

# Municipal Records Retention Schedule

See also the [General Records Retention Schedule](#).

## Using this Records Retention Schedule

Everyday local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

## What is a Record?

A " **record** " is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

## Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.

- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

### **The Value of Local Government Records**

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records.

Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

### **Statutory Authority for Establishing Records Retention Requirements**

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups.

Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

### **Application of the Records Retention Schedule**

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at <http://www.sos.mo.gov/archives/localrecs/schedules>.

### **Destruction of Records**

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

### **Preservation of Permanent Records**

A fundamental, yet often neglected obligation of local government is to care for its permanent records-in this case, some of the records that it generates and receives. The

records that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a record's medium-paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept-temperature, humidity, light, and air-determines the severity and rate of its deterioration.

By microfilming older, deteriorating, but permanently valuable records, local governments can generate durable copies for research and prevent further damage or deterioration of the original. When filmed, processed, and maintained to archival specifications, the master negative will ensure that permanently valuable records are preserved for generations to come.

*The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.*

### **A Note about Electronic Records**

Permanent records that exist solely in electronic form (CDs, magnetic tape, floppy disks, hard drives, etc.) are in danger of becoming inaccessible. Media decay, hardware and software obsolescence are real threats to the continued preservation and accessibility of essential records. Periodic migration and transfer to a stable preservation media such as microfilm must be implemented if local government is to fulfil its statutory responsibility for maintaining permanent records.

### **Modifications and Additions**

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

**For further information on any records management or preservation issue, please contact:**

Missouri Secretary of State  
Local Records Preservation Program  
PO Box 1747, Jefferson City, MO 65101-1747  
Telephone: (573) 751-9047  
Fax: (573) 526-3867

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# Municipal Records Retention Schedule

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See also the [General Records Retention Schedule](#).

	<i>Record Series Title</i>	<i>Retention</i>
	<b>ADMINISTRATIVE RECORDS</b>	
(0001)	<b>ACCIDENT REPORT FILES</b> Includes reports describing accidents involving city employees resulting in personal injury. May also include copies of Workers' Compensation claims.	UNTIL CASE IS CONCLUDED AND 5 YEARS AFTER.
(0002)	<b>ADVERTISING AND TRANSMITTAL FILES</b> See Administrative Records-Public Notices.	
(0003)	<b>ANNEXATION RECORDS</b> Includes records used to annex property into city boundaries. Files usually contain correspondence citizens' petitions, maps, and official annexation action.	6 YEARS AFTER RECORDED IN MINUTES.
(0004)	<b>APPOINTMENT FILES</b> Lists appointments of individuals by the Mayor and/or Board or Council to various boards, commissions and committees. (See ADMINISTRATIVE RECORDS-OATHS OF OFFICE.)	5 YEARS AFTER RECORDING IN MINUTES.
(0005)	<b>AUDIT REPORTS FILE</b> Reports prepared by internal or external auditors examining and verifying the city's financial activities. Includes statements of receipts and disbursements for every department and established fund of the city. Audit investigation reports and annual financial statements may be included.	PERMANENT - FOR FISCAL AND HISTORICAL PURPOSES. DESTROY WORKING PAPERS & SUPPORTING DOCUMENTS 5 YEARS AFTER AUDIT, UNLESS REQUIRED FOR FEDERAL AUDIT, THEN

	Used for fiscal analysis and evaluation.	RETAIN FOR LONGEST PERIOD REQUIRED.
(0008.2)	<b>BUDGET ADJUSTMENTS</b> Records documenting the transfer of or supplemental appropriation to departmental monies during the fiscal year.	5 YEARS
(0009)	<b>CENSUS REPORT</b> Population figures and other information by census tract and block, gathered by the U.S. Bureau of Census. May also include maps.	10 YEARS OR UNTIL SUPERSEDED BY NEXT REPORT. NON-CURRENT CENSUS REPORTS CAN BE OBTAINED FROM STATE LIBRARY OR STATE OFFICE OF ADMINISTRATION.
(0011)	<b>CITY CHARTER</b> Includes the constitution and by-laws of the city, for those municipalities authorized and approved for charter forms of government. Also includes charter amendments.	PERMANENT - FOR HISTORICAL PURPOSES
(0012)	<b>CITY SEAL</b> Current and past official city seals.	PERMANENT
(0013)	<b>CIVIL DEFENSE FILES</b> Consist of an approved plan for natural and nuclear disasters. Also includes supporting papers such as nuclear evaluation plans, emergency reserve plans, medical treatment plans and notification plans made in conjunction with area hospitals. May also include fallout shelter files and disaster plans for emergency situations. (NOTE: A "Disaster Plan for Vital Records" manual is available from the State Records Management Division of the Secretary of State's office. "VITAL RECORDS" - See introduction for further guidance.)	PERMANENT UNTIL UPDATED OR SUPERSEDED.
(0014)	<b>COMPLAINT FILES</b> Include citizen "complaints" about service, maintenance, repairs, etc. May also include requests for service from	5 YEARS AFTER ACTION IS COMPLETE

citizens. See Personal Records-  
Affirmative Action Plans File (1101)

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| 0015)    | <b>CONTRACTS AND AGREEMENT FILES</b><br>Files consist of original signed contract agreements with parties providing city services or having other legal relationships with the city, including options to purchase property. May also include leases, rental schedules, specifications, bids awarded and attached copies of payments, receipts, and other supporting papers used in managing the contract. (NOTE: "VITAL RECORDS" - See introduction for further guidance.) | <b>EXPIRATION OF CONTRACTS OR AGREEMENTS, PLUS 10 YEARS FOR CAPITAL IMPROVEMENTS, AND 3 YEARS AFTER COMPLETION OF AUDIT FOR SERVICE AND SUPPLIES.</b> |
| (0015.1) | <b>MAINTENANCE GUARANTEE BONDS (PRIVATE DEVELOPMENT)</b>  | <b>TERM OF CONTRACT, PLUS TERM OF BOND, PLUS 4 YEARS.</b>   |
| (0015.2) | Property Option to Purchase Records<br>See Administrative Records--Contracts and Agreement files  |   |
| (0017)   | <b>DEEDS</b><br>Original deeds providing evidence of city ownership of property. Generally includes name, addresses of grantor or grantee, description of property, date property was transferred or granted, cross-referenced volume, page number of recorder's plat books and signature confirming transaction. NOTE: VITAL RECORDS: See introduction for further guidance. See CEMETERY RECORDS - DEED BOOKS FOR BURIAL LOTS, DEPARTMENT FILES AND REPORTS               | <b>PERMANENT - FOR ADMINISTRATIVE AND LEGAL PURPOSES</b>  |
| (0018)   | <b>TRUST FUND FILES</b><br>Documents relating to the acquisition of property by the city through wills or donations by private citizens and businesses. May include copies of wills, correspondence and records stating and documenting specific use of the funds or other property.  | <b>DURATION OF TRUST OR DURATION PLUS 5 YEARS. EVALUATE FOR HISTORICAL PURPOSES.</b>  |

(0019)	<p>DISASTER PLANS See ADMINISTRATIVE CIVIL DEFENSE FILES</p>	
(0019a)	<p>EASEMENTS OR EQUIVALENTS (PUBLIC RIGHTS OF WAY) Includes documents executed by property owners granting the city rights of access to the property for public works or other municipal purposes. Includes names of parties, purposes and terms of access and terms of easement. Used to provide legal access to enter or modify private property. NOTE: VITAL RECORDS: See introduction for further guidance.</p>	<p>PERMANENT - FOR ADMINISTRATIVE AND LEGAL PURPOSES</p>
(0020)	<p>EMPLOYEE SUGGESTION FORMS Records for "employee suggestion", "good idea" and "action needed" programs.</p>	<p>DESTROY WHEN NO LONGER OF ADMINISTRATIVE VALUE</p>
(0021)	<p>EQUIPMENT INVENTORY Inventories of all city owned equipment and physical property. Includes inventories of vehicles giving vehicle number, year, model, make, manufacturer's identification number, gross vehicle weight rating, engine, body type, date purchases, vendor, cost, tire size and tag number. Descriptions of other equipment inventories include quantity, description, make, model number, serial number, date purchases, unit cost, invoice number, vendor and signature of responsible custodian.</p>	<p>NON-EXPENDABLE RETAIN UNTIL SUPERSEDED EXPENDABLE RETAIN FOR 2 YEARS.</p>
(0021.1)	<p>FIXED ASSET INVENTORY UPDATE FORMS Lists additions, deletions or information changes to the city's personal property inventory file.</p>	<p>5 YEARS</p>
(0022)	<p>FRANCHISES-UTILITIES, CABLE TV, ETC. These files include franchises granted by the city to utility companies or other non-public organizations permitting them to provide services within the city.</p>	<p>5 YEARS AFTER CANCELLATION OR EXPIRATION OF FRANCHISE.</p>

NOTE: VITAL RECORDS: See introduction for further guidance.

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| (0024) | <b>HISTORIC PRESERVATION FILES</b><br>These files include records relating to historical preservation programs and projects in the city. The records consist of files used in the restoration of individual historical structures or restoration projects encompassing an entire area of the city. Correspondence, plans and studies, progress reports, and grant records are often included. | <b>PERMANENT FOR HISTORICAL PURPOSES.</b>  |
| (0025) | <b>INCORPORATION RECORDS</b><br>These files include all records relating to the incorporation of a municipality. NOTE: VITAL RECORDS: See introduction for further guidance.  | <b>PERMANENT FOR HISTORICAL PURPOSES. WHERE CITIZEN PETITIONS ARE INVOLVED ONLY ONE SAMPLE NEED BE RETAINED.</b> |
| (0026) | <b>INSURANCE POLICIES</b><br>Files consist of signed original copies of all insurance policies, including property, flood insurance, workers' compensation, motor vehicle and liability policies. May also include endorsements and premium rate change to the policies. NOTE: VITAL RECORDS: See introduction for further guidance.  | <b>5 YEARS AFTER EXPIRATION.</b>   |
| (0027) | <b>INSURANCE POLICY CLAIMS FILE</b><br>These files include documentation used in paying employee health and death benefit claims. Includes insurance claim forms, copy of hospital, physician, ambulance and medication bills, death and birth certificates, correspondence, beneficiary information and other supporting papers used in processing the claim.                                | <b>RESOLUTION OF CLAIM PLUS 10 YEARS.</b>  |
| (0028) | <b>LAND TRUST PROPERTY RECORD</b>   | <b>7 YEARS</b>   |
| (0029) | <b>LANDFILL FILES</b><br>May include studies, costs, appraisals, testing, regulations, applications and   | <b>PERMANENT</b>   |

reports of local, state or federal agencies.

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| (0029a) | LANDFILL FILES CERTIFICATE OF INSURANCE<br>Certificate is used to verify that a hauler has insurance coverage and indicates amount of coverage. They are submitted annually by the company and have an annual expiration date. | COA   |
| (0000)  | LEASES<br>See ADMINISTRATIVE RECORDS-CONTRACTS AND AGREEMENTS  |   |
| (0030)  | LEGAL OPINIONS<br>File usually contains legal opinions of city attorney and/or attorney general opinions requested by the municipality or pertinent to the operations thereof.   | OPINIONS UNTIL SUPERSEDED LEGAL OPINIONS MAY BE USEFUL IF A MUNICIPALITY NEEDS TO LOCATE AN INTERPRETATION OF THE LAW APPLICABLE TO A PARTICULAR TIME. THESE OPINIONS SHOULD BE RETAINED IN A SUPERSEDED FILE FOR FUTURE REFERENCE. |
| (0031)  | LITIGATION CASE FILES  | 22 YEARS FROM LAST CORRESPONDENCE (LAST ADDITION TO FILE OTHER THAN INQUIRIES. COVERS CASES INVOLVING MINORS (21 YEARS) PLUS ONE YEAR   |
| (0032)  | MAINTENANCE RECORDS<br>All maintenance records pertaining to buildings, vehicles or equipment owned or leased by the municipality. Includes public works, et al apparatus test record and energy management.                   | BUILDINGS - 10 YEARS. VEHICLES AND EQUIPMENT - LENGTH OF OWNERSHIP  |
| (0036)  | OATHS OF OFFICE<br>Include oaths of office for elected and appointed officials. May be filed separately or under appointment files.  | TERM OF ELECTED OR APPOINTED OFFICIAL.  |

See ADMINISTRATIVE RECORDS-  
APPOINTMENT FILES

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| (0037)  | <b>ORDINANCES, REPEALED<br/>ORDINANCES AND RESOLUTIONS</b><br>Consist of copies of resolutions including dates of adoption and signatures some times with supporting material. Also may include documentation relating to ordinances and action of City Council. Ordinances include ordinance number, title, text, date passes and signatures. Resolutions and ordinances may relate to a variety of subjects such as new appointments, contract and agreement amendments, tax levies, alcohol licenses, zoning and many other issues relevant to municipal business. NOTE: VITAL RECORDS - See introduction for further guidance. | 1 YEAR IF RECORDED IN MINUTE RECORDS OR BOOKS IN ENTIRETY. HOWEVER, IF THAT IS NOT THE CASE, RETAIN RESOLUTIONS AND ORDINANCES PERMANENTLY FOR ADMINISTRATIVE AND LEGAL PURPOSES. WRITTEN REQUESTS FOR ORDINANCES AND RESOLUTIONS MAY BE RETAINED FOR 5 YEARS IF REQUIRED BY LOCAL CHARTER. |
| (0038)  | <b>PERMITS AND LICENSES<br/>RECORDS</b><br>All licenses and permits issued by municipality except space building and construction permits. Records include permits or licenses to operate facilities, taxis and retail establishments, to solicit, to display banners, to operate taxis, to have yard sales, to use parks or other public facilities to hold a parade, or use of loud speakers, etc. See BUILDING (CODES) INSPECTION RECORDS<br>See ANIMAL CONTROL RECORDS   | 5 YEARS AFTER EXPIRATION OF PERMIT OR LICENSE.  |
| (0038a) | <b>CONDITIONAL USE PERMIT<br/>APPLICATION</b>  | APPLICATION--5 YEARS,<br>PERMIT--PERMANENT  |
| (0039)  | <b>PETITIONS</b><br>Consists of petitions signed by citizens requesting action by the city. Petitions state the issue of concern and list the names of citizens. Includes petitions of initiative, referendum, recall, vacation of public rights-of-way, etc. See ADMINISTRATIVE RECORDS-<br>ORDINANCES AND RESOLUTIONS  | 5 YEARS. RETAIN VACATION OF PUBLIC-RIGHTS-OF-WAY ALONG WITH ORDINANCES.   |
| (0000)  | <b>PLAT RECORDS</b>  |   |

See ADMINISTRATIVE RECORDS-  
MAPS AND PLATS FILES

See ADMINISTRATIVE RECORDS -  
ORDINANCE

See ADMINISTRATIVE RECORDS -  
CONTRACT

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| (0040) | POLICY, PROCEDURES, RECORDS<br>AND REGULATIONS<br>Includes internal rules and regulations<br>of the municipality sometimes separated<br>by departments. Often is published in<br>manual format or booklets. May include<br>step-by-step procedures used as training<br>manual for job functions. May also<br>include policies for vacation pay, hiring,<br>firing, employee safety and other<br>personnel matters. | PERMANENTLY AS<br>UPDATED AND REVISED  |
| (0043) | PROCLAMATIONS<br>All official proclamations issued by the<br>mayor, board or council.  | 1 YEAR AFTER<br>RECORDED IN OFFICIAL<br>MINUTES. IF NOT IN<br>MINUTES, RETAIN<br>PERMANENTLY.  |
| (0015) | PROPERTY OPTION TO PURCHASE<br>RECORDS<br>See ADMINISTRATIVE RECORDS-<br>CONTRACTS AND AGREEMENT<br>FILES  |  |
| (0044) | PUBLIC HEARINGS/MEETINGS<br>(magnetic tapes)<br>a. PUBLIC HEARINGS<br>All public hearing records and<br>testimony presented to the city board or<br>council or authorized board, committees<br>or commissions such as planning and<br>zoning commissions, park boards, etc.<br>b. MEETINGS<br>Includes meeting of all city boards,<br>councils, commissions and committees.  | 1 YEAR AFTER<br>RECORDING IN OFFICIAL<br>MINUTES REGARDLESS<br>OF FORMAT (TYPED,<br>MAGNETIC TAPE, VIDEO<br>TAPE, ETC.) IF NOT<br>RECORDED IN OFFICIAL<br>MINUTES, RETAIN<br>PERMANENTLY |
|        | RIGHT-OF-WAY AGREEMENTS<br>See ADMINISTRATIVE RECORDS-<br>CONTRACTS AND AGREEMENTS<br>FILES (0015)   |  |
| (0047) | TITLES TO VEHICLES AND   | LENGTH OF OWNERSHIP  |

**EQUIPMENT**

Includes certificates of titles to city owned motor vehicles and equipment providing proof of ownership. May also include make and model, serial number and other identifying information.

NOTE: VITAL RECORDS: See introduction for further guidance.

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| (0048)   | <b>INDEX OF FILES</b><br>Index listing of files often by major categories of records.  | UNTIL SUPERSEDED OR REVISED   |
|          | <b>WAGE DETERMINATION SURVEYS</b><br>See PERSONNEL-POSITION DESCRIPTIONS (1108)  |   |
|          | <b>ZONING CHANGE REQUESTS</b><br>See ADMINISTRATIVE RECORDS, ORDINANCES AND RESOLUTIONS (0037)   |   |
| (0049)   | <b>INVENTORY-ACCOUNTABLE FORMS AND MATERIALS, ETC.</b><br>Unissued stocks of licenses, permits, tags, etc.   | UNTIL ISSUED OR 2 YEARS AFTER SUPERSEDED OR OUTDATED  |
| (0050)   | <b>INVENTORY-RECORD OF ACCOUNTABLE FORMS AND MATERIALS, ETC.</b>   | UNTIL SUPERSEDED  |
| (0051)   | <b>ORDINANCES/RESOLUTIONS AND BOARD ACTION-WRITTEN REQUEST</b><br>See ORDINANCES AND RESOLUTIONS (0037)  |   |
| (0052)   | <b>CLAIMS (INSURANCE) AGAINST CITY</b><br>Damage and Injury Claims other than employees; citizens, contractors and others.   | 10 YEARS AFTER CLAIM IS CONCLUDED   |
| (0052.1) | <b>DAMAGE AND LOSS REPORT-CITY PROPERTY</b><br>Record of damage and loss attributable to theft, arson, vandalism, employee negligence, defective equipment, damage to structures and buildings, money and security losses, vehicle | 5 YEARS FOR ALL REPORTS OF MINOR NATURE. IF SUBJECT TO LEGAL ACTION, RETAIN BY LEGAL DEPARTMENT AS PART OF LITIGATION CASE FILE VOLUNTEER |

	accidents where vehicles not owned by the city are involved in collisions with the city-owned property (e.g. fixed projects.) See ADMINISTRATIVE RECORDS-LITIGATION CASE FILES (0031)	LIABILITY WAIVERS
(0053)	SERVICE REPORT TO ACTION CENTER OR DESIGNATED DEPARTMENT Service reports initiated by department to establish the status of requested service.	2 YEARS
(0054)	COUNTY RECORDING (OFFICIAL) PLATS ORDINANCES, CONTRACTS, ORDINANCES, CONTRACTS, ETC. Register of official recording activity with County Recorders and Secretary of State. NOTE: VITAL RECORDS: See introduction for further guidance.	PERMANENTLY
(0056)	WORK ASSIGNMENTS AND SCHEDULES	3 YEARS
(0057)	LOST AND FOUND List of articles turned into office. Also includes date found, date released or other disposition.	5 YEARS, INCLUDING AUDIT
(0058)	LOG/JOURNAL Daily, weekly or monthly report that indicates work received, work completed, documents processed, items issued, etc.	3 YEARS. EVALUATE FOR HISTORICAL PURPOSES
<b>ANIMAL CONTROL RECORDS</b>		
(0101)	ANIMAL BITE RECORDS Includes type of animal inflicting bite, animal's owner, animal's history, name and address of patient, date bitten, location of wound(s) , attending physician, treatment and results of observation of animal for signs of rabies.	2 YEARS AFTER BITE REPORT
(0102)	ANIMAL CONTROL CARDS	2 YEARS

Case history cards maintained on all animals received at the shelter. Cards usually indicate a record of capture, identifying information, animal's condition, whether animal is claimed or unclaimed, and disposition of case.

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| (0103)                        | <b>DAILY ACTIVITY REPORTS</b><br>Reports completed by animal control officers detailing activities and operations of the Department. Reports include officer's name, case number, animal control care number, name of owner, reason for action, actions taken according to city animal control ordinance, date and fee. May also include authorization for release of animal. | <b>2 YEARS</b>   |
| (0104)                        | <b>INVESTIGATION LOGS AND REPORTS</b><br>A chronological record of investigation incidents and cases handled by animal control officers giving the location of capture, action taken and other information. May also include case number and by whom case was initiated.  | <b>2 YEARS</b>   |
| (0105)                        | <b>PET AND ANIMAL LICENSES OR PERMITS</b><br>All licenses and/or permits issued by the city where ordinances require.   | <b>5 YEARS AFTER EXPIRATION</b>                                    |
| (0107)                        | <b>ANIMAL CONTROL ENUMERATION RECORDS</b><br>Periodic count and registration of all animals and pets in City subject to immunization and licensing by City.   | <b>3 YEARS</b>   |
| (0108)                        | <b>OWNERSHIP VERIFICATION RECORDS-ANIMALS</b><br>Records necessary to reclaim an animal when a summons has been issued.   | <b>2 YEARS AFTER COURT DATE</b>                                    |
| <b>BUILDING CODES RECORDS</b> |   |  |
| (0201)                        | <b>BLUEPRINTS AND SPECIFICATIONS FILE</b><br>Usually includes blueprints and specifications submitted by building   | <b>2 YEARS AFTER COMPLETION OR STRUCTURE FOR RESIDENTIAL &amp;</b> |

	contractors when applying for a building permit for new construction. Used in determining code compliance and enforcement of city building codes.	SMALLCOMMERCIAL STRUCTURES LIFE OF STRUCTURE FOR APARTMENT BUILDINGS AND LARGE COMMERCIAL STRUCTURES
(0202)	<p><b>BUILDING PERMIT APPLICATIONS AND PERMITS</b></p> <p>Includes applications from property owners to erect new structures or make structural modifications to existing structures, and municipal permits allowing the construction. Applications may contain same, address and telephone number of owner, contractor and architect; location of building; class of work; type and cost of building, zoning information; topographical compliance data such as land surveys; and signature of owner. May also include required inspections prior to issuance of business permits such as foundation, frame and final inspections, with data remarks and signatures of inspectors; denial appeals; acceptance card; and certificate of occupancy.</p>	PERMITS ISSUED-PERMANENT. REJECTED OR REFUSED APPLICATIONS FOR PERMITS-3 YEARS
(0202a)	<b>ROOFING PERMIT APPLICATIONS:</b>	3 YEARS
(0203)	<p><b>BUILDING PERMIT LOG BOOKS</b></p> <p>Usually includes permit number, name of owner, cost of construction, permit date and receipts.</p> <p><b>BUILDING PERMIT RECEIPT BOOKS FILE</b></p> <p>See FINANCIAL ACCOUNTING RECORDS-RECEIPT BOOKS (0719)</p>	PERMANENTLY-FOR ADMINISTRATIVE AND HISTORICAL PURPOSES
(0204)	<p><b>BUILDING TRADES CERTIFICATION FILE</b></p> <p>Records used by cities to grant licenses to building trades desiring to work within the city. Includes applications or registrations, fees, examinations and certificates licensing electricians, plumbers, and gas installers to work</p>	UNTIL INACTIVE, PLUS 5 YEARS. INACTIVE APPLICATIONS INCLUDE REJECTED APPLICATIONS

within the city limits.

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| (0205) | <b>CERTIFICATES OF OCCUPANCY FILE</b><br>Certifies that a building complies with the minimum standards required by State and Local laws. Often includes building name, location, city, occupancy, classification land limitation, date issued and fee. May also include construction permits and fees schedules.    | <b>PERMANENT UNTIL SUPERCEDED</b>  |
| (0206) | <b>CONTRACTORS LICENSING FILE</b><br>Usually includes application for license giving statement of intent and purpose of business, company name, education, professional or technical license, experience and type of license. May also include actions by the certification board.                                  | <b>UNTIL INACTIVE, PLUS 5 YEARS</b>  |
| (0207) | <b>DANGEROUS BUILDING FILES</b><br>Records relating to the -demolition and boarding of buildings deemed unfit for human habitation by the building Inspection Department. Usually include building reports, letters to property owners, and demolition documents. May also include contracts and payment documents. | <b>5 YEARS AFTER DEMOLITION IF DEMOLISHED BY CITY AND EXTENDED UNTIL CLAIM SATISFIED. IF CLAIM ARISES IN FIRST 5 YEARS. ALL OTHER DEMOLITIONS BY OWNERS OR BOARDING OF BUILDINGS BY CITY OR OWNER-1 YEAR AFTER BUILDING DEMOLISHED OR DECLARED SAFE.</b> |
|        | <b>MAPS AND PLATS FILE</b><br>See PLANS AND ZONING-MAPS AND PLATS FILE (1202)   |  |
| (0208) | <b>MONTHLY REPORTS OF BUILDING PERMITS ISSUED FILE</b><br>Usually consists of a monthly report compiled for the U.S. Bureau of the Census on the number of residential and commercial building starts issued and local public construction. Report shows new housekeeping residential buildings,                    | <b>3 YEARS</b>   |

	new non-housekeeping residential building demolitions, new non-housekeeping residential building publicly owned, additions, alterations and individual permits over \$500,000.	
(0209)	<p>PLUMBING, ELECTRICAL, BLASTING, EXCAVATING, GAS PERMITS AND OTHER BUILDING RELATED PERMITS AND LOG BOOKS</p> <p>Permits bought in order to complete work authorized by customers. Includes date, permit number, name of party to whom issued, location, fee, owner, agent, tenant and work description. May also include inspection data, notes of compliance, and inspector's name.</p>	5 YEARS AFTER PERMIT EXPIRES
(0210)	<p>STANDARDIZED BUILDING CODES</p> <p>Includes printed code books containing standard codes which are used in the enforcement of building construction by city building inspectors.</p>	PERMANENTLY AS REVISED AND UPDATED-FOR ADMINISTRATIVE, LEGAL AND HISTORICAL PURPOSES
(0211)	<p>STREET ADDRESS LOGS</p> <p>Master list of current streets and house numbers. Includes street number and lot number.</p>	UNTIL SUPERSEDED OR NO LONGER NEEDED FOR REFERENCE
(0212)	<p>STREET INFORMATION CARD</p> <p>A reference card giving directions to the street, street name, city and vicinity.</p>	UNTIL SUPERSEDED OR NO LONGER NEEDED FOR REFERENCE
(0214)	<p>BILLBOARD PERMITS</p> <p>SIGN AND BANNER PERMITS</p>	<p>LIFE OF STRUCTURE PLUS 5 YEARS</p> <p>5 YEARS AFTER EXPIRATION</p>
(0215)	CERTIFICATE OF COMPLIANCE-BUILDING CODES	UNTIL SUPERCEDED
(0217)	BUILDING CODE INSPECTION AND ENFORCEMENT	5 YEARS AFTER DEFECTS ARE CORRECTED
(0218)	<p>ELEVATORS CODE INSPECTION AND ENFORCEMENT</p> <p>Includes City Inspector's Report of</p>	5 YEARS AFTER RECORDED DEFECTS ARE CORRECTED

- Inspection and addendum thereto, including Reports of Subsequent Inspections on a specific elevator unit and related correspondence, notices, etc.
- (0219) MECHANICAL CODE INSPECTION AND ENFORCEMENT 5 YEARS AFTER RECORDED DEFECTS ARE CORRECTED  
Includes City Inspector's Report of Inspection and addendum thereto, including Reports of Subsequent Inspections on a specific unit subject to mechanical inspection by City and related correspondence, notices, etc.
- (0220) PLUMBING CODE INSPECTION AND ENFORCEMENT 5 YEARS AFTER RECORDED DEFECTS ARE CORRECTED  
Includes City Inspector's Report and addendum thereto, including reports of initial installations inspection and subsequent inspection visits required by the City Plumbing Code and related correspondence, notices, etc.
- (0221) PROPERTY MAINTENANCE CODE INSPECTION AND ENFORCEMENT 1) PERMANENT UNTIL SUPERCEDED 2)IF THERE ARE DEFECTS NOTED, RETAIN 5 YEARS AFTER CORRECTED.  
Includes City Inspector's Report and addendum thereto, including reports of subsequent inspections per housing or commercial unit and related correspondence, notices, etc.
- (0222) ELECTRICAL CODE INSPECTION AND ENFORCEMENT 5 YEARS AFTER ALL RECORDED DEFECTS ARE CORRECTED  
Includes City Inspector's Report and addendum thereto, including reports of violations and subsequent inspections per unit/structure and related correspondence, notices, etc.
- (0223) FIRE AND LIFE SAFETY CODES 5 YEARS AFTER RECORDED DEFECTS ARE CORRECTED  
Includes City Inspector's report and addenda thereto, including reports of violations and subsequent inspections per unit/structure and related correspondence, notices, etc.
- (0224) APPLICATION FOR ZONING DETERMINATION SEE ADMINISTRATION-PERMITS AND LICENSES RECORDS OR PLANS  
Document used to authorize zoning

clearance prior to issuance of an Occupational License or to record the denial of zoning and clearance during building plan review. This record becomes part of an Occupational License or Zoning Variance Request file.

ZONING-VARIANCE  
REQUESTS-BUILDING  
AND ZONING  
REQUIREMENTS

**VARIANCE REQUESTS, BUILDING  
AND ZONING**

See PLANS AND ZONING-  
VARIANCE REQUESTS (1204)

**ZONING CHANGE REQUESTS**

See PLANS AND ZONING-ZONING  
CHANGE REQUESTS (1203)

**ZONING ORDINANCES**

See ADMINISTRATIVE RECORDS-  
ORDINANCES AND RESOLUTIONS  
(0037)

**CEMETERY RECORDS**

- |        |  |   |
|--------|--|---|
| (0301) | <b>CEMETERY MAPS AND PLATS<br/>FILE</b><br>Consists of maps and plats showing detailed drawings of each section of city cemetery surveyed. May also include worksheets of plats designating exact location of grave plots. NOTE: VITAL RECORDS: See Introduction for further guidance. | <b>PERMANENTLY-FOR<br/>HISTORICAL PURPOSES</b>  |
| (0302) | <b>CEMETERY MONTHLY ACTIVITY<br/>REPORTS FILE</b><br>Usually shows a summary of all cemetery operations each month, including burial and maintenance information. Used for management review purposes.   | <b>3 YEARS UNLESS<br/>COMBINED IN YEARLY<br/>REPORT, IN WHICH<br/>CASE, DESTROY AFTER<br/>YEARLY REPORT IS<br/>COMPILED</b> |
| (0303) | <b>CEMETERY REGISTERS</b><br>Consist of books kept in ledger form showing all lots with plat location, name of purchaser, deed number, price of lot, and date of purchase. NOTE: VITAL RECORDS: See introduction for further guidance.   | <b>PERMANENTLY-FOR<br/>HISTORICAL PURPOSES</b>  |

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|----------------------|---|--|
| (0304)               | <b>DEED BOOKS</b><br>Include certificates of ownership of cemetery lots, numbered or unnumbered. May also include forms stating name of plot owner, location of plot, date of purchase and plot dimensions. <b>NOTE: VITAL RECORDS:</b> See introduction for further guidance.                            | <b>PERMANENTLY-FOR<br/>HISTORICAL PURPOSES</b> |
| (0305)               | <b>INTERMENT RECORD CARDS</b><br>These cards serve as a cross-reference to the cemetery books and registers and usually state name of deceased, location and date of burial.  | <b>PERMANENTLY-FOR<br/>HISTORICAL PURPOSES</b> |
| (0306)               | <b>INTERMENT REGISTERS</b><br>These registers include name of deceased, date of interment, name of funeral director, type of burial, grave location, and charges for opening and closure of grave. <b>NOTE: VITAL RECORDS:</b> See introduction for further guidance.                                     | <b>PERMANENTLY-FOR<br/>HISTORICAL PURPOSES</b> |
| (0307)               | <b>LOT OWNER CARD FILE</b><br>Cards include lot owner's address, date of purchase, deed number, and lot and plat dimensions. They are a control record of cemetery plots purchased.<br><br><b>MONTHLY FUNERAL HOME FILE</b><br>See <b>FINANCIAL AND ACCOUNTING RECORDS-PURCHASING AND INVOICES (0705)</b> | <b>PERMANENTLY-FOR<br/>HISTORICAL PURPOSES</b> |
| <b>COURT RECORDS</b> |   |  |
| (0400)               | <b>COURT RECORDS</b><br>Consult Rule 8, court administrators office; includes DUI files (driving under the influence of drugs or alcohol)   |  |
| (0410)               | <b>DISPUTE RESOLUTION</b><br>Arbitration records in the dispute mediation process   | <b>5 YEARS</b>                                 |
| (0415)               | <b>FEDERAL BANKRUPTCY CLAIMS</b><br>Financial claims relating to billing for  | <b>5 YEARS OR UNTIL<br/>SETTLED</b>            |

services, such as, airport fuel and hangar, landfill, and utilities. Original copies in federal court.

### **ELECTION RECORDS**

(0501)	<b>ELECTION POLICIES AND PROCEDURES</b> Information pertaining to general policies and procedures that cannot be put under specific subjects of this outline.	<b>UNTIL ANY POLICY OBSOLETE OR SUPERSEDED</b>
(0502)	<b>CERTIFICATE OF ELECTION REPORTS</b> Filed with printouts in lieu of abstracts.	<b>10 YEARS</b>
(0503)	<b>POLL OF GENERAL ELECTION</b> Place held, precinct number, township, county, date of election, judges and oaths, and number of votes.	<b>10 YEARS</b>
(0504)	<b>COMMITTEEMEN AND COMMITTEEWOMEN DEMOCRATIC, REPUBLICAN, AND AMERICAN PARTY</b>	<b>10 YEARS</b>
(0505)	<b>ABSTRACT OF VOTES CAST FOR PROPOSED CONSTITUTIONAL AMENDMENTS OF MISSOURI</b>	<b>10 YEARS</b>
(0506)	<b>GENERAL ELECTION ABSTRACT OF JUDICIAL BALLOTS</b>	<b>10 YEARS</b>
(0507)	<b>GENERAL ELECTION ABSTRACT OF VOTES CAST</b>	<b>10 YEARS</b>
(0508)	<b>PRIMARY ELECTION ABSTRACT OF VOTES CAST</b>	<b>10 YEARS</b>
(0509)	<b>APPLICATION FOR VOTER REGISTRATION TRANSFER</b>	<b>10 YEARS</b>
(0510)	<b>VOTER REGISTRATION CARDS (ACTIVE)</b>	<b>PERMANENTLY</b>
(0511)	<b>VOTER REGISTRATION CARDS (INACTIVE)</b>	<b>10 YEARS</b>
(0512)	<b>VOTER REGISTRATION CARDS OF DECEASED PERSONS</b>	<b>10 YEARS</b>
(0513)	<b>VOTER REGISTRATION FORM WORKSHEETS</b>	<b>22 MONTHS</b>

(0514)	VOTER CERTIFICATES (SIGNED BY VOTER RECEIVING BALLOT)	22 MONTHS
(0515)	CERTIFICATE OF CANVASSERS	22 MONTHS
(0516)	APPLICATION FOR ABSENTEE BALLOT	22 MONTHS
(0517)	ABSENTEE VOTE BALLOTS	22 MONTHS
(0518)	ABSENTEE VOTE LIST	22 MONTHS
(0519)	CANDIDATES-DECLARATION OF CANDIDACY (Filing for elective office)	22 MONTHS
(0521)	CANDIDATES AND COMMITTEES CAMPAIGN FINANCE DISCLOSURE REPORTS/STATEMENTS	5 YEARS AFTER ELECTION
(0522)	FINAL REPORT OF MAPS OF THE STATE REPRESENTATIVE DISTRICTS OF MISSOURI (COPY)	DESTROY WHEN REVISED
(0523)	FINAL REPORT OF STATE SENATORIAL REDISTRICTING COMMISSION (COPY)	DESTROY WHEN REVISED
(0524)	MAPS, ELECTION WARD, PRECINCT	PERMANENTLY
(0525)	ELECTION EXPENSE LEDGER-LISTS OF ELECTION JUDGES AND CLERKS AND THE AMOUNT PAID	COMPLETION OF AN AUDIT
(0526)	CERTIFICATE OF NOMINATION Certificate of Nomination(small book sent out by Secretary of State listing candidates nominated at primary)	22 MONTHS
(0527)	GENERAL, PRIMARY AND SPECIAL ELECTION LIST OF ELECTION JUDGES	22 MONTHS
(0528)	TALLY SHEETS	22 MONTHS
(0529)	STATE CERTIFICATE OF BALLOT CARD (Number of Ballot Cards Delivered by Clerk)	22 MONTHS
(0530)	ELECTION NOTICES (For bond levy elections retain materials for term of bond plus audit.)	22 MONTHS *

(0531)	BALLOTS (COMPLETED ELECTIONS)	22 MONTHS *
(0532)	APPLICATION FOR WAR BALLOT	22 MONTHS *
(0533)	COUNTYWIDE VOTER REGISTRATION PETITIONS	DESTROY IN CURRENT AREA. INITIATIVE, RECALL AND REFERENDUM PETITIONS
(0534)	PETITIONS RECEIVED BY CLERK TO PUT AN ITEM ON THE BALLOT	3 YEARS AFTER ELECTION
(0535)	VOTING PLACE PETITIONS RECEIVED BY CLERK	3 YEARS AFTER ELECTION
(0536)	ELECTION BOUNDARY PETITIONS RECEIVED BY CLERK TO CHANGE ELECTION BOUNDARIES	10 YEARS AFTER CHANGE
(0537)	VOTING HISTORY OF ELECTION BY PRECINCT Contains Voter Identification Number, Name and Address by Year and Month.	PERMANENTLY
(0538)	PRECINCT SUMMARY AND FINAL REPORTS (Precinct Total and Percent; County Total and Percent)	PERMANENTLY

\* Non-federal election materials may be destroyed when 1 year old; the clerk must consider the caveats in RSMo 115.493.

**EMERGENCY SERVICES,  
AMBULANCE, FIRE**

For Police Departments see the [Police Clerks' Association Manual](#) . It supersedes all police entries in the municipal manual.

(0601)	ABANDONED VEHICLES FILES All records pertaining to abandoned vehicles, including automobile property in storage, sales reports and records	5 YEARS
(0602)	ACCIDENT REPORTS, FIRE AND POLICE All reports, investigations and statements involving traffic accidents. If	5 YEARS IF SUBMITTED TO HIGHWAY PATROL. IF NOT, RETAIN 10 YEARS

a citation is involved, record may become part of arrest records or Traffic Citation Log.

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| (0603) | ACCIDENT REPORT FILES<br>(VEHICLE AND PROPERTY)<br>Includes a report on damage to vehicles or property of the municipality, time and date of accident and a complete narrative regarding circumstances, name of principals and witnesses and addresses.   | 7 YEARS  |
| (0604) | AMBULANCE TRIP REPORTS<br>Used in rescue operations for victims of accidents or fires. Lists patient location, time factor, primary complaint, vital signs and other patient factors, site of injury, care rendered, physician's orders, condition changes, patient name, address, history and destination, type of payment, attendants and drivers. See EMERGENCY SERVICES-EMERGENCY CALL JOURNAL<br><br>ANIMAL CONTROL RECORDS<br>See ANIMAL CONTROL RECORDS (0100) | 5 YEARS  |
| (0605) | ARREST AND BOOKING<br>SUMMONS STATISTICS FILE<br>Includes a summary of daily, monthly and yearly totals of arrests within the city.   | WORKING PAPERS<br>LEADING TO REPORT--1<br>YEAR. ANNUAL REPORT--<br>-RETAIN PERMANENTLY<br>(UNLESS RECORDED IN<br>MUNICIPAL MINUTES<br>(WHICH ARE<br>PERMANENT) |
| (0606) | ARREST WARRANTS<br>A summons for an individual who has not appeared in court for sentencing or payment of fines. Includes name of party, ticket number, amount of fine, charge, address of defendant, and date of birth. See EMERGENCY SERVICE RECORDS-WARRANTS REGISTER OR LOG   | UNTIL COURT<br>APPEARANCE PLUS 5<br>YEARS. OPEN<br>WARRANTS--PURGE<br>AFTER 50 YEARS   |
|        | 1. Domestic violence case files. includes   | 25 YEARS   |

spouse, adult, and child abuse, and stalking;  
records could be color-coded to flag them from other case files.

2. Fingerprints

clerks should follow RSMo 43.503 and 43.506

3. Juvenile records

keep separate from other law enforcement records. One method is to color code the file to quickly identify the file as either felony or misdemeanor. felonies should be kept as long as the adult retention under Rule 8 (50 years) all others keep at least until the juvenile is 17.

4. Juvenile, runaway record:

If a Crime is involved, see 627a;  
if not; a 5 year retention

5. Juvenile, victim

treat as other adult crimes, unless both victim and suspect are juvenile; in the latter case keep separate with juvenile files as in 606c.

ARSON INVESTIGATIONS

See EMERGENCY SERVICES-  
INVESTIGATIONS (0602)

(0607)	<b>AUTOMATIC ALARM TEST AND MAINTENANCE FILES</b> Document test and maintenance work performed on automatic fire alarm systems connected to the department. Includes date problem was reported, name of person reporting problem, time test was started and completed, and name of person dispatched to correct problem.	<b>5 YEARS</b>
(0608)	<b>BICYCLE REGISTRATIONS</b> Records relating to programs for registering bicycles by make, model and serial number. If a permit or license is involved, see ADMINISTRATIVE RECORDS--PERMIT AND LICENSE	<b>2 YEARS AFTER EXPIRATION</b>

FILES (0038)

- |        |   |   |
|--------|---|---|
| (0609) | <b>BREATH TEST REPORTS</b><br>Report maintained of person given breath tests. Includes photosynthesis reports which state name, date, case number, time of test, testing officer, permit number, witness, instrument, serial number, and test results. May also include a log of tests given.   | <b>POSITIVE-RETAIN 5 YEARS. NEGATIVE-1 YEAR</b> |
| (0610) | <b>COMPUTER INPUT-OUTPUT WORKSHEETS</b><br>Includes worksheets for inputting and date of receiving data from the National Crime Information Center and Missouri Highway Patrol relating to stolen articles or wanted or missing persons. Stolen article sheets show owner's name, theft location, time of day, method used to report theft, special identifying marks on stolen articles and related comments. Information on wanted or missing persons includes physical features, clothing, identifying marks or scars, time last seen, last address and if wanted, reason. | <b>1 YEAR</b>                                   |
| (0611) | <b>CONFISCATED MATERIAL RECORDS</b><br>All records and files pertaining to confiscated property whether claimed or unclaimed.<br><br><b>COURT RECORDS</b><br>See COURT RECORDS (0400)   | <b>2 YEARS AFTER SALE OR OTHER DISPOSITION</b>  |
| (0410) | <b>DISPUTE RESOLUTION</b><br>Arbitration records in the dispute mediation process.  | <b>5 YEARS</b>                                  |
| (0612) | <b>DAILY ACTIVITY REPORTS (INCLUDING DAILY PRISONER COUNT)</b><br>Daily reports of activity on each shift by officer. May also include officer's summary of status of cases. Generally includes case number, kind of case, date, amount stolen or recovered, and  | <b>5 YEARS</b>                                  |

name, sex, date of birth, and address of arrested persons. Also may show detective's name, shift, vehicle number, date, case number, type of case, victim, property stolen, property recovered, arrest, total hours, and off duty administrative, investigation, public relations, crime prevention or training time. Also includes jail count and movement reports.

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| (0613) | <b>DAILY SHIFT REPORTS</b><br>Includes pertinent information on events during the shift such as roll call by rank, name, vacation or sick days, compensating injury and swapping time, and a daily information log. | 5 YEARS  |
| (0614) | <b>EMERGENCY CALLS JOURNAL OR LOG</b><br>A daily listing of all emergency calls responded to. May include ambulance, police and fire combined or separate as appropriate.   | 7 YEARS AND<br>EVALUATE FOR<br>HISTORICAL PURPOSES                           |
|        | <b>EMPLOYMENT APPLICATIONS FILE</b><br>See PERSONNEL RECORDS-EMPLOYEE PERSONNEL FILES (1107)  |  |
| (0615) | <b>ESCAPED PRISONER FILES</b><br>All reports and investigations of escaped prisoners from the Municipal jail. See BUILDING CODES, INSPECTION RECORDS-FIRE AND LIFE SAFETY CODES                                     | 5 YEARS  |
| (0616) | <b>FIRE HYDRANT INSPECTION REPORTS FILES</b><br>Record installation and maintenance of fire hydrants. Include location, date of inspection and description of maintenance repairs.                                  | 5 YEARS  |
| (0617) | <b>FIRE INCIDENT AND NON-FIRE EMERGENCY REPORTS FILE</b><br>A record of fire incidents which includes incident number; month; date;   | 5 YEARS FOR MINOR<br>FIRE AND NON-FIRE<br>EMERGENCIES. 50<br>YEARS FOR MAJOR |

- year; day of week; alarm time; arrival time; address of fire; occupant's name; method of alarm; type of situation found; action taken; number of personnel; engines and other vehicles at scene; units responding; incident-related injuries and deaths; property use; area and level of fire origin; termination stage; equipment involved and form of heat of ignition; structure type, construction type and method; extent of damage; insurance; method of extinguishing; number of hydrants used; property damage classification; dollar loss and extent of damage; signature of person completing report.
- (0618) **FIRE LOG BOOKS**  
 List date of incident, time, name of caller, stations responding, total hours of service, miles traveled, kind of building on property, location, cause, method by which fire was extinguished, number of lines used, size of ladder and help. May also include insurance carried and estimated loss.
- (0619) **FIRE SAFETY INSPECTION REPORT FILES**  
 A yearly or periodic inspection of all public and commercial establishments within the city. Includes address, name of firm, phone number, manager or owner of firm, type of business, structure of building, location diagram, fire load, roof attachments, stock, security, heating, fire alarms, fire extinguishers, fire walls and doors, special hazards, sprinkler systems and water supply, title, engine company, and signature of surveyor. File may also include certificate of occupancy, fire regulatory permits and related correspondence.
- (0620) **GENERAL POLICE DOCKET OR LOG**  
 Log of charges and disposition of police
- FIRES AND LOSSES DUE TO NON-FIRE EMERGENCIES. EVALUATE FOR HISTORICAL PURPOSES**
- 50 YEARS AND EVALUATE FOR HISTORICAL PURPOSES**
- 2 YEARS. IF VIOLATIONS ARE INVOLVED, 2 YEARS AFTER VIOLATION HAS BEEN CORRECTED OR SATISFIED**
- 25 YEARS AFTER DATE OF LAST ENTRY**

court cases. Documents, fines or sentences, bonds posted, defendant's name, arresting officer, victim, and number of days worked or jail time served. May also include belongings, address, and physical condition. See COURT RECORDS (0400)

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|--------|--|--|
| (0621) | <b>HAZARDOUS MATERIALS<br/>ACCIDENT REPORTS</b><br>Reports on accidents involving the spilling or combustion of hazardous chemicals or other materials. Includes brand name, chemical name, amounts of material, location of accident, and specific information pertaining to the incident.                                | <b>PERMANENTLY-FOR<br/>LEGAL,<br/>ADMINISTRATIVE AND<br/>HISTORICAL PURPOSES</b>   |
| (0622) | <b>INCARCERATION LISTS<br/>FILE/INMATE LEDGER</b><br>A list of prisoners received and released from jail; charges, date, bond and amount. Maintained as documentation of prisoner census.<br><br><b>INDEXES TO FILES</b><br>See ADMINISTRATIVE RECORDS-<br>INDEXES (0048)  | <b>10 YEARS AND<br/>EVALUATE FOR<br/>HISTORICAL VALUE</b>  |
| (0623) | <b>INTERNAL INVESTIGATION CASE<br/>FILES</b><br>Document investigations of emergency personnel misconduct or other internal matters. Includes the same information contained in investigation file. May also include interviews and any criminal report that results in lawsuits, including litigation and working papers. | <b>UNTIL SETTLEMENT<br/>PLUS 20 YEARS</b>  |
| (0624) | <b>INVESTIGATIONS (POLICE)</b><br>All records and reports involved in investigations of law enforcement agencies including citizen complaints, misdemeanors, ordinance violations, non-criminal investigations, and felony investigations.   | <b>5 YEARS--COMPLAINTS,<br/>MISDEMEANORS, NON-<br/>FELONY ORDINANCE<br/>VIOLATIONS AND NON-<br/>CRIMINAL<br/>INVESTIGATIONS. 75<br/>YEARS: FELONY<br/>INVESTIGATIONS</b> |

**LIQUOR CONTROL CARDS**

See ADMINISTRATION RECORDS-  
PERMITS AND LICENSE (0038)

- |        |   |   |
|--------|---|---|
| (624a) | <b>BUSINESS OR RESIDENCE<br/>CHECKS</b><br>A response requested by business or home owners. Officers check the property during the day and/or night. Officers give information on individuals and/or vehicles that might be on the property while the owners are not present  | 1 YEAR  |
| (0625) | <b>MAPS (EMERGENCY EQUIPMENT,<br/>PARKING METERS, TRAFFIC<br/>LIGHTS, ETC.)</b><br>Include maps of city streets maintained for reference regarding placement of fire hydrants, police call boxes, parking meters, traffic light and sign locations, etc. NOTE: VITAL RECORDS: See introduction for further guidance.            | UNTIL SUPERSEDED                                    |
| (0626) | <b>MASTER INDEX CARD FILE (FIRE<br/>INCIDENTS)</b><br>An index containing all fire incidents and cases. Included name and address of owner and/or occupant, a listing of fire injuries and deaths, record of smoke alarms. May also include record of subsequent calls to the same address.                                     | 50 YEARS  |
| (0627) | <b>MONTHLY ACTIVITY REPORTS<br/>(POLICE)</b><br>Monthly reports completed by city police department for Local, State or Federal agencies. Includes summary reports of cases handled during month, such as police disposition of juveniles, homicides, law enforcement officers killed or assaulted, and monthly arson offenses. | 3 years. Annual FBI Reports-<br>Retain permanently. |
| (0628) | <b>OFFICE SUBPOENA LOGS</b><br>Document officer named on subpoena, case, date, time, and signature. May also include the name of the officer's supervisor.  | UNTIL DISPOSITION OF<br>CASE PLUS 3 YEARS           |

ORDINANCES

See ADMINISTRATIVE RECORDS-  
ORDINANCES AND RESOLUTIONS  
(0037)

See EMERGENCY SERVICES  
SECTION INVESTIGATIONS (0624)

- |        |   |                                   |
|--------|---|-----------------------------------|
| (0629) | <b>PARKING METER RECORDS</b><br>Records relating to parking meter collections. May include number of citations issued over a period of time and revenue generated. For related records, also see Financial and Accounting Records. See ADMINISTRATIVE RECORDS-EQUIPMENT INVENTORY AND MAINTENANCE RECORDS | 2 YEARS                           |
| (0630) | <b>WARRANT REGISTER OR LOG (ARRESTS)</b><br>A list of warrants for arrest in register or log format, usually chronologically by time and date filed. May include the prisoner's book-in. See EMERGENCY SERVICE RECORDS-ARRESTS WARRANTS (0606)  | PERMANENTLY                       |
| (0631) | <b>WORK ASSIGNMENT FILES</b><br>Usually include a signed daily worksheet for each employee on shift with the duties assigned to that person.  | 2 YEARS                           |
| (0632) | <b>WORK RELEASE FILES</b><br>All records relating to prisoner work release arrangements, including work release agreements and financial records.   | TERM OF AGREEMENT<br>PLUS 5 YEARS |
| (0633) | <b>PARKING TICKET LOG</b><br>Includes the model of vehicle, date ticket issued, license plate number, ticket number, receipt number, date paid and name of vehicle owner.   | 2 YEARS                           |
- PERSONNEL TRAINING FILE  
See PERSONNEL-TRAINING (1109)
- POLICE BOARDS AND OTHER  
EMERGENCY GROUPS,

COMMITTEES AND COMMISSIONS  
See ADMINISTRATIVE RECORDS-  
BOARDS, COMMITTEES AND  
COMMISSIONS (0006)

- |          |  |  |
|----------|--|--|
| (0634)   | <b>PRISONER MAIL LOGS</b><br>A log of all prisoners' mail received at the jail.  | <b>1 YEAR AFTER LAST LOG ENTRY</b>                                   |
| (0635)   | <b>PROPERTY IN STORAGE RECORDS (POLICE)</b><br>All records and receipts involved in police sales and actions. May include bids for items where appropriate. Also include records relating to storage release and orders to destroy.                    | <b>2 YEARS AFTER SALE OR OTHER DISPOSITION</b>                       |
| (0637)   | <b>RADIO DISPATCH REPORT</b><br>Includes reports of all alarms and emergency calls into the station listing name of caller, location of fire or incident and personnel dispatched.   | <b>3 YEARS</b>   |
| (0637a)  | <b>911 TAPES</b><br>a. 911 audio and security monitor tapes<br>b. entry includes dispatch cards and printouts<br><br>Managers should extract significant information that may impact criminal or major case investigation prior to re-using the tapes. | <b>30 days and evaluate</b>  |
| (0638)   | <b>STREET NUMBER LOCATION BOOK</b><br>A book maintained for the purpose of locating an address. Usually includes house numbers, log number, person to whom the number was issued, and who issued the log number.                                       | <b>PERMANENTLY AS UPDATED OR REVISED FOR ADMINISTRATIVE PURPOSES</b> |
| (0639.1) | <b>TELETYPE</b><br>Documents information that the Police Department receives from disseminates to various law enforcement agencies through the teletype.   | <b>10 YEARS</b>  |
| (0639.2) | <b>TOWING REPORTS</b><br>Information relating to towing vehicles such as date, wrecker requested, person   | <b>3 YEARS</b>   |

requesting wrecker, officer attending and location. May also show make and model of vehicle, year, color and license plate number.

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| (0640)   | TRAFFIC CITATION LOG OR<br>DOCKET BOOK<br>A log prepared by the police department of traffic citations issued and awaiting court appearance. See COURT RECORDS (0400)   | 2 YEARS                              |
| (0640.1) | TRAFFIC VIOLATION<br>PROBATIONS<br>Record of traffic violation probations which all judgments are satisfied; including fines paid.  | THROUGH AND AUDIT                    |
| (0641)   | VEHICLE AND EQUIPMENT<br>CHECKLIST FILE (EMERGENCY<br>VEHICLES)<br>A daily record that ensures the preparation of the vehicle for all emergencies. Usually consists of a signed checklist for equipment and vehicles used for emergency purposes.<br><br>VEHICLE MAINTENANCE LOGS<br>See ADMINISTRATIVE RECORDS-<br>MAINTENANCE (0032)<br><br>VOLUNTEER FIREMEN RECORDS<br>See PERSONNEL RECORDS-<br>PERSONNEL (1102) | 2 YEARS                              |
| (0642)   | WANTED PERSONS LISTS<br>Various lists of wanted persons on local, state, and federal law enforcement lists.   | PERMANENTLY AS<br>REVISED OR UPDATED |
| (0643)   | SMOKE AND FIRE DETECTOR<br>REGISTRATION   | FOR LIFE OF STRUCTURE                |
| (0643a)  | SECURITY ALARM<br>APPLICATION/PERMIT  | PERMANENT AND<br>UPDATE              |
| (0644)   | PROBATION RECORDS FOR<br>GENERAL ORDINANCE AND<br>TRAFFIC VIOLATIONS<br>All judgments must be satisfied and the fines paid on these probations. Includes such records as original correspondence,   | 10 YEARS AFTER LAST<br>ACTIVITY      |

contact sheets(probation officer notes) and training documentation. May also include non-record copies(originals files with the courts) of probation orders, arrest and conviction records and probation status orders. The retention for these probation records applies ONLY to cities having a separate probation and parole division outside a Municipal court Division. All other cities must use the Retentions outlined in Supreme Court Administrative Rule #8.

(0645)	POLICE PHOTO FILES-SUSPECTS/PRISONERS	50 YEARS AND EVALUATE FOR HISTORICAL SIGNIFICANCE
(0646)	INMATE EDUCATION-MUNICIPAL JAILS	10 YEARS AND EVALUATE
(0647)	INMATE MEDICAL AND SOCIAL SERVICES	10 YEARS AND EVALUATE
(0648)	POLICE OFFICERS-PRIVATE COMMISSIONS	TERM OF COMMISSION PLUS 3 YEARS
(0649)	PRISONER FILES Name, address, social security number, offense, sentence, conduct, record of incidents, and discharge	10 YEARS AFTER LAST INCARCERATION
(650)	Zero tolerance file An administrative file that may parallel DUI files	12 YEARS
(0651)	Missouri Offender Registration There are three basic documents under RSMo 589.400-425 <ul style="list-style-type: none"> <li>• Missouri Offender Registration Card;</li> <li>• Missouri Offender Registration Change of Address/Statement;</li> <li>• Missouri Offender Registration Notice;</li> </ul>	REFERENCE
	The Missouri Highway Patrol keeps all the information and it is available to	

local law enforcement. The local documents are "copies" and may be retained or destroyed at the discretion of the local office.

## **FINANCIAL AND ACCOUNTING RECORDS**

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| (0702)   | REFUND FILE-CITY TAXES, LICENSES, SERVICES, ETC.<br>Records documenting the issuance of a refund to the payee for overpayment, incorrect billing, etc. of services, taxes, permits, etc.   | 5 YEARS  |
| (0703)   | ACCOUNTING SUMMARY REPORT FILES<br>A monthly record which itemizes a cash balance at the end of the month. Includes vendor, invoice number, check number, date paid, charged month, reversals expensed and total expensed for the month.                                       | 5 YEARS  |
| (0704)   | BANK LOANS FILES<br>Include outstanding financial obligations incurred by the city in the form of bank loans. Records document amounts borrowed and repayment terms and usually include supporting working papers. NOTE: VITAL RECORDS: See introduction for further guidance. | UNTIL CONCLUSION OF LOAN PLUS 5 YEARS                                |
| (0706)   | BONDS AND COUPONS<br>Consists of retired individual bonds and their coupons.   | 5 YEARS AFTER CANCELLATION DATE, PLUS COMPLETION OF AN OUTSIDE AUDIT |
| (0706.1) | BONDS AND COUPONS-CITY RECONCILIATION FILES<br>For Registered and Non-Registered Bonds. Records of individual issue statements from bank, combined with municipal working papers. Used to reconcile the payment of bonds to the general ledger.                                | 10 YEARS AFTER FINAL MATURITY OF BOND ISSUE                          |
| (0707)   | BONDS ISSUED<br>Include records relating to the financing of municipal projects through bonded   | UNTIL RETIREMENT PLUS 5 YEARS AND EVALUATE FOR                       |

	indebtedness. Files usually include proposals, audits, correspondence, signed contracts pertaining to project for which bonds are issued, and the original financial instruments or copies of them including Bond Transcripts, affidavits of publication and ordinances authorizing the sale of bonds. NOTE: VITAL RECORDS: See introduction for further guidance.	HISTORICAL SIGNIFICANCE
(0709)	CERTIFICATES OF DEPOSIT AND U.S. TREASURY BILLS Include records relating to original financial instruments executed to invest city funds. Records state amount of certificate or treasury bill, term and rate of interest. May also include supporting papers.	UNTIL CANCELLATION PLUS 2 YEARS
(0713)	DEPRECIATION SCHEDULES FILE These schedules document the useful life of city-owned equipment and property, including acquisition data and cost. They are used for capital equipment budgeting and for other financial planning and control purposes.  EQUIPMENT INVENTORY See ADMINISTRATIVE RECORDS-EQUIPMENT INVENTORY (0021)	LIFE OF EQUIPMENT PLUS 3 YEARS
(0714)	FINANCIAL STATEMENTS FILE Documents financial data reflecting the general fiscal position of the city. Includes monthly statements recording monies allocated and spent against revenues from various sources. May also include quarterly, semiannual and annual reports.	ANNUAL FINANCIAL STATEMENT 5 YEARS OR PERMANENTLY IF NOT INCLUDED IN AUDIT REPORTS FILE. MONTHLY OR QUARTERLY REPORTS OR STATEMENTS NEED ONLY BE RETAINED ONE YEAR IF INCLUDED ON ANNUAL FINANCIAL STATEMENT.
(0714a)	FINANCIAL DISCLOSURE (non-campaign) This entry affects documents prior to January 1, 1991, when the State Financial Disclosure Law became	5 YRS. after the person filing the information leaves office.

effective. Thus, it may be implemented on city financial disclosure information for employees who make binding decisions, issue licenses and permits, and have the power to contract or are empowered to adopt rules and regulations.

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| (0717)  | JOURNAL ENTRIES-JOURNAL<br>VOUCHERS  | 5 YEARS                                  |
|         | These files consist of adjustments to financial accounts, showing the debits and credits, reason for adjustment, date and amount. The records are created in order to balance the city's books. Files often include supporting working papers for the adjustments. NOTE: VITAL RECORDS: See introduction for further guidance. |  |
| (0718)  | MOTOR FUEL USAGE REPORTS<br>FILE   | 5 YEARS                                  |
|         | Reports maintained as documentation of gasoline, oil and diesel fuel used by city vehicles. Include logs or other records documenting miles on city motor vehicles, gallons of fuel used, person taking fuel and department of vehicle. May also include bills.  |  |
| (0719a) | REVENUE SHARING Summary<br>ledgers permanent Financial details in<br>the file, e.g., cancelled warrants,<br>purchase orders, etc.  | COA                                      |
| (0720)  | STREET PAVING FILE-SPECIAL<br>ASSESSMENT FILES   | UNTIL LAST<br>COLLECTION PLUS 5<br>YEARS |
|         | Files used to account for street paving, funds verifying revenue contributions from citizens. Usually maintained on a master card by street, property owner's name, and amount due for street paving. May also be maintained by property owner's name.   |  |
| (0722)  | TRAVEL EXPENSE<br>REIMBURSEMENT FILE   | 5 YEARS                                  |
|         | Consists of employee expense report, expense receipts, check vouchers,   |  |

authorizations to pay and other supporting papers necessary to document expenses incurred for employee travel. Includes private automobile allowance and mileage reimbursements to city employees/officials.

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| (0723) | TRIAL BALANCE FILE<br>Includes a monthly posting of accounts not having a zero balance.  | 5 YEARS                              |
| (0726) | EMPLOYEE EARNINGS HISTORY RECORD FILE<br>These cumulative records are generally in card form and include employee's name, address, department, date, salary, federal and state tax and FICA. May include sick days, leave of absence, vacation, and weekly hours worked.<br>NOTE: VITAL RECORDS: See introduction for further guidance.                    | 70 YEARS FOR ADMINISTRATIVE PURPOSES |
| (0727) | EMPLOYEE PAYROLL ADJUSTMENT FILES<br>Include employee name or number and display current adjustments to payroll master file such as rate, marital status, insurance premiums, other deductions, garnishments, federal and state withholdings, errors, etc. Report is usually maintained alphabetically by employee name or numerically by employee number. | 2 YEARS                              |
| (0728) | EMPLOYEE PENSION PLAN FILE<br>Includes records used to establish and administer the municipal pension plan such as the official pension plan and amendments, financial statements, audit reports and annual reports. May also include annuity payments and actuarial valuation of the fund.  | 10 YEARS                             |
| (0729) | GARNISHMENTS FILE<br>Consist of a summary of garnishments with defendant's and plaintiff's names, which have been signed by the employee. Also includes a form   | UNTIL RELEASE PLUS 3 YEARS           |

documenting the amount withheld from the employee's wages.

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| (0730)  | <b>PAYROLL EARNINGS AND DEDUCTION REGISTERS</b><br>Includes employee's name, address, hours worked, gross pay, withholdings and net pay. May also include deductions for life or health insurance, credit union, pension fund and other voluntary deductions. May also include year-to-date earnings and deductions which culminate in a final year-to-date summary report. | <b>PAY PERIOD REPORTS--<br/>RETAIN 5 YEARS YEAR-<br/>TO-DATE ANNUAL<br/>SUMMARY--RETAIN 70<br/>YEARS FOR<br/>ADMINISTRATIVE<br/>PURPOSES</b> |
| (0730a) | <b>VICTORY TAX WITHHOLDING RECORD</b>   | 5 years (This was a World War II record and is no longer generated)  |
| (0731)  | <b>PAYROLL JOURNALS</b><br>List number of every check written within a pay period, amount, and name of department. Used for documentation of pay rendered for each pay period by department.  | 5 YEARS  |
| (0733)  | <b>PENSION PLAN ENROLLMENT CARDS FILE</b><br>Includes name of employee, spouse, address, occupation, date of birth, date of employment, effective date of coverage, social security number, beneficiary and signature. May be used to provide evidence of pension plan coverage. NOTE: VITAL RECORDS: See introduction for further guidance.                                | <b>70 YEARS FOR<br/>ADMINISTRATIVE<br/>PURPOSES</b>  |
| (0734)  | <b>QUARTERLY TAX REPORT FILE</b><br>Documents taxable and nontaxable income of city governments. Includes federal and state sales tax, Social Security reports and unemployment reports.  | 5 YEARS  |
| (0734a) | <b>Convention and Tourism Tax Return</b><br>Includes quarterly, monthly, and quarter-monthly returns filed by all food establishments and hotels/motels covered by municipal convention and   | 5 YEARS  |

tourism ordinance. Taxpayers report gross receipts for the period covered by the return, list adjustments to gross, calculate taxable sales, calculate tax, penalty, and interest due, and indicate amount due and paid.

(0735) RETIREMENT SYSTEM MONTHLY TRANSACTION REGISTERS 10 YEARS

Lists show status of individual pension accounts including contributions, interest withdrawn and any other actions relating to the account. May also include ledgers and journals used in this account process. NOTE: VITAL RECORDS: See introduction for further guidance.

TRAVEL EXPENSE REIMBURSEMENTS  
See FINANCIAL AND ACCOUNTING RECORDS (0722)

(0737) ACCIDENT REPORTS FILE (CITY-OWNED VEHICLE) 7 YEARS

These records document traffic accidents involving city-owned vehicles. Include original traffic accident reports, copies of damage estimate, letters to insurance companies and copies of paid checks.

(0738) RESERVED CERTIFICATES OF TITLE-MOTOR VEHICLES  
See ADMINISTRATIVE RECORDS-TITLES TO CITY VEHICLES AND EQUIPMENT (0047)

PROPERTY AND EQUIPMENT INVENTORY FILE  
See ADMINISTRATIVE RECORDS-EQUIPMENT INVENTORY

(0742) AD VALOREM TAX RECORDS 6 YEARS

A listing of merchants and manufacturers or professional establishments for purposes of collecting certain taxes. Although the "merchant and manufacturers tax" has been discontinued, some agencies may

still have records of such taxes. These records may be disposed of when they have met the retention standard below.

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| (0743)   | <b>BUILDING INSPECTION SHEET FILE</b><br>Includes copies of building permits which are used for appraisal purposes based on property improvements.<br><br><b>CERTIFICATES OF REDEMPTION</b><br>See <b>TAX RECORDS-DELINQUENT TAX REPORTS (0745)</b>  | <b>5 YEARS</b>  |
| (0744)   | <b>COURT ORDERS</b><br>Writs of execution or court orders for purposes of collecting taxes. May include writs for sale or auction of certain property to satisfy collection of taxes.  | <b>6 YEARS</b>  |
| (0745)   | <b>DELINQUENT TAX REPORT FILES</b><br>Reports include name, legal description of property, and amount due. Also includes reports showing amount of tax paid and amount still owed plus penalty and interest. In certain municipalities, may include a certificate of redemption.   | <b>6 YEARS EXCEPT CERTIFICATES OF REDEMPTION, WHICH NEED ONLY BE RETAINED 2 YEARS</b> |
| (0746)   | <b>EARNINGS TAX RECORDS</b><br>Certain Missouri municipalities have city earnings taxes for residents and employees who work within the city limits. Files may include Employees Quarterly Report of Taxes withheld and information such as W-2's.<br><br><b>PAID TAX RECEIPTS</b><br>See <b>FINANCIAL AND ACCOUNTING RECORDS-RECEIPT BOOKS (0719)</b> | <b>5 YEARS INCLUDING AUDIT</b>  |
| (0747)   | <b>PERSONAL PROPERTY TAX RECORDS</b><br>Generally a listing of individuals, assessed value and amount of tax on property. May be in book format or on computer tapes or discs.   | <b>6 YEARS. EVALUATE FOR HISTORICAL PURPOSES</b>                                      |
| (0747.1) | <b>INTANGIBLE PROPERTY TAX</b><br>Records associated with financial  | <b>6 YEARS</b>  |

institution tax or other types of intangible property taxation. May include listings of taxpayers, taxes levied and payments. See FINANCIAL AND ACCOUNTING-TAXATION

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| (0747.2) | POLL/ROAD TAX   | PERMANENT (These are no longer generated, they are historical records) |
| (0748)   | REAL PROPERTY TRANSFER SLIPS<br>Assessors' and Collectors' records relating to the transfer of property from an individual or company to another individual or company.   | 3 YEARS  |
| (0749)   | REAL ESTATE TAX RECORDS<br>Include records and documents required for collection of real estate taxes. May include copies of building inspection and permit records which have altered the value of the property or cross-reference notations to such files. These files may also include records relating to circuit breaker provisions for those who qualify. | 6 YEARS. EVALUATE FOR HISTORICAL PURPOSES                              |
| (0750)   | SPECIAL TAX ASSESSMENTS<br>Records pertaining to special tax assessments for road, street, sewer connection service, etc.; where the property owner may be charged for certain improvements or services.  | 6 YEARS AFTER DUE DATE AND FINAL PAYMENT                               |
| (0751)   | TAX ABATEMENTS<br>Certain municipalities allow real estate tax abatement for purposes of encouraging development in certain sections of the city. Records may include affidavits for real estate tax abatements which specify reduced rate or no tax for individuals or companies.  | PERIOD OF ABATEMENT PLUS 5 YEARS                                       |
| (0752)   | TAX ANTICIPATION NOTES<br>All records relating to tax anticipation.   | 5 YEARS  |
| (0753)   | TAX ASSESSMENT FILES<br>Records relating to assessments. May include working papers, reports, and documents used to arrive at assessed  | 6 YEARS INCLUDING AUDIT  |

value of property.

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| (0753a) | <b>WITHHOLDING COUPONS, RD-130</b><br>These are vouchers used in Kansas City when taxpayers remit withholding tax payments. The coupon includes the taxpayer's name, FID number, account number, tax period and amount of payment. The coupons are later compiled and reconciled on other forms (RD-110 and -113) which are retained for 5 years.  | <b>1 YEAR</b>   |
|         | <b>TAX SALE ADVERTISEMENT FILE</b><br>See ADMINISTRATIVE RECORDS-PUBLIC NOTICES AND DELINQUENT TAX REPORTS (0745)  |   |
|         | <b>WRITS OF EXECUTION</b><br>See FINANCIAL AND ACCOUNTING-COURT ORDERS (0744)  |   |
| (0754)  | <b>BID AND QUOTE FILE-CAPITAL IMPROVEMENTS</b><br>Includes bid worksheets documenting date and time bid received, total bid price, percentage rates, periods of pay, name of bidder, and total cost of capital improvement project. Also may include copy of advertisement services or memorandum requesting bidders, specifications, and copy of purchase order. Quote information is similar but maybe obtained by telephone; all quotes should be documented. | <b>ACCEPTED BID--10 YEARS AFTER COMPLETION OF CONTRACT REJECTED BID--RETAIN 5 YEARS AFTER THE COMPLETION OF THE AWARD OF THE CONTRACT</b> |
| (0755)  | <b>BID AND QUOTE FILE-SERVICES AND SUPPLIES</b><br>Includes bid worksheets documenting date and time bid received, total bid price, percentage rates, periods of pay, name of bidder and total cost of services or supplies. Also may include copy of advertisement services or memorandum requesting bidders, specifications, and copy of purchase order. Quote information is similar but may be obtained by telephone. All quotes                             | <b>ACCEPTED BID--4 YEARS. REJECTED BID--2 YEARS</b>   |

should be documented. File may include Certificate of DBE/MBE/WBE eligibility (disabled, minority, or women's business enterprise)

(0756)	BONDS: PERFORMANCE/CAPITAL PROJECTS	TERM OF BOND PLUS 10 YEARS
(0756.1)	PERFORMANCE BOND (PRIVATE DEVELOPMENT OF STREETS, SIDEWALKS, SEWERS, ETC.	5 YEARS
(0757)	BONDS: MAINTENANCE GUARANTEE (CAPITAL PROJECTS)	TERM OF CONTRACT STATUTE OF LIMITATIONS
(0758)	BONDS: FIDELITY AND SURETY (EMPLOYEES, ELECTED OFFICIALS AND CONSUMER SERVICES)	5 YEARS AFTER CANCELLATION OR FORFEITURE OF BOND
(0758.1)	BOND FOR LOST CHECKS OR WARRANTS Records include statements by payees that they have not received due or have not cashed the check or warrant in question. In conjunction with this statement a "stop check notice" would be generated for the file. All documents support the reissuance of payment to cover the lost check or warrant.	5 YEARS
(0759)	CHECKS Consist of bad checks (insufficient funds) and voided spoiled checks.	5 YEARS
(0762)	ABATEMENT: CITY TAXES- PERSONAL PROPERTY:	PERIOD OF ABATEMENT PLUS 5 YEARS
(0764)	SURPLUS PERSONAL PROPERTY Records pertaining to personal property owned by the city that has been declared surplus. May include declarations, advertisements, notices and transfer papers.	5 YEARS
(0765)	SURPLUS REAL PROPERTY Records documenting the sale or transfer of city-owned real property.	5 YEARS
(0766)	MOTOR VEHICLE LISTING (FEE	2 YEARS

OFFICE)

A daily listing of all motor vehicle transactions in the fee office. This is a copy of the original sent to Department of Revenue.

(0766a)	APPLICATION FOR MOTOR VEHICLE LICENSE	2 YEARS
(0767)	DRIVERS LISTING (FEE OFFICE) Daily listing of all transactions pertaining to drivers licenses. This is a copy of the original sent to Department of Revenue.	2 YEARS
(0768)	AUDIT COPIES (FEE OFFICES) Copies of title applications and license renewals. Originals are a permanent record in Department of Revenue.	2 YEARS
(0769)	REJECTIONS (FEE OFFICES) "Notice of correction required" from Department of Revenue concerning an error in original transaction.	2 YEARS
(0770)	DAILY REPORT SHEET (FEE OFFICES) Internal planning report combining motor vehicle and drivers information.	AS LONG AS HAS REFERENCE VALUE
(0771)	CASH TAPES (FEE OFFICE) Register tapes from each cash drawer.	2 YEARS
(0772)	REFUSE REBATE APPLICATIONS Requests made by apartment complex owners to obtain reimbursement by the city for private refuse collections.	5 YEARS AFTER APPLICATION BECOMES INACTIVE
(0773)	DATA ENTRY CODING Record of transactions to be entered in computer database files (used for updating files such as financial accounting maintenance.)	5 YEARS AFTER ALL RECORDED DEFECTS HAVE BEEN CORRECTED
(0774)	REMITTANCE ADVICES	5 YEARS
(0775)	HEALTH AND HOSPITAL RECORDS--See Missouri Hospital Manual	
(0801)	FOOD HANDLER INSPECTION RECORDS	5 YEARS AFTER APPROVED INSPECTION

**LIBRARY RECORDS**  
**(See also Missouri Public Library Manual)**

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| (0901) | ACCESSION BOOKS<br>A master register of all library acquisitions. For books it usually lists author, title, publisher, jobber, year bought, purchase price and other bibliographic and accession data.  | PERMANENTLY FOR ADMINISTRATIVE PURPOSES   |
| (0902) | ACQUISITION ORDERS<br>See FINANCIAL AND ACCOUNTING RECORDS, PURCHASING SECTION-PURCHASE ORDER (0740)  |   |
| (0903) | BORROWER REGISTRATION CARDS FILE<br>Records used to grant borrower privileges to citizens and to control circulation of library holdings. Include borrower's name, address, occupation, age, parent's signature if juvenile, and borrower's signature. May also include overdue notices and records of fines.                                   | EXPIRATION PLUS 2 YEARS   |
| (0904) | CIRCULATION RECORDS<br>A record indicating the daily, monthly and annual activity of the library. Documents circulation statistics, fees received (sometimes with receipts), lists of new borrowers, holding circulation statistics by category, (i.e., nonfiction, fiction, adult, juvenile, paperbacks, magazines, visual aids) , and totals. | 3 YEARS EXCEPT ANNUAL CIRCULATION STATISTICS WHICH SHOULD BE RETAINED PERMANENTLY FOR HISTORICAL PURPOSES |
|        | EMPLOYMENT APPLICATION<br>See PERSONNEL-EMPLOYMENT APPLICATIONS (1107)  |   |
|        | GENERAL LEDGERS<br>See FINANCIAL AND ACCOUNTING RECORDS-ACCOUNTING (0715)   |   |
|        | INVOICES FILE<br>See FINANCIAL AND ACCOUNTING RECORDS-PURCHASING-INVOICES (0739)  |   |

PETTY CASH LEDGER  
See FINANCIAL AND  
ACCOUNTING RECORDS-  
ACCOUNTING (0741)

PROPERTY INVENTORY FILE  
See ADMINISTRATIVE RECORDS-  
EQUIPMENT INVENTORY (0021)

(0905) SHELF LISTS FILE UNTIL REVISED OR  
UPDATED  
A complete index of the library's  
holdings, arranged by shelf, showing  
title, author, accession number of book,  
publisher, date bought, cost, and number  
of copies. Used as an inventory control  
by library personnel.

(0906) WORK SCHEDULES FILE 2 YEARS  
Consists of work schedules of library  
employees verifying hours worked,  
vacations, and leave taken. Used in  
managing library personnel.

## **PARKS AND RECREATION RECORDS**

ACTIVITY REPORTS  
DAILY/MONTHLY  
See ADMINISTRATIVE RECORDS-  
CORRESPONDENCE AND REPORTS  
(0016A)

ADMISSIONS AND FEES-  
SCHEDULE OF  
See SPECIAL FACILITIES  
RECORDS-SCHEDULE OF FEES  
AND CHARGES (1405)

ATTENDANCE REPORTS  
See SPECIAL FACILITIES  
RECORDS-ATTENDANCE (1403)

AGREEMENTS AND CONTRACTS-  
CONCESSIONS  
See ADMINISTRATIVE RECORDS-  
CONTRACTS AND AGREEMENTS  
(0015)

ENGINEERING AND PLANNING  
See PUBLIC WORKS RECORDS-  
ENGINEERING DRAWINGS AND

BLUEPRINTS (1301)

LANDS

See ADMINISTRATIVE RECORDS-  
DEEDS (0017)

(1001) MAINTENANCE-PARKS, 5 YEARS  
PARKWAYS AND RECREATION  
AREAS

(1001a) PLAYGROUND INSPECTION  
REPORTS:

a) 5 YEARS AFTER  
INSPECTION

b) 5 YEARS AFTER  
DEFECTS ARE  
CORRECTED

RECREATION PROGRAMS-  
REGULATIONS AND SAFETY  
See ADMINISTRATIVE RECORDS-  
POLICY, PROCEDURES AND  
REGULATIONS (0040)

RECREATION PROGRAMS-  
SCHEDULES  
See SPECIAL FACILITIES  
RECORDS-SCHEDULING AND  
RESERVATIONS (1404)

**ZOO RECORDS**

(1002) U.S.D.A. RECORDS OF 3 YEARS OR LENGTH OF  
ACQUISITION, DISPOSITION OR TIME SPECIFIED IN  
TRANSPORT OF ANIMALS FEDERAL  
REQUIREMENTS  
Record that is kept on file to show to  
U.S.D.A. Officials when they inspect  
the zoo. Documents receipt or transfer  
of mammals.

(1003) HEALTH CERTIFICATES 1 YEAR  
Veterinarian's inspection of an animal  
prior to shipment. Expires in 10 days.  
Used for shipping purposes only.

(1004) SHIPPING PERMITS-DOMESTIC 5 YEARS AFTER  
AND IMPORT/EXPORT EXPIRATION  
Used to ship endangered species in the  
U.S. or worldwide.

(1005) INDIVIDUAL ANIMAL FILES LIFE OF THE ANIMAL

Contains veterinarian records, shipment papers, and data taken from daily reports.

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| (1006) | <b>STUDBOOK CARDS</b><br>Genealogy of endangered species listing origin, parents, date of birth, siblings, etc.   | <b>LIFE OF THE ANIMAL OR WHILE ANIMAL REMAINS IN THE ZOO</b> |
| (1007) | <b>BREEDING LOANS</b><br>List of animals loaned out to other zoos or loaned to this zoo for breeding purposes.  | <b>1 YEAR AFTER TERMINATION OF LOAN</b>                      |
| (1008) | <b>ANNUAL INVENTORY OF ANIMALS</b><br>Includes births, acquisition and deaths of animals during the calendar year giving the number of animals on hand and the sex of each.                               | <b>PERMANENTLY AS REVISED OR UPDATED</b>                     |
| (1009) | <b>ANIMAL TRANSACTION CONFIRMATION</b><br>Document showing commitment between two zoos to transfer an animal. May contain a humane treatment clause. Not a binding contract, but does show authorization. | <b>5 YEARS AFTER TRANSFER OF ANIMAL</b>                      |

### **FORESTRY AND LANDSCAPING RECORDS**

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| (1010) | <b>TREE AND SHRUB PLANTING AND MAINTENANCE FILE</b><br>Records describing location, type and date of tree and shrub plantings with applicable maintenance records.    | <b>PERMANENTLY AS UPDATED OR REVISED</b> |
| (1011) | <b>HORTICULTURE/GREENHOUSE PLANTING AND MAINTENANCE FILE</b><br>Contains information similar to above, but pertains to relatively short-lived annuals and perennials. | <b>3 YEARS</b>                           |

### **PERSONNEL RECORDS**

**ACCIDENT REPORT**  
See ADMINISTRATIVE RECORDS-  
ACCIDENT REPORT (0001)

- EARNINGS AND DEDUCTION REGISTER  
See FINANCIAL AND ACCOUNTING RECORDS-PAYROLL (0730)
- (1105) EMPLOYEE APPLICATION FILES  
Consist of applications completed for actual or potential employment openings within the city government. Includes name, address, telephone number, social security number, education, employment and salary history, health information and references. HIRED--PLACE IN PERSONNEL FILE. NOT HIRED--RETAIN 3 YEARS
- (1106) GROUP HEALTH INSURANCE POLICY FILE  
File includes a copy of the group health insurance policy, signed agreements, and documents relating to initial implementation or coverage for city employees. EXPIRATION OF POLICY PLUS 10 YEARS
- INSURANCE POLICIES  
See ADMINISTRATIVE RECORDS-INSURANCE POLICIES (0026)
- INSURANCE POLICY CLAIMS FILES  
See ADMINISTRATIVE RECORD-INSURANCE POLICY CLAIMS (0027)
- POLICY AND PROCEDURE RECORDS  
See ADMINISTRATIVE RECORDS-POLICY AND PROCEDURE (0040)
- (1107) PRE-EMPLOYMENT ASSESSMENT FILES  
Files include tests administered to prospective employees prior to employment. These are used as a screening program for departmental personnel. HIRED--PLACE IN PERSONNEL FILE. NOT HIRED--RETAIN 3 YEARS
- (1108) POSITION DESCRIPTIONS  
A master file of all officially classified positions in the city. Describes duties UNTIL OBSOLETE OR SUPERSEDED 5 YEARS

and responsibilities of all jobs, percentage of time necessary to complete jobs, and equipment used. These descriptions are used to classify positions and to provide a systematic basis for compensation rates.

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| (1109)   | <b>TRAINING FILES</b><br>Official training records of all employees who receive training, whether on or off the job. May include test scores or certificates of training from academies or other educational institutions. Certain records or notations may be included in Employee Personnel Files.   | <b>TERMINATION OF EMPLOYMENT PLUS 5 YEARS</b>  |
|          | <b>WAGE DETERMINATION SURVEYS</b><br>See PERSONNEL RECORDS-POSITION DESCRIPTION (1108)   |  |
| (1110)   | <b>WORKERS' COMPENSATION CLAIMS FILE</b><br>File consists of accident reports, first report of injury, medical claims, bills, payment vouchers, doctors' reports, hospital emergency room verifications, correspondence, and other supporting documentation concerning injuries compensable under Workers' Compensation.   | <b>10 YEARS FOR CLOSED CASE FILES</b>  |
| (1110.1) | <b>UNIFORM RENTAL AND CLEANING</b><br>See ADMINISTRATIVE RECORDS-CONTRACTS (0015)  |  |
| (1111)   | <b>UNEMPLOYMENT INSURANCE CASE FILES</b><br>Files may contain correspondence sent to the municipality by the Division of Employment Security regarding claimant, copies of documents from claimant's official personnel file, certified main receipts, worksheets, audit papers and copies of documents sent to the state by the municipality. See ADMINISTRATIVE RECORDS- | <b>2 YEARS AFTER LAST ACTIVITY OR CLOSING OF THE FILE. THOSE FILES SUBJECT TO LEGAL ACTION WOULD BE RETAINED BY LEGAL DEPARTMENT TO BECOME PART OF A LITIGATION CASE FILE.</b> |

LITIGATION CASE FILE

**PLANS AND ZONING**

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|---------|---|--|
| (1201)  | DEVELOPMENT (LAND) PLANS AND APPLICATIONS:  | PERMANENTLY  |
| (1202)  | MAPS AND PLATS FILE<br>General reference maps of city development areas, public facilities and project developments. Shows existing and proposed dwellings and structures. Also includes street maps, utility maps with water, gas, sewer, electrical cable and line locations, annexation and zoning maps and landfill site location maps. | ORIGINAL COPY AND ALL REVISIONS PERMANENTLY FOR REFERENCE AND HISTORICAL PURPOSES. |
| (1202a) | FIELD NOTES (survey) :  | Permanent  |
| (1203)  | REZONING REQUESTS<br>Application for rezoning with supporting documents   | ACCEPTED REQUESTS-- PERMANENTLY. DENIED REQUESTS--5 YEARS.                         |
| (1204)  | VARIANCE REQUESTS--BUILDING AND ZONING REQUIREMENTS<br>Application for variance and supporting documents.   | APPROVED REQUESTS-- PERMANENTLY. DENIED REQUESTS--5 YEARS                          |
| (1205)  | ZONING VIOLATIONS-WRITTEN NOTICE (CITATION):  | 5 YEARS AFTER CORRECTION OF VIOLATION.   |
| (1206)  | ZONING NOTICES FROM COUNTY<br>Written notice of Public Hearing  | 5 YEARS FROM DATE RECEIVED   |
- ZONING ORDINANCES  
See ADMINISTRATIVE RECORDS-  
ORDINANCES AND RESOLUTIONS

**PUBLIC WORKS RECORDS  
(STREETS, SEWER, REFUSE,  
ETC.)**

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|--------|--|-----------|
| (1301) | ENGINEERING DRAWINGS AND BLUEPRINT FILE<br>Includes as-built engineering drawings and blueprints of all facilities owned or managed by the city, including streets and highways, water lines, sewage treatment plants, utilities and other municipal facilities. NOTE: VITAL | PERMANENT |
|--------|--|-----------|

RECORDS: See introduction for further guidance.

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|--------|--|--------------------------------------|
| (1302) | LABORATORY REPORTS-SEWAGE, WATER, ETC.   | 5 YEARS                              |
| (1303) | STATE AND FEDERAL COMPLIANCE REPORTS--WASTE WATER TREATMENT PLANT<br>Reports filed with state and federal agencies monitoring the city's compliance with government regulations. Includes applications, recycling permits and reports, water treatment permits and reports, and other permits for solid waste and sewage treatment lagoon processes. | 5 YEARS                              |
| (1304) | SEWAGE TREATMENT MONITORING REPORTS<br>Contain records used to monitor and report on the operations of the city sewage treatment plant and sewage treatment lagoons, including lab reports, and amounts of waste processed by the system.  | 5 YEARS                              |
| (1305) | STREET IMPROVEMENT FILES<br>File includes bids, advertisements, proposals, contracts, and assessment of property owners for street improvements. May also include resolutions and engineers' reports. See FINANCIAL AND ACCOUNTING RECORDS-STREET PAVING FILES (0720)  | 10 YEARS AFTER PROJECT COMPLETION    |
| (1306) | STREET PAVING LOG BOOKS<br>Log book used to provide a record of street maintenance. Usually includes a summary of streets paved listing street name, material used, cost and date, and other related information. See FINANCIAL AND ACCOUNTING RECORDS-STREET PAVING FILE (0720)   | 10 YEARS AFTER LAST ENTRY IN BOOK.   |
| (1317) | CITY-OWNED BUILDINGS PLANS<br>Includes plans and specifications for  | LIFE OF STRUCTURE, Then EVALUATE FOR |

	city buildings.	HISTORICAL VALUE.
(1317a)	STRUCTURE INVENTORY AND APPRAISAL SHEET	Permanent and update for the life of the inventory
(1318)	EQUIPMENT, PUBLIC WORKS-CHECK IN/OUT CARDS Includes check in/out record of Municipal public works equipment temporarily removed on a regular or periodic basis from its authorized place of storage.	2 YEARS
(1319)	LANDFILL SITE MAPS-REFUSE DISPOSITION	ORIGINAL COPY AND ALL REVISIONS PERMANENTLY
(1320)	SEWER LINE MAPS	ORIGINAL COPY AND ALL REVISIONS PERMANENTLY
(1321)	STREET MAPS	ORIGINAL COPY AND ALL REVISIONS PERMANENTLY
(1322)	STREET DESIGN IMPROVEMENT FILES Reports of accidents on city streets, used to assess cause of accidents and to make street design improvements in order to reduce accidents. May also include collision diagrams showing time, direction of approach, weather, type of accident, pavement, accident severity, time of year, type of vehicle and related documents.	5 YEARS
	STREET OPENINGS AND SEWER PERMITS AND RELATED LOG BOOKS Application from utility company to work in the street.	5 YEARS AFTER PERMIT EXPIRES
	<b>SPECIAL FACILITIES RECORDS</b>	
(1401)	EVENT FILES Records relating to the leasing of municipal facilities to various groups. May include scheduling, license checklist, equipment rental requests and	5 YEARS AFTER EXPIRATION OR CANCELLATION OF LEASE

invoices, contracts, licenses, seating charts and floor plans, work orders, sales/service reports, etc.

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| (1402)   | <b>SPECIAL FACILITIES REGULATIONS</b><br>Includes those Municipal/State/Federal regulations unique to the operation of a municipally owned facility.   | 5 YEARS                  |
| (1403/1404)  | <b>FACILITY EVENT AND RECREATION PROGRAM SCHEDULING AND RESERVATION FILE</b>   | 5 YEARS                  |
| (1405)   | <b>SCHEDULE OF ADMISSION AND USE FEES AND CHARGES</b>  | 5 YEARS AFTER SUPERSEDED |
| (1406)   | <b>TRUST FUND AND EVENT CONTROL CARD</b><br>Indicates total projected amount of rental fee paid by lessee, which is held in a trust fund until completion of contract. Indicates closing of account after funds are transferred to city. | 5 YEARS                  |
| <b>TRANSPORTATION AND TRANSIT (AVIATION, AIRPORTS, TAXIS, TRANSIT)</b> |  |                          |
| (1501)   | <b>BUS ROUTE PLANNING FILE</b><br>Records used to establish and modify the city transit route system. Includes ridership projection studies, maps, population surveys, schedule plans and modifications.                                 | 10 YEARS                 |
| (1502)   | <b>CHARTER BUS SERVICE FILES</b><br>Consists of records used in managing charter rentals of transit system buses to private groups. Includes charter rentals, invoice statements, receipts and related correspondence.                   | 3 YEARS                  |
| (1503)   | <b>DAILY BUS PASSENGER REPORTS/DRIVERS DAILY CHECKLIST</b><br>A summary report documenting ridership and usually statistics of all buses per bus route in the city transit   | 5 YEARS                  |

system. These reports frequently document name of operator and number of regular fares, senior citizen fares, and handicapped persons' fares. Used to summarize operational statistics for management review purposes. Drivers Daily Checklist includes a record of the condition and appearance of airport shuttle buses and identifies maintenance problems on vehicles.

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|---|---|-----------------------------|
| (1504)  | <b>TRANSIT OPERATION RECEIPTS<br/>SUMMARY REPORTS</b><br>Reports documenting total daily fares received. May also include monthly reports documenting ridership and revenue, route information, fuel usage and other operational details.   | 5 YEARS                     |
| (1505)  | <b>LIVERY AND TAXI<br/>PERMITS/FRANCHISES AND<br/>LICENSES</b><br>See ADMINISTRATIVE RECORDS (0038)   | 5 YEARS AFTER<br>EXPIRATION |
| (1506)  | <b>TRAFFIC SIGNALS INTERSECTION<br/>FILE</b><br>Includes product literature and studies related to traffic planning, such as drawings of the traffic controllers, drawings of intersections, traffic signal permits, and timing progressions. May also include turning count totals used for studies of traffic flow. | 10 YEARS                    |
| <b>AIRPORT RECORDS</b>  |   |                             |
| <b>AIRPORTS CAPITAL<br/>IMPROVEMENTS AND<br/>MAINTENANCE CONTRACTS</b><br>See ADMINISTRATION-<br>CONTRACTS (0015) |   |                             |
| (1507)  | <b>AIRPORTS AND AVIATION-<br/>REGULATIONS</b><br>Includes those Municipal/State/Federal regulations unique to the operation of a municipally owned airport.   | PERMANENTLY                 |
| (1508)  | <b>AIRPORTS-CRASH RESCUE</b>  | 5 YEARS AND REVIEW          |

OPERATIONS

Includes daily station log listing incidents and action taken, and monthly activity reports documenting activities such as responses, inspections, vehicle mileage and maintenance, tours and agents.

FOR HISTORICAL  
SIGNIFICANCE

EMERGENCY COMMUNICATION  
LOG

See EMERGENCY SERVICES-  
EMERGENCY CALLS JOURNAL OR  
LOG (0614)

TRAFFIC TICKET LOG

See EMERGENCY SERVICES-  
PARKING TICKET LOG (0633)

COMPARISON OF PARKING  
TICKETS AND REVENUE

See FINANCIAL AND  
ACCOUNTING-ACCOUNTS  
RECEIVABLE (0702)

LOST AND FOUND

See ADMINISTRATION-LOST AND  
FOUND (0057)

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|--------|--|---|
| (1509) | AIRPORT SAFETY OFFICER'S<br>REPORTS AND LOGS<br>Includes First Aid reports, Daily Logs,<br>Incident Reports, and other records<br>relevant to the safety operations of the<br>airport including photographs and safety<br>officer's court appearance file. | 7 YEARS   |
| (1510) | SECURITY GATE ENTRANCE<br>APPLICATION AND CARD FILE<br>File of applications for clearance badges<br>allowing badgeholder entrance to the<br>operations area.   | 5 YEARS AFTER<br>TERMINATION OR<br>RETIREMENT OF THE<br>BADGEHOLDER |
| (1511) | SCREENING ACTIVITIES REPORT<br>Monthly report made to FAA of all<br>passengers boarded, detailing<br>apprehensions for CCW (carrying<br>concealed weapon)  | 6 MONTHS--SUBJECT TO<br>FAA REGULATIONS                             |
| (1512) | AIRPORT CONDITION AND<br>INSPECTION REPORTS<br>Daily reports required by the FAA   | 6 MONTHS -- SUBJECT<br>TO FAA REGULATIONS                           |

including Light Inspection Report, Airfield Inspection Report and Field Condition Report (NOTAM-Notice to Airmen)

**UTILITIES  
(ELECTRICITY, GAS, WATER,  
STEAM)**

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|--------|---|--|
| (1601) | CATHODE PROTECTION FILE<br>File created and used in maintaining gas mains. Documents installation of anodes, test stations, rectifiers, and ground beds to protect gas mains from corrosion.  | UNTIL SUPERSEDED OR<br>OBSOLETE              |
| (1602) | CUSTOMER ACCOUNT CARD FILE<br>Records show a billing and payment history of all customers using city utilities. Information includes customer name and address, consumption, billing and payment history.   | 5 YEARS AFTER LAST<br>ENTRY                  |
| (1603) | CUSTOMER SERVICE DEPOSIT FILES<br>Includes name, account number and amount of deposit for service connection, and refunds of deposits for service termination. May also include list of customers who have changed addresses, bills owed, cash stubs and book listings. | UNTIL DEPOSIT IS<br>REFUNDED PLUS 2<br>YEARS |
| (1604) | ELECTRICITY PURCHASE REPORTS<br>Reports showing daily and monthly electricity usage by each area in the system. List capacity charges and total energy charges in kilowatts and dollars.  | 5 YEARS                                      |
| (1605) | FILTER PLANT FILES<br>Files containing monitoring data relating to the operation of the city filtration plant. Includes daily logs, reports, lab and test reports and test results, quality control procedures, etc.  | 3 YEARS                                      |
| (1606) | FEDERAL REPORTS-GAS SYSTEM<br>Reports filed with the U.S. Department of Transportation documenting the  | 20 YEARS                                     |

	number of miles of gas mains in the system, description of pipe in system, extent of cathodically protected system, number of leaks in mains and services performed during year.	
(1607)	<b>GAS LEAK FILE</b> A report required by the department for federal reporting compliance purposes. Records are generated during the course of maintaining and repairing leaks in the gas lines.	<b>10 YEARS</b>
(1608)	<b>GAS PURCHASE REPORTS</b> Records documenting the quantity of natural gas purchased from distributors and used in the municipal gas system.	<b>5 YEARS</b>
(1609)	<b>GAS TAP RECORDS</b> Work orders used to initiate gas service with new customers. Include work orders listing customer name, location of tap and main and drawings of the service line.	<b>UNTIL SUPERSEDED</b>
(1610)	<b>METER BOOKS</b> Books documenting consumption statistics gathered when meters are read. Usually includes make, size, number, street, customers' names and addresses, readings, etc.	<b>5 YEARS</b>
(1611)	<b>METER READING SUMMARY REPORTS</b> Monthly summary of meter readings by customer account number for utility consumption. Shows old and new readings and actual consumption.	<b>5 YEARS</b>
(1612)	<b>ODORANT USAGE REPORTS</b> A compliance report filed with the Department of Transportation. Includes odor level sampling reports, rectifier readings, and inspections which record levels of odorant added to natural gas.	<b>5 YEARS</b>
(1613)	<b>INSPECTION FILE</b> Inspection and testing records for gas valves, electrical elevators, fire, schools, hospitals, restaurants, sewers, etc.	<b>5 YEARS AFTER RECORDED DEFECTS ARE CORRECTED</b>

(1614)	SERVICE INTERRUPTION LOG BOOKS A log documenting the interruption of utility water services with time and location of incident.	5 YEARS
(1615)	ELECTRICAL SERVICES LINES-OFFICIAL MAPS	ORIGINAL COPY AND ALL REVISIONS PERMANENTLY
(1616)	GAS SERVICE MAINS AND LINE-OFFICIAL MAPS	ORIGINAL COPY AND ALL REVISIONS PERMANENTLY
(1617)	WATER SERVICE MAINS AND LINES-OFFICIAL MAPS	ORIGINAL COPY AND ALL REVISIONS PERMANENTLY
	BONDS ISSUED - REJECTED PROPOSALS	5 YEARS
	APPLICATIONS FOR MUNICIPAL SERVICES: ACTIVE FILES:	PERMANENT AND UPDATE
	APPLICATIONS FOR MUNICIPAL SERVICES: INACTIVE FILES:	5 YEARS AFTER DATE OF LAST ACTIVITY
	REJECTED APPLICATIONS FOR MUNICIPAL SERVICES:	3 YEARS

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