

City of Alexandria

Data Practice Policies and Procedures

Table of Contents

- Data Practices Policy for Member of the Public..... 1**
 - Right to access public data..... 1
 - How to make a data request..... 1
 - How we respond to a data request 1
 - Requests for summary data 2
 - Copy Costs – Members of the Public 2
- Data Practice Policy for Data Subjects..... 4**
 - Data about you 4
 - Classification of data about you..... 4
 - Your rights under the Government Data Practices Act 4
 - How to make a request for your data..... 5
 - How we respond to a data request 6
 - Copy Cost – Data Subjects 8
 - Standards for Verifying Identity 9

Appendix A – Data Practice Contacts

Appendix B – Data Request Form

Appendix C – Policy for Ensuring the Security of Not Public Data & Categories and Classification

Data Practices Policy for Members of the Public

Right to access public data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to make a data request

You can look at data, or request copies of data that this government entity keeps. Make your request for data to the appropriate individual listed in the Data Practices Contacts in Appendix A. You may make your written request in person, by mail, fax, or email, using the data request form in Appendix B.

This government entity cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How we respond to a data request

Upon receiving your written request (using the data request form), we will work to process it.

- If it is not clear what data you are requesting, we will ask you for clarification.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or

- Provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

We will provide notice to you about our requirement to prepay for copies.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement (for example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request). If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Requests for summary data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and [pre-pay/pay] for the cost of creating the data.

Upon receiving your written request using the data request form in Appendix A – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Copy Costs – Members of the Public

This government entity charges for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c). You must pay for the copies before we will give them to you.

For 100 or fewer paper copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most other types of copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is

for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

Data Practices Policy for Data Subjects

Data about you

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

Classification of data about you

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential.

Public data

We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following is an example of private data about you: Your name on an application for a license from the city.

Private data

We cannot give private data to the general public, but you can have access to private data when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of private data about you: Your Social Security Number.

Confidential data

Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. We cannot give you access to confidential data. The following is an example of confidential data about you: Your identity as mandated reporter of child abuse or neglect.

Your rights under the Government Data Practices Act

This government entity must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

Access to your data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask this government entity not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

When we collect data from you

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you must use the consent form we provide.

Protecting your data

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe. Appendix C contains the policy for ensuring the security of not public data and the Categories and Classification data on not public data maintained by the City of Alexandria.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

When your data are inaccurate and/or incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to make a request for your data

You can look at data, or request copies of data that this government entity keeps about you, your minor children, or an individual for whom you have been appointed legal guardian. Make your request for data to the appropriate individual listed in the Data Practices Contacts in Appendix A.

If you choose not use to use the data request form, your request should include:

- You are making a request, under the Government Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you.
- Whether you would like to inspect the data, have copies of the data, or both.
- A clear description of the data you would like to inspect or have copied.
- Identifying information that proves you are the data subject, or data subject's parent/guardian.

This government entity requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located on page 5.

How we respond to a data request

Once you make your request, we will work to process your request.

- If it is not clear what data you are requesting, we will ask you for clarification.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
 - Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - Provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement (for example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request). If we agree to

create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Copy Costs – Data Subjects

This government entity charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3. You must pay for the copies before we will give them to you.

Actual cost of making the copies

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, flash drive, CD, DVD, etc.), and mailing costs (if any).

If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Standards for Verifying Identity

The following constitute proof of identity.

- An adult individual must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID
- A minor individual must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID
- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of ID.

Appendix A - Data Practices Contacts

Responsible Authority

Marty Schultz, City Administrator
704 Broadway | Alexandria, MN 56308
Phone: 320.759.3629 | mschultz@alexandriamn.city

Data Practices Compliance Official

Karin Tank, Assistant City Administrator/HR Director
704 Broadway | Alexandria, MN 56308
Phone: 320.759.3647 | ktank@alexandriamn.city

Data Practices Designee – Law Enforcement

Rick Wyffels, Police Chief
704 Broadway | Alexandria, MN 56308
Phone: 320.759.3700 | rwyffels@alexandriapolice.com

Data Practices Designee – Non Law Enforcement

Lori West, Administrative Assistant-Council & General Government
704 Broadway | Alexandria, MN 56308
Phone: 320.759.3700 | lwest@alexandriamn.city

Other positions responsible for maintenance may be assigned as apparent or necessary.

Appendix B - Data Request Form

Data Request Form – General Government Minnesota Government Data Practices

City of Alexandria | 704 Broadway | Alexandria MN | 56308
 Ph: 320.759.6678 | Fax: 320.763.3511 | www.AlexandriaMN.city

A. COMPLETED BY REQUESTER

REQUESTER NAME (Last, First, MI):		DATE OF REQUEST:
STREET ADDRESS:	CITY/STATE/ZIP CODE:	FAX NUMBER:
PHONE NUMBER:	EMAIL ADDRESS:	
DESCRIPTION OF INFORMATION REQUESTED (BE SPECIFIC):		
IM AM REQUESTING ACCESS TO DATA IN THE FOLLOWING WAY (CHECK ALL THAT APPLY): <i>Note: Data will be sent to information provided above unless otherwise indicated</i> <input type="checkbox"/> Inspect Copies at City Hall <input type="checkbox"/> Paper Copies (To Pick Up) <input type="checkbox"/> Paper Copies (To Be Mailed) <input type="checkbox"/> Fax Copies <input type="checkbox"/> Email Copies <input type="checkbox"/> Other Format, describe:		
SIGNATURE OF REQUESTOR:		

Data Privacy Advisory: This information is for the purpose of facilitating access to the data. Once the request has been completed, this form will constitute a public record. The purpose and intended use of this information is to process your request, contact you if additional information is needed and, when requesting private or confidential data on individuals, to determine authority to access the data.

B. COMPLETED BY DATA PRACTICE OFFICIAL

DEPARTMENT NAME:	REQUEST HANDLED BY:
METHOD OF RESPONSE: <input type="checkbox"/> In-Person <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax	INFORMATION CLASSIFIED AS: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Non-Public <input type="checkbox"/> Confidential <input type="checkbox"/> Protected, Non-Public
ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved In Part (Explain Below) <input type="checkbox"/> Denied (Explain Below)	
IDENTITY VERIFIED FOR PRIVATE INFORMATION: <input type="checkbox"/> Identification <input type="checkbox"/> Personal Knowledge <input type="checkbox"/> Other _____	
AUTHORIZED SIGNATURE:	DATE COMPLETED:
FEES: <input type="checkbox"/> None <input type="checkbox"/> _____ x \$0.25 = \$ _____ (# of pages) <input type="checkbox"/> Employee Time x \$ _____ = \$ _____ (# of hours) x (hourly rate) <input type="checkbox"/> Postage\$ _____ <input type="checkbox"/> Other \$ _____	
TOTAL AMOUNT DUE:	PAYMENT TYPE / DATE RECIEVED:

Appendix C – Policy for Ensuring the Security of Not Public Data & Categories and Classification

City of Alexandria Policy for Ensuring the Security of Not Public Data and Data Categories and Classification

This document identifies the names, title and address of the Responsible Authority for the City of Alexandria and describes private or confidential data on individuals maintained by the City of Alexandria (see MN State. 13.05). This document is also a part of the City of Alexandria's procedures for ensuring that not public data are only accessible to individuals whose work assignment reasonably requires access (see MN Stat. 13.05, subd. 5). In addition to the employees listed, the City of Alexandria's Responsible Authority, Data Practices Compliance Official and City Attorney will also have access to all not public data on an as needed basis as part of a specific work assignment.

The City of Alexandria's Responsible Authority is:
Marty Schultz, City Administrator
704 Broadway | Alexandria, MN 56308
Phone: 320.759.3629 | mschultz@alexandriamn.city

Direct all questions about this document to the City of Alexandria's Data Practices Compliance Official (DPCO):
Karin Tank, Assistant City Administrator/HR Director
704 Broadway | Alexandria, MN 56308
Phone: 320.759.3647 | ktank@alexandriamn.city

Procedures implementing this policy

Under the requirement in Minnesota Statutes, section 13.025, subd. 1, the City of Alexandria has prepared a Data Inventory which identifies and describes all not public data on individuals maintained by the City. To comply with the requirement in section 13.05, subd. 5, the City has also modified its Data Inventory to represent the employees who have access to not public data. In the event of a temporary duty as assigned by a supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

State or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings (see Minnesota Statutes, section 13.04) or the City will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that not public data are not accessed without a work assignment

Within the City, departments may assign tasks by employee or by job classification. If a department maintains not public data that all employees within its department do not have a work assignment allowing access to the data, the department will ensure that the not public data are secure. This policy also applies to departments that share workspaces with other departments within the City where not public data are maintained.

Actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for not public electronic data
- Password protecting employee computers and locking computers before leaving workstations
- Securing not public data within locked work spaces and in locked file cabinets
- Shredding not public documents before disposing of them

Penalties for unlawfully accessing not public data

The City of Alexandria will utilize the penalties for unlawful access to not public data as provided for in Minnesota Statutes, section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE	EMPLOYEE WORK ACCESS
ADMINISTRATION	ADM 01100	APPOINTMENT FILES Lists appointments of individuals by mayor and or board, or council to various boards, commissions and committees including application to commission, commissions and committees including application to commission.	2 after appointed period	Public/Private	MS 13.43, Subd. 3 MS 13.601	Admin employees on an as needed basis as part of specific work assignments (under 10 employees)
ADMINISTRATION	ADM 01100	APPOINTMENT FILES - NOT APPOINTED	1	Public/Private	MS 13.43, Subd. 3	Admin employees on an as needed basis as part of specific work assignments (under 10 employees)
ADMINISTRATION	ADM 01300	ATTORNEY OPINIONS-OFFICIAL COPY Official opinions of city attorney.	Permanent	Public/Private/Non-Public	MS 13.393, MS 13.39	Admin employees on an as needed basis as part of specific work assignments (under 10 employees)
ADMINISTRATION	ADM 01400	BIDS & QUOTATIONS & RFP'S ACCEPTED Passed by the city council.	10 after completion of project	Public/Non-public	MS 13.37, Subd. 2 13.59	Admin employees on an as needed basis as part of specific work assignments (under 10 employees)
ADMINISTRATION	ADM 01500	BIDS & SPECIFICATIONS & RFP'S & SUPPORTING PAPERS - NOT ACCEPTED Rejected by city council.	6	Public/Protected Non-public until all bids are opened	MS 13.37 13.59	Admin employees on an as needed basis as part of specific work assignments (under 10 employees)
ADMINISTRATION	ADM 02600	COMPLAINTS - REAL PROPERTY By citizens about the use of real property.	7	Public/Private/Confidential	MS 13.44	Admin employees on an as needed basis as part of specific work assignments (under 10 employees)
ADMINISTRATION	ADM 03050	CORRESPONDENCE - HISTORICAL Correspondence to/from mayor, city manager, city administrator. Official correspondence that documents important events or major functions of the office. Usually deals with a specific topic, issue, organization, or individual.	Permanent	Public/Private	MS 13.601	Admin employees on an as needed basis as part of specific work assignments (under 10 employees)
ADMINISTRATION	ADM 03300	GRANTS Miscellaneous grant programs and stipulations.	Consult issuing agency. Typically 3 after audit State CFR 24.42, 6 after audit Federal 28USC2415(b)	Public, unless otherwise required by other governmental agency.	MS 13.35	Admin employees on an as needed basis as part of specific work assignments (under 10 employees)
ADMINISTRATION	ADM 05960	RECORDINGS - AUDIO For closed meetings.	Labor Negotiations 3 years; Security Information 4	Non-public/Public	13D.05 13.37 13D.03	Admin employees on an as needed basis as part of specific work assignments (under 10 employees)

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE	EMPLOYEE WORK ACCESS
			years; Purchase or sale of real property 8 years			
ASSESSING	ASG 00600	DEFERMENT APPLICATION Verifications of income, ownership, etc.	Retain until removed or superseded	Private/non-public	MS 13.51, subd. 2, MS 13.52	- City Assessor - Assessing & Records Clerk
ASSESSING	ASG 00750	GREEN ACRE LAND & AGRICULTURE PRESERVE APPLICATIONS Forms submitted by property owners to qualify for green acres and/or agriculture preserve classifications usually to obtain a tax break.	Until removed or superseded.	Public/Private	MS 13.49	- City Assessor - Assessing & Records Clerk
ASSESSING	ASG 00780	HOME IMPROVEMENT VALUE EXCLUSION (THIS OLD HOUSE LAW) Completed improvement application form by home owner used to defer improvement amount for a 10 year period from property taxes in whole or part on homes that are 35 years or older. (Expires 12/31/2002 - county should retain the original.)	10	Public/Private	MS 13.49.	City Assessor - Assessing & Records Clerk
ASSESSING	ASG 00800	HOMESTEAD APPLICATION REQUESTS	3 after property no longer qualifies as a homestead	Public/Private	Privacy Act CFR. 405.42	- City Assessor - Assessing & Records Clerk
ASSESSING	ASG 00900	HOMESTEAD APPLICATIONS CARDS	Destroy cards prior to 1993. Retain future cards 3 yrs. after property ceases homestead status or change of ownership	Public/Private	Privacy Act CFR.405.42	- City Assessor - Assessing & Records Clerk
ASSESSING	ASG 01200	INCOME INFORMATION - NON-COURT TAX DATA Apartment, commercial and industrial.	4	Non-public/Private	MS 13.51. subd.2	- City Assessor - Assessing & Records Clerk
ASSESSING	ASG 01500	PETITIONS (COURT) - VALUATIONS Assessors reports, correspondence, etc.	6 from final resolution	Public/Private	MS 13.39	- City Assessor - Assessing & Records Clerk
ATTORNEY	ATT 00200	ATTORNEY OPINIONS Official opinions regarding questions of legal rights or liabilities affecting operating	10	Public/Private/Non- Public	MS 13.393, MS 13.39	Certain employees on an as needed basis as part of specific work assignments

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE	EMPLOYEE WORK ACCESS
		departments.				
ATTORNEY	ATT 00300	CIVIL LITIGATION FILES Judgements, settlements, releases, correspondence	10 after last court activity	Public/Private/ Confidential/ Protected Non-Public	MS 13.39	Certain employees on an as needed basis as part of specific work assignments
ATTORNEY	ATT 00500	CRIMINAL LITIGATION FILES Documents litigation involving the city. Work papers, copies of police records (originals filed with P.D.) briefs and pleadings, probation records and other court records (orig. filed with the court).	2 after last court activity	Public/Private/ Confidential/Protect ed Non-Public	MS 13.393, MS 13.82	Certain employees on an as needed basis as part of specific work assignments
ATTORNEY	ATT 00600	INVESTIGATIVE FILES Includes requests for investigation, work papers, and final reports. Research conducted but no litigation takes place	3	Public/Private/Confidential/Protected Non-Public	MS 13.39	Certain employees on an as needed basis as part of specific work assignments
ATTORNEY	ATT 00700	PROPERTY FILES Files involving land acquisitions, condemnations, land sales, lawsuits related to property platting, registration, proceedings subsequent, title issues, assessments, land use issues, development agreements, etc. Files will include correspondence, deeds, titles, affidavits, death certificates, sale appraisals, court documents, research, attorney's opinions, abstracts, and pictures	10 after either filing with County or last court activity.	Public/Private/ Confidential/Protect ed Non-Public	MS 13.39	Certain employees on an as needed basis as part of specific work assignments
BONDS	BON 00200	BOND & INTEREST COUPON REGISTER	6 after payment	Non-Public/Private	MS 475.55	-City Administrator - Finance Director
BUILDING INSPECTIONS	BUI 00200	BUILDING PLANS: COMMERCIAL, INDUSTRIAL Includes architectural, design specifications, structural & utility plans.	15, or until superseded with complete set.	Public/Private/Nonpublic	MS 13.37, Subd. 1b, MS 541.051.	Community Development Employees (under 5 employees)
BUILDING INSPECTIONS	BUI 00300	BUILDING PLANS: RESIDENTIAL Includes architectural, design specifications, structural & utility plans.	1 after completion of project	Public/Private/Nonpublic	MS 13.37, Subd. 1b.	Community Development Employees (under 5 employees)
FINANCE	FIN 00900	AUDIT REPORTS - INTERNAL Reports based on the agencies' internal operations.	7	Non-public	MS 13.37	Finance Employees (under3 employees)
FINANCE	FIN 02022	CHECKS (ACCOUNTS RECEIVABLE) Checks received from customers submitted electronically to financial institution.	7 days	Public/Private	MS 13.37	Finance Employees (under3 employees)
FINANCE	FIN 02030	CHECKS (CANCELED & VOIDED) PAYROLL Paid & returned checks	6	Public/Private	MS 13.43	Finance Employees (under3 employees)
FINANCE	FIN 02060	CREDIT CARD RECEIPTS - MERCHANT COPIES	2 unless evidence in criminal or civil prosecution	Public/Private		Finance Employees (under3 employees)
FINANCE	FIN 04750	UNCLAIMED PROPERTY RECORDS (SENT TO STATE)	6	Public/Private	MS 13.37	Finance Employees

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE	EMPLOYEE WORK ACCESS
		Includes checks not cashed.				(under 3 employees)
FIRE	FIR 00200	ARSON REPORTS/INVESTIGATIONS	Permanent	Public/Confidential	MS 13.82, Subd. 7, MS 13.83.	Fire Chief certain Fire employees as needed basis as part of specific work assignments
FIRE	FIR 00600	FIRE INVESTIGATION REPORT Used by investigators to document facts found regarding fires investigated by the FPB.	6 Unless arson, death, or hazardous materials then retain permanently.	Public/Confidential until investigation is closed.	MS 13.82, MS 13.83	Fire Chief certain Fire employees as needed basis as part of specific work assignments
FIRE	FIR 00900	FIRE RELIEF ASSOCIATION Financial records	6	Public/Private	MS 13.43	Fire Chief and certain Admin employees as needed basis as part of specific work assignments
FIRE	FIR 01000	FIRE RELIEF ASSOCIATION Membership files.	Permanent	Public/Private	MS 13.43	Fire Chief and certain Admin employees as needed basis as part of specific work assignments
HUMAN RESOURCES	HRS 00200	AFFIRMATIVE ACTION FILES Sexual harassment & discrimination.	Permanent	Public/Private/ Confidential	MS 13.43, MS 13.39	HR Director
HUMAN RESOURCES	HRS 00300	AFFIRMATIVE ACTION RECRUITMENT FORM Supplemental personnel data from job applications.	1	Public/Private/ Confidential	MS 13.43, MS 13.39	HR Director
HUMAN RESOURCES	HRS 00400	AFFIRMATIVE ACTION REPORTS Copies of reports sent to Human Rights Commission.	5	Public/Private/ Confidential	MS 13.43, MS 13.39	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
HUMAN RESOURCES	HRS 00600	HRS 00600 APPLICATIONS FOR PERSONS ON ELIGIBILITY LIST Applications, resumes, letters of recommendation, police background investigations, etc. If hired, application etc becomes part of employee personnel file.	2 or length of eligibility if longer	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
HUMAN RESOURCES	HRS 00750	BENEFITS ENROLLMENT FORMS Employees' medical, dental, deferred compensation, etc. election forms.	Superseded or 5 after coverage lapses.	Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
HUMAN RESOURCES	HRS 01300	ELIGIBILITY REGISTER A list of job applicants who have qualified on required examination, ranked in order of test score or a list of employees applying for promotion, ranked in order of test score.	2 after job has been filled.	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
HUMAN RESOURCES	HRS 01650	DRUG AND ALCOHOL TESTING RESULTS	1 for records of	Public/Private	MS 13.43	HR Director

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE	EMPLOYEE WORK ACCESS
		Includes commercial drivers licenses (cdl's), controlled substance test results, drivers evaluations, etc.	negative and canceled drug tests, records of alcohol tests with a result below .02 bac (49CFRss382.401). 5 for alcohol test results greater than .02 bac verified positive controlled substance test results, documentation of refusal to test, calibration documentation, driver evaluations and referrals.			
HUMAN RESOURCES	HRS 01800	EXAMINATION FILE Completed exams administered to applicants, & promotional exams administered to employees.	2 y Eligible; 1y Not Eligible.	Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
HUMAN RESOURCES	HRS 01850	FAMILY MEDICAL LEAVE DOCUMENTS (FMLA) Should be retained in the medical file rather than employee personnel file.	3 (29 CFR ss825)	Private	MS 13.43	HR Director
HUMAN RESOURCES	HRS 01900	GRIEVANCE FILES Formal written employee grievance and/or complaint filed under a labor agreement or personnel rules, and received by city. Should not be retained in employee personnel file.	5 years after employee's termination	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
HUMAN RESOURCES	HRS 02000	EMPLOYMENT ELIGIBILITY VERIFICATION/I-9 FORM Verifies status of citizenship or naturalization	3 after date of hire, or 1 after employment is terminated, whichever	Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE	EMPLOYEE WORK ACCESS
			is later. Should not be retained in employee personnel file			
HUMAN RESOURCES	HRS 03300	PERSONNEL FILES Only relevant records on each employee such as applications, references, performance evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc. Should be retained in the employee personnel files: Certain records should NOT be retained in employee personnel files: medical records, health insurance information, I-9 forms, child support obligation records, investigations, or any other record which, in its presence, may raise an inference of discrimination. Duplicate personnel files should not be retained by individual departments; all originals are to be maintained by personnel department or responsible department.	5 after termination or separation from city. Destruction approval is contingent upon retention of master copy of Payroll register or record.	Public/Private	MS 13.43	HR Director
HUMAN RESOURCES	HRS 03500	RECRUITMENT FILES Records that relate to posting, recruitment, selection & appointment to each city position.	2	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
HUMAN RESOURCES	HRS 03600	REPRIMANDS/DISCIPLINARY ACTION	5 after employee's termination.	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
HUMAN RESOURCES	HRS 04000	UNEMPLOYMENT CLAIMS/COMPENSATION	6	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
HUMAN RESOURCES	HRS 04100	WAGE ASSIGNMENTS Letters, correspondence, etc.	6	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
HUMAN RESOURCES	HRS 04200	EMPLOYEE MEDICAL RECORDS Any information concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including medical & employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical	5 years after separation from city	Public/Private	MS 13.43	HR Director

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE	EMPLOYEE WORK ACCESS
		complaints.				
HUMAN RESOURCES	HRS 04400	INFECTIOUS DISEASE & OCCUPATIONAL EXPOSURE FILES Files on each employee dealing with safety & training on diseases such as hepatitis & AIDS. Should not be kept in employee personnel file.	30 after separation	Public/Private	MS 13.43	HR Director
HUMAN RESOURCES	HRS 04600	OSHA REPORTS Incident Reports and Annual Summary	5 after accident	Public/Private	MS 13.43	HR Director
HUMAN RESOURCES	HRS 04700	OSHA - EMPLOYEE EXPOSURE RECORDS Any information concerning employee exposure to toxic substances or harmful physical agents.	30 after termination or retirement.	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
INSURANCE	INS 00450	CLAIMS Claims filed by or against the city.	6 after final settlement except those involving a minor, save until minor turns 19.	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
INSURANCE	INS 00650	FIRST REPORT OF INJURY	6, MS 176.151; 20 if maintained with worker's compensation file.	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
INSURANCE	INS 01100	LONG TERM DISABILITY (LTD) Claims filed by employee for a long term disability insurance program.	6 after final settlement	Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
INSURANCE	INS 01450	SHORT TERM DISABILITY (STD) Claims filed by employee for a short term disability insurance program.	6	Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
INSURANCE	INS 01550	WORKERS' COMPENSATION CLAIMS Injury reports and correspondence dealing with injuries. If infectious disease retain 30 years per HRS 04400.	20	Private	MS 176.231	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
PAYROLL	PAY 00100	AUTHORIZATION CARDS Voluntary (union dues, charitable contributions, employee club, credit union).	6 after inactive	Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
PAYROLL	PAY 00200	CAFETERIA PLAN RECORDS Flex plans and section 125 reports, election forms, reimbursement forms etc.	6	Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE	EMPLOYEE WORK ACCESS
PAYROLL	PAY 00300	CANCELED PAYROLL CHECKS	6	Public/Private	MS 13.43 Subd. 3.	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
PAYROLL	PAY 00400	CHANGE FORM (PAYROLL COPY) Original retained in personnel file: salary, position, grade level, address, leave of absence, etc	1	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
PAYROLL	PAY 00500	GARNISHMENTS Child support/spousal maintenance.	6 not to be retained in personnel file	Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
PAYROLL	PAY 00700	PAYROLL HISTORY CARD	Permanent	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
PAYROLL	PAY 00800	PAYROLL JOURNAL Detailed register of current & year-to-date salaries, gross to net, and benefit hours used.	Retain year-end report permanently; retain other reports 6 yrs	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
PAYROLL	PAY 00900	PAYROLL LEDGER	Permanent	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
PAYROLL	PAY 01000	PAYROLL REPORTS State withholding, federal withholding, & FICA.	10	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
PAYROLL	PAY 01100	PAYROLL WORKSHEETS	6	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
PAYROLL	PAY 01200	PENSION & RETIREMENT REPORTS Deferred comp, etc.	10	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
PAYROLL	PAY 01300	PERA REPORTS	Permanent	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
PAYROLL	PAY 01400	TIME SHEETS Originals.	6	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE	EMPLOYEE WORK ACCESS
						(under 3 employees)
PAYROLL	PAY 01500	VACATION & LEAVE REQUESTS Reports/slips.	3	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
PAYROLL	PAY 01600	W-2 STATEMENTS - EMPLOYERS COPY	6	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
PAYROLL	PAY 01700	W-3 STATEMENTS	6	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
PAYROLL	PAY 01800	W-4 FORM - ORIGINALS	Until replaced	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
PAYROLL	PAY 02000	1099 MISCELLANEOUS INCOME	6	Public/Private	MS 13.43	Admin employees on an as needed basis as part of specific work assignments (under 3 employees)
PERMITS	PER 00100	ANIMAL & PET LICENSES OR PERMITS Rabies, vaccinations, etc.	2 after expiration	Public/private		Community Development Employees (under 5 employees)
PERMITS	PER 00200	APPLICATIONS - PERMIT DENIED	1	Public/private/nonpublic	See individual permit/licen se	Community Development Employees (under 5 employees)
PERMITS	PER 00600	BUILDING PERMITS - COMMERCIAL Applications, summary data etc.	Permanent	Public/non-public	MS 13.37	Community Development Employees (under 5 employees)
PERMITS	PER 00700	BUILDING PERMITS - RESIDENTIAL Applications, summary data etc.	5 after expiration	Public/non-public	MS 13.37	Community Development Employees (under 5 employees)
PLANNING	PLZ 01500	REAL PROPERTY APPRAISALS	Length of ownership	Public/Confidential	MS 13.44	Admin employees on an as needed basis as part of specific work assignments (under 10 employees)
POLICE	POL 00240	BACKGROUND CHECK Local records check on individual (i.e. employment, adoptions).	30 days	Non Public		Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 00300	BUREAU OF CRIMINAL APPREHENSION REPORTS Annual reports of local law enforcement activities	5 years	Public/Private	MS 13.82, 260B.171	Police Chief and assigned employees as an on

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE	EMPLOYEE WORK ACCESS
		compiled by BCA and returned to local department. BCA does not maintain copies of these reports.				needed basis as part of specific work assignments
POLICE	POL 00350	CERTIFICATION FOR PEACE OFFICERS FOR STATE AID APPLICATION State form PA-1.	3	Public/Private	MS 13.43	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 00500	FINGERPRINT CARDS Sworn officers and police personnel	5 after termination or retirement	Private	MS 13.43	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 00510	FINGERPRINT CARDS For janitors or persons accessing secured areas without supervision.	1 after termination	Public/Private	MS 13.43	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 00600	INTERNAL INVESTIGATION Case files & reports.	6	Public/private/ confidential	MS 13.39, 13.43, 13.82	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 01000	POLICE CLEARANCE LETTERS Criminal history on individual within jurisdiction.	3	Public/Private	MS 13.87	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 01500	PUBLIC ASSISTANCE VOUCHER RECORDS Copies.	1	Private	MS 13.462	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 02350	DANGEROUS DOG LICENSE	2 after deceased	Public/Private	MS 13.37	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 02400	MCGRUFF HOUSE	1 after participation ceases	Public/private or non-public	MS 13.37	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 02500	NEIGHBORHOOD CRIME WATCH	1 after participation ceases	Public/private or non-public	MS 13.37	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 02600	OPERATION I.D.	Permanent	Public/private or non-public	MS 13.37	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 02900	ACCIDENT REPORTS Automobile (State Report) Includes date, time, place of	3	Public/Private/ Confidential	MS 13.82, Subd. 3a,	Police Chief and assigned employees as an on

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE	EMPLOYEE WORK ACCESS
		action, vehicles involved, drivers of vehicles, a brief factual reconstruction of events associated with the action, names and addresses of witnesses names and addresses of any victims or casualties and response or report number			169.09	needed basis as part of specific work assignments
POLICE	POL 03000	ARREST REPORTS Adult/Juvenile: includes date, time, place of action, any resistance encountered, any pursuit engaged, whether any weapons were used, the charge, arrest or search warrants or legal basis for action, the identities of agencies, units within agencies and individual persons taking the action, whether and where the individual is being held in custody or is being incarcerated by the agency, the date, time and legal basis for any transfer of custody and identification of agency or person who received custody, the date, time and legal basis for any release from custody or incarceration, the name, age, sex and last known address of any adult person or the age and sex of any juvenile person cited arrested or incarcerated or otherwise substantially deprived of his liberty, whether the agency employed wiretaps or other eavesdropping techniques, the manner in which the agencies received the information that led to the arrest, and the response or report number.	7	Public/Private	MS 13.82, Subd. 3a, 260B.171	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 03300	CASE FILES/OFFENSE REPORTS - ADULT Includes individual's name, date of birth, time of occurrence, date and place of action, description of what happened, location, whether any weapons were used, ICR's, statistical data, and other pertinent data.	7; if homicide see POL 03700	Public/Private	MS 13.82, Subd. 3a	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 03400	CASE FILES/OFFENSE REPORTS - JUVENILE JUVENILE: Includes individual's name, date of birth, time of occurrence, and place of action, description of what happened, location, whether any weapons were used, and other pertinent data.	7; if homicide see POL 03700	Non-public/Private/ Confidential	MS 13.82, 260B.171	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 03600	CRIMINAL RECORD CHECK LOG Log recording criminal history queries via state computer.	3	Public/Private/ Confidential	MS 13.87	Police Chief and assigned employees as an on needed basis as part of

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE	EMPLOYEE WORK ACCESS
						specific work assignments
POLICE	POL 03700	DEATH INVESTIGATION Any case file or any investigation involving a death.	Permanent	Private	MS 13.82	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 03740	EVIDENCE/PROPERTY LOGS	1 year	Public/Private	MS 13.82	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 03750	EVIDENCE/PROPERTY INVENTORY REPORTS Property which has been found, confiscated, seized, etc.	7	Private	MS 13.82	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 03820	FORFEITURE FORMS	3			Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 03900	FIREARM APPLICATION/PERMITS Includes application to purchase and a copy of the firearm permit to carry	6	Private	MS 13.87	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 04000	FIREARM TRANSFER	6	Private	MS 13.87	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 04100	ICR's Initial complaint reports	7	Public/Private	MS 13.82	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 04200	INTOXILYZER TEST RESULTS Original record maintained by the BCA. Department copy retained in accordance with the item they relate to (I.e. case file or arrest report.)		Public/Private/ Confidential	MS 13.82, Subd. 5	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 04500	MASTER NAME FILE Adult	7 after last contact	Public/Private/ Confidential	MS 13.82	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 04600	MASTER NAME FILE Juvenile.	7 after last contact	Private	MS 260B.171	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 04870	VALIDATION REPORTS (from State) For example, regarding stolen property.	1	Private/Non-public	MS 13.82, Subd. 20	Police Chief and assigned employees as an on needed basis as part of specific work assignments

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE	EMPLOYEE WORK ACCESS
POLICE	POL 05200	ADMISSION RELEASE RECORDS	2 after inmate is discharged	Public/Private	MS 13.82	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 05700	TRAINING RECORDS FOR EACH OFFICER Examples include first aid, firearm training, advanced driving, crime scene processing, report writing, etc.	5 after termination or retirement	Public/Private	MS 13.43	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 05800	TRAINING REPORT Summary report of each officer's training history. May be filed in officer's personnel file.	5 after termination of retirement	Public/Private	MS 13.43	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 05820	DICTATED & AUDIO RECORDED REPORTS Audio recordings of officers reports which are subsequently transcribed into written report. All audio tapes will be transcribed and a copy of the transcription will be kept with the case file.	Until transcription is approved	Public/Private/ Confidential	MS 13.82	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 05840	ARREST & CHARGE Audio and video recordings determined to have evidentiary value where suspects have been arrested, issued citations and/or a report has been forwarded to the prosecutor for a charging decision. (All audio tapes will be transcribed and a copy of the transcription will be kept with the case file).	FELONY: 90 days after sentencing or if appeals, after disposition. ALL OTHER: After final case disposition	Public/Private/ Confidential	MS 13.82, Subd. 10, 260B.171	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 05870	HOMICIDES Audio & video recordings containing information regarding any homicides.	Permanent	Public/Confidential	MS 13.82	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 05880	INTERNAL INVESTIGATIONS Audio & video recording determined to have evidentiary value in any internal investigations.	6	Public/Private	MS 13.43	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 05900	INTERVIEWS - AUDIO & VIDEO RECORDINGS Determined to have evidentiary value. (All audio tapes will be transcribed and a copy of the transcription will be kept with the case file).	Statute of limitations for corresponding crime	Public/Confidential	MS 13.82	Police Chief and assigned employees as an on needed basis as part of specific work assignments
POLICE	POL 05920	USE OF FORCE Audio & video recordings containing information of any incident where force was used and supervisory review is completed according to department policy. EXAMPLE: This may include a situation where an officer does not make an	6	Public/Private/ Confidential	MS 13.39, 13.43, 13.82	Police Chief and assigned employees as an on needed basis as part of specific work assignments

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE	EMPLOYEE WORK ACCESS
		arrest, however does use force in resolving a situation. This could occur when officers assist paramedics in bringing an uncooperative person to the hospital. This is a situation where force may be necessarily used by officers, yet an arrest is not made. If an arrest were made, the recording would be retained under the previously mentioned categories depending on the severity of the charge against the person.				
POLICE	POL 05930	PHOTOGRAPHS Pictures are retained in accordance with the item they relate to in the General Records Retention Schedule (i.e. all pictures and negatives relating to an accident are kept 3 years, pictures relating to an arrest are kept 7 years.)	See note in description	Public/Private	MS 13.	Police Chief and assigned employees as an on needed basis as part of specific work assignments
PUBLIC WORKS - ENGINEERING	PWE 00200	CONSTRUCTION BLUEPRINTS ORIGINAL For completed city buildings, streets, storm sewer, sidewalks, etc.	Permanent	Public/Non-public	MS 13.37	Admin employees on an as needed basis as part of specific work assignments
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01100	ENVIRONMENTAL COMPLAINTS REPORTS Includes disposition.	Permanent	Public/Private	MS 13.44	Admin employees on an as needed basis as part of specific work assignments