

**Disposal
Authorization
n Item #**

ACTIVE FILES/RECORDS/ITEMS

City's Retention Policy (if different)

2 YEAR RETENTION

| | | |
|-----|--|---|
| 402 | Utility Files-Landlord Files | 1 year after cancelled and all accounts are settled |
| 402 | Utility Files-Water Service Applications | 1 year after deposit returned and all bills settled |
| 203 | Bank Statements of Condition and Collateral assignment | 1 year or until no longer useful |
| 101 | Insurance- Insurance Reporting and general info | 2 years |
| 101 | ICC Rate notices | 2 years |
| 101 | Legal Correspondence / Attorney Opinion Letters **CONFIDENTIAL- | 2 years |
| 101 | Utility Files-Collection Files | 2 years |
| 101 | Community Building Misc. Info Files (including health inspections) | 2 years |
| 101 | Mayoral Proclamations | 2 years |
| 108 | Certificate of Exempt Properties | 2 years |
| 115 | FOIA requests | 2 years |
| 127 | Rejected requests for time on agenda | 2 years |
| 208 | Daily CR reports | 2 Years |
| 209 | Utility Files-Utility Payment Stubs | 2 years |
| 300 | Payroll / Personnel-submitted Applications by year | 2 years |
| 206 | Official Bond Transcripts | 2 years after cancellation |
| 118 | Vehicle files-License and registrations | 2 years after disposal |
| 118 | Fixed Asset files | 2 years after disposal |
| 404 | Utility Files-Backflow Prevention Program | 2 years, when next cycle is complete |

3 YEAR RETENTION

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|-----|---|---------------------------------------|
| 200 | Sales Tax receipt listings (from IDOR) | 3 years |
| 105 | Selling License files | 3 years |
| 200 | IDOT/ Motor Fuel-Monthly allotments | 3 years |
| 216 | Bankruptcy Files | 3 years |
| 211 | Cashford Files | 3 years after completion of the grant |
| 107 | Certificates of Insurance and Release of Liabilities/Waivers (others to City) | 3 years after expiration |
| 211 | Memorial Tree Program files | 3 years following completion |
| 211 | Tourism Files-Grants | 3 years following completion |
| 211 | Tourism Files-Grants Denied | 3 years following completion |
| 305 | Surety Bonds | 3 years following expiration |
| 106 | Bids and Proposals | Includes vehicle bids |

5 YEAR RETENTION

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| 103 | Liquor License | 5 years after business closes |
| 104 | Prints with Building permit applications | 5 years after expiration of permit (permits expire 1 year after permit date) |
| 104 | Electrical License | 5 years after expiration or revocation |
| 104 | Building /Electrical/Demo/Sign Permits/ fireworks permits | 5 years after permit expires |
| 301 | Payroll / Personnel-Drug and Alcohol Testing files **CONFIDENTIAL | 5 years after termination |
| 302 | Payroll / Personnel-I-9 forms | 5 years after termination |
| 302 | Payroll / Personnel-New Hire Reporting Forms | 5 years after termination |
| 302 | Employment Verifications | 5 years after termination |
| 302 | Payroll / Personnel-Employee Insurance Files**CONFIDENTIAL | 5 years after termination |
| 303 | Payroll deduction authorizations | 5 years after termination |
| 304 | Resignations | 5 years after termination |

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| 217 | Payroll / Personnel-W-4 forms | 5 years after termination or when form is superceded by new form |
| 403 | Utility Files-Rate files / Rate Studies / Rate History | 5 years for studies; retain some record of rates permanently |
| 114 | Elections Results | Until next election |
| 122 | Elections Petitions | Until next election |

7 YEAR RETENTION

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| 201 | Audit Reports-Working papers | 7 years |
| 204 | Annual Bank Reconciliations | 7 years |
| 207 | City AP (including Library and Tourism) | 7 years |
| 207 | Cancelled/voided checks in numerical order | 7 years |
| 207 | AR Invoices- Paper Copies- if any | 7 years |
| 207 | Revenue files- police fines/fees; misc revenues; | 7 years |
| 207 | Utility Files-Illinois American Water Company Statements | 7 years |
| 210 | Payroll / Personnel-Registers | 7 years |
| 210 | Monthly working papers | 7 years |
| 210 | Monthly financial reports | 7 years |
| 210 | Check Registers | 7 years |
| 210 | Transaction Registers | 7 years |
| 212 | Tourism Files-Hotel/Motel tax Returns | 7 years |
| 213 | Investment Records | 7 years |
| 217 | Payroll / Personnel-Federal 941-Annual File | 7 years |
| 217 | Payroll / Personnel-State 941-Annual File | 7 years |
| 217 | Sales Tax Returns- information set up and current year | 7 years |
| 217 | Federal Excise Tax Exemption- Setup and information file and current year | 7 years |
| 217 | Payroll / Personnel-IMRF-Annual File | 7 years |
| 217 | Payroll / Personnel-Douglas Credit Union Files | 7 years |
| 217 | Payroll / Personnel-Nationwide 457 | 7 years |
| 217 | Payroll / Personnel-Section 125 Files**CONFIDENTIAL | 7 years |
| 217 | Payroll / Personnel-Employee Disability files **CONFIDENTIAL | 7 years |
| 307 | Payroll / Personnel-SUTA-Annual File | 7 years |
| 307 | Payroll / Personnel-Unemployment Case Files | 7 years |
| 308 | Payroll / Personnel-Workcomp files | 7 years |
| 308 | Payroll / Personnel-Work Comp Hours reporting | 7 years |
| 308 | Payroll / Personnel-OSHA Accident Logs | 7 years |
| 404 | Utility Files-Consumer Confidence Reports | 7 Years |
| 116 | Insurance- Policies | 7 years after expiration or cancellation |
| 213 | CD bid letters, checking accts etc. | 7 years after no longer active |
| 303 | Personnel- Garnishment orders | 7 years after settlement |
| 405 | Utility Files-Monthly billing files | 7 years with financial records |
| 406 | Utility Files-Monthly Reading Sheets | 7 years with monthly files |
| 306 | Payroll / Personnel-Timecards | 7 years with other payroll files |

10 YEAR RETENTION

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| 110 | Contracts and agreements | One copy for 10 years after termination or completion |
| 112 | Pool Season Records | 10 years |
| 116 | Insurance- Claim Files | 10 years |
| 119 | General litigation | 10 years |
| 123 | Public Notice file | 10 years |
| 404 | Utility Files-Lead/copper Program | 10 Years |

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|---|---|--|
| 502 | Utility Files-EPA Sample Reports | 10 Years |
| 502 | Utility Files-EPA Coliform Reports | 10 Years |
| 109 | Project files-Completed | 10 years after completion |
| 110 | Community Building Leases | 10 years after completion or termination |
| 109 | IDOT/ Motor Fuel-Projects | 10 years after completion when IDOT audit has been complete |
| 500 | Utility Files-Water / Sewer Operating Permits | 10 years after expiration |
| 110 | Lease and Franchise Agreement Files | 10 years after termination or completion |
| PERMANENT, INDEFINITE OR OTHER RETENTION | | |
| 218 | Tax Levy files | indefinitely-as long as practical space |
| 210 | Annual Treasurer Reports | indefinitely-as long as practical space |
| 205 | Appropriation Files | indefinitely-as long as practical space |
| 205 | Budget Files | indefinitely-as long as practical space |
| 124 | Ordinances- Permanently active | Permanently |
| 124 | Resolutions- Permanently active | Permanently |
| 202 | Annual Financial Reports-Audit Reports | Retain one copy permanently |
| 205 | Final Annual Budget document | Retain one copy Permanently |
| 100 | Records archive and disposal files | Retain Permanently |
| 102 | Agendas-All meetings | Retain Permanently |
| 113 | Rights of way/ Easements | Retain Permanently |
| 120 | On City owned Buildings and City Plats | Retain Permanently |
| 121 | Minutes-All meetings | Retain Permanently |
| 129 | TIF Project Files-Active | Retain Permanently |
| 129 | TIF Project Files-Denied by year | Retain Permanently |
| 129 | Annual TIF SST Certification | Retain Permanently |
| 129 | Annual TIF Report Files | Retain Permanently |
| 129 | Annual TIF Joint Review Board Minutes | Retain Permanently |
| 111 | Property Deeds | Retain until property is sold |
| | Joint Agency- customer Files | Maintain Permanently |
| | Joint Agency- Administrative Files | Maintain Permanently |
| | Joint Agency-AP | Maintain Permanently |
| | Joint Agency-Monthly working papers | Maintain Permanently |
| 302 | Payroll / Personnel-Personnel files | Retain work and salary history for 60 years; all other records for 7 years |
| 302 | Payroll / Personnel-Salary History | 60 Years |
| 302 | Payroll / Personnel-Work hours/ pay history | 60 Years |