Retention Period to 5 years for MAPP loss of load expectation
	Revision	Administration/MISO - MAPP	Change Retention Period to 5 years for MAPP RCO data request
	Revision	Administration/MISO - MAPP	Change Retention Period to 5 years for MAPP reserve capacity obligation study
	Revision	Administration/MISO - MAPP	Change Retention Period to 5 years for MAPP Schedule B

Electric (Continued)	Revision	Administration/MISO - MAPP	Change Retention Period to 5 years for MISO GADS, GVTC report & supporting documents
	Revision	Administration/NERC - MRO	Add MRO and delete NERC before ERO funding allocation
	Revision	Administration/NERC - MRO	Delete report after NERC long term reliability assessment...
	Revision	Administration/NERC - MRO	Delete report after NERC winter assessment...
	Revision	Administration/Production Statistics	Change the retention period for laboratory analyses reports, coal
	Addition	Administration/Production Statistics	Add GADS XEFORd.xls
	Addition	Administration/Production Statistics	Add Tower water.xls
	Addition	Administration/Production Statistics	Add Laboratory analyses reports, fly ash
	Addition	Administration/Production Statistics	Add Laboratory analyses reports, bottom ash
	Addition	Administration/Production Statistics	Add Laboratory analyses reports, coal ash

Electric (Continued)	Addition	Administration/Production Statistics	Add unit heat rates, operational.xls
	Addition	Administration/Production Statistics	Change unit capability tests.xls to unit capability tests & supporting documents.xls
	Revision	Administration/Production Statistics	Add physical and delete year-end before inventory report & supporting documents
	Revision	Administration/Production Statistics	Add GADS and delete Unit performance.xls
	Revision	Administration/Production Statistics	Delete Unit before GADS events.xls
	Revision	Administration/Production Statistics	Add "s" after unit capability test
	Revision	Administration/Production Statistics	Change retention period to July, 1994 & on
	Addition	Administration/Radiation Safety & Reporting	Add Radiation Safety before Officer activities
	Addition	Administration/Radiation Safety & Reporting	Add Radiation Safety before Officer certification
	Revision	Administration/Radiation Safety & Reporting	Add the word Safety after Procedures
	Revision	Administration/Radiation Safety & Reporting	Add the word Radiation before Safety Program Manual

Electric (Continued)	Revision	Administration/Utility Reports - State Gov	Delete IDOR municipal transfer replacement tax returns & supporting documents
	Revision	Administration/Utility Statistics	Change AMES & ISU hourly load.xls to AMES & ISU hourly loads.xls
	Revision	Administration/Utility Statistics	Delete data, 2010 after AMES & ISU hourly load
Fire Department	Revision	Building Inspection/Commercial Plans	Change Retention Period from five years to 180 days from date of completion of permitted work
Library	Revision	Administrative/Security Digital Video Recordings	Change to 14 days minimum
Parks & Recreation	Addition	Facilities	Add Daily Attendance Log
	Addition	Facilities	Add Daily Schedule Book
	Addition	Facilities	Add Facility Pass Sales
Planning & Housing	Addition	Rental Assistance Program	Add Section 8 Fraud Files (No Money Owed)
Public Works	Addition	Administration	Add Payroll Timesheets/Leave Slips, and Meal Reimbursements

Public Works (Continued)	Addition	Administration	Staff Correspondence, Miscellaneous (Not Project-Specific)
	Addition	Administration	Veterans' Memorial Brick Requests (Purchases and Donations)
	Addition	Airport	Add Grant Agreements
	Addition	Airport	Add Master Plan
	Addition	Airport	Add Service Contracts
	Addition	Engineering/Miscellaneous	Add Address Changes
	Addition	Engineering/Miscellaneous	Add Block Party Permits & Parking Waivers
	Addition	Engineering/Miscellaneous	Add Construction Project Files (DOT-Let Projects)
	Addition	Engineering/Miscellaneous	Add Construction Project Files (Non-DOT-Let Projects)
	Addition	Engineering/Miscellaneous	Add Daily Diaries or Logs
	Addition	Engineering/Miscellaneous	Add Driveway/Curb Cut Permits
	Addition	Engineering/Miscellaneous	Add MSDS Sheets
	Addition	Engineering/Miscellaneous	Add Oversize Load Permits

Public Works (Continued)	Addition	Engineering/Miscellaneous	Add Reserved Parking Contracts & Meter Hood Rentals
	Addition	Engineering/Miscellaneous	Add RFPs and RFQs - Non-CIP-Related
	Addition	Engineering/Miscellaneous	Add Right-of-Way Permits
	Addition	Engineering/Miscellaneous	Add Stormwater Site Inspections
	Addition	Engineering/Miscellaneous	Add Studies/Surveys
	Addition	Engineering/Miscellaneous	Add Subdivision Plans
	Addition	Engineering/Miscellaneous	Add Subdivision Stormwater Calculations
	Addition	Engineering/Miscellaneous	Add Municipal Separate Storm Sewer Permit
	Addition	Engineering/Miscellaneous	Add National Pollution Discharge Elimination System (NPDES) General Permit #2 Inspections
	Addition	Engineering/Miscellaneous	Add MS4 Annual Report
	Addition	Engineering/Miscellaneous	Add COSESCO
	Addition	Engineering/Miscellaneous	Storm Water Pollution Prevention Plans (SWPPPs) for construction sites

Public Works (Continued)	Addition	GIS	Add Aerial Photography
	Addition	GIS	Add As-Built and Recod Drawings to City Buildings
	Addition	GIS	Add Benchmark Books
	Addition	GIS	Add Plat books
	Addition	GIS	Add Plats of City-Owned Property
	Addition	GIS	Add Survey Notes
	Addition	GIS	Add Topography Maps and Data Sets
	Addition	GIS	Add Utility Location Data Sets
	Addition	GIS	Add Utility Strip Maps
Water & Pollution Control	Addition	Laboratory Services/Quality Assurance/Method Renewal List	New Category/Record Title
	Addition	Safety/Material Safety Data Sheets, Current/Archived	New Category/Record Title
	Addition	Safety/Safety Programs - videos, chemical, hygiene plan	New Category/Record Title

Water & Pollution Control (Continued)	Addition	Standard Operating Procedure/Department policies, analysis procedures, sampling procedures, miscellaneous	New Category/Record Title
	Addition	Equipment Manuals, EPA methods, Standard Methods, Hach procedures, organic & inorganic text books, math text books, computer manuals	New Category/Record Title