

COUNCIL ACTION FORM

SUBJECT: RECORDS RETENTION SCHEDULE AMENDMENTS

BACKGROUND:

The City's Records Retention Schedule, originally adopted in 1998, was revised in its entirety and adopted by Council resolution on July 12, 2011. The purpose of mandatory compliance with the Records Retention Schedule is to enable the City's Records Stewards to provide requested documents to the public and to 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 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 to the City's Records Retention Schedule as listed on the attached table.
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, thereby adopting a resolution approving the amendments to the City's Records Retention Schedule as listed on the attached table.

DEPARTMENT/DIVISION	ADDITION/DELETION/ REVISION	CATEGORY/RECORD TITLE	CHANGE
Electric	Addition	Environmental Miscellaneous – Federal	Mercury and Air Toxics Standards (M.A.T.S.)
	Addition	Environmental Miscellaneous – Federal	Cross State Air Pollution Rule (C.S.A.P.R.)
	Addition	Environmental Miscellaneous – Federal	COA – Sep Ash Site Assessment (August 20, 2012)
	Addition	Environmental Miscellaneous – Federal	Miscellaneous EPA Correspondence
	Addition	Environmental – Miscellaneous - State	N.O.V.
	Addition	Environmental – Miscellaneous -State	Miscellaneous DNR Correspondence
	Addition	Environmental – Miscellaneous -State	Fuel Oil Spill, Dayton Avenue Substation (September 2010)
	Addition	MISO – MAPP	AMES Load at MISO Peak.xls
	Addition	Miscellaneous	Miscellaneous Inquiries & Submittals
	Revision	Environmental Reports – State – DNR-Ash system baghouse test	Change Retention Period to Life of Plant
	Deletion	Contracts – Miscellaneous	IAMWIND
	Deletion	MISO – MAPP	MAPP reserve capacity obligation study
	Deletion	NERC – MRO	MRO load serving entity funding & supporting documents
	Deletion	Radiation Safety & Reporting	Equipment instruction manuals

	Deletion	Utility Reports – Fed Gov	EIA 906, power plant report & supporting documents