



July 29, 2026

To: Mayor Michael Topliff
City Council Members

From: Kellie Mayers, City Clerk
Earlene Rich, Finance Director

Re: Disposal of Records – Finance Department

Executive Summary

The City Clerk Department recommends disposal of records which have met the retention period requirement.

Discussion

The following records have met the required minimum retention period per the state retention schedule. The City Clerk Department requests permission to securely dispose of these finance records:

- Subsidiary ledgers (inventory)
 - 2016
- Accounts payable records
 - 2024-2025
- Accounts receivable records
 - 2024-2025
- Banking and investment records
 - 2023
- Work orders (utility service)
 - 2022-2023
- Federal and state tax records (airport excise)
 - 2017-2020
- Federal and state tax records (non-resident entertainer)
 - 2014-2020
- Bid records
 - 2003-2021
- Vehicle ownership and maintenance records
 - 1970-2001
- Motor fuel usage reports file
 - 2020-2021
- Surplus property
 - 1970-2021
- Electricity purchase reports
 - 2018-2021

Fiscal Impact

No fiscal impact.

Retention Schedule	Code	Record Type	Date Range	Cubic Feet	Retention Date
General Schedule	GS 006	Subsidiary ledgers (inventory)	2016-2018	2	Completion of audit
General Schedule	GS 007	Accounts payable records	2024-2025	6	Completion of audit
General Schedule	GS 008	Accounts receivable records	2024-2025	1	Completion of audit
General Schedule	GS 010	Banking and investment records	2023	1	Completion of audit plus 1 year
General Schedule	GS 020	Work orders (utility service)	2022-2023	1	3 years
General Schedule	GS 034	Federal and state tax records (airport excise)	2017-2020	1	5 years
General Schedule	GS 034	Federal and state tax records (non-resident entertainer)	2014-2020	<0.1	5 years
General Schedule	GS 055	Bid records	2003-2021	3	Accepted- 5 years after expiration. Rejected- 3 years or completion of audit
General Schedule	GS 067	Vehicle ownership and maintenance records	1970-2001	3	Sale of vehicle/disposal
Municipal Schedule	0718	Motor fuel usage reports file	2020-2021	2	5 years
Municipal Schedule	0764	Surplus property	1970-2021	2	5 years
Municipal Schedule	1604	Electricity purchase reports	2018-2021	1	5 years