

ITEM #: 4
DATE: 12-17-24
DEPT: ADMIN

COUNCIL ACTION FORM

SUBJECT: **RECORDS RETENTION SCHEDULE**

BACKGROUND:

The City's Records Retention Schedule outlines requirements to preserve certain records for various lengths of time, depending on the nature of the record. The schedule balances the importance of retaining each type of record for future reference with the resources required to catalog, store, and maintain a considerable volume of papers. The existing schedule, originally adopted in 1998, was revised in its entirety on July 12, 2011, and the most recent updates occurred in 2014.

City staff initiated a review of the schedule, utilizing a template provided by the Iowa League of Cities. The Iowa League schedule provides functional categories common to a majority of Iowa municipalities. The recommended retention periods take into account requirements of the *Code of Iowa*, the Iowa Administrative Code, and Federal Law, and is revised as these state and federal regulations change. In addition, the Iowa League schedule allows for customization for unique records and requirements specific to the City of Ames.

Staff consulted with several peer cities and found that they have adopted schedules based on the Iowa League template as well. A draft Records Retention Schedule has been prepared and is attached for the Council's consideration. If approved by the City Council, the new Records Retention Schedule would go into effect on January 1, 2025.

ALTERNATIVES:

1. Adopt the attached City of Ames Records Retention Schedule, effective January 1, 2025.
2. Do not approve the attached Records Retention Schedule.
3. Refer this item to staff for further information.

CITY MANAGER'S RECOMMENDED ACTION:

Adopting the schedule provided by the Iowa League of Cities, with local modifications, 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, as described above.

ATTACHMENT(S):

[FINAL 2025 Records Retention Manual.pdf](#)