

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

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

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| Americans With Disabilities Act | 90.110.B | Applications (Cont'd) | |
| Amusement Device Licensing | 75.020.C | Sales tax | 30.190.E |
| Analytical Reports | | Vacancies – governing body | 45.020 |
| Asphalt | 60.050.A | Appointed Entities | Schedule 20 |
| Water and sewer | 60.090.A | Appointments | |
| Animal | | Appointed applicants | 20.020.A |
| Cases – Municipal Court | 85.030.A | member lists | 20.050 |
| Control | 100.020 | unsuccessful applicants | 20.020.B |
| Disposition | 100.020 | Election judges | 15.090.A |
| Licensing | 75.020.C | Governing body | 45.020 |
| Protection | 100.020 | Scheduling | 40.050 |
| Stray | 100.020 | Appraisals | 95.010 |
| Annexation | 65.010 | Apprenticeship Selection | 90.070 |
| Approved | 65.010.A | Approval Request Form | Appendix C |
| Disapproved | 65.010.B | Aquatic Facilities, Chemicals | 95.050.B |
| Election petitions | 15.150.A | Aquifers | 60.100.E |
| Maps | 40.180 | Archeological Sites | 50.010 |
| Review | 65.010 | Architectural Renderings | 40.180 |
| Zoning | 65.080 | Parks | 95.060 |
| Annual Reports | | Archival Records | Schedule 50 |
| Activity | 40.290.A | Arrests | 100.080.A |
| Fixed assets | 30.030.A | Expungement | 100.080.A |
| Operations | 40.290 | Illegal presence | 100.070.A |
| Payroll | 90.140.E | Warrants | 85.100.B |
| Published | 40.260 | Arson | |
| Water and sewer treatment | 60.090.B | Arrests | 100.080.A |
| Water consumption | 60.080.E | Case files | |
| Annuities, Form 1099R | 30.200.B | fire | 100.050.H |
| Apartment Building Plans | 05.060.A | police | 100.080.B |
| Apparatus Inspections | 100.050.B | Artwork | |
| Appeal Proceedings | 40.010 | Display agreements, contracts | 40.230.A |
| Appeals – Court Decisions | 85.010.A | Museums | 70.020 |
| Evidence | 85.050 | Asbestos Exposure | 90.110.B |
| Transcripts | 85.010.B | "As-Built" Drawings | |
| Appendices | | Construction | 05.060 |
| Amendment Schedule | Appendix H | Electric service | 60.010.D |
| Approval Request Form | Appendix C | Facilities | 40.180 |
| Frequently Asked Questions | Appendix F | Asphalt Testing | 60.050.A |
| Glossary | Appendix B | Assault Cases | 100.080.A, .B |
| Guidelines for Preservation of Records | Appendix G | Asset Records | 30.030 |
| Methods of Record Destruction | Appendix E | Critical asset – electric service | 60.010.A |
| Non-Records | Appendix A | Associations | |
| Update Request Form | Appendix D | External | 40.120 |
| Applications | | Water | 40.120 |
| Absentee ballots | 15.010, 15.030.A | Attorney | Schedule 80 |
| Building permits | | Correspondence | 40.100 |
| issued | 05.020.A | Auction | 30.030.B |
| not issued | 05.020.B | Auctioneer License | 75.020.C |
| Employment | | Audio Recordings. <i>See Recordings</i> | |
| Fair Credit Reporting Act | 90.130.E | Audits | 30.040 |
| individuals not hired | 90.130.B | Police property and evidence | 100.080.E |
| background investigation files – public safety | 90.130.C | | |
| Jobs | 90.130.B | | |

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|-------------------------------------|--------------------------|--|--------------------------|
| Audits (Cont'd) | | Benefits Programs – SAVE Verifications | 100.070.B |
| Reports | 30.040.A | Bicycle Licensing | 75.020.C |
| Sales tax | 30.190.E | Bids | |
| Work papers | 30.040.B | Accepted | 30.170.B |
| Augmentation Plans | 60.100.D | Rejected | 30.170.B |
| Authorities | Schedule 20 | Solicitations | 30.170.A |
| Governing body as | 45.060 | Specifications | 30.170.A |
| Automatic Clearinghouse (AHC) Forms | | State list | 30.170.C |
| Accounts payable | 30.010.A | Unsolicited | 30.170.B |
| Accounts receivable | 30.020 | Vendor list | 30.170.C |
| Awards | 40.040 | prequalification | 30.170.D |
| -B- | | Billboard permits | 75.020.F |
| Background Investigations | 90.130.C | Billing | 30.020 |
| Balance Sheets | | Power system | 60.010.F |
| Accounts payable | 30.010.A | Utility | 30.210 |
| Accounts receivable | 30.020 | Bills | |
| Trial | 30.050.A | Of sale | 35.010 |
| Ballot | | Paid | 30.010.A |
| Box receipts | 15.170 | State or federal | 40.160 |
| Certifications | 15.060.B | Blood-Borne Pathogen | |
| Issue | | Exposure | 90.110.B |
| comments | 15.020 | Safety training | 90.110.B |
| notice | | Blood Testing Reports | 100.080.E |
| duplicate copy | 15.130.A | Board of Trustees | Schedule 45 |
| master copy | 15.130.B | Boards and Commissions | Schedule 20 |
| working copy | 15.130.A | Boilers | 35.010 |
| Measure petitions | 15.150 | Bond Issues | |
| lobbying | 40.250.A | Bond anticipation notes | 30.070.A |
| Ballots | 15.030.A | Bonds – paid | 30.070.C |
| Mail | 15.100 | Coupons – paid | 30.070.C |
| Sample | 15.030.B | Files | 30.070.A |
| Bank | 30.050 | General obligation | 30.070.A |
| Court-maintained accounts | 30.050 | Industrial development revenue | 30.070.A |
| Statements | 30.050.B | Ledgers | 30.070.D |
| Bankruptcy | 30.060 | Notes – paid | 30.070.C |
| Banner permits | 75.020.F | Proceedings books | 30.070.B |
| Barricades | 60.050.C | Refunding | 30.070.A |
| Basin | | Registers | 30.070.D |
| Plans | 40.330 | Revenue | 30.070.A |
| Stormwater | 60.040.A | Special improvement | 30.070.A |
| Beer Licenses | 75.020.A | Water | 30.070.A |
| Benchmarks – Street | 60.050.H | Bonds | |
| Benefits – Employee | 90.030 | Capital project | 40.240.B |
| Plan selections | 90.070 | Labor and materials | 40.240.B |
| Plans | 90.030.A | Legal proceedings | 85.020 |
| Form 1099R, report of distributions | 30.200.B | Licenses | 75.010 |
| Reports | 90.030.B | Municipal Court proceedings | 85.020 |
| | | Payment | 40.240.B |
| | | Performance | 40.240.B |
| | | Permits | 75.010 |
| | | Public official | 90.040 |
| | | Savings | 30.140.A |
| | | Specimen | 30.070.B |

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|---|--------------------------|--------------------------------------|--------------------------|
| Boundary Maps | 40.180 | Business | |
| Alcohol beverage licensing | 75.020.A | Economic development incentive | 65.040.A |
| Annexations | 65.010 | Historical records | 50.030 |
| Cemetery | 10.020 | Licensing | 75.020 |
| Ward | 15.110 | Medical marijuana | 75.020.D |
| Bridge | | Bylaws | |
| Inspections | 60.050.B | Appointed entities | 20.030 |
| Inventory | 60.050.B | Governing body | 45.030 |
| Maintenance | 60.050.B | | |
| Projects | 40.240.A | -C- | |
| Brochures | 40.260 | | |
| Budget | | Cable Television Service | |
| Adoption | 30.080 | Encroachments | 75.020.G |
| Committee | 45.040 | Franchises | 30.110 |
| Document, final version | 30.080.A | Cafeteria Benefits | 90.070 |
| Revisions | 30.080.A | CAFR | 30.040.A |
| Strategy team | 40.080 | Calendars | 40.050 |
| Work records | 30.080.B | Call Sheets | |
| Building | | Ambulance | 100.010.B |
| Activity reports | | Fire | 100.050.G |
| Board of Adjustment | 05.040, Schedule 20 | Rescues | 100.050.G |
| Board of Appeals | 05.040, Schedule 20 | Campaign Reports | |
| Certificate of occupancy | 05.050 | Candidate affidavits | 15.040.A |
| Codes | 40.070.A | Committee statements | 15.040.A |
| abatement, enforcement | 85.030.B | Contribution, expenditure reports | 15.040.A |
| violation | 05.040 | Independent expenditures | 15.040.B |
| Damage | 95.050.C | Issues committee | 15.040.C |
| Historic | 50.040 | Candidate | |
| Inspection | 05.070.A | Affidavits | 15.040.A |
| Materials – alternative | 05.040 | Committees | 05.040.A |
| Nonresidential drawings | 05.060.A | Nomination | 15.120 |
| Permits | 05.030 | Capital Improvement Projects | 40.240.A |
| applications | 05.020 | Reports | 40.330 |
| issued | 05.020.A | Carnival License | 75.020.C |
| not issued | 05.020.B | Cartographic Records | 40.180 |
| fee collection | 30.020 | Case | |
| ledgers | 05.080 | Files | |
| registers | 05.080 | Building Review Board | 05.040 |
| Plans | 05.060 | court | 85.030 |
| public | 05.060.A | hazardous material incident | 100.060.A |
| Projects | 40.240.A | police | 100.080.B |
| Records – general | Schedule 05 | Indexes | 85.090.A |
| Regulations | 40.310 | Registers | 85.090.A |
| Residential drawings | 05.060.B | Cash Books | 30.020 |
| Review Board case files | 05.040 | Cemetery | 10.030 |
| Safety, health, environmental inspections | 95.050.D | Cash Donor Records for Municipal Use | 40.105 |
| Security | 105.020 | Cash Register Validation Tape | 30.020 |
| Standards | 05.070.A | Catalogs | |
| Structure inspection | 05.070.A | Library | 70.010.A |
| Unsafe | 05.070.D | Trade | Appendix A |
| Violations | 05.040 | Vendor | 40.280 |
| Burials | 10.010 | CCIC Teletypes | 100.080.M |
| Burning Permits | 75.020.F | CDBG | 30.120.B |
| Bus Service | 60.060.C | | |
| Route maps | 60.060.C | | |

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| CDOT – See State – Highway Department | | Chemical | |
| Celebrations | 40.110 | Applications | 95.050.A |
| Cell Phones – See <i>Communication Systems</i> | | Blood testing reports | 100.080.E |
| Cemetery | Schedule 10 | Exposure | 90.110.B |
| Chemical application | 95.050.A | Inventory forms | 25.040 |
| Contractor license | 75.020.C | Material safety data sheets | 25.020 |
| Rules and regulations | 40.310 | Testing, aquatic facilities | 95.050.B |
| Vandalism | 95.050.C | Childcare Facility Licensing | 75.030.A |
| Census | 65.020 | Christmas Lighting | 40.110 |
| Data | 65.020.A | Chronological Reading Files | 40.100.B |
| Reports | 65.020.B | Circus License | 75.020.C |
| Ceremonies | 40.250.C | Citizenship Verification | 90.120 |
| Proclamations | 45.130 | City Council | Schedule 45 |
| Certificates | | Civil | |
| Death | 10.010 | Actions | 80.040 |
| Election judges | 15.190.C | Defense | 100.040.A |
| License issuance | 75.020.C | Claim | 80.010 |
| Money market | 30.140.A | Employee insurance | 90.030.C |
| Of deposit | 30.140.A | Insurance | 105.010.B |
| Of insurance | 105.010.A | Medical records | 80.010.B |
| project files | 40.240 | Notifications | 80.010.A |
| Of occupancy | 05.050 | Reports | 105.010.B |
| fire code official approval | 100.050.C | Clerical Manuals – Routine | 40.220.A |
| Retention schedule compliance | 40.300 | COBRA Compliance | 90.070 |
| Signature – Councilmembers | 45.080.B | Code | |
| Vehicle registration | 35.010 | Adopted by reference | 40.070.A |
| Water stock | 60.100.H | Books | 40.070.B |
| Zoning | 65.080 | Building – compliance | 05.040 |
| Certifications | | Enforcement | |
| Ballots | 15.060.B | municipal court | 85.030.B |
| Election | 15.190 | police | 100.080.B |
| EMT | 90.070 | International | 40.070.A |
| FCRA | 90.130.E | Supplements | 40.070.B |
| Petition | 15.150 | Uniform | 40.070.A |
| Sludge | 30.090.J | Codification of Ordinances | 40.070.B |
| Street system | 60.050.I | Collected Materials | 70-020 |
| Certified | | Deaccession, removal | 70-020 |
| Bond issue proceedings | 30.070.B | Collective Bargaining | 90.050 |
| Mail – return receipts | 40.170.B | Colorado Department of Public Health and Environment | |
| Change Orders | 40.240.A | Hazardous waste shipment, disposal | 25.020.C |
| Charge Slips | 30.010.A | S.A.R.A. Tier II, submitting facility | 25.040 |
| Charity Fund Drives | 40.140 | Storage tanks | 25.050 |
| Charter | 40.060 | Colorado Department of Transportation – See State – Highway Department | |
| Initiative petition | 15.150.B | Commendations | 90.070 |
| Proceedings | 40.060.A | Commercial | |
| Published | 40.060.B | Building plans | 05.060.A |
| Charts | 40.180 | Driver's license | 90.110.A |
| Checks | | Commissions | Schedule 20 |
| Cancelled | 30.050.A | Committees | |
| Duplicate copies | 30.050.A | Candidate | 05.040.A |
| Register | 30.010.A | Employee safety | 40.080 |
| Stubs | 30.050.A | | |
| Voided | 30.050.A | | |

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|--|--------------------------|--|--------------------------|
| Committees (Cont'd) | | Concealed Weapons Permits | 75.020.F |
| Governing body | 45.040 | Conceptual Review | 65.030 |
| Internal | | Concession Agreements, Contracts | 40.230.A |
| ongoing | 40.080.A | Condemnations | 95.010 |
| special | 40.080.B | Conditional Uses | 65.030 |
| Issues | 15.040.C | Confined Space Entry Permits | 75.020.H |
| Communication | | Confiscated Property | 30.030.B |
| Access control and security records | 55.010A | Conflict of Interest Disclosure Statements | 45.080.A |
| Computer audit reports | 55.010B | Connections – Utility | 60.080 |
| Computer backup records | 55.010C | Disconnections | 60.080 |
| Computer hardware and software documentation | 55.010D | Conservation – Water | 60.080.F |
| Computer system maintenance records | 55.010E | Construction | |
| Computer system program records | 55.010F | Capital projects | 40.240.A |
| Computer system test records | 55.010G | Certificate of occupancy | 05.050 |
| Encroachments | 75.020.G | Document review by fire code official | 100.050.D |
| Legal | 80.030 | Drawings and plans | |
| Network and fiber optics record | 55.010H | nonresidential | 05.060.A |
| Project | 55.060 | residential | 05.060.B |
| implemented systems | 55.060.A | Methods – alternative | 05.040 |
| systems not implemented | 55.060.B | Projects | 40.240.A |
| System usage records | 55.010I | Standards | 40.310 |
| Systems records | 55.010 | Zone | 60.050.K |
| franchises | 30.110 | Consumer | |
| Systems, user data | 55.010J | Confidence report | 60.090.B |
| Tower | | Reports, employee | 90.130.E |
| permits | 75.020.F | Contamination, Toxic Site | 25.060 |
| Community | | Contested Elections | Schedule 15 |
| Development block grant | 3.120.B | Contractor's Licenses | 75.020.B |
| Events | 40.110 | Cemetery | 75.020.C |
| General – significant early | 50.030 | Sign | 75.020.C |
| Groups – early | 50.030 | Contracts | 40.030 |
| Histories | 50.020 | Capital project | 40.240.A |
| Opinion surveys | 40.340 | Collective bargaining | 90.050 |
| Police relations | 100.080.C | Employment | 90.020 |
| Compensation Plans | 90.140.B | Short-term | 40.230.A |
| Complaints | 40.090 | Contribution and Expenditure Reports | 15.040.A |
| Elections | 15.050 | Controlled Substance Test Results, CDLs | 90.110.A |
| Compliance | | Coordinated Election | |
| Affirmative action | 90.010 | Abstracts of votes | 15.060.A |
| Building code | 05.040 | Ballot certifications | 15.060.B |
| Certificates – records destruction | 40.300 | Copies – "Read Only" | 40.100.C |
| COBRA | 90.070 | Copper Content – Drinking Water | 60.090.A |
| Drinking water | 60.090.C | Copyright Records | 40.150 |
| EEOC | 90.010 | | |
| FMLA | 90.110.B | | |
| New hire reporting | 90.170 | | |
| OSHA | 90.110.B | | |
| Computer | | | |
| Disaster preparedness, recovery plans | 55.030 | | |
| Output – preliminary verification | 40.350 | | |
| Preliminary working material | 40.350 | | |

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|---|--------------------------|---|--------------------------|
| Correspondence | 40.100 | Deannexation Election Petitions | 15.150 |
| Attorney | 40.100 | Death Cases | 100.080.A, .B |
| Routine | 40.100.B | Death Certificates | 10.010 |
| Council | Schedule 45 | Deceased Persons Books | 10.010 |
| Councilmember files | 45.080.B | Decreets, Water | 60.100.F |
| County | | Dedications | |
| Maps | 40.190 | Property acquisition | 95.020 |
| Treasurer's reports | 30.190.E | Water rights | 60.100.A |
| Court | Schedule 85 | Deductions | |
| Proceedings | 80.040 | Credit union | 90.140.A |
| recordings | 85.080 | Payroll | 90.140.A |
| Rulings – appeals to higher court | 85.010 | Deeds | |
| Water | 60.100.A | Cemetery | 10.020 |
| Crane Work – Public Way | 75.020.G | Property acquisition | 95.020 |
| Credit | | Defective Ballots | 15.030.A |
| Card | | Deferred | |
| records of cards held | 30.010.B | Compensation plans | 90.030.A |
| statements | 30.010.A | Sentence index | 85.090.B |
| Reporting agencies | 90.130.E | Delinquent Sales/Use Tax Notices | 30.190.E |
| Union payroll deductions | 90.140.A | Demolition | |
| Crime Lab | | Capital projects | 40.240.A |
| Logs | 100.080.D | Permits | 05.030 |
| Reports | 100.080.D | Work in public way | 75.020.G |
| Request forms | 100.080.D | Demonstrations – Traffic Impact | 60.050.C |
| Vehicle hold/release sheets | 100.080.D | Demotions | 90.070 |
| Crime Stoppers | 100.080.B | Deposit | |
| Criminal Case Files | 80.020 | Pass book | 30.050.B |
| Criminal History | | Receipts – meters | 30.210.B |
| Check log sheets | 100.080.L | Security – utility service | 30.210.A |
| Childcare facility licensing | 75.030.A | Slips | 30.050.A |
| Critical Incident Report – Childcare Facility | 75.030.A | Depreciation – Asset Inventory | 30.030.D |
| Cross-Connection Control | 60.080.A | Descriptions – Job | 90.130.F |
| Crosswalks | 60.050.K | Design | |
| Cultural Materials | 70.020 | Capital projects | 40.240.A |
| Cultural Programs | 40.230 | Drawings | 40.180 |
| Custodial Service Requests | 40.140 | Destruction of Records | Appendix E |
| -D- | | Development | 65.030 |
| Daily Reports | 40.290.B | Proposals – not approved | 65.030 |
| Damage | | Review | 65.030 |
| Assessment – major disaster | 100.040.B | Vested rights | 65.030 |
| Property | 95.050.C | Digital Images of Historic Value | 50.060 |
| Dams | | Direct Deposit Reports | 90.140.C |
| Monitoring, inspection | 60.100.B | Directives | 40.220 |
| Projects | 40.240.A | Disability Payments, Form 1099R | 30.200.B |
| Dance Hall License | 75.020.C | Disaster | |
| Data Maps (ESI) | 55.050 | Disaster preparedness and recovery plans (IT) | 55.030 |
| | | Declaration | 100.040.B |
| | | Emergency operations | 100.040.A |
| | | Incidents | 100.040.B |
| | | Information technology (IT) | 55.030 |

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| Disaster (Cont'd) | | Drawings (Cont'd) | |
| Major | 100.040.B | Construction | |
| Preparedness | 55.030 | nonresidential | 05.060.A |
| Recovery | | residential | 05.060.B |
| plan – IT | 55.030 | General | 40.180 |
| preservation of records | Appendix G | Historic property | 50.040 |
| Response planning | 100.040.A | Parks | 95.060 |
| Warning systems | 35.010 | Stormwater basin | 60.040.A |
| tests | 100.040.A | Drilling Structures | 25.010 |
| Discharge Permits – Wastewater | 60.090.D | Drinking Water – See <i>Water and Sewer System</i> | |
| Disciplinary Actions | 90.070 | Driver Vehicle Inspection Reports | 35.030.A |
| Internal affairs investigations | 100.080.J | Driver's License | |
| Disclosure Statements | | Commercial | 90.110.A |
| Conflict of interest | 45.080.A | Verification | 90.060 |
| Financial | 45.080.C | Drug Tests | |
| Disconnection – Utilities | 60.080 | CDL | 90.110.A |
| Dispatch | | Post-accident | 90.110.B |
| Electric service | 60.010.B | Random | 90.110.B |
| Logs | 100.080.L | DUI Log | 100.080.L |
| Recordings | 100.030.A | Dump Tickets | 60.030.A |
| Disposition of Property | 30.030.B | Duplicate Copies | |
| Distribution Lists | 40.170.B | Administrative | xv |
| District | | Convenience | xv |
| Boundary maps – election | 15.110 | | |
| Election | 15.110 | -E- | |
| Fire protection | 40.320 | Easement | |
| Historic | 50.040 | Abandonment | 60.070 |
| Improvement | 30.130 | Access | 95.030.B |
| Library | 40.320 | Construction | 95.030.B |
| Museum | 40.320 | Permanent | 95.030.A |
| Recreation | 40.320 | Temporary | 95.030.A |
| Special | 40.320 | Vacation | 60.070 |
| Zoning map | 40.180 | Economic Development | 65.040 |
| Ditch | 60.100.C | Incentives | 65.040.A |
| DNA Test Results | 100.080.E | Policies | 40.220.B |
| Docket Sheets | 85.040 | EEOC Compliance | 90.010 |
| Older than 1920 | 85.040 | Election | Schedule 15 |
| Documentation – General | 40.100 | Absentee voter | 15.010 |
| Routine – Court | 40.100.B | Abstract | 15.060.A |
| Donation – Museum | 70.020 | official | 15.190.A |
| Donor Records | 40.105 | Accounting form | 15.170 |
| Downtown Redevelopment Projects | 40.240.A | Ballot issue comments | 15.020 |
| Drafts | 40.100.C | Ballots | 15.030.A |
| General | 40.350 | sample | 15.030.B |
| Preliminary | Appendix A | Campaign reports | 15.040 |
| Drainage | | Certification | 15.190 |
| Histories – streets | 60.050.H | Complaints | 15.050 |
| Improvements | 40.240.A | Contested | Schedule 15 |
| System | 60.040 | Coordinated | 15.060 |
| Drawings | | Equipment records | 15.070 |
| "As-Built" | | Help America Vote Act | 15.050 |
| construction | 05.060 | History files | 15.080 |
| electric service | 60.010.D | | |
| facilities | 40.180 | | |

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| absentee ballot receipts | 15.010 | Dispatch calls | 100.030.A |
| acceptance to serve | 15.090.A | Incidents | 100.040.B |
| appointment records | 15.090.A | response plan | 100.040.A |
| expense statements | 15.090.B | IT contact lists, procedures | 55.030 |
| instructions | 15.090.C | Management plan | 100.040.A |
| oaths | 15.090.A | 9-1-1 | 100.030.B |
| polling records | 15.160 | dispatch calls | 100.030.A |
| Mail ballot | 15.100 | Notification forms | 90.070 |
| Maps | 15.110 | Operations | 100.040.A |
| Nominations | 15.120 | electric service plans | 60.010.I |
| Notices | | major | 100.040.B |
| duplicate copy | 15.130.A | Planning | 100.040.A |
| master copy | 15.130.B | Reverse 9-1-1 system | 100.030.B |
| working copy | 15.130.A | S.A.R.A. Tier II | 25.040 |
| Oaths and affidavits | 15.140 | Eminent Domain | 95.010 |
| Petitions | 15.150 | Emission Inspections | 25.050 |
| annexation | 65.010 | Employee | |
| Polling | 15.160 | Active | 90.070 |
| Surveillance recordings | 15.180 | Benefits | 90.030 |
| Tabulation | 15.190 | cafeteria, flex | 90.070 |
| Unofficial results | 15.190.C | Driver's license verification | 90.060 |
| Workers | 15.140 | Insurance claims | 90.030.C |
| Electric Service | 60.010 | Insurance plans | 90.070 |
| Billing | 30.210 | Loans by municipality | 30.160.A |
| Critical asset | 60.010.A | Medical | 90.110.B |
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| Distribution | 60.010.J | Polygraph | 90.160 |
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| Engineering | 60.010.D | Random drug tests | 90.110.B |
| Franchise | 30.110 | Safety training tests | 90.110.D |
| Maintenance work order | 60.010.E | Seasonal | 90.080 |
| Meters | 30.210.B | Shift schedules | 90.210 |
| OASIS | 60.010.F | Temporary | 90.080 |
| Open access same-time information system | 60.010.F | Terminated | 90.070 |
| Operating procedures | 60.010.B | Training | 90.180 |
| Power system accounting and billing | 60.010.F | Verifications | 90.090 |
| Production | 60.010.G | Volunteer | 90.200 |
| Rate schedule | 30.210.C | Work schedules | 90.210 |
| Regulatory | 60.010.H | Workers' Compensation Cases | 90.110.B |
| SCADA | 60.010.F | Employment | |
| Scheduling | 60.010.B | Affirmative action | 90.010 |
| Surplus sales | 60.010.F | Agreements | 90.020 |
| System control and data acquisition | 60.010.F | Applications | 90.130.B |
| System planning | 60.010.I | Contracts | 90.020 |
| Transmission | 60.010.J | Eligibility verification form I-9 | 90.120 |
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| Electronic | | Interviewing procedure | 90.130.G |
| Mail | | Pre-employment physical | 90.110.B |
| routine | 40.100.B | Reasonable accommodations request | 90.010.C |
| Electronically Stored Information (ESI) Data Maps | 55.050 | Recruitment procedure | 90.130.G |
| Elevations – Benchmarks | 60.050.H | Verifications | 90.090 |
| Elevators | 35.010 | EMT Certification | 90.070 |
| | | Encroachment Permits | 75.020.G |

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| Engineering | | Exit Logs | 105.020.A |
| Capital projects | 40.240.A | Expenditure Reports | |
| Drawings | 40.180 | Campaigns | 15.040.A |
| Electric service | 60.010.D | Independent | 15.040.B |
| Street | 60.050.H | Expenses | |
| Enterprise | | Election judges | 15.090.B |
| Board | 45.060 | Employees | 30.010.A |
| Zone | 65.040.B | Explosives Permits | 75.020.F |
| Entertainment | | Expungement | 100.080.A |
| Agreements, contracts | 40.230.A | External Groups and Agencies | 40.120 |
| Licensing | 75.020.C | | |
| Entities Appointed by Municipality | Schedule 20 | -F- | |
| Entry Logs | 105.020.A | Facility | |
| Envelope | 40.170.A | Capital projects | 40.240.A |
| Absentee ballot return | 15.010 | Use | 40.230.B |
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| Environmental Records | Schedule 25 | Facsimile Transmissions | 40.100 |
| Equal Employment Opportunity (EEO) | 90.010 | Logs | 40.140 |
| Equipment | Schedule 35 | Fair Campaign Practices Reports | 15.040.A |
| Crime lab | 100.080.D | Fair Credit Reporting Act | 90.130.E |
| Election | 15.070 | Fairs | 40.110 |
| Electric history | 60.010.J | False Alarms | 100.080.F |
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| Evaluations | 90.070 | lobbying | 40.250.A |
| Events | 40.110 | Revenue sharing | 65020 |
| Short-term agreements, contracts | 40.230.A | Fee | |
| Traffic impacts | 60.050.C | Cash books, receipts, reports | 30.020 |
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| Audits | 100.080.E | Impact | 30.020 |
| Court – appeal | 85.050 | Schedules | 30.090 |
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| Logs | 100.080.E | Felony | |
| Physical – not covered by Schedule | 100.080.E | Arrests | 100.080.A |
| Property reports | 100.080.E | Cases | 100.080.B |
| Release | 100.080.E | FEMA Flood Insurance Rate Map | 60.040.A |
| Storage | 100.080.E | Fence | |
| Tags | 100.080.E | Damage | 95.050.C |
| Examinations | | Permits | 75.020.F |
| Employment | 90.130.D | Fertilizer Use | 95.050.A |
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| Executive Session Recordings | | | |
| Appointed entities | 20.100.A | | |
| Governing body | 45.140.A | | |
| Exempt Employees | 90.140.A | | |

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| Field | | Statistical records | 100.050.F |
| Contact reports – police | 100.080.G | Firearms | |
| Purchase orders | 30.170.A | Authorization to carry | 100.080.BB |
| Survey notes | 40.180 | Maintenance | 100.080.BB |
| Final Disposition – Cemetery | 10.010 | Qualification | 100.080.BB |
| Finance Committee | 45.040 | Unrecovered | 100.080.B |
| Financial | Schedule 30 | Fireworks Permits | 75.020.F |
| Annexation impact | 65.010 | Fixed Assets | 30.030.A |
| Cemetery | 10.030 | Fleet | Schedule 35 |
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| Library catalogs | 70.010.A | Flooding | 60.040.A |
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| Fingerprint Cards and Files | 100.080.B | Basins | 60.040.A |
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| Alarm system approval | 100.050.C | Foreclosure | 30.060 |
| Apparatus inspection | 100.050.B | Forgery Cases | 100.080.A, .B |
| Arson | | Forms – Blank | 40.130 |
| incident – with or without fatality | 100.050.H | Foundation Order Books | 10.010 |
| intelligence files | 100.050.J | Fountain Chemical Testing, Treatment | 95.050.B |
| Call sheets | 100.050.G | Fourth of July Celebration | 40.110 |
| Code | 40.070.A | Franchises | 30.110 |
| abatement, enforcement | 85.030.B | Frequently Asked Questions | Appendix F |
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| Detection system approval | 100.050.C | Oil storage | 25.050 |
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| Equipment | 35.010 | Appropriation by ordinance | 45.120 |
| Hydrants | 100.050.F | Bank statements | 30.050.B |
| Incident case files | 100.050.H | Investment | 30.140.B |
| Inspections | 100.050.I | Ledger | 30.150.A |
| apparatus | 100.050.B | Petty cash | 30.010.D |
| Investigations | 100.050.H | Seizure | 100.080.S |
| Protection | 100.050 | Transaction activity | 30.050 |
| districts | 40.320 | | |
| Pumper tests | 100.050.B | -G- | |
| Records | 100.050.F | Garnishments | 90.140.A |
| Run sheets | 100.050.G | Gas | |
| Service requests | 100.050.K | Company encroachment permits | 75.020.G |
| Smoke detector system approval | 100.050.C | Drilling monitoring, review | 25.010 |
| Suppression | 100.050.H | Service franchise | 30.110 |
| Fire Department | | | |
| Approval records | 100.050.C | | |
| Dispatch calls | 100.030.A | | |
| Fire records | 100.050.F | | |
| Inspection records | 100.050.I | | |
| Radio transmissions | 100.030.A | | |
| S.A.R.A. Tier II reports | 100.060.B | | |
| submitting facility | 25.040 | | |

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| General | | Spills | 100.060.A |
| Documentation | 40.100 | Transport records | 25.020 |
| Improvement District Board | 45.060 | analysis | 25.020.D |
| Ledger | 30.150.A | disposal manifest | 25.020.A |
| Orders – police | 100.080.H | inspections | 25.020.B |
| Generator Equipment | 35.010 | reports | 25.020.C |
| Geothermal System Franchise | 30.110 | test results | 25.020.D |
| Gift Register – Library | 70.010.B | Underground storage tanks | 25.050 |
| Glossary | Appendix B | Waste storage | 25.020 |
| Goals | | analysis | 25.020.D |
| Appointed entities | 20.040 | disposal manifest | 25.020.A |
| Governing body | 45.050 | inspections | 25.020.B |
| Golf Course | | reports | 25.020.C |
| Chemical application | 95.050.A | test results | 25.020.D |
| Inspections | 95.050.D | Health | |
| Governing Body | Schedule 45 | Insurance – employees | 90.030.B |
| As other decision-making body | 45.060 | Personnel: Medical, and Safety Records; Amended | 90.110 |
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| Members | 45.080 | Help America Vote Act Complaints | 15.050 |
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| Grant | 30.120 | HIPAA Release of Information Authorization | 90.110.C |
| Audit | 30.040 | Historic Preservation | Schedule 50 |
| From municipality | 30.120.A | Events | 40.100.A |
| To municipality | 30.120.B | Historical | |
| Grass Control | 65.070.B | District surveys | 50.040 |
| Gravel Pit Reclamation | 25.010 | Material | 40.260 |
| Grievances | 90.100 | archeological sites | 50.010 |
| Groups – External | 40.120 | collections | 70.020 |
| Guarantees – Financial | 30.100 | removal | 70.020 |
| | | older than 1900 | 50.070 |
| | | photographic | 50.060 |
| | | Sites | 50.010 |
| | | Society | 40.120 |
| | | Structure surveys | 50.040 |
| | | Histories | |
| | | Community | 50.020 |
| | | Drainage | 60.050.H |
| | | Elections | 15.080 |
| | | Electric equipment | 60.010.I |
| | | Municipal | 50.020 |
| | | Parks | 95.060 |
| | | Holiday Display Lighting | 40.110 |
| | | Home Occupations | |
| | | Licenses | 75.020.C |
| | | Permits | 75.020.F |
| | | Home Rule Status | 40.210 |
| | | Homicides | 100.080.A, .B |
| | | Honors | 40.040 |
| | | Hot Tubs – Chemical Testing, Treatment | 95.050.B |
| | | Hot Work Permits | 75.020.H |

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| Moving | | Infrastructure | Schedule 60 |
| license | 75.020.C | Initiative Petitions | 15.150.B |
| permit | 75.020.F | Injury Reports | 40.230.G |
| Number assignments | 60.050.F | Workers' compensation | 90.220 |
| Housekeeping Files | 40.140 | Inlet Inspections | 05.070.A |
| Housing | | INS Form I-9 | 90.120 |
| Assistance grants | 30.120.B | Inspection | |
| Authority | Schedule 20 | Breathing apparatus | 100.050.B |
| governing body as | 45.060 | Building | 05.070.A |
| Rehabilitation projects | 40.240.A | Childcare facility | 75.030.A |
| grants | 30.120.B | Driver vehicle | 35.030.A |
| How to Use Schedule | xv | Equipment | 35.010 |
| Humane Society | 40.120 | Fire apparatus | 100.050.B |
| HVAC Systems | 35.010 | Fire Department | 100.050.I |
| | | Hazardous waste storage, transport | 25.020.B |
| -I- | | Mobile home | 05.070.C |
| | | Municipal property | 95.050.D |
| I-9 Forms | 90.120 | Sand traps | 60.090.F |
| ICE – See <i>Immigration and Customs Enforcement</i> | | Storage tanks | 25.050 |
| Immigration and Customs Enforcement Reports on | | Structure | 05.070.A |
| Alien Verification | 100.070.B | Trailer | 05.070.C |
| Immigration Status Reporting | 100.070 | Unsafe buildings | 05.070.D |
| Impact Fees – Collection | 30.020 | Vehicles | 35.030.B |
| Impoundment | | Water storage | 60.080 |
| Animals | 100.020 | Instructional Materials – Published | 40.260 |
| Vehicles | 100.080.X | Instructions | |
| Improvement Districts | 30.130 | Election judges | 15.090.C |
| Incentives – Economic Development | 65.040.A | Procedures and policies | 40.220.B |
| Incidents | | Insufficient Petitions | |
| Fire | 100.050.H | Annexation, deannexation | 15.150.A |
| Hazardous materials | 100.060.A | Initiative | 15.150.B |
| Major disaster | 100.040.B | Recall | 15.150.C |
| Reports | 40.230.D | Referendum | 15.150.D |
| Rescue | 100.050.H | Insurance | |
| Incorporation – Municipality | 40.210 | Certificates | 105.010.A |
| Independent Expenditure Reports | 15.040.B | Claims | 105.010.B |
| Indexes | | Contract – Form 1099R | 30.200.B |
| Cemetery | 10.010 | Employee | 90.030.A |
| Court | 85.090 | active records | 90.070 |
| Records | 40.270 | claim records | 90.030.C |
| Individual Retirement Accounts (IRAs) | 90.030.A | termination records | 90.070 |
| Reports of distribution | 30.200.B | Policies | 105.010.C |
| Industrial | | Storage tanks | 25.050 |
| Building plans | 05.060.A | Title | 95.010 |
| Contamination | 25.010 | Unemployment | 90.190 |
| Development revenue bonds | 30.070.A | Workers' compensation | 90.220 |
| Pretreatment permits | 60.090.E | Intellectual Property | 40.150 |
| Information | | Intelligence Files | |
| Police – release | 100.080.Q | Arson | 100.050.J |
| Requests – routine | 40.090 | Police | 100.080.I |
| | | Intergovernmental Agreements | 40.030 |
| | | Interlibrary Loan | 70.010.C |
| | | Interments | 10.010 |

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| Intersections – Engineering | 60.050.H | Panel lists | 85.060 |
| Interviewing Procedures | 90.130.G | Rosters | 85.060 |
| Intranet records | 55.080 | Selection, oversight | 85.060 |
| Access reports and use tracking | 55.080.A | Summonses | 85.060 |
| Development and evolution records | 55.080.B | Juvenile Offenders | 100.080.A |
| Page design records | 55.080C | | |
| Inurnments | 10.010 | -K- | |
| Inventories | | K-9 Training | 100.080.V |
| Assets | 30.030.C | Kidnapping Cases | 100.080.A, .B |
| Bridges | 60.050.B | | |
| Building | 30.030.C | -L- | |
| Equipment | 30.030.C | Lakes | |
| Furniture | 30.030.C | Boat permits | 75.020.F |
| Merchandise for sale | 30.030.C | Projects | 40.240.A |
| Property | 30.030.C | Land Use | Schedule 65 |
| Real estate | 30.030.C | Code violations | 65.070.A |
| Vehicles | 30.030.C | Landfill | |
| Investigations | | Locations | 60.030.B |
| Fire | 100.050.H | Monitoring | 25.010 |
| Hazardous materials | 100.060.A | Landmark Designations | 50.040 |
| Internal affairs | 100.080.J | Lawsuits | 80.040 |
| Public safety applicants, not hired | 90.130.C | Potential – claims | 80.010.A |
| Investments | 30.140 | medical records | 80.010.B |
| Policies | 40.220 | Layoffs | 90.070 |
| Reports | 30.140.B | Lead | |
| Invoices | | Content – drinking water | 60.090.A |
| Accounts payable | 30.010.A | Exposure | 90.110.B |
| Issued by municipality | 30.020 | Leaflets | 40.260 |
| Irrigation Companies | 60.100.C | Lease Agreements | 40.030 |
| Issues Committees | 15.040.C | Leases | 95.040 |
| -J- | | Leave | 90.140.D |
| Job | | FMLA Compliance | 90.110.B |
| Advertisements | 90.130.A | Ledgers | |
| Applications | 90.130.B | Bond issue | 30.070.D |
| Descriptions | 90.130.F | Building permit | 05.080 |
| Examinations | 90.130.D | Cemetery | 10.030 |
| Recruitment | 90.130 | Financial | 30.150.A |
| Specifications | 90.130.F | General | 30.150.A |
| Journals | | Journal entries | 30.150.B |
| Accounts receivable | 30.020 | Payroll | 90.140.G |
| Entries | 30.150.B | Subsidiary financial | 30.150.C |
| Financial | 30.150 | Legal | |
| Subsidiary financial | 30.150.C | Communications | 80.030 |
| Transaction – sales and use tax | 30.190.E | enduring, long-term | 80.030.A |
| Utility billing | 30.020 | routine | 80.030.B |
| Judges | | Counsel | Schedule 80 |
| Election | 15.090 | Publications | 40.020 |
| Municipal Court | 90.070 | Research files | 80.040 |
| Junk | 65.070.B | | |

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| Legislation | | Liens | 30.100 |
| External | 40.160 | Light Rail Services | 60.060.C |
| Lobbying | 40.250.A | Lighting | |
| Letters of Credit | 30.100 | Holiday display | 40.110 |
| Liability Waivers | 40.230.C | Medical marijuana | 75.020.D |
| Library | Schedule 70 | Limousine Driver Licenses | 75.020.C |
| Districts | 40.320 | Liquor Licenses | 75.020.A |
| Material | Appendix A | Lists | |
| Licenses | Schedule 75 | Absentee voter | 15.010 |
| Alcohol beverage | 75.020.A | Active licenses or permits | 75.040 |
| renewal | 75.020.A | Assets | 30.030 |
| Ambulance | 100.010 | Contact | 75.040 |
| Amusement devices | 75.020.C | Distribution | 40.170.B |
| Animals | 75.020.C | Governing body members | 45.070 |
| Auctioneers | 75.020.C | Jury panel | 85.060 |
| Beer | 75.020.A | License holders | 75.040 |
| Bicycles | 75.020.C | Mailing | 40.170.B |
| Carnivals | 75.020.C | Mayors | 45.070 |
| Cemetery contractors | 75.020.C | Members of appointed entities | 20.050 |
| Certificates | 75.020.C | Permit holders | 75.040 |
| Childcare facility | 75.030.A | Polls | 15.160.B |
| Circuses | 75.020.C | Records | 40.270 |
| Contact list | 75.040 | State bid | 30.170.C |
| Contractor's | 75.020.B | Vendors | 30.170.C |
| Dance halls | 75.020.C | Litigation | Schedule 80 |
| Home occupations | 75.020.C | Pending | xiii |
| House movers | 75.020.C | Loans | |
| Issued by municipality | 75.020.C | By municipality | 30.160.A |
| Issued to municipality | 75.030 | Employee, other purposes | 30.160.A |
| capital projects | 40.240.A | To municipality | 30.160.B |
| state sales tax | 75.030.B | Lobbying – Legislative | 40.250.A |
| Limousine drivers | 75.020.C | Lobbyist Registrations | 40.250.A |
| Liquor | 75.020.A | Local History Collections | 70.020 |
| List | 75.040 | Locates – Utility Line | 60.020 |
| Massage therapists | 75.020.C | Logo – Municipal | 40.150 |
| Medical marijuana | 75.020.D | Logs | |
| Oil and gas well drilling | 75.020.C | Electric substation, transmission lines | 60.010.I |
| Pawnbrokers | 75.020.E | Facsimile transmissions | 40.140 |
| Peddlers | 75.020.C | Licenses and permits | 75.040 |
| Pest control | 75.020.C | Police | 100.080.L |
| Places of entertainment | 75.020.C | Telephone | 40.140 |
| Refuse haulers | 75.020.C | Long-Range Planning Surveys | 40.340 |
| Sales tax | 30.190.E | Lots – Cemetery | 10.010 |
| SAVE Program verification | 100.070.B | Ownership | 10.010, 10.030 |
| Secondhand dealers | 75.020.C | Sale | 10.030 |
| Security guards | 75.020.C | | |
| Sexually oriented businesses | 75.020.C | -M- | |
| Shooting galleries | 75.020.C | | |
| Sign contractors | 75.020.C | Mail Ballot Election Records | 15.100 |
| Slaughterhouses | 75.020.C | Mailed Ballots | 15.030.A |
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| Theaters | 75.020.C | | |
| Tree trimming | 75.020.C | | |
| Vendors | 75.020.C | | |
| Lie Detector Tests | 100.080.B, .E | | |

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| Lists | 40.170.B | Medical Marijuana Licensing | 75.020.D |
| Records | 40.170.B | Medical Records | |
| Undeliverable | 40.170.D | Employees | 90.110.B |
| Maintenance | | Personal injury claims | 80.010.B |
| Equipment | 35.010 | Meeting | |
| Municipal property | 95.050.D | Clerk's Notes – governing body | 45.100 |
| Valves – water and sewer | 60.080.D | Minutes | 20.060 |
| Vehicles | 35.030 | appointed entities | 20.050 |
| Work orders – electric | 60.010.E | Notices | |
| Manuals | | appointed entities | 20.070 |
| Clerical – routine | 40.220.A | governing body | 45.110 |
| Equipment | 35.010 | Notification lists | 40.170.C |
| General | 40.220 | Recordings | |
| Instruction | 40.220 | appointed entities | 20.100 |
| Operating | 35.010 | governing body | 45.140 |
| Operations | 40.220 | Members | |
| Personnel policy | 40.220.B | Appointed entities list | 20.050 |
| Policies and procedures | 40.220.B | Governing body | 45.080 |
| Safety | 90.110.D | lists | 45.070 |
| Vehicles | 35.010 | Memoranda – Routine | 40.100.B |
| Maps | | Memorandum of Understanding | 40.030 |
| Annexation | 65.010 | Merit Systems | 90.140.A |
| Boundary | 40.180 | Meter | |
| alcoholic beverage license | 75.020.A | Books | 30.210.B |
| Cemetery | 10.020 | Locations | 30.210.B |
| Data | 55.050 | Metropolitan Districts | 40.320 |
| Election | 15.110 | Microfilm Preservation | Appendix G |
| Electric service | 60.010.D | Mileage Reimbursements | 30.010.A |
| Electronically stored information data (ESI) | 55.050 | Military Leave | 90.130.D |
| Flood insurance rate | 60.040.A | Mined Land Reclamation | 25.010 |
| General | 40.180 | Minor Subdivisions | 65.030 |
| Informational | 40.190 | Minutes | |
| Topographical | 40.180 | Appointed entities | 20.060 |
| Transportation routes | 60.060.C | Boards and commissions | 20.060 |
| Work in public way | 75.020.G | Governing body | 45.080 |
| Zoning | 65.080 | Misdemeanor | |
| district | 40.180 | Arrests | 100.080.A |
| Massage Therapist License | 75.020.C | Case Files | 85.030.C, 100.080.B |
| Master Plans | 65.030 | Missing Persons Cases | 100.080.B |
| Material Donor Records for Municipal Use | 40.105 | Mobile Home | |
| Material Safety Data Sheets | 25.030 | Inspection reports | 05.070.C |
| Mausoleums – Ownership | 10.020 | Standards | 40.130 |
| Mayor Lists | 45.070 | Money Market Certificates | 30.140.A |
| Measuring devices | 35.010 | Monthly Register – Court | 85.090.D |
| Mechanical | | Monthly Reports | 40.290.C |
| Code | 40.070.A | Revenue distribution | 30.190.A |
| Systems | 35.010 | Monumentation | 60.050.H |
| Media | | Mortgage Interest Statements, Form 1098 | 30.200.A |
| Digital Storage, No Longer Accepted | Appendix G | Mosquito Control Program | 25.010 |
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| Public relations | 40.250.C | Transcribed | Appendix A |
| Motor Vehicle Sales Tax Receipts | 30.190.E | Notices | |
| Motorcades – Traffic Impact | 60.050.C | Ballot issue | |
| Mug Shots | 100.080.B | duplicate copy | 15.130.A |
| Municipal Court | Schedule 85 | master copy | 15.130.B |
| Municipal facilities security records | 105.020 | working copy | 15.130.A |
| Municipal Services Surveys | 40.340 | Election | 15.130 |
| Municipality incorporation | 40.210 | Final settlement – projects | 40.240.A |
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| Accessions | 70.020 | appointed entities | 20.070 |
| Acquisition | 70.020 | governing body | 45.110 |
| District | 40.320 | To proceed | 40.240.A |
| Donations | 70.020 | Water and sewer treatment | 60.090 |
| Material | Appendix A | Water use restrictions | 60.080.F |
| Records | 70.020 | Notification Lists | 40.170.C |
| Mutual Aid Agreements | 40.030 | Nuisance | |
| | | Abandoned vehicle | 65.070.B |
| -N- | | Abatement | 40.010 |
| National Primary Drinking Water Consumer | | Enforcement | 65.070.B |
| Confidence Reports | 60.090.B | Junk | 65.070.B |
| Natural Gas Service Franchises | 30.110 | Overgrown grass | 65.070.B |
| NCIC | | Trash | 65.070.B |
| History check log | 100.080.L | Weeds | 65.070.B |
| Teletypes | 100.080.M | -O- | |
| Negatives – Evidence Photographs | 100.080.B | OASIS Electric Service | 60.010.F |
| Negotiation Records | 90.050 | Oaths | |
| Neighborhood Watch Program | 40.230.E | Appointed officials | 20.080 |
| New Hire Reporting Compliance | 90.170 | Election | 15.140 |
| News | | Election judges | 15.090.A |
| Clippings | 50.050 | Employees | 90.070 |
| Releases | 40.250.B | Governing body | 45.080.D |
| Scrapbooks | 50.080 | Objections | |
| Newsletters | 40.260 | General | 40.090 |
| Newspapers – Local | 50.050 | Nominations | 15.120.A |
| NIBRS Reports | 100.080.W | Occupation Taxes – Franchisees | 30.110 |
| No Parking Zone | 60.050.K | Occupational Safety and Health Act | 90.110.B |
| Nominations | 15.120 | ODPs | 65.030 |
| Petitions | 15.120.B | Offense Reports | 100.080.B |
| objections | 15.120.A | Office Equipment | 35.010 |
| successful, unsuccessful candidates | 15.120.B | Oil and Gas Drilling License | 75.020.C |
| Withdrawal | 15.120.B | Oil Drilling Monitoring and Review | 25.010 |
| Nonconforming Uses | 65.030 | Older Records | |
| Non-Records | Appendix A | Before 1900 | 50.070 |
| Notes | | Building permit registers – Before 1920 | 05.080 |
| Desk | 40.100.C | Court Dockets – Before 1920 | 85.040 |
| Rough | 40.350 | On-Line Payments | 30.020 |
| Scheduling and planning | 40.050 | Open Access Same-Time Information System | 60.010.F |
| | | Open Flame Work Permit | 75.020.H |

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| Open Meeting Recordings | | Register – year-end | 90.140.G |
| Appointed entities | 20.100.B | Reports | 90.140.E |
| Governing body | 45.140.B | Taxes | 90.140.F |
| Open Records Requests | 40.200 | Peddler Licensing | 75.020.C |
| Opinion surveys conducted by municipalities | 40.340 | Pension | |
| Ordinances | 45.120 | Actuarial reports | 90.150.A |
| Affidavit of publication | 40.020.A | Awarded | 90.150.B |
| Codification of | 40.070.B | Boards | Schedule 20 |
| Enforcement | 85.030.B | Files | 90.150.B |
| Supporting documentation | 45.120 | Form 1099R | 30.200.B |
| Zoning | 65.080 | Plans | 90.030.A |
| Organization | | employee records | 90.070 |
| Charts | 40.210 | Retirement files | 90.150.B |
| External | 40.120 | Performance | |
| Files | 40.210 | Agreements, contracts | 40.230.A |
| OSHA Compliance | 90.110.B | Bonds | 40.240.B |
| Overall Development Plans | 65.030 | Permits | Schedule 75 |
| -P- | | Aboveground storage tank | 25.050 |
| Pamphlets | 40.260 | Alarm system installation | 75.020.F |
| Parade | | Alcohol beverage | 75.020 |
| Permits | 75.020.F | Assemblies | 75.020.F |
| Traffic impacts | 60.050.C | Banners | 75.020.F |
| Paratransit Services | 60.060.C | Barricade installation | 75.020.G |
| Route maps | 60.060.C | Billboards | 75.020.F |
| Parking | | Blasting in public way | 75.020.G |
| Cases – municipal court | 85.030.D | Boats | 75.020.F |
| License plate recognition data | 100.080.K | Building | 05.030 |
| Space assignments | 40.140 | Burial | 10.010 |
| Ticket receipts | 30.020 | Burning | 75.020.F |
| Variances | 65.060 | Cemetery monument placement | 75.020.F |
| Voided summonses | 85.030.F | Communication tower | 75.020.F |
| Zones | 60.050.K | Communications in public way | 75.020.G |
| Parks | 95.060 | Concealed weapons | 75.020.F |
| Damage | 95.050.C | Concrete construction | 75.020.G |
| Inspections | 95.050.D | Confined space entry | 75.020.H |
| Projects | 40.240.A | Contact list | 75.040 |
| Short-term rental agreements | 40.230.A | Crane operation | 75.020.G |
| Use permits | 40.230.B | Demolition | 05.030 |
| Parole Card File | 100.080.N | Discharge | 60.090.D |
| Patients – Ambulance | 100.010.B | Encroachment | 75.020.G |
| Pawnbroker Licensing | 75.020.E | Excavation | 75.020.F |
| Pawned Items | 75.020.E | in public way | 75.020.G |
| Pay | | Explosives | 75.020.F |
| Basis of | 90.140.A | Facility use | 40.230.B, 75.020.F |
| Estimates – project | 40.240.A | Fence installation | 75.020.F |
| Plans | 90.140.B | Fire alarm | 75.020.F |
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| Payroll | | Flammable liquids storage or sale | 75.020.F |
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| | | Grading | 75.020.F |
| | | Guard dogs | 75.020.F |
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| Issued to municipality | 75.030 | withdrawal | 15.120.B |
| Landscaping | 75.020.F | Nonbinding | 40.090 |
| List | 75.040 | Protest hearings | |
| Loudspeakers | 75.020.F | initiative | 15.150.B |
| Odor control | 75.020.F | recall | 15.150.C |
| Open flame work | 75.020.H | referendum | 15.150.D |
| Open flames in public places | 75.020.F | Recall | 15.150.C |
| Parades | 75.020.F | Referendum | 15.150.D |
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| Parking | 75.020.F | Zoning | 65.080 |
| Planting in right-of-way | 75.020.F | Petty Cash | 30.010.D |
| Project | 40.240.A | Photographs | |
| Public way work | 75.020.G | Evidence | 100.080.E |
| Pyrotechnical displays | 75.020.F | Fire, rescue case | 100.050.H |
| Refuse burning | 75.020.F | Historical | 50.060 |
| Registers | 75.040 | Major disaster incident | 100.040.B |
| Remodeling, renovation | 05.030 | Parks | 95.060 |
| Sewer tap | 60.080.C | Police | 100.080.B |
| Signs | 75.020.F | Scrapbooks | 50.080 |
| Sludge application | 60.090.H | Photomaps | 40.180 |
| Special event and use | 75.020.F | Physical Records – Employees | 90.110.B |
| Spray booths | 75.020.F | Physician's Report | 10.010 |
| Storage tanks | 25.050 | Picnic Shelter Rental | 40.230.A |
| Tents or canopies | 75.020.F | Pioneer Days Event | 40.110 |
| Tree removal | 75.020.F | Planned Unit Developments | 65.030 |
| Tree trimming | 75.020.F | Planning and Zoning Board | Schedule 20 |
| Trespass on public right-of-way | 75.020.G | Planning Records | Schedule 65 |
| Underground storage tank | 25.050 | Plans | |
| Use | 75.020.F | Affirmative action | 90.010.A |
| Utilities in public way | 75.020.G | Basin | 40.330, 60.040.A |
| Water tap | 60.080.C | stormwater basin | 60.040.A |
| Watering | 75.020.F | Benefit | 90.030.A |
| Wells | 60.100.J | Construction | 05.060 |
| Work in public way | 75.020.G | Development | 65.030 |
| Permitted Uses | 65.030 | Disaster | 100.040.A |
| Perpetual Care | 10.030 | Emergency | 100.040.A |
| Personal Injury Claims | 80.010.B | General | 40.330 |
| Personnel Policies | 40.220.B | Master | 65.030 |
| Personnel Records | Schedule 90 | Pension | 90.030.A |
| Pest Control License | 75.020.C | Site | 65.030 |
| Pesticide Use | 95.050.A | Transportation system | 40.330 |
| Petitions | | Plant Investment Fee Collection | 30.020 |
| Annexation | 65.010 | Plats | 65.030 |
| election | 15.150.A | Cemetery | 10.020 |
| Certification | 15.150 | Development | 40.180 |
| Charter initiative | 15.150.B | vacation of | 65.030 |
| Deannexation election | 15.150.A | Playground Inspections | 95.050.D |
| Initiative | 15.150.B | Pleadings | 80.040 |
| Insufficient | | Plumbing Code | 40.070.A |
| annexation, deannexation | 15.150.A | | |
| initiative | 15.150.B | | |
| recall | 15.150.C | | |
| referendum | 15.150.D | | |

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| Arrests | 100.080.A | Legal | 80.040 |
| expungement | 100.080.A | Set | 40.100.A |
| Cases | 100.080.B | Precinct Maps | 15.110 |
| Community relations | 100.080.C | Predators, Sexually Violent | 100.080.P |
| Crime lab | 100.080.D | Preliminary Versions | 40.350 |
| Dispatch calls | 100.030.A | Drafts | 40.100.C |
| Evidence | 100.080.E | Working material | 40.350 |
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| Grants | 30.120.B | Probation Files | 85.070 |
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| Intelligence files | 100.080.I | Building | 40.220 |
| Internal affairs | 100.080.J | Cemetery | 40.220 |
| K-9 training | 100.080.V | Fire | 40.220 |
| License plate recognition data | 100.080.K | Interviewing | 90.130.G |
| Logs | 100.080.L | Personnel | 40.220.B |
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| Radio transmissions | 100.030.A | Recruitment | 90.130.G |
| Teletypes | 100.080.M | Safety | 90.110 |
| Training | 100.080.V | Standard operating | 40.220.B |
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| Video and audio recordings | | Professional Services Agreements | 40.030 |
| cases | 100.080.B | Profit-Sharing Plans, Form 1099R | 30.200.B |
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| secured facilities | 100.080.Z | Development | 40.230.E |
| vehicle recording systems | 100.080.AA | Records | 40.230 |
| Policies | 40.220 | Use | 40.230.B |
| Building | 40.220 | Projects | |
| Cemetery | 40.220 | See also Specific Types of Projects; i.e., <i>Dam</i> | 40.240 |
| Fire | 40.220 | Bonds | 40.240.B |
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| Insurance | 105.010.C | Control files | 40.240.C |
| Investment | 40.220 | Prominent Individuals | 50.030 |
| Personnel | 40.220.B | Promissory Notes | 30.100 |
| Police | 40.220 | Promotions | 90.070 |
| Purchasing | 40.220 | Proof Roll Inspections | 05.070.A |
| Risk management | 40.220 | Proofs of Publication | 40.020 |
| Safety | 40.220 | Property | Schedule 95 |
| Poll | | Acquisition | 95.010 |
| Books | 15.160.A | Auctions | 30.030.B |
| Lists | 15.160.B | Disposal | 30.030.B |
| Signature forms | 15.160.D | Real estate transfer tax | 30.190.D |
| Sites | 15.160.C | Rights – vested | 65.030 |
| Pollution | 25.010 | Sale | 95.010 |
| Polygraph | | Surplus | 30.030.B |
| Exams, employment | 90.130.B | Taxes | 30.190.C |
| Workplace investigations | 90.160 | Transfer | 95.010 |
| Population | | Unclaimed | 30.030.B |
| Projections | 65.020.A | Unlawful destruction | 100.080.E |
| Statistics | 65.020.A | | |
| Studies | 40.330 | | |
| Pothole Patrol Program | 40.230.E | | |
| Power — See <i>Electric System</i> | | | |

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| Protests – Petitions | 15.150 | Real Property – See <i>Property</i> | |
| Provisional Ballots | 15.030.A | Rebate Program | 30.180 |
| Oath | 15.140 | Alien verification (SAVE) | 100.070.B |
| Public | | Recall Petitions | 15.150.C |
| Area recordings and images | 105.020.B | Receipts | |
| Buildings – construction drawings | 05.060.A | Building permit fees | 30.020 |
| Improvement Loans | 30.160.B | Cemetery | 10.030 |
| Officials bonds | 90.040 | Election materials | 15.170 |
| Relations | 40.250 | Fees paid | 30.020 |
| Safety | Schedule 100 | General | 30.020 |
| Utilities Commission licenses | 60.060.C | Meter deposit | 30.210.B |
| Works projects | 40.240.A | Reciprocal Borrowing Sheets | 70.010.C |
| Publications | | Reclamation | |
| Charter | 40.060.B | Gravel pit | 25.010 |
| General | 40.260 | Mined land | 25.010 |
| Legal | 40.020 | Recognition, Volunteers | 90.200 |
| Ordinance affidavit | 40.020.A | Recommendations to Governing Body by appointed entities | 20.090 |
| Other agencies | Appendix A | Reconciliations | 30.050.B |
| Outdated, superseded | Appendix A | Record Copy | xv |
| Proof of | 40.020 | Recordings – See also <i>Tape Recordings</i> and <i>Video</i> | |
| PUDs | 65.030 | Appointed entities | 20.100 |
| Purchase | | Court proceedings | 85.080 |
| Orders | 30.170.A | Crime scene | 100.080.B |
| field | 30.170.A | Dispatch | 100.030.A |
| Property | 95.010 | E 9-1-1 | 100.030.B |
| Requisitions | 30.170.A | fire | 100.030.A |
| Purchasing | 30.170 | Governing body | 45.140 |
| Control forms | 30.170.A | Officer-carried systems | 100.080.AA |
| Solicitations | 30.170.A | Police field contacts | 100.080.G |
| Pyrotechnics Permits | 75.020.F | Secured police facilities | 100.080.Z |
| | | Security, public areas | 105.020.B |
| | | Surveillance of election areas | 15.180 |
| | | Vehicle systems | 100.080.AA |
| | | Records | |
| | | Compliance certificates | 40.300 |
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| | | Destruction | xv, Appendix E |
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| | | Expungement | 100.080.A |
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| | | Guidelines for Preservation of | Appendix G |
| | | Media | xiii |
| | | Open records requests | 40.200 |
| | | Retention schedules | 40.300 |
| | | Recreation | |
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| Recycling Centers | 60.030 | Reports (Cont'd) | |
| Dump or trip tickets | 60.030.A | Bills allowed | 30.010.A |
| Redevelopment Projects | 40.240.A | Bridge | 60.050.B |
| Referendum Petitions | 15.150.D | Building inspection | 05.070.A |
| Referrals From Other Jurisdictions | 65.050 | Campaign | 15.040 |
| Refuse Hauler License | 75.020.C | Cash | 30.020 |
| Registered Sex Offender Records | 100.080.P | Census | 65.020.B |
| Registers | | Claims | 105.010.B |
| Bond issue | 30.070.D | Comprehensive annual financial | 30.040.A |
| Building permit | 05.080 | Consumer confidence | 60.090.B |
| Burial permit | 10.010 | County treasurer | 30.190.B |
| Certificate of deposit | 30.140.A | Daily | 40.290.B |
| Checks | 30.010.A | Departmental | 40.290 |
| Court | 85.090 | EEO-1 | 90.010.B |
| monthly | 85.090.D | EEO-4 | 90.010.C |
| Licenses | 75.040 | Final project | 40.240.A |
| Payroll | 90.140.G | Fixed asset – annual | 30.030.A |
| Permits | 75.040 | General | 40.290 |
| Property tax | 30.190.C | municipal | 40.330 |
| Records | 40.270 | Incident | 100.080.B |
| Sales tax | 30.190.E | Inspection – vehicles/equipment | 35.030.B |
| Registration Receipts | 30.020 | Investment | 30.140.B |
| Regulations | | Monthly | 40.290.C |
| Animal | 100.020 | Offense | 100.080.B |
| Building | 40.310 | Payroll | 90.140 |
| Cemetery | 40.310 | Physician's – cemetery | 10.010 |
| General | 40.310 | Police | 100.080 |
| Railroads | 60.060.B | Project | 40.240.A |
| Subdivision | 40.310 | Quarterly | 40.290.D |
| Zoning | 40.310 | S.A.R.A. Tier II | 100.060.B |
| Regulatory | | Soil condition | 05.070.B |
| Actions | 40.160 | Street system | 60.050.I |
| Proceedings | 80.040 | Structure inspection | 05.070.A |
| Rehabilitation Projects | 40.240.A | Water | |
| Remonstrances | 40.090 | consumption | 60.080.E |
| Removal from Governing Body | 45.150 | quality | 60.090 |
| Rental | | Weekly | 40.290.E |
| Contracts and agreements, short-term | 40.230.A | Repositories | 70.020 |
| Receipts | 30.020 | Requests | |
| Reorganization Studies | 40.210 | For proposals (RFPs) | 30.170.A |
| Repairs – Property | 40.240.A, 95.050.D | For quotations (RFQs) | 30.170.A |
| Replacement Ballots | 15.030.A | Open records | 40.200 |
| Replats | 65.030 | Release of police information | 100.080.Q |
| Reports | | Routine | 40.090 |
| Actuarial | 90.150.A | Service – fire | 100.050.K |
| Analytical – water and sewer | 60.090.A | Research Material | 40.260 |
| Annual | 40.290.A | Rescues | 100.050 |
| activity | 40.290.A | Dispatch calls | 100.030.A |
| operations | 40.290.A | Incident reports | 40.230.D |
| published | 40.260 | Reservation Sheets | 40.230.B |
| water and wastewater treatment | 60.090.B | Reservoir Projects | 40.240.A |
| Audit | 30.040.A | Residential Building Plans | 05.060.B |
| | | Resignations | |
| | | Appointed applicants | 20.020.A |
| | | Employees | 90.070 |
| | | Governing body | 45.080.B |

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| Sex Offenders | | Events and use permits | 75.020.F |
| Case files | 100.080.B | Events license – alcohol beverages | 75.020.A |
| Information request forms | 100.080.P | Uses | 65.030 |
| Registered | 100.080.P | Specifications | |
| Sexual Assault | | Bid | 30.170.A |
| Arrests | 100.080.A | Job | 90.130.F |
| Cases | 100.080.B | Project | 40.240.A |
| Sexually Oriented Business License | 75.020.C | Specimen Bonds | 30.070.B |
| Sexually Violent Predators | 100.080.P | Speeches | 40.250.C |
| Shift Schedules | 90.210 | Speed Zones | 60.050.K |
| Shooting Gallery License | 75.020.C | Spoiled Ballots | 15.030.A |
| Show Agreements, Contracts | 40.230.A | Sporting Event Agreements, Contracts | 40.230.A |
| Show Cause Hearings | 75.020.A | Sports Equipment Rental | 40.230.A |
| Sidewalk | | Spreadsheets | |
| Engineering | 60.050.H | Energy efficiency program | 60.010.C |
| Improvement districts | 30.130 | Staff Meetings | 40.080 |
| Layout | 60.050.H | Standard Operating Procedures | 40.220.B |
| Sign | | Standards | 40.310 |
| Codes | 40.070.A | Building | |
| Contractor License | 75.020.C | inspection | 05.070 |
| Damage | 95.050.C | regulation | 40.310 |
| Permits | 75.020.F | Communication system project records | 55.060 |
| Signalization | 60.050.K | General | 40.310 |
| Timing | 60.050.K | Information technology project records | 55.060 |
| Signature | | Insurance policies | 105.010.C |
| Authorizations | 30.170.A | Mobile homes | 40.310 |
| Certificates, Councilmember | 45.080.B | Sewer line installation | 40.310 |
| Sister City Programs | 40.230.E | Sidewalk construction | 40.310 |
| Site Plans | 65.030 | Street construction | 40.310 |
| Site Specific Development Plans | 65.030 | Streetscape | 40.310 |
| Slaughterhouse License | 75.020.C | Water | |
| Sludge | | line installation | 40.310 |
| Application | 60.090.H | testing | 60.090.A |
| Monitoring, review | 25.010 | State | |
| Permits | 60.090.H | Archives | |
| Preparation | 60.090.H | approval | Appendix C |
| Sites | 60.090.H | compliance certificates | 40.300 |
| Snow Route | 60.050.K | records retention schedules | 40.300 |
| Social Security | 90.030.A | Bid list | 30.170.C |
| Soil Condition Reports | 05.070.B | Highway Department signalization | 60.050.K |
| Solicitations – Bids | 30.170.A | Legislation – proposed | 40.160 |
| Solid Waste Management | 60.030 | lobbying | 40.250.A |
| Cash receipts | 30.020 | New hire reporting compliance | 90.170 |
| Dump tickets | 60.030.A | Of the city address | 40.250.C |
| Landfill locations | 60.030.B | Statements | |
| Spas – Chemical Testing, Treatment | 95.050.B | Accounts payable | 30.010.A |
| | | Accounts receivable | 30.020 |
| | | Bank | 30.050.B |
| | | Issued by municipality | 30.020 |
| | | Utility billing | 30.210.A |

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| Statistics | | Street (Cont'd) | |
| Fire Department | 100.050.F | Numbering | 60.050.F |
| General activities | 40.290.A | Operations | 60.050 |
| Information technology | 55.060 | Parking | 60.050.K |
| Police | 100.080.T | Permits | 75.020.G |
| Statutory Status | 40.210 | Planning | 60.050.H |
| Stocks and Bonds | 30.140.A | Problem histories | 60.050.H |
| Storage Tanks – Regulated Substances | 25.050 | Projects | 40.240.A |
| Aboveground | 25.050 | Renaming | 60.050.E |
| Permit | | Right-of-way conveyance | 95.030.A |
| approved | 25.050.A | Snow route | 60.050.K |
| denied | 25.050.B | Speed zones | 60.050.K |
| Underground | 25.050 | State highway department signalization | 60.050.K |
| inspections | 25.050 | Striping | 60.050.K |
| leaking | 25.050 | Sweeping | 60.050.G |
| permits | 25.050 | System | 60.050.I |
| Stormwater | | Traffic markings | 60.050.K |
| Basins | 60.040.A | Trespass permit | 75.020.G |
| Drainage system | 60.040 | Truck routes | 60.050.K |
| Improvement districts | 30.130 | Vacation | 60.070 |
| Proceedings appeal | 40.010 | Weather observation | 60.050.L |
| Projects | 40.240.A | Streetscape Standards | 40.310 |
| Weather observation | 60.040.B | Striping – Traffic | 60.050.K |
| Stray Animals | 100.020 | Structure | |
| Streams | 60.100.D | Inspections | 05.070.A |
| Street | | Municipal government | 40.210 |
| Abandonment | 60.070 | Records | Schedule 05 |
| Address assignments | 60.050.F | Studies | 40.330 |
| Alignment | 60.050.H | Electric facilities | 60.010.I |
| Arterial system | 60.050.I | Feasibility | 40.330 |
| Asphalt testing | 60.050.A | Land use | 40.330 |
| Bridge inspections | 60.050.B | Planning | 40.330 |
| Cleaning | 60.050.G | Study Session Recordings | |
| Closings | 60.050.F | Appointed entities | 20.100.C |
| Closures | 60.050.C | Governing body | 45.140.C |
| Construction | 40.310 | Subdivisions | 65.030 |
| Crosswalks | 60.050.K | Minor | 65.030 |
| Cut permits | 75.020.G | Regulations | 40.310 |
| Design | 60.050.H | Standards | 40.310 |
| Drainage problem history | 60.050.H | Subpoenas | 85.030 |
| Engineering | 60.050.H | Logs | 100.080.L |
| Grades | 60.050.H | Summonses and Complaints | 85.030 |
| High accident locations | 60.050.D | Juror | 85.060 |
| Improvement districts | 30.130 | Police copy | 100.080.U |
| Intersection design | 60.050.H | Voided | 85.030.F |
| Layout | 60.050.H | Sump Pump Equipment | 35.010 |
| Maintenance – major | 40.240.A | Supplements – Code | 40.070.B |
| Map – system | 60.050.I | Support Groups | 40.120 |
| Master plan | 40.330 | Surplus Property | 30.030.B |
| Miles in system | 60.050.I | Surveillance Recordings – See <i>Recordings</i> | |
| Name assignments | 60.050.F | Survey Responses | 40.340.B |
| Naming | 60.050.E | | |

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| <u>Records Descriptions</u> | <u>Schedule/Item No.</u> | <u>Records Descriptions</u> | <u>Schedule/Item No.</u> |
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| Surveying Records | | Television System – See also <i>Cable Television</i> | |
| Benchmarks | 60.050.H | <i>Service</i> | |
| Field survey notes | 40.180 | Programming records | 55.010.A |
| Surveys | | Records | 55.070.B |
| Census | 60.020.B | Temporary | |
| Conducted by municipality | 40.340 | Alcohol beverage permit | 75.020.A |
| compilations | 40.340.A | Employee | 90.080 |
| responses | 40.340.B | Use permits | |
| routine | 40.340.C | public way | 75.020.G |
| Cross-connection control | 60.080.A | water | 60.100.A |
| Historic structure or district | 50.040 | Water use permit | 60.100.A |
| Water and wastewater systems | 60.090.G | 1098 Forms, Mortgage Interest Statements | 30.200.A |
| System Control and Data Acquisition | 60.010.F | 1099 Forms | 30.010.C |
| Systematic Alien Verification for Entitlements | | 1099R Forms – Reports of Distributions | 30.200.B |
| Program | 100.070.B | Terminology | Appendix B |
| Swimming Pools | | Test Results | |
| Chemicals | 95.050.B | Chemical blood | 100.080.E |
| Inspections | 95.050.D | Commercial driver's license | 90.110.A |
| -T- | | Lie detectors | 100.080.E |
| Tabulation | 15.190 | Tests | |
| Official abstract | 15.190.A | Employment | 90.130.D |
| Test results | 15.190.B | Theater License | 75.020.C |
| Unofficial results | 15.190.C | Time Sheets | 90.140.I |
| Tally Worksheets | 15.190.C | Title Insurance Policies | 95.010 |
| Tanks – Storage | 25.050 | Titles – Vehicle | 35.010 |
| Tap – Water and Sewer | 60.080.C | Toolkit | xvi |
| Tape Recordings – See also <i>Recordings</i> | | Tools | 35.010 |
| Appointed entities | 20.100 | Topographical Maps | 40.180 |
| Field contact reports – police | 100.080.G | Towers – Communication | |
| Municipal court proceedings | 85.080 | Permit | 75.020.G |
| Public relations | 40.250.C | Toxic Sites | 25.060 |
| Task Forces | | Trade | |
| Appointed by municipality | Schedule 20 | Journals | Appendix A |
| Internal | 40.080 | Of property | 95.010 |
| Tax | | Trademark Records | 40.150 |
| Collection | 30.190 | Traffic | |
| Credits – historic properties | 50.040 | Accident | |
| Licenses issued to municipality | 75.030.B | cases | 100.080.A, .B |
| Payroll | 90.140.F | logs | 100.080.L |
| Reporting | 30.200.B | Annexation impact | 65.010 |
| Taxes – See Specific Taxes; i.e., <i>Sales Tax</i> | | Cases – municipal court | 85.030.E |
| Taxi Driver License | 75.020.C | Code adopted by reference | 40.070.A |
| Taxicab Service | 60.060.C | Congestion | 60.050.J |
| Teams – Internal | 40.080 | Counts | 60.050.J |
| Telephone | | Events – impact | 60.050.C |
| Logs | 40.140 | Fatal accident arrests | 100.080.A |
| Messages | Appendix A | Flow | 60.050 |
| System | | video recordings | 60.050.J |
| emergency 9-1-1 | 100.030.B | | |
| encroachments | 75.020.G | | |
| municipal buildings | 55.010 | | |

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| Traffic (Cont'd) | | Truck Route Designations | 60.050.K |
| License plate recognition data | 100.080.K | Tuition Reimbursement | 90.070 |
| Marking | 60.050.K | Turbidity Reports | 60.090.A |
| Monitoring | 60.050.J | | |
| Non-fatality accident arrests | 100.080.A | -U- | |
| Operations | 60.050 | | |
| Police officer-involved accident | 100.080.J | Unclaimed Property | 30.030.B |
| Rerouting | 60.050.C | Undeliverable | |
| Signalization | 60.050.K | Ballots | 15.030.A |
| Timing | 60.050.K | Mailings | 40.170.D |
| Weather observation | 60.050.L | Underground | |
| Trailer Inspections | 05.070.C | Storage tanks | |
| Training | | inspections | 25.050 |
| Commercial driver's license | 90.110.A | leaking | 25.050 |
| Employees | 90.180 | monitoring | 25.050 |
| Manuals – health and safety | 90.110.D | permits | 25.050 |
| Police | 100.080.V | Water rights and supply | 60.100.E |
| K-9 units | 100.080.V | Unemployment insurance | 90.190 |
| Safety | 90.110.D | Uniform | |
| individual | 90.070 | Codes | 40.070.A |
| Selection | 90.070 | Crime report/NIBRS | 100.080.W |
| Transaction Journal – Sales and Use Tax | 30.190.E | Unsafe Buildings | 05.070.D |
| Transcripts – Municipal Court Appeals | 85.010.B | Unused Ballots | 15.030.A |
| Transfer of Property | 95.010 | Update Request Form | Appendix D |
| Transient Vendor License | 75.020.C | Uranium Mining | 25.010 |
| Transitory Documentation | 40.100.C | Urban | |
| Transmission | | Drainage District | 40.320 |
| Electric distribution | 60.010.J | Renewal authority | Schedule 20 |
| Line undergrounding program | 40.230.E | governing body as | 45.060 |
| Transmittal Letters | Appendix A | Use | |
| Transport Records, Hazardous Waste | 25.020 | Fuel | 35.020 |
| Transportation System | 60.060 | Permits | 75.020.F |
| Plans | 40.330 | Review | 65.030 |
| Route maps | 60.060.C | Tax collection | 30.190.E |
| Services | 60.060.C | Temporary water permit | 60.100.A |
| Studies | 40.330 | User Records – Library | 70.010.E |
| Trash | 65.070.B | Uses | |
| Treasury Bills and Notes | 30.140.A | Accessory | 65.030 |
| Treatment – Water and Sewer | 60.090 | Conditional | 65.030 |
| Trees | | Nonconforming | 65.030 |
| Damage | 95.050.C | Permitted | 65.030 |
| Inventory | 30.030.C | Special | 65.030 |
| Removal | 75.020.F | USGS | |
| permits | 75.020.F | Elevation benchmarks | 60.050.H |
| Trimming | | Topographical maps | 40.180 |
| license | 75.020.C | Utility | |
| permit | 75.020.F | Annexation impacts | 65.010 |
| Trial Balances | 30.050.A | "As-built" drawings | 60.010.D |
| Trials – Criminal Case Files | 80.020 | Connections | 60.080 |
| Trigger Dates | xvi | mobile homes | 05.070.C |
| Trip Tickets | 60.030.B | Cross-connections | 60.080.A |
| | | Disconnections | 60.080 |

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| Utility (Cont'd) | | Vendor (Cont'd) | |
| Encroachment permits | 75.020.G | Lists | 30.170.C |
| Locates | 60.020 | Prequalification | 30.170.D |
| Projects | 40.240.A | Short-term agreements, contracts | 40.230.A |
| Valves | | 1099 Forms | 30.010.C |
| locations | 60.080.D | W-9 Forms | 30.010.C |
| specifications | 60.080.D | Ventilation Systems | 35.010 |
| Water line maintenance and repair | 60.080.F | Vested Property Rights | 65.030 |
| Utility Billing | 30.210 | Victim Assistance and Counseling | 100.080.Y |
| Account history | 30.210.A | Video – See also <i>Recordings</i> | |
| Adjustment records | 3.210.A | Crime scene | 100.080.B |
| Journals | 30.020 | Detention center booking | 100.080.Z |
| Meters | 30.210.B | Election areas | 15.180 |
| Notices, nonpayment | 30.210.A | Fire, rescue case | 100.050.H |
| Rates | 30.210.C | Historical value | 50.060 |
| Security deposit | 30.210.A | Municipal court proceedings | 85.080 |
| Service orders | 30.210.A | Police | |
| Statements | 30.210.A | cases | 100.080.B |
| Trouble orders | 30.210.A | officer-carried systems | 100.080.AA |
| Turn-off orders | 30.210.A | secured facilities | 100.080.Z |
| | | vehicle recording systems | 100.080.AA |
| -V- | | Public relations | 40.250.C |
| Vacancies – Governing Body | 45.020 | Recordings of meetings | |
| Vacations | | appointed entities | 20.100 |
| Alley | 60.070 | governing body | 45.140 |
| Easements | 60.070 | Security | 105.020.B |
| Plats | 65.030 | Sewer inspection | 60.080.B |
| Rights-of-way | 60.070 | Water inspection | 60.080.F |
| Street | 60.070 | Violations | |
| Valves | | Building code | 05.040 |
| Locations | 60.080.D | Land use | 65.070.A |
| maintenance | 60.080.D | code | 65.070 |
| requests | 60.020 | Nuisances – land use | 65.070.B |
| specifications | 60.080.D | Volunteer Workers | |
| Maintenance and repair | 60.080.D | Recognition | 90.200 |
| Vandalism – Cemetery | 95.050.C | Service | 90.200 |
| Variances | 65.060 | Voted Ballots | 15.030.A |
| Water and sewer treatment | 60.090.I | Voter | |
| Water use | 60.080.F | Registration list | 15.160.B |
| Vehicle | Schedule 35 | Signature forms | 15.160.D |
| Abandoned | 65.070.B | Vouchers | 30.170 |
| Asset inventory | 30.030.C | -W- | |
| Crime lab hold/release sheets | 100.080.D | W-2 Forms | 90.140.K |
| Disposition | 30.030.B | W-4 Forms | 90.140.L |
| Fire | Schedule 35 | W-9 Forms | 30.010.C |
| Impound | 100.080.X | Wage-Rate Tables | 90.140.J |
| License plate recognition | 100.080.K | Waivers – Liability | 40.230.C |
| Police | Schedule 35 | Ward Boundary Maps | 15.110 |
| Sales tax receipt | 30.170.E | | |
| Stolen identification | 100.080.K | | |
| Video recording systems | 100.080.AA | | |
| Vendor | | | |
| Files | 30.010.A | | |
| License | 75.020.C | | |

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| Warranties | 35.010 | Underground | 60.100.E |
| Warrants | | Use restrictions | 60.080.F |
| Arrest | 85.100.B | Utility enterprise | 45.060 |
| Checks | 30.010 | Wells | 60.100.J |
| Court | 85.100.B | Water and Sanitation | |
| index | 85.090.C | Districts | 40.320 |
| Detainment | 85.100.B | Projects | 40.240.A |
| Search | 85.100.A | Water and Sewer System – See also <i>Water</i> | |
| Warranty Deeds | 95.020 | Agreements – service | 40.030 |
| Wastewater – See <i>Water and Sewer System</i> | | Analysis – system | 60.080.F |
| Watchers – Oaths | 15.140 | Analytical reports | 60.090.A |
| Water – See also <i>Water and Sewer System</i> | | Backflow prevention device test | 60.080.B |
| Acquisition | 60.100.A | Bacteriological analysis | 60.090.A |
| Adjudication | 60.100 | Calibration – equipment | 35.010 |
| Allotment contract | 60.100.A | Capacity – plant | 60.090.F |
| Associations | 40.120 | Chemical analysis | 60.090.A |
| Bond Issues | 30.070.A | Chlorination | 60.090.F |
| Conservation | 60.080.F | Compliance – drinking water | 60.090.C |
| educational efforts | 60.080.F | Connections | 60.080.C |
| outreach efforts | 60.080.F | Contaminants | 60.090.A |
| within municipality | 60.080.F | Copper analysis | 60.090.A |
| Consumer confidence report | 60.090.B | Corrective actions | 60.090.C |
| Consumption – water | 60.080.E | Cross-connection control survey | 60.080.A |
| Court proceedings | 60.100 | Discharge | |
| Dams | 60.100.B | inspections | 60.090.D |
| Decrees | 60.100.F | monitoring | 60.090.D |
| Dedication of rights | 60.100.A | permits | 60.090.D |
| District | 40.320 | Disconnections | 60.080 |
| Ditch records | 60.100.C | Distribution | 60.080.F |
| Drinking | 60.080, 60.090 | Domestic septage | 60.090.H |
| Enterprise board | 45.060 | Effluent | 60.090.H |
| Flow measurements | 60.100.D | Enterprise board | 45.060 |
| Irrigation | 60.100.G | Equipment maintenance | 35.010 |
| Meters | 30.210.B | Filter plant logs | 60.090.F |
| Pressure | 60.080.F | Industrial pretreatment permits | 60.090.E |
| Projects | 40.240.A | Inspections | |
| Quality | 60.090.A | sand trap | 60.090.F |
| Rates | 30.210.C | sewer | 60.080.B |
| Raw | 60.100 | video | 60.080.B, .F |
| Rental | | water | 60.080.F |
| offers | 60.100.A | Installation standards | 40.310 |
| surplus irrigation | 60.100.G | Lead analysis | 60.090.A |
| Reservoirs | 40.240 | Lines – water, maintenance and repair | 60.080.F |
| Rights | 60.100.A | Meters | 30.210.B |
| Rivers | 60.100.D | Microbiological analysis | 60.090.A |
| Sale | 60.100.A | National Primary Drinking Water report | 60.090.B |
| Source of supply | 60.100 | Odor complaints | 60.090.D |
| Stock certificates | 60.100.H | Operational reports | 60.090.F |
| Storage | | Operator | 90.070 |
| inspection | 60.080.F | Oversizing | 40.240.A |
| system | 60.100 | Plant capacity | 60.090.F |
| Streams | 60.100.D | Pollutant concentration | 60.090.H |
| Surface rights | 60.100.D | Pressure measurements – water | 60.080.F |
| Temporary use permits | 60.100.A | Production – water | 60.080.F |
| Transfer | 60.100.A | Projects | 40.240.A |
| | | Radiological analysis | 60.090.A |

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| Water and Sewer System (Cont'd) | | Wells | |
| Reports | | Gas drilling | 25.010 |
| distribution and production | 60.080.F | Installation | 60.100.J |
| operations | 60.090.F | Locations – water | 60.100.J |
| Samples | 60.090.A | Oil drilling | 25.010 |
| Sand trap inspections | 60.090.F | Permits | 60.100.J |
| Sewage – composite samples | 60.090.A | Water | 60.100.E |
| Sewer inspection | 60.080.B | abandonment | 60.100.J |
| Sludge | | drilling | 60.100.J |
| application | 60.090.H | location | 60.100.J |
| disposal site | 60.090.H | permit application | 60.100.J |
| Storage – water | 60.080.F | Wetlands | |
| Taps | 60.080 | Management | 60.040.C |
| inside users | 60.080.C | Protection | 60.040.C |
| outside users | 60.080.C | Withdrawal From Nomination | 15.120.B |
| sewer | 60.080.C | Work | |
| water | 60.080.C | In public way – permits | 75.020.G |
| Tests | | Orders | |
| analytical | 60.090.A | equipment | 35.030.C |
| backflow prevention device | 60.080.B | maintenance | 60.010.E |
| sewage – weekly | 60.090.A | property repair | 95.050.E |
| sewer | 60.080.B | vehicles | 35.030.C |
| smoke test | 60.080.B | Papers | |
| standards – water tests | 60.090.A | audit | 30.040.B |
| water system | 60.080.F | budget | 30.080.B |
| X-ray | 60.080.B | Permits – public way | 75.020.G |
| Treatment | 60.090 | Plans | |
| chlorination reports | 60.090.A | appointed entities | 20.040 |
| Turbidity analysis | 60.090.A | governing body | 45.050 |
| Use restrictions | 60.080.F | Schedules | 90.210 |
| Valves | 60.080.D | Workers' Compensation | 90.220 |
| Water storage inspection | 60.080.F | Working Material, Preliminary | 40.350 |
| Water Utility Enterprise | 45.060 | Workplace Investigations | 90.160 |
| Weapons | | Worksheets | |
| Authorization to carry | 100.080.BB | Financial – preliminary | 40.350 |
| Concealed permits | 75.020.F | General | 40.350 |
| Destruction | 100.080.E | Short-term value | 40.100.C |
| Maintenance | 100.080.BB | | |
| Qualification | 100.080.BB | -Z- | |
| Violations case files | 100.080.B | Zones | |
| Weather | | Enterprise | 65.040.B |
| Modification | 60.100.I | Speed | 60.050.K |
| Observation | 60.100.I | Zoning | |
| impact on stormwater system | 60.040.B | Annexations | 65.010, 65.080 |
| stormwater system | 60.040.B | Board of Adjustment | Schedule 20 |
| street, traffic operations | 60.050.L | Board of Appeals | Schedule 20 |
| Website and intranet records | 55.080 | Certificates | 65.080 |
| Access reports | 55.080.A | District map | 40.180 |
| Development | 55.080.B | Initial | 65.080 |
| Evolution records | 55.080.B | Maps | 40.180, 65.080 |
| Page design records, web pages | 55.080.C | Ordinances | 65.080 |
| Use tracking logs, website and intranet | 55.080.A | Petitions | 65.080 |
| Weed Control | 65.070.B | Regulations | 40.310 |
| Nuisance | 65.070.B | Rezoning | 65.080 |
| Weekly Reports | 40.290.E | | |
| Welfare Check Log | 100.080.L | | |