

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 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:

It is very important to keep the City's records retention schedule up to date.

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

DEPARTMENT/DIVISION	ADDITION/DELETION/ REVISION	CATEGORY/RECORD TITLE	CHANGE
Electric	Addition	Administration/Contracts - Transmission	Add CIPCO Interconnection Agreement
	Revision	Administration/NERC - MRO	Change Retention Period to 5 years for NERC Membership Form
	Deletion	Administration/Environmental Reports – State	Delete Annual CEM RATA tests
	Deletion	Administration/Environmental Reports – State	Delete DNR – Stack Tests
	Deletion	Administration/Environmental Reports – State	Delete State mandated mercury stack tests
	Addition	Administration/Environmental Reports – State	Add DNR – Ash system baghouse test
	Addition	Administration/Environmental Reports – State	Add DNR – Baseline boiler combustion tests
	Addition	Administration/Environmental Reports – State	Add DNR – Rata tests
	Addition	Administration/Environmental Reports – State	Add DNR – Stack tests, Unit 7 & Unit 8
	Addition	Administration/Environmental Reports – State	Add DNR – Stack tests, Mercury

DEPARTMENT/DIVISION	ADDITION/DELETION/ REVISION	CATEGORY/RECORD TITLE	CHANGE
Electric (Continued)	Addition	Administration/Environmental Reports – State	Add DNR – Stack tests, GT2
	Addition	Administration/Environmental Reports – State	Add DNR – Stack tests, Unit 8 Construction Permit
	Revision	Administration/Payroll Records	Payroll – time sheets, vacation slips/change electronic to yes
	Addition	Administration/Environmental Reports - Fed	Add Greenhouse Gas Reporting
	Revision	Administration/Contracts - Energy	Change Bi-Lateral Power Agreements to MEC Power Purchase and Sale Agreement