



September 30, 2026

To: Mayor Michael Topliff
City Council Members

From: Kellie Mayers, City Clerk

Re: Disposal of Records – Prosecuting Attorney Department & 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 records:

Prosecuting Attorney Department

- Criminal Case Files (DWI)
 - 2006-2015
- Criminal Case Files (Ordinance Violations)
 - 2014-2022

Finance Department

- Customer Account File (Utilities)
 - 1943-2006

Fiscal Impact

No fiscal impact.

Retention Schedule	Code	Record Type	Date Range	Cubic Feet	Retention Date
Prosecutor Schedule	Pros 002.04	Criminal Case Files - Driving While Intoxicated	2006-2015	3	10 years
Prosecutor Schedule	Pros 002.08	Criminal Case Files - Misdemeanors, Infractions, Ordinance, or Other Violations	2014-2022	75	3 years

Retention Schedule	Code	Record Type	Date Range	Cubic Feet	Retention Date
Municipal Schedule	MS-1602	Customer Account File (Utilities)	1943-2006	0.3	5 years