

*COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE*

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
<b>-A-</b>		Advertising Circulars	7.90.D
Abandoned		Affidavits	
Cemetery lots	2.20	Absentee voter	3.10
Property	5.180.E	Candidate	3.40.A
Vehicles	11.70.B	Election	3.100
Wells	10.310.Q	Publication	
Abatement of Nuisances	11.70.B	Ordinances	7.10.A
Absentee		Other	7.10.B
Ballots	3.30	Affirmative Action Compliance	15.60.A
Voters	3.10	Age Discrimination in Employment Act	15.190.A
Abstract of Election	3.55.A, 3.140.A	Agencies	
Acceptance to Serve – Election Judges	3.60.A	External	7.120
Access Authorizations – Computer	6.50.D	Federal and State	7.150.A
Access Systems	16.155.A	Agenda	
Accession Records – Museum	7.270.I	Appointed entities	4.10
Accessory Uses	11.120	Governing body	8.10
Accidents		Item summaries	8.10
High accident rate locations	10.190.G	Packets – informational	
Incident reports	7.270.G	appointed entities	4.90
Railroad crossings	10.120.B	governing body	8.170
Reports – police	17.90.B	Supporting documentation	
Traffic accident arrest	17.90.A	appointed entities	4.10
Accounting		governing body	8.10
Forms – election	3.130	Agreements	7.20
Water decree	10.310.J	Annexation	11.10
Accounts		Collective bargaining	15.55
Cemetery	2.30	Employment	15.20.B
Payable	5.10	Mutual aid	7.20
Receivable	5.20	Rental	16.135
Utility billing	5.360.A	Short-term	17.270.A
Acquisition of Property	16.10	Water	10.310.A
Activity Reports		Air Quality	11.70.A
Building	1.210	Airport District	7.365
Departments	7.330	Alarm	
Police	17.90.B	False	17.90.J
Actuarial Reports	15.180.A	Municipal system	6.60
ADA Compliance	15.190.A	Permits	12.30.M
Physical examinations	15.190.C	Alcohol Beverage Licensing	12.20.A
Address		Alcohol Test Results – CDLs	15.120.A
Assignments	1.240	Alien Verification Program	17.120
History files	1.10	Alley	
Addresses – State of the City	7.290	Improvement districts	5.230
ADEA Compliance	15.190.A	Vacations	10.260
Administrative		Allotment Contracts – Water	10.310
General	7.140.A, Schedule 7	Aluminum Rim Safety Training	15.120.H
Proceedings	7.05	Ambulance	
Structure of municipality	7.240	Billing	5.20
Advertisements		District	7.365
Bids	7.10	EMT certification	15.70
Job opportunities	15.150.A	Licensing and operations	17.05.B
		Patients	17.05.E
		Runs	17.05.C

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Amendments to Schedule	Appendix G	Aquatic Facilities, Chemicals	16.110.B
Americans With Disabilities Act	15.190.A	Aquifers	10.310.F
Amusement Device Licensing	12.20.D	Archeological Sites	9.05
Analytical Reports – Water and Sewer	10.300.A	Architectural Renderings	7.180
Animal		Parks	16.120
Cases – Municipal Court	14.30.A	Archival Records	Schedule 9
Control	17.20	Arrests	17.90.A
Disposition	17.20.C	Expungement	17.90.I
Licensing	12.20.B	Arson	
Protection	17.20	Arrests	17.90.A
Annexation	11.10	Case files	17.70.J, 17.90.B
Election petitions	3.110.A	Articles – Copies	7.140.D
Maps	7.180, 11.100	Artwork Display Agreements, Contracts	17.270.A
Review	11.15	"As-Built" Drawings	
Zoning	11.190.A	General	7.180
Annual Reports		Infrastructure systems	10.90
Activity	7.330.A	Municipal facilities	7.180
Appointed entities	4.110.A	Utility features	10.250.B
Budget	5.100.C	Utility systems	10.90
Building activity	1.210.A	Asbestos	
Court	14.100.A	Exposure	15.120.C
Financial	5.330.A	Removal permits	12.30.A
Fixed assets	5.180.B	Assault Cases	17.90.A, B
Operations	7.330	Associations	
Payroll	15.170.I	External	7.120
Published – municipality	7.300	Professional	7.200
Water and sewer treatment	10.300.B	Water	7.120
Water consumption	10.290.O	Attorney	Schedule 13
Annuities, Form 1099R	5.345.B	Correspondence	7.90
Apartment Building Plans	1.80.A	Auction	5.180.C
Appeals – Municipal Court Decisions	14.10.A	Audio Recordings. <i>See Recordings</i>	
Applications		Audits	5.40.B
Absentee ballots	3.10, 3.30	Environmental	10.310.M
Building permits		Police property and evidence	17.90.H
issued	1.20.A	Sales tax	5.340.I
not issued	1.20.B	Work papers	5.40.C
Employment		Augmentation Plans	10.310.D
hired individuals	15.150.B	Authorities	Schedule 4
individuals not hired	15.150.C	Governing body as	8.70
background investigation files – public		Awards	7.40
safety	15.150.C		
Jobs	15.150.B	<b>-B-</b>	
Sales tax	5.340.I	Background Investigations	15.150.C
Vacancies – governing body	8.30	Balance Sheets	
Appointed Entities	Schedule 4	Accounts payable	5.10.B
Appointments		Accounts receivable	5.20.B
Appointed entities	4.20.A	Trial	5.50.J
member lists	4.55		
unsuccessful applicants	4.20.B		
Governing body	8.30		
Scheduling	7.90.A		
Appraisals	16.10		
Approval Request Form	Appendix C		

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Ballot		Bond Issues	
Box receipts	3.130.A	Bond anticipation notes	5.80.A
Certifications	3.55.B	Bonds – paid	5.80.C
Draft review	3.55.C	Coupons – paid	5.80.C
Issue comments	3.20	Files	5.80.A
Measures – lobbying	8.80	General obligation	5.80.A
Notice	3.90	Industrial development revenue	5.80.A
Ballots	3.30	Ledgers	5.80.D
Mail	3.65	Notes – paid	5.80.C
Unused replacement	3.65.A	Proceedings books	5.80.B
Bank	5.50	Refunding	5.80.A
Court-maintained accounts	5.50	Registers	5.80.D
Statements	5.50.B	Revenue	5.80.A
Bankruptcy	5.55	Special improvement	5.80.A
Banners	1.220	Water	5.80.A
Barricades	10.190.F	Bonds	
Basin		Capital project	7.280.A
Plans	7.380	House moving	12.10
Stormwater	11.90.A	Labor and materials	7.280.A
stormwater plans	11.130	Legal proceedings	14.25
Beer Licenses	12.20.A	Licenses	12.10
Bench Marks – Street	10.200.A	Municipal Court proceedings	14.25
Benefits – Employee	15.40	Payment	7.280.A
Plan selections	15.70	Performance	7.280.A
Plans	15.40.B	Permits	12.10
Form 1099R, report of distributions	5.345.B	Public official	15.50
Reports	15.40.C	Savings	5.260.G
Benefits Programs – SAVE Verifications	17.120	Specimen	5.80.A
Bicycle Licensing	12.20.C	Street cutting	12.10
Bids		Tree trimming	12.10
Accepted	5.300.E	Book Requisitions	7.270.H
Advertisement	7.10	Boundary Maps	
Rejected	5.300.E	Alcohol beverage licensing	12.20.A
Solicitations	5.300.I	Annexations	11.10
Specifications	5.300.I	Cemetery	2.20
State list	5.300.J	Municipal	7.180
Unsolicited	5.300.E	Bridge	
Billboards	1.220	County program	5.210.D
Billing	5.20	Inspections	10.190.A
Legal counsel	5.10	Inventory	10.190.A
Utility	5.360	Projects	7.280.A
Bills		Brochures – Municipal	7.300
Of sale	6.30	Budget	
Paid	5.10.C	Adopted	5.100.A
State or Federal	7.150.A	Preliminary	5.100.B
Blood-Borne Pathogen		Reports	5.100.C
Exposure	15.120.C	Work papers	5.100.D
Safety training	15.120.H	Building	
Blood Testing Reports	17.90.H	Activity reports	
Board of Trustees	Schedule 8	annual	1.210.A
Boards and Commissions	Schedule 4	monthly	1.210.B
Boilers	6.60	Board case files	1.50
		Board of Adjustment	1.50, Schedule 4
		Board of Appeals	1.50, Schedule 4
		Codes	7.60.A
		Damage	16.110.C

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Building (Cont'd)		Capital Improvement Projects	7.280.A
Historic	1.160	Reports	7.380
Inspection	1.150	Cartographic Records	7.180
Materials – alternative	1.50	Case	
Municipal	16.30	Files	
Permits	1.30.A	Building Board	1.50
applications	1.20	court	14.30
issued	1.20.A	police	17.90.B
not issued	1.20.B	Indexes	14.90.A
fee collection	5.20.C	Registers	14.90.A
Plans	1.80	Cash Books	5.20.C
Projects – municipal	7.280.A	Cemetery	2.30
Public	1.80.A	Utility billing	5.360.D
Records – general	Schedule 1	Cash Register Validation Tape	5.20.D
Registers	1.190	Catalogs	
Regulations	11.150	Library	7.270.H
Safety, health, environmental inspections	16.110.D	Trade	Appendix A
Security	16.155	Vendor	7.140.D
Standards	7.320	CCIC Teletypes	17.90.Q
Structure inspection	1.150	CDBG	5.220.C
Unsafe	1.150	CDOT – See State – Highway Department	
Violations	1.250	Celebrations	7.110
Burials	2.10	Cemetery	Schedule 2
Burning Permits	12.30.C	Chemical application	16.110.A
Bus Service	10.240	Lots – abandoned	2.20
Route maps	10.240.A	Rules and regulations	7.320
Business		Vandalism	16.110.C
Fire inspections	17.70.I	Census	11.20
Historical records	9.20	Data	11.20.A
Licensing	12.20.D	Reports	11.20.B
Listings	12.40.B	Ceremonies	7.290
Bylaws		Proclamations	8.180
Appointed entities	4.40	Certificates	
Governing body	8.40	License issuance	12.20.F
<b>-C-</b>		Money market	5.260.E
Cable Television Service		Of deposit	5.260.B
Encroachments	12.30.H	registers	5.260.C
Franchises	5.190	Of insurance	5.240.A, 7.280.A
CAD Drawings	7.180	Of occupancy	1.60
CAFR	5.40.B	Signature – Mayor	8.210
Calendars	7.90.A	Votes cast	3.50.A
Call Sheets		Zoning	11.190.C
Ambulance	17.05.C	Certifications	
Rescues	17.70.B	Ballots	3.55
Camera Radar	17.60.B	Election	3.50
Campaign Reports		EMT	15.70
Candidate affidavits	3.40.A	Petition	3.110.B
Committee statements	3.40.B	Certified	
Contribution, expenditure reports	3.40.C	Mail – return receipts	7.160.A
Candidate		Statement – persons elected	3.50.B
Affidavits	3.40.A	Challenges – Election	3.100
Committees	3.40.B, C	Change Orders	7.280.A
		Charge Slips	5.10.D

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Charity Fund Drives	7.140.B	Commissions	Schedule 4
Charter	7.50	Committees	
Initiative petition	3.110.C	Candidate	3.40.B
Proceedings	7.50.A	Election	3.40.B
Published	7.50.B	Governing body	8.45
Charts	7.180	Internal	
Checks		ongoing	7.70.A
Cancelled	5.50.C	special	7.70.B
Duplicate copies	5.50.C	Issues	3.40.B
Register	5.50.C	Communication	
Stubs	5.50.C	Encroachments	12.30.H
Voided	5.50.C	Franchises	5.190
Chemical		Legal	13.60
Applications	16.110.A	Licenses	6.40
Blood testing reports	17.90.H	Projects	7.280.A
Exposure	15.120.C	Tower permits	12.30.D
Material safety data sheets	15.120.E	Community	
Testing, aquatic facilities	16.110.B	Development block grant	5.220.C
Childcare Facility	17.270.A	Events	7.110
Christmas Lighting	7.110	General – significant early	9.20
Chronological Reading Files	7.90.C	Groups – early	9.20
Cigarette Tax	5.210.D	Histories	9.10
CIRSA	5.240.C	Police relations	17.90.D
Citizenship Verification	15.130	Compensation Plans	15.170.B
City Council	Schedule 8	Complaints	7.80
Civil		Compliance	
Actions	13.70	Certificates – records destruction	7.340
Defense	17.50.A	Regulatory requirements	15.60
Claim	5.240.B	Comprehensive Plan	11.130
Employee insurance	15.40.D	Computer	
Medical records	13.30.A	Aided design drawings	7.180
Notices of	13.30	Backup documentation	6.50.A
Reports	5.240.B	Maintained records	7.100.A
Clerical Manuals – Routine	7.260.A	Maintenance	6.50.B
COBRA Compliance	15.40.A	Network	6.50.E
Code		Output – preliminary verification	7.410
Adopted by reference	7.60.A	Program	6.50.C
Books	7.60.B	Security	6.50.D
Enforcement – Municipal Court	14.30.B	Software	6.50.G
Enforcement – Police	17.90.B	System	6.50
International	7.60.A	Wiring	6.50.E
Supplements	7.60.B	Concealed Weapons Permits	12.30.E
Uniform	7.60.A	Conceptual Review	11.30
Codification of Ordinances	7.60.B	Concession Agreements, Contracts	17.270.A
Collective Bargaining	15.55	Condemnations	16.10
Colorado Department of Transportation – See <i>State – Highway Department</i>		Conditional Uses	11.120
Commendations	15.70	Conference Materials	7.400
Commercial		Confiscated Property	5.180.E
Building plans	1.80.A	Confined Space Entry Permits	12.30.F
Driver's license	15.120.A	Conflict of Interest Disclosure Statements	8.100.A
Standards	11.150	Connections – Utility	10.250.E
		Disconnections	10.250.D

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Conservancy Districts	10.310.H	Crime Lab	
Conservation		Equipment calibration, testing	17.90.F
Trust Fund	5.210.D	Logs	17.90.F
Water	10.290.P	Reports	17.90.F
Construction		Request forms	17.90.F
Capital Projects	7.280.A	Vehicle hold/release sheets	17.90.F
Drawings and plans		Crime Stoppers	17.90.B
nonresidential	1.80.A	Criminal Case Files	
residential	1.80.B	Municipal prosecutor	13.40
Methods – alternative	1.50	Videotapes	17.150
Municipal projects	7.280.A	Criminal History	
Projects	7.280.A	Check log sheets	17.90.P
Records – general	Schedule 1	Files	17.90.G
Standards	7.320	Crossings – Railroad	10.120.B
Consumer Confidence Report	10.300.C	Crosswalks	10.190.D
Contested Elections	Schedule 3	Cultural Programs	7.270
Contractor's Licenses	12.20.E	Custodial Service Requests	7.140.B
Contracts	7.20		
Capital project	7.280.A	<b>-D-</b>	
Collective bargaining	15.55		
Employment	15.20.B	Daily Reports	7.330.B
Rental	16.135	Damage	
Short-term	17.270.A	Assessment – major disaster	17.50.B
Contribution and Expenditure Reports	3.40.C	Municipal property	16.110.C
Controlled Substance Test Results, CDLs	15.120.A	Dams	10.310.C
Coordinated Election		Projects	7.280.A
Abstracts of votes	3.55.A	Data Files and Datasets, GIS	7.180.A
Ballot certifications	3.55.B	Death Cases	17.90.A, B
Ballot review drafts	3.55.C	Death Certificates	2.10
Copper Content – Drinking Water	10.300.A	Deceased Persons Books	2.10
Copies – "Read Only"	7.90.D	Decrees, Water	10.310.J
Copyright Records	9.130	Dedications	
Correspondence	7.90	Property acquisition	16.50
Attorney	7.90	Water rights	10.310.A
Corridor Plans	11.130	Deductions	
Council	Schedule 8	Credit union	15.170.C
County		Payroll	15.170.A
Maps	7.190	Deeds	
Road and bridge program	5.210.D	Cemetery	2.20
Treasurer's reports	5.330.E	Property acquisition	16.50
Court	Schedule 14	Defective Ballots	3.30
Proceedings	13.70	Deferred	
Rulings – appeals to higher court	14.10.A	Compensation plans	15.40.B
Water	10.310.A	Service index	14.90.B
Crane Work – Public Way	12.30.T	Delinquent Sales/Use Tax Notices	5.340.I
Credit		Demolition	
Card		Capital projects	7.280.A
records of cards held	5.10.E	Permits	1.30.B
statements	5.10.D	Work in public way	12.30.T
Union payroll deductions	15.170.C		

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Demonstrations – Traffic Impact	10.190.F	Ditch	10.310.B
Demotions	15.70	DNA Test Results	17.90.H
Deposit		Docket Sheets	14.40
Pass book	5.50.E	Older than 1920	14.40.A
Receipts – meters	5.360.F	Documentation – General	7.90
Security – utility service	5.360.I	Donation Records – Museum	7.270.I
Slips	5.50.F	Downtown Redevelopment Projects	7.280.A
Depreciation – Fixed Assets	5.180.D	Drafts	7.90.D
Descriptions – Job	15.150.E	General	7.410
Design		Preliminary	Appendix A
Capital projects	7.280.A	Drainage	
Drawings	7.180	Histories – streets	10.200
Destruction of Records	Appendix E	Improvements	7.280.A
Development	11.30	System	11.90
Plats and plans	7.180	Drawings	
Proposals – not approved	11.40	As-built	10.250.B
Review	11.45	Computer system network	6.50.E
Vested rights	11.170	Construction	
Digital Images of Historic Value	9.100	nonresidential	1.80.A
Direct Deposit Reports	15.170.D	residential	1.80.B
Directives	7.260	Design	7.180
Disability Payments, Form 1099R	5.345.B	General	7.180
Disaster		Historic property	1.160
Declaration	17.50.B	Infrastructure systems	10.90
GIS back-up recovery	7.180.A	Parks	16.120
Incidents	17.50.B	Railroad crossing	10.120.B
Major	17.50.B	Utility location	10.250.G
Response planning	17.50.A	Utility system	10.90
Warning systems	6.60	Drilling Structures	11.70.A
Discharge Permits – Wastewater	10.300.E	Drinking Water – See Water and Sewer System	
Disciplinary Actions	15.70	Driver Vehicle Inspection Reports	6.110.A
Internal affairs investigations	17.90.N	Driver's License	
Disclosure Statements		Commercial	15.120.A
Conflict of interest	8.100.A	Verification	15.65
Financial	8.100.B	Drug Testing	15.120.A, B
Disconnection – Utilities	10.250.D	Dump Tickets	10.150.A
Dispatch		Duplicate Copies	
Logs	17.90.P	Administrative	xvii
Recordings	17.105	Convenience	xvii
Disposition of Property	5.180.E	<b>-E-</b>	
Distribution Lists	7.160.C	Easement	
District		Access	16.60.B
Boundary maps – election	3.70, 7.180	Construction	16.60.B
Election	3.70	Permanent	16.60.A
Fire protection	7.365	Temporary	16.60.B
Historic	1.160	Vacation	10.260
Improvement	5.230	Economic Development	11.60
Library	7.365	Incentives	11.60.A
Maps	7.180	Plans	11.130
Recreation	7.365	Policies	7.260.C
Special	7.365		
Water conservancy	10.310.H		

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EEOC Compliance	15.60.A	Employee (Cont'd)	
Election	Schedule 3	Temporary	15.80
Abstract	3.55.A, 3.140.A	Terminated	15.70
Accounting statement	3.130.B	Verifications	15.85
Certification	3.50	Volunteer	15.290.A
Contested	Schedule 3	Work schedules	15.300
Coordinated	3.55	Employment	
Judges	3.60	Applications	15.150.B
acceptance to serve	3.60.A	not hired	15.150.C
expense statements	3.60.B	Contracts	15.20.B
instructions	3.60.C	Eligibility verification form I-9	15.130
lists	3.60.D	Verifications	15.85
oaths	3.100	EMT Certification	15.70
statements	3.130.B	Encroachment Permits	12.30.H
Mail ballot	3.65	Utility lines	12.30.H
Maps	3.70	Engineering	
Notices	3.90	Capital projects	7.280.A
Petitions	3.110	Drawings	7.180
Surveillance recordings	3.135	Street	10.200
Tabulation test results	3.140.B	Enterprise	
Tally list	3.140.C	Board	8.70
Electrical Code	7.60.A	Zone	11.60.C
Electricity Service		Entertainment Agreements, Contracts	17.270.A
Agreements	7.20	Entertainment Licensing	12.20.D
Billing	5.360	Entities Appointed by Municipality	Schedule 4
Connection	10.250.E	Entry Logs	16.155.B
Disconnection	10.250.D	Envelope	7.160.B
Franchise	5.190	Absentee ballot return	3.10
Meters	5.360.F	Environment	11.70
Electronic		Monitoring	11.70.A
Mail	7.100.B	Equal Employment Opportunity (EEO)	15.60.A
Records	7.100	Equipment	Schedule 6
Elevations – Bench Marks	10.200.A	Crime lab	17.90.F
Elevators – Municipal	6.60	General	6.60
Emergency		Inspection, maintenance	6.110.B
Dispatch calls	17.105	Office	6.130
Exit safety tests	15.120.H	Public safety	17.60.B
Incidents	17.50.B	Warranties	6.210
9-1-1	17.60.A	Water and sewer system	10.300.F
dispatch calls	17.105	Escrow Accounts	5.160
Operations	17.50.A	Estimates – Tentative	5.380
major	17.50.B	Evaluations	15.70
Planning	17.50.A	Events	7.110
Eminent Domain	16.10	Short-term agreements, contracts	7.270.A
Employee		Traffic impacts	10.190.F
Benefits	15.40	Evidence	
Active	15.70	Audits	17.90.H
Driver's license verification	15.65	Handling	17.90.H
Insurance claims	5.240.D	Logs	17.90.H
Loans by municipality	5.280.A	Physical – not covered by Schedule	17.90.H
Longevity report	15.170.E	Property reports	17.90.H
New hire reporting compliance	15.60.F	Release	17.90.H
Safety training tests	15.120.H	Tags	17.90.H
Seasonal	15.80		
Shift schedules	15.300		

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Examinations		Fee (Cont'd)	
Employment	15.150.D	GIS records	7.180.A
Polygraph – employment	15.150.F	Impact	5.20
Excavation Permits	12.30.I	Schedules	5.150.A
Excise Tax	5.210.B	Feedlots	11.70.A
Executive Sessions		Felony	
Recordings		Arrests	17.90.A
appointed entities	4.105.A	Cases	17.90.B
governing body	8.185.A	Fence	
Exempt Employees	15.170.A	Damage	16.110.C
Exemptions	11.160	Permits	12.30.L
Water and sewer treatment	10.300.M	Fertilizer Use	16.110.A
Exhibits Referenced in Minutes		Festivals	7.110
Appointed entities	4.60	FICA Reports – Quarterly	15.170.I
Governing body	8.110	Field	
Exit Logs	16.155.B	Contact reports – police	17.90.K
Expenditure Reports		Purchase orders	5.300.H
Campaigns	3.40.C	Survey notes	7.180
Departments	5.330.G	Final Disposition – Cemetery	2.10
Elections	3.40.C	Financial	Schedule 5
Expenses		Cemetery	2.30
Election judges	3.60.B	Disclosure statements	8.100.B
Employees	5.10.F	Guarantees	5.160
Travel	5.10.F	Reports	5.330
Explosives Permits	12.30.J	Finding Aids	
Expungement	17.90.I	Library catalogs	7.270.H
External Groups and Agencies	7.120	Maps and drawings	7.180
		Records	7.310
<b>-F-</b>		Fines and Charges – Municipal Court	14.50
Facility		Fingerprint Cards and Files	17.90.B
Capital projects	7.280.A	Fire	
Short-term contracts and agreements	16.135	Alarm permits	12.30.M
Use	7.270.D	Arson intelligence files	17.70.J
permits	12.30.K	Call sheets	17.70.H
reservations	7.270.D	Code	7.60.A
Facsimile Transmissions	7.90	Board of Appeals	1.50
Logs	7.140.B	Dispatch calls	17.105
Fair Campaign Practices Reports	3.40	District	7.365
Fairs	7.110	Extinguisher safety tests	15.120.H
False Alarms	17.90.J	Hose tests	17.70.C
Family and Medical Leave Act	15.190.B	Hydrants	17.70.C
FCC Licenses	6.40	Incident reports	17.70.H
Federal		Inspections	17.70.I
Bills – proposed	7.150.A	Insurance rate maps	7.180
lobbying	8.80	Investigations	17.70.H
Excise tax	5.210.B	Prevention	17.70.H
Fee		Protection	17.70
Cash books, receipts, reports	5.20.C	districts	7.365
Collection	5.20	Pumper tests	17.70.C
		Run sheets	17.70.H
		S.A.R.A. Tier II reports	17.70.L
		Service requests	17.70.K
		Suppression	17.70.H

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Fire Department (if IFC is Adopted)		<b>-G-</b>	
Approval and variance records	17.75.A		
Dispatch calls	17.105		
Fire records	17.75.B	Gang Files (reserved)	17.90.M
Inspection records	17.75.C	Garnishments	15.170.F
Radio transmissions	17.105	Gas	
Statistical records	17.75.D	Company encroachment permits	12.30.H
Firearms		Connections	1.10.A
Authorization to carry	17.90.GG	Drilling permit reviews	11.70.A
Maintenance	17.90.GG	Service franchise	5.190
Qualification	17.90.GG	Gasoline Storage Tanks	11.70.D
Unrecovered	17.90.B	General	
Fireworks Permits	12.30.J	Documentation	7.90
Fixed Assets	5.180	Improvement District Board	8.70
FleetSchedule 6		Ledger	5.270.A
Flood Control District	7.365	Orders – police	17.90.L
Flood Insurance Rate Maps	11.90.A	Generator Equipment	6.60
Flooding		Geographic Information Services (GIS) Records	7.180.A
General	11.90.B	Geographic Information System Maps	7.180
Histories	11.90.B	Geothermal System Franchise	5.190
Floodplains		Gift Register – Library	7.270.H
Basins	11.90.A	GIS Maps	7.180
Building permits in	1.30.D	GIS 7.180.A	
General	11.90.A	Back-ups for disaster recovery	7.180.A
Permits – building	1.30.D	Glossary	Appendix B
Regulations	7.320, 11.150	Goals	
Standards	7.320, 11.150	Appointed entities	4.50
Floodways	11.90.A	Governing body	8.60
FMLA Compliance	15.190.B	Golf Cart Rental	16.135
Foreclosure	5.55	Golf Course	
Forgery Cases	17.90.A, 17.90.B	Chemical application	16.110.A
Forklift Safety Testing	15.120.H	Inspections	16.110.D
Forms		Governing Body	Schedule 8
Blank	7.130	As other decision-making body	8.70
Government	5.210.C	Committees	8.45
Foundation Order Books	2.20	Members	8.100
Fountain Chemical Testing, Treatment	16.110.B	list	8.90
Fourth of July Celebration	7.110	removal from office	8.190
Franchises	5.190	Government	
Frequently Asked Questions	Appendix F	Instructions for completing forms	5.210.C
Fuel		Revenue programs	5.210
Oil storage	11.70.D	Grades – Street	10.200
Usage, records	6.70	Grant	
Funds		Audit	5.40
Conservation Trust	5.210.D	From municipality	5.220.B
Establishment	5.200.A	Reports	5.220.D
Seizure	17.90.Z	Supporting documentation	5.220.E
Trust	5.200.B	To municipality	5.220.C
		Grass Control	11.70.B
		Gravel Pit Reclamation	11.70.A

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Grievances	15.110	Hot Work Permits	12.30.Q
Groups – External	7.120	House	
Guarantees – Financial	5.160	Moving permits – public way	12.30.T
		Number assignments	1.240
<b>-H-</b>		Housekeeping Files	7.140.B
Handbooks		Housing	
General	7.260	Assistance grants	5.220.C
Policies and procedures	7.260.C	Authority governing body as	Schedule 4
Hazardous Materials		Plans	8.70
Asbestos removal permits	12.30.A	Rehabilitation projects	11.130
Exposure	15.120.C	grants	7.280.A
Incident prevention reports	17.80.B	How to Use Schedule	xvii
Industrial contamination	11.70.A	Humane Society	7.120
Investigations	17.80.D	HUTF	5.210.D
Registration	17.80.D	HVAC Systems	6.60
Safety tests	15.120.H		
Spills	17.80.D	<b>-I-</b>	
Underground storage tanks	11.70.D	I-9 Forms	15.130
Health		ICE – See <i>Immigration and Customs Enforcement</i>	
Insurance – employees	15.40.A	Immigration and Customs Enforcement	
Personnel	15.120	Reports on Alien Verification	17.120
Heating Systems – Municipal	6.60	Impact Fees – Collection	5.20
Herbicide Use	16.110.A	Impoundment	
Highway Users Tax Fund (HUTF)	5.210.D	Animals	17.20.C
HIPAA Release of Information Authorization	15.120.D	Vehicles	17.90.CC
Historic		Improvement Districts	5.230
Buildings	1.160	Incentives – Economic Development	11.60.A
Designations	1.160	Incidents	
Districts	1.160	Fire	17.70.H
Events	7.90.B	Major disaster	17.50.B
Historical		Reports	17.270.G
District surveys	1.160	Rescue	17.70.H
Records	Schedule 9	Incorporation – Municipality	9.50
archeological sites	9.05	Independent Expenditure Reports	3.40.C
collections	7.270.I	Indexes	
older than 1900	9.110	Cemetery	2.20
photographic	9.100	Court	14.90.A
Sites	9.05	Records	7.310
Society	7.120	Individual Retirement Accounts (IRAs)	15.40.B
Structure surveys	1.160	Reports of distribution	5.345.B
Histories		Industrial	
Community	9.10	Building plans	1.80.A
Departments	9.10	Contamination	11.70.A
Drainage	10.200	Development revenue bonds	5.80.A
Map	7.180	Pretreatment permits	10.300.G
Municipal	9.10	Information	
Parks	16.120	Police – release	17.90.X
Home Occupation Permits	12.30.P	Requests – routine	7.80
Homicides	17.90.A, B, C		
Honors	7.40.A, B, G		
Hot Tubs – Chemical Testing, Treatment	16.110.B		

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Infrastructure	Schedule 10	Inventories	
Initiative Petitions	3.110.D	Bridges	10.190.A
Injury Reports	7.270.G, 15.310	Building	5.180.G
Inlet Inspections	1.150.A	Equipment	6.90
INS Form I-9	15.130	Fleet	6.90
Inspection		Fixed assets	5.180.G
Agencies	1.150.B	Furniture	5.180.G
Building	1.150.A	Property	5.180.G
Business	17.70.I	Real estate	5.180.G
Equipment	6.110.B	Software	6.50
Fire Department	17.75.C	Vehicles	6.90
Fire prevention	17.70.I	Investigations	
Mobile home	1.150.D	Fire	17.70.H
Municipal property	16.110.D	Hazardous materials	17.80.D
Sand traps	10.300.F	Internal affairs	17.90.N
Storage tanks	11.70.D	Public safety applicants, not hired	15.150.C
Structure	1.150.A	Investments	5.260
Trailer	1.150.D	Policies	7.260
Unsafe buildings	1.150.E	Reports	5.260.F
Vehicles	6.110	Invoices	
Water storage	10.290	Accounts payable	5.10.C
Instructional Materials – Published	7.300	Issued by municipality	5.20.F
Training – External	7.400	Irrigation Companies	10.310.B
Instructions		Issues Committees	3.40.B, C
Election judges	3.60.C		
Government forms	5.210.C	<b>-J-</b>	
Procedures and policies	7.260.C		
Insufficient Petitions	3.110.E	Job	
Insurance		Advertisements	15.150.A
Certificates	5.240.A	Applications	15.150.B
Claims	5.240.B	Descriptions	15.150.E
Contract – Form 1099R	5.345.B	Examinations	15.150.D
Employee	15.40.A	Records – general	15.150
claim records	5.240.D	Specifications	15.150.E
Policies	5.240.E	Journals	
Unemployment	15.280	Cash receipt	5.360.D
Workers' compensation	15.310	Entries	5.270.B
Intellectual Property	9.130	Financial	5.270
Intelligence Files		Subsidiary financial	5.270.C
Arson	17.70.J	Transaction – sales and use tax	5.340.I
Police	17.90.M	Utility billing	5.360.C
Intergovernmental Agreements	7.20	Judges	
Interlibrary Loan	7.270.H	Election	3.60
Interments	2.10	Municipal Court	15.70
Internal Affairs Investigations	17.90.N	Junk 11.70.B	
International Codes	7.60.A	Jury	
International Fire Code	17.75	Instructions	14.70
Intersections – Engineering	10.200	Panel lists	14.70
Interviewing Procedures	15.200.A	Rosters	14.70
		Summonses	14.70.A
		Juvenile Offenders	17.90.A

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
<b>-K-</b>		Library (Cont'd)	
Key Distribution	7.140.B	Material	Appendix A
Kidnapping Cases	17.90.A, B	Patron registration	7.270.H
		Records	7.270.H
		Support group	7.120.J
		License Agreements – Railroad	10.120.A
<b>-L-</b>		Licenses	Schedule 12
Lakes	10.310.C	Alcohol beverage	12.20.A
Projects	7.280.A	Ambulance	17.05
Land Use Code Violations	11.180.A	Amusement devices	12.20.D
Land Use Records	Schedule 11	Animal	12.20.B
Landfill		Beer	12.20.A
Locations	10.150.B	Bicycle	12.20.C
Monitoring	11.70.A	Business	12.20.D
Landmark Designations	1.160	Certificates	12.20.F
Laser Safety Training	15.120.H	Contact list	12.40.A
Lawsuits	13.70	Contractor's	12.20.E
Potential – claims	13.30	Issued to municipality	12.15
medical records	13.30.A	capital projects	7.280.A
Lead		routine projects	12.15.B
Content – drinking water	10.300.A	tax certificates	5.340.F
Exposure	15.120.C	Limousine driver	12.20.D
Leaflets	7.300	Liquor	12.20.A
Lease-Purchase	5.300.F	List	12.40.B
Leases	16.100	Pawnbroker	12.20.G
Leave	15.170.G	Places of entertainment	12.20.D
FMLA Compliance	15.190.B	Sales tax	5.340.I
Ledgers		SAVE Program verification	17.120
Bond issue	5.80.D	Secondhand dealers	12.20.D
Building permit	1.190	Security guard	12.20.D
Cemetery	2.30	Sexually oriented businesses	12.20.D
Financial	5.270.A	Taxi driver	12.20.D
General	5.270.A	Vendors	12.20.D
Journal entries	5.270.B	Lie Detector Tests	17.90.B, H
Payroll	15.170.K	Liens	5.160
Subsidiary financial	5.270.C	Lighting – Street	10.190.Q
Legal		Limousine Driver Licenses	12.20.D
Communications	13.60	Liquor Licenses	12.20.A
enduring, long-term	13.60.A	Lists	
routine	13.60.B	Absentee voter	3.10
Counsel	Schedule 13	Appointed entities	4.55
Publications	7.10	Business owners contact	12.20
Research files	13.70	Current business licenses	12.40.B
Legislation		Distribution	7.160.C
External	7.150.A	Election judges	3.60.D
Lobbying	8.80	Fixed assets	5.180.F
Letters of Credit	5.160	Governing body members	8.90
Liability Waivers	7.270.F	Jury panel	14.70
Library		License holders	12.40.A
Circulation	7.270.H	Mailing	7.160.C
Districts	7.365	Mayors	8.90
		Members of appointed entities	4.55
		Permit holders	12.40.B
		Polls	3.120.B
		Records	7.310
		Vendors	5.300.K

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Litigation	Schedule 13	Maps (Cont'd)	
Case records	13.70	GIS	7.180.A
Pending	xv	Informational	7.190
Loans		Infrastructure	10.90
By municipality	5.280.A	Land use	11.100
Employee, other purposes	5.280.A	Transportation routes	10.240.A
Public Improvements	5.280.B	Utility systems	10.90
Routine	5.280.C	Master Plans	11.30
Lobbying – Legislative	8.80	Material Safety Data Sheets	15.120.E
Locates – Utility Line	16.165	Mausoleums – Ownership	2.20
Lockout Procedure Safety Tests	15.120.H	Mayor	
Logo – Municipal	9.130	Lists	8.90
Logs		Signature certificates	8.210
Facsimile transmissions	7.140.B	Mechanical	
Police	17.90.P	Code	7.60.A
Telephone	7.140.B	Systems – municipal	6.60
Lots – Cemetery	2.20	Media – Records Storage	xv
Ownership	2.20, 2.30	Mediator, Arbitrator Records	15.55
Lottery Funds	5.210.D	Medical Records	
		Employees	15.190
<b>-M-</b>		Personal injury claims	13.30.A
Mail Ballot Election Records	3.65	Meeting	
Mailed Ballots	3.30	Clerk's Notes – governing body	8.120
Mailing		Notices	
Lists	7.160.C	appointed entities	4.70
Records	7.160.E	governing body	8.130
Undeliverable	7.160.F	Notification lists	7.160.D
Maintenance		Recordings	
Contract – CDOT	10.170	appointed entities	4.105
Equipment	6.110.B	executive sessions	4.105.A
Municipal property	16.110.D	governing body	8.185
Valves – water and sewer	10.290.N	open meetings	4.105.B
Vehicles	6.110.B	study sessions	4.105.C
Manholes	10.250.G	Members	
Manuals		Appointed entities list	4.55
Clerical – routine	7.260.A	Governing body	8.100
Equipment	6.120	lists	8.90
External	7.260.B	Memberships	7.200
General	7.260	Memoranda – Staff	8.170
Instruction	7.260	Memorandum of Understanding	7.20
Operations	7.260	Merit Systems	15.170.B
Policies and procedures	7.260.C	Meter	
Safety	15.120.H	Books	5.360.F
Vehicles	6.120	Calibration and testing	5.360.F
Maps		Deposit receipts	5.360.F
Annexation	11.10, 11.100	Installation	5.360.F
Cemetery	2.20	Inventory	5.360.F
Development	11.100	Locations	5.360.F
Election	3.70	Maintenance	5.360.F
Fire insurance rate	7.180	Orders	5.360.F
Flood insurance rate	11.90.A	Reading	
General	7.170	exception reports	5.360.F
		sheets	5.360.F
		Repair	5.360.F

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Metropolitan Districts	7.365	NCIC Teletypes	17.90.Q
Mileage Reimbursements	5.10.F	NCWCD	10.310.H
Mined Land Reclamation	11.70.A	Negatives – Evidence Photographs	17.90.B
Minor Subdivisions	11.30	Negotiation Records	15.55
Minutes		Network – Computer	6.50.E
Appointed entities	4.60	New Hire Reporting Compliance	15.60.F
Boards and commissions	4.60	News	
Governing body	8.110	Clippings	9.120
Misdemeanor		Releases	7.230
Arrests	17.90.A	Newsletters – Municipal	7.300
Case Files	14.30.C, 17.90.B	Newspapers – Local	9.90
Missing Persons Cases	17.90.A, B	NIBRS Reports	17.90.W
Mobile Home		Nominations	3.80
Inspection reports	1.150.D	Petitions	3.110.F
Standards	7.320	objections	3.80.A
Money Market Certificates	5.260.E	Withdrawal	3.80.C
Monthly Reports	7.330.C	Nonconforming Uses	11.120
Appointed entities	4.110.B	Non-records	Appendix A
Budget	5.100.C	Notes	
Building activity	1.210.B	Desk	7.90.D
Court	14.100.B	Rough	7.410
Financial	5.330.G	financial	5.380
Revenue distribution	5.340.B	Scheduling and planning	7.90.A
Monumentation	10.200.A	Taken at governing body meetings	8.120
Mortgage Interest Statements, Form 1098	5.345.A	Transcribed	Appendix A
Mosquito Control	11.70.A	Notices	
Motion Pictures		Election	3.90
Historic value	9.100	Final settlement – projects	7.280.A
Public relations	7.290	Meetings	
Motor Vehicle Sales Tax Receipts	5.340.I	appointed entities	4.70
Motorcades – Traffic Impact	10.190.F	governing body	8.130
Mug Shots	17.90.B	To proceed	7.280.A
Municipal Court	Schedule 14	Water and sewer treatment	10.300
Appeals	14.10.A	Water use restrictions	10.290.P
Bonds	14.25	Notification Lists	7.160.D
Case files	14.30	Nuisances – Land Use	11.70.C
Docket	14.40	Abatement Records	11.70.B
older than 1920	14.40.A		
Reports	14.100	<b>-O-</b>	
Tape recordings	14.130	Oaths	
Museum		Appointed entities	4.80
Accessions	7.270.I	Election	3.100
Donations	7.270.I	Election judges	3.100
Material	Appendix A	Employees	15.160
Records	7.270.I	Governing body	8.140
Support group	7.120.J	Objections	
Mutual Aid Agreements	7.20	General	7.80
Mylars – Maps, Plats, Drawings	11.100	Nominations	3.80.A
<b>-N-</b>		Occupation Taxes – Franchisees	5.190
Natural Gas Service Franchises	5.190	Occupational Safety and Health Act	15.190.C
		ODPs	11.30

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Offense Reports	17.90.B	Pay	
Office Equipment	6.130	Basis of	15.170.A
Oil Drilling		Estimates – project	7.280.A
Permit reviews	11.70.A	Plans	15.170.B
Older Records – Before 1900	9.110	Payment Bonds	7.280.A
Court Dockets – Before 1920	14.40.A	Payroll	
Open Flame Work Permit	12.30.Q	Records	15.170
Open Meetings		employee longevity	15.170.E
Recordings		Register – year-end	15.170.K
appointed entities	4.105.B	Reports	15.170.I
governing body	8.185.B	Taxes	15.170.J
Open Records Requests	7.235	Peddler Licensing	12.20.D
Ordinances	8.150	Pension	
Affidavit of publication	7.10.A	Actuarial reports	15.180.A
Codification of	7.60.B	Awarded	15.180.B
Organization		Boards	Schedule 4
Charts	7.240	Form 1099R	5.345.B
External	7.120	Plans	15.40.B
Files	7.240	Retirement files	15.180.D
Orientation Information – Governing Body	8.160	Performance Agreements, Contracts	17.270.A
OSHA Compliance	15.190.C	Performance Bonds	7.280.A
Overall Development Plans	11.30	Periodicals	7.140.D
		Permits	Schedule 12
<b>-P-</b>		Asbestos removal	12.30.A
Packets – Informational		Building	1.30.A
Appointed entities	4.90	floodplain	1.30.B
Governing body	8.170	Burial	2.10
Pamphlets	7.300	Burning	12.30.C
Parade		Communication tower	12.30.D
Permits	12.30.S	Concealed weapons	12.30.E
Traffic impacts	10.190.F	Confined space entry	12.30.F
Paratransit Services	10.240	Contact list	12.40.A
Route maps	10.240.A	Demolition	1.30.B
Parking	10.190.J	Discharge	10.300.E
Cases – municipal court	14.30.D	Encroachment	12.30.H
Space assignments	7.140.B	Excavation	12.30.I
Ticket receipts	5.20	Explosives	12.30.J
Variances	11.160	Facility use	7.270.D, 12.30.K
Voided summonses	14.30.F	Fence	12.30.L
Parks	16.120	Fire alarm	12.30.M
Damage	16.110.C	Fireworks	12.30.J
Inspections	16.110.D	Floodplain building	1.30.D
Projects	7.280.A	Gas company	12.30.H
Use permits	7.270.D	Home occupation	12.30.P
Short-term rental agreements	16.135	Hot work	12.30.Q
Parole Card File	17.90.S	Industrial pretreatment	10.300.G
Passwords – Computer	6.50.D	Issued to municipality	12.35
Patients – Ambulance	17.05.E	List	12.40.B
Pawnbroker Licensing	12.20.G	Open flame work	12.30.Q
Pawned Items	12.20.G	Parade	12.30.S
		Park use	7.270.D
		Project	7.280.A
		Sewer tap	10.290.K
		Sign	1.220
		Sludge application	10.300.L

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Permits (Cont'd)		Planning Records	Schedule 11
Special event and use	12.30.X	Plans	
Street cuts	12.30.Y	Affirmative action	15.60.A
Telephone company	12.30.H	Basin	7.380, 11.90
Tree removal	12.30.AA	stormwater basin	11.90.A
Underground storage tank	12.30.BB	Benefit	15.40.B
Use	12.30.CC	Comprehensive	11.130
Water tap	10.290	Construction	1.90
Wells	10.310.R	Corridor	11.130
Work in public way	12.30.T	Development	11.30
Permitted Uses	11.120	Emergency	17.50.A
Perpetual Care	2.30	General	7.380
Personnel		Housing	11.130
Policies	7.260.C	Land use	11.100, 11.130
Records – general	Schedule 15	Long range	11.130
Pesticide Use	16.110.A	Pension	15.40.B
Petitions		Regional	11.130
Annexation	11.10	Stormwater	11.130
election	3.110.A	Strategic	11.130
Certification	3.110.B	Streetscape	11.130
Charter initiative	3.110.C	Transportation	11.130
Election	3.110	system	7.380
Initiative	3.110.D	Urban growth area	11.130
Insufficient	3.110.E	Utility	11.130
Nomination	3.110.F	Plant Investment Fee	
objections	3.80.A	Collection	5.20
withdrawal	3.80.C	Policy	10.310.L
Nonbinding	7.80	Plats	11.30
Protests	3.110.G	Cemetery	2.20
Recall	3.110.H	Development	7.180, 11.100
Referendum	3.110.I	overall development	11.100
Rezoning	11.190.B	vacation of	11.30
Zoning	11.190.A	Land use	11.100
Petty Cash	5.10.H	Playground Inspections	16.110.D
Photographs		Pleadings	13.70
Aerial	7.180.A	Plumbing Code	7.60.A
Evidence	17.90.H	Police	
Historical	9.100	Arrests	17.90.A
Major disaster incident	17.50.B	expungement	17.90.I
Parks	16.120	Cases	17.90.B
Police	17.90.B	Community relations	17.90.D
Scrapbooks	9.120	Crime lab	17.90.F
Sister City Program	7.270.K	Criminal history files	17.90.G
Photomaps	7.180	Dispatch calls	17.105
Physical Records – Employees	15.190	Evidence	17.90.H
Physician's Report	2.10	False alarms	17.90.J
Picnic Shelter Rental	16.135	General orders	17.90.L
Pioneer Days Event	7.110	Grants	5.220.C
Planametric Maps	10.90	Intelligence files	17.90.M
Planned Unit Developments	11.30	Internal affairs	17.90.N
Planning and Zoning Board	Schedule 4	Logs	17.90.P
		Radio transmissions	17.105
		Reports	17.90.W
		Victim assistance	17.90.DD

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Policies	7.260	Profit-Sharing Plans, Form 1099R	5.345.B
Building	7.260	Program	
Cemetery	7.260	Administration	7.140.A
Development	7.140.C	Development	7.140.C
Fire	7.260	Records – general	7.270
General	7.260.C	Use	7.270.D
Insurance	5.240.E	Projects	
Investment	7.260	See also Specific Types of Projects; i.e., <i>Dam</i>	7.280
Personnel	7.260.C	Capital	7.280.A
Police	7.260	Control files	7.280.A
Purchasing	7.260	Information technology	7.280.B
Risk management	7.260	Noncapital	7.280.C
Safety	7.260	Prominent Individuals	9.20
Water	10.310.L	Promissory Notes	5.160
Poll		Promotions	15.70
Books	3.120.A	Proof Roll Inspections	1.150
Lists	3.120.B	Proofs of Publication	7.10
Signature forms	3.120.D	Property	Schedule 16
Sites	3.120.C	Acquisition	16.10
Pollution	11.70.A	Auctions	5.180.C
Polygraph Exam Records		Disposal	5.180.E
Employment	15.150.F	Real estate transfer tax records	5.340.H
Routine	15.150.G	Rights – vested	11.170
Population		Sale	16.150
Projections	11.20.A	Surplus	5.180.H
Statistics	11.20.A	Taxes	5.340.G
Studies	7.380	Transfer	16.150
Power Generators	6.60	Unclaimed	5.180.E
Precedents		Unlawful destruction	17.90.H
Legal	13.70	Proposals	
Set	7.90.B	Bids	5.300.E
Precinct Maps	3.70, 7.180	Published	7.300
Predators, Sexually Violent	17.90.V	Protests – Election Petitions	3.110.G
Preliminary Versions	7.410	Public	
Drafts	7.90.D	Buildings – construction drawings	1.80.A
Press Releases	7.230	Improvement Loans	5.280.B
Printer Output – Preliminary Verification	7.410	Relations	7.290
Prisoner Transport Records	17.90.U	Safety	Schedule 17
Procedures	7.260	Utilities Commission hearing	10.120.B
Building	7.260	Files	13.70
Cemetery	7.260	Works projects	7.280.A
Court	14.80	Publications	
Fire	7.260	Bills paid	7.10
General	7.260.C	Charter	7.50.B
Interviewing	15.200.A	General	7.300
Personnel	7.260.C	Legal	7.10
Police	7.260	Other agencies	Appendix A
Recruitment	15.200.A	Outdated, superseded	Appendix A
Safety	15.120	Proof of	7.10
Standard operating	7.260	PUDs	11.30
Proclamations	8.180	Purchase	
Professional		Orders	5.300.H
Association memberships	7.200	field	5.300.H
Services agreements	7.20		

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Purchase (Cont'd)		Reconciliations	5.50.H
Property	16.10	Record Copy	xvii
Requisitions	5.300.H	Recordings – See also <i>Tape Recordings</i> and <i>Video</i>	
Purchasing	5.300	Appointed entities	4.105
Control forms	5.300.H	Crime scene	17.90.B
Policies	5.300.G	Dispatch	17.105
Solicitations	5.300.I	E 9-1-1	17.105
Pyrotechnics Permits	12.30.J	fire	17.105
		Governing body	8.185
<b>-Q-</b>		Police field contacts	17.90.K
Quarterly Reports	7.330.D	Surveillance of election areas	3.135
Appointed entities	4.110.C	Vehicle systems	17.90.FF
Budget	5.100.C	Records	
Payroll	15.170.I	Checks	17.90.W
Questionnaires – Routine	7.390	Compliance certificates	7.340
Quiet Title Actions	16.10	Computer	6.50
Quit Claim Deeds	16.50	Default retention	xvii
		Destruction	xv, Appendix E
<b>-R-</b>		Duplicate copies	xvii
Rabies Vaccination	17.20	Expungement	17.90.I
Radar Guns	17.60.B	Finding aids	7.310
Radiation Exposure	15.120.C	Format	xv
Radio System Licenses – FCC	6.40	Media	xv
Railroads		Open records requests	7.235
Crossings	10.120.B	Retention schedules	7.340
Municipal operations on right-of-way	10.120.A	Recreation	
Systems	10.120.C	Districts	7.365
Rate Schedules	5.150.A	Passes	7.270.D
Utility billing	5.360.H	Recruitment Procedures	15.200.A
"Read Only" Copies	7.90.D	Redevelopment Projects	7.280.A
Reading Files	7.90.C	Reference – Technical and General	7.140.D
Real Estate Transfer Tax	5.340.H	Referendum Petitions	3.110.I
Rebate Program	5.315	Referrals from Other Jurisdictions	11.140
Alien verification (SAVE)	17.120	Registered Sex Offender Records	17.90.V
Recall Petitions	3.110.H	Registers	
Receipts		Bond issue	5.80.D
Building permit fees	5.20	Building permit	1.190
Cemetery	2.30	Burial permit	2.10
Election materials	3.130.A	Certificate of deposit	5.260.C
Fees paid	5.20	Checks	5.50.C
General	5.20	Court	14.90.A
Meter deposit	5.360.F	monthly	14.90.D
Reciprocal Borrowing Sheets	7.270.H	Licenses	12.40.B
Reclamation		Payroll	15.170.K
Gravel pit	11.70.A	Permits	12.40.B
Mined land	11.70.A	Property tax	5.340.G
Recognition, Volunteers	15.290.A	Records	7.310
Recommendations to Governing Body		Sales tax	5.270
Appointed entities	4.100	Registration Receipts	5.20.C
		Regulations	
		Animal	7.320
		Building	7.320, 11.150
		Cemetery	7.320
		Development	7.320, 11.150

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Regulations (Cont'd)		Reports (Cont'd)	
General	7.320	Expenditure	5.330.G
Land use	11.150	Final project	7.280.A
Planning	11.150	Financial	5.330
Railroads	10.120.C	Fixed asset – annual	5.180.B
Stormwater	7.320	General	7.330
Water	10.310.L	municipal	7.380
Zoning	7.320	Incident	17.90.B
Regulatory		Inspection – vehicles/equipment	6.110.A
Actions	7.150.A	Investment	5.260.F
Compliance	15.60	Monthly	4.110.B, 7.330.C
Rehabilitation Projects	7.280.A	Offense	17.90.B
Remonstrances	7.80	Payroll	15.170
Removal from Governing Body	8.190	Physician's – cemetery	2.10
Rental Contracts and Agreements, Short-Term	16.135	Police	17.90
Rental Receipts	5.20.C	Project	7.280.A
Reorganization Studies	7.240	Revenue	5.330.G
Repairs – Municipal Property	7.280.A, 16.110.D	Quarterly	4.110.C, 7.330.D
Replacement Ballots	3.30	S.A.R.A. Tier II	17.70.L
Unused	3.65.A	Soil condition	1.150.C
Replats	11.30	Street system	10.200.B
Reports		Structure inspection	1.150
Actuarial	15.180.A	Water	
Analytical – water and sewer	10.300.A	consumption	10.290.O
Annual	7.330.A	quality	10.300
activity	7.330.A	Weekly	7.330.E
appointed entities	4.110.A	Requests	
financial	5.330.A	For proposals (RFPs)	5.300.I
operations	7.330.A	For quotations (RFQs)	5.300.I
published – municipality	7.300	Open records	7.235
water and wastewater treatment	10.300.B	Release of police information	17.90.X
Appointed entities	4.110	Routine	7.80
Audit	5.40.B	Service – fire	17.70.K
Bills allowed	5.10.C	Rescues	17.70.B, H
Boards and commissions	4.110	Incident reports	7.270.G
Bridge	10.190.A	Reservation Sheets	7.270.D
Budget	5.100.C	Reservoirs	10.310.C
Building		Projects	7.280.A
activity	1.210	Residential Building Plans	1.80.B
inspection	1.150	Resignations	
Campaign	3.40	Appointed entities	4.20.A
Cash	5.20.C	Employees	15.70
Census	11.20.B	Governing body	8.100
Claims	5.240.B	Resolutions	8.200
Comprehensive annual financial	5.40.B	Resubdivisions	11.30
Consumer confidence	10.300.C	Retention Schedules	7.340
County treasurer	5.330.E	Retirement	
Court		Files	15.180.D
annual	14.100.A	Form 1099R	5.345.B
monthly	14.100.B	Plans	15.40.B
Daily	7.330.B	Returns – Sales and Use Tax	5.340.I
Departmental	7.330	Revenue	
Employee longevity	15.170.E	Monthly distribution report	5.340.B
EEO-4	15.60.A	Reports	5.330.G
		Sharing	5.210.B

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Rezoning	11.190.B	Savings Bonds	5.260.G
Ride Along – Police	17.90.Y	Schedule	
Liability waivers	7.270.F	Building permit fee	5.150
Right-of-Way	16.60	Fee	5.150.A
Railroad	10.120.A	Rate	5.150.A
Vacation	10.260	utilities	5.360.H
Rivers	10.310.D	Records retention	7.340
Road and Bridge Program	5.210.D	Scheduling Notes	7.90.A
Road Service Safety Testing	15.120.H	Schematics – System	10.90
Roadway Projects	7.280.A	Scrapbooks	9.120
Rodeos	7.110	Seal – Municipal	9.130
Room Rentals	16.135	Secondhand Dealers Licensing	12.20.D
Room Reservations	7.270.D	Security	16.155
Routes		Access system	16.155.A
Maps	10.240.A	Computer	6.50.D
Snow	10.190.L	Deposit – utilities	5.360.I
Truck	10.190.T	Guard licensing	12.20.D
Routing Documents	Appendix A	Videotapes	16.155.C
Rulemaking – State and Federal	7.150.A	Seizure Fund	17.90.Z
Rules		Senior Citizen Support Groups	7.120.J
Cemetery	7.320	Seniority Systems	15.170.B
General	7.320	Service	
Policies and procedures	7.260.C	Orders – utility	5.360.J
Run-Off	11.90	Requests	7.80
Run Sheets – Fire and Rescue	17.70.H	Volunteer workers	15.290.B
		Setbacks	11.160
<b>-S-</b>		Settlements – Litigation	13.70
Safety		Severance Tax	5.210.D
Commercial drivers' license	15.120.A	Sewer System – See Water and Sewer System	
Committee	7.70.A	Sex Offenders	
Equipment	6.110	Case files	17.90.B
Fleet	6.110	Registered	17.90.V
Inspection – facilities	16.110.D	Sexual Assault	
Personnel	15.120	Arrests	17.90.A
Policies	7.260.C	Cases	17.90.B
Procedures	7.260.C	Sexually Oriented Business Licensing	12.20.D
Testing	15.120.H	Sexually Violent Predators	17.90.V
Training manuals	15.120.H	Shift Schedules	15.300
Vehicles	6.110	Show Agreements, Contracts	7.270.A
Salary		Show Cause Hearings	12.20.A
Documentation	15.70	Shutoffs – Utility	10.250.G
Surveys	15.170.L	Sidewalk	
Sale of Property	16.150	Engineering	10.200
Sales Tax Collection	5.340.I	Improvement districts	5.230
Sample Ballots	3.30	Layout	10.200
Sanitation District	7.365	Sign	
Sanitary Surveys – Treatment System	10.300.K	Codes	11.150
S.A.R.A. Tier II Reports	17.70.L	Construction and installation	1.220
SAVE Program	17.120	Damage	16.110.C
		Permits	1.220

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Signalization	10.190.S	Standards (Cont'd)	
Signature Authorizations	5.300.H	General	7.320
Signature Certificates		Land use	11.150
Employees – clerk and treasurer	15.240	Mobile homes	7.320
Mayor	8.210	Planning	11.150
Sister City Programs	7.270.K	Sewer line installation	7.320
Site Plans	11.30	Sidewalk construction	7.320
Site Specific Development Plans	11.30	Stormwater	7.320
Sludge		Street construction	7.320
Application	10.300.L	Streetscape	7.320
Permit reviews	11.70.A	Water	10.310.L
Permits	10.300.L	line installation	7.320
Preparation	10.300.L	testing	10.300.A
Sites	10.300.L	State	
Snow Removal	10.190.L	Archives	
Social Security	15.40.B	approval	Appendix C
Software		compliance certificates	7.340
Licenses	6.50.G	records retention schedules	7.340
Management	6.50.G	Bid list	5.300.J
Manuals	6.50.G	Highway Department	
Site licenses	6.50.G	improvement project	10.190.B
Soil Condition Reports	1.150.C	maintenance contract	10.170
Solicitations – Bids	5.300.I	policy issues	10.170
Solid Waste Management	10.150	railroad crossing hearings	10.120.B
Cash receipts	5.20	signalization	10.190.S
Dump tickets	10.150.A	standards	10.120
Landfill locations	10.150.B	system	10.170
Spas – Chemical Testing, Treatment	16.110.B	Legislation – proposed	7.150.A
Special		lobbying	8.80
Districts	7.365	New hire reporting compliance	15.60.F
Events and use permits	12.30.X	Of the city address	7.290
Events license – alcohol beverages	12.20.A	Revenue programs	5.210.D
Uses	11.120	Statements	
Specifications		Accounts payable	5.10.C
Bid	5.300.I	Bank	5.50.B
Job	15.150.E	Issued by municipality	5.20.F
Project	7.280.A	Utility billing	5.360.K
Specimen Bonds	5.80.A	Statistics	
Speeches	7.290	Fire Department	17.75.D
Speed Zones	10.190.M	Library circulation	7.270.H
Spoiled Ballots	3.30	Police	17.90.AA
Sporting Event Agreements, Contracts	17.270.A	Stocks and Bonds	5.260.H
Sports Equipment Rental	16.135	Storage Tanks – Regulated Substances	11.70.D
Spreadsheets – Preliminary	5.380	Above ground	11.70.D
Staff Meetings	7.70	Underground	11.70.D
Standard Operating Procedures	7.260.C	inspections	11.70.D
Standards		leaking	11.70.D
Building	7.320, 11.150	permits	11.70.D, 12.30.BB
Cemetery	7.320	Stormwater	
Commercial	11.150	Basins	11.90.A
		plans	11.130
		Drainage system	11.90.A
		Improvement districts	5.230
		Projects	7.280.A
		Streams	10.310.D

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Address assignments	1.240, 10.200	Feasibility	7.380
Alignment	10.200	Land use	7.380, 11.130
Arterial system	10.200.B	Planning	7.380, 11.130
Bridge inspections	10.190.A	Published	7.300
Cleaning	10.190.O	Study Sessions	
Closings	1.240	Recordings	
Closures	10.190.F	appointed entities	4.105.C
Construction – major	10.200	governing body	8.185.C
Crosswalks	10.190.D	Subdivisions	11.30
Cut permits	12.30.Y	Minor	11.30
Dedications	1.240	Regulations	7.320, 11.150
Design	10.200	Standards	7.320
Drainage problem history	10.200	Subject Files – General	7.140
Engineering	10.200	Subpoenas	14.110
Grades	10.200	Summonses and Complaints	14.30
High accident locations	10.190.G	Juror	14.70.A
Highway users tax fund	5.210.D	Police copy	17.110
Improvement districts	5.230	Voided	14.30.F
Intersection design	10.200	Sump Pump Equipment	6.60
Layout	10.200	Supplements – Code	7.60.B
Lighting	10.190.Q	Support Groups	7.120.J
Maintenance – major	10.200	Surplus Property	5.180.H
Map – system	10.200	Surveillance Recordings – See <i>Recordings</i>	
Master plan	7.380	Surveys	
Miles in system	10.200.B	Conducted by municipality	7.395
Name assignments	1.240	Historic structure or district	1.160
Naming	10.190.I	Routine	7.390
Numbering	1.240	Surveying Records	
Operations	10.190	Bench marks	10.200.A
Parking	10.190.J	Field survey notes	7.180
Permits	12.30	Systematic Alien Verification for Entitlements	
Planning	10.200	Program	17.120
Problem histories	10.200	Annual reports to State	17.120.A
Projects	7.280.A	Reports to ICE	17.120.B
Renaming	10.190.I	Swimming Pools	
Right-of-way acquisition	10.200	Chemicals	16.110.B
conveyances	16.60.A	Inspections	16.110.D
Snow removal	10.190.L		
Speed zones	10.190.M	<b>-T-</b>	
State highways – See <i>State – Highway Department</i>		Tabulation	3.140
Striping	10.190.S	Abstract of election	3.140.A
Sweeping	10.190.O	Test results	3.140.B
System	10.200.B	Tagout Procedure Safety Tests	15.120.H
Traffic markings	10.190.S	Tally Lists	3.140.C
Truck routes	10.190.T	Tanks – Storage	11.70.D
Vacation	10.260	Tap – Water and Sewer	10.290.K
Weather observation	10.190.U	Tape Recordings – See also <i>Recordings</i>	
Streetscape		Appointed entities	4.105
Plans	11.130	Field contact reports – police	17.90.K
Standards	7.320		
Striping – Traffic	10.190.S		
Structure			
Inspections	1.150		
Municipal	16.30		
Municipal government	7.240		
Records	Schedule 1		

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Governing body	8.185	Code adopted by reference	7.60.A
Municipal court proceedings	14.130	Counts	10.190.R
Public relations	7.290	Events – impact	10.190.F
Study sessions	4.105.C	Fatal accident arrests	17.90.A
Task Forces		Flow	10.190
Appointed by municipality	Schedule 4	video recordings	10.190.R
Internal	7.70	Marking	10.190.S
Tax		Monitoring	10.190.R
Collection	5.340	Non-fatality accident arrests	17.90.A
Credits – historic properties	1.160	Operations	10.190
Licenses issued to municipality	5.340.F	Rerouting	10.190.F
Payroll	15.170.J	Signalization	10.190.S
Reporting	5.345	Weather observation	10.190.U
Taxes – See Specific Taxes; ;i.e., <i>Sales Tax</i>		Trailer Inspections	1.150.D
Taxi Driver License	12.20.D	Training	
Taxicab Service	10.240	Commercial driver's license	15.120.A
Teams – Internal	7.70	Manuals – health and safety	15.120.H
Technical Reference Files	7.140.D	Materials	7.400
Telephone		Orientation	
Logs	7.140.B	employees	15.270
Messages	Appendix A	governing body	8.170
System		Police	17.90.BB
Emergency 9-1-1	17.60.A	Safety, employee tests	15.120.H
encroachments	12.30.H	Transaction Journal – Sales and Use Tax	5.340.I
municipal buildings	6.160	Transcripts – Municipal Court Appeals	14.10.B
Television – See Cable Television Service		Transient Vendor Licensing	12.20.D
Temporary Alcohol Beverage Permit	12.20.A	Transitory Documentation	7.90.D
Temporary Use Permits – NCWCD	10.310.H	Transfer of Property	16.150
1098 Forms, Mortgage Interest Statements	5.345.A	Transmittal Letters	Appendix A
1099 Forms	5.10.G	Transportation System	
1099R Forms - Reports of Distributions	5.345.B	Plans	7.380, 11.130
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Test Results		Services	10.240
Chemical blood	17.90.H	Studies	7.380
Commercial Driver's License	15.120.A	Trash Violations	11.180.C
Lie detectors	17.90.H	Treasury Bills and Notes	5.260.I
Tests – Employment	15.150.D	Treatment – Water and Sewer	10.300
Time Sheets	15.170.M	Trees	
Titles – Vehicle	6.200	Damage	16.110.C
Topographic Maps	10.90	Inventory	16.160.A
Towers – Communication	12.30.D	Removal	16.160.B
Toxic Sites	11.70.E	permits	12.30.AA
Trade		Trial Balances	5.50.J
Journals	Appendix A	Trigger Dates	xviii
Of property	16.150	Truck Route Designations	10.190.T
Trademark Records	9.130	Trust Funds	5.200.B
Traffic		Tuition Reimbursement	15.70
Accident arrests	17.90.A, 17.90.B	Turbidity Reports	10.300.A
Cases – municipal court	14.30.E		
default judgment	14.30.E		

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
<b>-U-</b>			
Unclaimed Property	5.180.E	Utility Features	
Undeliverable		As-built drawings	10.250.B
Ballots	3.30	Connections	10.250.E
Mailings	7.160.F	Cross-Connections	10.290.C
Underground		Disconnections	10.250.D
Storage tanks		Encroachment permits	12.30.H
inspections	11.70.D	Installation	10.250.E
leaking	11.70.D	Lines	10.250.G
permits	11.70.D, 12.30.BB	Locates	16.165
Utility lines	10.250	Locations	10.250.G
Water rights and supply	10.310.F	Mains	10.250.G
Unemployment Insurance	15.280	Manholes	10.250.G
Uniform		Maps and drawings	10.250.G
Codes	7.60.A	Projects	7.280.A
Crime report (UCR)	17.90.AA	Shut-off locations	10.250.G
Crime report/NIBRS	17.90.W	Valves	
Unsafe Buildings	1.150.E	locations	10.250.G, 10.290.N
Unused Ballots	3.30	specifications	10.290.N
Replacement – mail	3.65.A	Water line maintenance and repair	10.290.P
Update Request Form	Appendix D	Utility Locate Requests	16.165
Urban		Utility Projects	7.280.A
Drainage District	7.365	<b>-V-</b>	
Growth area plans	11.130	Vacancies – Governing Body	8.30
Renewal authority	Schedule 4	Vacations	
governing body as	8.70	Alley	10.260
Use		Easements	10.260
Permits	12.30.CC	Plats	11.30
Tax collection	5.340.I	Rights-of-way	10.260
Uses		Street	10.260
Accessory	11.120	Valves	
Conditional	11.120	Locations	10.250.G, 10.290.N
Nonconforming	11.120	maintenance	10.290.N
Permitted	11.120	requests	16.165
Special	11.120	specifications	10.290.N
Temporary	12.30.CC	Maintenance and repair	10.290.N
USGS		Vandalism – Cemetery	16.110.C
Elevation bench marks	10.200.A	Variances, Fire Department	17.75.A
Topographical maps	7.180	Variances	11.160
Utility Billing	5.360	Water and sewer treatment	10.300.M
Account history	5.360.A	Water use	10.290.P
Adjustment records	5.360.B	Vehicle	Schedule 6
Billing journals	5.360.C	Crime lab hold/release sheets	17.90.F
Meters	5.360.F	Driver inspection reports	6.110.A
Notices, nonpayment	5.360.G	Fire	Schedule 6
Rates	5.360.H	Histories	6.180
Security deposit	5.360.I	Impound	17.90.CC
Service orders	5.360.J	Maintenance	6.180
Statements	5.360.K	documentation	6.110.B
Trouble orders	5.360.J	Police	Schedule 6
Turn-off orders	5.360.J	Registrations	6.190
		Safety	6.110

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Vehicle (Cont'd)		Waivers – Liability	7.270.F
Titles	6.200	Ward Boundary Maps	3.70, 7.180
Video recording systems	17.90.FF	Warning Systems	6.60
Warranties	6.210	Warranties	6.210
Vendor		Warrants	
Files	5.10.J	Checks	5.10
Licensing	12.20.D	Court	14.140.B
Lists	5.300.K	index	14.90
Prequalification	5.300.L	Warranty Deeds	16.50
Short-term agreements, contracts	17.270.A	Wastewater – See <i>Water and Sewer System</i>	
1099 Forms	5.10.G	Watchers – Oaths	3.100
Ventilation Systems – Municipal	6.60	Water – See also <i>Water and Sewer System</i>	
Vested Property Rights	11.170	Acquisition	10.310.A
Victim Assistance and Counseling	17.90.DD	Adjudication	10.310
Video – See also <i>Recordings</i>		Associations	7.120
Crime scene	17.90.B	Bond Issues	5.80.A
Criminal cases	17.150	Conservancy districts	10.310.H
Detention center booking	17.90.EE	Conservation	10.310.L
Election areas	3.135	within municipality	10.290.P
Historical value	9.100	Consumer confidence report	10.300.C
Police		Consumption – water	10.290.O
cases	17.90.B	Court proceedings	10.310.A
secured facilities	17.90.EE	Dams	10.310.C
vehicle recording systems	17.90.FF	Decrees	10.310.J
Public relations	7.290	Dedication of rights	10.310.L
Recordings of meetings		District	7.365
appointed entities	4.105	Ditch records	10.310.B
governing body	8.185	Enterprise board	8.70
Security	16.155.C	Flow measurements	10.310.D
Sewer inspection	10.290.J	Irrigation companies	10.310.B
Water inspection	10.290.P	Lakes	10.310.C
Violations		Meters	5.360.F
Building code	1.250	policies	10.310.L
Code	11.180	Modeling and forecasting	10.310.K
Land use	11.180.A	Offers	10.310.A
Nuisances – land use	11.70.C	Policies	10.310.L
Trash	11.180.C	Pressure	10.290.P
Weed	11.180.C	Projects	7.280.A
Volunteer Workers		Quality	10.300.A
Recognition	15.290.A	monitoring	10.310.M, 11.90.A
Service	15.290.B	Rates	5.360.H
Voted Ballots	3.30	Raw	10.310.L
Voter		Regulations	10.310.L
Registration list	3.120.B	Rental	
Signature forms	3.120.D	offers	10.310.A
Vouchers	5.300	surplus irrigation	10.310.N
<b>-W-</b>		Reservoirs	10.310.C
W-2 Forms	15.170.O	Rights	10.310.A
W-4 Forms	15.170.P	Rivers	10.310.D
W-9 Forms	5.10.K	Sale	10.310.A
Wage-Rate Tables	15.170.N	Source of supply	10.310
		Standards	10.310.L
		Stock certificates	10.310.O
		Storage inspection	10.290.P
		Streams	10.310.D

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Water (Cont'd)		Water and Sewer System (Cont'd)	
Surface rights	10.310.D	Radiological analysis	10.300.A
Transfer	10.310.A	Reports	
Underground	10.310.F	distribution and production	10.290.P
Use restrictions	10.290.P	operations	10.300.B, I
Water and Sanitation		Samples	10.300.A
Districts	7.365	Sand trap inspections	10.300.F
General	10.280	Sewage – composite samples	10.300.A
Maps and drawings	7.180	Sewer inspection	10.290.J
Projects	7.280.A	Sludge application	10.300.L
Water and Sewer System – See also <i>Water</i>		Storage – water	10.290.P
Agreements – service	7.20	Taps	
Analysis – system	10.290.P	outside users	10.290..K
Analytical reports	10.300.A	sewer	10.290.K
Backflow prevention device test	10.290.J	water	10.290.K
Bacteriological quality analysis	10.300.A	Tests	
Calibration – equipment	10.300.F	analytical	10.300.A
Capacity – plant	10.300.I	backflow prevention device	10.290.J
Chemical analysis	10.300.A	sewage – weekly	10.300.A
Chlorination	10.300.A	sewer	10.290.J
Compliance – drinking water	10.300.D	smoke test	10.290.J
Connections	10.290.E, K	standards – water tests	10.300.A
Contaminants	10.300.A	water system	10.290.P
Copper analysis	10.300.A	X-ray	10.290.J
Corrective actions	10.300.D	Treatment	10.300
Cross-connection control survey	10.290.C	chlorination reports	10.300.A
Discharge		Turbidity reports	10.300.A
inspections	10.300.E	Use restrictions	10.290.P
monitoring	10.300.E	Valves	10.290.N
permits	10.300.E	Water storage inspection	10.290.P
Disconnections	10.250.D	Weapons	
Distribution	10.290.P	Authorization to carry	17.90.GG
Domestic septage	10.300.L	Concealed	12.30.E
Effluent	10.300.L	Destruction	17.90.H
Enterprise board	8.70	Maintenance	17.90.GG
Equipment maintenance	10.300.F	Qualification	17.90.GG
Filter plant logs	10.300.I	Violations case files	17.90.B
Industrial pretreatment permits	10.300.G	Weather	
Inspections		Modification	10.310.P
sand trap	10.300.F	Observation	10.190.U, 10.310.P
sewer	10.290.J	Sensors	10.310.P
video	10.290.J, 10.290.P	Website Development	6.50.H
water	10.290.P	Website – GIS	7.180.A
Installation	10.250.E	Weed	
Lead analysis	10.300.A	Control	11.70.B
Lines – water, maintenance and repair	10.290.P	Violations	11.180.C
Meters	5.360.F	Weekly Reports	7.330.E
Odor complaints	10.300.A	Wells	
Operational reports	10.300.I	Gas drilling	11.70.A
Operator	15.70	Locations – water	10.310.Q
Oversizing	7.280.A	Oil drilling	11.70.A
Plant capacity	10.300.I	Permits	10.310.R
Pressure measurements – water	10.290.P	Water	10.310.F
Production – water	10.290.P		
Projects	7.280.A		

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Wetlands	
Fill	11.70.F
Protection	11.70.F
Removal	11.70.F
Wiring – Computer Systems	6.50
Withdrawal from Nomination	3.80.C
Work	
In public way – permits	12.30.T
Orders	
equipment	6.220
property repair	16.180
vehicles	6.220
Papers	
audit	5.40.C
budget	5.100.D
Permits – public way	12.30.T
Schedules	15.300
Workers' Compensation	15.310
Worksheets	
Financial – preliminary	5.380
General	7.410
Short-term value	7.90.D

**-Y-**

Youth Program Support Groups	7.120.J
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**-Z-**

Zones	
Enterprise	11.60.C
Speed	10.190.M
Zoning	
Annexations	11.10, 11.190.A
Board of Adjustment	Schedule 4
Board of Appeals	Schedule 4
Certificates	11.190.C
Districts	11.190.A
maps	7.180, 11.100
Initial	11.190.A
Maps	11.190.A
Petitions	11.190.A
Regulations	7.320, 11.150
Rezoning	11.190.B

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