

**CITY OF GREENSBORO'S RECORDS RETENTION AND DISPOSITION SCHEDULE
CONCERNING WHEN ADMINISTRATIVE/REFERENCE VALUE ENDS**

I. General Records Schedule for Local Government Agencies (2019): When Reference Value Ends

PAGE	STANDARD	YEARS
	ADMINISTRATION AND MANAGEMENT RECORDS	
1	Abstracts of Municipal Elections	Permanent
1	Agenda and Meeting Packets File	2 years
2	Applications for Appointment	<u>2 years</u>
2	Associations and Organizations File	1 year
3	Business Certification Records	5 years
3	Bulletins	1 year
4	Census Project File Records	5 years
4	Citizen Rebate Program Records	2 years
4	Citizen Surveys	2 years
4	Conferences and Workshops File	1 year
5	Correspondence and Memoranda	3 years
5	Customer Call Center Recordings	2 years
5	Employee Security Records	1 year
7	Grant Proposals	5 years
8	History Records (Agency and Employees)	<u>1 year</u>
9	Interagency Programs	3 years
9	Legislation and Regulatory Records	2 years
10	Mailing and Distribution Records	2 years
11	Minutes of Public Bodies	5 years
10	Minutes (Staff Meetings)	N/A
11	Miscellaneous (Non-Building) Applications, <u>Licenses</u> , and Permits	5 years
11	Notices of Public Meetings	1 year
12	Ordinances	2 years
12	Planning and Development Files	3 years
13	Price Quotations	<u>3 years</u>
13	Proclamations and Orders	<u>3 years</u>
13	Public Hearing Records	3 years
15	Reference (Reading) File	1 year
15	Reports and Studies (Internal Administration)	1 year
16	Requests for Proposals (RFP)	2 years
16	Research and Studies File (Administrative)	4 years
16	Resolutions	Permanent
16	Telephone Usage Logs and Reports	2 years
16	Tracking Materials	<u>1 year</u>

PAGE	STANDARD	YEARS
BUDGET, FISCAL AND PAYROLL RECORDS		
18	Budget Resolutions and Ordinances	4 years
23	Government Employees Retirement System Monthly Reports	1 year
32	Popular Annual Finance Report	N/A
GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
31	Geographic Information System (GIS) Project Records	1 year
36	Maps: All Other	1 year
INFORMATION TECHNOLOGY RECORDS		
54	Computer and Network Usage Records	N/A
57	System Access Records	N/A
41	System Maintenance Records: Records Backups	Permanent
LEGAL RECORDS		
46	Legal Review Records	10 years
PERSONNEL RECORDS		
101	Abolished Position File	1 year
102	Deferred Compensation File	1 year
107	Employee Performance Review File	1 year
107	Employee Suggestions	1 year
107	Employee Training and Educational Records	N/A
108	Employee Work Schedules and Assignment Records	N/A
110	Fringe Benefits File	1 year
60	Personnel Records (Reference Supervisor Copy)	1 year
113	Position Control File	1 year
113	Position Requisition and Analysis Records	1 year
113	Salary Survey Records	1 year
115	Workers' Compensation Program (Administrative) File	1 year
PUBLIC RELATIONS RECORDS		
66	Agency Publications	1 year
66	Audio-Visual Recordings (Public Relations)	1 year
66	Community Awards	3 years
68	Media File	3 years
132	News and Press Releases	3 years
69	Speeches	1 year

PAGE	STANDARD	YEARS
RISK MANAGEMENT RECORDS		
162	Insurance Audits, Surveys and Reports	3 years
162	Loss Control Inspection Reports	3 years
163	Respirator Program Records	5 years
163	U.S. Bureau of Labor Statistics and Summary File	5 years
WORKFORCE DEVELOPMENT RECORDS		
180	(WIA) Local Area Policies	10 years
182	Workforce Development Board Agenda and Meeting Packets File	Permanent
182	Workforce Development Board Minutes	Permanent

II. Municipal Records Retention and Disposition Schedule (2012): When Administrative Value Ends

PAGE	STANDARD	YEARS
AIRPORT AUTHORITY RECORDS		
19	Airport Commission Minutes	5 years
ANIMAL CONTROL AND SHELTER RECORDS		
22	Animal Cruelty Records	3 years
23	Impoundment Records	N/A
BUILDING INSPECTION RECORDS		
35	Blueprints and Specifications	1 year
36	Building Permits and Applications	1 year
36	Burning Permits (Building Inspections)	1 year
37	Construction Reports	1 year
37	Encroachments of Right-of-Way Applications and Permits	1 year
37	Inspector Worksheets	1 year
38	Maps, Plats and Drawings	Permanent
38	Miscellaneous (Building) Applications and Permits	1 year
40	Trade Permits (Electrical, Gas, Mechanical, and Plumbing)	1 year
EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS		
43	Disaster and Emergency Management Plans	10 years
45	Federal Assistance Programs Reference Records	10 years
46	Fire Investigation Records	3 years
47	North Carolina Fire Association Records	3 years
49	Radiological Data Station File	N/A
49	Resolutions on Establishment of Local Agency	Permanent
49	Safety Committee Agenda and Meeting Packets File	1 year
50	Safety Committee Minutes	3 years
51	Training and Education File	10 years

PAGE	STANDARD	YEARS
	LAW ENFORCEMENT RECORDS	
61	Alarm Call Reports	3 years
61	Alerts File	3 years
63	Bingo License Records	N/A
65	Case History File: Cases not Officially Investigated	3 years
65	Chemical Analysis Records	N/A
66	Complaints File	Permanent
66	Composite Interviews	3 years
67	Crime Analysis Records	3 years
67	Crime Prevention Records	3 years
67	Criminal History Records	3 years
68	Daily Bulletins	3 years
70	Domestic Violence Case Files: Closed (Copies)	3 years
70	Driving While Impaired (DWI) Reports File	3 years
72	Federal Firearms Notification Records	3 years
72	Field Observation Reports	3 years
73	Firearms Range File	Permanent
74	House and Special Check Requests	3 years
75	Incident/Offense Reports	3 years
75	Informant Records	Permanent
76	Inmate Commitment Records	N/A
78	Internal Affairs Case Records	3 years
79	List of Inmate Reports	N/A
80	Multiple Firearms Sales Reports	Permanent
80	Mutual Aid Agreement Records	3 years
81	Parole Commission Notification Reports	3 years
82	Permission to Search Records	3 years
82	Personal Histories of Known or Suspected Law Breakers	3 years
82	Personnel Inspection Reports	3 years
83	Polygraph and Drug Screening Program	Permanent
88	Uniform Crime Reports (UCR)	3 years
89	Wanted Persons File	3 years
89	Warrants Register	3 years
	PARKS AND RECREATION RECORDS	
96	Birth Certificates (Reference Copies)	5 years
97	Facilities Use Permits	1 year
98	Parks and Recreation Agenda and Meeting Packets File	5 years
98	Parks and Recreation Board Minutes	10 years
99	Parks Planning File	Permanent
100	Ticket Stubs	N/A

PAGE	STANDARD	YEARS
PLANNING AND ZONING RECORDS		
116	Appearance Commission Agenda and Meeting Packets File	1 year
117	Appearance Commission Minutes	Permanent
117	Appearance Commission Project File	2 years
117	Assessment Records File	2 years
118	Board of Adjustment Agenda and Meeting Packets File	5 years
119	Board of Adjustment Minutes	Permanent
120	Conditional Use Permit Records and Index	2 years
120	Easement Release Request File	3 years
122	Photographs and Negatives (Aerial)	Permanent
122	Planning and Zoning Board Agenda and Meeting Packets File	5 years
123	Planning and Zoning Board Minutes	Permanent
123	Planning and Zoning Studies	Permanent
124	Preliminary Subdivision and Group Development Site Plans	5 years
124	Redevelopment Planning Records	5 years
124	Referred Projects	5 years
PUBLIC TRANSPORTATION SYSTEMS		
134	Applications for Art-In-Transit	10 years
134	Applications for Awards	10 years
134	Customer (Rider) Alerts	10 years
134	Customer (Rider) Identification Records	10 years
135	Lost and Found Records	10 years
135	Operator Bid Records	10 years
136	Operator Scheduling and Assignment Records	10 years
136	Route History Records	10 years
136	Route Maintenance Records	10 years
137	Seat Belt and Restraint System Records	10 years
138	Shelter Records	5 years
138	Ticket Consignment Records	10 years
138	Transit Schedules	5 years
139	Vehicle Operator Instructions	10 years
PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS		
142	Cable Television Franchise Records	5 years
142	Comprehensive Solid Waste Management Plan and Amendments	5 years
143	Construction Drawings	Permanent
143	Customer Account Histories	Permanent
144	Daily Report of Operations and Costs	1 year
145	Drivers' Daily Reports	1 year
147	Engineering Reports File	Permanent
147	Erosion and Sediment Control Exhibit Records	3 years
148	Final Inspection Reports	3 years

PAGE	STANDARD	YEARS
149	Inspector Worksheets/Notes	6 years
152	Notice of Violations for Improper Discharge or Disposal File	5 years
153	Recycling Material Reports	5 years
154	Scale House Video Monitoring Recordings	N/A
156	Tap and Hook Up Records	Permanent
156	Valve Operation File	20 years
157	Water and Wastewater Facility Engineering and System Plans	20 years
159	Water Conservation Violation Notices	5 years
STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
164	Cemetery Deeds	5 years
165	Excavation Permits	1 year
166	Maps and Survey Records	1 year
166	Pre-Project Records	10 years
168	Project Records-Work Papers	5 years
169	Right-of-Way Appraisal Records	5 years
170	Survey Field Records	5 years
170	Traffic Accident Data File	5 years
TAX RECORDS		
175	Privilege Tax Ledger	5 years
177	Tax Levy/Seizure Records	N/A