

**City Clerk's Office
Records Retention Schedule**

09/15/14

Description of Record		Retention Schedule	Comments
Abstracts		No legal requirement to keep. All abstracts are to be forwarded to Smith Brothers Abstract & Title Company for permanent storage. Contact Linda Taylor at 582-2148.	Abstracts of City-owned property which has been filed of record with the County Clerk of the county where the property is located.
Agendas and Meeting Notices	Schedule of Annual Meetings	5 years	Public bodies required to post annual meeting schedules: boards, bureaus, commissions, agencies, trusteeships, authorities, councils, committees, public trusts, task forces or study groups supported in whole or in part by public funds or entrusted with the expending of public funds or administering public property.
	All Other	3 Years	The public body is responsible for submitting annual notices to the City Clerk and for maintaining agendas; the City Clerk's Office is not required to monitor.
	Mayor's Agendas	5 Years	Lists of documents signed by Mayor twice each week.
Annexation and Disannexation Ordinances Ledger		Permanent	Fields in the imaging system for disannexation ordinances and annexation ordinances should be defined to access this type information. A cross reference index of annexation and disannexation ordinances. (TRO Title 9.102).
Appeal, Notice of	To Board of Adjustment	Retain for 1 year from the date appeal was filed.	This type appeal is heard in district court. It does not go before the City Council.
	To City Council requesting a trial regarding disciplinary action against a firefighter	Retain for 1 year from the date appeal was filed.	Ask Human Resources if they want records before purging. (City Charter, Article XI, Section 4.2 and TRO Title 25, Section 203.)
	To City Council regarding licensing and permits	Retain for 1 year from the date appeal was filed.	(TRO Titles: 11-A.306-7; 11-B.507; 21.105 & 111 & 1313 & 1407 & 1508 & 1909; 23. 209 & 213; 26.107 & 307; 50.108; and 51.308).
	To Council regarding inspection or code enforcement	Retain for 1 year from the date appeal was filed.	(TRO Titles: 14.101; 17.718; 24.204 & 207; 24.403; 35.908; 51.101; 56.101; 59.101; 55.101; and 52.109)
	To Council regarding stormwater or solid waste charges	Retain for 1 year from the date appeal was filed.	(TRO Titles: 11-A.204 & 11-B.201)
	To Council regarding Mayoral Orders other than Executive.	Retain for 1 year from the date appeal was filed.	(TRO Title 37.1208)
	To Council regarding TMAPC Amendments	Retain for 1 year from the date appeal was filed.	(TRO Title 42.1107)
	To Council regarding human rights violations	Retain for 1 year from the date appeal was filed.	(TRO Title 5.107 & 110)
	To Council regarding ADA discrimination	Retain for 1 year from the date appeal was filed.	(TRO Title 5.111)

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	To Utility Board regarding wastewater permits	Retain for 1 year from the date appeal was filed.	(TRO Title 11-C.1208)
Appointments, Mayoral	Boards, Authorities, Commissions, Committees, etc.	Permanent. Most appointments are confirmed by Council; therefore, City Council minutes serve as official record of appointments.	The Mayor's Office has maintained record of all appointments since the change in form of government in 1990. The City Clerk's Office will work with City Council to arrange for proper notice of mayoral appointment confirmations, thus ensuring the City Clerk has current record of all appointments.
	Sales Tax Overview Committee	City Council minutes serve as official record of appointments.	TRO Title 43-C.101 requires the City Clerk to maintain a roster of appointees.
	Temporary Mayor	Permanent	(City Charter Article 111.1.3 & TRO Title 4.101).
Assessments	DTID Assessment Rolls	Permanent	11 O.S. § 101-121 requires rolls for this type of assessment be filed annually with the municipal clerk.
	Special Assessment Rolls	Permanent	Listings of the property and tax assessment amount on the property. This is the only current assessment.
	Assessment Ledgers	Permanent	(Sanitary Sewer, Water/Waterline, Streets, Paving, and Sidewalk) If the property owners don't pay the assessed tax, the City puts a lien on the property and files the lien with the appropriate county. A new property owner may find that this tax was not paid and call the City for verification. Verification can be made by utilizing the county's records.
Audits	City of Tulsa, Boards and Authorities	Permanent. If the microfilm can be validated against the paper ledgers, request Council approval to destroy paper and keep microfilm.	Original index cards of the paving and sidewalk assessment ledgers are in the SYV. Copies are in 3-ring binders and kept in the V. Original index cards for sanitary sewer assessment ledgers are in Room 903. According to Finance Treasury Division, the cards and ledgers do not match. Microfilm of the ledgers is in the V. The authorities and boards to which this applies are in Title 39 of the ordinances. In the absence of current codified ordinances, Legal should be consulted if an audit is received from an authority or board not listed. The Finance Accounting Division files with the City Clerk's Office a bound copy of the City's Comprehensive Annual Financial Report. Receipt of this document does not absolve the authorities' responsibility to file their audits. The City Auditor's Office has CAFRs dating 1957-58 to present.
Bids (Bid receipts and bids on public improvement projects.)	Airport Projects	Keep successful and unsuccessful bids 5 years following the end of the fiscal year in which the bid was submitted.	Contact Airports Department before discarding to see if they want the records.
	Park Projects	Keep successful and unsuccessful bids 5 years following the end of the fiscal year in which the bid was submitted.	Successful bids are filed with the contract record. Currently, bids are filed by the following five types: Public Works, Parks, Purchasing/Bid or TAC#, Purchasing, Other.
	Public Works Projects	Keep successful and unsuccessful bids 5 years following the end of the fiscal year in which the bid was submitted.	Successful bids are filed with the contract record.

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	Water and Sewer Projects	Keep successful and unsuccessful bids 5 years following the end of the fiscal year in which the bid was submitted.	Successful bids are filed with the contract record.
	Purchasing	Keep successful and unsuccessful bids 5 years following the end of the fiscal year in which the bid was submitted.	Successful bids are filed with the contract record.
Bond Registers <u>Bonds covered are:</u> (1) July 1, 1905-May 15, 1930 (2) 1935 to 1947 (3) 1926 to 1931 (4) Waterworks of 1922, Spavinaw Bonds April 11, 1922 to February 20, 1947 when paid (5) January 1, 1946 to December 30, 1965 when paid. (6) July 1, 1905 to June 15, 1923. Paid in 1946. (7) November 11, 1914 to February 1, 1918 (8) September 1, 1907 to June 15, 1930.		Permanent	These are payment ledgers of bond coupons issued by the City of Tulsa. Some bond registers are in storage and maintained by the Finance Treasury Division rather than the City Clerk.
Bonds and Certificates of Insurance		5 years	Contractors are required to be bonded and/or insured before they can do business with the City. Individuals wanting to perform work in the City must be licensed which requires they be bonded and/or insured. Public improvement contracts will have the bonds and certificates of insurance attached/incorporated; therefore, these records are filed in the appropriate contract file rather than the general bonds/certificates of insurance file. The Finance License Center maintains the bonds and certificates of insurance related to the permits and licenses it issues. These are not maintained by the City Clerk's Office.
Budget, City of Tulsa Annual <i>The published budget is filed in the City Clerk's Office for reference only since the Finance Department is the archival office of the published budget, which includes information in addition to the Fund Summaries.</i>		3 Years	The City Auditor has budgets dating FY 1979-80 to present. No legal requirement to keep.
Cemeteries	Grants of Sepulcher	Permanent	Memos indicating sale of lots by owners back to the City or to other individuals. Public Works maintains cemetery maps indicating who is buried by lot. The maps do not indicate who owns the lot.
	Ledgers	Permanent	Ledgers indicating who is buried in the two City-owned cemeteries. Some entries indicate who owns the lot, but not all; therefore, there is no complete record of lot ownership and occupancy. The ledgers in the City Clerk's Office are a limited record of lot ownership.
Claims, Tort <i>(Mayoral recommendations on Tort Claims)</i>		5 Years	Claims for monetary damages allegedly caused by the City. State Statutes require tort claims to be filed with the municipal clerk. Upon failure to act, the claim is deemed denied. There is a business need for the City Clerk to keep the denial and approval requests acted on by the Mayor. In the imaging system, these records could be linked to the original <i>Notice of Claim or Appeal</i> . This record is currently not filed with the original <i>Notice of Claim or Appeal</i> .

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Codes	International Plumbing	Permanent	This international code is referenced in the ordinance adopting the City's plumbing code. The City may amend the international code and incorporate its own regulations applicable to the city of Tulsa.
	National Building (BOCA or other publisher)	Permanent	This national code is referenced in the ordinance adopting the City's building code. The City may amend the national code and incorporate its own regulations applicable to the city of Tulsa.
	National Electrical (BOCA or other publisher)	Permanent	This national code is referenced in the ordinance adopting the City's electrical code. The City may amend the national code and incorporate its own regulations applicable to the city of Tulsa.
	Basic Energy Conservation (BOCA or other publisher)	Permanent	
	National Existing Structures (BOCA or other publisher)	Permanent	This national code is referenced in the ordinance adopting the City's existing structures code. The City may amend the national code and incorporate its own regulations applicable to the city of Tulsa.
	National Fire Prevention (BOCA or other publisher)	Permanent	This national code is referenced in the ordinance adopting the City's fire prevention code. The City may amend the national code and incorporate its own regulations applicable to the city of Tulsa.
	National Mechanical (BOCA or other publisher)	Permanent	This national code is referenced in the ordinance adopting the City's mechanical code. The City may amend the national code and incorporate its own regulations applicable to the city of Tulsa.
	National Plumbing (BOCA or other publisher)	Permanent	This national code is referenced in the ordinance adopting the City's plumbing code. The City may amend the national code and incorporate its own regulations applicable to the city of Tulsa.
	National Basic Property Maintenance (BOCA or other publisher)	Permanent	This code is now called the National Existing Structures Code. Consider converting these records to images.
	CABO One & Two Family Dwelling	Permanent	Consider converting these records to images.
	State of Oklahoma Standard Specifications for Highway Construction	Permanent	This code is referenced in the ordinance adopting the City's standard specifications for highway construction.
	Tulsa City-County Health Department Food Code	Permanent	This code is referenced in the ordinance adopting the City's food code and is identical with no amendments.
	City of Tulsa Building	Permanent	
	City of Tulsa Criminal/ Penal	No legal requirement to keep because the code is written in the ordinance affecting it.	This is a copy of the ordinance adopting the City's penal code and is available to citizens for their convenience in lieu of duplicating the applicable ordinance from the codified TRO manual.
	City of Tulsa Electrical	No legal requirement to keep because the code is written in the ordinance affecting it.	This is a copy of the ordinance adopting the City's electrical code and is available to citizens for their convenience in lieu of duplicating the applicable ordinance from the codified TRO manual.
City of Tulsa Food	No legal requirement to keep because the code is written in the ordinance affecting it.	This is a copy of the ordinance adopting the City's food code and is available to citizens for their convenience in lieu of duplicating the applicable ordinance from the codified TRO manual.	

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	City of Tulsa Gas Piping and Fitters	No legal requirement to keep because the code is written in the ordinance affecting it.	This is a copy of the ordinance adopting the City's mechanical code and is available to citizens for their convenience in lieu of duplicating the applicable ordinance from the codified TRO manual.
	City of Tulsa Mechanical	No legal requirement to keep because the code is written in the ordinance affecting it.	This is a copy of the ordinance adopting the City's mechanical code and is available to citizens for their convenience in lieu of duplicating the applicable ordinance from the codified TRO manual.
	City of Tulsa Plumbing	No legal requirement to keep because the code is written in the ordinance affecting it.	This is a copy of the ordinance adopting the City's plumbing code and is available to citizens for their convenience in lieu of duplicating the applicable ordinance from the codified TRO manual.
	City of Tulsa Refrigeration	No legal requirement to keep because the code is written in the ordinance affecting it.	This is a copy of the ordinance adopting the City's refrigeration code and is available to citizens for their convenience in lieu of duplicating the applicable ordinance from the codified TRO manual..
	City of Tulsa Sign	No legal requirement to keep because the code is written in the ordinance affecting it.	
	City of Tulsa Traffic	No legal requirement to keep because the code is written in the ordinance affecting it.	This is a copy of the ordinance adopting the City's traffic code and is available to citizens for their convenience in lieu of duplicating the applicable ordinance from the codified TRO manual.
	City of Tulsa Zoning	No legal requirement to keep because the code is written in the ordinance affecting it.	This is a compilation by INCOG of the ordinances adopted by the City and is available to citizens for their convenience in lieu of duplicating the applicable ordinances from the codified TRO manual. This is not a City of Tulsa publication.
Contractors, Prequalified	Minutes	Permanent	The City Clerk is the official record-keeping office for this Committee.
	Applications, financial statements, & certifications	5 years for contractors no longer qualified or never qualified applicants.	Businesses must be prequalified to do work for the City on public improvement projects.
Contracts	Other	5 years from end of the fiscal year in which the contract's final payment was made. If easement language is embodied in the contract, the retention period is permanent.	Some contracts contain temporary and permanent easements. If a temporary easement is attached, it will be filed with the contract and follow the retention period of the contract. Permanent easements, however, are filed with Easements and kept permanently. Reference is made in the contract file to the record number of the permanent easement. These type contracts were filed separately from the other contracts until 1995 at which time they were filed with Easements.
	Building, Tie, and Sign Setback Contracts/ Covenants	Permanent	
	CETA or OJT	5 years from end of the fiscal year in which the contract's final payment was made.	Classroom training, Subrecipients, or OJT These type contracts were filed separately from the other contracts until 1995 at which time they were filed with Contracts.
	Fire Run	5 years from end of the fiscal year in which the contract's final payment was made.	
	Lease Agreement & Renewals	5 years from end of the fiscal year in which the contract's final payment was made.	
	Lease: Personal Property	5 years from end of the fiscal year in which the contract's final payment was made.	Contracts such as the Zoo's breeding loan-in and loan-out agreements.

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Description of Record		Retention Schedule	Comments
	Lease: Stormwater Drainage Property	5 years from end of the fiscal year in which the contract's final payment was made.	
	License Agreement (Non-Property)	5 years from end of the fiscal year in which the contract's final payment was made.	
	Memorandum of Understanding with Labor Union	5 years from end of the fiscal year in which the contract's final payment was made.	Annual bargaining agreement with Police & Fire Unions.
	Professional Services (Consulting)	5 years from end of the fiscal year in which the contract's final payment was made.	Architectural & engineering services, including services for surveying, maintenance services, and/or cooperative agreements.
	Public Construction: Project	5 years from end of the fiscal year in which the contract's final payment was made.	May contain the tabulation of bids and RFA awarding the contract to a bidder. Contains the approved contract, any change orders, and the final payment.
	Public Construction/ Improvement: Acquire Property	5 years from end of the fiscal year in which the contract's final payment was made.	
	Public Construction: Public Buildings	Permanent	Buildings owned and operated by the City of Tulsa. Easement records will be attached.
	Relocation Agreement	5 years from end of the fiscal year in which the contract's final payment was made.	
	Sale of Right of Way/Waterline Easement/and Temporary Easement	5 years from end of the fiscal year in which the contract's final payment was made.	Easements are separated and filed with Easements.
	Sale of Right of Way/Waterline Easement/and Temporary Easement – Donations	5 years from end of the fiscal year in which the contract's final payment was made.	Easements are separated and filed with Easements.
	Work Payment	5 years from end of the fiscal year in which the contract's final payment was made.	
	Purchasing	5 years from end of the fiscal year in which the contract's final payment was made.	Purchasing or contractual services agreement which has a TAC # or a Bid #.
	TMUA or TMWA	5 years from end of the fiscal year in which the contract's final payment was made. If easement language is embodied in the contract, the retention period is permanent.	

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	Waterline and Watermain Extension	5 years from end of the fiscal year in which the contract's final payment was made. If easement language is embodied in the contract, the retention period is permanent.	These type contracts were filed separately from the other contracts until 1974 at which time they were filed with easements. They are similar to PFPI contracts because they are privately financed. Permanent easements are filed with the easements and temporary easements are filed with the contract.
Deeds		Permanent	Deeds to property owned by the City which are filed with the county clerk of the county where the property is located. Some deeds may be included in the old resolutions prior to 1940 which have not been indexed or numbered.
Deeds: Notice of Claim of Property		Permanent	A type of deed which is handled differently than the other types and does not go to City Council for approval.
Discrimination Complaints		5 years	Copies of the original complaint forms are filed with the Human Rights Commission.
Easements	Application for Designation of Participating Property Outside City Limits	Permanent	Many of these are really contracts with permanent retention because of the legal description Some easements may be included in the old resolutions prior to 1940 which have not been indexed or numbered.
	Direct Main Line Bond Sanitary Sewer Connection Contract	Permanent	
	Donated	Permanent	
	License Agreement and Revocation	Permanent	
	Order Vesting Title a/k/a Journal Entry of Judgment or Agreed To Journal of Entry	Permanent	City Clerk keeps no copies. Record is returned to TMAPC after Council and Mayor execute.
	Permit: Freeway Utility	Permanent	
	Permit: Receive and File Pipeline Railroad Permit	Permanent	
	Purchase of easement	Permanent	
	Removal Contract	Permanent	
	Report of Commissioners ,Payment of Damages Assessed, Court Costs, and Poundage	Permanent	
	Right of Entry	Permanent	
	Right of Way Agreement	Permanent	
	Sale of Right of Way/ Water Line Easement/and Temporary Easement	Permanent	Must be filed with County.

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Sale of Right of Way/ Water Line Easement/and Temporary Easement - Donations	Permanent	
Sanitary Sewer Special Connection Contracts	Permanent	
Temporary Easements	Permanent	
Sewer Easement within a Sanitary Sewer Improvement District	Permanent	
Tie Agreement Application	Permanent	Filed of record with County Clerk.
Tie Agreement Release	Permanent	
Elections		
Bond Election, Sale of Bonds, Refinancing of Bonds	Permanent	This is the City's official general obligation bond issue record.
City Charter	Permanent	<p>Separate folders should be maintained for:</p> <p>(1) Bond election information: -- copy of the ordinance authorizing Mayor to call for an election -- copy of the proof of publication of ordinance authorizing election -- copy of the resolution of notice of bond election to county election board(s) -- copy of the proof of publication of resolution of notice of election -- election proclamation and notice -- proof of publication of election proclamation and notice -- certified Tulsa County Election Board results.</p> <p>If passed by the voters, a (2) Bond sale proceedings file should be created containing: -- series type (A, B) -- copy of the resolution authorizing sale of bonds -- notice to bidders of sale of bonds -- proof of publication of notice of sale of bonds -- copy of the ordinance authorizing issuance of bonds -- copy of the proof of publication of ordinance authorizing issuance of bonds -- successful bidder's specifications -- award of bid document (copy of resolution , ordinance, etc.)</p> <p>If bonds should be refinanced or remarketed in the future, a (3) Bond refinancing information file should be created containing: -- series type (A, B) -- copy of the resolution authorizing issuance of bonds -- successful bidder's specifications if the refinancing is a competitive bid (if the refinancing is a negotiated sale, there will not be a bid) -- award of bid document if the refinancing is a competitive bid (copy of resolution , ordinance, etc.)</p> <p>The original ordinances, proofs of publication, and resolutions are filed in the ordinances and resolutions files.</p>

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Description of Record		Retention Schedule	Comments
	Elected Officials	Permanent historical record	Included in each election file are the following documents: -- Official Certificate of Votes from County Election Board -- Resolution giving notice of special election for charter amendments -- Proposed charter amendments as filed of record with the county clerk -- Governor's approval of the proposed amendments -- Publisher's Affidavit for each proposed amendment -- Publisher's Affidavit for the special election notice -- Publisher's Affidavit for the resolution giving notice of special election
	Franchises	5 years from expiration of franchise because this is a type of contract.	Filed in general files by name of franchise holder and cross-referenced in the ordinance database.
	Initiative or Referendum	Permanent	Filed by name of holder, i.e., ONG, PSO. This field should be cross-referenced in the ordinance database.
	Taxes: Permanent Or Sales Tax	Permanent	
Executive Orders, Mayoral and City of Tulsa Safety & Health Manual		Permanent	
Flood Zoning Moratorium Waivers		Permanent	These are City Commission files intermingled with flood zoning moratorium waivers. The moratoriums were for a specific time period set per ordinance.
General (All other records not categorized in this Schedule.)	Appeal of Court Decision	10 years	
	Application for Transfer of Surplus Equipment	10 years	
	Applications for Low Income Housing Tax Credits	3 Years	OHFA maintains records. City Council action will be reflected in the Council minutes. No legal requirement to keep.
	City Driver's License Authorization Request for Temporary Employees	10 years	
	Classification Revision	Permanent	
	Code Enforcement Cards	Permanent or until the employee terminates	
	Donations to City: Land or Property	Permanent	If donation was easement, it will be filed with the Easements.
	Donations to City: Money or goods/services	10 years	
	Extension of Temporary Employees	10 years	
	Initiation of Lawsuit/Removal of Litigation to Federal Court	10 years	
	Leases - Notices of Eviction	10 years	
Mayor's Transfer of Funds	10 years		

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Description of Record		Retention Schedule	Comments
	Payment of Joint Petition Settlement on Workers' Compensation Case	10 years	
	Payment of Workers' Compensation Claim	10 years	
	Personnel Actions Sent to Payroll	10 years	
	Position Action Request	10 years	
	Relocation and Re-establishment Expenses for Project	10 years	
	Request to Abandon Public Main	10 years	
	Request to Install Street Lights	10 years	
	Revision of Personnel Policies, Sections 100 and 400	Permanent	
	Revisions of Personnel Policies, Sections 200, 300, 500 and above	Permanent	
	Special Event Applications	10 years	
	Special Pay Increases	10 years	
	Use Agreement/Permit: River Parks Authority	10 years	
	Use/Facility Agreements	10 years	
	Use Permits Agreement for the Performing Arts Center	10 years	
	Use Permits Agreement for the Tulsa Convention Center	10 years	
	Rules and Regulations	Permanent	It is the department's responsibility for filing this record with the City Clerk.
Grants	Grant Request	5 Years after expiration date of grant	The Grants Administrator in the Finance Accounting Division should approve purging of grants records to ensure grant is indeed closed.
	Grant Application	5 Years after expiration date of grant	
	Grant Agreement	5 Years after expiration date of grant	

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	Grant Agreement Amendment	5 Years after expiration date of grant	
Historical	Atlas	No business need to keep.	Several copies of this atlas can be found in other City departments such as Public Works.
	Flag	Permanent historical record	
	Minutes of the Town of Garden City	Permanent historical record	
	Minutes of the Town of Red Fork	Permanent historical record	
	Seal	Permanent historical record	
Indexes	Abstracts	Permanent historical record	These records should be imaged since they're not located in the vault which is protected with a fire suppression system.
	Contractors, Prequalified	Permanent historical record	
	Contracts	Permanent historical record	
	Contracts, Setback	Permanent historical record	
	Deeds	Permanent historical record	
	Easements	Permanent historical record	
	Ordinances	Permanent historical record	
	Paving Assessments	Permanent historical record	
	Resolutions	Permanent historical record	
	Rezoning	Permanent historical record	
	Sanitary Sewer Assessments	Permanent historical record	
	Sidewalk Assessments	Permanent historical record	
SSIDs	Permanent historical record		
Invoices		Three Years	Payments made at request of departments for miscellaneous items.
Minutes	Boards	Permanent historical record	
	City Commission	Permanent	
	City Council	Permanent	
	Contractor's Prequalification Committee	Permanent	The City Clerk is the official record-keeping office for this Committee.
Museum Collection		Permanent	Duplicate set of inventory of Gilcrease Museum collection; original set stored at Gilcrease.
Oaths of Office	Airport Safety Officers	Until termination of employee.	
	Boards, Commissions or Committees	Oaths of Office should be retained 1 year after the member's successor has been appointed and confirmed.	
	Elected Officials	Oaths of Office should be retained 1 year after the member's successor has been appointed and confirmed.	These oaths are filed in the Elected Officials Election files.

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Open Records Requests		3 Years	
Ordinances		Permanent	
Organizational Plan for the City		Permanent	
Pension Boards	Firefighters: Pension Records	5 years. For inactive deceased applicant files, keep 5 years from date of last pension payment.	The City's records are duplicate of the State Pension Board's archive records.
	Firefighters: Minutes	Permanent	
	Police: Pension Records	5 years. For inactive deceased applicant files, keep 5 years from date of last pension payment.	The City's records are duplicate of the State Pension Board's archive records.
	Police: Minutes	Permanent	
Petitions	Public Improvement	15 years	If petition is related to an SSID, file with SSID record.
	Other	2 years	The box in storage is for referendum petition 93-01.
	Petition Response Form & Letter from City Clerk Regarding Action	Permanent	
PFPs (Privately Financed Public Improvements)		Permanent	
Public Notices (non-ordinance)		Same as record type or 1 Year	
Purchasing Recommendations to Mayor: Bid Awards or Renewal of Contracts		5 years from end of fiscal year of last possible renewal contract and purchase order.	
Purchasing Recommendations to Mayor: Emergency Purchases, Miscellaneous Invoices, or Standards		5 years from end of fiscal year in which purchase was made.	
Receipts		3 Years	
Records Transfer Forms	Purged Records & Purge Authorization Forms	Permanent	Office Services does not keep these forms.
	Records in Storage	Permanent	Office Services keeps copies of these forms.
Resolutions		Permanent	Resolutions passed during 1900-1940 are not numbered; however, they are indexed alphabetically by subject, and reference to the location in the City Commission minutes is noted. A field titled "Type of Resolution" needs created in the imaging system.
Safety & Health Manual (City of Tulsa)		Permanent	Updated as supplements are received.
Sinking Fund Requirements Report		Permanent	
SSIDs (Sanitary Sewer Improvement Districts)		Permanent - Legal has a business need to keep.	Ledgers are in the Vault but have not been kept current. An index field for SSID needs created in the ordinance and contract databases.
Trust Indentures of Boards and Authorities		Permanent	Need index field for this type of ordinance in the imaging ordinance database.
Warrant Lists		10 Years	These are lists of warrants (checks) as referenced in the City Commission minutes. This record is now maintained by the Finance Accounting Division, who retains check registers 10 years.

Records Review Team:
(1997-1998)

Michael P. Kier, City Clerk, City Treasurer, and Director of Finance
Diane Lee, Senior Administrative Services Officer
Cheryl VanSike, Deputy City Clerk
Bill Northcutt, Deputy City Attorney

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**Alan Jackere, Senior Assistant City Attorney and Manager, Contracts/Real Property Division
Jim Johanning, Senior Systems Analyst, ISD**