

City of Sand Springs  
Sand Springs Municipal Authority



# Record Retention Policy

Passed by a vote of the City Council – July 27, 2020



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# CITY OF SAND SPRINGS

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Phone: 918.246.2500 • [sandspringsok.org](http://sandspringsok.org)

To: Department Heads

From: City Clerk Division  
Legal Department

Date: July 27, 2020

Re: Records of the City of Sand Springs and the Sand Springs Municipal Authority

Over the years, City Council has adopted several resolutions to identify Record Custodians, address Record Retention, and authorize Record Disposal by department.

Resolution No. 19-17, adopted and approved by City Council on January 28, 2019, appoints Official Custodians, makes Designation of Additional Record Custodians, identifies Duties of Custodians, and notes Requests to be Directed to Custodians.

Resolution No. 19-33, adopted and approved by City Council on June 17, 2019, addresses retention of records related to social media, electronic mail, text messages, electronic audio files, browsing history, and voice mail messages. The resolution also authorizes the City Manager to establish polices for other records not enumerated herein or regulated by state law.

Many records of the City or related entities are not contained in an approved schedule and are not regulated by state law. The City Clerk Division and the Legal Department created a draft Records Retention Policy and presented to each Department Head for edits.

Following departmental edits, a final version of the Records Retention Policy was attached to Resolution No. 21-05 and presented to City Council. Resolution No. 21-05, including the Records Retention Policy, was adopted and approved by the City Council on July 27, 2020.

Each Department of the City is identified as an Official Record Custodian with custodial duties and disposal mandates outlined in Resolution Nos. 19-17, 19-33, and 21-05. Said resolutions are included in this Record Retention Policy booklet for your review and reference.

A Record Tracking Form, a Records Disposal Form, and a Records Disposal Log are also included for your use. Electronic copies are also available in Common Forms>City Clerk>Record Retention Policy 2020-07-27.

## RESOLUTION NO. 19-17

### A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SAND SPRINGS, OKLAHOMA, APPOINTING CUSTODIANS FOR THE PUBLIC RECORDS OF THE CITY OF SAND SPRINGS, OKLAHOMA, AND PROVIDING FOR THE DESIGNATION OF ADDITIONAL RECORD CUSTODIANS.

WHEREAS, Resolution No. 4-86, adopted, by the Governing Body of the City of Sand Springs, Oklahoma, on December 23, 1985; designating specific custodians;

WHEREAS, separation and redistribution of duties, as well as the addition of several new city facilities is requiring more custodians at the various city facilities;

BE IT RESOLVED by the Governing Body of the City of Sand Springs, Oklahoma that the Record Custodian Resolution be amended as follows:

#### **Section 1. Appointment of Official Custodians.**

The following City officials are hereby appointed as official custodians for purposes of the Oklahoma Open Records Act and are, hereby, charged with responsibility for compliance with that act with respect to the hereinafter listed public records:

- A) City Clerk – all public records kept and maintained in the City of Sand Springs City Clerk's Department and all other public records not provided for elsewhere in this Section.
- B) City Attorney – all public records not on file in the office of the City Clerk and kept and maintained in the City Attorney's office.
- C) Public Works Administrator – All public records not on file in the office of the City Clerk and kept and maintained in the Public Works Department, including Public Works Administration division, Engineering division, Airport division, Raw Water division, Water Maintenance division, Water Treatment Plant division, Waste Water Maintenance division, Waste Water Treatment division, Environmental Compliance division, Solid Waste division, and Street division.
- D) Court Clerk – All public records not on file in the office of the City Clerk and kept and maintained in the Municipal Court.
- E) City Manager – all public records kept and maintained in the City of Sand Springs City Manager Department, including City Manager division and Fleet and Facilities division, and all other public records not provided for elsewhere in this Section and all other employee under his/her supervision.

- F) Finance Director – all public records kept and maintained in the City of Sand Springs Finance Department, including Finance Administration division (Payroll, Accounting, Accounts Payable, Purchasing), Customer Service division, and Information Technology division.
- G) Human Resources Director – all public records kept and maintained in the City of Sand Springs Human Resources Department.
- H) Police Chief – all public records kept and maintained in the City of Sand Springs Police Department, including Police Administration division, Police Records division, Patrol division, Detective division, and Communication division.
- I) Fire Chief – all public records kept and maintained in the City of Sand Springs Police Department, including Fire Administration division, Fire Station 1 and Fire Station 2.
- J) Emergency Management Director – all public records kept and maintained in the City of Sand Springs Emergency Management Department.
- K) Parks Director – all public records kept and maintained in the City of Sand Springs Parks Department, including Parks Administration division, Park Maintenance division, Case Community Center division, Sports division, Golf Course Division, and Senior Citizens division.
- L) Museum Trust Authority Board Members – all public records kept and maintained in the City of Sand Springs museum.
- M) City Planner – all public records kept and maintained in the City of Sand Springs Planning Department, including Planning and Development division, Animal Control division, and Code Enforcement division.
- N) Community Development Director – all public records kept and maintained in the City of Sand Springs Community Development Department.

**Section 2. Designation of Additional Record Custodians.**

- A) Each of the official custodians appointed in Section 1 is hereby authorized to designate any subordinate officers or employees to serve as record custodian. Such record custodians shall have such duties and powers as are set out in the Oklahoma Open Records Act.
- B) Whenever an official custodian shall appoint another person as a record custodian, he or she shall notify the City Clerk of such designation and the City Clerk shall maintain a register of all such designations.

**Section 3. Duties of Custodians.**

All city officials and employees appointed or designated under this Resolution shall: Protect public records for damage and disorganization; prevent excessive disruption of essential functions of the city; provide assistance and information upon request; insure efficient and timely action and response to all applications for inspection of public records; and shall carry out the procedures adopted by the city for inspecting and copying open public records, and shall comply with the Oklahoma Open Records Act.

**Section 4. Requests to be Directed to Custodians.**

- A) All members of the public, in seeking access to, or copies of, a public record in accordance with the provisions of the Oklahoma Open Records Act, shall address their requests to the City Clerk.
- B) Whenever any city official or employee, appointed or designated as a custodian under this Resolution, is presented with a request for access to, or copy of, a public record which record the custodian does not have in his or her possession and which he or she has not been given responsibility to keep and maintain, the custodian shall advise the City Clerk as to which custodian the request should be addressed to, if such is known by the custodian receiving the request.

Adopted by the Governing body of the City of Sand Springs, Oklahoma this 28<sup>th</sup> day of January, 2019.

CITY OF SAND SPRINGS, OKLAHOMA

Mike Burdge  
Mike Burdge, Mayor



Janice L. Almy  
Janice L. Almy, City Clerk

APPROVED AS TO FORM:

David L. Weatherford

David L. Weatherford, City Attorney

**CITY OF SAND SPRINGS, OKLAHOMA**

**RESOLUTION NO. 19-33**

**A RESOLUTION RELATING TO THE RETENTION OF  
PUBLIC RECORDS OF THE CITY AND RELATED ENTITIES**

WHEREAS, the City of Sand Springs has not updated its policies concerning the retention and destruction of public records in recent years.

WHEREAS, state statute (11 O.S. 22-131) provides specific guidance for a number of public records, but allows each local municipality to determine the retention policy for records not specifically regulated by state law;

WHEREAS, some electronic records are not currently covered by any state law or city policy and a clear policy in regard to those records is in the best interest of the residents of the City of Sand Springs;

**THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAND SPRINGS, OKLAHOMA, AS FOLLOWS:**

The following procedures shall be followed in regard to the retention of the following public records:

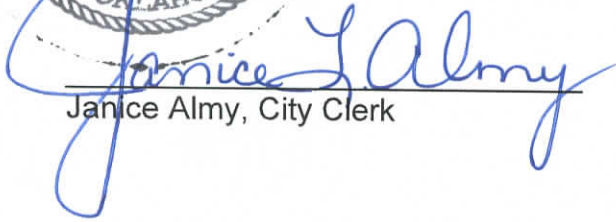
1. Social Media, including but not limited to Facebook, LinkedIn, Twitter, Instagram or other similar platforms, any post, content, message or comment initiated on behalf of the City is authorized to be removed, destroyed and not retained after one day. The City is not responsible for maintaining posts, comments or messages by any person not affiliated with the City.
2. Electronic mail and text messages, electronic audio files and browsing history, including any message or electronic message sent or received by a public official or employee using a city email account or electronic device paid by public funds, or while created while on duty with the city, may be deleted upon receipt unless required to be maintained by state law.
3. Voice Mail messages recorded on the city phone system may be deleted upon receipt unless required to be maintained by state law.
4. The City Manager is authorized to establish policies for other records not enumerated herein or regulated by state law.

This resolution is approved in open meeting of the City Council of the City of Sand Springs on the 17<sup>th</sup> day of June, 2019.



CITY OF SAND SPRINGS

  
James O. Spoon, Mayor

  
Janice Almy, City Clerk

APPROVED AS TO FORM:

  
David L. Weatherford, City Attorney



**CITY OF SAND SPRINGS, OKLAHOMA**

**RESOLUTION NO. 21-05**

**A RESOLUTION RELATING TO THE RETENTION OF  
PUBLIC RECORDS OF THE CITY AND RELATED ENTITIES**

WHEREAS, the City of Sand Springs has not updated its policies concerning the retention and destruction of public records in recent years.

WHEREAS, state statute (11 O.S. 22-131) provides specific guidance for a number of public records, but allows each local municipality to determine the retention policy for records not specifically regulated by state law;

WHEREAS, some electronic records are not currently covered by any state law or city policy and a clear policy in regard to those records is in the best interest of the residents of the City of Sand Springs;

WHEREAS, flexibility to determine a retention process for unidentified records will assist with the overall operations of the City and better serve the public.

**THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAND SPRINGS, OKLAHOMA, AS FOLLOWS:**

1. The attached records retention schedule is adopted as the records retention schedule of the City.
2. The City Manager is authorized to enact additional policies for any records not listed or regulated by state law to ensure an adequate retention time period
3. The City Manager is authorized to scan municipal records as originals as authorized by 11 O.S. 22-132, and to retain electronic copies in lieu of paper copies, and the destruction of the paper copy is authorized upon retention of the electronic copy.
4. The City Council further finds that all personnel records of employees who report directly to the City Council should be maintained as confidential personnel records and should not be publicly disclosed without an affirmative vote to do so by the City Council or by a signed release by the employee directing the public disclosure of their confidential personnel records.
5. For all employees of the City who report to the City Manager, the City Manager is authorized to establish those procedures that are necessary to protect the confidential nature of personnel records, and to only release records in accordance with state law, the policies of the City, and/or the consent of employee, all as determined within the sole discretion of the City Manager.

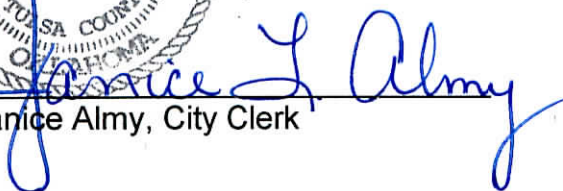
6. The policies set forth herein shall apply to the Sand Springs Municipal Authority and all other components of municipal government in which records are maintained by the City.

This resolution is approved in open meeting of the City Council of the City of Sand Springs on the 27<sup>th</sup> day of July, 2020.

CITY OF SAND SPRINGS

  
James O. Spoon, Mayor



  
Janice Almy, City Clerk

APPROVED AS TO FORM:

  
David L. Weatherford, City Attorney

2020 Record Retention Policy

<b>DEPARTMENT</b>	<b>DESCRIPTION</b>	<b>RETENTION TIME/STORAGE LOCATION</b>	<b>CITATION</b>
All Departments	<b>Action Center Records</b> Complaints (work orders) regarding service and requests for service.	2 years	
All Departments	<b>Contracts totaling \$5,000 and below</b> Contracts \$5,000 and below may be signed by Department Head; said department responsible for retention and storage of contract	Term of the contract plus five (5) years from the last transaction date; stored in departmental files	Open Records Act
All Departments	<b>Electronic Mail and Text Messages, Electronic Audio Files and Browsing History</b> Including any message or electronic message sent or received by a public official or employee using a city email account or electronic device paid by public funds, or while created while on duty with the city, may be deleted upon receipt unless required to be maintained by state law.	May be deleted upon receipt unless required to be maintained by state law	City of Sand Springs, Resolution No. 19-33
All Departments	<b>Policy and Procedure and/or Training Manuals</b> Internal rules and regulations of the municipality sometimes separated by department. May include step-by-step procedures used as training manual for job.	Immediate upon replacement by new policy	Current Practice
All Departments	<b>Social Media</b> Including but not limited to Facebook, LinkedIn, Twitter, Instagram or other similar platforms, any post, content, message or comment initiated on behalf of the City is authorized to be removed, destroyed and not retained after five days. The City is not responsible for maintaining posts, comments or messages by any person not affiliated with the City	5 days	City of Sand Springs, Resolution No. 19-33
All Departments	<b>Voice Mail</b> Messages recorded on the city phone system may be deleted upon receipt unless required to be maintained by state law.	May be deleted upon receipt unless required to be maintained by state law	City of Sand Springs, Resolution No. 19-33

2020 Record Retention Policy

Animal Control	<b>Animal Bite Records</b> Includes date, investigating officer, type of animal, animal's history and owner if known, name and address of victim, including parent or guardian, location of wounds(s), treatment, location and results of rabies quarantine observations, and disposition of animal.	Permanent	11 O. S. § 22-131 (A)(3)
Animal Control	<b>Animal Control Records/Animal Adoption Records</b> To be kept by Animal Control.	Permanent	11 O. S. § 22-131 (A)(3)
Animal Control	<b>Animal Cruelty/Abuse Reports</b> Officers investigative report detailing abuse/cruelty, findings, veterinary reports, animal description, owner information, follow-ups, pertinent dates, adjudication, and judicial order for destroy/release.	Permanent	11 O. S. § 22-131 (A)(3)
City Clerk	<b>Abstracts</b> for City owned real estate.	Permanent/Vault	
City Clerk	<b>Accident Reports Involving City Property</b> Report documenting damage to city property, date and time of accident, and a complete narrative regarding circumstances, name of principals, witnesses and addresses.	5 years or until litigation is concluded; 2 years after termination of employment	<b>CONFIDENTIAL 12 O.S. § 95; 47 O.S. § 10-117; 51 O.S. § 24A.7; 51 O.S. § 24A.8B</b>
City Clerk	<b>Accident Reports Involving City Vehicles</b> Records documenting traffic accidents involving City-owned vehicles.	5 years or until litigation is concluded; 2 years after termination of employment	<b>CONFIDENTIAL 12 O.S. § 95; 47 O.S. § 10-117; 51 O.S. § 24A.7; 51 O.S. § 24A.8B</b>
City Clerk	<b>Accident Reports Involving Personal Injury</b> Reports describing injury accidents involving City employees, excluding vehicular incidents. May include copies of Workers' Compensation claims (Official Injury Report).	5 years or until litigation is concluded; 2 years after termination of employment	<b>CONFIDENTIAL 12 O.S. § 95; 47 O.S. § 10-117; 51 O.S. § 24A.7; 51 O.S. § 24A.8B</b>
City Clerk	<b>Accident Reports Involving Private Vehicles and City Property</b> Record of damage and loss sustained by employee negligence and/or defective equipment, where private vehicles are involved in collision with City property.	5 years or until litigation is concluded; 2 years after termination of employment	<b>CONFIDENTIAL 12 O.S. § 95; 47 O.S. § 10-117; 51 O.S. § 24A.7; 51 O.S. § 24A.8B</b>
City Clerk	<b>Agendas</b> for Public Meetings.	Permanent/Vault and electronic folder	41 O.S. § 24A et seq.
City Clerk	<b>Annual Meeting Schedules</b> for all City Boards/Trusts.	Permanent/Vault and electronic folder	51 O. S § 24A et seq.
City Clerk	<b>Audio Tapes, Video, and/or Electronic Recordings</b> of Public Meetings.	10 days from minutes approval/Audio tape file	City Policy CAP12-001

2020 Record Retention Policy

City Clerk	<b>Bids - Capital Improvements</b> Includes bids, bid price, name of bidder and cost of capital improvement project. Also may include copy of advertisement services or memorandum requesting bidders, and specifications. Informal bidding information is similar; all quotes should be documented.	5 years from bid opening/Vault	11 O. S. § 22-131 (A)(3); 61 O. S. § 112
City Clerk	<b>Bonds</b> Employees and elected officials.	Forfeit upon resignation or termination/Vault	11 O. S. § 22-131 (A)(3)
City Clerk	<b>Budget</b> , Adopted.	Permanent/Vault	11 O.S. § 17-205
City Clerk	<b>Campaign Contributions and Expenditure Reports</b> for Council elections/Council candidates.	5 years from the election year/Vault	51 O.S. § 301-325
City Clerk	<b>Claims</b> Damage and injury claims against the City pursuant to the GTCA.	5 years following conclusion of litigation	51 O. S. §§ 151 et seq. 11 O. S. § 22-131 (A)(3)
City Clerk	<b>Code of Ordinances</b> , municipal codes, rules and regulations.	Permanent/Vault	11 O. S. §14-108 (B)
City Clerk	<b>Contracts totaling \$5,001 to \$25,000</b> Contracts \$5,001 to \$25,000 may be signed by the City Manager; City Clerk responsible for retention and storage of contract	Term of the contract plus five (5) years from the last transaction date; filed in office of the City Clerk	Open Records Act
City Clerk	<b>Contracts totaling \$25,001 and above</b> Contracts \$25,001 and above must be approved by a vote of the City Council or Municipal Authority; City Clerk responsible for retention and storage of contract	Term of the contract plus five (5) years from the last transaction date; filed in office of the City Clerk	Open Records Act
City Clerk	<b>Damage &amp; Loss Report</b> (Claims Management for City Property) Record of damage and loss sustained by City, including but not limited to, theft, arson, vandalism, employee negligence, defective equipment, damage to structures and building, money and security losses, vehicle accidents involving citizens and City-owned property.	5 years from the election year/Vault	11 O.S. § 22-131 (A)(3)
City Clerk	<b>Guidelines</b> for committee meetings.	Disposal after said committee meeting	Current Practice
City Clerk	<b>Leases &amp; Agreements</b> Signed agreements with parties providing city services or having other legal relationships with the City.	5 years from end of FY in which final payment was made or project accepted	11 O. S. § 22-131 (A)(3)
City Clerk	<b>Minutes</b> for public meetings if required by Open Meeting Act.	Permanent/Vault	51 O.S. §§ 24 A.1 et seq.
City Clerk	<b>Nuisance Abatement Files</b> Records relating to weed, trash, graffiti, inoperable vehicles on private property.	5 years	11 O.S. § 22-131(A)(3)
City Clerk	<b>Nuisance Abatements of Private Properties</b> Records relating to the demolition and boarding of buildings deemed unfit for human habitation.	5 years	11 O.S. § 22-131(A)(3)

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City Clerk	<b>Oaths</b> for elected officials, appointed board members, and city employees.	Term of office or employment/Vault	51 O. S §§ 24 A.1 et seq.
City Clerk	<b>Ordinances</b> includes ordinance number, title, text, passage date, signatures, proof of publication, and any associated documents.	Permanent/Vault	51 O. S. §§ 24 A.1 et seq.
City Clerk	<b>Petition</b> (Miscellaneous).	2 years from litigation concluded/Vault	11 O.S. § 22-131(A)(2)
City Clerk	<b>Prior Year/Previous</b> Code of Ordinances, municipal code books.	Permanent/Vault	11 O.S. § 14-108(B)
City Clerk	<b>Proclamations</b> Official proclamations issued by the Mayor.	Disposal after completion and/or presentation	
City Clerk	<b>Public Affidavits</b> Original, notarized affidavit showing proof of publication in a local newspaper of general circulation.	Permanent - filed with Ordinances/Vault	Current Practice
City Clerk	<b>Real Estate Purchase Contracts</b> Warranty deed, easement, and contract for purchase.	Permanent/Vault	Current Practice
City Clerk	<b>Special Assessment Letters</b> Requests and generated invoices only.	2 years/electronic files	Current Practice
City Manager	<b>Complaint Files</b> Citizen's comments about services, maintenance, repairs, etc.	5 years or until litigation is concluded	<b>CONFIDENTIAL</b> 11 O. S. § 22-121 (A)(3)
City Manager	<b>City Policies</b> Rules and regulations of the governing body or City management.	Permanent	51 O. S. § 24 A et seq.
Community Development	<b>Press Release</b> All official news or press releases issued by the municipality	5 years	11 O.S. § 22-131 (A)(3)
Court Clerk	<b>Expunged Court Records</b>	Permanent	<b>CONFIDENTIAL</b>
Court Clerk	<b>Municipal Court - Misdemeanor Criminal Convictions</b>	5 years - DUI; 5 years other. Following disposition. Permanent electronic.	20 O.S. § 1005.6; O.S. § 22-131 (A)(3)
Court Clerk	<b>Bail Bonds &amp; Surety</b>	5 years. Permanent electronic.	11 O.S. § 22-131 (A)(3)
Court Clerk	<b>Court Records</b> Municipal Court records consist of misdemeanor offenses, traffic violations, and juvenile records.	5 years or until litigation is final, whichever is greater. Permanent electronic.	<b>PARTIALLY CONFIDENTIAL 11 O.S. § 22-131 (A)(3)</b>

2020 Record Retention Policy

Court Clerk	<b>Municipal Court - Traffic Citations</b>	5 years or until litigation is concluded, whichever is greater. Permanent electronic.	11 O.S. § 22-131 (A)(3)
Court Clerk	<b>Arrest Warrant Register</b> List of arrest warrants in chronological order by date and time filed.	Permanent	Current Practice
Court Clerk	<b>Arrest Warrants</b> Warrants signed by the judge directing an officer to arrest and deliver the defendant to court.	2 years	11 O.S. § 22-131 (A)(2)
Engineering	<b>Bids</b> Includes bid tabulation, bid price, percentage rates, periods of pay, name of bidder and cost. May include copy of advertisement services or memorandum requesting bidders, specifications. Quote information is similar but may be obtained by telephone; all quotes should be documented.	5 years following the end of fiscal year in which submitted	11 O. S. § 22-131 (A)(3)
	<b>Blueprints-City Property</b> Includes as-built engineering drawings and blueprints of all facilities owned or managed by the City.	Permanent	Current Practice 11 O. S. § 22-131 (A)
Engineering	<b>Building Plans-City Property</b> Plans and specifications for City buildings.	Permanent	11 O. S. § 22-131 (A)
Engineering	<b>Maps (Emergency Equipment, Traffic Lights, etc.)</b> Includes maps of streets maintained for reference regarding placement of fire hydrants, traffic lights, locations, etc.	Permanent until superseded	11 O. S. § 22-131
Engineering	<b>Plans</b> Comprehensive, neighborhood, and master plans adopted by the governing body.	Permanent	Current Practice
Engineering	<b>Proposals</b> Includes requests for proposals, notice, proposal submittal statements, committee recommendations, and memorandums.	5 years from proposal opening	11 O. S. § 22-131 (A)(3)
Engineering	<b>Street Improvements Files</b> Files include bids, advertisements, contracts, and assessment of property owners for street improvements. May also include resolutions and engineering reports.	15 years	11 O. S. § 22-131 (A)(5)
Engineering	<b>Technical Submissions</b> All signed and sealed including supporting documentation prepared by in-house professional engineers or land surveyors.	10 years after date of preparation	59.05 § 475.15.C
Engineering	<b>Water Line/Sanitary Sewer Maps.</b>	Permanent until superseded	11 O.S. § 22-131

2020 Record Retention Policy

Environmental Compliance	All Water Quality Reports	12 years	Current Practice
Finance	<b>Accounts Payable Files</b> Includes records to pay the City's bills. Files often consist of check copy, invoice, purchase order, receiving reports and requisition. May include correspondence with vendors and departmental officials and computer printouts.	5 years	11 O. S. § 22-131(A)(3)
Finance	<b>Audit Reports</b> Reports prepared by external auditors examining and verifying the City's financial activities. Audit investigating reports and annual financial statements may be included. Used for fiscal analysis and evaluation.	Permanent - kept in rolling files on site	Current Practice 11 O. S. § 17-105
Finance	<b>Bank Statements/Recon Files</b>	5 years	Current Practice
Finance	<b>Bonds, General Obligation Issue</b> Records relating to the financing of municipal projects through bonded indebtedness.	Length of Bond plus 5 years	11 O. S. § 22-131(A)(4)
Finance	<b>Bonds, Maintenance, Bid Performance, and Surety</b> Capital improvement and private projects.	5 years after maintenance bond expires (If bond proceeds, life of bond plus 3 years)	11 O. S. §22-131 (A)(3) IRS Bond Compliance Regulations; IRS Code §6001 and §6001-1(a) of the Regulations
Finance	<b>Budget, Adopted.</b>	Permanent/Vault	11 O. S. § 17-205
Finance	<b>Budget Amendments</b>	Permanent/Finance files	12 O.S. § 17-205
Finance	<b>Budget Amendments</b> Records documenting Council's approval for the transfer of or supplemental appropriation to departmental monies during the fiscal year.	Permanent - 5 FY books kept in rolling file on site	11 O. S. § 17-205
Finance	<b>Canceled Checks</b> Records of the daily transactions showing deposits and withdrawals of all accounts or funds. Includes the original canceled checks, bank statements, and account reconciliation.	5 years	11 O. S. § 22-131(A)(3)
Finance	<b>Certificates of Deposit, T-Bills</b> Records relating to original financial instruments executed to invest City funds. Records state amount of certificate or treasury bill, term and rate of interest.	5 years	Current Practice
Finance	<b>Check Registers</b> Books containing a chronological or numerical listing of all checks or warrants drawn on City accounts.	5 years	11 O. S. § 22-131(A)(4)



2020 Record Retention Policy

Finance	<b>Daily Cash Report File</b> A record of cash balances, receipt and disbursements completed during the day.	5 years	11 O. S. § 22-131(A)(4)
Finance	<b>Financial Statements</b> 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.	5 years	11 O. S. § 22-131(A)(4)
Finance	<b>Fixed Asset Inventory Lists</b> List of City's personal property inventory file.	5 years	11 O. S. § 22-131(A)(4)
Finance	<b>Grant Accounting File</b> Documentation for each State or Federal grant project. Includes monthly expenses and requests for payment, check copies, copy of grant applications, financial status reports, advance reports, special audit and bookkeeping requirement instructions, and other working papers accumulated in the process of preparing accounting information to meet State and Federal regulations.	3 years unless superseded by Federal statute or regulation or until a disputed matter is resolved	11 O. S. § 22-131(A)(3)
Finance	<b>Grant-In-Aid Files (State, Federal)</b> each city must check with the administering government agency for the retention requirements for specific programs.	3 years unless superseded by federal statute or regulation or until a disputed matter is resolved	11 O. S. § 22-131(A)(3)
Finance	<b>Journal Entries/Journal Vouchers</b> Files consist of adjustments to financial accounts showing the debits and credits, reason for adjustment, date amount.	5 years	11 O. S. § 22-131(A)(4)
Finance	<b>Ledgers &amp; Journals</b> Accounts containing a summary of receipts and disbursement by account fund.	5 years	11 O. S. § 22-131(A)(4)
Finance	<b>Payroll Bank Statements/Reconciliations, Payroll Checks, Cancelled Checks</b> Bank statements showing electronic deposits and cancelled payroll checks for receipts of wages, vacation pay, or other payments for services rendered.	5 years	11 O. S. § 22-131(A)(3)
Finance	<b>Payroll Earnings Statement</b> Includes employee's name, address, hours worked, gross pay, withholdings, social security number, net pay, and deduction.	5 years	11 O. S. § 22-131(A)(3)
Finance	<b>Payroll Time Records</b> Includes employee's name, department, amount and type of leave time, compensatory time, and including overtime records.	5 years	20 CFR § 516

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Finance	<b>Petty Cash Records</b>	5 years	11 O. S. § 17-102 11 O. S. § 22-131(A)(3)
Finance	<b>Purchase Order File</b> Usually consists of purchase orders, invoices, documenting number, date, department, description, and quality of item, account number, unit price, amount, and signature	5 years after termination of purchase order or agreement, whichever is later	
Finance	<b>Refund File</b> Records documents the issuance of a refund to the payee for the overpayment, incorrect billing, etc. for services, permits, or licenses.	5 years	11 O. S. § 22-131(A)(3)
Finance	<b>Rental Schedules</b> Files consisting of contract agreements with parties providing city services or having other legal relationships with the City, including options to purchase property.	5 years after expiration	11 O. S. § 22-131(A)(3)
Finance	<b>Sinking Fund</b>	10 years	11 O. S. § 22-131(A)(4)
Finance	<b>Special Assessment Files</b> Files used to account for paving, water, and sewer improvement districts funds. They verify revenue contributions from citizens.	15 years	11 O. S. § 22-131(A)(5)
Finance	<b>Surplus List</b> City-owned property declared surplus.	10 years	11 O. S. § 22-131 (A)(4)
Finance	<b>Surplus Records</b> for City owned assets.	5 years/Finance files	11 O. S. § 22-131(A)(4)
Finance	<b>Tax Increment Districts</b>	Permanent	11 O.S. §22-131 (B)
Finance	<b>Travel Expense Reimbursement File</b> 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 mileage reimbursements to City employees or officials.	5 years	11 O. S. § 22-131(A)(3)
Finance	<b>Trustee Indentures</b> Record establishing the various City trusts.	Permanent	Current Practice
Finance	<b>Utility Accounts Receivable</b>	2 years	Current Practice
Finance	<b>Utility Billing Ledger</b>	2 years	Current Practice
Finance	<b>Utility Cash Receipts</b>	2 years	Current Practice
Finance	<b>Utility Customer Account File</b> Records show billing, and payment history of all customers using City utilities. Information includes customer name and address, consumption, billing and payment history. May also include list of customers who have changed addresses, bills owed, cash stubs, and booking listings.	2 years after close of account	11 O. S. § 22-131(A)(3)

2020 Record Retention Policy

Fire	<b>Arson Reports</b> Report containing all investigative information relating to a fire.	Permanent	PARTIALLY CONFIDENTIAL Current Practice
Fire	<b>Daily Shift Report - Fire</b> Includes pertinent information on events during shift.	Permanent	Current Practice
Fire	<b>Fire Hydrant Hydrostatic Test Records</b>	Permanent	29 CFR § 1910.157 (f)(16)
Fire	<b>Fire Incident Run Reports &amp; Non-Fire Emergency Report Files</b> Records from incidents which the Fire Department responds. Fire, EMS, and Hazardous Materials incidents, service calls, false alarms, natural condition (i.e. flood, lightning strike, earthquake, etc.).	Permanent	Current Practice
Fire	<b>Hazardous Materials Accident Report</b> Reports pertaining to the spilling or combustion of hazardous chemicals or other materials.	Permanent	FEMA Current Practice
Fire	<b>Training Files</b> Official training records of all employees who receive training, whether on or off the job.	5 years upon termination of employment. Electronically archived.	Current Practice
Fleet & Facilities	<b>Maintenance Records</b> All maintenance records pertaining to City-owned and operated real and personal property.	10 years-buildings; 5 years-personal property	11 O. S. § 22-131(A)(3)
Human Resources	<b>Accident Report Involving Personal Injury</b> Reports describing injury accidents involving City employees, excluding vehicular incidents. May include copies of Workers' Compensation claims (Official Injury Report).	Hard copy 5 years; summary file stored electronically	<b>CONFIDENTIAL 12 O.S. § 95; 47 O.S. § 10-117; 51 O.S. § 24A.7; 51 O.S. § 24A.8B</b>
Human Resources	<b>Affirmative Action Plan</b> A plan documenting the City's compliance with the statutes and regulatory requirements of the EOC's various voluntary plans.	5 years	29 CFR Chapter XIV
Human Resources	<b>Background Investigation</b>	Termination + 1 year not less than 3 years; (Police - Permanent Electronic Archive)	Current Practice
Human Resources	<b>Collective Bargaining Agreements</b>	6 years (5 years +1), Permanent Electronic	12 O. S. § 95 (1)
Human Resources	<b>Disciplinary Records</b>	Termination + 3 years (Police Electronically Archived)	Current Practice

2020 Record Retention Policy

Human Resources	<b>DOT Records</b>	5 years	§382.401
Human Resources	<b>Exposure Medical Records</b> Results of exposure to chemicals, noise, infectious disease, harmful physical agent, or toxic substance as defined by OSHA.	Close date + 30 years	<b>CONFIDENTIAL</b> 29 CFR § 1910.1020 (c)(5); Current Practice
Human Resources	<b>Fair Labor Standards Act (FLSA) Documentation</b>	3 years if no complaint is filed	<b>FLSA</b> Section 11(c)
Human Resources	<b>Family Medical Leave Act (FMLA)</b>	3 years if no complaint is filed	<b>CONFIDENTIAL</b> 29 CFR § 825.500
Human Resources	<b>Hiring Files</b>	Close date + 1 year	ADA, Civil Rights and EEOC Laws; Current Practice
Human Resources	<b>I-9 Verification of Right to Work</b>	Termination + 1 year not less than 3 years	Immigration Reform Act
Human Resources	<b>Insurance Policy Files</b>	Termination + 3 years	Current Practice
Human Resources	<b>Interest Arbitration Awards</b>	Permanent	11 O. S. Chapters 49 & 50
Human Resources	<b>Job Descriptions</b>	Until superseded	C29 CFR § 16-2.31; Current Practice
Human Resources	<b>OSHA 300/300A</b> Log detailing employee injury/incident reports.	Posting Date + 5 years	DOL; Current Practice
Human Resources	<b>Personnel Files</b>	Termination + 3 years	Current Practice
Human Resources	<b>Personnel Policies &amp; Procedures</b>	Until superseded + 3 years	Current Practice
Human Resources	<b>Salary Survey Records</b>	3 years	FLSA; Current Practice
Human Resources	<b>Training Files</b>	Termination + 3 years (Police Electronically Archived)	Current Practice
Human Resources	<b>Workers' Compensation Files</b>	Close date + 5 years	Partially Confidential; 51 O.S. § 24A.7
Legal	<b>Civil Litigation Case Files</b>	5 years following conclusion of litigation	<b>CONFIDENTIAL</b> 11 O. S. § 22-131 (A)(3)
Legal	<b>Claims</b> Damage and injury claims against the city pursuant to the GTCA.	5 years following conclusion of litigation	51 O. S. §§ 151 et seq.; 11 O. S. § 22-131 (A)(3)
Legal	<b>Confidential Reports</b> All documents that are deemed confidential in accordance with the Oklahoma Open Records Act or State and Federal law.	5 years or until litigation is concluded. Police may be permanent.	51 O. S. §§ 24 A.1 et seq
Legal	<b>Legal Options</b> Contains copies of legal opinions and memoranda prepared by the City Attorney	5 years or until the legal matter is concluded.	<b>CONFIDENTIAL</b> Current Practice
Legal	<b>Open Records Request</b>	1 year.	Current Practice

2020 Record Retention Policy

Neighborhood Services	<b>Blasting Permits</b> Permits bought in order to complete work authorized by customers. Includes date, permit number, name of party whom issued, location , fee, owner, agent, tenant, and work description. May also include inspection data, notes of compliance, and inspector's name.	5 years	11 O.S. § 21-131 (A)(3)
Neighborhood Services	<b>Building Code Inspection/Enforcement</b>	5 years	11 O.S. § 22-131 (A)(3)
Neighborhood Services	<b>Building Permit Records</b> Includes applications from property owners to erect new structures or make modifications to existing structures. Applications contain personal information of owner, name of contractor, location of building; type and cost of building, zoning information; topographical compliance data and the municipal permit allowing the construction. May 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; and certificate of occupancy.	5 years	11 O.S. § 22-131 (A)(3)
Neighborhood Services	<b>House Number Lots</b> List of current streets and house numbers.	Permanent	Current Practice
Neighborhood Services	<b>Inspection Services</b> Records pertaining to building, plumbing, mechanical, electrical, safety inspection records, electrical devices, lifting and hoisting devices, construction sites, permits, refuse, water, sanitary sewer, and storm sewer.	5 years	11 O.S. § 22-131 (A)(3)
Neighborhood Services	<b>Landfill Permits</b> May include application, insurance, regulations, and reports of local, state, or federal agencies.	5 years	27A §§ 2-10-901 et seq. - 11 O.S. § 22-131 (A)(3)
Neighborhood Services	<b>Licenses Applications</b> All occupational licenses issued by the City such as kennel, auctioneer, barterer, food handler, electrical, etc.	5 years	11 O. S. § 22-131 (A) (3)
Neighborhood Services	<b>Nuisance Abatement Files</b> Records relating to weed, trash, graffiti, inoperable vehicles on private property.	5 years	11 O. S. § 22-131 (A) (3)
Neighborhood Services	<b>Nuisance Abatements of Private Properties</b> Records relating to the demolition and boarding of buildings deemed unfit for human habitation.	5 years	11 O. S. § 22-131 (A) (3)
Neighborhood Services	<b>Permits</b> All permits issued by the City such as electrical, plumbing, gas fitters, building, and elevator.	5 years	11 O. S. § 22-131 (A) (3)
Neighborhood Services	<b>Sign &amp; Banner Permits</b>	5 years	11 O. S. § 22-131 (A) (3)

2020 Record Retention Policy

Parks	<b>Parks &amp; Recreation Fee Collection Records</b> Listing of all rental or deposit fees for use of City facilities.	1 year - REC-PRO Server	11 O. S. § 22-131(A)(4)
Parks	<b>Event Files</b> Records relating to the leasing of municipal facilities to various groups.	1 year after expiration	51 O. S. §§ 151 et seq.
Payroll	<b>Garnishment Files</b> Summary of garnishment with names of defendant and plaintiff and signed by the employee and form documenting the amount withheld from the employees wages.	5 years or until pay out of garnishment	11 O. S. § 22-131(A)(3)
Planning	<b>Annexation Records</b> Used to annex/de-annex property in/out of city boundaries. Files usually contain citizens petitions, correspondence, maps, and official annexation/de-annexation action (does not include ordinance).	5 years; digital copies may substitute for hard copies being located in the Planning Department after 5 years.	11 O.S. § 21-112
Planning	<b>Application Files</b> Includes BOA (Variances & Special Exceptions) and Planning Commission Files (Lot-Splits, Lot-Combos, Plats, Rezonings, etc.).	Permanent - kept in file cabinets in Planning Department or in offsite storage; digital copies may substitute for hard copies being located in the Planning Department after 5 years.	Current Practice
Planning	<b>Maps &amp; Plans</b> General reference maps of City development areas. Shows existing zoning.	Permanent until superseded	11 O.S. § 22-131
Planning	<b>Minutes &amp; Agendas</b> Includes Planning Commission, Board of Adjustment, and Sand Springs Development Authority.	Permanent - kept by the City Clerk's office; Planning staff keeps digital copies after 5 years	Current Practice; 51 O.S. §§ 24.A.1.et sequ.
Planning	<b>Plats</b> Includes Plat Books of 8 1/2 x 11 copies of Plats; and large filed copies of newer Plats.	Permanent - kept in Planning Department in Plat Map drawers and Plat Map books; also keep a digital copy	Current Practice
Police	<b>911 Audio</b>	5 years for all audio after July 1, 2019; 90 days for all prior audio	Current Practice

2020 Record Retention Policy

Police	<b>Abandoned Vehicle Records</b>	5 years or until litigation is concluded; original to DPS	11 O.S. § 22-131 (A)(3)
Police	<b>Accident Reports (Police)</b> All reports, investigations, diagrams and statements involving accidents and incidents.	10 years or until litigation is concluded; original to DPS	47 O.S. § 10-117; 51 O.S. § 24A.8B
Police	<b>Arrest, Booking &amp; Jail Files, Reports, and Photos</b> Includes a summary of daily, monthly and yearly totals of arrests withing the City.	10 years - paper	Current Practice
Police	<b>Arson Reports</b> Reports containing all investigative information relating to a fire.	Permanent	PARTIALLY CONFIDENTIAL Current Practice
Police	<b>Body Cam Video</b>	5 years for all video after January 1, 2020; 90 days for all video prior	Current Practice
Police	<b>Breath Test Intoxillizer Records</b> Includes inspections, verifications, and maintenance records for intoxillizer machine.	5 years or until litigation is concluded; original to DPS.	EPS Rules of the Board of Tests; OAC 40:30-1-3€; 11 O.S. § 22-131 (A)
Police	<b>Breath Test Reports</b> Includes photosynthesis reports stating the 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.	5 years or until litigation is concluded; original to DPS.	EPS Rules of the Board of Tests; OAC 40:30-1-3€; 11 O.S. § 22-131 (A)
Police	<b>Building Video</b>	30 days	Current Practice
Police	<b>Confiscated Evidence Records</b> Logs of all confiscated evidence, listing date received, movement, collecting investigator, description of item, disposition, and signature of all handling parties.	10 years after case is resolved.	Current Practice
Police	<b>Impounded Vehicle Reports</b> Report used to record the impoundment and release of vehicles. Also a computer generated report of all impounded vehicles over the previous 24-hour period, which is forwarded to the State as per State Law.	5 years or until litigation is concluded via teletype to DPS	11 O.S. § 22-131 (A)(3)
Police	<b>Incident Reports</b> A report containing pertinent information concerning a particular incident or crime or all reports containing information concerning a criminal investigation or incident. May be handwritten or computer generated	10 years	Current Practice
Police	<b>Internal Investigations</b> Investigations by Personnel Department or any other department regarding personnel conduct.	Case file 5 years. Summary - Permanent. 10 years if findings are unfounded. Permanent otherwise.	<b>CONFIDENTIAL</b> 51 O. S. § 24A.7
Police	<b>Monthly Activity Report - Police</b>	3 years	Current Practice

2020 Record Retention Policy

Police	<b>Radio Dispatch Log</b> Computer-aided dispatch printout of a specific call or the line item summary of all calls for a specific time and/or place.	3 years; permanent electronic.	12 O.S. § 95
Police	<b>Teletype</b> Administrative messages containing information that the Police Department received and disseminates to various law enforcement agencies through the teletype.	Immediate (original with DPS)	Current Practice
Police	<b>Training Files</b> Official training records of all employees who receive training, whether on or off the job.	5 years upon termination of employment. Electronically archived.	Current Practice
Police	<b>Uniform Crime Report (UCR)</b> Monthly and yearly reports compiled for all reported crime in Sand Springs. The report is forwarded to OSBI for the inclusion in the State report to the FBI.	5 years; permanent electronic	11 O.S. § 22-131 (A)(3); Current Practice
Public Works	<b>Bids</b> Includes bid tabulation, bid price, percentage rates, periods of pay, name of bidder, and cost. May include copy of advertisement services or memorandum requesting bidders, specifications. Quote information is similar but may be obtained by telephone; all quotes should be documented.	5 years following the end of fiscal year in which submitted	11 O.S. § 22-131 (A)(3)
Public Works	<b>Fuel Usage Records</b> Records of the fuel usage of each fleet vehicle.	5 years	11 O.S. § 22-131 (A)(3)
Public Works	<b>Manufacturer/Product Information Documents</b> Including load tests, repair documents, etc. for listing devices (cranes, slings, etc.).	Duration of use and ownership of equipment	29 CFR § 1910.179(k)
Public Works	<b>Plans</b> Comprehensive, neighborhood, and master plans adopted by the governing body.	Permanent	Current Practice
Public Works	<b>Proposals</b> Includes requests for proposals, notice, proposal submittal statements, committee recommendations, and memorandums.	5 years from proposal opening	11 O.S. § 22-131 (A)(3)
Public Works	<b>Sewer Line Maps</b>	Permanent	Current Practice
Public Works	<b>Sewage Treatment Applications &amp; Permits</b> Wastewater treatment reports filed with state and federal agencies monitoring the City's compliance with government regulations.	10 years	Current Practice



2020 Record Retention Policy

Public Works	<b>Sewage Treatment Monitoring Reports</b> Contains records used to monitor and report on the operations of the City sewage treatment plant and sewage treatment, including lab reports, and amounts of waste processed by the system.	3 years	40 CFR 122.41 (j)(2)
Public Works	<b>Titles &amp; Other Ownership Information to Vehicles &amp; Equipment</b> Includes certificates of titles to City-owned motor vehicles and equipment providing proof of ownership.	Until replaced	Current Practice
Public Works	<b>Traffic &amp; Signal Studies</b> May include product literature and studies related to traffic, such as drawings of traffic controllers, drawings of intersections, traffic signals, and timing progressions. May also include turning count totals used for studies of traffic flow.	5 years	Current Practice
Public Works	<b>Wastewater Monthly Operating Reports</b>	10 years	Current Practice
Public Works	<b>Wastewater Treatment Sludge Compliance Reports</b> Treatment reports filed with state and federal agencies monitoring the City's compliance with government regulations. Includes applications, permits, for solid water and sewer lagoons, including lab report, and amounts of sludge processed by the system.	5 years	40 CFR 503.17 (a)
Public Works	<b>Water Treatment Applications</b> Water treatment reports filed with State and Federal agencies monitoring the City's compliance. MOR's	Permanent	Current Practice
Public Works	<b>All Water Quality Reports</b>	12 years	Current Practice
Public Works	<b>Water Treatment Monitoring Records</b> Lab reports, water reports, samples.	10 years	40 CFR 141.33
Risk Management	<b>Damage &amp; Loss Report (Claims Management for City Property)</b> Record of damage and loss sustained by City, including but not limited to, theft, arson, vandalism, employee negligence, defective equipment, damage to structures and building, money and security losses, vehicle accidents involving citizens and City-owned property.	5 years	11 O.S. § 22-131 (A)(3)

2020 Record Retention Policy

Risk Management	<b>Exposure Medical Records</b> Results of exposure to chemicals, noise, infectious disease, harmful physical agent or toxic substance as defined by OSHA	30 years upon closing of file	CONFIDENTIAL 29 CFR § 1910.1020 (c)(5); Current Practice
Risk Management	<b>FEMA</b> Federal Emergency Management Agency	Permanent	<b>FEMA</b>
Risk Management	<b>Insurance Policy File</b> Copies of all insurance policies, signed agreements, claims, and documents related to coverage for city employee, city officials, and city property.	Permanent	12 O. S § 95 (1); Current Practice
Risk Management	<b>Interest Arbitration Awards</b>	Permanent	11 O. S. Chapters 49 & 50
Risk Management	<b>Safety, Environmental &amp; Health Inspection &amp; Consultation</b> All City facilities and work sites; contractor procedures; UST's and AGT's,	Permanent	Current Practice
Risk Management (Safety Officer)	<b>Training Records</b> Employee listing of safety training attended in Risk Management.	Permanent	40 O. S. § 414
Risk Management	<b>Trust Indenture</b> Record establishing the various City trusts.	Permanent	Current Practice
Wastewater Treatment	<b>Sewage Treatment Applications &amp; Permits</b> Wastewater treatment reports filed with state and federal agencies monitoring the City's compliance with government regulations.	10 years	Current Practice
Wastewater Treatment	<b>Sewage Treatment Monitoring Reports</b> Contains records used to monitor and report on the operations of the City sewage treatment plan and sewage treatment, including lab reports, and amounts of waste processed by the system.	3 years	40 CFR 122.41 (j)(2)
Wastewater Treatment	<b>Wastewater Monthly Operating Reports</b>	10 years	Current Practice
Water Treatment	<b>Water Treatment Applications</b> Water treatment reports filed with State and Federal agencies monitoring the City's compliance. MOR's	Permanent	Current Practice
Water Treatment	<b>Water Treatment Monitoring Records</b> Lab reports, water reports, and samples.	10 years	40 CFR 141.33

RECORD DISPOSAL FORM  
CITY OF SAND SPRINGS, OKLAHOMA

Date: \_\_\_\_\_ Department: \_\_\_\_\_

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Signature/Printed Name of Employee Responsible for Record Disposal

List of Record(s) to be destroyed:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
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*Department to maintain RECORD DISPOSAL FORM (hard copy or electronic)*

