

City of Coeur d'Alene



City of
Coeur d'Alene
IDAHO

RECORDS RETENTION MANUAL

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INTRODUCTION

In 2005, the Idaho State Legislature amended I.C. 50-907, 50-908, and 50-909 which relate to the retention of public records for municipalities.

Part of the changes require that each City adopt by resolution a records retention schedule listing the various types of city records and the retention period for each type of record.

In January 2006, a Records Retention Manual Committee was formed which was comprised of each department's designated records manager. Through their efforts, the following manual has been developed for the City of Coeur d'Alene for use in the retention of city records.

In October 2013, the Committee met to review the policy and make applicable amendments. Specific changes included an updated list of records custodians, clarification to the transitory records definition and the addition of exempt records.

MUNICIPAL RECORDS MANAGER

In accordance with Idaho Code, the City Clerk shall serve as the Municipal Records Manager for the City of Coeur d'Alene. Each department may designate a department records manager that reports to the City Clerk.

The Municipal Records Manager shall supervise the administration of city records, including:

- A. Ensuring the orderly and efficient management of municipal records in compliance with state and federal statutes and regulations and city ordinances, resolutions and policies;
- B. Identification and appropriate administration of records with enduring value for historical or other research;
- C. Overseeing retention and destruction of municipal records as directed by State and Federal statutes and regulations and City ordinances, resolutions and policies;
- D. Coordinating transfer of permanent records to the State archives, with the assistance of the State Archivist.

All designated department records managers as well as city officials, elected, appointed and staff shall:

- A. Protect the records in their custody;
- B. Cooperate with the municipal records manager on the orderly and efficient management of records including identification and management of inactive records and identification and preservation of records of enduring value;
- C. Pass on to their successor records necessary for the continuing conduct of City business.

All records are the property of the City, and no City official, elected or appointed, or staff shall have any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction or removal of city records is prohibited.

MUNICIPAL RECORDS MANAGERS

The following are the designated municipal records managers:

City Clerk Renata McLeod

Official City Municipal Records Manager

Department Records Manager	Department
Amy Ferguson	Administration
Linda Wilson	Building
Chris Bates	Engineering
Chrisdee Imthurn	Finance
Jamie McDaniel	Fire
Melissa Tosi	Human Resources
Juanita Knight	Legal
Bette Ammon	Library
Alison Palmer	Municipal Services
Chenoa Dahlberg	Parks and Cemetery
Shana Stuhlmiller	Planning
Becky Mumford	Police
Paula Austin	Recreation
Suzanne Sims	Streets Maintenance
Torri Green	Wastewater
Diane Melchiore	Water
Warren Wilson, Deputy City Attorney	Legal Counsel

DEFINITIONS

The following terms have been adopted from the Glossary of Records and Information Management Terms, which is an American National Standard and distributed through the Association of Idaho Cities.

-A-

ACID-FREE PAPER

Paper having a pH of 7.0 or greater that has been treated with an alkaline substance capable of neutralizing acids. Acid-free paper may become acidic through contact with acidic material or atmospheric pollutants. Also called *acid neutral*.

ACTIVE RECORD

Record needed to perform current operations. Subject to frequent use and usually located near the user. Can be accessed manually or on-line via a computer system. See also CURRENT RECORD and INACTIVE RECORD.

ADMINISTRATIVE RECORD

A record that is related to budget, personnel, supply, and similar administrative or facilitative operations common to all organizations. It is distinguished from an operational record that relates to an organization's specific functions.

ADMINISTRATIVE VALUE

The usefulness of a record to the originating group in the conduct of its business.

ANNOTATION

A note added or attached to an original record.

ARCHIVAL INTEGRITY

The certification of a recording medium that has been tested to last longer than the mandated term of retention is said to have "archival integrity".

ARCHIVAL QUALITY

1. The ability of a recording medium to permanently retain its original characteristics.
2. The ability of a medium to resist deterioration for a lengthy, specified time.

3. The extent to which something will or will not last for an extended period of time. See also DURABILITY.

ARCHIVAL STANDARDS

Standards set by such agencies as the U.S. Bureau of Standards or the American National Standards Institute (ANSI) to ensure permanence of microfilm, paper, or electronic images.

ARCHIVES

1. The records created or received and accumulated by a person or organization in the course of the conduct of affairs, and preserved because of their historical or continuing value.
2. The building or part of a building where archival materials are located.
3. The agency or program responsible for selecting, acquiring, preserving, and making available archival materials.

ARCHIVING

1. Used for electronic records, it is the procedure for transferring information from an active file to an inactive file, storage medium, or facility.
2. Act of creating a backup copy of computer files. See BACKUP.

AUTOMATIC RECORDS SYSTEM

Any system that applies computer technology to any or all records management tasks such as the creation, collection, processing, maintenance, retrieval, use, storage, dissemination, and disposition of records.

-B-

BACKFILE CONVERSION

The process of identifying, indexing, coding, and/or inputting a large volume or backlog of documents into a newly designed record keeping system.

BACKUP

1. The process of duplicating information primarily for protection in case the original is lost or destroyed.
2. A copy of the record. See also ARCHIVING.

BAR CODE

A coding system of vertical lines or bars set in a predetermined pattern that, when read by an optical reader, can be converted to machine-readable language. Used in tracking locations of files or boxes of records as well as other applications, e.g. libraries, shipping/receiving, shelf stocking, billing, etc.

BASELINE

A specification or product that has been formally reviewed and agreed upon, that thereafter serves as the basis for comparison and further development.

BATCHING

Grouping a series of records by common factors, such as a period of time or an alphabetical or numerical segment that can be processed at one time.

BROWSABILITY

The ability of an automated index, or collection of records, to lend itself to systematic or random searches.

-C-

CHRONOLOGICAL FILE

Records filed in date sequence either in reverse (latest date on top) or forward (earliest date on top) chronological order.

CLOSED FILE

1. A file where access is denied to users and retrieval is only performed by authorized personnel.
2. A file on which action has been completed and to which documents are unlikely to be added.

COLD SITE

An alternative facility that is void of any resources or equipment except air-conditioning and raised flooring, that can be used as a backup site for disaster recovery. See also HOT SITE.

COLOR CODING

Using color as an aid in a filing system.

COMMERCIAL RECORD CENTER

A records center that stores the records of several organizations and provides services on a fee basis.

COMPOUND DOCUMENT

A computer-generated document composed of a variety of data types and formats such as text and graphics. It also refers to electronic files that are supported by internal links to other files that are modifiable, e.g. Microsoft Word.

COMPRESSION

Electronic activity that compresses data stored electronically. The process whereby unused space is removed from an image during the transmission of digitized data.

COMPUTER LITERATE

Quality attributed to a person who feels comfortable working with computers and understands how to use them.

COMPUTER-ASSISTED DESIGN (CAD)

Computer software in which drawings, graphics and designs can be created and edited interactively by using a digitizer or mouse to move the cursor around the screen.

COMPUTER-ASSISTED RETRIEVAL (CAR)

Systems that combine the document storage capabilities of micrographics with the indexing and retrieval capabilities of a computer database.

COMPUTER-INPUT MICROFORM (CIM)

The process whereby computer input can be taken directly from microforms by scanning and character recognition.

CONFIDENTIAL RECORD

1. A record or document requiring protection against unauthorized disclosure, modification, or destruction.
2. In government, a document containing information, the disclosure of which would harm the national security.

COPY

Duplicate of a document prepared simultaneously or separately by the action of duplicating.

COPYRIGHT

The right vested by law in the author of a document and his/her heirs or assignees to publish or reproduce the document.

CORRESPONDENCE

Any form of addressed communication sent and received, including memos, letters, postcards, e-mails, etc.

CROSS REFERENCE

1. A notation in a file or on a list showing that a record has been stored elsewhere.
2. An entry directing attention to one or more related items.

CUMULATIVE INDEX

An index in which successive entries are added or interfiled as the records collection grows.

CURRENT RECORD

The most recent record or collection of records that is used on a regular basis. See Also ACTIVE RECORD.

-D-

DATA

Groups of characters that represent a specific value or condition. Data provides the building block of information.

DATABASE

A collection of related data stored on a computer system that can be manipulated or extracted for use with various applications but managed independently of them.

DECENTRALIZED FILE

Records located and maintained in or near the unit immediately responsible for the functions in which they are used.

DESTRUCTION

See RECORDS DISPOSITION.

DIRECT ACCESS

1. A system that permits access to files without reference to an index or other finding aid.
2. The capability of electronically locating a given item within a series without having to examine all the items sequentially.

DISASTER RECOVERY PLAN

A written and approved course of action to take when disaster strikes ensuring an organization's ability to respond to an interruption in services by restoring the critical business functions.

DISPOSITION

The actions taken with regard to records as determined through their appraisal. Actions might include transfer to storage, destruction, or preservation for archival purposes.

DOCUMENT

1. Recorded information regardless of medium or characteristics. Frequently used interchangeably with the word *record*.
2. A single record item (letter, memorandum, form, or report) consisting of one or more pages.

DOTS PER INCH (DPI)

A linear unit of measurement used to give the resolution of non-impact page printers. Dots per inch is the equivalent of *spots per inch* (spi). See also PIXEL.

DRAFT

A rough or preliminary form of a document.

DURABILITY

The degree to which a storage medium retains its original strength or properties especially under conditions of heavy, sustained use. See also ARCHIVAL QUALITY.

ELECTRONIC DOCUMENT MANAGEMENT (EDM)

A computer system that allows one to create, access, store, locate, retrieve, and otherwise manage electronic documents.

ELECTRONIC FILING

Capturing and storing document images on an electronic system. Through the indexing or key words or identifying elements, the documents can be retrieved electronically.

ELECTRONIC MAIL (E-MAIL)

A system that enables users to compose, transmit, receive, and manage electronic messages and images across the networks and through gateways connecting to other local area networks.

ELECTRONIC RECORD/DOCUMENT

A record stored on electronic storage media that can be readily accessed or changed.

ELECTRONIC SIGNATURE

The acceptance of, or method of authenticating, a document through use of a password or other electronic method.

ERASE

The process of permanently removing, overwriting, or obliterating information from an erasable storage medium.

ESSENTIAL RECORD

See VITAL RECORD and IMPORTANT RECORD

EVIDENTIAL VALUE

The value of those records of an organization that are necessary to provide legal, authentic, and adequate documentation of its structure and functioning.

EXEMPT RECORDS

The City of Coeur d'Alene abides by I.C. §9-335, I.C. § 9-340A through 9-340H regarding City records that are exempt from disclosure. However, all other information relating to an employee or applicant, such as home address and phone numbers shall not be disclosed to the public without the written consent of the employee, applicant, or authorized representative.

FACSIMILE (FAX)

An electronic means of transferring an exact reproduction of an image using telephone lines. The image is scanned by the transmitter and reconstructed at the receiving station.

FILE

1. A collection of related records filed together usually in reverse chronological order.
2. The action of arranging documents into a predetermined sequence.
3. A cabinet housing file folders containing documents.
4. A named set of records stored or processed as a unit electronically.

FILE INTEGRITY

The ability to retrieve and use a document without the chance of it being lost or misfiled. Also refers to the thoroughness of a file.

FILING INCH

The linear capacity of filing expressed in inches. Generally, 25 filing inches are in a standard letter-size vertical file drawer.

FILING SYSTEM

The systematic indexing and arrangement of records based on procedures, supplies (guides and folders) and housing.

FROZEN RECORDS

A suspension of the records destruction process because of special circumstances such as an audit, court order, or investigation.

GUIDE

A divider or finding aid with a projecting tab used in files to identify a section and to facilitate reference.

GUSSET

An expansion spine on file folders used to increase capacity.

-H-

HARD COPY

Printed copy of a record that can be read without use of mechanical assistance.

HEADING

Keyword or phrase set apart from the text as a title or a summary of the text that follows.

HISTORICAL VALUE

Records that are retained permanently for purposes of enduring value and not necessarily for business purposes.

HOT SITE

An alternate facility that has the equipment and resources to recover the business functions affected by the occurrence of a disaster. See also COLD SITE.

-I-

IMAGE

A digital/photographic representation of a record, on any medium such as on microfilm or optical disk.

IMPORTANT RECORDS

Records that contain information pertinent to an organization that would need to be re-created or replaced if lost or destroyed.

INACTIVE RECORD

A record that does not have to be readily available, but which must be kept for legal, fiscal, or historical purposes. See also ACTIVE RECORD.

INDEX

A systematic guide that allows access to specific items contained within a larger body of information.

INFORMATIONAL VALUE

The value of a record derived from the information it contains on persons, places, etc. and not on the originating agency itself.

IN-HOUSE

A function that is performed and managed within the organization as opposed to being performed by a third party contractor (outsourced).

INTERNET

A worldwide network of computers that allows public access to send, store and receive electronic information over public networks. It is a network of networks.

INTRANET

A private Internet network set up within a organization behind a firewall for use, depending on security clearance, by employees, business partners, customers or general Internet users.

INTRINSIC VALUE

The inherent value of a record dependent upon unique factors such as age, circumstances of creation, a signature, or an attached seal.

-J-

-K-

-L-

LATERAL FILE CABINET

Storage equipment that is wider than it is deep – records are accessed from the side (horizontally). File can be arranged front to back or side by side. See also VERTICAL FILE CABINET.

LATERAL FILING

File system where file access is horizontal (side by side rather than front to back).

LEGAL SIZE

Paper that measures 8 ½ inches by 14 inches.

LEGAL VALUE

1. Value inherent in records that provide legal proof of business transactions.
2. The value of records in demonstrating compliance with legal, statutory, and regulatory requirements.

LETTER SIZE

Paper that measures 8 ½ inches by 11 inches.

LICENSE

A document evidencing a right or permission, granted to an individual/organization by a competent authority to engage in some transaction or to do some act.

LIFE CYCLE (of a record)

The span of time of a record from its creation or receipt, through its useful life to its final disposition or retention as a historical record.

LINEAR FOOT

Measurement of files within a drawer across the top of the files perpendicular to the file folders (twelve inches). Usually does not equal a cubic foot; with letter size files, a linear foot equals approximately ¾ cubic foot.

LOG

A list, either in electronic or hard-copy format, that is used in posting the sequence of transactions or events.

LONG-TERM RECORD

Records that have historical significance; record having enduring value to the organization.

-M-

MAIN HEADING

In indexing, the heading under which a related group of subheadings or other subdivisions is found.

MICROFICHE

Microform in the shape of a rectangular sheet having one or more micro-images arranged in a grid pattern with a heading area across the top requiring a reader for viewing.

MICROFILM

1. A photographic reproduction of a document greatly reduced in size from the original on fine grain, high-resolution film and requiring a reader for viewing.

2. Microform in the shape of a roll or strip.
3. To record micrographs on film.

MOBILE FILE SYSTEM

Rows of shelving, used for compact storage, situated on wheel-fitted carriages that travel on track and allow one or more aisles to be opened to access the system.

-N-

NOMENCLATURE

A set of terms or symbols and their definitions.

NONESSENTIAL RECORD

A record that has no predictable value to the organization after its initial use.

NONRECORD

1. Items that are not usually included within the scope of official records, e.g. convenience file, day file, reference materials, drafts, etc.
2. Documents not required to be retained and therefore not appearing on a records retention schedule.

-O-

OFFICE OF RECORD

An office designated to maintain the record or official copy of a particular record in an organization.

OFFICIAL RECORD

1. Significant, vital, or important records of continuing value to be protected, managed, and retained according to established retention schedules. Often but not necessarily an original.
2. In law, an official record has the legally recognized and judicially enforceable quality of establishing some fact.

OFF-SITE STORAGE

A potentially secure location, removed from the primary location, at which inactive or vital records are stored.

OPEN ACCESS

1. The concept of allowing users to retrieve documents themselves.
2. Non-restricted, non-confidential records.

OPEN-SHELF FILING

Files placed on shelves without any doors or drawers; usually side- (or end-) tab file folder labels and guides are used to locate the file titles.

OPTICAL SCANNER

A device that automatically reads printed/written characters or graphics and converts them to a digital form.

ORIGINAL RECORD

A primary or first generation record from which copies can be made.

ORIGINATING DEPARTMENT

The department that originates a record.

OUTCARD/OUTGUIDE

A device used to physically replace material that is removed from a file that indicates what was taken, by whom, and the date removed.

-P-

PENDING FILE

Materials held for further settlement or action.

PERMANENT RECORD

Information that has been designated for continuous preservation because of reference, historical or administrative significance to the organization.

PIXEL

The smallest unit of a digitized picture, either on the screen or printed.

PRIVILEGED RECORD

A document with restricted access.

PUBLIC RECORD

Any paper, written or printed book, document or drawing, map or plan, photograph or microfilm, sound-recording or similar device, that has been made or received by any official, officer, board, commission, agency, authority, district, institution, or other instrumentality of government, in connection with the transaction of public business and has been retained by an agency as evidence of its activities or because of the information contained therein.

PURGE

To remove information from a file that has not further value, usually according to a records retention schedule. This process can be done to both active and inactive records.

-R-

RANDOM FILING

The filing of documents without regard to strict sequence; usually used in conjunction with computer access programs.

RECORD

Recorded information, regardless of medium or characteristics, made or received by an organization that is evidence of its operations, and had value requiring its retention for a specific period of time.

RECORD COPY

The official copy of a record that is retained for legal, operational, or historical purposes, sometimes the original.

RECORDS DISPOSITION

After records have reached the end of their retention period in active and/or inactive storage, they may be transferred to an archive for retention or be destroyed.

RECORDS RETENTION SCHEDULE

A comprehensive list of records series titles, indicating for each series the length of time it is to be maintained. May include retention in active office areas, inactive storage areas, and when and if such series may be destroyed or formally transferred to another entity such as an archive for historical preservation.

RECORDS SERIES

A group of related records filed/used together as a unit and evaluated as a unit for retention purposes, e.g. a personnel file consisting of application, reference letters, benefit forms, etc.

RECORDS VALUE

The usefulness of records for operational, legal, regulatory, fiscal and historical purposes.

REMOTE STORAGE

Off-site storage (not in the same geographical area) of records in a company-owned commercial, or cooperative records center. See also OFF-SITE STORAGE.

REPORT

A document containing a presentation of facts or the record of some proceeding, investigation, or event.

RESTRICTED ACCESS

A limitation on the use of records. Restrictions may be imposed by law, the organization, or donors of the records to a collection.

RETRIEVAL

1. The process of locating and withdrawing a record from a filing system or records center.
2. The action of accessing information from stored data on a computer system.

ROUTING

The manual or electronic circulation of material among staff members.

-S-

SCANNER

A device that converts an image of a document to electronic form for processing and storage.

SEARCH

Extended investigation for requested information. A systematic examination of the available information in a specific field of interest.

SECOND-DIGIT ORDER

A system of numeric filing in which the secondary digits are used as the finding tool.

SHELF LIFE

The period of time before deterioration renders materials unusable or the content of no value.

SHELF LIST

A listing of files/records in the exact order in which they are located as files on shelves.

SOURCE DOCUMENT

Record on which an original transaction was captured; can be hard copy or electronic.

STANDARD OPERATING PROCEDURE (SOP)

Specified instructions established to aid in the performance of individual tasks and responsibilities.

-T-

TAPE

1. Recording medium for data in computer programs. Generally used as a mass or portable storage medium in magnetic form.
2. Audio- or videotapes can also be records.

TEMPORARY RECORDS

1. Records appraised as having temporary or limited value and approved for destruction, either immediately or after a short specified retention period.
2. Also, records temporarily in a holding area until they are placed in their final location.

TERMINAL DIGIT FILING

A system of numeric filing using the last two or three digits right to left of each number as the primary division under which the record is filed.

TICKLER FILE

A date-sequenced file by which matters pending are flagged for attention on the proper date.

TRANSFER

1. The act of changing the physical custody of records with or without legal title.
2. The relocating of records from one storage area to another.

TRANSITORY RECORD

Shall mean internal information records such as telephone messages, notes, appointment books, calendars /schedules, routing slips, used solely to disseminate information or similar administrative purposes and other records with very short-lived utility which may be destroyed when no longer needed for the conduct of city business. These shall be retained until they are no longer needed.

TRANSMITTAL LIST

A document that lists the records being transferred from one area to another such as from active storage to inactive storage. The document may also transfer legal responsibility for the records as well as physical custody.

-U-

UNSCHEDULED RECORDS

Records for which no retention period has yet been determined.

-V-

VALUATION

The determination, based on fair market prices, of the monetary value of documents.

VAULT

A security storage area constructed of fire-resistant material and structurally independent from the building in which it is located.

VERTICAL FILE CABINET

Storage equipment that is deeper than it is wide. Files are arranged front to back.

VITAL RECORD

A record identified as essential for the continuation or survival of the organization if a disaster strikes. Such records are necessary to re-create the organization's legal and financial status and to determine the rights and obligations of employees, customers, stockholders, and citizens.

VITAL RECORDS SCHEDULE

A detailed list identifying the vital records, their locations, protection instructions, and method of protection in case the records were lost during a disaster.

-W-

WATERMARK

A translucent mark or design in paper incorporated during manufacture for purposes of decoration or identification.

WEEDING

The removal of individual documents or files lacking continuing value. Also known as purging.

WORKING COPY

A duplicate or copy of a document that may be marked up or annotated.

WORKING PAPERS

Documents such as notes, calculations, or drafts assembled or created and used in the preparation or analysis of other documents. Usually retained by the originator at the point of use with limited retention value.

STORAGE OF RECORDS

1. Excluding records retained by the City Clerk, records shall be maintained in the department of their origination.
2. Records shall be filed within the department in conformance with the established filing system of that department.
3. Any procedure on how to file a record within a department shall be contained in the individual department's Records Retention Manual with a copy of each department's filing procedure maintained in the City's Master Records Retention Manual.

DEPARTMENT FILING SYSTEM PROCEDURES

Each department maintains their files that relate to the operations of their department. The following pages contain a description of the filing systems set up for each department.

DEPARTMENT: ADMINISTRATION

The Administration Department has an alphabetical filing system, with the exception of the Public Works Committee files, which are maintained by date.

1. A file cabinet is maintained for the City Administrator's files.
2. A file cabinet is maintained for the Mayor's files.
3. Files for Boards, Commissions and Committees are maintained by the Executive Assistant and are located at her desk.
4. Files for the Public Works Committee are maintained by the Executive Assistant and are located at her desk.
5. Files for the Parking Commission are maintained by the Executive Assistant and are located at her desk. – MOVED TO JUDY HOUSE, Legal Department
6. Files for the Arts Commission are maintained by the Executive Assistant and are located at her desk.

Deputy City Administrator

One file cabinet with project files in alphabetical order.

Project Coordinator

1. Current projects files are located on desk top, either against the window or upright against in box (with the exception of some of the Library files). The Library Public art proposals are located in the bottom drawer of the lateral file cabinet next to the printer as one enters the Administration Department. The second drawer from the bottom contains all of the shop drawings and submittals for the Library project.
2. Open files of projects worked on throughout the year, (e.g., Fort Grounds, Education Corridor, and background info. Re: Grants) are located in the upper file drawer of the grey rolling file cabinet behind desk chair, against the wall.
3. Personnel Rules research, past approved rule changes, research etc, are all located in the tan file cabinet under desk.

4. Archived files are located in the top two drawers of the lateral file cabinet next to the printer as one enters the Administration Department.

Computer files are located under My Documents; each project has a separate file folder. All Arc View projects are located on the GIS “G” drive on the network, under the Project folder either “Project Coordinator” (Renata) or LCDC.

PROJECT COORDINATOR/ASSISTANT TO THE MAYOR

1. Current project files are located on the right side of printer on the desktop. Files that are used all year long for scheduling, etc., are in the bottom drawer of the short, beige filing cabinet on the right of my desk. The top drawer has stationery and old BDPA and employee survey files.
2. The tall bookcase to the right of desk and near the window has: top shelf - old Kroc grant files; next shelf - some newspaper articles of Kroc, and binders of former Talk of the Towns and Fact Booklets. On the next shelf are more old Kroc files. On the next shelf are writing pads, and silverware and dishes for the city hospitality events. On the very bottom shelf are more dishes, small, black, velour bags for silver retirement medallions, and old DEQ Consent Order files.
3. The short, black, two-drawer file has (top drawer) a current, Enough is Enough binder, Enough is Enough materials, a few folders of data sheets, and some of the information on Developmental Assets from October 2003 conference. In the bottom drawer are old, Pay for Performance files, developmental assets materials, and backpacks from Ironman.
4. In the tall and large, black file cabinet: top drawer/area – primarily marketing items, e.g., city pins, small envelopes to put pins in, city cups, etc. The next drawer contains either personal or miscellaneous items. In the middle drawer are ongoing projects files, e.g., AIC City Achievement Awards, Employee Empowerment and Recognition, North Idaho Mayors Coalition, Student Representatives, Talk of the Town, etc., primarily in alphabetical order. In the bottom two drawers of the tall black cabinet are the Mayor’s files, in alphabetical order.
5. In the brown, wooden bookcase are project notebooks (Mayors Coalition and Youth Council), as well Legislative Committee Files and marketing items.
6. In the small, beige cabinet to left of desk, bottom drawer, are files from recent Meetings with the Mayor, stationery, and various forms.

7. Computer files are located under My Documents. Current and old projects have individual files. Data files are under Program Files/SPSS.

OVERVIEW: The Building Department filing system employs several methods depending on the type of information.

FILE CATEGORIES:

Residential and Commercial Building, Mechanical and Plumbing – Active Permits

Residential and Commercial Building, Mechanical and Plumbing – Closed Permits

Irrigation/Backflow Permits, Residential and Commercial

General Office Correspondence

Inspectors' Correspondence

Abatement Files

Budget information and check requests.

Permits in process.

Permits ready to be issued.

BUILDING PERMITS

Active: Residential and Commercial building, mechanical and plumbing permits are filed in alphabetic order by address in the cabinets in the Permit Tech area.

Closed: Residential and Commercial building, mechanical and plumbing permits are filed by permit number in the storage room at the lower level of City Hall in the file cabinets. Files are maintained in the department for approximately 6 months and then are scanned as funds are available.

Irrigation/Backflow Permits: for residential and commercial are filed in Permit Tech area in alphabetic order by address. When the permit is “closed” because it is complete or has expired due to inactivity, it is placed in a filing box to be scanned in the building storage room.

General Office Correspondence: files are maintained in alphabetic order in the black filing cabinet in the Permit Tech area.

Building Services Director/Building Official and Inspectors: Correspondence is maintained on the computer for each individual. Incoming and outgoing correspondence is maintained in the building permit file.

Abatement Files: for residential and commercial are filed in the cabinet by the Permit Coordinator's desk in alphabetic order by address. When the matter becomes a legal issue then a file is maintained in the legal department. Abatement files are placed in the building permit file when resolved.

Budget Information and check requests: check requests and budget information is maintained by the Permit Tech assigned to this task and are filed chronically by month and year.

Permits in Process:

Residential: Application and plans are routed to each department either electronically or by paper. The database is updated where the paperwork is during the permit process. The Permit Techs maintains the information until it is issued and paid for.

Commercial: Application and plans are routed to each department either electronically or by paper. The database is updated where the paperwork is during the permit process. The Permit Coordinator maintains the information until it is issued and paid for. The approved information is filed by address in the filing bins behind the Coordinator's desk.

Permits ready to be issued: After the applicant has been notified that their permit is ready, the information is filed in the black filing cabinet in the Permit Tech area.

Overview: The City Clerk's filing system is based on a terminal digit filing system.

File Categories: Files are created according to category. Each category is color coded with bar labels on the side of each folder.

- Acquisitions
- Agreement/contracts
- Allocations
- Appraisals
- Appeals
- Audit
- Award
- Bills of Sale
- Deeds
- Elections
- Franchises
- Grants
- Guarantees
- History
- Inventories
- Leases
- Licenses
- Litigations
- Minutes
- Notices
- Oaths of Office
- Ordinances
- Permits
- Petitions
- Proclamations
- Rates
- Reports
- Resolutions
- Signatures Certified by the Secretary of State
- Titles

File Numbers: Within each category, a file is created using a 6-digit number, e.g.

06-0160.

The first two digits **06**-1234 are determined by the last two numbers for the year in which the file was created. This file was created in 2006 since the last two digits of the year end in 06.

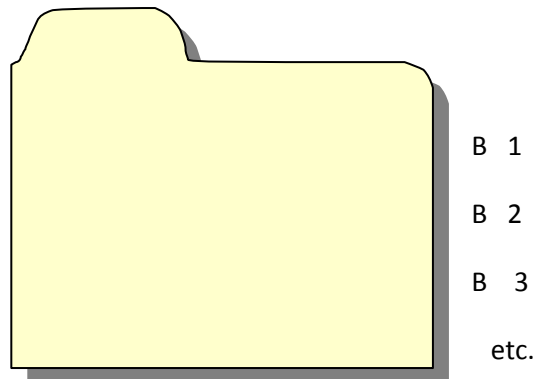
The final four digits are assigned in the order in which a file was created with the first file being assigned 0001 up to 0160 (this last number would indicate that there has been 160 files created in a particular category).

A master index is maintained which lists each category and the numeric order of numbers assigned to files.

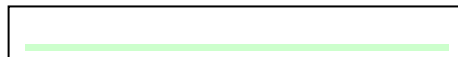
A number is placed on the side of the folder. Numbers are grouped in units of ten starting with the number 0 and ending with 9. Using the last two digits of the file number 06(0160) - this file would have the number "6" placed on the side of the folder.

Beneath the above-noted number a small black tab from 0 to 9 is located on the side of the file folder in a descending fashion and indicates the last digit of the file number. In our example 06(0160)

A black tab would be placed where it aligns with the location for a "0" on the side of the folder.



File Label: Each folder has a file label which contains the Name/Title of the file's content and file number, e.g.:



Filing Folders: Folders are filed numerically within each category beginning with the last two digits of the file number 06(0160).

If there is more than one folder in a category with a file number ending in “60, then they are filed numerically using the next set of number 06(0160). Example a series of folders would be filed as follows: 0060, 0160, 0260, 0360, 0460, etc.

Other Files Are:

Sign permits - filed in the black file cabinet in upstairs vault in numerical order.

Ordinance, Resolution & council minutes books – on shelf in upstairs vault.

Bid request for proposals are kept on the top shelf of the upstairs vault in folders, labeled by project and bid date.

Affidavits of publication - stored in boxes on floor of upstairs vault in date order and boxes labeled according to subject i.e. bid opening, public hearing etc.

Fingerprints - original requests & results stored downstairs at Kathy’s desk.

Electronic Files:

Pigeonhole is the electronic method for maintaining files in the Municipal Services Department. The following subjects can be found in Pigeonhole:

Ordinances

Resolutions

Council Minutes

Planning Commission Minutes

General Services Minutes

Public Works Minutes

Cemetery Board

Park & Recreation

Sign Board

Traffic Safety

Urban Forestry

Deeds

Claims

Personnel Files

Agreements – old one

Clerks system – licensing, deeds, resolutions & ordinances

Fingerprints – electronic record that will state the date fingerprints cleared or not

DEPARTMENT: ENGINEERING

DOCUMENT	MEDIA	LOCATION
Encroachment Permits	Electronic	Building Permit Program
Project Files	Paper	Filing Cabinet in Engineering
Record Drawings	Electronic	Server
Surveying Records	Paper	Hanging Files in Engineering
Vacation Files	Paper	Filing Cabinet in Engineering

Files located in Customer Service (lower level of City Hall):

Baskets on shelving unit contain **Work Orders** which are filed by request date. Work orders are bundled monthly and stored in boxes on shelves.

Small Black File Cabinet – bottom drawer – payment coupons bundled by day.

Binders stored on desk top contain:

Meter proofs – filed sequentially by date

Shut offs- filed sequentially by date

Files located in the file cabinet behind the Accounts Payable desk:

Filed Alphabetical by Vendor, each letter having a misc. file this contains invoices of vendors rarely used. Tan lateral directly behind **Account Payable** desk contains **current year** files, file cabinet to its left contains **prior year**. All years prior to that are stored in the storage room.

Files located in lateral file cabinet behind the Utility Billing desk in the upstairs location of the Finance Department:

Black Lateral File Cabinet -Filed alphabetically

First drawer contains (top)– Miscellaneous files with unused data.

Second and third drawers contain all street light information.

Fourth drawer container reports in alphabetical order -stacked.

Tall Tan Cabinet – filed (stacked) by most current date on top

Contains utility billing\cash receipting proofs

Files located in the Payroll Coordinators area:

Lateral File Cabinet – filed alphabetical for current year payables.

Storage cabinet hanging on the wall – binders are labeled and stacked in current period order.

Prior year files are located in the vault in storage boxes appropriately labeled by year and files are alphabetical in boxes.

Files located in the Payroll Coordinators area: (continued)

Gray Tall File Cabinets against wall –

Far left cabinet – Fixed asset data filed by asset purchase date.

Third drawer contains additional Account Payable information filed by vendor.

Second cabinet in from left –

Top drawer - Invoice proof lists – filed by month for prior fiscal year.

Second drawer – EMS files & garbage charges clipped by date

Third drawer – Prior street light information filed by topic

Fourth drawer – Miscellaneous LID information - no filing system

Third cabinet in from left-

Top drawer – Direct deposit stubs – Acco'ed by pay period

Files located in the Deputy Finance Directors area:

Tall Black Lateral File Cabinet –

First drawer (top) – Grant information for past seven years filed by year

Second drawer – Misc. – filed by year

Third drawer – Cash receipting information for current year filed by date

Fourth drawer – Check stubs Acco'ed numerically filed.

Tall Tan Lateral File Cabinet - filed by month – contains reports.

Short tan lateral –

First drawer - misc. receipts from cash receipting – filed daily, alphabetically

Second drawer – bank statements – filed by month

Top drawer in desk – filed by Fund

Second drawer – grant and fixed asset information – no filing system.

Files located in the Finance Directors office:

Black Lateral File Cabinet –

Filed Alphabetically

Credenza –

Binders contain Impact fee information

Box – Kroc Center information by topic

Inter fund transfer study - Bound Appraisals by Asset

Right Drawer of Desk:

Personnel files – alphabetically

Tax information files by topic

Black Desk Top Shelving Unit Stored Under Desk:

Foster rental property information by event

Bond Sale information by date

Files located in “Vault”:

Boxes:

Accounts Payable and Payroll - Contain prior year information by date

Cash Receipting – bound sequentially by date

Check Stubs – numerically by year.

Binders:

Payroll data – by pay period.

Brown Bankers Boxes – Cemetery information – alphabetical

Gray File Cabinet – Fixed Asset print outs – no order

Small Green Draw boxes - Cemetery information – alphabetical

Overview: The Human Resources Department has an alphabetical filing system for all files maintained within the department.

File Categories:

- Files are maintained in Human Resources for the following:
 - Current employee files, including employees general file and medical file;
 - Temporary/Seasonal Recreation and Parks Employees;
 - Terminated Employee Files;
 - I-9's;
 - Benefit enrollment and change forms;
 - Reference Files for various Human Resources related topics, city benefits, and policies;

The following files are alphabetized by department, then by job title;

- Active Recruitment Files;
- Completed Recruitment Files;
- Job Class Specifications;
- Affirmative Action Data.

The following files are sorted by calendar year and then alphabetized by employee name:

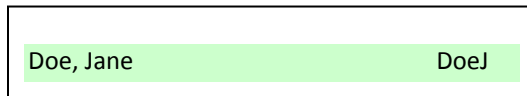
- Workers Compensation Claims;
- Drug Testing Information.

- The Human Resources Department also has archived files in the downstairs vault at City Hall.

File Label

- Each employee file has a label which consists of the employee's name, job title, employee identifier, and date of hire, for example:

- Employee File:



- All other file labels are titled by topic, for example:



- Reference File:

- Recruitment File:

Police Officer ~ August 2006

DEPARTMENT: LEGAL DEPARTMENT - CIVIL DIVISION

DOCUMENTS	DESCRIPTION	MEDIA	PATH & / Or METHOD	PHYSICAL LOCATION
BANKRUPTCY FILES	Various notices of bankruptcy, discharge of debtor, bankruptcy court case notifications, etc. (utility accounts)	Electronic	F:\Legal-Civil\Filing Cabinet\General files\BANKRUPTCY	
BUDGET PREPARATIONS	Working papers for budget development: History of expenses and personnel costs along with summaries of anticipated increases and other documentation used to justify or develop the annual budget request.	Electronic & Paper Based	F:\Legal-Civil\Office\Budget	Senior Legal Office
BILLS TO COUNCIL	Copies of invoices, spreadsheets for tracking bills, etc.	Electronic & Paper Based	F:\Legal-Civil\Office\Budget\Bills To Council	Senior Legal Office
CITIFIT COMMITTEE	Misc documents regarding the committee and events held by the committee	Electronic	F:\Legal-Civil\Office\Juanita\Citifit	
COEUR D'ALENE MUNICIPAL CODE BOOK	Copy of Coeur d'Alene Municipal Code Book detailing municipal code sections within the city.	Paper Based	Three Ring Binder	Book Case

COUNCIL PACKET	Resolutions, Ordinances, Agreements, Staff Reports etc., in draft format. Packet Procedures, spreadsheets.	Electronic & Paper Based	F:\Legal-Civil\Office\Council Pkt	Senior Legal Office
ELECTRONIC SPREADSHEETS / DATABASES	Various records maintained in spreadsheets or databases on the City's computer system for reference/research purposes.	Electronic	F:\Legal-Civil\Filing Cabinet	
FORMS	Misc documents created for continued use. I.e. Resolutions, Ordinances, Agreements, Easements, etc.	Electronic	F:\Legal-Civil\Office\Forms	
GENERAL FILES	Miscellaneous documents to include communication, memos, research, notes, maps, press articles, legal descriptions, photos, draft agreements, contracts, etc.	Electronic & Paper Based	F:\Legal-Civil\Filing Cabinet\General files	City & Deputy City Attorney's office: working paper files. Folders filed by subject name in no particular order. When files are no longer needed by the attorney, the file will be scanned to the server.
GENERAL LEDGER/COURT FINES	City Traffic Fine / Agency Reports	Electronic	F:\Legal-Civil\Office\General Ledger	
GENERAL SERVICES COMMITTEE	Meeting Minutes	Electronic	F:\Legal-Civil\Filing Cabinet\Packet - General Services	

HEADS UP	Document created for Heads Up to Mayor and Council	Electronic	F:\Legal-Civil\Office\Juanita\Heads Up	
INTERN RESEARCH FILES	Misc. notes, research done by Legal Interns	Electronic	F:\Legal-Civil\Office\Intern Office Documents	
INVOICES	Scanned vendor invoices paid for services rendered and/or goods received. Filed by month payment was made.	Electronic	F:\Legal-Civil\Office\Budget\Bills To Council	
LAWSUIT FILES	Correspondence to include letters; memos; e-mails and faxes, etc.	Electronic	F:\Legal-Civil\Filing Cabinet\Lawsuits	City & Deputy City Attorney's office: working paper files. Folders filed by subject name in no particular order. When files are no longer needed by the attorney, the file will be scanned to the server.
	Miscellaneous documents to include maps, press articles, legal descriptions, draft agreements, contracts, etc; research. Pleadings misc. pleadings from both parties to the lawsuit.			
	Notes to include misc. hand written notes by attorneys.			
LEGAL LIBRARY IN STORAGE	Various books, binders, pamphlets, etc.	Electronic & Paper Based	F:\Legal-Civil\Office\Legal Library in storage	Legal's Storage Room in Parks Department

MEMO & LETTERS	Misc memo's and letters drafted by the legal department staff	Electronic	F:\Legal-Civil\Office\Memo & Ltrs	
OFFICE CREDIT CARD	Scanned credit card statements and supporting documents. The card itself is kept in a paper file.	Electronic & Paper Based	F:\Legal-Civil\Office\Budget\Bills To Council\USBankCCStatements	Senior Legal Office
OFFICE EQUIPMENT & OFFICE INFORMATION	Misc documents on office equipment & office information	Electronic & Paper Based	F:\Legal-Civil\Office\Office Equipment F:\Legal-Civil\Office\Office Information	Senior Legal Office
OPINION FILES	Various legal opinion memo's prepared by Attorneys, AG's Office and Legal Interns	Electronic	F:\Legal-Civil\Filing Cabinet\Opinions	
ORDINANCES & RESOLUTIONS	Scanned / Electronic Ordinances and Resolutions drafted by the Legal Dept. that are passed by a vote of the City Council & attested by the City Clerk. Ordinances establish city policy &/or law. Resolutions give council authorization for specific action by dept. or division.	Electronic	F:\Legal-Civil\Resolutions & Ordinances	

PED BIKE COMMITTEE	Misc documents from creation to 2011 to include Bikeways Plan; Bike to Work; Budget; Emails; Forms; Letters & Memos, etc.	Electronic	F:\Legal-Civil\Ped Bike Committee	
PERSONNEL FILES	Active and inactive employee files. May contain copies of resume, performance evaluations, PAFs, notices of award achievements &/or disciplinary actions, etc.	Electronic	F:\Legal-Civil\Filing Cabinet\Employee Files	
PHONE MESSAGES	Transmitted via E-mail.	Electronic		
RESTITUTION CHECKS RECEIVED	Scanned checks received for restitution	Electronic	F:\Legal-Civil\Office\General Ledger\Restitution	
TRAVEL & TRAINING ARRANGEMENTS	Arrangements notes, flights, hotels, registrations, confirmations, etc.	Electronic & Paper Based	F:\Legal-Civil\Filing Cabinet\Travel and Training	Senior Legal Office
VARIOUS MAPS	Various maps for various projects. Maps are obtained from other departments or entities	Paper Based		City & Deputy City Attorney's office
YEARLY DUES/SUBSCRIPTION & BOOKS	Scanned usage agreements; subscription notices; updates for legal books; etc.	Electronic	F:\Legal-Civil\Filing Cabinet\Memberships and Subscriptions	

CLAIMS / CODE ENFORCEMENT / RISK MANAGEMENT

DOCUMENTS	DESCRIPTION	MEDIA	PATH & / Or METHOD	PHYSICAL LOCATION
ANIMAL CONTROL	Documents on Animal Control Advisory Board. Documents on Dangerous Dog issues. Other Misc document regarding Animal Control Issues	Electronic	F:\Legal-Civil\Filing Cabinet\Animal Control	
			F:\Legal-Civil\Office\Animal Control	
CLAIMS	Claims filed; Memos, letters, research, photo's, misc,	Electronic	F:\Legal-Civil\Filing Cabinet\Claims - Resolved	
			F:\Legal-Civil\Office\Claims	
CODE ENFORCEMENT	Case files of city code violations. Correspondence with owners, site inspections, photographs, enforcement actions and hearings	Electronic	F:\Legal-Civil\Filing Cabinet\Code Enforcement - Resolved	
			F:\Legal-Civil\Office\Code Enforcement	
RISK MANAGEMENT	Letters, Emails, Insurance Info, Training, Risk Reduction Team: Agenda, Newsletters, Research, etc.	Electronic	F:\Legal-Civil\Office\Risk Management	
PARKING COMMISSION	Commission Liaison: Agenda's, Minutes, Correspondence, Forms, Ticket Appeals, Member Information, etc	Electronic	F:\Legal-Civil\Office\Judy\Parking Commission	

LEGAL DEPARTMENT - CRIMINAL DIVISION

Updated: October 2013

Working criminal case files consist of police reports, record history, work product notes, certified driver's packets, officer certifications, intoxilyzer logs and cards, photographs and CD/DVD recordings, pleadings, correspondence, court notice of hearings, evaluations, treatment progress, judgments, restitution documentation and orders and briefs.

Cabinets located in filing room

Tan 4 drawer cabinet: Working criminal case files – pending (awaiting court date) filed alphabetically that contain original certified packets and/or media only [case evidence].

Tan 4 drawer cabinet: Appeal files – filed alphabetically

Cabinets located in basement

Black 2 drawer cabinet: Brief bank – filed under topic of appeal

Media Storage

Tan 4 drawer bottom drawer of pending files – Expando folder containing media for closed criminal cases awaiting appeal period to run before return of evidence to victim or destruction.

Reception Area

Public Records Request (held for 6 months)

Sr. Legal Assistant Office

Black 2 drawer cabinet:

 Certified copies of Municipal Codes

Vehicle Maintenance

Black 2 drawer cabinet:

 Calibration Decibel Meter Certification

 Certified Intoxilyzer logs

 Certified Nursing Licenses

 Forensics Vitae

 Police Vehicle Information

 Radar/Laser Information

 Sims Calibration

 Taser Certification

Electronic Filing (f:legalcriminal/filing cabinet)

Beell Calibration

Calibration Decibel Meter Certification

Calibration Speedometer

Case Review

City Newsletter

Code Violations

Correspondence files:

Correspondence

Attorney General

County Prosecutor

Court

Idaho Prosecutors Association

Judges

Miscellaneous

Police Department

Public Defender

Sheriff's Office

Treatment Providers

Electronic Filing (f:legalcriminal/filing cabinet) cont:

Domestic Violence Courts

Fire Code Violations

Forensic Lab

Global Testing Lab

Interns

Intox. Packets:

Supporting Documents for Intox.

Certificate of Analysis

Lifeloc and Manuel

Long-term Stability of Ethanol Solutions

ISP Curriculum Vitae

Nursing Licenses

Office:

Flex Time Info.

Copy Machine

Fax

Intern

Mail Run Vehicle

Old Office Procedures

Westlaw letters and memos

Officer Files

Officer Schedules

Parking Ticket Fail to Pay

Police policies

Post Certification Issues

Prior Officer Certifications

Public Records Requests

Alive @ 25 Workbook

CJIS Information Letters
DUI Detection and SFST's
Firearm Rights, Disabilities and Restoration
Operation Life Saver
WA Abstract Key

Files located in Administrative Assistant office:

Travel and Training arrangements – filed by date

Board agenda, packet information, correspondence, memos, staff reports and notes from meeting – filed by date

Misc office information folders – filed by alphabetically by subject

Copies timesheets – filed by date

Files located in Library Director's office:

Bound volumes of official library board minutes – filed by date

Annual reports submitted to Idaho Commission for Libraries – filed by year

Working documents for budget preparation – filed by year

Project files – filed by project name

Copies staff evaluations – filed alphabetically

Files located in Bookkeeper's office filing cabinets:

Copies of vendor invoices paid for services rendered and/or goods received. Filed by month payment was made

DEPARTMENT: PARKS DEPARTMENT

The Parks Department has four main divisions, each with their own filing system:

Parks
Cemetery
Urban Forestry
Building Maintenance

Working or quick reference files are kept in hanging file folders in a filing cabinet in each division's office. These files are divided into categories and are color-coded. Within each category the files are arranged alphabetically.

PARKS (OFFICE)

Grey File Cabinet (Folders filed alphabetically)

- General reference materials for park information.

BLUE – Administration

GREEN – Parks

BURGUNDY – Vendors & Products

GRAY – Equipment

NAVY – Construction

RED – Budget / Purchasing

MISC - Employees

Under Front Counter

- Binders for various Committees, Commissions and Boards
- Cemetery Contracts Binders (2 years)
- Cemetery Archival Interrment, Index and Map Books
- Forms (Facility Use Permits, Blank Cemetery Contracts)
- Supply of brochures

“Break” Room Shelves (binders filed alphabetically)

- Current Parks Department Projects
- Misc Reference Materials

Vertical Hanging Map File (in Parks Director's office)

- Plans & concepts for all park properties and amenities filed alphabetically
- (a duplicate set of these files are kept at the Parks Shop)

URBAN FORESTRY

Black File Cabinet (Folders filed alphabetically)

- General reference materials for tree information.

BLUE – Construction

GREEN – Parks

BURGUNDY – Vendors & Products

GRAY – Equipment

NAVY – Misc Products

RED – Budget / Purchasing

MISC - Employees

Shelves (Binders filed by year)

- Tree Permits
- Urban Forestry Committee
- Tree Reference Materials

BUILDING MAINTENANCE

Black File Cabinet (Folders filed alphabetically)

BLUE – Safety

BROWN – Individual Buildings

GREEN – Parks

BURGUNDY – Vendors & Products

GRAY – HVAC

NAVY – Communications

RED – Budget / Purchasing

MISC - Employees

Shelves

- General reference information concerning building issues
- Binders of current projects

Vertical Hanging Map File

- Hanging floorplans for all city buildings filed alphabetically

CEMETERY

Working or quick reference files are kept in hanging file folders in a small filing cabinet in the Parks Department office. These files are divided into categories such as Advertising, Financial,

Forms/Maps, Historical, Headstones/Nameplates, Lot Repurchases/Delinquencies. Within each category are alpha files.

Files to be kept for more than 24 months are stored in the "CELL" in labeled boxes.

Archival files generally consist of files that are kept for more than 24 months. They are stored in several places.

"THE CELL" is located in the southwest corner of the lower level of City Hall. There are 3 "cells" each used by a different department. Parks and Cemetery use their "cell" for storage of:

- All older cemetery records such as contracts and burial slips filed by year.
- Binders of past projects filed in boxes with labels.
- Bulky items, such as park concepts, maps or plans on poster board, older framed pictures or concepts.

"MEN'S RESTROOM" is located behind the Building Maintenance Office. Parks and Urban Forestry use the shelves in this room for storage of:

- Binders of Facility Use Permits and Summer Concert Series filed by year.
- Copies of bids for various park projects.
- Binders of completed parks filed by year in boxes
- Slides and photos of various park activities and sites filed by category
- Older Employee Files
- Annual Tree Projects

"MISC. ROOM" is located behind the Building Maintenance Office. This storage room is used by the Parks Department, Recreation, Municipal Services, IT and various other departments in City Hall. Parks, Urban Forestry, and Cemetery use some of the shelves in this room for:

- Supplies of various brochures
- Misc supplies for special projects

File Categories:

PUD'S
ZONE CHANGES
SPECIAL USE PERMITS
ANNEXATIONS
VARIANCES
INTERPRETATIONS
ORDINANCES
SUBDIVISIONS

File Numbers: When an application is received it is assigned a category (PUD, Zone Change etc. . .) and that application is then given a number within that category when received. Example: (PUD-1-06). The last number in that sequence is the year the application was received.

File Label: Each folder has a file label which contains the file number/applicant/location.

PUD-1-04
Applicant: Jane Doe
Location: 710 Mullan

Filing Folders: Files are filed by category and then by numerical sequence. Example: PUD-1-06, PUD 2-06, etc. . .

The Police department has 8 divisions.

Files for the Evidence:

- Asset Seizure/Forfeiture Files – filed by case number in the Records filing room.
- Auction Records – filed by case number in the Records filing room.
- Drug Destruction Log - filed by case number in the Records filing room.
- Evidence Ledgers - filed by case number in the Records filing room.
- Firearm Dispositions - filed by case number in the Records filing room.
- Property Control Invoice Log – maintained in Spillman by case number.
- Property receipts – filed in property file cabinet by date returned.
- Property Room Sign In Logs – filed in property file cabinet by date.

File for Records:

Records with case numbers are filed in the Records filing room by case number.

Case numbers are 6 digits and assigned by dispatch ex. 06C205356 “06” being the year, “C” for Coeur d’Alene and then the numeric 6 –digit number

Adult & Juv Arrest & Accident reports – filed by case number in the Records filing room.

Audit Records – copies filed by date in TAC officer drawer.

Briefing Sheets and Log – copies filed in date order in the brown filing cabinet in the Record’s file room for 6 months.

Cash Balance Sheets – filed by date in envelope by cash register.

Court Calendar Book – no filing required the book is destroyed at end of Calendar year.

Court Dispositions – no filing required copy destroyed after information is entered in Spillman.

Criminal Case Closing Sheets (Dispositions) – filed with case file in filing room.

III FBI Log for Criminal Histories - filed in white 3 ring binder kept at Records front desk.

Impound Vehicle Files – filed in the short brown filing cabinet in Records by year and month. 1 file for the Scrapped or Sold vehicles and one file for the vehicles that are picked up.

Leave Request Forms – filed by date in Records supervisor desk

NCIC Entry Validation - one black 3 ring binder labeled Vehicles, one black 3 ring binder labeled Runaway & one blue 3 ring binder for Guns, Boats, Vehicles, and License plates at Record’s Front Desk.

NCO/Protection orders - filed alphabetical by Respondent last name in black 3 ring binders at Records front desk

Parking Tickets – filed by date written in banker box at Records front desk.

Pawn Shop Tickets – no filing of pawn slips. Shredded after entered into Spillman

Polygraph Exams – filed by case number in the Records filing room

Record Requests – filed by year and month in brown file cabinet labeled “Record Requests” in the Records filing room

Files for Detectives:

Audio/Video – maintained in file cabinet by case number

Buy Accounts – copies of log kept in Drug Task Force file cabinet by case number.

Confidential Informant file – files kept alphabetical by informant name.

Photographic evidence – filed with case files in records file room or transferred to Boise if permanent file.

Files for Chief of Police Assistant:

Administrative Files – maintained in Alpha order by date in file cabinet in the Administrative Assistants filing room.

Collective Labor Agreements – maintained in 3 ring binder on shelf behind Administrative Assistants desk.

Employee Evaluations – maintained in employee personnel file in locked cabinet in the Assistants filing room.

Expenditure Budget Summary – maintained in file cabinet in the Administrative Assistants filing room.

Grievances – filed in alpha order by name in locked file cabinet in the Administrative Assistants filing room.

Invoices – filed in alpha order by Vendor name in a file cabinet in the Administrative Assistants filing room.

Job Class Specifications – maintained in 3 ring binder on shelf behind Administrative Assistants desk

Manual Check Requests – maintained in 3 ring binder on shelf behind Administrative Assistants desk.

Personnel Files - filed in alpha order by name in locked file cabinet in the Administrative Assistants filing room.

Petty Cash Records – filed in Petty cash file in Administrative Assistants desk file drawer.

Random & Preemployment Drug Testing Information – filed in Personnel files.

Time Sheets - maintained in 3 ring binders on shelf behind Administrative Assistants desk.

Files for Training:

Bank Checking Account Records for Reserve Academy – filed in training office file cabinet.

Post Academy – filed by year in banker boxes in training office.

Training Records – maintained in computer

Travel Arrangements / Itineraries – maintained in 3 ring binder in training office.

Travel/Training Expenses – maintained in 3 ring binder in training office.

Files for Public Relations:

Community Service Programs – filed in Community Relations officer's file cabinet by name of project or officer.

Employee Opinion Survey – filed in Community Relations officer's file cabinet by date completed.

Press releases – electronic copies located on the Police F drive under Press Releases.

Volunteer Files – maintained in file cabinet in the Volunteer office by volunteer last name.

Files for Equipment:

Vehicle & Equipment Inventories - files located on Equipment Clerk's computer with historical hard copies filed in Equipment Clerk's office filed by equipment type. Current inventories filed in Equipment Specialist Guide binder at Equipment Clerk's desk

Vehicle Usage and Fuel Records -copies filed chronologically in Equipment Clerk's file cabinet.

Vehicle Maintenance – filed numerically by vehicle license plate in individual vehicle files located in Equipment Clerk's file cabinet.

Vehicle Procurement - copies filed in New Vehicle binder in Equipment Clerk's office.

Vehicle Daily Maintenance & Inspection Reports - Vehicle Inspection Slips filed chronologically in Equipment Clerk's file cabinet. Daily Vehicle Status Reports filed chronologically in Equipment

Specialist Guide binder at Equipment Clerk's desk.

Printing Reproduction - Copies of print requests filed chronologically in Equipment Clerk's file cabinet office. Print Request Logs filed chronologically in Equipment Specialist Guide binder at Equipment Clerk's desk.

Supplies- Supply Order Log (filed chronologically) & vendor lists filed in Equipment Specialist Guide binder at Equipment Clerk's desk. Packing Lists held at Equipment Clerk's desk until invoice received then destroyed. Copies of invoices filed by the Chief's Executive Assistant.

Equipment Repair (except vehicles) – Copies of invoices filed by the Chief's Executive Assistant. Radio repair documentation in Radio Communications Equipment binder at Equipment Clerk's desk. All other documents located in Equipment Specialist Guide binder at Equipment Clerk's Desk.

Uniforms - Uniform orders and inventories in Equipment Specialist Guide binder at Equipment Clerk's desk. Invoices filed by the Chief's Executive Assistant. Issue documentation in Uniform binder at Equipment Clerk's desk.

Files for Care Unit:

K-9 Records – maintained in the K-9 Program binder in the Care Supervisor overhead cabinet and is divided into document sections.

Park Permits – filed in order by the time they arrive in the Care office in a translucent file box.

Reserve Academy Application – During the hiring process 2 different files are created; one for P.O.S.T., and one for the Police Dept. The one for P.O.S.T. maintained in the CARE office in the lower right filing drawer in alphabetical order by applicant's name. Once process is completed this file is sent to P.O.S.T.. The file maintained by the Police Department is placed in a secure filing cabinet in the training LTS. office.

DEPARTMENT: RECREATION

DOCUMENTS	MEDIA	METHOD	PHYSICAL LOCATION
Game Schedules	Paper Based	Filed by leagues alphabetically	Storage room in recreation office
			stored in boxes
Individual Player	Paper Based	Filed by grades & divisions	Storage room in recreation office
Registration forms		alphabetically	stored in boxes
Manager/Coach List	Paper Based	Filed by divisions & grades	Storage room in recreation office
			stored in boxes
Team Player Roster	Paper Based	Filed by division & grades	Storage room in recreation office
			stored in boxes

Time Sheets	Paper Based	Filed by Month & Year- Most	Storage room in recreation office
		recent first	stored in boxes

DEPARTMENT: STREETS MAINTENANCE DEPARTMENT

Files maintained alphabetically for the Street Dept. are listed below:

Contract Agreements	By Vendor/Entity Names
Cooperative Agreements	By Entity Name
Invoice Copies by Vendor Name	By Vendor Name
Personnel Files/Records	By Employee Last Name

Files maintained numerically for the Street Dept. are listed below:

Daily Time Sheets	By Fiscal Year/Month/Date
	Alphabetically by Employee's Last Name
Employee Absence Requests	By Fiscal Year/Month
	Alphabetically by Employee's Last Name
Phone Logs/Citizen/911	By Year/Month/Date
Maintenance Logs	By Year/Month/Date Received
Vehicle Inventory	Kept in Labeled 3-ring Binders by Last 2 Digits of VIN
Work Orders	By Department Assigned Unit Number

Other files maintained alphabetically by category

Overview: The Wastewater Department filing system employs several methods depending on the type of information.

File Categories:

Files are generally color coded by Division:

- ADMIN – Red
- COLLECTION – Blue
- COMPOST – Brown
- LAB – Green
- PLANT - Yellow

Files at Administrative Support Desk:

- Personnel and Confidential Files are in a locked file cabinet and are filed alphabetically per Division.
- Non-Residential Service Applications (NRF's), filed alphabetically by business name
- Vehicle Maintenance Records, filed numerically per Vehicle number
- Project Reviews, filed in binders by month – numbered by date and terminal digit. Eg. 06-1011-006 – Project Review scheduled Oct. 11, 2006, and is the 6th review scheduled in the month
- Miscellaneous working files

Files in the File Room/Library:

- Administration files, filed alphabetically.
- Master project files, explained below

Master project files are filed by the following categories:

- | | |
|--------------------|-------------------|
| Compost Plant | Lift Stations |
| Equipment/Supplies | Regional Planning |
| Financial Planning | Sewers |
| G.I.S. | Treatment Plant |
| Harbor Center | Utility Planning |
| Land Acquisition | |

There are general project manager files, filed A-Z.

Under the above categories, files are assigned a number based on the year and then a three digit number series. The three digit number is assigned in the order that the file is introduced to the system, with the exception of Financial Planning, which always gets the designations of 005 and 010. Dave Shults is the staff member who assigns number designations.

Files in the Basement:

- Master project files archive
- Lab archives
- Miscellaneous files

Files in Don Keil's office:

Files regarding all aspects of the department are filed alphabetically.

Files in Map Room:

These are copies of plan sets which include sewer related data. They are filed in hanging files. They are organized by subdivisions, sewer extensions, replacement by project, construction sets, and quarter-sized plans.

<u>TITLE</u>	<u>DEFINITION</u>	<u>FILING</u>
ACCOUNTS PAYABLE PROOF LIST	This is a list summarizing a portion of the department's bills to council for the current month	By date In binder Admin. Asst.
ANNUAL WORK ORDER BINDERS	These are a condensed version of the work order files-they contain portable vital information	Assigned Number by Yr In Binders Inspection/Foreman
BAC-T TESTS	Bac-T water test reports	By date In binder Draftsman
BAT FILES	These files consist of a backflow tester's certification and equipment certification	Alpha File Cabinet Cross Connection
BILLING SUMMARIES	These records contain information we use to complete pump reports, specifically # of accounts, gallons sold, total billed	By Month File Admin Asst
BUDGETS	Copies of annual budgets	By Year Self-Binder Supt/Asst Supt/Admin Asst
BULK WATER FILES	Files documenting usage, correspondence, & billing for customer bulk water hydrant usage	By Date In Binders Admin Asst
CERTIFICATION FILES	Contains copies of employee's certification cards, renewal invoices and test documentation; used to keep employee's annual certifications up-to-date	Alpha File Cabinet Admin Asst

CHEMICAL ANALYSES	Water chemical analysis test reports	By Date In Binder Draftsman
CL2 RESIDUAL TESTS	Daily chlorine residual tests	By Date In Binder Pump Operators
COMMERCIAL PERMIT COPIES	Annual binder of commercial permit copies with appropriate notes & follow-ups attached	By Date By Year In Binder Lobby
COMPREHENSIVE MASTER PLANS	Copies of department comprehensive master plans	By Year Self Binder Supt
CONSERVATION CREDIT FILES	Documentation of customer submitted requirements for conservation credits	By Date In Binder Admin Asst
CONTRACTS	Working copies of contracts	By Date By Project File Cabinet Supt/Asst Supt
CROSS CONNECTION FILES	These files contain backflow assembly test results, correspondence and any other cross connection information for each identified property	By Street File Cabinet Cross Connection
DEEDS & EASEMENTS	Copies of applicable deeds and easements	By Date By Project File Cabinet Supt/Asst Supt
DEPARTMENT ISSUED INVOICES	Copies of invoices issued by the Water Department (e.g. cap fees, hydrant repairs, etc.)	By Date In Binder Admin Asst

DEPARTMENT WORK ORDER FILES	These files consist of all documentation on Water Department projects including cost summary sheet, correspondence and as-builts	Assigned Number by Yr In Binders Lobby
DEQ APPROVALS	File of DEQ project approvals	By Date In Binder Lobby
DRT MEETING INFORMATION	DRT meeting agendas, pertinent information & notes on these weekly meetings	By Date File Cabinet Asst Supt
EMERGENCY RESPONSE PLAN	Emergency contacts and procedures	Stand Alone Document In Binder Supt
EMPLOYEE FILE	Active & inactive employee files including copies of performance evaluations, PAF's, and notices of awards, achievements, and/or disciplinary actions.	Alpha File Cabinet Admin Asst
HYDRANT CARDS	Official documentation of all City fire hydrants including location and other pertinent information	Assigned Numerical (Map page + Alpha letter) File Cabinet Lobby
INVOICES	Copies of vendor invoices paid for services rendered and/or goods received. Filed by month payment was made.	By Date By Fiscal Year Hutch Stack Admin Asst
LOCATES	Request to locate specific water service faxed from the Call-Before-You-Dig company	By Date Stand Stack FAX - Lobby
MANUAL CHECK REQUESTS	Copies of manual check requests	By Date By Fiscal Year Hutch Stack Admin Asst

MAPS	Water system maps	Grid Based Computer/Map Table/Books Offices/Lobby/Trucks
PROJECT FILES	Files containing information on potential, up-coming, or in-process projects including correspondence, maps, notes, change orders, etc.	By Name Desktop File Inspection
PROJECT REVIEWS	Documentation of Water Department requirements for proposed projects conveyed during meeting for same.	By Date By Calendar Year File Tray(curr)-File Box (prev) Admin Asst/Back Office
PUMP RECORDS	Daily record of quantities of water pumped	By Date In Binder Pump Operators
PUMP REPORT	This record contains # of accounts, gallons sold, total billed & total pumped on a monthly basis	By Date In Binder Pump Operators
RATE STUDIES	Records of rate studies done	By Year Self Binder Supt
RECORDED AGREEMENTS	Copies of recorded agreements	By Date By Project File Cabinet Supt/Asst Supt
REFUNDS	Copies of refunds issued	By Date By Type In Binder Admin Asst
RESIDENTIAL PERMIT COPIES	Annual binder of residential permit copies with appropriate notes & follow-ups attached	By Date By Year In Binder Lobby

SAFETY MANUAL	Manual of departmental safety guidelines & requirements	Stand Alone Document In Binder Asst Supt
SERVICE WORK ORDERS	Sheet printed from Springbrook for service people to take out in the field and record repair/change data, which is then transferred to Springbrook when finished	By Date Completed Hutch Stack Admin Asst
SPEC BOOK	Manual of departmental specifications for water system construction & installations	Stand Alone Document In Binder Asst Supt/Inspection
SYSTEM TEST WAIVERS	Test waivers issued by DEQ	By Date In Binder Draftsman
TAP CARDS	Official documentation of all City water services, including location, meter, service, and other pertinent information	Assigned Numerical By Year File Cabinet Lobby
TRAINING FILES	These files contain documents pertinent to training attended by department personnel including: travel itineraries, training schedules, and related information	By Date File Cabinet Admin Asst
VEHICLE RECORDS	Reports of maintenance work done on Water Department vehicles	By Vehicle Number In Binder Admin Asst
VULNERABILITY ASSESSMENT	Water system report	Stand Alone Document N/A
WATER QUALITY REPORT	Annual report on the status of the water system	By Year Computer/Annual Mailing Draftsman/Copies in Lobby

WEEKLY PERMIT REPORTS	Report printed weekly from the Building Permit program that identifies permits issued	By Date In Binder Lobby
WELL-BOOSTER- STORAGE FILES	These files contain important well, booster, & storage facility information such as driller's records, O & M manuals, pertinent notes, and other applicable data	Alpha File Cabinet Utility Worker Front Office

DESTRUCTION OF SEMI-PERMANENT AND TEMPORARY RECORDS

1. Semi-permanent and temporary records may only be destroyed by resolution of the City Council. Such disposition shall be under the direction and supervision of the City Clerk.
2. To obtain approval for the destruction of certain records, the following process shall be followed:
 - a. Submit a detailed list of records the department wishes to be destroyed to the City Clerk. Such list shall include a minimum of type of record (semi-permanent/temporary), dates of records and a brief description of what the record is, e.g. contracts, invoices, purchase orders.
 - b. The City Clerk shall compile a list of all records the departments wish to be destroyed and submit the list to the City Attorney for review and authorization to proceed.
 - c. The City Attorney's office shall prepare a resolution listing the records recommended for destruction.
 - d. The Resolution will be presented to the City Council for adoption.
3. Prior to the destruction of semi-permanent records, the City Clerk shall provide written notice, including the detailed list of the semi-permanent records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to the destruction of any records.
4. Once the approvals have been obtained for the destruction of semi-permanent/temporary records, the designated custodian of records may destroy the records under the supervision of the City Clerk.

TRANSFERRING ARCHIVAL RECORDS TO THE STATE ARCHIVES

The following explains procedures for transferring the archival records of state and local government agencies to the State Archives also known as the **Idaho Public Archives and Research Library**. To transfer City permanent archival records, please follow the steps below.

Inventory Records for Transfer

1. You must first determine if the records you wish to transfer are eligible for transfer to the Archives. Consult the Records of Enduring value list included in this manual or contact the State archives directly at (208)334-2620.
2. After identifying records eligible for transfer to the Archives, estimate the number of boxes you will need to pack and transfer the records. **The Archives requires the use of specially designed acid-free boxes, 15" x 12" x 10" in size.** Each box holds one cubic foot of records. In comparison, a letter-sized file drawer holds 1.5 cubic feet, and a legal-sized drawer holds 2 cubic feet. **Archival transfer storage boxes may be ordered by contacting the City Clerk's Office.**
3. Pack the Records
 - a. Assemble the boxes, using the directions printed on the box.
 - b. Put only one type of record in each box.
 - c. Place the records in the box vertically, and in the same order that they were kept in the office.
 - d. Place letter-sized folders across the 12-inch side, facing the front of the box.
 - e. Place legal-sized folders across the 15-inch side, facing the left side of the box.
 - f. Do not over pack or force records into a box; leave at least one inch of space for ease of access.
 - g. Submit any box folder file listing or index with Archival Records Transfer Form. If you create a container listing on your computer, copy that listing onto a 3.5" floppy diskette and send it with the records or email it as an attachment. Be sure to label the diskette and to indicate the type of software used to create the listing.
 - h. If you have bound volumes or other materials that will not fit in a box, please contact the State Archives for further instructions.

Note: the procedures covered in this leaflet do not apply to electronic records.

4. Complete the Archival Records Transmittal Form

- a. For each type of record that you wish to transfer (e.g., Minutes of Meetings, Case Files), you must complete a separate transmittal form. Type or print (in ink) the following information.
- b. State Agency/Local Government Name: List City of Coeur d'Alene
- c. Office/Department: Name of your office or department and address.

Ex: Clerk's Office; City of Coeur d'Alene; 710 Mullan Ave., Coeur d'Alene, ID 83814.
- d. Archives code: Leave blank. Will be entered by State Archives staff.
- e. Restrictions: If there are legal restrictions on records, cite authority. Ex: ID Code 9-340C(4e).
- f. Volume/Box Number : Cubic foot equivalent plus the number you assign to the box. For boxes, start with number 1 and number each box in the shipment. If your shipment is too large to list on a single sheet, use additional Archival Records Transfer Form pages to complete the transfer and identify at top of form. Ex: Page 3 of 14
- g. Description of Records Series: Standardized title from Records of Enduring Value (See list below) List. Ex: Official Minutes and Hearings Proceedings
- h.. Records Identification Number: Leave blank. Will be entered by State Archives staff.
- i. Inclusive Year Dates: Date Span within box from earliest year to most recent year. Ex: FROM: 1914 TO: 1932
- j. Location in State Archives: Leave blank. Will be entered by State Archives staff.
- k. Transfer Date: Date the records are transferred to State Archives.
- l. Name & Signature of Person Releasing Record: Printed name and signature of person authorized to release records to State Archives.
- m. Office/Department Contact Name: Person to contact for questions on records if different from name in item number 11.
- n. Telephone Number: Telephone number and extension of office/department contact.
- o. Email address: e-mail address of contact person if available

5. Transfer of Records to the Archives

The City Clerk shall be contacted to arrange a convenient time for the Archives staff to pick up the records. After the Archives has received the records and formally accessioned them, you will be sent a copy of the transmittal form with an assigned records ID number and location to acknowledge the legal transfer of custody to the Archives. This action also acknowledges the State Archives' responsibility for the security of and access to the records.

Be sure to keep the transmittal form as your record of the transfer and refer to it if you need to contact the Archives about your records.

DISASTER RECOVERY PLAN

In the unfortunate event of a major disaster or system failure, the City has instituted the following backup programs which will allow the City to continue its operation with minimal interruption with the following systems:

Information Systems Disaster Recovery Plan for City Hall

Priority Server Restore

Springbrook

Rosie: DB is backed up live at Noon and 7:00 PM daily. This backup is compressed and then pushed up to a server at the Police Department. ([\\flash\support\\$\chdbBackup](#))

This single file backup can be taken to City Hall at Post Falls, and restored to their Springbrook installation. (Pending agreement) We will bring our DB over on either CD or a DVD, and restore from that.

Information Systems is planning on having equipment in place to run Springbrook from the Police department in the event of a disaster.

Email

Thor: DB is backed up nightly to tape. Because of the size of this db, there is currently no way to keep a concurrent copy at an offsite location. In the event of a disaster, we would likely lose a full weeks worth of Email.

We need a standby server at the offsite location to restore the email server to ?? . This server could also serve as a backup Springbrook DB server.

FileServer

CDAGIS: We're consolidating user's home directories and contents of the G: drive to a single logical file space on CDAGIS. This space is replicated in real time to the server FLASH, located at the Police Department. We cannot replicate active databases with this technology, as they would generate too much traffic, and they'd overwhelm our bandwidth between sites.

Need to move the Legal directories from ODIN and MEL to the DFS Tree for better protection. The legal access db (or any Access DB) cannot operate off the DFS Tree.

Need to set [\\excalibur.local\dfs\home\%username%\mydocs](#) as redirected My Documents for all users via Group Policy. Establish all Home directories in proper location.

Establish Department work directories under the DFS Tree for Replication. (HR ADMIN, etc.) Stop using Arthur as a file server.

Permits

MEL:Mel contains all of the Images of the Scanned documents. This Server would have to be restored from Tape.

MADMAX: The MYSQL database is copied nightly (5:00 PM) to [\\FLASH\Support\\$\CHDBBackup\Permits](#)

(where are the executables for Permits located? How would we get permits running off workstations located at the North Network?)

Pigeon Hole:

The documents/pdfs that Pigeon hole uses would have to be restored from Tape. The Database that indexes these PDF's is backed up nightly to [\\flash\support\\$\CHDBBackup\PigeonHole](#)

IT Support Files

Various utilities and Workstation images are kept at [\\CDAGIS\support\\$](#). This data would be critical for speedy restore and rollout of workstations in the event of a crisis relocation. Would currently need to be restored from a tape backup. We may wish to consider manual syncing with a remote copy at another location.

Server Hardware

City Hall is currently home to 10 separate, distinct servers. (This number is growing, will be upwards of 20 servers within next 3 years.)

The Police department currently has only 3 servers.

In the event that City Hall would become unusable, we'd need to quickly rebuild several servers, with comparable hardware to that of the original source server.

(It's difficult to restore entire systems back to dissimilar hardware)

It would be possible to build a few hot spare servers and leave them at the Police department. These servers could quickly be brought up to run Springbrook, email, and Permits. These "Hotspares" would be used for other tasks in the meantime; we would not leave them standing by in a completely idle state.

Desktop Workstations

Need a count on how many workstations are located within City hall. We'd need to put in a rush order with a computer manufacturer.

Orphaned buildings

City Hall is a Critical hub for the information that flows through the city. In event that City Hall were destroyed, Fire Stations 1 and 3, as well as the Wastewater admin and ?? would be cut off from contact with all the data contained within City Hall, (or it's newfound temporary home, where ever that may be.)

Fire Station 1 is currently hosting most of the Data that the Fire Department utilizes in day to day operations. Fire 2 and Fire 3 would not be able to get to that data.

Wastewater Admin and Criminal Legal would need a standalone replacement server built to cater to their operating needs.

A redundant fiber ring or backbone would allow us to keep these buildings online in the event of a disaster at city hall, or any other city location for that matter.

FINANCIAL OPERATIONS BACKUP: In 2004, the City of Coeur d'Alene has entered into the following agreement with the City of Post Falls to provide backup support in case of a complete system failure or in the event of a disaster in the City which would prevent the continuation of the City's financial processes.

RECIPROCAL USE AGREEMENT

WHEREAS, the city of Post Falls has been using the Springbrook software since 1999 for Post Falls' utility billing accounts and financial accounting; and

WHEREAS, the city of Coeur d'Alene has recently acquired the Springbrook software to handle the Coeur d'Alene utility billing accounts and financial accounting; and

WHEREAS, the implementation of the use of the Springbrook software has provided compatibility between the two systems that will allow the operation of the utility billing program and financial accounting for either city to be operated on the server of the other city; and

WHEREAS, the servers of the respective parties used to operate the Springbrook software currently have the capacity to set up an isolated portion of each party's server to perform the utility billing and financial accounting of the other during times in which the server of the other party is incapacitated; and

WHEREAS, it is desirable for both the city of Post Falls and the city of Coeur d'Alene to enter into a reciprocal agreement to provide for a back up system for their utility billing records and other financial accounting.

NOW THEREFORE, the parties agree as follows:


1. Both parties shall set up the server they own that is used to run the Springbrook software in such a manner as to provide on that server an isolated portion that is dedicated for the operation of the financial accounting and utility billing records of the other party. This shall be done at no cost to the other party.
2. Both parties agree that in the event that the server of the other entity is incapacitated due to some event or occurrence that is outside of the control of that party, that the isolated portion of the server of the other party will be made available to the party with the incapacitated server, at no charge, for the purpose of performing the necessary utility billing and other financial transactions and record keeping of that party, subject to the following conditions:
 - A. Use of the isolated portion of the server shall be limited to the times of day in which the use of the server can be accomplished without causing interference with the business operations of the party owning the server.
 - B. The party owning the server shall provide access to the staff of the other party to any buildings necessary to be able to access the server and shall make available a minimum of two workstations for the other party to use while accessing the server.
 - C. The party using the server of the other shall use only employees trained to operate the program to access the server. Those employees shall only use the portion of the server isolated for the use of their employer.

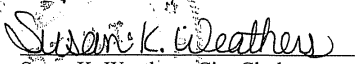
- D. The party with the incapacitated server will make all reasonable efforts to restore the use of its server and shall discontinue the use of the server of the other party upon restoration of the use of the party's own server.
3. In order to protect the information stored on the server, both parties agree to perform daily backups of the information stored on the server, unless some unforeseen circumstances occur that would prevent a back up being completed. An additional backup will be performed immediately prior to the other party accessing the server of the other party.
 4. Both parties agree that the needs of the party owning the server shall take priority over the needs of the other party. In the event that it becomes necessary to use that isolated portion of the server to meet the needs of the party owning the server, the owner of the server shall provide seven (7) days written notice to the other party that they can no longer provide the isolated space on the server and this agreement will be terminated. Either party may terminate this agreement for any other reason with thirty (30) days written notice to the other.
 5. Each party shall be responsible for the costs associated with having Springbrook setting up the server of the other party to allow for access pursuant to this Agreement.
 6. Each party shall indemnify, defend, and hold the other party and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of that party, that party's agents, employees, or representatives under this Agreement.
 7. This is the entire agreement of the parties and can only be modified or amended in writing by the parties.

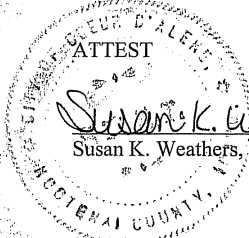
IN WITNESS WHEREOF, the Mayor and City Clerk of the City of Coeur d'Alene have executed this agreement on behalf of said City, and the City of Post Falls has caused the same to be signed by its Mayor, attested by its City Clerk.

DATED this 6th day of April, 2004.

CITY OF COEUR D'ALENE


Sandi Bloem, Mayor

ATTEST

Susan K. Weathers, City Clerk



[Resolution N6. 04-048:

CITY OF POST FALLS


Clay Larkin, Mayor

ATTEST


Chris Pappas, City Clerk



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City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
	COMP TIME REPORTS	Copies of reports showing accrual of comp time for department employees	Copy		No	Original reports are located in Human Resources
	CORRESPONDENCE	Contains letters, messages, notes and drafts relating to various topics maintained by the department membership in professional organizations, requests for public information, reports of building activities, staff reports, vehicle information such as maintenance logs.	Temporary	24	No	
	E-MAIL AND MISC. COMPUTER FILES	Various records maintained in databases on the City's computer system for reference/research purposes. E-mails that impact city business.	Temporary	24	No	
	E--MAIL ARCHIVE FOLDER	Various e-mails archived based on projects they pertain to.	Temporary	24	No	
	EMPLOYEE LEAVE REQUESTS	Forms filled by the employee noting their request for time off.	Temporary	24	No	
	GIS	Geographic Information System. Records may be in several different media: paper based documents or electronic database files. GIS records are generally produced by manipulation of special computer software.	Semi-Permanent	9999	Yes	Working File that is amended as updates are made.
	GRANT MANAGEMENT FILES	May include application, notices, awards, agreements, contracts, statements, reports, schedules, studies, audits, correspondence, purchase orders, copies of invoices, etc.	Semi-Permanent	60	No	Retention as determined by individual grant regulations.
	HISTORICAL FILES	Various historical information including high profile cases or issues, photos, maps, log books.	Permanent	Permanent	No	
	MAINTENANCE AND OPERATION MANUALS	Manuals detailing the operation & maintenance of facilities, equipment or vehicles. Some manuals include audio-visual training aids.	Semi-Permanent	60		Retain for life of equipment.
	MISC. REFERENCE/RESOURCE FILES	Copies of information maintained for possible future reference such as Council Retreat information, surplus auction lists, contact lists, budget preparation information, etc.	Copy	N/A	No	
	PERSONNEL POLICIES AND PROCEDURES	Copies of written guidelines, rules, regulations, expectations, policies, and performance standards.	Copy			Originals of Policies maintained in the Office of the City Clerk
	PHONE MESSAGE BOOKS	Book containing duplicates of messages taken	Copy	N/A	No	
	POSTAGE REPORTS	Convenience copies of monthly report of postage used and billed to department's budget.	Copy	N/A	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
	PUBLIC INFORMATION REQUESTS	Forms used to document public requests for municipal information. Shows response and time required to fill the request.	Temporary	24	No	
	PUBLICATIONS	Documents published by or for City departments or about issues of interest to the City by other agencies: reports, studies, manuals, pamphlets, posters, etc. These publications (usually with covers and a binding) are produced for public distribution or in furtherance of City operations.	Semi-Permanent	60	No	
	REFERENCE MANUALS, PRINTED MATERIAL	Various adopted manuals adopted by the City such as Building Codes, manuals interpreting codes, International Fire Codes, Universal Plumbing Code, and professional newsletters, subscriptions.	Copy	N/A	No	Originals may be obtained from agency creating material.
	STAFF MEETINGS	Minutes &/or summaries of meetings with agenda's, reports or other attachments. Files chronologically.	Temporary	24	No	
	STANDARD OPERATING PROCEDURES	Written guidelines, rules, regulations detailing dept. requirements, expectations, performance standards such as use & operation of city equipment, supplies, services, etc. Some policies may be codified by Council actions. Also called SOP's or STANDARD OPERATING PROCEDURES.	Semi-Permanent	240	No	Working document regularly updated when amended.
	VEHICLE MAINTENANCE WORK ORDERS	Copies of forms received from the Street Department which show what work was done on each vehicle assigned to this department.	Copy		No	
ADMINISTRATION	ACCOUNTS PAYABLE TRANSACTION PRINTOUTS	Includes printouts of bills paid from department budget.	Copy		No	Originals in Finance
ADMINISTRATION	ADMINISTRATOR'S FILES	Contains copies of correspondence, schedules, individual department information, reports, notes, copies of contractors/MOU's, agendas, minutes.	Copy		No	MOU and Contract originals are located in the Office of the City Clerk.
ADMINISTRATION	AUDIO TAPES	Audio tapes used for recording labor negotiations meetings.	Semi-Permanent	60	No	
ADMINISTRATION	CITY MAJOR PROJECT FILES	Files contain meeting notes, agendas, correspondence, research, draft documents, computer files such as power points/excel, copies of publications, photos for a particular project.	Temporary	24	No	
ADMINISTRATION	COMMITTEES, COMMISSIONS & BOARDS MEMBERSHIPS	Includes data sheets on each member, letters of recommendation, membership lists, memos, letters of appointment.	Semi-Permanent	60	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
ADMINISTRATION	CREDIT CARD INFORMATION	Contains photocopies of various departments' credit cards for use in making travel arrangements.	Copy		No	
ADMINISTRATION	DEPARTMENT HEAD EVALUATIONS	File contains duplicate records of Department Head evaluations, notes and other data used for measuring criteria on evaluations.	Copy		No	Original evaluations found in Human Resources
ADMINISTRATION	DEVELOPMENT REVIEW TEAM	Contains agendas and packet information	Semi-Permanent	60	No	
ADMINISTRATION	DRAFT POLICY/PROCEDURES	Working documents, research papers, notes, memos	Temporary	24	No	Final document original in City Clerk's Office
ADMINISTRATION	E-MAIL ARCHIVE FOLDERS	Various e-mails archived based on projects they pertain to.	Temporary	24	No	
ADMINISTRATION	GOAL REPORTING FILES	Includes data for Council on Executive Team goal progress reporting.	Temporary	24	No	
ADMINISTRATION	MAYOR'S FILES	Contains correspondence, schedules, individual department information, reports, notes, copies of contractors/MOU's, agendas, minutes.	Temporary	24	No	
ADMINISTRATION	MISCELLANEOUS PROJECT FILES	Various miscellaneous works in progress	Temporary	24	No	
ADMINISTRATION	MONTHLY ACTIVITY REPORT	Copies of the Administrator's monthly report of meetings and activities attended	Temporary	24	No	
ADMINISTRATION	NEWS RELEASES	Notes, layouts, department publication submittals, newspaper clippings, e-mails, photographs.	Temporary	24	No	
ADMINISTRATION	SPEECHES	Speeches by the Mayor & other officials including annual State of the City address.	Temporary	24	No	
ADMINISTRATION	STRATEGIC PLANNING	Contains files on Council and Executive Team strategic planning.	Semi-Permanent	60	No	
ADMINISTRATION	TOURS	Includes requests and schedules of presenters for tours of City Hall	Temporary	24	No	
ADMINISTRATION	TRAVEL ARRANGEMENTS / ITINERARIES	Contains copies of paperless tickets, reservations, travel agency forms.	Copy		No	
ADMINISTRATION	TRAVEL CREDIT	Tracks individual employees credits for travel	Temporary	24	No	
BUILDING	BUILDING APPLICATION AND PLANS	Application and plans submitted but never picked up or paid for by Contractor. After expiration, the plans are voided and returned to Contractor. Application information is voided in computer.	Copy	N/A	No	Information retained in computer.

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
BUILDING	COMMERCIAL CERTIFICATES OF OCCUPANCY	Documentation that all Building and City Codes have been complied with and that all inspections pass, can occupy and including temporary certificates of occupancy and may include bonding information building.	Semi-Permanent	120	No	
BUILDING	COMMERCIAL DEMOLITION PERMITS	Allows a contractor to demo a building and documents that they have been given required EPA standards relating to asbestos.	Semi-Permanent	60	No	
BUILDING	COMMERCIAL MECHANICAL PERMITS	Permit to allow a contractor to do any work with gas equipment, can be a stand alone document or can be included with the commercial building permit.	Semi-Permanent	60	No	
BUILDING	COMMERCIAL PLANS AND SPECS	Approved building plans and structural calcs and specs	Permanent	Permanent	No	
BUILDING	COMMERCIAL PLUMBING, WATER, SEWER, AND BACKFLOW/IRRIGATION	Permits to allow a contractor to connect to the City water and sewer system, to install a backflow device for an irrigation system, or other device such as a drinking fountain, and to place or repair interior plumbing fixtures.	Semi-Permanent	60	No	
BUILDING	COMMERCIAL REROOF PERMITS	Allows a contractor to replace or repair a roof.	Semi-Permanent	60	No	
BUILDING	NOTICES OF ABATED BUILDINGS	Letters, pictures, notices posted on the structure, notice to title for dangerous buildings recorded at the County, release of notice to title recorded at the County.	Semi-Permanent	120	No	
BUILDING	PROJECT REVIEW INFORMATION FOR COMMERCIAL	Documentation of meeting with City Staff and owner/contractor that notifies them of fees and requirements to submit for a building permit.	Temporary	24	No	
BUILDING	RESIDENTIAL BUILDING PERMITS	Application, permit, inspection records, res check (compliance with energy code), payment information, correction notices, revision forms and letters, elevation certificates, geotechnical reports, truss data sheets, stormwater management plans, stop work notices.	Temporary	24	No	Retention period begins after issuance of CO
BUILDING	RESIDENTIAL CERTIFICATE OF OCCUPANCIES	Documentation that all Building and City Codes have been complied with and that all inspections pass, can occupy home (CO's) and including temporary certificates of occupancy and may include bonding information.	Temporary	24	No	Retention period begins after issuance of CO

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
BUILDING	RESIDENTIAL DEMOLITION PERMITS	Allows a contractor to demo a building and documents that they have been given required EPA standards relating to asbestos.	Temporary	24	No	
BUILDING	RESIDENTIAL MECHANICAL PERMITS	Permit to allow a contractor to do any work with gas equipment, can be a stand alone document or can be included with the residential building permit.	Temporary	24	No	
BUILDING	RESIDENTIAL PLANS AND STRUCTURAL CALCS.	The approved plans and calcs.	Temporary	24	No	
BUILDING	RESIDENTIAL PLUMBING, WATER AND SEWER, AND BACKFLOW/IRRIGATION PERMITS	Permits to allow a contractor to connect to the City water and sewer system, to install a backflow device for an irrigation system and to place or repair interior plumbing fixtures.	Temporary	24	No	
BUILDING	RESIDENTIAL RE-ROOF PERMITS	Allows a contractor to replace or repair a roof.				
CCBs - AD HOC - COMMITTEE OF NINE	DOCUMENT FILES	Includes copies of agendas, packet information, correspondence, reports.	Semi-Permanent	60	No	File located in Administration
CCBs - AD HOC - COMMITTEE OF NINE	MINUTES	Official minutes of the proceedings of the Committee of Nine	Permanent	Permanent	No	File located in Administration
CCBs - ADMINISTRATIVE - ENOUGH IS ENOUGH	DOCUMENT FILES	Notes, agendas, correspondence, reports, publications.	Semi-Permanent	60	No	File located in Administration
CCBs - ADMINISTRATIVE - ENOUGH IS ENOUGH	MINUTES	Minutes &/or summaries of meetings with agenda's, reports or other attachments. Files chronologically.	Permanent	Permanent	No	File located in Administration
CCBs - ADMINISTRATIVE - GENERAL SERVICES COMMITTEE	DOCUMENT FILES	Includes copies of agenda, packet information	Semi-Permanent	60	No	File located in Municipal Services
CCBs - ADMINISTRATIVE - NORTH IDAHO MAYORS COALITION	DOCUMENT FILES	Minutes, notes, agendas, correspondence, e-mails, research papers	Semi-Permanent	60	No	File located in Administration

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
CCBs - ADMINISTRATIVE - PUBLIC WORKS COMMITTEE	MINUTES	Official minutes of the proceedings of the Public Works Committee	Permanent	Permanent	No	File located in Administration
CCBs - ADMINISTRATIVE - PUBLIC WORKS COMMITTEE	DOCUMENT FILES	Includes copies of agenda, packet information	Semi-Permanent	60	No	File located in Administration
CCBs - ADMINISTRATIVE - GENERAL SERVICES COMMITTEE	MINUTES	Official minutes of the proceedings of the General Services Committee	Permanent	Permanent	No	File located in Municipal Services
CCBs - OTHER - MAYOR'S COALITION	DOCUMENT FILES	Includes notes from meetings, agendas, correspondence, packet information	Semi-Permanent	60	No	City maintains records as long as the Mayor is Chairman of this coalition
CCBs - STAFF - CITIFIT	DOCUMENT FILES	Minutes, notes, event plans, correspondence, agendas	Temporary	24	No	File located in Human Resources
CCBs - STAFF - EMPLOYEE EMPOWERMENT COMMITTEE	DOCUMENT FILES	Minutes, notes, correspondence, agendas	Temporary	24	No	File located in Administration
CCBs - STAFF - EMPLOYEE SERVICE AWARDS	DOCUMENT FILES	Contains the names and comments from the department heads for use during Administrator's comments during the presentation of awards.	Temporary	24	No	File located in Administration
CCBs - STAFF - MEDICAL BENEFIT REVIEW	DOCUMENT FILES	Includes Agenda, minutes and final reports	Temporary	24	No	File located in Human Resources
CCBs - STAFF - PTO COMMITTEE	DOCUMENT FILES	Includes Agenda, minutes and final reports	Temporary	24	No	File located in Municipal Services
CCBs - STAFF - RISK MANAGEMENT	DOCUMENT FILES	Includes Agenda, minutes and final reports	Temporary	24	No	File located in Legal - Civil
CCBs - STAFF - SICK LEAVE BANK	DOCUMENT FILES	Includes Agenda, minutes and final reports	Temporary	24	No	File located in Human Resources
CCBs - STANDING - ANIMAL CONTROL ADVISORY BOARD	DOCUMENT FILES	Contains agenda, packet information, Findings and Order, correspondence and notes from meetings	Semi-Permanent	60	No	File located in Legal - Civil

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
CCBs - STANDING - ANIMAL CONTROL ADVISORY BOARD	MINUTES	Official minutes of the Animal Control Advisory Board	Permanent	Permanent	No	File located in Legal - Civil
CCBs - STANDING - ARTS COMMISSION	DOCUMENT FILES	Contains agenda, packet information, Findings and Order, staff reports, memos, correspondence and notes from meeting.	Semi-Permanent	60	No	File located in Municipal Services
CCBs - STANDING - ARTS COMMISSION	MINUTES	Official minutes of the Arts Commission	Permanent	Permanent	No	File located in Municipal Services
CCBs - STANDING - CDATV COMMITTEE	DOCUMENT FILES	Contains agenda, packet information, Findings and Order, staff reports, memos, correspondence and notes from meeting.	Semi-Permanent	60	No	Files located in Municipal Services
CCBs - STANDING - CDATV COMMITTEE	MINUTES	Official minutes of the CDA TV Committee	Permanent	Permanent	No	File located in Municipal Services
CCBs - STANDING - CEMETERY ADVISORY	DOCUMENT FILES	Contains agenda, packet information, Findings and Order, staff reports, memos, correspondence and notes from meeting.	Semi-Permanent	60	No	File located in Municipal Services
CCBs - STANDING - CEMETERY ADVISORY	MINUTES	Official minutes of the Cemetery Advisory Board	Permanent	Permanent	No	File located in Municipal Services
CCBs - STANDING - CHILDCARE COMMISSION	DOCUMENT FILES	Contains agenda, packet information, staff reports, correspondence, Findings and Order, notes from meeting	Semi-Permanent	60	No	File located in Municipal Services
CCBs - STANDING - CHILDCARE COMMISSION	MINUTES	Official minutes of the Childcare Commission	Permanent	Permanent	60	File located in Municipal Services
CCBs - STANDING - CIVIL SERVICE COMMISSION	DOCUMENT FILES	Contains agenda, packet information, Findings and Order, staff reports, memos, correspondence and notes from meeting.	Semi-Permanent	60	No	File located in Human Resources
CCBs - STANDING - CIVIL SERVICE COMMISSION	MINUTES	Official minutes of the Civil Service Commission	Permanent	Permanent	No	File located in Human Resources
CCBs - STANDING - DESIGN REVIEW COMMISSION	DOCUMENT FILES	Contains agenda, packet information, Findings and Order, staff reports, memos, correspondence and notes from meeting.	Semi-Permanent	60	No	File located in Planning Department
CCBs - STANDING - DESIGN REVIEW COMMISSION	MINUTES	Official minutes of the Design Review Commission	Permanent	Permanent	No	File located in Planning Dept

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
CCBs - STANDING - INTERNATIONAL APPEALS BOARD	DOCUMENT FILES	Contains agenda, packet information, Findings and Order, staff reports, memos, correspondence and notes from meeting	Semi-Permanent	60	No	File located in Building
CCBs - STANDING - INTERNATIONAL APPEALS BOARD	MINUTES	Official minutes of the International Appeals Board	Permanent	Permanent	No	File located in Building
CCBs - STANDING - JEWETT HOUSE ADVISORY COMMITTEE	DOCUMENT FILES	Contains agenda, packet information, memos, correspondence and notes from meeting	Semi-Permanent	60	No	File located in Recreation
CCBs - STANDING - JEWETT HOUSE ADVISORY COMMITTEE	MINUTES	Official minutes of the Jewett House Advisory Committee	Permanent	Permanent	No	File located in Recreation
CCBs - STANDING - LIBRARY BOARD	DOCUMENT FILES	Contains agenda, packet information, correspondence, memos, staff reports and notes from meeting	Semi-Permanent	60	No	File located in Library
CCBs - STANDING - LIBRARY BOARD	MINUTES	Official minutes of the Library Board	Permanent	Permanent	No	File located in Library
CCBs - STANDING - PARKING COMMISSION	DOCUMENT FILES	Contains agenda, packet information, Findings and Order, staff reports, memos, correspondence and notes from meeting	Semi-Permanent	60	No	File located in Administration
CCBs - STANDING - PARKING COMMISSION	MINUTES	Official minutes of the Parking Commission	Permanent	Permanent	No	File located in Administration
CCBs - STANDING - PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE	DOCUMENT FILES	Contains agenda, packet information, staff reports, memos, correspondence and notes from meeting	Semi-Permanent	60	No	File located in Legal - Civil
CCBs - STANDING - PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE	MINUTES	Official minutes of the Pedestrian and Bicycle Advisory Committee	Permanent	Permanent	No	File located in Legal - Civil
CCBs - STANDING - PERSONNEL APPEALS BOARD	DOCUMENT FILES	Contains agenda, packet information, staff reports, memos, correspondence and notes from meeting	Semi-Permanent	60	No	File located in Human Resources

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
CCBs - STANDING - PERSONNEL APPEALS BOARD	MINUTES	Official minutes of the Personnel Appeals Board	Permanent	Permanent	No	File located in Human Resources
CCBs - STANDING - PLANNING COMMISSION	DOCUMENT FILES	Contains agenda, packet information, Findings and Order, notes from meeting	Semi-Permanent	60	No	File located in Planning
CCBs - STANDING - PLANNING COMMISSION	MINUTES	Official minutes of the Planning Commission	Permanent	Permanent	No	File located in Planning
CCBs - STANDING - RECREATION AND PARKS COMMISSION	DOCUMENT FILES	Contains agenda, packet information, staff reports, correspondence, notes from meeting	Semi-Permanent	60	No	File located in Parks
CCBs - STANDING - RECREATION AND PARKS COMMISSION	MINUTES	Official minutes of the Parks & Recreation Commission	Permanent	Permanent	No	File located in Parks
CCBs - STANDING - SIGN BOARD	DOCUMENT FILES	Contains agenda, packet information, staff reports, correspondence, notes from meetings	Semi-Permanent	60	No	File located in Municipal Services
CCBs - standing - sign board	MINUTES	Official minutes of the Sign Board	Permanent	Permanent	No	File located in Municipal Services
CCBs - STANDING - URBAN FORESTRY COMMITTEE	DOCUMENT FILES	Contains agenda, packet information, Findings and Order, staff reports, memos, notes from meetings	Semi-Permanent	60	No	File located in Parks
CCBs - STANDING - URBAN FORESTRY COMMITTEE	MINUTES	Official minutes of the Urban Forestry Committee	Permanent	Permanent	No	File located in Parks
CCBs - STANDING - YOUTH ADVISORY COUNCIL	DOCUMENT FILES	Contains agenda, packet information, memos, correspondence and notes from meeting	Semi-Permanent	60	no	File located in Administration
CCBs - STANDING - YOUTH ADVISORY COUNCIL	MINUTES	Official minutes of the Youth Advisory Council	Permanent	Permanent	No	File located in Administration
ENGINEERING	ENCROACHMENT PERMITS	Electronic database of permits for temporary work in public right-of-way including street cuts, driveways, sidewalks, franchise utility work and various other right-of-way encroachments	Temporary	24	No	Held within the building permit program

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
ENGINEERING	PROJECT FILES	Contracts, bid specs, pay requests, change orders, correspondence, notes	Temporary	24	No	Contract original is kept with City Clerk, payment request originals with Finance
ENGINEERING	RECORD DRAWINGS	Record drawings for construction of streets, water, sewer, curbing, stormwater facilities, traffic signals, striping, signage and generally any facility built within the public right-of-way	Permanent	Permanent	No	Kept electronically
ENGINEERING	SURVEYING RECORDS	City Boundary, City Bench marks, City survey projects, WPA maps	Permanent	Permanent	No	
ENGINEERING	VACATION FILE	This file contains records of vacation of rights-of-way including the application, correspondence, staff reports and public mailing information	Semi-Permanent	60	No	Ordinances vacating this property are on file in the Office of the City Clerk
FINANCE	ACCOUNTS PAYABLE CHECK REGISTER	Monthly list of cleared payment vouchers (request for payment) by voucher number within each fund and payable account. Shows vendor names and voucher amounts.	Temporary	24	No	
FINANCE	AUDIT REPORTS	Annual financial or fund audits of revenue, expenditures & changes in financial position. Files may include correspondence, official responses and exceptions to audit findings.	Permanent		Yes	
FINANCE	BANK CHECKING ACCOUNT RECORDS MISC	Bank statements, deposit slips, canceled checks & related documentation developed or maintained for management of miscellaneous bank accounts. Records of current expense or payroll checking accounts are separated into more specific record series: cancelled checks, bank statements, etc.	Temporary	120	No	
FINANCE	BANK IMPORT	Hard copy of daily activity entered by US Bank, also saved in a PDF file	Copy	N/A	No	
FINANCE	BANK STATEMENTS	Monthly account statements generated by the bank for the City's long or short term indebtedness. This record series is used to group misc. files when insufficient volume prevents transfer under a more specific record title. May group revenue anticipation notes, bonds and reg. warrants.	Temporary	120	No	
FINANCE	BILLING CALENDAR	Defines billing dates, past due letters, tags and holidays	Temporary	24	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FINANCE	BOND FILES	Bond issue and redemption records: financial reports, transcripts, debt schedules including payments and amortization, refunding proposals, correspondence, bond election plans, resolutions authorizing the issuance of general obligation, L.I.D., and revenue bonds, etc.	Temporary	24	Yes	City Clerk has record of official statement.
FINANCE	BOND TRANSCRIPTS	Records of bond registrations, receipts, payment schedules, correspondence, and redemptions including transcripts and copies of Council resolutions controlling the issuance of bonds and notes.	Permanent		Yes	Original Bond transcript in the City Clerk's Office.
FINANCE	BUDGET AMENDMENTS	Request for budget changes with rationale, revenue sources vs costs, time frame, long term effects on budget base, priority, alternatives. May include other documentation. Approval required by Mayor's Budget Committee.	Temporary	24	No	
FINANCE	BUDGET AMENDMENTS APPROVED	Final budget reports including statements of changes in fund balances or financial condition, submitted to Council	Permanent		No	City Clerk's Office
FINANCE	BUDGET BOOK	Published annual budget reports including public hearing budgets. Shows budget by actual revenue, expenses, fund, department and expense category.	Permanent		No	
FINANCE	BUDGET PREPARATION	Working papers for budget development: turnaround reports, expense & revenue summaries, drafts and other documentation used to justify or develop the annual budget request.	Temporary	60	No	
FINANCE	CANCELLED CHECKS/CHECKING ACCOUNTS	Checks drawn against the City's primary checking accounts: General expense, payroll & misc accounts such as parking, library fund, or refund accounts. Once a check is endorsed and presented to a bank for payment it is processed, cancelled and then returned.	Temporary	60	No	
FINANCE	CANCELLED CHECKS/CHECKING ACCOUNTS	Checks drawn against the City's primary checking accounts: General expense, payroll & misc accounts such as parking, library fund, Wastewater Fund, Water Fund, Stormwater or refund accounts. Once a check is endorsed and presented to a bank for payment it is processed, cancelled and then returned.	Temporary	60	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FINANCE	CASH RECEIPTING PROOFS	Receipts and coding sheets with or without source documents for revenue (i.e., fees, permits, licenses, assessments, loans, services, fines, fares) cash transmittals, reconciliations, register summary reports, deposit slips, etc.	Temporary	60	No	
FINANCE	CEMETERY MASTER CARD INDEX	3x5 card index to burials in city cemeteries by name of deceased. Cards show location, date of burial. Serves as the master index to the section books.	Permanent		Yes	
FINANCE	CHECK REGISTERS	Register showing check number, date, payee name and amount paid.	Semi-Permanent	24	No	
FINANCE	CHECK REQUESTS VOUCHERS	Monthly list of checks requested (request for payment). Shows vendor names and voucher amounts.	Temporary	24	No	
FINANCE	CHECKING ACCOUNT MASTER AGREEMENTS	Copies of agreements pertaining to interest bearing checking or sweep accounts.	Temporary	120	Yes	
FINANCE	COLLECTIONS SPREADSHEET	Hard copy of spreadsheet with past due accounts listed. This list is used to generate past due letters.	Temporary	24	No	
FINANCE	CONTRACTS	Executed contracts for \$5,000 or more approved by Council with supporting documentation: services, equipment, construction, supplies, lease to purchase. City Clerk maintains the original document. Departments retain convenience file copy.	Copy	N/A	No	
FINANCE	CONTRACTS & AGREEMENTS	Agreements with vendors & other parties re: acquisition, lease, lease-purchase or sale of EQUIPMENT, SUPPLIES, SERVICES or PROPERTY. When insufficient volume prevents transfer under a more specific record title use this record title.	Copy	N/A	No	Original Leases in City Clerk's Files
FINANCE	DAILY ADJUSTMENT REPORTS	Payments & adjustments to Sewer & Trash accounts from the automated accounting system on a daily basis.	Temporary	24	No	
FINANCE	DAILY CASH RECEIPTING PROOFS	Hard copy of daily activity entered	Temporary	24	No	
FINANCE	DATA DISKETTES	Backup of Payroll Detail from Old computer system. Program documentation should be included if possible. Disk labels should reference programs used to create the data.	Semi-Permanent	120	No	
FINANCE	EMPLOYEE OPINION SURVEYS	Bi-weekly surveys and detail for choice for assistance payroll.	Semi-Permanent	60	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FINANCE	EMPLOYEES PAYROLL PAY REPORTS	Shows year to date gross pay & tax amount for each employee. Detail is by department, tax withholdings, other deductions & gross pay by regular, overtime, vacation & holiday.	Temporary	60	No	
FINANCE	EXPENDITURE BUDGET SUMMARY	Budget summary of expenses by fund, agency, organization & activity. Report shows current and YTD obligations; amounts budgeted; balances with percentages. Working copies retained for current use only or to two years.	Temporary	60	No	
FINANCE	FINANCIAL STATEMENTS	Unaudited balance sheets, statements of revenue expense & changes in fund balances or financial condition by fund/category. Working papers used to prepare the annual budget.	Temporary	120	No	
FINANCE	FIXED ASSET BACK UP SCHEDULES	Compiled data describing fixed assets (furniture, vehicles, land or buildings) on general fund or enterprise fund schedules with backup.	Temporary	120	Yes	
FINANCE	FLEET INVENTORY RECORDS	Parts, tools, & equipment, including fleet inventory reports, department vehicle lists by make & model with fuel & mileage use.	Temporary	60	No	
FINANCE	GRANT FINANCIAL FILES	Financial records of grant funds: accounting rpts, journal entries, drawdown requests, bank deposits, purchase orders, vendor payments, payroll, transfers, disbursements, receipts, audits, cash flow reports, convenience copies of awards & contracts.	Temporary	120	Yes	
FINANCE	INTERFUND TRANSFERS	Study and records and/or source documents for revenue (i.e. concessions, fees, permits, licenses, assessments, loans, services, fines, fares, cash transmittals, reconciliations, register summary reports, deposit slips, etc.	Temporary	240	No	
FINANCE	JOURNAL ENTRIES	Journal records with documentation attached. Entries made against fund accounts other than from cash receipts, or payment vouchers, on a month cycle. Sometimes called interdepartmental charges.	Temporary	60	No	
FINANCE	L.I.D. CERTIFICATIONS	Records of legal notice of publication; transcripts of L.I.D. authorizations	Copy	N/A		City Clerks Office

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FINANCE	LEASE AGREEMENTS	Agreements w/property owners, service providers & concessionaries for the use, lease, sale, or purchase of goods & real property. Related documents: correspondence, RFP's, F/B's resolutions, payment history, etc., may be filed with the lease.	Copy	N/A		City Clerks Office
FINANCE	LEDGER CARDS	Ledger Reports. Ledger cards, a designated permanent record, have been superseded by newer technology. This record series includes expenditure & revenue detail cards. Payroll Summaries by employee.	Temporary	24	No	
FINANCE	LEGAL ADVERTISEMENTS	Records of legal notifications including LID's. Files contains tear sheets, with an index to dates of publication, number of public readings given, hearings or transcripts of public broadcasts.	Copy	Copy	No	City Clerks Office
FINANCE	LETTER OF AGREEMENT	Signed document from owner or property manager regarding mailing information of property owners monthly billing.	Semi-Permanent	60	No	
FINANCE	METER PROOF	Import file from water department that contain the meter reads	Temporary	24	No	
FINANCE	METER READ SCHEDULE	List routes and date of meter reading.	Temporary	24	No	
FINANCE	MICRO FICHE	Backup for data & files used for Utility Billing and BID billing.	Permanent	Permanent	Yes	
FINANCE	MONTHLY BILLING PROOFS	Monthly billing for utility customers	Temporary	24	No	
FINANCE	NEW ACCOUNT INFORMATION	Personal billing information for new accounts	Temporary	24	No	
FINANCE	NEW OWNERS LIST	Produced bi-weekly to give to "The Welcome Wagon."	Temporary	24	No	
FINANCE	PARKING TICKETS/VIOLATIONS	Parking tickets issued by city parking patrols & other agencies such as Police Department	Temporary	24	No	
FINANCE	PAST DUE REPORT	Identifies the accounts that are to be given notice for non-payment	Temporary	24	No	
FINANCE	PAYMENT STUB	Portion of bill customer returns with payment, if stub is not presented with payment a city employee generates a hand-noted stub.	Temporary	24	No	
FINANCE	PAYROLL CHECK REGISTERS	Lists a pay checks and manual checks processed during current payroll runs. Sorted in check number sequence.	Semi-Permanent	60	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FINANCE	PAYROLL DEDUCTIONS BY EMPLOYEE	Shows semi-monthly employee deductions. Lists deduction code, amount and total for year to date.	Temporary	60	No	
FINANCE	PAYROLL GARNISHMENTS	Authorizations for involuntary payroll withholdings. CONFIDENTIAL.	Temporary	Until garnishment is paid in full	No	
FINANCE	PAYROLL RECORDS, TIME SHEETS, REPORTS	Department time reports submitted semi monthly for inputting employee hours worked time into the payroll system.	Semi-Permanent	60	Yes	
FINANCE	PAYROLL W-2 FORMS	Employee's annual wage and tax withholding statement. Shows taxable wages and amounts withheld for Federal, State and Social Security taxes.	Semi-Permanent	60	Yes	
FINANCE	PETTY CASH RECORDS	Receipts & coding sheets w/ or w/o source documents for revenue (i.e., fees, permits, licenses, assessments, loans, services, fines, fares) cash transmittals, reconciliations, register summary reports, deposit slips, etc.	Temporary	24	No	
FINANCE	REFUND ACCOUNTS	Accounting copies of payment vouchers for trash and sewer closed accounts.	Copy	Copy	No	
FINANCE	REVENUE BOND FILES	Correspondence with bond counsel, financial rpts for the bond issue, debt schedules, refunding proposals, account statements, bond election plans, consultants reports, canceled instruments, and copies of contracts with bonding agents.	Semi-Permanent	60	No	City Clerks Office
FINANCE	SERVICE REQUEST	Document produced when service or special circumstance meter reads are requested.	Temporary	24	No	
FINANCE	SEWER CONNECTION FEES & RATE ISSUES	Administrative files pertaining to disputes re connection fees, billings, refunds, sewer ratings, & related issues. Files may include correspondence, legal opinions, billing statements & supporting documentation.	Semi-Permanent	60	No	
FINANCE	SEWER CONNECTION LETTERS	Letters & inquiries regarding sewer assessments, status of connections, outstanding connection fees or amounts due.	Temporary	24	No	
FINANCE	STREET LIGHT CORRESPONDENCE	Correspondence re installation, repair, LOCATION, removal, budgeting, billings & charges for Street Lights and other city mandated utility services.	Temporary	24	No	
FINANCE	STREET LIGHT INSPECTIONS	Maps & records of street light inspections. Used to determine street light outages & numbers of lights needing repair.	Temporary	24	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FINANCE	STREET LIGHT MAPS	Maps showing location of street lights, power poles belonging to local utilities & associated records.	Temporary	24	No	
FINANCE	STREET LIGHT SERVICE REQUESTS/INFO	Requests for Street Light service & repair; complaints; Idaho Power Co work orders; street light information system detail listings of operational status & locations	Temporary	24	No	
FINANCE	TRAVEL/TRAINING EXPENSES	Travel receipts, expense reports & backup material so checks can be issued.	Temporary	24	No	
FINANCE	TRIAL BALANCE	Accounting trial balance reports by fund, agency, organization and activity. Report shows transaction #, date, vendor, report category, item description, account #'s, debits and credits.	Temporary	120	Yes	
FINANCE	TURN OFF LIST	List of customers whose service has been disconnected.	Temporary	24	No	
FINANCE	UNEMPLOYMENT COMPENSATION INSURANCE	Annual report of gross salaries	Temporary	60	No	
FINANCE	UTILITY BILLING REGISTERS	Monthly billing summary of every trash & sewer account by number. Used for account research. Shows service provided & amount retained on microfiche.	Temporary	24	No	
FINANCE	WORKMEN'S COMPENSATION	Quarterly reports filed detailing compensation by employee and department.	Temporary	24	No	
FIRE	ACCIDENT REVIEW BOARD	Reports of accidents involving city owned vehicles, equipment or property. Eyewitness accounts; description of circumstances, damages or injuries; weather and traffic conditions; date of occurrence, and names of those involved. May include minutes, agenda, and reports of the accident review board. May include finding of fact, cause of accident, photographs, summaries and prevention recommendations.	Temporary	24	No	
FIRE	ANNUAL REPORTS	Summary of department & division activity for the preceding year. May include records generated for use in the annual report such as photographs, statistics, graphics, narrative text and other media.	Semi-Permanent	60	No	
FIRE	APPARATUS INVENTORY	Department vehicle list including unit#, use, license #, make/model, VIN and year.	Temporary	24	No	Maintained & updated as needed. Copy sent to finance.

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FIRE	BUDGET PREPARATION	Working papers for budget development: History of expenses and personnel costs along with summaries of anticipated increases and other documentation used to justify or develop the annual budget request. May include five year organization plans & goals with budget & capital equipment projections.	Temporary	24	No	Updated annually.
FIRE	BURN PERMITS	Temporary permits issued to allow burning of garden waste, leaves, pine needles, small tree trimmings. Signed by permit holder and filed by date.	Temporary	24	No	Originals issued to permit applicants. Copies sent to Finance with transmittal and fees.
FIRE	COLLECTIVE LABOR AGREEMENTS	Copies of labor contracts between the City and major employee bargaining groups outlining wages, rates of pay, working conditions, and all other terms and conditions of employment.	Copy	N/A	No	City Clerk maintains the official copies. Department retains convenience file copies.
FIRE	CONTRACTS	Executed contracts for \$20,000 or more approved by Council with supporting documentation: services, equipment, construction, supplies, lease to purchase, etc.	Semi-Permanent	60	No	City Clerk maintains the official copy of the contract.
FIRE	DEPARTMENT JOURNAL	Daily activity log maintained/used by all fire department personnel. Entries are chronological day, hour & shift; show personnel on duty, areas assigned, unusual occurrences, daily activities, Fire & EMS incidents, training classes, apparatus/equipment maintenance schedule, etc. Used to facilitate communication between stations & shifts. Primary source for statistics used in annual reports.	Semi-Permanent	120	No	Journal from Mar '99 to present stored in Firehouse Software on the FireServer. Hard copy Company Officer and Incident Logs from pre-'99 are in boxes filed by date in the basement of Station #1.
FIRE	HAZARDOUS MATERIALS	Documentation relating to implementation of federal & state laws governing the inventory, storage or disposal of hazardous materials. Data used to ensure public safety & allow for appropriate emergency response such as clean up actions.	Temporary	24	No	Convenience copy - original maintained by Kootenai County
FIRE	HYDRANT RECORDS	Record of fire hydrant locations. Indexed by hydrant #, location by address or street intersection. Includes fire flows, date last flushed, location of gate valve, make & model of hydrant.	Semi-Permanent	60	No	Records stored in firehouse software and updated as needed from information received from water dept.

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FIRE	INCIDENT REPORTS	State Uniform Fire Incident Reports. Made for each fire run, medical emergency, citizen assist or other casualty response. Returned monthly to the State Fire Marshal. May include investigation report, EMS Report, Civilian Casualty Report, & Fire Service Casualty Reports.	Semi-Permanent	60	No	Reports from Mar '99 to present stored in Firehouse Software on the FireServer. Hard copy reports from pre-'99 are in boxes filed by date in the basement of Station #1.
FIRE	INVESTIGATION FILES	Fire investigation case files. May include witness statements, photographs, video & cassette tape recordings of interviews, copies of incident, injury, and police department reports.	Semi-Permanent	60	No	Retention period being at completion of investigation.
FIRE	INVOICES	Copies of vendor invoices paid for services rendered and/or goods received. Filed by month payment was made.	Copy			Original invoices sent to Finance to be entered into A/P system. Convenience copies kept by dept.
FIRE	LIABILITY WAIVERS	Document the release of the city from liability related to various activities, including fire ride-alongs, participating in city-sponsored events, training classes, etc. Information usually includes: release terms, date, signatures, and related information.	Temporary	24	No	
FIRE	MAP BOOKS	Quick access city map book depicting hydrant locations. Arranged with a street index including addresses and kept in each fire engine. Under continuous revision.	Copy	N/A	No	Created in-house. Originals maintained electronically.
FIRE	MUTUAL AID AGREEMENTS	Agreements for cooperative fire fighting policy & procedures between the CDAFD & surrounding fire districts (includes emergency medical services). Record series also covers annual equipment rental agreement with the Department of Lands.	Copy	N/A		Originals in the City Clerk's files
FIRE	OCCUPANCY FILES	Records & reports of periodic inspections by fire inspectors and/or fire company personnel. May contain project review reports, plan check records, day care inspections, fire alarm plans, sprinkler system plans, site inspections and letters to the occupant/owner outlining requirements and/or any code violations.	Semi-Permanent	120	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FIRE	PREPLAN BOOKS	Quick access map book locating all commercial buildings, schools, hospitals, factories, mobile home parks & multiple housing units within the city. Contains preplans of major buildings with information on lock box location, hazards, breaker box, gas/electric shut-offs, F.D. connections, hydrants, sprinkler systems, etc. Arranged with a street index including addresses and kept in each fire engine. Under continuous revision.	Copy	N/A	No	Created in house.
FIRE	TIME SHEETS	Copies of Department time reports submitted semi-monthly to Finance for inputting employee hours worked, overtime, sick leave, vacation leave, etc. into the payroll system.	Copy	N/A	No	Original submitted to payroll. Convenience copy retained by department.
FIRE	TRAINING RECORDS AND REPORTS	Records related to job training: classes, conferences, seminars, etc.	Semi-Permanent	120	No	Originals maintained electronically.
HUMAN RESOURCES	AFFIRMATIVE ACTION DATA QUESTIONNAIRE	Completed questionnaire including job interest, ethnic data, sex, age, whether a veteran or disabled, and how applicant learned about the job. Used to insure compliance with Federal E.E.O guidelines.	Temporary	24	No	
HUMAN RESOURCES	COBRA RECORDS	Continued medical and/or dental coverage by terminated or retired employees.	Temporary	36	No	
HUMAN RESOURCES	EMPLOYEE BENEFIT PLAN	Comprehensive benefits studies, plans, programs, surveys, analyses, and recommendation. Insurance plan administration manuals	Semi-Permanent	60	No	Retention period begins at expiration of contract.
HUMAN RESOURCES	EMPLOYEE FILES	Employee file containing application, performance evaluations, status change sheets, notices of award achievements and deficiencies. Separate employee file contains enrollment forms pertaining to medical information. Human Resources Department maintains the official permanent file. Working file kept until termination.	Semi-Permanent	60	No	Semi-Permanent is for all. All other information is purged 24 month after date of termination.
HUMAN RESOURCES	EMPLOYEE OPINION SURVEY	Supervisor and employee peer ratings and evaluations, narrative summaries, statistical reports.	Temporary	24	No	
HUMAN RESOURCES	EMPLOYMENT ELIGIBILITY VERIFICATION	Form (I-9) required by US Justice Department to verify/certify citizenship of all employees using specified documents. Filed alphabetically.	Temporary	36	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
HUMAN RESOURCES	GRIEVANCES	Formal or informal complaints and appeals for arbitration. May involve personnel matters, investigations or interpretation of collective bargaining agreements.	Formal - Semi-Permanent Informal - Temporary	60 36	No	Retention period begins at conclusion of process or resolution of grievance.
HUMAN RESOURCES	HRA VEBA RECORDS	Report documenting semi-monthly contribution made by employer into employee's account.	Copy	N/A	No	
HUMAN RESOURCES	JOB CLASS SPECIFICATIONS	Job titles with descriptions of job and duties required. Minimum qualifications and examples of work performed and data on Fair Labor Standards classifications.	Temporary	24	No	Retention period begins upon replacement with new plan.
HUMAN RESOURCES	RE-EMPLOYMENT RECRUITMENT FILES	Medical exams for fitness for duty for firefighter applicants.	Semi-Permanent	60	No	
HUMAN RESOURCES	RANDOM PRE-EMPLOYMENT DRUG TESTING INFORMATION	Pre-employment qualification and randomly required throughout employment by safety sensitive positions.	Temporary	24	No	
HUMAN RESOURCES	RECRUITMENT FILES	Job announcements, advertising information, completed job applications, scoring, rating and test validation procedures with records of interviews and copies of exams and supplementary examinations. Filed per department by position.	Temporary	24	No	
HUMAN RESOURCES	STATE INSURANCE FUND REPORTS	Quarterly and annual reports on computer printout showing number of losses, injury, source, cause and amount of reserve for losses based on estimated amount of claims.	Temporary	24	No	
HUMAN RESOURCES	TRAINING RECORDS AND REPORTS	Records related to job training: classes, conferences, seminars, etc.	Temporary	24	No	
HUMAN RESOURCES	WAGE SCHEDULES	Minimum and maximum wage ranges by grade and class.	Temporary	24	No	
HUMAN RESOURCES	WORKERS COMPENSATION	Compensation claims with documentation for work related accidents and injuries. Files are arranged annually.	Temporary	24	No	
LEGAL - CIVIL DIVISION	BANKRUPTCY FILES	Various notices of bankruptcy discharge of debtor, bankruptcy court case notifications, etc. (utility accounts)	Temporary	24	No	Electronic File: Retention period being upon notice of closure of bankruptcy

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
LEGAL - CIVIL DIVISION	BUDGET PREPARATIONS	Working papers for budget development: History of expenses and personnel costs along with summaries of anticipated increases and other documentation used to justify or develop the annual budget request.	Temporary	24	No	Electronic File: & three ring binder
LEGAL - CIVIL DIVISION	COEUR D'ALENE MUNICIPAL CODE BOOK	Copy of Coeur d'Alene Municipal Code Book detailing municipal code sections within the city.	Copy	N/A	No	Official Copy in the Office of the City Clerk.
LEGAL - CIVIL DIVISION	ELECTRONIC SPREADSHEETS / DATABASES	Various records maintained in spreadsheets or databases on the City's computer system for reference/research purposes.	Temporary	24		
LEGAL - CIVIL DIVISION	GENERAL MATTERS FILES	Miscellaneous documents to include communication, memos, research, notes, maps, press articles, legal descriptions, draft agreements, contracts, etc.;	Temporary	24	No	Electronic File
LEGAL - CIVIL DIVISION	GENERAL LEDGER/COURT FINES	City Traffic Fine/Agency Reports	Copy	N/A	No	Electronic File
LEGAL - CIVIL DIVISION	GENERAL SERVICES COMMITTEE	Meeting Minutes	Permanent	Permanent		Electronic File
LEGAL - CIVIL DIVISION	INTERN RESEARCH FILES	Misc. notes, research done by Legal Interns	Temporary	24	No	Electronic File
LEGAL - CIVIL DIVISION	INVOICES	Copies of vendor invoices paid for services rendered and/or goods received. Filed by month payment was made.	Copy	N/A	No	Electronic File: Original invoices sent to Finance to be entered into A/P system. Convenience copies kept by dept.
LEGAL - CIVIL DIVISION	LAWSUIT FILES	Correspondence to include letters; memos; emails and faxes. Miscellaneous documents to include maps, press articles, legal descriptions, draft agreements, contracts, etc.; research. Pleadings - misc. pleadings from both parties to the lawsuit. Notes to include misc. handwritten notes by attorneys.	Semi-Permanent	60	No	Electronic File: Retention period begins at close of case.
LEGAL - CIVIL DIVISION	LEGAL LIBRARY IN STORAGE	Various books, binder, pamphlets, etc.	Copy	N/A	No	Legal Office Storage Room in Parks Department
LEGAL - CIVIL DIVISION	OFFICE CREDIT CARD	Copies of credit card statements and the card itself.	Copy	N/A	No	Electronic File
LEGAL - CIVIL DIVISION	OFFICE EQUIPMENT & MISC. OFFICE INFORMATION	Misc. documents on office equipment & office information	Temporary	As Needed	No	Electronic File & Senior Legal's Office
LEGAL - CIVIL DIVISION	OPINION FILES	Various legal opinion memo's prepared by attorneys, AG's Office, and legal interns.	Semi-Permanent	60	No	Electronic File: Opinions kept indefinitely for future reference.

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
LEGAL - CIVIL DIVISION	ORDINANCES & RESOLUTIONS	Copies of Ordinances and Resolutions that are passed by a vote of the City Council & attested	Copy	N/A	No	Electronic File: Originals in City Clerks' office.
LEGAL - CIVIL DIVISION	PEDESTRIAN AND BICYCLE COMMITTEE	Misc. documents to 2011 to include bikeways plan, bike to work, budget, emails, forms, letter and memos, etc.	Temporary	As Needed	No	Electronic File
LEGAL - CIVIL DIVISION	PERSONNEL FILES	Active and inactive employee files. May contain copies of resume, performance evaluations, PAFs, notices of award achievements &/or disciplinary actions, etc.	Copy	N/A	No	Electronic File: Human Resources Dept maintains the official permanent file. Working file kept in department.
LEGAL - CIVIL DIVISION	PHONE MESSAGES	Transmitted via E-mail	Temporary	24	No	Electronic File
LEGAL - CIVIL DIVISION	RESTITUTION CHECKS RECEIVED	Copy of checks received for restitution	Copy	N/A	No	Electronic File
LEGAL - CIVIL DIVISION	TRAVEL & TRAINING ARRANGEMENTS	Notes, flights, hotels, registrations. Copy of confirmations.	Temporary	24	No	Electronic File
LEGAL - CIVIL DIVISION	VARIOUS MAPS	Various maps for various projects. Maps are obtained from other departments or entities.	Copy	N/A	No	Copies and Electronic File
LEGAL - CIVIL DIVISION	YEARLY DUES/SUBSCRIPTION & BOOKS	Copy of usage agreements; subscription notices; updates for legal books, etc.	Temporary	24		Electronic File
LEGAL - CRIMINAL DIVISION	ATTORNEY NOTES	Attorney notes regarding work product of criminal case files.	Temporary	24	No	
LEGAL - CRIMINAL DIVISION	AUDIO/VIDEO RECORDINGS	Audio tapes, including cassette tapes, CD's, micro-cassette and video recordings including VHS, DVD's and CD's of traffic stops, surveillance, interviews, telephone conversations.	Temporary	24	No	Originals are returned to police dept. or party.
LEGAL - CRIMINAL DIVISION	BRIEF BANK	Briefs are written statements setting out one's argument for use in litigation. The brief bank consists of various briefs written pertaining to various appeal issues.	Temporary	24	No	Court maintains original. (Currently briefs are kept indefinitely for future reference)
LEGAL - CRIMINAL DIVISION	CORRESPONDENCE (SPECIFIC)	Correspondence to/from various agencies regarding prosecution management/protocol/procedures that are	Temporary	24	No	
LEGAL - CRIMINAL DIVISION	CORRESPONDENCE/ LETTERS & MEMORANDUMS	Correspondence to and from defendants, victims, defense attorneys, other agencies, witnesses in the form of letters, memorandums and written notes and impact statements and notification of rights forms from victims.	Temporary	24	No	This record is temporary as it is within a temporary file.

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
LEGAL - CRIMINAL DIVISION	CRIMINAL CASE FILE	Criminal case files consist of incidents regarding misdemeanor or infractions that occurred within the city limits. The file consists of reports, record history, work product notes, pleadings, correspondence, judgments, etc.	Temporary	24	No	Electronic Files
LEGAL - CRIMINAL DIVISION	INTERN LIMITED LICENSE INFORMATION	Copy of intern limited license issued by Supreme Court, and application and correspondence regarding designated supervising attorney.	Temporary	24	No	Electronic File
LEGAL - CRIMINAL DIVISION	INVOICES, BILLS, RECEIPTS	Invoices, bills, etc. forwarded to our civil dept. for bills to council/budget.	Copy	N/A	No	Finance maintains originals
LEGAL - CRIMINAL DIVISION	MINUTES	Criminal Justice meeting minutes detailing agenda items discussed.	Copy	N/A	No	Electronic File
LEGAL - CRIMINAL DIVISION	NCIC RECORD CHECKS AND PACKETS	NCIC record checks, driver's abstracts, certified suspension packets detailing defendant criminal and traffic history, and certified packets from court consisting of judgments, citations, and statement of rights.	Copy	N/A	No	Each agency maintains original, i.e. police departments, transportation dept., state, and/or court. See Criminal Case File; electronic file in segregated server
LEGAL - CRIMINAL DIVISION	OFFICER CERTIFICATIONS AND TRAININGS	Copies of officer certifications, and training records, such as P.O.S.T. (Peace Officer Standards Training) certificates, intoxilyzer cards and drug recognition training documentation.	Copy	N/A	No	Police Dept. maintains original (in VIPER).
LEGAL - CRIMINAL DIVISION	PHOTOGRAPHS	Copies and/or original photographs from police department or victim/witnesses/defendants and copies of booking photos.	Temporary	24	No	Electronic File: Original photos are returned to parties or police department once file is closed. Police Department maintains case file originals from digital cameras from which we only have copies.
LEGAL - CRIMINAL DIVISION	PLEADINGS	A pleading is legal allegations of the parties in a formal written document filed with the court. Ex. Motions, orders, request, response and supplemental discovery and production, interrogatories, appeals, complaints. Examples of documents filed with the court: notices of hearing, subpoenas, restitution estimates, bills, summons, warrants, return of service and copy of court minutes.	Temporary	24	No	Electronic File: Court maintains originals. All misdemeanor cases are held if an appeal exists.

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
LEGAL - CRIMINAL DIVISION	REPORTS	Police reports and arrest reports including citations, p/c affidavit, booking sheet, supplemental reports, investigative narratives and complaint request forms detailing the incident and victim statements, lab reports, intoxilyzer logs, and certifications.	Temporary	24	No	Police Department maintains original. Idaho State Police maintains original lab reports.
LEGAL DEPARTMENT - RISK MANAGEMENT, CODE ENFORCEMENT, CLAIMS	ANIMAL CONTROL	Documents on Animal Control Advisory Board. Documents on Dangerous Dog issues; other misc. documents regarding animal control issues	Temporary	<u>24</u>	No	
LEGAL DEPARTMENT - RISK MANAGEMENT, CODE ENFORCEMENT, CLAIMS	CLAIMS	Claims filed; Memo's, letters, research, photo's, misc.	Semi-Permanent	<u>60</u>	No	Electronic Files: Original Notice of Claim document is kept by the City Clerk.
LEGAL DEPARTMENT - RISK MANAGEMENT, CODE ENFORCEMENT, CLAIMS	CODE ENFORCEMENT CASE FILES	Case files of city code violations. Correspondence with owners, site inspections, photographs, enforcement actions and hearings.	Temporary	24	No	Electronic Files
LEGAL DEPARTMENT - RISK MANAGEMENT, CODE ENFORCEMENT, CLAIMS	PARKING COMMISSION	Commission Liaison: Agenda's, minutes, correspondence, forms, ticket appeals, member information, etc. .	Temporary	<u>24</u>	No	Electronic Files

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
LEGAL DEPARTMENT - RISK MANAGEMENT, CODE ENFORCEMENT, CLAIMS	RISK MANAGEMENT	Letters, emails, insurance info., training, risk reduction team agendas, newsletters, research, etc.	Temporary	<u>24</u>	No	Electronic File: Original insurance document is kept by the Finance Department
LIBRARY	ANNUAL REPORTS	Summary of department activity for the preceding year. Includes circulation statistics, materials added and deleted, program attendance, number of library patrons, etc.	Semi-Permanent	60	No	Submitted annual to state library.
LIBRARY	BUDGET PREPARATION	Working documents for budget preparation. Includes history of expenses and personnel figures along with anticipated increases. May include future years as tired in to long range strategic plan.	Temporary	24		Maintained & updated as needed. Copy sent to finance and submitted to Library Board for approval.
LIBRARY	CIRCULATION RECORDS	Records of all library materials checked out. Computerized database includes title, barcode number, due date, patron name, and library card number.	Semi-Permanent	60	No	Deleted from system upon return of item unless item is late or damaged.
LIBRARY	CIRCULATION STATISTICAL REPORTS	Monthly statistical reports on numbers of types of library materials checked out, number of patrons in library, patron cards, etc.	Semi-Permanent	60	No	Distributed monthly to Library Board. See Annual Report.
LIBRARY	HOLDINGS & ACQUISITION RECORDS	Automated catalog used by patrons to find materials in the library collection. Information includes call number, author, title, publisher, subject, and other pertinent information.	Semi-Permanent	120	No	Changes regularly as items are added and withdrawn.
LIBRARY	INTERLIBRARY LOAN RECORDS	Records documenting the temporary transfer of library materials between libraries: standardized forms, correspondence, billings, working copies of studies & reports.	Temporary	24	No	Kept until request completed or canceled.
LIBRARY	INVOICES	Copies of vendor invoices paid for services rendered and/or goods received. Filed by month payment was made.	Copy	N/A	No	Original invoices sent to Finance to be entered into A/P system. Convenience copies kept by dept. for approximately 2 years.
LIBRARY	KEY ASSIGNMENTS	List of keys issued to each employee	Semi-Permanent	60	No	
LIBRARY	LIBRARY BOARD MINUTES	Meeting Minutes of the Library Board	Permanent	Permanent	No	bound copies kept

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
LIBRARY	LIBRARY CARD APPLICATIONS	Borrower's card applications and agreements acknowledging willingness to comply with library rules and regulations. After data from form is entered onto Library computer, form is shredded. Official record is the electronic data file.	Temporary	24	No	*Susan & Warren - this was the policy on the Boise document. And this is our current practice as well.
LIBRARY	PATRON COMMENTS	Comments and letters regarding library services	Temporary	24	No	
LIBRARY	POSTAGE REPORT	Monthly report of postage used and billed to department's budgets	Copy	N/A	No	
LIBRARY	PROJECT FILES	Files contain plans, documents, photographs, etc. for a particular project.	Semi-Permanent	60	No	
LIBRARY	STAFF EVALUATIONS	Copies of Library employees evaluations	Copies	N/A	No	
LIBRARY	STRATEGIC PLANNING	Contains files on library's long range strategic plans which are updated regularly	Semi-Permanent	60	No	
LIBRARY	TRAVEL ARRANGEMENT/ITINERARIES	Contains copies of paperless tickets, reservations	Copy	N/A	No	
MUNICIPAL SERVICES	CEMETERY DEEDS	The only City copy of deeds issued for City cemetery lots	Permanent	Permanent	No	
MUNICIPAL SERVICES	CHILDCARE COMPLAINTS	Complaints received against City childcare facilities	Temporary	24	No	
MUNICIPAL SERVICES	CITY VEHICLE IN BOISE RESERVATION LOG	Listing of dates and times car is reserved for use by various staff	Temporary	24	No	
MUNICIPAL SERVICES	CLAIMS	Claims, City involved in - Sewer backups, torts, damage to property. Scanned into City system.	Temporary	24	No	
MUNICIPAL SERVICES	CODE ENFORCEMENT CASE FILES	Case files of city code violations. Correspondence with owners, site inspections, photographs, enforcement actions and hearings.	Semi-Permanent	60	No	
MUNICIPAL SERVICES	COUNCIL MINUTES	Official Minutes of City Council meetings. Council minutes have been scanned into the City's system from 1970 to present	Permanent	Permanent	No	
MUNICIPAL SERVICES	COUNCIL MEETING TAPES/DVD	A transcribeable record of council meeting	Semi-Permanent	120	No	
MUNICIPAL SERVICES	COUNCIL PACKETS	The official copy of the council packets prepared for each council meeting.	Semi-Permanent	60	No	
MUNICIPAL SERVICES	DEEDS	Deeds for easements, grant deeds, right of ways, etc. scanned into City system.	Permanent	Permanent	No	
MUNICIPAL SERVICES	ELECTIONS	All City election sample ballots, poll books, campaign finance reports and other election records.	Permanent	Permanent	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
MUNICIPAL SERVICES	FINGERPRINTS	Fingerprint authorization forms and results from FBI (in computer system also)	Copy	N/A	No	Originals maintained in Boise's BCI database.
MUNICIPAL SERVICES	FRANCHISES	Franchise agreements containing copy of ordinance, required reports, correspondence, etc.	Semi-Permanent	120	No	Record to be retained up to the life of the franchise
MUNICIPAL SERVICES	HOME OCCUPATIONS	Original home occupation applications and staff analysis, correspondence	Semi	60	No	
MUNICIPAL SERVICES	INSURANCE	Bonds and insurance for contractors pulling encroachment permits or required for City licensing	Temporary	24	No	
MUNICIPAL SERVICES	LEASES	Lease agreements the City entered into with council approval	Semi-Permanent	120	No	
MUNICIPAL SERVICES	LICENSES	City licenses required by City code: Drainlayer, Childcare, massage, private detective, merchant police, alcohol, amusement arcades, kennel, mobile home park, pawnshops, taxi cab companies, home occupations & tree services	Semi-Permanent	60	No	
MUNICIPAL SERVICES	LOCAL IMPROVEMENT DISTRICTS	Copies ordinances, resolutions, originals of affidavits or mailing and assessment rolls for LIDs	Semi-Permanent	60	No	Retained for the term of the LID
MUNICIPAL SERVICES	MANUAL CHECK REQUESTS	Copies of requests for manual checks paid	Copy	N/A	No	
PARKS	CONCERT SERIES FINANCIAL RECORDS	Information for all money collected and paid out for Summer Concert Series each year.	Temporary	24	No	
PARKS	EQUIPMENT INSPECTIONS	Periodic inspections, as required, of all equipment in city buildings.	Semi-Permanent	Life of equipment	No	
PARKS	FACILITY USE PERMITS	Permits issued for use of park facilities	Semi-Permanent	60	No	
PARKS	FACILITY USE PERMITS SUMMARY	Annual Report of all Facility Use Permits issued showing all pertinent information. (Historical value).	Semi-Permanent	120	No	
PARKS	FLOOR PLANS	Floor plans, including remodels of all city buildings	Permanent	Permanent	No	
PARKS	INSCRIPTION LISTS	Inscriptions done on Tubbs Hill Rocks, Centennial Trail Monument and pickets at various parks	Semi-Permanent	120	No	
PARKS	KEYCARD RECORDS	List of keycards issued to each employee	Semi-Permanent	60	No	Updated as changes occur
PARKS	MAPS & PLANS	Large, hanging maps and plans for new parks, including grading, irrigation & lighting systems, park structures, pathways & trails	Semi-Permanent	60	No	
PARKS	NEW PARKS	Information relating to the development of each new park including grants, bids, contracts and correspondence	Semi-Permanent	60	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
PARKS	PARK HISTORY	Photos, memos, improvements, complaints. (Historical File)	Permanent	Permanent	No	
PARKS	PERSONNEL FILES	Active and inactive employee files. May contain copies of application, I-9 form, I.D. cards, W-4 forms, performance evaluations, PAFs, work comp claim forms & doctor's releases, exposure reports, notice of award achievements and/or disciplinary actions, etc.	Copy	N/A	No	
PARKS	PUBLIC TREE INVENTORY	Database of all public trees on streets and in parks which state location, species, size and condition of each tree	Semi-Permanent	60	No	
PARKS	TIME SHEETS	Copies of Department time reports submitted semi-monthly to Finance for inputting employee hours worked, overtime, sick leave, vacation leave, etc. into the payroll system.	Copy	N/A		Original submitted to Payroll. Convenience copy retained by department.
PARKS	WORK ORDERS	Electronic numbered list (by Year) of all work orders submitted to each division of department with disposition information on each.	Temporary	24	No	
PARKS - BUILDING MAINTENANCE	BUILDING INSPECTIONS	Periodic inspections, as required, of elevators, boilers, generators, backflow prevention, fire sprinklers and alarms	Semi-Permanent	60	No	
PARKS - BUILDING MAINTENANCE	EQUIPMENT INSPECTIONS	Periodic inspections, as required, of all equipment in city buildings.	Semi-Permanent	Life of equipment	No	
PARKS - BUILDING MAINTENANCE	FLOOR PLANS	Floor plans, including remodels of all city buildings	Permanent	Permanent	No	
PARKS - BUILDING MAINTENANCE	KEYCARD RECORDS	List of keycards issued to each employee	Semi-Permanent	60	No	
PARKS - BUILDING MAINTENANCE	LONG DISTANCE ACCOUNT CODES	List of long distance account code assigned to each employee.	Semi-Permanent	60	No	Updated as changes occur
PARKS - CEMETERY	CEMETERY INVENTORY - INDEX BINDERS	Records of all lot/niche purchases and burials by year.	Permanent	Permanent	No	
PARKS - CEMETERY	CEMETERY INVENTORY - INTERNMENT BINDERS	Binders with all lots/niches listed by section, block and lot number with name of lot owner, purchase date, occupant & burial date.	Permanent	Permanent	No	
PARKS - CEMETERY	CONTRACTS	Copy of contract for each cemetery transaction such as lot/niche sales, opening & closings, liner & nameplate sales, stump removals & door removals.	Semi-Permanent	120	No	
PARKS - CEMETERY	MONUMENT SETTINGS LISTS	Setting lists with name, location, and date that monuments were set.	Semi-Permanent	60	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
PARKS - CEMETERY	CEMETERY INVENTORY - DATABASE	Electronic database of all cemetery lots/niches by section, block and lot/niche number with status of each, whether sold or unsold, available or unusable and internments.	Semi-Permanent	120	No	
PARKS - CEMETERY	CEMETERY INVENTORY - MAPS	Mounted maps showing lots and numbers for each cemetery. Binding with maps of individual sections showing sold & available lots.	Semi-Permanent	60	No	Updated as changes occur
PARKS - URBAN FORESTRY	ARBOR DAY CEREMONIES	Information and photos of annual Arbor Day celebration ceremonies, including species and location of tree(s) planted, volunteer groups participating, and donations made.	Temporary	24	No	
PARKS - URBAN FORESTRY	PUBLIC TREE INVENTORY	Database of all public trees on streets and in parks which state location, species, size and condition of each tree.	Semi-Permanent	60	No	
PARKS - URBAN FORESTRY	URBAN FORESTRY GRANTS	Information relating to grants received for tree plantings or development projects	Temporary	24	No	
PARKS - URBAN FORESTRY	URBAN FORESTRY REQUESTS	Permits for tree removal/plantings, tree problem reports, and inspection forms	Semi-Permanent	60	No	
PLANNING	COMPREHENSIVE PLAN	Contains all adopted Comprehensive Plans for the City since 1969	Permanent	Permanent	No	
PLANNING	CORRESPONDENCE	Contains letters, messages, notes and drafts relating to various topics maintained by the department.	Temporary	24	No	
PLANNING	GEOGRAPHIC INFORMATION FILES	Includes maps and zoning overlays for the City	Semi-Permanent	60	No	Updated as changes occur
PLANNING	PRE-APPLICATION FILE	Includes project tracking sheet, maps and notes of meetings with applicant.	Temporary	24	No	
PLANNING	PROJECT REVIEW FILES	Contains maps and technical review sheets for Project Review meetings with other departments relating to planning issues for the proposed project.	Temporary	24	No	
PLANNING	PUBLIC HEARING FILES	Contains applications and mailings, responses and tally sheets, affidavits of publication, exhibits, maps, staff reports and Commission interpretations as Findings and Order for hearings relating to annexations, Special Use Permits, Subdivisions, PUD's, Variances, zone changes, and code amendments	Semi-Permanent	120	No	
PLANNING	TAPES OF PLANNING COMMISSION MEETINGS	Recording tapes of meetings	Semi-Permanent	60	No	
PLANNING	TRANSPORTATION PLAN	Plan for traffic patterns and flow throughout the City	Semi-Permanent	60	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
POLICE	ACCIDENT REPORTS	Reports of auto accidents, eye witness accounts; descriptions of circumstances, damages or injuries; weather and traffic conditions; date of occurrence; names of those involved. Includes City Employees.	Semi-Permanent	60	No	Entered into Software that is transferred to the State. PD prints a copy to enter information into Spillman Record keeping system.
POLICE	ACTIVE NO-CONTACT ORDERS	Copies of No-Contact Orders sent to the Police Dept. from Jail to enter into NCIC	Copy		No	Jail has original
POLICE	ACTIVE PROTECTION ORDERS	Copies of Protection Orders sent to the Police Department from Court to enter into NCIC system.	Copies		No	Court maintains originals.
POLICE	ADULT CRIME REPORTS (incident reports, criminal case files)	Police reports of violations of law or behavior problems up to and including arrests (which could include copies of citations, copies of P/C affidavit, booking sheet, copies of supplemental reports, copies of investigative narratives and complaint reports detailing the incident and victim statements, lab reports, copies of intoxilyzer logs, and certifications) criminal investigations, civil disturbances, citations for disregard of policies and procedures, etc.	Semi-Permanent; except death reports and outstanding missing persons reports shall be permanent			PERM (All deaths, missing persons if still missing)
POLICE	ASSET SEIZURE/FORFEITURE FILES	Files contain financial information & are categorized as open or closed.	After disposition, same as adult crime reports		No	
POLICE	AUCTION RECORDS	Sale of abandoned or unclaimed property. Records consist of (1) Consignment sheet (2) copy of check or proceed of sale, (3) receipt of deposit from city Finance office (4) Affidavit of Publication	Temporary	24	No	
POLICE	AUDIO/VIDEO RECORDINGS	Digital DVD's and CD's of traffic stops, surveillance, interviews & telephone conversations	Same as Adult Crime Reports			
POLICE	AUDIT RECORDS	Copies of ILET audits done by Boise.	Copy		No	
POLICE	BANK CHECKING ACCOUNT RECORDS	Bank statements, deposit slips, canceled checks, receipts, invoices & related documentation developed or maintained. (Reserve academy and Honor guard)	Temporary	24	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
POLICE	BRIEFING SHEETS AND LOGS	Activities occurring during the preceding shifts. Used to update officers and other staff coming onto duty. May include announcements, orders, policy changes as well as incidents, complaints, "be on the lookout for," etc. USUALLY COPIES	Copy		No	
POLICE	BUY ACCOUNTS	COPIES Log of seizures, includes who, what, where.	Copy		No	Original information at Prosecutor's Office
POLICE	CASH RECEIPTING PROOFS	Copies of fingerprinting & Traffic School Balance Sheet.	Copy		No	Original balance sheet to Finance
POLICE	COLLECTIVE LABOR AGREEMENTS	Copies Labor contracts between City and employee bargaining groups outlining wages, rates of pay, working conditions, and all other terms & conditions of employment	Copy		No	Original with City Clerk
POLICE	COMMUNITY SERVICE PROGRAMS	Summary reports of planning for POLICE services such as the Park Patrol, Peer Counsel, Accident Review Board, School Resource Officers, Public Information & Juvenile Programs	Semi-Permanent	60	No	
POLICE	CONFIDENTIAL INFORMANT CASE FILES	Includes personal history, contract, fingerprints, photo, notes, progress log.	Semi-Permanent	60	No	
POLICE	CONFIDENTIAL PERSONNEL ISSUES	Formal and informal inquiries: Complaints, Internal Investigations, Accident Review Boards, Use of Force, Pursuits, and Firearm Discharge Reports	Semi-Permanent	60	No	Original disciplinary letters to HR. Original investigation in PD files. Destroy upon resignation/termination of employee, unless litigation is pending, in which case records to be retained until completion of the litigation.
POLICE	COURT CALENDAR BOOK	Copy of court schedule or a call from City Attorney & Prosecutor's Office of trials that are going or cancelled for week. Documented daily in book to enter on voice mail for officer's information.	Copy		No	Destroy book at end of year. City Attorney and County Prosecutor has original information.
POLICE	COURT DISPOSITIONS	Copies of case dispositions from court. Used to enter disposition status into Summit.	Copy		No	
POLICE	CRIME PREVENTION SLIDES/TAPES	Video tapes, photographic slides & tape recordings used for public service projects & community service projects & community education on Crime prevention programs; Neighborhood Watch, Operation ID	Temporary	24	No	
POLICE	CRIMINAL CASE CLOSING SHEETS (DISPOSITIONS)	Copies of case status reports received from both investigations and court. Part of file.	Copy		No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
POLICE	DRUG DESTRUCTION LOG	Drugs submitted to ISP for destruction. File to include: ISP drug destruction inventory with description, quantity, lab number, case number, defendant, submitting agency, signature of ISP officer rec. inventory. Part of criminal case file.	After Dispo same as crime reports	60	No	Original maintained by Idaho State Police
POLICE	EMPLOYEE EVALUATIONS	Copies of employee evaluations detailing performance, areas of development and goals for the year	Copy		No	
POLICE	EMPLOYEE OPINION SURVEY	Supervisor & employee peer ratings & evaluations, narrative summaries, statistical reports.	Temporary	24	No	
POLICE	EQUIPMENT REPAIR (EXCEPT VEHICLES)	Repair log, vendor lists, repair notes, invoices.	Temporary	24	No	
POLICE	EQUIPMENT WORKING PAPERS	Records compiled to manage, utilize or acquire equipment. May include operating manuals, registration & licensing information, departmental copies of bids & specifications.	Copy		No	
POLICE	EVIDENCE LEDGERS	A record of evidence received & returned by the central crime lab. Shows name submitting for analysis, agency, date, defendant, offense, date of offense, description of evidence with brief analysis.	After dispo same as crime reports.		No	Originals maintained by Lab
POLICE	EXPENDITURE BUDGET SUMMARY	Budget summary of expenses by fund and organization & activity. Report shows current and YTD obligations; amounts budgeted; balances with percentages. Copies.	Copy		No	
POLICE	FIREARM DISPOSITIONS	All firearm dispositions recorded electronically in Spillman. Transfers of firearms to individuals will be documented by an affidavit of acceptance to receive a firearm. Firearms assigned to official use will include an inventory. Inventory will include make, model, serial number & original case number. A copy of the Federal firearms license & copies of receipts for checks associated with the sale will be maintained in a case file for firearms transferred outside the department.	After dispo same as crime reports.	9999	No	Retained indefinitely.
POLICE	FIXED ASSETS	Compiled data describing fixed assets (vehicles) on general fund.	Copy		No	Finance maintains originals

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
POLICE	GRIEVANCES	Formal or informal complaints and appeals for arbitration. May involve personnel matters, investigations or interpretation of collective bargaining agreements. Copies.	Copy		No	Original in HR
POLICE	III FBI LOG FOR CRIMINAL HISTORIES	Dissemination log which includes date and name of defendants. Used to log criminal histories being sent to City Attorney.	Temporary	24	No	
POLICE	IMPOUND VEHICLE FILES	Reports of vehicles towed, impounded & disposed of by the department.	Temporary	24	No	
POLICE	IMPOUND VEHICLE LOGS	If vehicle has been picked up, date, type of vehicle, when forms sent, etc.	Temporary	24	No	
POLICE	INVOICES	Copies of vendor invoices.	Copy		No	
POLICE	JOB CLASS SPECIFICATIONS	Job titles with descriptions of job and duties required, etc. Copies.	Copy		No	Copies of BDPA study book. HR maintains original
POLICE	JOURNAL ENTRIES	Journal vouchers with documentation attached. Entries made against fund accounts other than from cash rec. or payment vouchers, on a month cycle. Sometimes called interdepartmental charges. Copies.	Copy		No	Chief assistant reclassification of expenditure to Vonnie in Finance. Keeps copies.
POLICE	JUVENILE CRIME REPORTS (incident reports)	Police reports of violations of law or behavior problems up to & including arrests, criminal investigations, civil disturbances, for disregard of policies and procedures, etc.	Semi-Permanent	60	No	Semi perm after turn 18 unless fall under the description of Perm record
POLICE	K-9 RECORDS	Training records & certifications for K-9. Copies	Copy		No	Originals to HR
POLICE	LEAVE REQUEST FORMS	Leave requests.	Temporary	24	No	
POLICE	MANUAL CHECK REQUESTS	Copies of requests for manual checks paid from department budgets.	Copy			
POLICE	NCIC ENTRY VALIDATION FILES	Tracking record of NCIC entries (log books)	Temporary	24	No	
POLICE	PARK PERMITS	Copies of permits issued for park activities	Copy			Parks dept. maintains original
POLICE	PARKING TICKETS	Parking tickets issued for parking violations.	Temporary	24	No	
POLICE	PAWN SHOP TICKETS	Copies of pawn tickets by store #, customer name, seller by age, sex, height, weight, drivers lic., article pawned, w description, serial # or other ID, signature, & transaction number. Entered into Spillman.	Copy			

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
POLICE	PERSONNEL FILES	Copies of active and inactive employee files. May contain copies of application, I-9 form, ID cards, W-4 forms, performance evaluations, work comp claim forms & Dr. releases, notices of award achievements & or disciplinary actions, etc.	Copy			HR maintains original
POLICE	PETTY CASH RECORDS	Receipts & coding sheets w or w/o source documents for revenue cash transmittals, reconciliations, register summary reports, deposit slips, etc. Copies.	Copy		No	Chief assistant keeps copies of envelope & rec. book. Original to finance
POLICE	PHOTOGRAPHIC EVIDENCE	35MM photos and negatives taken at crime scenes.	After disposition same as adult crime reports.		No	35 MM pictures kept with file and follow crime report schedule
POLICE	POLYGRAPH EXAMS	File contains (1) pre-examination interview (2) charts, (3) consent to interview & waiver of liability, (4) examiner's analysis.	After dispo same as adult crime reports		No	
POLICE	POST ACADEMY	Records relating to the Peace Officers Standards Training program conducted by the State of Idaho. Includes applications, training schedules, lesson plans & course objectives, practice exams & results of course evaluations.	Temporary	24	No	
POLICE	PRESS RELEASES	Announcements to the news media and general public. Releases contain information on issues or events of current public interest.	Temporary	24	No	Maintained in computer
POLICE	PRINTING REPRODUCTION	Print requests and Print Logs	Copies			
POLICE	PROPERTY CONTROL LOG	For property impounds checked in and held for evidence, safe keeping or as a result of arrests, search warrants, or seizures. Detective/Prosecutor authorization to release maintained with the case file.	After dispo same as adult crime reports		No	Maintained in Spillman by case number
POLICE	PROPERTY RECEIPTS	All property returned to public will be documented on a signed receipt including the case number, description, identifying number from a photo id, the date and signature of the person rec. the property. Receipt number recorded in Spillman.	Semi-Permanent	60	No	
POLICE	PROPERTY ROOM SIGN IN LOGS	A sign in log with authorizing person and authorized visitor name.	Temporary	24	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
POLICE	RANDOM & PRE-EMPLOYMENT DRUG TESTING INFORMATION	Copies in personnel file.	Copy		No	HR maintains original
POLICE	RECORD REQUESTS	Formal requests made by the public for information on cases. Sent to City Attorney for approval or denial.	Temporary	24	No	
POLICE	RESERVE ACADEMY APPLICATIONS	Applications, various check list ex. Equipment, exams, background investigations, etc.	Temporary	24	No	
POLICE	SUPPLIES	Supply order log, vendors lists, packing lists & invoices	Temporary	24	No	
POLICE	TIME SHEETS	Copies of Department time reports submitted semi-monthly to Finance for inputting employee hours worked, overtime, sick leave, vacation leave, etc. into the payroll system.	Copy		No	Original submitted to Payroll. Convenience copy retained by department.
POLICE	TRAINING RECORDS & REPORTS	Records related to job training; classes, conferences, seminars, etc. Both paper & electronic	Copy		No	
POLICE	TRAVEL ARRANGEMENTS/ITINERARIES	Contains copies of paperless tickets, reservations, travel agent forms.	Copy		No	Original to Finance
POLICE	TRAVEL/TRAINING EXPENSES	Copies of travel receipts, expense reports & backup material so checks can be issued.	Copy		No	Originals to Finance
POLICE	UNIFORMS	Copies of uniform orders, invoices, inventories, issue documents	Copy		No	
POLICE	VEHICLE DAILY INSPECTIONS	Vehicle inspection slips and daily vehicle status reports.	Temporary	24	No	
POLICE	VEHICLE & EQUIPMENT INVENTORIES	Regular inventories of fleet vehicles, vehicle equipment and personal gear.	Temporary	24	No	
POLICE	VEHICLE MAINTENANCE	Purchase, license, insurance, shop work orders, warranty and body repair work orders and manuals.	Temporary	24	No	
POLICE	VEHICLE PROCUREMENT	Working papers, bid specifications, correspondence, outfitting plans and vendor information.	Copy			Original bid specifications held by City Clerk
POLICE	VEHICLE USAGE AND FUEL RECORDS	Copies of detailed fuel invoices including usage.	Copy			
RECREATION	GAME SCHEDULES	For each league, lists team vs. team, date, time and location of game to be held.	Temporary	24	No	
RECREATION	INDIVIDUAL PLAYER REGISTRATION FORM	A form each parent or player fills out with their individual information, including address and phone number as well as times, date of birth, school and grade	Temporary	24	No	
RECREATION	MANAGER/COACH LIST	League information list with manager/coach name, address, phone number	Temporary	24	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
RECREATION	TEAM PLAYER ROSTER	Lists given to individual coach or manager with players names, addresses and phone numbers. If it is a youth roster it would have parents names listed.	Temporary	24	No	
RECREATION	TIME SHEETS	Copies of Department time reports submitted semi-monthly to Finance for inputting employee hours work, overtime, sick leave, vacation leave, etc. in the payroll system.	Copy		No	Original submitted to Payroll. Convenience copy retained by department.
STREET MAINTENANCE	CONTRACTS AGREEMENTS	Rental agreements for equipment during snow season	Semi-Permanent	60	No	
STREET MAINTENANCE	COOPERATIVE AGREEMENTS WITH STATE OF ID AND HIGHWAY	Maintenance Agreements for mutual jurisdictions regarding snow plowing/sweeping/signal response	Semi-Permanent	60	No	
STREET MAINTENANCE	DAILY TIME SHEETS	Employee completed break downs by street maintenance department tasks, hours and vehicle/equipment used	Semi-Permanent	60	No	
STREET MAINTENANCE	EMPLOYEE ABSENCE REQUESTS/REPORTS	Reports completed by employees requesting vacations, comp time, sick leave, bereavement, birthday, or other time off.	Temporary	24	No	
STREET MAINTENANCE	INVOICES	Copies of vendor invoices paid for services rendered and/or goods received. Filed by month payment was made.	Copy		No	Original invoices sent to Finance to be entered into A/P system. Convenience copies kept by dept.
STREET MAINTENANCE	PERSONNEL FILES/RECORDS	Copies of Work Records/Evaluations/Emergency Contact Information/Training/Certificates of Achievement/Certifications.	Copy		No	Originals are kept in Human Resources
STREET MAINTENANCE	PHONE LOGS CITIZEN/911	911/Citizen phone requests for service on maintenance items or complaints regarding maintenance issues	Temporary	24	No	
STREET MAINTENANCE	SIGNAL/SIGN INSTALL/MAINTENANCE LOGS	Logs for requests for installation, maintenance, repair, malfunctioning signals or signs. Includes date received, date of completion, requested by, completed by	Temporary	24	No	
STREET MAINTENANCE	STATE FUEL TAX REFUND	Report originated for State Revenue Dept for refund of taxes paid at fueling location	Temporary	24	No	Original Finance (Vonnice)
STREET MAINTENANCE	STORMWATER MAINTENANCE LOGS	Originate with maintenance of storm lines cleaned, swales cleaned, pipes rodded, various maintenance functions	Temporary	24	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
STREET MAINTENANCE	VEHICLE INVENTORY	Copies of vehicle registrations/titles	Temporary	Keep 2 years after disposal of vehicle/equipment	No	Original registrations are in vehicles/Titles kept by City Clerk
STREET MAINTENANCE	VEHICLE/EQUIPMENT WORK ORDERS	Corrective & preventative maintenance performed on City owned rolling stock	Temporary	Keep 2 years after disposal of vehicle/equipment	No	Original generated on computer in shop. Copies sent electronically to Depts.
STREET MAINTENANCE	VENDOR INVOICES/FILES	Copies of paid invoices with packing slips	Temporary	24	No	Original invoices in Finance Dept.
WASTEWATER	CAPITAL IMPROVEMENTS PROGRAM	Working papers and long range studies or plans for the purchase of land, construction of buildings or making other improvements to the WWTP	Semi-Permanent	60	No	
WASTEWATER	CCTV INSPECTIONS	Records of sewer pipe & line defects consisting of video tapes, DVD's tape log or diaries & notes.	Semi-Permanent	60		
WASTEWATER	COMPOST	Correspondence, reports, statistics, studies, publicity and documentation. May include working copies of contractors, publicity, etc.	Temporary	24	No	
WASTEWATER	CONTRACTS AND AGREEMENTS	Agreement with vendors and other parties re: acquisitions, lease, lease-purchase or sale of equipment, supplies, services or property.	Semi-Permanent	60	No	Original contracts on file in City Clerk's Office
WASTEWATER	DEEDS AND EASEMENTS	Copies of real property conveyances and deeds, deed of gift, claim deeds, warranty deeds and related documentation. Copies of easements granting right-of-way and public access. Some files contain titles policies, abstracts, etc.	Permanent except for copies	Permanent	No	Original deeds and easements on file in the City Clerk's office
WASTEWATER	DISCHARGE MONITORING REPORTS (DMRs)	Daily and monthly data collected from the analysis of water process by the WWTP. EPA requires analysis for various chemical compounds and metals.	Semi-Permanent	120	No	
WASTEWATER	EQUIPMENT PURCHASE	Documentation of purchase process for rolling stock, jet truck, tank trucks, TV van, etc.	Semi-Permanent	60	No	
WASTEWATER	LAB	Whole effluent toxicity reports	Permanent	Permanent	No	
WASTEWATER	LAND ACQUISITION	Documentation of the acquisition process of property necessary to the operation of the WWTP and compost facility.	Permanent	Permanent	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
WASTEWATER	MAINTENANCE AND OPERATION MANUALS	Manuals detailing the operation & maintenance of facilities, equipment or vehicles. Some manuals include audio-visual training aids.	Semi-Permanent	60	No	
WASTEWATER	MAPS, PLANS & DESIGN DRAWINGS	Maps, blueprints, architectural plans and sketches, designs, as-built drawings, etc. Some types of maps & plans may be assigned a more specific record title code if volume warrants.	Semi-Permanent	60	No	
WASTEWATER	MASTER FACILITY PLANS	Documentation files for the design, planning, specification, construction or remodeling of city owned facilities/capital assets. This series may include Master Plans which are periodically revisited and updated.	Semi-Permanent	60	No	
WASTEWATER	MASTER PROJECT FILES	Projects vary in scope from study & design to construction/remodeling of building & facilities. Documentation includes plans, bids & specs, project diaries, correspondence, agreements, etc.	Semi-Permanent	60	No	
WASTEWATER	NON-RESIDENTIAL MONITORING REPORTS / PRETREATMENT STANDARDS	Flow data, waste strength reports, compliance reports, sewage discharged from non-residential users.	Semi-Permanent	60	No	
WASTEWATER	NON-RESIDENTIAL SERVICE APPLICATIONS (NRFs)	Applications for connection to the city sewer, includes business name, address, contact information, and type of wastewater business will discharge	Semi-Permanent	60	No	
WASTEWATER	PROJECT REVIEWS	Contains departmental research as to the location and feasibility of sewerage new/existing projects.	Temporary	24	No	
WASTEWATER	QUALITY ASSURANCE PLAN	Report required by EPA documenting the quality of the laboratory performing our testing.	Semi-Permanent	60	No	
WASTEWATER	SEWER CONNECTION FEES & RATES ISSUES	Administrative files pertaining to disputes re: connection fees, billings, refunds, sewer rating, & related issues. Files may include correspondence, legal opinions, billing statements & supporting documentation.	Semi-Permanent	60	No	
WASTEWATER	SEWER LINE MAINTENANCE REPORTS	Includes records of sewer calls, sewer cleaning reports, investigative reports & work orders for public/private lines.	Semi-Permanent	60	No	
WASTEWATER	SLUDGE MANAGEMENT	Compost process monitoring yearly report. Compliance logs.	Semi-Permanent	60	No	
WASTEWATER	TRAINING RECORDS AND REPORTS	Records related to job training: classes, conferences, seminars, etc.	Copy		No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
WASTEWATER	WASTEWATER DISCHARGE PERMITS	Current permit to discharge or treat wastewater, issued by EPA	Semi-Permanent	60	No	Issued by EPA every 5 years
WASTEWATER	WATER QUALITY REPORTS	Yearly reports summarizing pretreatment. Information required for EPA.	Semi-Permanent	84	No	
WATER	ACCOUNTS PAYABLE PROOF LIST	This is a list summarizing a portion of the department's bills to council for the current month.	Copy		No	Original submitted to Finance with the invoices
WATER	ANNUAL WORK ORDER BINDERS	These are a condensed version of the work order files - they contain portable vital information	Copy		No	
WATER	BAC-T TESTS	Bac-T water test reports	Semi-Permanent	60	No	DEQ requires these to be kept for 5 years
WATER	BAT FILES	These files consist of a backflow tester's certification and equipment certification	Temporary	24	No	These certifications must be renewed on an annual basis
WATER	BILLING SUMMARIES	These records contain information we use to complete pump reports, specifically # of accounts, gallons sold, total billed	Temporary	24	No	
WATER	BUDGETS	Copies of annual budgets	Copy		No	Originals kept by Finance
WATER	BULK WATER FILES	Files documenting usage, correspondence, & billing for customer bulk water hydrant usage.	Temporary	24	No	
WATER	CERTIFICATION FILES	Contains copies of employee's certification cards, renewal invoices and test documentation; used to keep employee's annual certifications up-to-date	Copy		No	
WATER	CHEMICAL ANALYSES	Water chemical analysis test reports	Semi-Permanent	120	No	DEQ requires these be kept for 10 years
WATER	CL2 RESIDUAL TESTS	Daily chlorine residual tests	Temporary	24	No	Per DEQ, keep for one year
WATER	COMMERCIAL PERMIT COPIES	Annual binder of commercial permit copies with appropriate notes & follow-ups attached	Temporary	24	No	
WATER	COMPREHENSIVE MASTER PLANS	Copies of department comprehensive master plans	Copy		No	New comp plans done to replace previous ones (approximately every decade)
WATER	CONSERVATION CREDIT FILE	Documentation of customer submitted requirements for conservation credits	Temporary	24	No	
WATER	CONTRACTS	Working copies of contracts	Copy		No	Originals kept by City Clerk
WATER	CROSS CONNECTION FILES	These files contain backflow assembly test results, correspondence and any other cross connection information for each identified property.	Temporary	24	No	Re-testing is done annually
WATER	DEEDS & EASEMENTS	Copies of applicable deeds and easements	Copy		No	Originals kept by?
WATER	DEPARTMENT ISSUED INVOICES	Copies of invoices issued by the Water Department (e.g. cap fees, hydrant repairs, etc.)	Temporary	24	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
WATER	DEPARTMENT WORK ORDER FILES	These files consist of all documentation on Water Department projects including cost summary sheet, correspondence and as-builts	Semi-Permanent	9999	Yes	Plan to scan these into the system
WATER	DEQ APPROVALS	File of DEQ project approvals	Semi-Permanent	60	No	
WATER	DRT MEETING INFORMATION	DRT meeting agendas, pertinent information & notes on these weekly meetings	Temporary	24	No	
WATER	EMERGENCY RESPONSE PLAN	Emergency contacts and procedures	Semi-Permanent	60	No	EPA required; updated regularly
WATER	EMPLOYEE FILE	Active & inactive employee files including copies of performance valuations, PAF's, and notices of awards, achievements, and/or disciplinary actions.	Copy		No	HR maintains the original and permanent files; working file for department use only.
WATER	HYDRANT CARDS	Official documentation of all City fire hydrants including location and other pertinent information.	Semi-Permanent	9999	No	
WATER	INVOICES	Copies of vendor invoices paid for services rendered and/or goods received. Filed by month payment was made.	Copy	N/A		Original invoices sent to Finance to be entered into A/P system. Convenience copies kept by dept.
WATER	LOCATES	Request to locate specific water service faxes from the Call-Before-You-Dig company	Temporary	24	No	
WATER	MANUAL CHECKS REQUESTS	Copies of manual check requests	Copy		No	
WATER	MAPS	Water system maps	Temporary	24		Continuously updated
WATER	PIPE INVENTORY	Electronic listing of pipe stock	Temporary	24	No	Constantly updated
WATER	PROJECT FILES	Files containing information on potential, upcoming, or in-process projects including correspondence, maps, notes, change orders, etc.	Temporary	24	No	This information is put into the work order file once the project comes to fruition; or can be destroyed if the project never materializes
WATER	PROJECT REVIEWS	Documentation of Water Department requirements for proposed projects conveyed during meeting for same.	Temporary	36	No	Filed in date order
WATER	PUMP RECORDS	Daily record of quantities of water pumped	Semi-Permanent	9999	No	
WATER	PUMP REPORT	This record contained # of accounts, gallons sold, total billed and total pumped on a monthly basis	Semi-Permanent	9999	No	
WATER	RATE STUDIES	Records of rate studies done.	Semi-Permanent	60	No	New rate studies done as need is determined.

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
WATER	RECORDED AGREEMENTS	Copies of recorded agreements	Copy		No	Originals kept by the County
WATER	REFUNDS	Copies of refunds issued	Copy		No	
WATER	RESIDENTIAL PERMIT COPIES	Annual binder of residential permit copies with appropriate notes & follow-ups attached	Temporary	24	No	
WATER	SAFETY MANUAL	Manual of departmental safety guidelines & requirements	Temporary	24	No	Routinely updated
WATER	SERVICE WORK ORDERS	Sheet printed from Springbrook for service people to take out in the field and record repair/change data, which is then transferred to Springbrook when finished.	Temporary	24	No	
WATER	SPEC BOOK	Manual of departmental specifications for water system construction & installations	Semi-Permanent	9999	No	Routinely updated
WATER	SYSTEM TEST WAIVERS	Test waivers issued by DEQ	Semi-Permanent	60	No	DEQ requires these be kept for 5 years
WATER	TAP CARDS	Official documentation of all City water services, including location, meter, service, and other pertinent information	Semi-Permanent	9999	No	Have photocopies of tap cards in computer
WATER	TRAINING FILES	These files contain documents pertinent to training attended by department personnel including: travel itineraries, training schedules, and related information	Temporary	24	No	
WATER	VEHICLE RECORDS	Reports of maintenance work done on Water Department vehicles	Copy		No	Kept for convenience; Street Department maintains originals
WATER	VULNERABILITY ASSESSMENT	Water system report	Semi-Permanent	60	No	EPA required non-disclose able document; updated as needed
WATER	WATER QUALITY REPORT	Annual report on the status of the water system	Temporary	24	No	Annually updated
WATER	WEEKLY PERMIT REPORTS	Report printed weekly from the Building Permit program that identifies permits issued.	Copy		No	Monitored as needed
WATER	WELL-BOOSTER-STORAGE FILES	These files contain important well, booster & storage facility information such as driller's records, O & M Manuals, pertinent notes, and other applicable data	Semi-Permanent	9999	No	