

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
- A -			
Abandoned		Advertisements	
Cemetery lots	10.020	Bids	40.020
Property	30.030.B	Job opportunities	90.130.A
Vehicles	65.070.B	Advertising Circulars	40.100.C
Wells	60.100.J	Affidavits	
Abatement of Nuisances	40.010	Candidate	15.040.A
Enforcement	65.070.B	Election	15.140
Aboveground Storage Tanks	25.050	Publication	
Absentee		ordinances	40.020.A
Ballots	15.030.A	other	40.020.B
Oaths	15.140	Affirmative Action Compliance	90.010
Voters	15.010	Age Discrimination in Employment Act	90.110.B
list	15.010	Agencies	
Abstract of Election	15.060.A	External	40.120
Acceptance to Serve - Election Judges	15.090.A	Federal and state	40.160
Access Systems	105.020.A	Agenda	
Accession Records - Museum	70.020	Entities with advisory powers and duties	20.010.B
Accessory Uses	65.030	Governing body	45.010
Accidents		Item summaries	45.010
High accident rate locations	60.050.D	appointed entities	20.010.A
Incident reports	40.230.D	Quasi-judicial entities	20.010.A
Reports - police	100.080.B	Agreements	40.030
Traffic accident		Annexation	65.010
arrest	100.080.A	Collective bargaining	90.040
police officer involved	100.080.J	Employment	90.020
Accounting		Intergovernmental	40.030
Forms - election	15.170	Mutual aid	40.030
Water decree	60.100.F	Short-term	40.230.A
Accounts		Water	60.100.A
Cemetery	10.030	Air Quality	25.010
Payable	30.010	Airline Services	60.060.C
Receivable	30.020	Airport District	40.320
Utility billing	30.210.A	Alarm	
ACH Forms	30.010.A, 30.020	False	100.080.F
Acquisition of Property	95.010	Fire	35.010
Activity Reports		Installation permits	75.020.F
Departments	40.290	System	35.010
Police	100.080.B	approval	100.050.C
Actuarial Reports	90.150.A	Water detection	35.010
ADA		Alcohol Beverage Licensing	75.020.A
Complaints	105.005	Alcohol Test Results - CDLs	90.110.A
Compliance	90.110.B	Alien Verification Program	100.070.B
Physical Examinations	90.110.B	Alley	
Address		Abandonment	60.070
History files	05.010	Improvement districts	30.130
Street assignments	60.050.F	Vacations	60.070
Addresses - State of the City	40.250.C	Allotment Contracts - Water	60.100
ADEA Compliance	90.110.B	Ambulance	
Administrative		District	40 320
Proceedings	40.010	EMT certification	90.070
Records	Schedule 40	Licensing and operations	100.010.A
		Patients	100.010.B
		Runs	100.010.B
		Amendments to Schedule	Appendix H
		Americans With Disabilities Act	90.110.B

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Amusement Device Licensing	75.020.C	Appointments	
Analytical Reports		Appointed applicants	20.020.A
Asphalt	60.050.A	member lists	20.050
Water and sewer	60.090.A	unsuccessful applicants	20.020.B
Animal		Election judges	15.090.A
Cases - Municipal Court	85.030.A	Governing body	45.020
Control	100.020	Scheduling	40.050
Disposition	100.020	Appraisals	95.010
Licensing	75.020.C	Apprenticeship Selection	90.070
Protection	100.020	Approval Request Form	Appendix C
Stray	100.020	Aquatic Facilities, Chemicals	95.050.B
Annexation	65.010	Aquifers	60.100.E
Approved	65.010.A	Archeological Sites	50.010
Disapproved	65.010.B	Architectural Renderings	40.180
Election petitions	15.150.A	Parks	95.060
Maps	40.180	Archival Records	Schedule 50
Review	65.010	Arrests	100.080.A
Zoning	65.080	Expungement	100.080.A
Annual Reports		Illegal presence	100.070.A
Activity	40.290.A	Warrants	85.100.B
Fixed assets	30.030.A	Arson	
Operations	40.290	Arrests	100.080.A
Payroll	90.140.E	Case files	
Published	40.260	fire	100.050.H
Water and sewer treatment	60.090.B	police	100.080.B
Water consumption	60.080.E	Artwork	
Annuities, Form 099R	30.200.B	Display agreements, contracts	40.230.A
Apartment Building Plans	05.060.A	Museums	70.020
Apparatus Inspections	100.050.B	Asbestos Exposure	90.110.B
Appeal Proceedings	40.010	"As-Built" Drawings	
Appeals - Court Decisions	85.010.A	Construction	05.060
Evidence	85.050	Electric service	60.010.D
Transcripts	85.010.B	Facilities	40.180
Appendices		Asphalt Testing	60.050.A
Amendment Schedule	Appendix H	Assault Cases	100.080.A, .B
Approval Request Form	Appendix C	Asset Records	30.030
Frequently Asked Questions	Appendix F	Critical asset - electric service	60.010.A
Glossary	Appendix B	Associations	
Guidelines for Preservation of Records	Appendix G	External	40.120
Methods of Record Destruction	Appendix E	Water	40.120
Non-Records	Appendix A	Attorney	Schedule 80
Update Request Form	Appendix D	Correspondence	40.100
Applications		Auction	30.030.B
Absentee ballots	15.010, 15.030.A	Auctioneer License	75.020.C
Building permits		Audio Recordings. See Recordings	
issued	05.020.A	Audits	30.040
not issued	05.020.B	Police property and evidence	100.080.E
Employment		Reports	30.040.A
Fair Credit Reporting Act	90.130.E	Sales tax	30.190.E
individuals not hired	90.130.B	Work papers	30.040.B
background investigation files - public safety	90.130.C	Augmentation Plans	60.100.D
Jobs	90.130.B	Authorities	Schedule 20
Sales tax	30.190.E	Governing body as	45.060
Vacancies - governing body	45.020		
Appointed Entities	Schedule 20		

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Automatic Clearinghouse (AHC) Forms		Billing	30.020
Accounts payable	30.010.A	Power system	60.010.F
Accounts receivable	30.020	Utility	30.210
Awards	40.040	Bills	
- B -		Of sale	35.010
		Paid	30.010.A
		State or federal	40.160
Background Investigations	90.130.C	Blood-Borne Pathogen	
Balance Sheets		Exposure	90.110.B
Accounts payable	30.010.A	Safety training	90.110.B
Accounts receivable	30.020	Blood Testing Reports	100.080.E
Trial	30.050.A	Board of Trustees	Schedule 45
Ballot		Boards and Commissions	Schedule 20
Box receipts	15.170	Boilers	35.010
Certifications	15.060.B	Bond Issues	
Issue		Bond anticipation notes	30.070.A
comments	15.020	Bonds - paid	30.070.C
notice		Coupons - paid	30.070.C
duplicate copy	15.130.A	Files	30.070.A
master copy	15.130.B	General obligation	30.070.A
working copy	15.130.A	Industrial development revenue	30.070.A
Mail ballot election records	15.100	Ledgers	30.070.D
Measure petitions	15.150	Notes - paid	30.070.C
lobbying	40.250.A	Proceedings books	30.070.B
Ballots	15.030.A	Refunding	30.070.A
Sample	15.030.B	Registers	30.070.D
Bank	30.050	Revenue	30.070.A
Court-maintained accounts	30.050	Special improvement	30.070.A
Statements	30.050.B	Water	30.070.A
Bankruptcy	30.060	Bonds	
Banner permits	75.020.F	Capital project	40.240.B
Barricades	60.050.C	Labor and materials	40.240.B
Basin		Legal proceedings	85.020
Plans	40.330	Licenses	75.010
Stormwater	60.040.A	Municipal Court proceedings	85.020
Beer Licenses	75.020.A	Payment	40.240.B
Benchmarks - Street	60.050.H	Performance	40.240.B
Benefits - Employee	90.030	Permits	75.010
Plan selections	90.070	Public official	90.040
Plans	90.030.A	Savings	30.140.A
Form 099R, report of distributions	30.200.B	Specimen	30.070.B
Reports	90.030.B	Boundary Maps	40.180
Benefits Programs - SAVE Verifications	100.070.B	Alcohol beverage licensing	75.020.A
Bicycle Licensing	75.020.C	Annexations	65.010
Bids		Cemetery	10.020
Accepted	30.170.B	Ward	15.110
Rejected	30.170.B	Bridge	
Solicitations	30.170.A	Inspections	60.050.B
Specifications	30.170.A	Inventory	60.050.B
State list	30.170.C	Maintenance	60.050.B
Unsolicited	30.170.B	Projects	40.240.A
Vendor list	30.170.C	Brochures	40.260
prequalification	30.170.D	Budget	
Billboard permits	75.020.F	Adoption	30.080
		Committee	45.040
		Document, final version	30.080.A
		Revisions	30.080.A
		Strategy team	40.080

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Budget (Cont d.)		Call Sheets	
Work records	30.080.B	Ambulance	100.010.B
Building		Fire	100.050.G
Activity reports		Rescues	100.050.G
Board of Adjustment	05.040, Schedule 20	Campaign Reports	
Board of Appeals	05.040, Schedule 20	Candidate affidavits	15.040.A
Certificate of occupancy	05.050	Committee statements	15.040.A
Codes	40.070.A	Contribution, expenditure reports	15.040.A
abatement, enforcement	85.030.B	Independent expenditures	15.040.B
violation	05.040	Issues committee	15.040.C
Damage	95.050.C	Candidate	
Historic	50.040	Affidavits	15.040.A
Inspection	05.070.A	Committees	05.040.A
Materials - alternative	05.040	Nomination	15.120
Nonresidential drawings	05.060.A	Capital Improvement Projects	40.240.A
Permits	05.030	Reports	40.330
applications	05.020	Carnival License	75.020.C
issued	05.020.A	Cartographic Records	40.180
not issued	05.020.B	Case	
fee collection	30.020	Files	
ledgers	05.080	Building Review Board	05.040
registers	05.080	court	85.030
Plans	05.060	hazardous material incident	100.060.A
public	05.060.A	police	100.080.B
Projects	40.240.A	Indexes	85.090.A
Records - general	Schedule 05	Registers	85.090.A
Regulations	40.310	Cash Books	30.020
Residential drawings	05.060.B	Cemetery	10.030
Review Board case files	05.040	Cash Donor Records for Municipal Use	40.105
Safety, health, environmental inspections	95.050.D	Cash Register Validation Tape	30.020
Security	105.020	Catalogs	
Standards	05.070.A	Library	70.010.A
Structure inspection	05.070.A	Trade	Appendix A
Unsafe	05.070.D	Vendor	40.280
Violations	05.040	CCIC Teletypes	100.080.M
Burials	10.010	CDBG	30.120.B
Burning Permits	75.020.F	CDOT - See <i>State - Highway Department</i>	
Bus Service	60.060.C	Celebrations	40.110
Route maps	60.060.C	Cell Phones - See <i>Communication Systems</i>	
Business		Cemetery	Schedule 10
Economic development incentive	65.040.A	Chemical application	95.050.A
Historical records	50.030	Contractor license	75.020.C
Licensing	75.020	Rules and regulations	40.310
Medical marijuana	75.020.D	Vandalism	95.050.C
Bylaws		Census	65.020
Appointed entities	20.030	Data	65.020.A
Governing body	45.030	Reports	65.020.B
- C -		Ceremonies	40.250.C
Cable Television Service		Proclamations	45.130
Encroachments	75.020.G	Certificates	
Franchises	30.110	Death	10.010
Cafeteria Benefits	90.070	Election judges	15.190.C
CAFR	30.040.A	License issuance	75.020.C
Calendars	40.050	Money market	30.140.A
		Of deposit	30.140.A

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Certificates (Cont d.)		Claim (Cont d.)	
Of insurance	105.010.A	Reports	105.010.B
project files	40.240	Clerical Manuals - Routine	40.220.A
Of occupancy	05.050	COBRA Compliance	90.070
fire code official approval	100.050.C	Code	
Retention schedule compliance	40.300	Adopted by reference	40.070.A
Signature - Councilmembers	45.080.B	Books	40.070.B
Vehicle registration	35.010	Building - compliance	05.040
Water stock	60.100.H	Enforcement	
Zoning	65.080	municipal court	85.030.B
Certifications		police	100.080.B
Ballots	15.060.B	International	40.070.A
Election	15.190	Supplements	40.070.B
EMT	90.070	Uniform	40.070.A
FCRA	90.130.E	Codification of Ordinances	40.070.B
Petition	15.150	Collected Materials	70-020
Sludge	30.090.J	Deaccession, removal	70-020
Street system	60.050.I	Collective Bargaining	90.050
Certified		Colorado Department of Public Health and Environment	
Bond issue proceedings	30.070.B	Hazardous waste shipment, disposal	25.020.C
Mail - return receipts	40.170.B	S.A.R.A. Tier II, submitting facility	25.040
Change Orders	40.240.A	Storage tanks	25.050
Charge Slips	30.010.A	Colorado Department of Transportation	
Charity Fund Drives	40.140	- See <i>State - Highway Department</i>	
Charter	40.060	Commendations	90.070
Initiative petition	15.150.B	Commercial	
Proceedings	40.060.A	Building plans	05.060.A
Published	40.060.B	Driver's license	90.110.A
Charts	40.180	Commissions	Schedule 20
Checks		Committees	
Cancelled	30.050.A	Candidate	05.040.A
Duplicate copies	30.050.A	Employee safety	40.080
Register	30.010.A	Governing body	45.040
Stubs	30.050.A	Internal	
Voided	30.050.A	ongoing	40.080.A
Chemical		special	40.080.B
Applications	95.050.A	Issues	15.040.C
Blood testing reports	100.080.E	Communication	
Exposure	90.110.B	Access control and security records	55.010A
Inventory forms	25.040	Computer audit reports	55.010B
Material safety data sheets	25.020	Computer backup records	55.010C
Testing, aquatic facilities	95.050.B	Computer hardware and software documentation	55.010D
Childcare Facility Licensing	75.030.A	Computer system maintenance records	55.010E
Christmas Lighting	40.110	Computer system program records	55.010F
Chronological Reading Files	40.100.B	Computer system test records	55.010G
Circus License	75.020.C	Encroachments	75.020.G
Citizenship Verification	90.120	Legal	80.030
City Council	Schedule 45	Network and fiber optics record	55.010H
Civil		Project	55.060
Actions	80.040	implemented systems	55.060.A
Defense	100.040.A	systems not implemented	55.060.B
Claim	80.010	System usage records	55.010I
Employee insurance	90.030.C	Systems records	55.010
Insurance	105.010.B	franchises	30.110
Medical records	80.010.B	Systems, user data	55.010J
Notifications	80.010.A		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Communication (Cont d.)		Contractor's Licenses	75.020.B
Tower		Cemetery	75.020.C
permits	75.020.F	Sign	75.020.C
Community		Contracts	40.030
Development block grant	3.120.B	Capital project	40.240.A
Events	40.110	Collective bargaining	90.050
General - significant early	50.030	Employment	90.020
Groups - early	50.030	Short-term	40.230.A
Histories	50.020	Contribution and Expenditure Reports	15.040.A
Opinion surveys	40.340	Controlled Substance Test Results, CDLs	90.110.A
Police relations	100.080.C	Coordinated Election	
Compensation Plans	90.140.B	Abstracts of votes	15.060.A
Complaints	40.090	Ballot certifications	15.060.B
ADA	105.005	Copies - "Read Only"	40.100.C
Elections	15.050	Copper Content - Drinking Water	60.090.A
Compliance		Copyright Records	40.150
Affirmative action	90.010	Correspondence	40.100
Building code	05.040	Attorney	40.100
Certificates - records destruction	40.300	Routine	40.100.B
COBRA	90.070	Council	Schedule 45
Drinking water	60.090.C	Councilmember files	45.080.B
EEOC	90.010	County	
FMLA	90.110.B	Maps	40.190
New hire reporting	90.170	Treasurer's reports	30.190.E
OSHA	90.110.B	Court	Schedule 85
Computer		Proceedings	80.040
Disaster preparedness, recovery plans	55.030	recordings	85.080
Output - preliminary verification	40.350	Rulings - appeals to higher court	85.010
Preliminary working material	4 0.350	Water	60.100.A
Concealed Weapons Permits	75.020.F	Crane Work - Public Way	75.020.G
Conceptual Review	65.030	Credit	
Concession Agreements, Contracts	40.230.A	Card	
Condemnations	95.010	records of cards held	30.010.B
Conditional Uses	65.030	statements	30.010.A
Confined Space Entry Permits	75.020.H	Reporting agencies	90.130.E
Confiscated Property	30.030.B	Union payroll deductions	90.140.A
Conflict of Interest Disclosure Statements	45.080.A	Crime Lab	
Connections - Utility	60.080	Logs	100.080.D
Disconnections	60.080	Reports	100.080.D
Conservation - Water	60.080.F	Request forms	100.080.D
Construction		Vehicle hold/release sheets	100.080.D
Capital projects	40.240.A	Crime Stoppers	100.080.B
Certificate of occupancy	05.050	Criminal Case Files	80.020
Document review by fire code official	100.050.D	Criminal History	
Drawings and plans		Check log sheets	100.080.L
nonresidential	05.060.A	Childcare facility licensing	75.030.A
residential	05.060.B	Critical Incident Report - Childcare Facility	75.030.A
Methods - alternative	05.040	Cross-Connection Control	60.080.A
Projects	40.240.A	Crosswalks	60.050.K
Standards	40.310	Cultural Materials	70.020
Zone	60.050.K	Cultural Programs	40.230
Consumer		Custodial Service Requests	40.140
Confidence report	60.090.B		
Reports, employee	90.130.E		
Contamination, Toxic Site	25.060		
Contested Elections	Schedule 15		

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- D -			
Daily Reports	40.290.B	Directives	40.220
Damage		Disability Payments, Form	099R30.200.B
Assessment - major disaster	100.040.B	Disaster	
Property	95.050.C	Disaster preparedness and recovery plans	
Dams		(IT)	55.030
Monitoring, inspection	60.100.B	Declaration	100.040.B
Projects	40.240.A	Emergency operations	100.040.A
Dance Hall License	75.020.C	Incidents	100.040.B
Data Maps (ESI)	55.050	Information technology (IT)	55.030
Deannexation Election Petitions	15.150	Major	100.040.B
Death Cases	100.080.A,.B	Preparedness	55.030
Death Certificates	10.010	Recovery	
Deceased Persons Books	10.010	plan - IT	55.030
Decrees, Water	60.100.F	preservation of records	Appendix G
Dedications		Response planning	100.040.A
Property acquisition	95.020	Warning systems	35.010
Water rights	60.100.A	tests	100.040.A
Deductions		Discharge Permits - Wastewater	60.090.D
Credit union	90.140.A	Disciplinary Actions	90.070
Payroll	90.140.A	Internal affairs investigations	100.080.J
Deeds		Disclosure Statements	
Cemetery	10.020	Conflict of interest	45.080.A
Property acquisition	95.020	Financial	45.080.C
Defective Ballots	15.030.A	Disconnection - Utilities	60.080
Deferred		Dispatch	
Compensation plans	90.030.A	Electric service	60.010.B
Sentence index	85.090.B	Logs	100.080.L
Delinquent Sales/Use Tax Notices	30.190.E	Recordings	100.030.A
Demolition		Disposition of Property	30.030.B
Capital projects	40.240.A	Distribution Lists	40.170.B
Permits	05.030	District	
Work in public way	75.020.G	Boundary maps - election	15.110
Demonstrations - Traffic Impact	60.050.C	Election	15.110
Demotions	90.070	Fire protection	40.320
Deposit		Historic	50.040
Pass book	30.050.B	Improvement	30.130
Receipts - meters	30.210.B	Library	40.320
Security - utility service	30.210.A	Museum	40.320
Slips	30.050.A	Recreation	40.320
Depreciation - Asset Inventory	30.030.D	Special	40.320
Descriptions - Job	90.130.F	Zoning map	40.180
Design		Ditch	60.100.C
Capital projects	40.240.A	DNA Test Results	100.080.E
Drawings	40.180	Docket Sheets	85.040
Destruction of Records	Appendix E	Older than 1920	85.040
Development	65.030	Documentation - General	40.100
Proposals - not approved	65.030	Routine - Court	40.100.B
Review	65.030	Donation - Museum	70.020
Vested rights	65.030	Donor Records	40.105
Digital Images of Historic Value	50.060	Downtown Redevelopment Projects	40.240.A
Direct Deposit Reports	90.140.C	Drafts	40.100.C
		General	40.350
		Preliminary	Appendix A
		Drainage	
		Histories - streets	60.050.H
		Improvements	40.240.A

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Drainage (Cont d.)		Election (Cont d.)	
System	60.040	Equipment records	15.070
Drawings		Help America Vote Act	15.050
"As-Built"		History files	15.080
construction	05.060	Judges	15.090
electric service	60.010.D	absentee ballot receipts	15.010
facilities	40.180	acceptance to serve	15.090.A
Construction		appointment records	15.090.A
nonresidential	05.060.A	expense statements	15.090.B
residential	05.060.B	instructions	15.090.C
General	40.180	oaths	15.090.A
Historic property	50.040	polling records	15.160
Parks	95.060	Mail ballot	15.100
Stormwater basin	60.040.A	Maps	15.110
Drilling Structures	25.010	Nominations	15.120
Drinking Water - See Water and Sewer Sys-		Notices	
tem		duplicate copy	15.130.A
Driver Vehicle Inspection Reports	35.030.A	master copy	15.130.B
Driver's License		working copy	15.130.A
Commercial	90.110.A	Oaths and affidavits	15.140
Verification	90.060	Petitions	15.150
Drug Tests		annexation	65.010
CDL	90.110.A	Polling	15.160
Post-accident	90.110.B	Surveillance recordings	15.180
Random	90.110.B	Tabulation	15.190
DUI Log	100.080.L	Unofficial results	15.190.C
Dump Tickets	60.030.A	Workers	15.140
Duplicate Copies		Electric Service	60.010
Administrative	xv	Billing	30.210
Convenience	xv	Critical asset	60.010.A
- E -		Dispatch	60.010.B
Easement		Distribution	60.010.J
Abandonment	60.070	Energy efficiency program	60.010.C
Access	95.030.B	Engineering	60.010.D
Construction	95.030.B	Franchise	30.110
Permanent	95.030.A	Maintenance work order	60.010.E
Temporary	95.030.A	Meters	30.210.B
Vacation	60.070	OASIS	60.010.F
Economic Development	65.040	Open access same-time information sys-	
Incentives	65.040.A	tem	60.010.F
Policies	40.220.B	Operating procedures	60.010.B
EEOC Compliance	90.010	Power system accounting and billing	60.010.F
Election	Schedule 15	Production	60.010.G
Absentee voter	15.010	Rate schedule	30.210.C
Abstract	15.060.A	Regulatory	60.010.H
official	15.190.A	SCADA	60.010.F
Accounting form	15.170	Scheduling	60.010.B
Ballot issue comments	15.020	Surplus sales	60.010.F
Ballots	15.030.A	System control and data acquisition	60.010.F
sample	15.030.B	System planning	60.010.I
Campaign reports	15.040	Transmission	60.010.J
Certification	15.190	Electrical Code	40.070.A
Complaints	15.050	Electronic	
Contested	Schedule 15	Mail	
Coordinated	15.060	routine	40.100.B
		Electronically Stored Information (ESI) Data	
		Maps	55.050
		Elevations - Benchmarks	60.050.H
		Elevators	35.010

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
E-Mail Messages - See <i>Electronic Mail</i>		Engineering	
Emergency		Capital projects	40.240.A
Dispatch calls	100.030.A	Drawings	40.180
Incidents	100.040.B	Electric service	60.010.D
response plan	100.040.A	Street	60.050.H
IT contact lists, procedures	55.030	Enterprise	
Management plan	100.040.A	Board	45.060
9-1-1	100.030.B	Zone	65.040.B
dispatch calls	100.030.A	Entertainment	
Notification forms	90.070	Agreements, contracts	40.230.A
Operations	100.040.A	Licensing	75.020.C
electric service plans	60.010.I	Entities Appointed by Municipality	Schedule 20
major	100.040.B	Entry Logs	105.020.A
Planning	100.040.A	Envelope	40.170.A
Reverse 9-1-1 system	100.030.B	Absentee ballot return	15.010
S.A.R.A. Tier II	25.040	Environmental Impact, Annexation	65.010
Eminent Domain	95.010	Environmental Records	Schedule 25
Emission Inspections	25.050	Equal Employment Opportunity (EEO)	90.010
Employee		Equipment	Schedule 35
Active	90.070	Crime lab	100.080.D
Benefits	90.030	Election	15.070
cafeteria, flex	90.070	Electric history	60.010.J
Driver's license verification	90.060	General	35.010
Insurance claims	90.030.C	Escrow Accounts	30.100
Insurance plans	0.070	ESI Data Maps	55.050
Loans by municipality	30.160.A	Ethics Committee	45.040
Medical	90.110.B	Evaluations	90.070
New hire reporting compliance	90.170	Events	40.110
Polygraph	90.160	Short-term agreements, contracts	40.230.A
Pre-employment physicals	90.110.B	Traffic impacts	60.050.C
Random drug tests	90.110.B	Evidence	
Safety training tests	90.110.D	Audits	100.080.E
Seasonal	90.080	Court - appeal	85.050
Shift schedules	90.210	Handling	100.080.E
Temporary	90.080	Logs	100.080.E
Terminated	90.070	Physical - not covered by Schedule	100.080.E
Training	90.180	Property reports	100.080.E
Verifications	90.090	Release	100.080.E
Volunteer	90.200	Storage	100.080.E
Work schedules	90.210	Tags	100.080.E
Workers' Compensation Cases	90.110.B	Examinations	
Employment		Employment	90.130.D
Affirmative action	90.010	Polygraph - employment	90.130.B
Agreements	90.020	Excavation Permits	75.020.F
Applications	90.130.B	Executive Session Recordings	
Contracts	90.020	Appointed entities	20.100.A
Eligibility verification form I-9	90.120	Governing body	45.140.A
Fair Credit Reporting Act	90.130.E	Exempt Employees	90.140.A
Interviewing procedure	90.130.G	Exhibits Referenced in Minutes	
Pre-employment physical	90.110.B	Appointed entities	20.060
Reasonable accommodations request	90.010.C	Governing body	45.080
Recruitment procedure	0.130.G	Exit Logs	205.020.A
Verifications	90.090	Expenditure Reports	
EMT Certification	90.070	Campaigns	15.040.A
Encroachment Permits	5.020.G	Independent	15.040.B
Utility lines	75.020.G		
Energy Efficiency Program	60.010.C		
Development	40.230.E		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Expenses		Finding Aids (Cont d.)	
Election judges	15.090.B	Maps and drawings	40.180
Employees	30.010.A	Records	40.270
Explosives Permits	75.020.F	Findings by Appointed Entities	20.090
Expungement	100.080.A	Fingerprint Cards and Files	100.080.B
External Groups and Agencies	40.120	Fire	
- F -		Administrative applications	100.050.A
Facility		Alarm permits	75.020.F
Capital projects	40.240.A	Alarm system approval	100.050.C
Use	40.230.B	Apparatus inspection	100.050.B
permits	75.020.F	Arson	
Facsimile Transmissions	40.100	incident - with or without fatality	100.050.H
Logs	40.140	intelligence files	100.050.J
Fair Campaign Practices Reports	15.040.A	Call sheets	100.050.G
Fair Credit Reporting Act	90.130.E	Code	40.070.A
Fairs	40.110	abatement, enforcement	85.030.B
False Alarms	100.080.F	Board of Appeals	05.040
Family and Medical Leave Act	90.110.B	Detection system approval	100.050.C
FCRA, Employee hiring	90.130.E	Dispatch calls	100.030.A
Federal		District	40.320
Bills - proposed	40.160	Equipment	35.010
lobbying	40.250.A	Hydrants	100.050.F
Revenue sharing	65.020	Incident case files	100.050.H
Fee		Inspections	100.050.I
Cash books, receipts, reports	30.020	apparatus	100.050.B
Collection	30.020	Investigations	100.050.H
Impact	30.020	Protection	100.050
Schedules	30.090	districts	40.320
Feedlots	25.010	Pumper tests	100.050.B
Felony		Records	100.050.F
Arrests	100.080.A	Run sheets	100.050.G
Cases	100.080.B	Servicerequests	100.050.K
FEMA Flood Insurance Rate Map	60.040.A	Smoke detector system approval	100.050.C
Fence		Suppression	100.050.H
Damage	95.050.C	Fire Department	
Permits	75.020.F	Approval records	100.050.C
Fertilizer Use	95.050.A	Dispatch calls	100.030.A
Festivals	40.110	Fire records	100.050.F
FICA Reports - Quarterly	90.140.E	Inspection records	100.050.I
Field		Radio transmissions	100.030.A
Contact reports - police	100.080.G	S.A.R.A. Tier II reports	100.060.B
Purchase orders	30.170.A	submitting facility	25.040
Survey notes	40.180	Statistical records	100.050.F
Final Disposition - Cemetery	10.010	Firearms	
Finance Committee	45.040	Authorization to carry	100.080.BB
Financial	Schedule 30	Maintenance	100.080.BB
Annexation impact	65.010	Qualification	100.080.BB
Cemetery	10.030	Unrecovered	100.080.B
Disclosure statements	45.080.C	Fireworks Permits	75.020.F
Finding Aids		Fixed Assets	30.030.A
Library catalogs	70.010.A	Fleet	Schedule 35
		Flood Control District	40.320
		Flood Insurance Rate Maps	60.040.A
		Flooding	60.040.A
		General	60.040.A
		Histories	60.040.A
		Floodplains	
		Basins	60.040.A

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Floodplains (Cont d.)		Grant	30.120
General	60.040.A	Audit	30.040
Floodways	60.040.A	From municipality	30.120.A
FMLA Compliance	90.110.B	To municipality	30.120.B
Foreclosure	30.060	Grass Control	65.070.B
Forgery Cases	100.080.A,.B	Gravel Pit Reclamation	25.010
Forms - Blank	40.130	Grievances	90.100
Foundation Order Books	10.010	Groups - External	40.120
Fountain Chemical Testing, Treatment	95.050.B	Guarantees - Financial	30.100
Fourth of July Celebration	40.110		
Franchises	30.110	- H -	
Frequently Asked Questions	Appendix F	Handbooks	
Fuel		General	40.220
Oil storage	25.050	Policies and procedures	40.220.B
Usage, records	35.020	H.A.V.A.	15.050
Funds		Hazardous Materials	
Appropriation by ordinance	45.120	Chemical inventory	100.060.B
Bank statements	30.050.B	S.A.R.A. Tier II	25.040
Investment	30.140.B	Disposal manifests by generator	25.020.A
Ledger	30.150.A	Enforcement	100.060
Petty cash	30.010.D	Exposure; Amended Retention,	0toyears90.110.B
Seizure	100.080.S	Incident case file	100.060.A
Transaction activity	30.050	Incident response	100.060
- G -		Industrial contamination	25.010
		Investigations	100.060.A
Garnishments	90.140.A	Regulation	100.060
Gas		Safety tests	90.110.D
Company encroachment permits	75.020.G	S.A.R.A. Tier II Report	100.060.B
Drilling monitoring, review	25.010	Spills	100.060.A
Service franchise	30.110	Transport records	25.020
Gasoline Storage Tanks	25.050	analysis	25.020.D
General		disposal manifest	25.020.A
Documentation	40.100	inspections	25.020.B
Improvement District Board	45.060	reports	25.020.C
Ledger	30.150.A	test results	25.020.D
Orders - police	100.080.H	Underground storage tanks	25.050
Generator Equipment	35.010	Waste storage	25.020
Geothermal System Franchise	30.110	analysis	25.020.D
Gift Register - Library	70.010.B	disposal manifest	25.020.A
Glossary	Appendix B	inspections	25.020.B
Goals		reports	25.020.C
Appointed entities	20.040	test results	25.020.D
Governing body	45.050	Health	
Golf Course		Insurance - employees	90.030.B
Chemical application	95.050.A	Personnel: Medical, and Safety Records;	
Inspections	95.050.D	Amended	90.110
Governing Body	Schedule45	Heating Systems	35.010
As other decision-making body	45.060	Help America Vote Act Complaints	15.050
Committees	45.040	Herbicide Use	95.050.A
Members	45.080	HIPAA Release of Information Authoriza-	
Grades - Street	60.050.H	tion	90.110.C
		Historic Preservation	Schedule50
		Events	40.100.A
		Historical	
		District surveys	50.040

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Historical (Cont d.)		Improvement Districts	30.130
Material	40.260	Incentives - Economic Development	65.040.A
archeological sites	50.010	Incidents	
collections	70.020	Fire	100.050.H
removal	70.020	Hazardous materials	100.060.A
older than	90050.070	Major disaster	100.040.B
photographic	50.060	Reports	40.230.D
Sites	50.010	Rescue	100.050.H
Society	40.120	Incorporation - Municipality	40.210
Structure surveys	50.040	Independent Expenditure Reports	15.040.B
Histories		Indexes	
Community	50.020	Cemetery	10.010
Drainage	60.050.H	Court	85.090
Elections	15.080	Records	40.270
Electric equipment	60.010.I	Individual Retirement Accounts (IRAs)	90.030.A
Municipal	50.020	Reports of distribution	30.200.B
Parks	95.060	Industrial	
Holiday Display Lighting	40.110	Building plans	05.060.A
Home Occupations		Contamination	25.010
Licenses	75.020.C	Development revenue bonds	30.070.A
Permits	75.020.F	Pretreatment permits	60.090.E
Home Rule Status	40.210	Information	
Homicides	100.080.A,.B	Police - release	100.080.Q
Honors	40.040	Requests - routine	40.090
Hot Tubs - Chemical Testing, Treatment	95.050.B	Information Technology	Schedule 55
Hot Work Permits	75.020.H	Infrastructure	Schedule 60
House		Initiative Petitions	15.150.B
Moving		Injury Reports	40.230.G
license	75.020.C	Workers' compensation	90.220
permit	75.020.F	Inlet Inspections	05.070.A
Number assignments	60.050.F	INS Form I-9	90.120
Housekeeping Files	40.140	Inspection	
Housing		Breathing apparatus	100.050.B
Assistance grants	30.120.B	Building	05.070.A
Authority	Schedule 20	Childcare facility	75.030.A
governing body as	45.060	Driver vehicle	35.030.A
Rehabilitation projects	40.240.A	Equipment	35.010
grants	30.120.B	Fire apparatus	100.050.B
How to Use Schedule	xv	Fire Department	100.050.I
Humane Society	40.120	Hazardous waste storage, transport	25.020.B
HVAC Systems	35.010	Mobile home	05.070.C
		Municipal property	95.050.D
		Sand traps	60.090.F
		Storage tanks	25.050
		Structure	05.070.A
		Trailer	05.070.C
		Unsafe buildings	05.070.D
		Vehicles	35.030.B
		Water storage	60.080
		Instructional Materials - Published	40.260
		Instructions	
		Election judges	15.090.C
		Procedures and policies	40.220.B
		Insufficient Petitions	
		Annexation, deannexation	15.150.A
		Initiative	15.150.B

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I-9 Forms	90.120
ICE - See <i>Immigration and Customs Enforcement</i>	
Immigration and Customs Enforcement Reports on Alien Verification	100.070.B
Immigration Status Reporting	100.070
Impact Fees - Collection	30.020
Impoundment	
Animals	100.020
Vehicles	100.080.X

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Insufficient Petitions (Cont d.)		- J -	
Recall	15.150.C	Job	
Referendum	15.150.D	Advertisements	90.130.A
Insurance		Applications	90.130.B
Certificates	105.010.A	Descriptions	90.130.F
Claims	105.010.B	Examinations	90.130.D
Contract - Form	099R30.200.B	Recruitment	90.130
Employee	90.030.A	Specifications	90.130.F
active records	90.070	Journals	
claim records	90.030.C	Accounts receivable	30.020
termination records	90.070	Entries	30.150.B
Policies	105.010.C	Financial	30.150
Storage tanks	25.050	Subsidiary financial	30.150.C
Title	95.010	Transaction - sales and use tax	30.190.E
Unemployment	90.190	Utility billing	30.020
Workers' compensation	90.220	Judges	
Intellectual Property	40.150	Election	15.090
Intelligence Files		Municipal Court	90.070
Arson	100.050.J	Junk	65.070.B
Police	100.080.I	Jury	
Intergovernmental Agreements	40.030	Instructions	85.060
Interlibrary Loan	70.010.C	Panel lists	85.060
Interments	10.010	Rosters	85.060
Internal Affairs Investigations	100.080.J	Selection, oversight	85.060
International Codes Adoption	40.070.A	Summonses	85.060
Intersections - Engineering	60.050.H	Juvenile Offenders	100.080.A
Interviewing Procedures	90.130.G	- K -	
Intranet records	55.080	K-9 Training	100.080.V
Access reports and use tracking	55.080.A	Kidnapping Cases	100.080.A,.B
Development and evolution records	55.080.B	- L -	
Page design records	55.080.C	Lakes	
Inurnments	10.010	Boat permits	75.020.F
Inventories		Projects	40.240.A
Assets	30.030.C	Land Use	Schedule 65
Bridges	60.050.B	Code violations	65.070.A
Building	30.030.C	Landfill	
Equipment	30.030.C	Locations	60.030.B
Furniture	30.030.C	Monitoring	25.010
Merchandise for sale	30.030.C	Landmark Designations	50.040
Property	30.030.C	Lawsuits	80.040
Real estate	30.030.C	Potential - claims	80.010.A
Vehicles	30.030.C	medical records	80.010.B
Investigations		Layoffs	90.070
Fire	100.050.H	Lead	
Hazardous materials	100.060.A	Content - drinking water	60.090.A
Internal affairs	100.080.J	Exposure	90.110.B
Public safety applicants, not hired	90.130.C	Leaflets	40.260
Investments	30.140	Lease Agreements	40.030
Policies	40.220	Leases	95.040
Reports	30.140.B		
Invoices			
Accounts payable	30.010.A		
Issued by municipality	30.020		
Irrigation Companies	60.100.C		
Issues Committees	15.040.C		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Leave	90.140.D	Licenses (Cont d.)	
FMLA Compliance	90.110.B	Refuse haulers	75.020.C
Ledgers		Sales tax	30.190.E
Bond issue	30.070.D	SAVE Program verification	100.070.B
Building permit	05.080	Secondhand dealers	75.020.C
Cemetery	10.030	Security guards	75.020.C
Financial	30.150.A	Sexually oriented businesses	75.020.C
General	30.150.A	Shooting galleries	75.020.C
Journal entries	30.150.B	Sign contractors	75.020.C
Payroll	90.140.G	Slaughterhouses	75.020.C
Subsidiary financial	30.150.C	Taxi drivers	75.020.C
Legal		Theaters	75.020.C
Communications	80.030	Tree trimming	75.020.C
enduring, long-term	80.030.A	Vendors	75.020.C
routine	80.030.B	Lie Detector Tests	100.080.B, .E
Counsel	Schedule 80	Liens	30.100
Publications	40.020	Light Rail Services	60.060.C
Research files	80.040	Lighting	
Legislation		Holiday display	40.110
External	40.160	Medical marijuana	75.020.D
Lobbying	40.250.A	Limousine Driver Licenses	75.020.C
Letters of Credit	30.100	Liquor Licenses	75.020.A
Liability Waivers	40.230.C	Lists	
Library	Schedule 70	Absentee voter	15.010
Districts	40.320	Active licenses or permits	75.040
Material	Appendix A	Assets	30.030
Licenses	Schedule 75	Contact	75.040
Alcohol beverage	75.020.A	Distribution	40.170.B
renewal	75.020.A	Governing body members	45.070
Ambulance	100.010	Jury panel	85.060
Amusement devices	75.020.C	License holders	75.040
Animals	75.020.C	Mailing	40.170.B
Auctioneers	75.020.C	Mayors	45.070
Beer	75.020.A	Members of appointed entities	20.050
Bicycles	75.020.C	Permit holders	75.040
Carnivals	75.020.C	Polls	15.160.B
Cemetery contractors	75.020.C	Records	40.270
Certificates	75.020.C	State bid	30.170.C
Childcare facility	75.030.A	Vendors	30.170.C
Circuses	75.020.C	Litigation	Schedule 80
Contact list	75.040	Pending	xiii
Contractor's	75.020.B	Loans	
Dance halls	75.020.C	By municipality	30.160.A
Home occupations	75.020.C	Employee, other purposes	30.160.A
House movers	75.020.C	To municipality	30.160.B
Issued by municipality	75.020.C	Lobbying - Legislative	40.250.A
Issued to municipality	75.030	Lobbyist Registrations	40.250.A
capital projects	40.240.A	Local History Collections	70.020
state sales tax	75.030.B	Locates - Utility Line	60.020
Limousine drivers	75.020.C	Logo - Municipal	40.150
Liquor	75.020.A	Logs	
List	75.040	Electric substation, transmission lines	60.010.I
Massage therapists	75.020.C	Facsimile transmissions	40.140
Medical marijuana	75.020.D	Licenses and permits	75.040
Oil and gas well drilling	75.020.C	Police	100.080.L
Pawnbrokers	75.020.E	Telephone	40.140
Peddlers	75.020.C		
Pest control	75.020.C		
Places of entertainment	75.020.C		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Long-Range Planning Surveys	40.340	Mayor Lists	45.070
Lots - Cemetery	10.010	Measuring devices	35.010
Ownership	10.010, 10.030	Mechanical	
Sale	10.030	Code	40.070.A
- M -		Systems	35.010
		Media	
Mail Ballot Election Records	15.100	Digital Storage, No Longer Accepted	Appendix G
Mailed Ballots	15.030.A	Guidelines for Preservation of Records	Appendix G
Mailing		Microfilm will be Required Storage	Appendix G
Lists	40.170.B	Secure Offsite Storage, Recommended	Appendix G
Records	40.170.B	Storage	xiii
Undeliverable	40.170.D	Mediator, Arbitrator Records	90.050
Maintenance		Medical Records	
Equipment	35.010	Employees	90.110.B
Municipal property	95.050.D	Personal injury claims	80.010.B
Valves - water and sewer	60.080.D	Meeting	
Vehicles	35.030	Clerk's Notes - governing body	45.100
Work orders - electric	60.010.E	Minutes	20.060
Manuals		appointed entities	20.050
Clerical - routine	40.220.A	Notices	
Equipment	35.010	appointed entities	20.070
General	40.220	governing body	45.110
Instruction	40.220	Notification lists	40.170.C
Operating	35.010	Recordings	
Operations	40.220	appointed entities	20.100
Personnel policy	40.220.B	governing body	45.140
Policies and procedures	40.220.B	Members	
Safety	90.110.D	Appointed entities list	20.050
Vehicles	35.010	Governing body	45.080
Maps		lists	45.070
Annexation	65.010	Memoranda - Routine	40.100.B
Boundary	40.180	Memorandum of Understanding	40.030
alcoholic beverage license	75.020.A	Merit Systems	90.140.A
Cemetery	10.020	Meter	
Data	55.050	Books	30.210.B
Election	15.110	Locations	30.210.B
Electric service	60.010.D	Metropolitan Districts	40.320
Electronically stored information data		Microfilm Preservation	Appendix G
(ESI)	55.050	Mileage Reimbursements	30.010.A
Flood insurance rate	60.040.A	Military Leave	90.130.D
General	40.180	Mined Land Reclamation	25.010
Informational	40.190	Minor Subdivisions	65.030
Topographical	40.180	Minutes	
Transportation routes	60.060.C	Appointed entities	20.060
Work in public way	75.020.G	Boards and commissions	20.060
Zoning	65.080	Governing body	45.080
district	40.180	Misdemeanor	
Marijuana Licensing Records	75.020.D	Arrests	100.080.A
Medical and Recreational License Files	75.020.D.1	Case Files	85.030.C, 100.080.B
Patient Registry Information	75.020.D.2	Missing Persons Cases	100.080.B
Massage Therapist License	75.020.C	Mobile Home	
Master Plans	65.030	Inspection reports	05.070.C
Material Donor Records for Municipal Use	40.105	Standards	40.130
Material Safety Data Sheets	25.030	Money Market Certificates	30.140.A
Mausoleums - Ownership	10.020		

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Monthly Register - Court	85.090.D
Monthly Reports	40.290.C
Revenue distribution	30.190.A
Monumentation	60.050.H
Mortgage Interest Statements, Form 1098	30.200.A
Mosquito Control Program	25.010
Motion Pictures	
Historic value	50.060
Public relations	40.250.C
Motor Vehicle Sales Tax Receipts	30.190.E
Motorcades - Traffic Impact	60.050.C
Mug Shots	100.080.B
Municipal Court	Schedule 85
Municipal facilities security records	105.020
Municipal Services Surveys	40.340
Municipality incorporation	40.210
Museum	
Accessions	70.020
Acquisition	70.020
District	40.320
Donations	70.020
Material	Appendix A
Records	70.020
Mutual Aid Agreements	40.030

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National Primary Drinking Water Consumer Confidence Reports	60.090.B
Natural Gas Service Franchises	30.110
NCIC	
History check log	100.080.L
Teletypes	100.080.M
Negatives - Evidence Photographs	100.080.B
Negotiation Records	90.050
Neighborhood Watch Program	40.230.E
New Hire Reporting Compliance	90.170
News	
Clippings	50.050
Releases	40.250.B
Scrapbooks	50.080
Newsletters	40.260
Newspapers - Local	50.050
NIBRS Reports	100.080.W
No Parking Zone	60.050.K
Nominations	15.120
Petitions	15.120.B
objections	15.120.A
successful, unsuccessful candidates	15.120.B
Withdrawal	15.120.B
Nonconforming Uses	65.030
Non-Records	Appendix A

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Notes	
Desk	40.100.C
Rough	40.350
Scheduling and planning	40.050
Taken at governing body meetings	45.100
Transcribed	Appendix A
Notices	
Ballot issue	
duplicate copy	15.130.A
master copy	15.130.B
working copy	15.130.A
Election	15.130
Final settlement - projects	40.240.A
Meetings	
appointed entities	20.070
governing body	45.110
To proceed	40.240.A
Water and sewer treatment	60.090
Water use restrictions	60.080.F
Notification Lists	40.170.C
Nuisance	
Abandoned vehicle	65.070.B
Abatement	40.010
Enforcement	65.070.B
Junk	65.070.B
Overgrown grass	65.070.B
Trash	65.070.B
Weeds	65.070.B
OASIS Electric Service	60.010.F

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Oaths	
Appointed officials	20.080
Election	15.140
Election judges	15.090.A
Employees	90.070
Governing body	45.080.D
Objections	
General	40.090
Nominations	15.120.A
Occupation Taxes - Franchisees	30.110
Occupational Safety and Health Act	90.110.B
ODPs	65.030
Offense Reports	100.080.B
Office Equipment	35.010
Oil and Gas Drilling License	75.020.C
Oil Drilling Monitoring and Review	25.010
Older Records	
Before	90050.070
Building permit registers - Before 1920	05.080
Court Dockets - Before 1920	85.040
On-Line Payments	30.020
Open Access Same-Time Information System	60.010.F
Open Flame Work Permit	75.020.H

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Open Meeting Recordings		Payroll (Cont d.)	
Appointed entities	20.100.B	Reports	90.140.E
Governing body	45.140.B	Taxes	90.140.F
Open Records Requests	40.200	Peddler Licensing	75.020.C
Opinion surveys conducted by municipalities	40.340	Pension	
Ordinances	45.120	Actuarial reports	90.150.A
Affidavit of publication	40.020.A	Awarded	90.150.B
Codification of	40.070.B	Boards	Schedule 20
Enforcement	85.030.B	Files	90.150.B
Supporting documentation	45.120	Form	099R30.200.B
Zoning	65.080	Plans	60.030.A
Organization		employee records	90.070
Charts	40.210	Retirement files	90.150.B
External	40.120	Performance	
Files	40.210	Agreements, contracts	40.230.A
OSHA Compliance	90.110.B	Bonds	40.240.B
Overall Development Plans	65.030	Permits	Schedule 75
- P -		Aboveground storage tank	25.050
Pamphlets	40.260	Alarm system installation	75.020.F
Parade		Alcohol beverage	75.020
Permits	75.020.F	Assemblies	75.020.F
Traffic impacts	60.050.C	Banners	75.020.F
Paratransit Services	60.060.C	Barricade installation	75.020.G
Route maps	60.060.C	Billboards	75.020.F
Parking		Blasting in public way	75.020.G
Cases - municipal court	85.030.D	Boats	75.020.F
License plate recognition data	100.080.K	Building	05.030
Space assignments	40.140	Burial	10.010
Ticket receipts	30.020	Burning	75.020.F
Variances	65.060	Cemetery monument placement	75.020.F
Voided summonses	85.030.F	Communication tower	75.020.F
Zones	60.050.K	Communications in public way	75.020.G
Parks	95.060	Concealed weapons	75.020.F
Damage	95.050.C	Concrete construction	75.020.G
Inspections	95.050.D	Confined space entry	75.020.H
Projects	40.240.A	Contact list	75.040
Short-term rental agreements	40.230.A	Crane operation	75.020.G
Use permits	40.230.B	Demolition	05.030
Parole Card File	100.080.N	Discharge	60.090.D
Passports		Encroachment	75.020.G
Records	40.215	Excavation	75.020.F
Patients - Ambulance	100.010.B	in public way	75.020.G
Pawnbroker Licensing	75.020.E	Explosives	75.020.F
Pawned Items	75.020.E	Facility use	40.230.B, 75.020.F
Pay		Fence installation	75.020.F
Basis of	90.140.A	Fire alarm	75.020.F
Estimates - project	40.240.A	Fireworks	75.020.F
Plans	90.140.B	Flammable liquids storage or sale	75.020.F
Payment Bonds	40.240.B	Gas and oil drilling structures	75.020.F
Payroll		Grading	75.020.F
Records	90.130	Guard dogs	75.020.F
Register - year-end	90.140.G	Heavy equipment moving	75.020.G
		Home occupation	75.020.F
		Hot work	75.020.H
		House moving	75.020.F
		Hunting	75.020.F
		Industrial pretreatment	60.090.E
		Issued to municipality	75.030
		Landscaping	75.020.F
		List	75.040

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Permits (Cont d.)		Petitions (Cont d.)	
Loudspeakers	75.020.F	referendum	15.150.D
Odor control	75.020.F	Recall	15.150.C
Open flame work	75.020.H	Referendum	15.150.D
Open flames in public places	75.020.F	Rezoning	65.080
Parades	75.020.F	Zoning	65.080
Park use	40.230.B	Petty Cash	30.010.D
Parking	75.020.F	Photographs	
Planting in right-of-way	75.020.F	Evidence	100.080.E
Project	40.240.A	Fire, rescue case	100.050.H
Public way work	75.020.G	Historical	50.060
Pyrotechnical displays	75.020.F	Major disaster incident	100.040.B
Refuse burning	75.020.F	Parks	95.060
Registers	75.040	Police	100.080.B
Remodeling, renovation	05.030	Scrapbooks	50.080
Sewer tap	60.080.C	Photomaps	40.180
Signs	75.020.F	Physical Records - Employees	90.110.B
Sludge application	60.090.H	Physician's Report	10.010
Special event and use	75.020.F	Picnic Shelter Rental	40.230.A
Spray booths	75.020.F	Pioneer Days Event	40.110
Storage tanks	25.050	Planned Unit Developments	65.030
Tents or canopies	75.020.F	Planning and Zoning Board	Schedule 20
Tree removal	75.020.F	Planning Records	Schedule 65
Tree trimming	75.020.F	Plans	
Trespass on public right-of-way	75.020.G	Affirmative action	90.010.A
Underground storage tank	25.050	Basin	40.330, 60.040.A
Use	75.020.F	stormwater basin	60.040.A
Utilities in public way	75.020.G	Benefit	90.030.A
Water tap	60.080.C	Construction	05.060
Watering	75.020.F	Development	65.030
Wells	60.100.J	Disaster	100.040.A
Work in public way	75.020.G	Emergency	100.040.A
Permitted Uses	65.030	General	40.330
Perpetual Care	10.030	Master	65.030
Personal Injury Claims	80.010.B	Pension	90.030.A
Personnel Policies	40.220.B	Site	65.030
Personnel Records	Schedule 90	Transportation system	40.330
Pest Control License	75.020.C	Plant Investment Fee Collection	30.020
Pesticide Use	95.050.A	Plats	65.030
Petitions		Cemetery	10.020
Annexation	65.010	Development	40.180
election	15.150.A	vacation of	65.030
Certification	15.150	Playground Inspections	95.050.D
Charter initiative	15.150.B	Pleadings	80.040
Deannexation election	15.150.A	Plumbing Code	40.070.A
Initiative	15.150.B	Police	
Insufficient		Action reviews	100.080.J
annexation, deannexation	15.150.A	Arrests	100.080.A
initiative	15.150.B	expungement	100.080.A
recall	15.150.C	Cases	100.080.B
referendum	15.150.D	Community relations	100.080.C
Nomination	15.120.B	Crime lab	100.080.D
objections	15.120.A	Dispatch calls	100.030.A
successful, unsuccessful candidates	15.120.B	Evidence	100.080.E
withdrawal	15.120.B	False alarms	100.080.F
Nonbinding	40.090	Field contact reports	100.080.C
Protest hearings			
initiative	15.150.B		
recall	15.150.C		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Police (Cont d.)		Preliminary Versions (Cont d.)	
Firearms range scores	100.080.V	Working material	40.350
General orders	100.080.H	Preservation of Records, Guidelines for	Appendix G
Grants	30.120.B	Press Releases	40.250.B
High-speed camera data	100.080.K	Printer Output - Preliminary Verification	40.350
Intelligence files	100.080.I	Prisoner Transport Records	100.080.O
Internal affairs	100.080.J	Probation Files	85.070
K-9 training	100.080.V	Procedures	40.220
License plate recognition data	100.080.K	Building	40.220
Logs	100.080.L	Cemetery	40.220
Officer-involved accidents	100.080.J	Fire	40.220
Radio transmissions	100.030.A	Interviewing	90.130.G
Teletypes	100.080.M	Personnel	40.220.B
Training	100.080.V	Police	40.220
Victim assistance	100.080.Y	Recruitment	90.130.G
Video and audio recordings		Safety	90.110
cases	100.080.B	Standard operating	40.220.B
officer recording systems	100.080.AA	Proclamations	45.130
secured facilities	100.080.Z	Professional Services Agreements	40.030
Video recordings and officer recording sys-		Profit-Sharing Plans, Form	099R30.200.B
tems	100.080.AA	Program	
evidentiary recordings	100.080.AA.2	Development	40.230.E
non-evidentiary recordings	100.080.AA.1	Records	40.230
Policies	40.220	Use	40.230.B
Building	40.220	Projects	
Cemetery	40.220	See also Specific Types of Projects; i.e.,	
Fire	40.220	<i>Dam</i>	40.240
General	40.220.B	Bonds	40.240.B
Insurance	105.010.C	Capital	40.240.A
Investment	40.220	Control files	40.240.C
Personnel	40.220.B	Prominent Individuals	50.030
Police	40.220	Promissory Notes	30.100
Purchasing	40.220	Promotions	90.070
Risk management	40.220	Proof Roll Inspections	05.070.A
Safety	40.220	Proofs of Publication	40.020
Poll		Property	Schedule 95
Books	15.160.A	Acquisition	95.010
Lists	15.160.B	Auctions	30.030.B
Signature forms	15.160.D	Disposal	30.030.B
Sites	15.160.C	Real estate transfer tax	30.190.D
Pollution	25.010	Rights - vested	65.030
Polygraph		Sale	95.010
Exams, employment	90.130.B	Surplus	30.030.B
Workplace investigations	90.160	Taxes	30.190.C
Population		Transfer	95.010
Projections	65.020.A	Unclaimed	30.030.B
Statistics	65.020.A	Unlawful destruction	100.080.E
Studies	40.330	Proposals - Bids	30.170.B
Pothole Patrol Program	40.230.E	Protests - Petitions	15.150
Power — See <i>Electric System</i>		Provisional Ballots	15.030.A
Power Generators	35.010	Oath	15.140
Precedents		Public	
Legal	80.040	Area recordings and images	105.020.B
Set	40.100.A	Buildings - construction drawings	05.060.A
Precinct Maps	15.110	Improvement Loans	30.160.B
Predators, Sexually Violent	100.080.P		
Preliminary Versions	40.350		
Drafts	40.100.C		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Public (Cont d.)		Reciprocal Borrowing Sheets	70.010.C
Officials bonds	90.040	Reclamation	
Relations	40.250	Gravel pit	25.010
Safety	Schedule 100	Mined land	25.010
Utilities Commission licenses	60.060.C	Recognition, Volunteers	90.200
Works projects	40.240.A	Recommendations to Governing Body by ap- pointed entities	20.090
Publications		Reconciliations	30.050.B
Charter	40.060.B	Record Copy	xv
General	40.260	Recordings - See also Tape Recordings and Video	
Legal	40.020	Appointed entities	20.100
Ordinance affidavit	40.020.A	Court proceedings	85.080
Other agencies	Appendix A	Crime scene	100.080.B
Outdated, superseded	Appendix A	Dispatch	100.030.A
Proof of	40.020	E	-1-1100.030.B
PUDs	65.030	fire	100.030.A
Purchase		Governing body	45.140
Orders	30.170.A	Police field contacts	100.080.G
field	30.170.A	Secured police facilities	100.080.Z
Property	95.010	Security, public areas	105.020.B
Requisitions	30.170.A	Surveillance of election areas	15.180
Purchasing	30.170	Video recordings and officer recording sys- tems	100.080.AA
Control forms	30.170.A	Records	
Solicitations	30.170.A	ADA complaints	105.005
Pyrotechnics Permits	75.020.F	Compliance certificates	40.300
- Q -		Default retention	xv
Quarterly Reports	40.290.D	Destruction	xv, Appendix E
Payroll	90.140.E	Duplicate copies	xv
Quiet Title Actions	95.010	Expungement	100.080.A
Quit Claim Deeds	95.020	Finding aids	40.270
- R -		Format	xiii
Rabies Vaccination	100.020	Guidelines for Preservation of	Appendix G
Radiation Exposure	90.110.B	Media	xiii
Railroads Systems	60.060.B	Open records requests	40.200
Random Drug Tests	90.110.B	Passport records	40.215
Rate Schedules	30.090	Retention schedules	40.300
Utility billing	30.210.C	Recreation	
"Read Only" Copies	40.100.C	Districts	40.320
Reading Files	40.100.B	Passes	40.230.B
Real Estate Transfer Tax	30.190.D	Recruitment Procedures	90.130.G
Real Property - See <i>Property</i>		Recycling Centers	60.030
Rebate Program	30.180	Dump or trip tickets	60.030.A
Alien verification (SAVE)	100.070.B	Redevelopment Projects	40.240.A
Recall Petitions	15.150.C	Referendum Petitions	15.150.D
Receipts		Referrals From Other Jurisdictions	65.050
Building permit fees	30.020	Refuse Hauler License	75.020.C
Cemetery	10.030	Registered Sex Offender Records	100.080.P
Election materials	15.170	Registers	
Fees paid	30.020	Bond issue	30.070.D
General	30.020	Building permit	05.080
Meter deposit	30.210.B	Burial permit	10.010
		Certificate of deposit	30.140.A
		Checks	30.010.A

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Registers (Cont d.)		Reports (Cont d.)	
Court	85.090	Incident	100.080.B
monthly	85.090.D	Inspection - vehicles/equipment	35.030.B
Licenses	75.040	Investment	30.140.B
Payroll	90.140.G	Monthly	40.290.C
Permits	75.040	Offense	100.080.B
Property tax	30.190.C	Payroll	90.140
Records	40.270	Physician's - cemetery	10.010
Sales tax	30.190.E	Police	100.080
Registration Receipts	30.020	Project	40.240.A
Regulations		Quarterly	40.290.D
Animal	100.020	S.A.R.A. Tier II	100.060.B
Building	40.310	Soil condition	05.070.B
Cemetery	40.310	Street system	60.050.I
General	40.310	Structure inspection	05.070.A
Railroads	60.060.B	Water	
Subdivision	40.310	consumption	60.080.E
Zoning	40.310	quality	60.090
Regulatory		Weekly	40.290.E
Actions	40.160	Repositories	70.020
Proceedings	80.040	Requests	
Rehabilitation Projects	40.240.A	For proposals (RFPs)	30.170.A
Remonstrances	40.090	For quotations (RFQs)	30.170.A
Removal from Governing Body	45.150	Open records	40.200
Rental		Release of police information	100.080.Q
Contracts and agreements, short-term	40.230.A	Routine	40.090
Receipts	30.020	Service - fire	100.050.K
Reorganization Studies	40.210	Research Material	40.260
Repairs - Property	40.240.A, 95.050.D	Rescues	100.050
Replacement Ballots	15.030.A	Dispatch calls	100.030.A
Replats	65.030	Incident reports	40.230.D
Reports		Reservation Sheets	40.230.B
Actuarial	90.150.A	Reservoir Projects	40.240.A
Analytical - water and sewer	60.090.A	Residential Building Plans	05.060.B
Annual	40.290.A	Resignations	
activity	40.290.A	Appointed applicants	20.020.A
operations	40.290.A	Employees	90.070
published	40.260	Governing body	45.080.B
water and wastewater treatment	60.090.B	Resolutions	45.160
Audit	30.040.A	Supporting documentation	45.160
Bills allowed	30.010.A	Resubdivisions	65.030
Bridge	60.050.B	Retention Schedules	40.300
Building inspection	05.070.A	Retirement	
Campaign	15.040	Files	90.150.B
Cash	30.020	Form 1099R	30.200.B
Census	65.020.B	Plans	90.030.A
Claims	105.010.B	Returns - Sales and Use Tax	30.190.E
Comprehensive annual financial	30.040.A	Revenue	
Consumer confidence	60.090.B	Bonds	30.070.A
County treasurer	30.190.B	Monthly distribution report	30.190.A
Daily	40.290.B	Sharing	65.020.B
Departmental	40.290	Reverse	-1-1 System100.030.B
EEO-1	90.010.B	Rezoning	65.080
EEO-4	90.010.C	Ride-Along - Police	100.080.R
Final project	40.240.A	Liability waivers	40.230.C
Fixed asset - annual	30.030.A		
General	40.290		
municipal	40.330		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Right-of-Way	95.030	SAVE Program	100.070.B
Abandonment	60.070	Savings Bonds	30.140.A
Permits	75.020	Schedule	
Railroad	60.060.B	Building permit fee	30.090
Vacation	60.070	Fee	30.090
Risk Management	Schedule 105	Rate	30.090
Rivers	60.100.D	utilities	30.210.C
Roadway Projects	40.240.A	Records retention	40.300
Rodeos	40.110	Scheduling Calendars	40.050
Room		Schematics - System	60.010.C
Rentals	40.230.A	Scrapbooks	50.080
Reservations	40.230.B	Seal - Municipal	40.150
Routes		Search Warrants	85.100.A
Maps	60.060.C	Seasonal Employee	90.080
Snow	60.050.K	Secondhand Dealers License	75.020.C
Truck	60.050.K	Security	105.020
Routine Surveys by Municipalities	40.340.C	Access system	105.020.A
Routing Documents	Appendix A	Deposit - utilities	30.210.A
Rulemaking - State and Federal	40.160	Guard license	75.020.C
Rules		Municipal facilities	105.020
Cemetery	40.310	Public areas	105.020.B
General	40.310	Recordings and images	105.020.B
Policies and procedures	40.220.B	Videotapes	105.020.B
Run Sheets - Fire and Rescue	100.050.G	Seizure Fund	100.080.S
Run-Off	60.040	Seniority Systems	90.140.B
- S -		Service	
Safety		Orders - utility	30.210.A
Code abatement, enforcement	85.030.B	Requests	40.090
Commercial drivers' license	90.110.A	Volunteer workers	90.190
Committee	40.080.A	Setbacks	65.060
Equipment	35.030	Settlements - Litigation	80.040
Fleet	35.030	Sewer System - See Water and Sewer System	
Inspection - facilities	95.050.D	Sex Offenders	
Personnel	90.110	Case files	100.080.B
Policies	40.220.B	Information request forms	100.080.P
Procedures	40.220.B	Registered	100.080.P
Training	90.070	Sexual Assault	
manuals	90.110.D	Arrests	100.080.A
Vehicles	35.030	Cases	100.080.B
Salary		Sexually Oriented Business License	75.020.C
Documentation	90.070	Sexually Violent Predators	100.080.P
Surveys	90.140.H	Shift Schedules	90.210
Sale		Shooting Gallery License	75.020.C
Of cemetery lots	10.030	Show Agreements, Contracts	40.230.A
Of property	95.010	Show Cause Hearings	75.020.A
Sales Tax		Sidewalk	
Collection	30.190.E	Engineering	60.050.H
Enforcement	85.030.B	Improvement districts	30.130
Sample Ballots	15.030.B	Layout	60.050.H
Sanitation District	40.320	Sign	
Sanitary Surveys - Treatment System	60.090.G	Codes	40.070.A
S.A.R.A. Tier II Reports	100.060.B	Contractor License	75.020.C
		Damage	95.050.C

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Sign (Cont d.)		Standards (Cont d.)	
Permits	75.020.F	Sewer line installation	40.310
Signalization	60.050.K	Sidewalk construction	40.310
Timing	60.050.K	Street construction	40.310
Signature		Streetscape	40.310
Authorizations	30.170.A	Water	
Certificates, Councilmember	45.080.B	line installation	40.310
Sister City Programs	40.230.E	testing	60.090.A
Site Plans	65.030	State	
Site Specific Development Plans	65.030	Archives	
Slaughterhouse License	75.020.C	approval	Appendix C
Sludge		compliance certificates	40.300
Application	60.090.H	records retention schedules	40.300
Monitoring, review	25.010	Bid list	30.170.C
Permits	60.090.H	Highway Department signalization	60.050.K
Preparation	60.090.H	Legislation - proposed	40.160
Sites	60.090.H	lobbying	40.250.A
Snow Route	60.050.K	New hire reporting compliance	90.170
Social Security	90.030.A	Of the city address	40.250.C
Soil Condition Reports	05.070.B	Statements	
Solicitations - Bids	30.170.A	Accounts payable	30.010.A
Solid Waste Management	60.030	Accounts receivable	30.020
Cash receipts	30.020	Bank	30.050.B
Dump tickets	60.030.A	Issued by municipality	30.020
Landfill locations	60.030.B	Utility billing	30.210.A
Spas - Chemical Testing, Treatment	95.050.B	Statistics	
Special		Fire Department	100.050.F
Districts	40.320	General activities	40.290.A
Events and use permits	75.020.F	Information technology	55.060
Events license - alcohol beverages	75.020.A	Police	100.080.T
Uses	65.030	Statutory Status	40.210
Specifications		Stocks and Bonds	30.140.A
Bid	30.170.A	Storage Tanks - Regulated Substances	25.050
Job	90.130.F	Aboveground	25.050
Project	40.240.A	Permit	
Specimen Bonds	30.070.B	approved	25.050.A
Speeches	40.250.C	denied	25.050.B
Speed Zones	60.050.K	Underground	25.050
Spoiled Ballots	15.030.A	inspections	25.050
Sporting Event Agreements, Contracts	40.230.A	leaking	25.050
Sports Equipment Rental	40.230.A	permits	25.050
Spreadsheets		Stormwater	
Energy efficiency program	60.010.C	Basins	60.040.A
Staff Meetings	40.080	Drainage system	60.040
Standard Operating Procedures	40.220.B	Improvement districts	30.130
Standards	40.310	Proceedings appeal	40.010
Building		Projects	40.240.A
inspection	05.070	Weather observation	60.040.B
regulation	40.310	Stray Animals	100.020
Communication system project records	55.060	Streams	60.100.D
General	40.310	Street	
Information technology project records	55.060	Abandonment	60.070
Insurance policies	105.010.C	Address assignments	60.050.F
Mobile homes	40.310	Alignment	60.050.H
		Arterial system	60.050.I
		Asphalt testing	60.050.A
		Bridge inspections	60.050.B
		Cleaning	60.050.G

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Street (Cont d.)			Subpoenas		85.030
Closings	60.050.F		Logs		100.080.L
Closures	60.050.C		Summonses and Complaints		85.030
Construction	40.310		Juror		85.060
Crosswalks	60.050.K		Police copy		100.080.U
Cut permits	75.020.G		Voided		85.030.F
Design	60.050.H		Sump Pump Equipment		35.010
Drainage problem history	60.050.H		Supplements - Code		40.070.O
Engineering	60.050.H		Support Groups		40.120
Grades	60.050.H		Surplus Property		30.030.B
High accident locations	60.050.D		Surveillance Recordings - See Recordings		
Improvement districts	30.130		Survey Responses		40.340.B
Intersection design	60.050.H		Surveying Records		
Layout	60.050.H		Benchmarks		60.050.H
Maintenance - major	40.240.A		Field survey notes		40.180
Map - system	60.050.I		Surveys		
Master plan	40.330		Census		60.020.B
Miles in system	60.050.I		Conducted by municipality		40.340
Name assignments	60.050.F		compilations		40.340.A
Naming	60.050.E		responses		40.340.B
Numbering	60.050.F		routine		40.340.C
Operations	60.050		Cross-connection control		60.080.A
Parking	60.050.K		Historic structure or district		50.040
Permits	75.020.G		Water and wastewater systems		60.090.G
Planning	60.050.H		System Control and Data Acquisition		60.010.F
Problem histories	60.050.H		Systematic Alien Verification for Entitle-		
Projects	40.240.A		ments Program		100.070.B
Renaming	60.050.E		Swimming Pools		
Right-of-way conveyance	95.030.A		Chemicals		95.050.B
Snow route	60.050.K		Inspections		95.050.D
Speed zones	60.050.K		- T -		
State highway department signalization	60.050.K				
Striping	60.050.K		Tabulation		15.190
Sweeping	60.050.G		Official abstract		15.190.A
System	60.050.I		Test results		15.190.B
Traffic markings	60.050.K		Unofficial results		15.190.C
Trespass permit	75.020.G		Tally Worksheets		15.190.C
Truck routes	60.050.K		Tanks - Storage		25.050
Vacation	60.070		Tap - Water and Sewer		60.080.C
Weather observation	60.050.L		Tape Recordings - See also Recordings		
Streetscape Standards	40.310		Appointed entities		20.100
Striping - Traffic	60.050.K		Field contact reports - police		100.080.G
Structure			Municipal court proceedings		85.080
Inspections	05.070.A		Public relations		40.250.C
Municipal government	40.210		Task Forces		
Records	Schedule05		Appointed by municipality		Schedule20
Studies	40.330		Internal		40.080
Electric facilities	60.010.I		Tax		
Feasibility	40.330		Collection		30.190
Land use	40.330		Credits - historic properties		50.040
Planning	40.330		Licenses issued to municipality		75.030.B
Study Session Recordings			Payroll		90.140.F
Appointed entities	20.100.C		Reporting		30.200.B
Governing body	45.140.C		Taxes - See Specific Taxes; i.e., Sales Tax		
Subdivisions	65.030				
Minor	65.030				
Regulations	40.310				
Standards	40.310				

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Taxi Driver License	75.020.C	Traffic (Cont d.)	
Taxicab Service	60.060.C	Code adopted by reference	40.070.A
Teams - Internal	40.080	Congestion	60.050.J
Telephone		Counts	60.050.J
Logs	40.140	Events - impact	60.050.C
Messages	Appendix A	Fatal accident arrests	100.080.A
System		Flow	60.050
emergency 9-1-1	100.030.B	video recordings	60.050.J
encroachments	75.020.G	License plate recognition data	100.080.K
municipal buildings	55.010	Marking	60.050.K
Television System - See also <i>Cable Television Service</i>		Monitoring	60.050.J
Programming records	55.010.A	Non-fatality accident arrests	100.080.A
Records	55.070.B	Operations	60.050
Temporary		Police officer-involved accident	100.080.J
Alcohol beverage permit	75.020.A	Rerouting	60.050.C
Employee	90.080	Signalization	60.050.K
Use permits		Timing	60.050.K
public way	75.020.G	Weather observation	60.050.L
water	60.100.A	Trailer Inspections	05.070.C
Water use permit	60.100.A	Training	
1098 Forms, Mortgage Interest Statements	30.200.A	Commercial driver's license	90.110.A
1099 Forms	30.010.C	Employees	90.180
1099R Forms - Reports of Distributions	30.200.B	Manuals - health and safety	90.110.D
		Police	100.080.V
		K-9 units	100.080.V
		Safety	90.110.D
		individual	90.070
		Selection	90.070
- T -		Transaction Journal - Sales and Use Tax	30.190.E
Terminology	Appendix B	Transcripts - Municipal Court Appeals	85.010.B
Test Results		Transfer of Property	95.010
Chemical blood	100.080.E	Transient Vendor License	75.020.C
Commercial driver's license	90.110.A	Transitory Documentation	40.100.C
Lie detectors	100.080.E	Transmission	
Tests		Electric distribution	60.010.J
Employment	90.130.D	Line undergrounding program	40.230.E
Theater License	75.020.C	Transmittal Letters	Appendix A
Time Sheets	90.140.I	Transport Records, Hazardous Waste	25.020
Title Insurance Policies	95.010	Transportation System	60.060
Titles - Vehicle	35.010	Plans	40.330
Toolkit	xvi	Route maps	60.060.C
Tools	35.010	Services	60.060.C
Topographical Maps	40.180	Studies	40.330
Towers - Communication		Trash	65.070.B
Permit	75.020.G	Treasury Bills and Notes	30.140.A
Toxic Sites	25.060	Treatment - Water and Sewer	60.090
Trade		Trees	
Journals	Appendix A	Damage	95.050.C
Of property	95.010	Inventory	30.030.C
Trademark Records	40.150	Removal	75.020.F
Traffic		permits	75.020.F
Accident		Trimming	
cases	100.080.A, .B	license	75.020.C
logs	100.080.L	permit	75.020.F
Annexation impact	65.010	Trial Balances	30.050.A
Cases - municipal court	85.030.E	Trials - Criminal Case Files	80.020

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Trigger Dates	xvi	Utility (Cont d.)	
Trip Tickets	60.030.B	Locates	60.020
Truck Route Designations	60.050.K	Projects	40.240.A
Tuition Reimbursement	90.070	Valves	
Turbidity Reports	60.090.A	locations	60.080.D
		specifications	60.080.D
- U -		Water line maintenance and repair	60.080.F
Unclaimed Property	30.030.B	Utility Billing	30.210
Undeliverable		Account history	30.210.A
Ballots	15.030.A	Adjustment records	3.210.A
Mailings	40.170.D	Journals	30.020
Underground		Meters	30.210.B
Storage tanks		Notices, nonpayment	30.210.A
inspections	25.050	Rates	30.210.C
leaking	25.050	Security deposit	30.210.A
monitoring	25.050	Service orders	30.210.A
permits	25.050	Statements	30.210.A
Water rights and supply	60.100.E	Trouble orders	30.210.A
Unemployment insurance	90.190	Turn-off orders	30.210.A
Uniform		- V -	
Codes	40.070.A	Vacancies - Governing Body	45.020
Crime report/NIBRS	100.080.W	Vacations	
Unsafe Buildings	05.070.D	Alley	60.070
Unused Ballots	15.030.A	Easements	60.070
Update Request Form	Appendix D	Plats	65.030
Uranium Mining	25.010	Rights-of-way	60.070
Urban		Street	60.070
Drainage District	40.320	Valves	
Renewal authority	Schedule 20	Locations	60.080.D
governing body as	45.060	maintenance	60.080.D
Use		requests	60.020
Fuel	35.020	specifications	60.080.D
Permits	75.020.F	Maintenance and repair	60.080.D
Review	65.030	Vandalism - Cemetery	95.050.C
Tax collection	30.190.E	Variances	65.060
Temporary water permit	60.100.A	Water and sewer treatment	60.090.I
User Records - Library	70.010.E	Water use	60.080.F
Uses		Vehicle	Schedule 35
Accessory	65.030	Abandoned	65.070.B
Conditional	65.030	Asset inventory	30.030.C
Nonconforming	65.030	Crime lab hold/release sheets	100.080.D
Permitted	65.030	Disposition	30.030.B
Special	65.030	Fire	Schedule 35
USGS		Impound	100.080.X
Elevation benchmarks	60.050.H	License plate recognition	100.080.K
Topographical maps	40.180	Police	Schedule 35
Utility		Sales tax receipt	30.170.E
Annexation impacts	65.010	Stolen identification	100.080.K
"As-built" drawings	60.010.D	Vendor	
Connections	60.080	Files	30.010.A
mobile homes	05.070.C	License	75.020.C
Cross-connections	60.080.A	Lists	30.170.C
Disconnections	60.080	Prequalification	30.170.D
Encroachment permits	75.020.G	Short-term agreements, contracts	40.230.A
		1099 Forms	30.010.C
		W-9 Forms	30.010.C

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Ventilation Systems	35.010	Water - See also Water and Sewer System	
Vested Property Rights	65.030	Acquisition	60.100.A
Victim Assistance and Counseling	100.080.Y	Adjudication	60.100
Video - See also Recordings		Allotment contract	60.100.A
Crime scene	100.080.B	Associations	40.120
Detention center booking	100.080.Z	Bond Issues	30.070.A
Election areas	15.180	Conservation	60.080.F
Fire, rescue case	100.050.H	educational efforts	60.080.F
Historical value	50.060	outreach efforts	60.080.F
Municipal court proceedings	85.080	within municipality	60.080.F
Police		Consumer confidence report	60.090.B
cases	100.080.B	Consumption - water	60.080.E
officer recording systems	100.080.AA	Court proceedings	60.100
secured facilities	100.080.Z	Dams	60.100.B
Public relations	40.250.C	Decrees	60.100.F
Recordings of meetings		Dedication of rights	60.100.A
appointed entities	20.100	District	40.320
governing body	45.140	Ditch records	60.100.C
Security	105.020.B	Drinking	60.080, 60.090
Sewer inspection	60.080.B	Enterprise board	45.060
Water inspection	60.080.F	Flow measurements	60.100.D
Violations		Irrigation	60.100.G
Building code	05.040	Meters	30.210.B
Land use	65.070.A	Pressure	60.080.F
code	65.070	Projects	40.240.A
Nuisances - land use	65.070.B	Quality	60.090.A
Volunteer Workers		Rates	30.210.C
Recognition	90.200	Raw	60.100
Service	90.200	Rental	
Voted Ballots	15.030.A	offers	60.100.A
Voter		surplus irrigation	60.100.G
Registration list	15.160.B	Reservoirs	40.240
Signature forms	15.160.D	Rights	60.100.A
Vouchers	30.170	Rivers	60.100.D
- W -		Sale	60.100.A
W-2 Forms	90.140.K	Source of supply	60.100
W-4 Forms	90.140.L	Stock certificates	60.100.H
W-9 Forms	30.010.C	Storage	
Wage-Rate Tables	90.140.J	inspection	60.080.F
Waivers - Liability	40.230.C	system	60.100
Ward Boundary Maps	15.110	Streams	60.100.D
Warning Systems	35.010	Surface rights	60.100.D
Warranties	35.010	Temporary use permits	60.100.A
Warrants		Transfer	60.100.A
Arrest	85.100.B	Underground	60.100.E
Checks	30.010	Use restrictions	60.080.F
Court	85.100.B	Utility enterprise	45.060
index	85.090.C	Wells	60.100.J
Detainment	85.100.B	Water and Sanitation	
Search	85.100.A	Districts	40.320
Warranty Deeds	95.020	Projects	40.240.A
Wastewater - See Water and Sewer System		Water and Sewer System - See also Water	
Watchers - Oaths	15.140	Agreements - service	40.030
		Analysis - system	60.080.F
		Analytical reports	60.090.A
		Backflow prevention device test	60.080.B
		Bacteriological analysis	60.090.A
		Calibration - equipment	35.010
		Capacity - plant	60.090.F
		Chemical analysis	60.090.A
		Chlorination	60.090.F

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Water and Sewer System - (Cont d.)		Water and Sewer System - (Cont d.)	
Compliance - drinking water	60.090.C	smoke test	60.080.B
Connections	60.080.C	standards - water tests	60.090.A
Contaminants	60.090.A	water system	60.080.F
Copper analysis	60.090.A	X-ray	60.080.B
Corrective actions	60.090.C	Treatment	60.090
Cross-connection control survey	60.080.A	chlorination reports	60.090.A
Discharge		Turbidity analysis	60.090.A
inspections	60.090.D	Use restrictions	60.080.F
monitoring	60.090.D	Valves	60.080.D
permits	60.090.D	Water storage inspection	60.080.F
Disconnections	60.080	Water Utility Enterprise	45.060
Distribution	60.080.F	Weapons	
Domestic septage	60.090.H	Authorization to carry	100.080.BB
Effluent	60.090.H	Concealed permits	75.020.F
Enterprise board	45.060	Destruction	100.080.E
Equipment maintenance	35.010	Maintenance	100.080.BB
Filter plant logs	60.090.F	Qualification	100.080.BB
Industrial pretreatment permits	60.090.E	Violations case files	100.080.B
Inspections		Weather	
sand trap	60.090.F	Modification	60.100.I
sewer	60.080.B	Observation	60.100.I
video	60.080.B, .F	impact on stormwater system	60.040.B
water	60.080.F	stormwater system	60.040.B
Installation standards	40.310	street, traffic operations	60.050.L
Lead analysis	60.090.A	Website and intranet records	55.080
Lines - water, maintenance and repair	60.080.F	Access reports	55.080.A
Meters	30.210.B	Development	55.080.B
Microbiological analysis	60.090.A	Evolution records	55.080.B
National Primary Drinking Water report	60.090.B	Page design records, web pages	55.080.C
Odor complaints	60.090.D	Use tracking logs, website and intranet	55.080.A
Operational reports	60.090.F	Weed Control	65.070.B
Operator	90.070	Nuisance	65.070.B
Oversizing	40.240.A	Weekly Reports	40.290.E
Plant capacity	60.090.F	Welfare Check Log	100.080.L
Pollutant concentration	60.090.H	Wells	
Pressure measurements - water	60.080.F	Gas drilling	25.010
Production - water	60.080.F	Installation	60.100.J
Projects	40.240.A	Locations - water	60.100.J
Radiological analysis	60.090.A	Oil drilling	25.010
Reports		Permits	60.100.J
distribution and production	60.080.F	Water	60.100.E
operations	60.090.F	abandonment	60.100.J
Samples	60.090.A	drilling	60.100.J
Sand trap inspections	60.090.F	location	60.100.J
Sewage - composite samples	60.090.A	permit application	60.100.J
Sewer inspection	60.080.B	Wetlands	
Sludge		Management	60.040.C
application	60.090.H	Protection	60.040.C
disposal site	60.090.H	Withdrawal From Nomination	15.120.B
Storage - water	60.080.F	Work	
Taps	60.080	In public way - permits	75.020.G
inside users	60.080.C	Orders	
outside users	60.080.C	equipment	35.030.C
sewer	60.080.C	maintenance	60.010.E
water	60.080.C	property repair	95.050.E
Tests		vehicles	35.030.C
analytical	60.090.A		
backflow prevention device	60.080.B		
sewage - weekly	60.090.A		
sewer	60.080.B		

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Papers			
audit	30.040.B		
budget	30.080.B		
Permits - public way	75.020.G		
Plans			
appointed entities	20.040		
governing body	45.050		
Schedules	90.210		
Workers' Compensation	90.220		
Working Material, Preliminary	40.350		
Workplace Investigations	90.160		
Worksheets			
Financial - preliminary	40.350		
General	40.350		
Short-term value	40.100.C		
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Zones			
Enterprise	65.040.B		
Speed	60.050.K		
Zoning			
Annexations	65.010, 65.080		
Board of Adjustment	Schedule 20		
Board of Appeals	Schedule 20		
Certificates	65.080		
District map	40.180		
Initial	65.080		
Maps	40.180, 65.080		
Ordinances	65.080		
Petitions	65.080		
Regulations	40.310		
Rezoning	65.080		