

CONTROLLER'S OFFICE Records Retention Schedules

Division	Records Series Title	Records & Comments	State Retention Number Legal Retention
Controller's Divisions	Ordinances, Orders, Resolutions – Departmental copies	Ordinances, Orders, Resolutions approved by City Council <i>Note: Official record copy filed in City Secretary's Office (permanent retention)</i>	<i>File with and follow retention for appropriate case or project</i>
Controller's Divisions	Insurance Policies	Online, in HR and original to individual or sections; Liability, theft, fire, health, life, automobile, and other policies for local government property and personnel, includes supporting documentation relevant to the implementation, modification, renewal, or replacement of the policies.	<i>File with and follow retention for appropriate case or project</i>
Administration, Special Collections, Administration	Postal and Delivery Service Records	Registered, certified, insured, and special delivery mail receipts and similar records of transmittal by express or delivery companies.	File with and follow retention for appropriate case or project to prove delivery
Controller's Administration	Photographs, Recordings, and other Audio or Visual Media	Photographic, photographic scrapbooks, slides, sound recordings, videotapes, posters, and other non-textual media that document the history and activities of the City or any of its departments, programs, or projects, except such records as noted elsewhere in the state schedules. Pictures of CAFR Cover.	<i>Transfer to the Archives Collection in the City Secretary's Office when no longer needed in department (permanent retention)</i>
Administration of CCO	Audit Records, Annual or Biennial, Periodic & Special	Annual or biennial cumulative audit; and/or other periodic audit of a department, program, fund; Special audits ordered by a governing body, a court or grand jury, or mandated by administrative rules of a state or federal agency.	<i>Transfer one copy to City Secretary's Office (permanent retention)</i>
Controller's Administration	Publications	Departmental or program newsletters designed for internal distribution (online intranet). Any publication which receives a PIO number. (CAFR – Comprehensive Annual Financial Report Single Audit, Water Financial)	<i>Transfer 3 copies to the Archives Collection in the City Secretary's Office as soon as published (permanent retention)</i>
Deferred Compensation	Minutes - Notes	Notes or audio tape taken during meeting from which written minutes are approved. <i>Minutes are filed with the City Secretary's Office after approval (permanent retention). Minutes should describe each matter considered by the governing body.</i>	GR 1000-03B 90 days after approval of minutes <i>Exempt</i>

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Administration	Open Record Requests	Online, and some hard copies; Open record requests, including correspondence and other documentation related to the request. Including requests received via e-mail Non-exempted records. Includes correspondence and other documentation related to the request. Including requests received via e-mail	GR 1000-34A 1 year after final decision on request <i>Exempt</i>
All Divisions	Open Record Requests	Exempted records. Includes legal opinion, correspondence and other documentation related to the request. Including requests received via e-mail	GR 1000-34B 2 year after notification that records are exempt from disclosure
Administration	Organizational Charts	Online and Hard copies; All organizational charts, lists of employees contact or call lists, rosters, etc.	GR 1000-35 US, expired, or discontinued. <i>Exempt</i>
Special Collections	Permits and Licenses	Records documenting the application for and the issuance of permits and licenses by a local government for sales, solicitation, facility usage, and similar activities. <i>Exempt those listed elsewhere in the schedules.</i>	GR 1000-36 Expiration, cancellation, revocation, or denial + 2 years
All Divisions	Policy and Procedures Documentation	Orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing operations or activities of a local government as a whole or any of its departments, programs, services, or projects. <i>Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons.</i>	GR 1000-38 US, expired, or discontinued + 5 years.

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Administration of CCO	Audit Records, Working Papers, Summaries & Similar papers	Working papers, summaries, and similar records created for the purposes of conducting an audit. Both Internal and External Auditors. (3 years after all questions have been answered) Includes Internal Control Reports. <i>Note: Official record copy of Audit Reports filed in City Secretary's Office (permanent retention)</i>	GR 1025-01E 3 years after all questions have been resolved
Cash & Investments	Banking Security Records	Bank collateral statements	GR 1025-02 4 years
Administration and CCO Managers	Budget Documentation - Departmental copies and work papers	Working papers created exclusively for the preparation of budgets, including budget requests, justification statements and similar documents. Budget change documentation, including line item or contingency/reserve fund transfers and supplemental budget requests. Encumbrance and expenditure reports. <i>Note: Official record copy of Annual Budget filed in City Secretary's Office (permanent retention)</i>	GR 1025-04F 2 years
Fixed Assets	Capital Asset Records - Equipment or property history	(A) Equipment or property history cards or similar records containing data on initial cost, including disposal authorizations when disposed of. (B) Equipment or property cost and depreciation schedules or summaries used for capital outlay budgeting or other financial or budget control purposes.	GR 1025-05A FE + 3 years
Fixed Assets	Capital Asset Records - Equipment or property inventories	Equipment or property inventories (including sequential number property logs Until superseded + 3 years.	GR 1025-05C US + 3
Fixed Assets	Capital Asset Records – Property sale, auction, or disposal	Property sale, auction, or disposal records of government-owned equipment or property (Exempt from destruction request requirement).	GR 1025-05D 1 Year
Financial Reporting	Federal Revenue Sharing Records	Single Audits, Federal & State Records concerning the use of federal revenue sharing funds by a local government, including revenue and expenditure summaries; status, budget, and audit reports; and other reports or documentation required by federal law or regulation	GR 1025-06 AV Obsolete record

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Accounts Payable, Financial Reporting Special Collections	Accounts Receivable Records - Departmental copies	Records documenting the receipt of any monies by a local government that are remittable to the State Comptroller of Public Accounts. Includes cash receipts, cash reports, and deposits.	GR 1025-27A FE of date of receipt + 3 years for other governments.
Financial Reporting Bank Reconciliation Special Collections	Accounts Receivable Records - Accounts deemed un- collectable – Departmental copies	Records of accounts deemed un-collectable, including write-off authorizations.	GR 1025-27E FE of write off + 3 years
Bank Reconciliation Cash and Investments	Banking Records	Bank statements, canceled checks, check registers, deposit slips, debi and credit notices, reconciliation, notices of interest earned, etc.	GR 1025-28 FE + 5 years
Financial Reporting	Ledgers, Journals, and Entry Documentation includes Cost Allocation and Distribution Records	Online & hard copies, General ledger showing receipts and expenditures from all accounts and funds of a local government, subsidiary ledgers, receipts, disbursements, general, or subsidiary journals, journal vouchers and entries or similar posting control form including supporting documents, amendments correspondence, journal entries, and auditor adjustments.	GR 1025-30 FE + 5 yrs
Controller's Administration	Disciplinary and Adverse Action Records	Copies, HR has originals, Records created by personnel or supervisory officers in considering or reconsidering on appeal, an adverse action (e.g., demotion, probation, termination, suspension, leave without pay against an employee, including, as applicable, witness and employee statements, interview reports, exhibits, reports of findings and decisions and judgments.	GR 1050-07 AC +2
Deferred Compensation	Employee Pension and Benefits Records	Plan documents including amendments.	GR 1050-08A Termination of Plan + 1 year
Deferred Compensation	Employee Pension and Benefits Records Enrollment	Enrollment forms.	GR 1050-08B-2A Date of separation + 75 years.
Deferred Compensation	Employee Pension and Benefits Records Annual Reports	Fund reports - Annual.	GR 1050-08C Permanent

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	Criminal History Checks	Used for condition of or in conjunction with employment application.	GR1050-36 End of employee's probationary period or after immediate purpose has been fulfilled, as applicable.
All Divisions	Volunteer Service Files	Information about individual volunteers and duties they perform.	GR1050-39 US or date of separation + 3 years.
Payroll and Deferred Compensation	Payroll Records, Deduction Authorizations	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including orders of garnishment or other court-ordered attachments.	GR 1050-50 AC + 4 years
Payroll and Deferred Compensation	Direct Deposit Applications/Authorizations	Direct deposit applications/authorizations	GR 1050-51 US
Controller's Administration & Managers	Payroll Records – Individual Paycheck Info	Majority of records online A record containing the following payroll information on each employee: name, last known address and social security number; amount of wages paid to the employee for each payroll period, including all deductions, and date of payment. 1) Individual employee earnings card or record that shows earning & deductions for each pay period. 2) Master Payroll register which shows earnings and deductions for each pay period	GR 1050-52A FE + 4 years

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Controller's Payroll	Payroll Records – Tax Unemployment	Online Federal and State Tax Forms and Reports Forms Forms and reports used to report the collection, distribution, deposit, and transmittal of payroll or unemployment taxes.	GR 1050-53B AC + 4 years
Controller's Payroll	Payroll Records – Leave Records	Online Leave Records A record containing a record of the unused accumulated sick leave of each employee if (1) all or a percentage of accumulated sick leave is used to calculate length of service and/or (2) accumulated sick leave is creditable to an employee of rehired.	GR 1050-54A1 Term + 75 YEARS The retention of any one of the following for date of separation + 75 years will satisfy the retention requirement: 1) Individual employee earnings card or record as described in item number GR1050-52a if it also contains accumulated sick leave data. 2) Employee Service Record (see item number GR1050-12) if it contains the accumulated sick leave data prescribed. 3) Copy of the final time summary or leave status report, as noted in (d), of each separated employee.
Controller's Administrations and Managers	Bid and Bid Documentation - Successful Bids	Works with Purchasing and various depts. like CIS for applicable documents, online and hard copies, Successful bids and request for proposals, including invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation. <i>Note: If successful bid or proposal results in a contract, use GR 1000-25 (AC + 4 years)</i>	GR 1075-01A FE + 3 years

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Prepared by: Bethlehem Kassa 10/26/20
Bethlehem Kassa Date
Records Liaison Officer
City Controller's Office

Reviewed by: Peter Kurilecz 20201105 Date
Peter Kurilecz CRM CA IGP
Records Management Officer
City Secretary's Office

Approved by: Sheri Kowalski 11/5/20
Sheri Kowalski Date
Director
City Controller's Office

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