

RESOLUTION NO. 2026-05

A RESOLUTION OF THE MAYOR AND BOARD OF TRUSTEES OF THE TOWN OF HOCHATOWN, MCCURTAIN COUNTY, STATE OF OKLAHOMA, IMPLEMENTING THE MUNICIPAL RECORDS RETENTION REQUIREMENTS OF 11 O.S. § 22-131; ADOPTING THE TOWN OF HOCHATOWN RECORDS RETENTION MANUAL; AND PROVIDING FOR THE RETENTION AND DISPOSITION OF MUNICIPAL RECORDS.

WHEREAS, the Town of Hochatown, Oklahoma (the "Town"), is authorized to maintain and dispose of municipal records in accordance with applicable Oklahoma law;

WHEREAS, 11 O.S. § 22-131 establishes mandatory retention periods for certain municipal records and authorizes the governing body, by ordinance or resolution, to establish retention periods for municipal records not specifically addressed therein;

WHEREAS, the Mayor and Board of Trustees have reviewed the Town of Hochatown Records Retention Manual and find that adoption of the Manual will establish appropriate retention periods for municipal records not specifically addressed in 11 O.S. § 22-131(A), while implementing the statutory retention requirements established by 11 O.S. § 22-131 as a whole, promoting consistency in records management, and ensuring compliance with applicable state and federal law; and

WHEREAS, the Town desires to adopt the Town of Hochatown Records Retention Manual as its official records retention schedule.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE TOWN OF HOCHATOWN, OKLAHOMA:

1. The Town hereby adopts and implements the record retention requirements established by 11 O.S. § 22-131. The Town of Hochatown Records Retention Manual, attached hereto as Exhibit A and incorporated herein by reference, is hereby adopted as the Town's official records retention schedule and shall govern the maintenance, retention, and disposition of municipal records to the extent authorized by law.
2. Municipal records specifically identified in 11 O.S. § 22-131(A) shall be retained for the minimum periods prescribed by statute. For municipal records not specifically addressed in subsection (A), the retention periods established in the Town of Hochatown Records Retention Manual are hereby adopted pursuant to 11 O.S. § 22-131(B).

3. No municipal record shall be destroyed, sold for salvage, or otherwise disposed of until expiration of the applicable retention period established by 11 O.S. § 22-131, the Records Retention Manual adopted herein, or other applicable law. No record pertaining to pending or reasonably anticipated litigation, audit, investigation, public records request, or other legal hold shall be destroyed or otherwise disposed of until the matter has been finally resolved and all applicable retention requirements have been satisfied.

4. The Town Clerk, or such other person designated by the Town, is authorized to administer and maintain the Town's records retention practices and oversee the disposition of records in accordance with this Resolution, the Records Retention Manual, and applicable law.

5. The Town Clerk is authorized to make non-substantive administrative revisions to the Records Retention Manual, including corrections to statutory citations, formatting, and indexing. Any amendment to an adopted retention period shall require approval of the Mayor and Board of Trustees by subsequent resolution.

6. This Resolution shall remain in full force and effect until amended or repealed by the Mayor and Board of Trustees.

ADOPTED AND APPROVED this 5th day of August, 2026.

TOWN OF HOCHATOWN

By: _____
Mayor

ATTEST:

Julie Asister
Town Clerk
(SEAL)



EXHIBIT A

Oklahoma State Statutes on Records Retention

§11-22-131. Municipal Records - Destruction, Sale or Disposition After Certain Time Limitations

- A. A municipal governing body may destroy, sell for salvage or otherwise dispose of the following papers, documents and records after the expiration of the specified period of time following the end of the fiscal year in which the paper, document or record was created, except as otherwise specified:
1. One (1) year: parking citations may be destroyed or otherwise permanently disposed of one (1) year after the date of issuance;
 2. Two (2) years: municipal court warrants, water, sewer, garbage and utility receipts and statements, which have been previously audited; inspection records relating to water meters and sewer inspections; miscellaneous petitions and letters addressed to the governing body on matters other than pertaining to the items hereinafter set forth; utility billing ledger or register; utility cash receipts ledger or register; and utility accounts receivable ledger or register. Fire run contracts may be destroyed or otherwise disposed of two (2) years after their expiration;
 3. Five (5) years: successful and unsuccessful bids for the purchase or furnishing of equipment, material and improvements; inspection records except as provided for in paragraph 2 of this section; claims that have been denied; license applications; bonds; special, primary and general election payrolls; election tabulations and returns; withholding statements; garnishment records; traffic tickets and receipts; bond receipts and fine receipts; information and complaints; court dockets; paid general obligation and revenue bonds; paid street improvement, sewer and sidewalk district bonds; warrants; claims; checks; vouchers; purchase orders; payrolls;
 4. Ten (10) years: inventories; appropriation ledgers; sidewalk assessment records, except payment records; cash receipt book or register for the general fund, the street and alley fund, any bond fund or sinking fund and all other trust funds that have been audited; and
 5. Fifteen (15) years: sewer and improvement district records, except payment records.

None of the above-mentioned records, papers or documents pertaining to pending litigation shall be disposed of until such litigation is finally terminated. This section shall not be construed to authorize or allow the destruction of any testing laboratory results or the inspection records of public

improvements of a municipality.

- B. Time limits for the destruction, sale, or other disposition of municipal papers, documents and records which are not mentioned in subsection A of this section may be determined and set by ordinance or resolution of the municipal governing body.

§11-22-132. Authority to Have Records Photographed or Reproduced on Film - Original Record - Storage.

- A. The head of any municipal department, commission, bureau or board may have any or all records kept by the official, department, commission, bureau or board photographed, microphotographed, photostated, reproduced on film or stored on optical disk. Such film or reproducing material shall be of durable material and the device used to reproduce such records on film or other material shall be such as to accurately reproduce and perpetuate the original records in all details.
- B. The photostatic copy, photograph, microphotograph, photographic film or optical disk of the original records shall be deemed to be an original record for all purposes, and shall be admissible in evidence in all courts or administrative agencies. A facsimile, exemplification or certified copy thereof shall, for all purposes recited herein, be deemed to be a transcript, exemplification or certified copy of the original.
- C. Whenever photostatic copies, photographs, microphotographs, reproductions on films or optical disks shall be placed in conveniently accessible files and provisions made for preserving, examining and using same, the head of any municipal department, commission, bureau or board may certify those facts to the municipal governing body. Following such certification, the governing body may, by ordinance or resolution, authorize the disposal, archival storage or destruction of the original records and papers before the expiration of the retention period established pursuant to Section 22-131 of this title.

§11-22-132.1. Maintenance of Records

Any officer or employee of a municipality having custody of records or other documents of the municipality shall keep and maintain such records in a manner and at a location prescribed by the governing body. Such records shall be available for use by officers and employees of the municipality as the governing body shall direct. The governing body shall establish policies and procedures to preserve and protect the records of the municipality consistent with other provisions of law providing for the confidentiality of such records

where appropriate and the accessibility of such records for inspection by the public.

<i>DESCRIPTION</i>	<i>RETENTION TIME</i>	<i>RETENTION CITATION</i>
<i>Abstracts, Real Estate</i>	Permanent	11 O.S. § 22-131 (B)
<i>Accident and Incident Reports (Parks)</i> - All reports concerning injury to participant on park property. PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7	5 years or until litigation is terminated	11 O.S. § 22-131 (B)
<i>Accident Reports Involving Town Vehicles</i> -These records document traffic accidents involving Town-owned vehicles and includes reports of all associated injuries to Town employees. PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7	5 years or until litigation is terminated	11 O.S. § 22-131 (B)
<i>Accident Reports/ Official Injury Reports Involving Personal Injury</i> -(Workers' Comp)Includes reports describing accidents involving Town employees resulting in personal injury excluding vehicular incidents.May also include copies of Workers' Compensation claims (Official Injury Report) PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7	5 years following the end of the calendar year of accident or until litigation is terminated	11 O.S. § 22-131 (B)

<i>Accident Reports Involving Private Vehicles and Town Property-</i> Record of damage and loss sustained by employee involved while operating Town owned property and/or defective equipment, where vehicles not owned by the Town are involved in collisions with the Town-owned property. PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7	5 years or until litigation is terminated	
<i>Accounting Summary Reports/ Ledgers and Journals -</i> Monthly records which itemize a cash balance at the end of the month. Includes vendor, invoice number, check number, date paid, charged month, reversal expenses and total expenses for the month.	5 years	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Accounts Payable Files-</i> Includes records to pay the Town's bills. Files often consist of check copy, invoice, purchase order, receiving reports and requisition. May also includes correspondence with vendors and departmental officials and computer printouts.	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. §22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Accounts Receivable Files-</i> May also be called "Cash Receipt File." These files consist of copies of bills prepared by the Town to collect amounts owed by hotel tax collections, business improvements, right-of-way fees, household hazardous waste, deposits, park fees, library deposits, etc. These records document the money owed and collected by the Town.	5 years	11 O.S. § 22-131(A)(3)

<i>Americans with Disabilities Act (ADA)</i> complaints under Title II	3 years or until litigation is complete	Department of Justice – Project Civic Access Best Practices Tool Kit, Chapter 2
<i>Admission Charges- Special Events-</i> As established by resolution or ordinance.	During effective period	11 O.S. § 22-131 (B)
<i>Advertisements for Sale of Property</i>	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Agendas and Notices</i> - Meeting plans of all public bodies.	1 year	25 O.S. §311(A)(1) 74 O.S. § 3106.2
<i>Alarm and Sprinkler Permits-</i> Permits for new installations, repairs, and upgrades.	5 years	11 O.S. § 22-131 (B)
<i>Alarm Permit Applications, Renewals, Correspondence, and Permits</i>	5 years after expiration from date of last renewal	11 O.S. § 22-131(A)(3)
<i>Alternate Placement Documentation</i>	3 years or until termination of litigation	11 O.S. § 22-131 (B)
<i>Animal Adoption Records-</i> A numerical record and agreement for animal adoptions. Includes known animal history, medical care and/or surgical record (spay/neuter), new owner information, and fee waiver form.	5 years	11 O.S. § 22-131(A)(3)
<i>Animal Control Daily Activity-</i> Daily count and report of all service calls run by officers. Includes officer's name, commission number, service location, time of arrival, findings, disposition, and time cleared.	5 years	11 O.S. § 22-131 (B)

<i>Animal Cruelty/Abuse Reports</i> - reports completed by animal control officers detailing abuse/cruelty investigations, general findings, veterinary reports, animal description, owner information, follow-ups, pertinent dates, adjudication, pertinent dates. Includes judicial order for destroy/release.	5 years	11 O.S. § 22-131 (B)
<i>Animal Entry Records</i> - Consists of forms for all animals entered into the shelter including strays, owner-in-jail, owner deceased, tagged and untagged animals, etc.	5 years	11 O.S. § 22-131 (B)
<i>Animal Transfer Files</i> - records of animals transferred from the Animal Welfare Department to other organizations	5 years	11 O.S. § 22-131 (B)
<i>Annexation and Deannexation Records</i> -Includes records used to annex property into Town boundaries. Files usually contain correspondence, citizens' petitions, maps and official annexation action (does not include ordinance).	5 years	11 O.S. § 22-131 (B)
<i>Applications and Resumes for Appointment</i>	Permanent	11 O.S. § 22-131 (B)
<i>Appointment Files</i> - Lists of appointments of individuals by the Mayor and/or Council to various boards, commissions, task forces, and committees (includes Vice Mayor appointments).	Discretionary	11 O.S. § 22-131 (B)
<i>Arrest, Booking and Jail Files, Reports and Photos</i> - Includes a summary of daily, monthly and yearly totals of arrests within the Town.	Term of the appointment	11 O.S. § 22-131 (B)
<i>Arrest and Bench Warrants (Municipal Court)</i> - An order signed by a Judge directing an officer to arrest and deliver the body of a defendant to the Court. Does not include parking warrants.	5 years	11 O.S. § 22-131 (B)
<i>As-Built Plans and Specifications, Operation and Maintenance Manuals, Facilities, and Infrastructure Records</i>	5 years	11 O.S. § 22-131 (B)
<i>Audit Reports (Internal)</i> - Reports prepared by internal auditors evaluating Town operations, information systems, and financial activities. Investigative and special project	5 years	11 O.S. § 22-131 (B)

reports may be included. Audit reports provide opinions and information relied upon by the Town Council and management in decision-making.		
<i>Audit Reports File (External)</i> - Reports prepared by external auditors examining and verifying the Town's financial activities. Audit investigating reports and annual financial statements may be included. Used for fiscal analysis and evaluation.	Permanent(Historic)	11 O.S. § 22-131 (B)
<i>Police Department Bank Statements/Reconciliation Files</i>	Permanent	51 O.S. § 24A.8
<i>Bids (Public Improvements)</i> - Includes bid tabulations, bid price, percentage rates, periods of pay, name of bidder and cost of capital improvement project. Also may include copy of advertisement services or memorandum requesting bidders, and specifications. Informal bidding information is similar; all quotes should be documented.	5 years after close of case (exceeds statutory requirements)	11 O.S. § 22-131(A)(3)
<i>Blasting Permit-</i> Permits bought in order to complete work authorized by customers. Includes date, permit number, name of party to whom issued, location, fee, owner, agent, tenant and work description. May also include inspection data, notes of compliance and inspector's name.	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Blueprints (Private Property)</i> - Includes as- built engineering drawings and blueprints	Reports- permanent; Work papers- 5 years (If bond proceeds life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Board, Commission, Committee Reports-</i> Includes miscellaneous reports, correspondence and other files pertaining to the meeting.	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Body-Worn-Camera Recordings</i> -Camera Function Tests PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8	Permanent(Historic)	11 O.S. § 22-131 (B)
<i>Body-Worn-Camera Recordings</i> – Investigative Detention (No Arrest or Citation); Protective Custody (PIA, EOD, JuvenileTransport/Custody); Traffic Stop and/or Collision Investigation(No Arrest/No	60 days	11 O.S. § 22-131 (B)

Citation/Minor or no Injury); Field Interview/Citizen's Assist/Voluntary Contacts; CAD Calls or Other Activity Not Identified Above-No Further Action. PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510		
Body-Worn-Camera Recordings - Traffic Stop and/or Collision Investigation (Citation Issued/No Custodial Arrest/Minor or No Injury) PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	180 days	11 O.S. § 22-131 (B)
Body-Worn-Camera Recordings - Misdemeanor Arrest Citizen's Arrest/Warrant Arrest/PC Arrest) or an Investigation Involving a Misdemeanor Crime PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	1 year	11 O.S. § 22-131 (B)
Body-Worn-Camera Recordings - Felony Arrest (Citizen's Arrest/Warrant Arrest/PC Arrest) or an Investigation Involving a Felony Crime (Except Homicide); Collision Investigation Involving a Fatality or Great Bodily Harm; Use of Force (No Injury/Minor Injury with or without Hospitalization); Police Pursuits; Collisions Involving Department Vehicles (No Injury/Minor Injury with or without Hospitalization); Formal Complaints/Internal Investigations (Non-Criminal); Open-Records released versions; Misdemeanor warrant arrests PARTIALLY CONFIDENTIAL Law Enforcement	3 years	11 O.S. § 22-131 (B)
Body-Worn-Camera Recordings - Felony warrant arrests; Criminal Investigation of a Department Employee Not Involving a Death PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	7 years	11 O.S. § 22-131 (B)
Body-Worn-Camera Recordings - Homicide Arrest, Field Investigation, Interview, Inventory or Search; Use of Force (Death or Serious Bodily Injury); Collisions Involving Department Vehicles (Death or Serious Bodily Injury); Criminal Investigations of Department Personnel Involving a Death; Investigative Retention	Permanent until categorized for shorter retention	11 O.S. § 22-131 (B)

PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510		
Body-Worn-Camera Recordings -Pending Review by Supervisor PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	5 years after expiration	11 O.S. § 22-131(A)(3)
Bonds - Employees and elected officials	Life of bond plus 3 years	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Bonds, General Obligation Issues and Revenue Bonds (Notes) - Includes records relating to the financing of municipal projects through bonded indebtedness. Files usually include proposals, audits, correspondence, signed contracts pertaining to project for which bonds are issued, and the original financial instruments or copies of them including bond transcripts, affidavits of publication and ordinances authorizing the sale of public bonds.	5 years after maintenance bond expires (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Bonds - May include defect, maintenance, bid, performance, and surety for public improvement and private projects.	5 years after maintenance bond expires (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Budget Amendments - Records documenting the transfer of or supplemental appropriation to departmental monies during the fiscal year. 11 O.S. § 17-216	5 years	11 O.S. § 22-131(A)(3)
Budget Formulation Papers - Consists of estimates of expenditure and disbursements against revenues by each department within the municipality. May also include records created to justify the budget requests and presentations before the Finance Committee or Town Council. Used for fiscal planning and control.	Discretionary	11 O.S. § 22-131 (B)

Budget Transfers- Signed budget transfer journals required by the Municipal Budget Act and Town resolution. 11 O.S. § 17-215	5 years	11 O.S. § 22-131 (B)
Building Code Inspection/Enforcement (Town Property)	Permanent	11 O.S. § 22-131(A)
Building Code Inspection/Enforcement (Private Property)	5 years	11 O.S. § 22-131(A)(3)
Building Permits, Applications- Includes applications from property owners to erect new structures or make structural modifications to existing structures, and municipal permits allowing the construction. Applications may contain name, address and telephone number of owner, contractor and architect, location of building, class of work, type and cost of building, zoning information, topographical compliance data such as land surveys, and signature of owner. May also include required inspections prior to issuance of business permits such as foundation, frame and final inspections, with data remarks and signatures of inspectors, denial appeals, and certificate of occupancy.	Discretionary	11 O.S. § 22-131 (B)
Building Plans (Town-Owned) - Includes plans and specifications for Town buildings.	5 years	11 O.S. § 22-131(A)(3)
Business Improvement Districts	Permanent	11 O.S. § 11-131(A)(3)
Calendar- Schedule of public official, as pertains to public appointments subject to the Oklahoma Open Records Act	Permanent	11 O.S. § 22-131 (B)
Campaign Reports	Deleted at the end of working day created or received unless required by law to be kept (i.e., financial records)	11 O.S. § 22-131 (B)
Cash Audit Records- Records of all cash transactions accepted for services rendered by the Animal Shelter in accordance with Town ordinance. Includes cash register audit forms, deposit receipts, overage/shortage reports, loose livestock field service billing, microchipping fees, etc.	5 years	11 O.S. § 22-131(A)(3)
Cell Phone and Telephone Invoices- (except 911 calls.) Cell phone numbers are confidential. 51 O.S. § 24A.7	Permanent	11 O.S. § 11-131(B)

Census Reports- Population figures and other information by census tract and block, gathered by the U.S. Census Bureau. May also include maps.	Permanent	11 O.S. § 22-131 (B)
Certificates of Insurance- (Contractors) Insurance provided by contractors (licensee, permits, etc.) to do business in the Town.	5 years from end of fiscal year in which final payment was made	11 O.S. § 22-131(A)(3)
Certificates of Occupancy Files- Certifies that a building complies with the minimum standards required by State and local laws. Often includes building name, location, occupancy, classification land limitation, date issues and fee.	5 years- private property; permanent- Town property	11 O.S. § 22-131(A)(3)
Chemical Inventory List- Material datasheets. List of all chemicals onsite. (MSDS)	Permanent until superseded	11 O.S. § 22-131 (B)
Citizen Files- Miscellaneous petitions and letters addressed to the governing body	2 years	11 O.S. § 22-131(A)(2)
Town Charter- Includes the organic law of the Town. Also includes amendments.	Permanent	11 O.S. § 22-131 (B)
Town Code- The municipal ordinances, rules and regulations, and fees.	Permanent	11 O.S. § 22-131 (B)
Town Manager or General Manager Report- Information report provided to the Town Council at a regular or special meeting, which responds to questions presented by members of the Council or the public or periodic reports to Council detailing activities, project programs or financial matters.	Permanent(Historic)	11 O.S. § 22-131 (B)
Town Policies- Rules and regulations of the governing body or Town management. May include resolutions or memoranda.	Permanent	11 O.S. § 22-131 (B)
Town Seal (Current and Past Town Seals)	Permanent	11 O.S. § 22-131 (B)
Town Treasurer Cash Register Electronic Audit	10 years	11 O.S. § 22-131(A)(4)
Civil Litigation Case Files PARTIALLY CONFIDENTIAL Attorney Client 51 O.S. § 24A.12	3 years after litigation is terminated unless the case is otherwise designated by the	11 O.S. § 22-131 (B)

	assigned attorney or Municipal Counselor	
Claims- Damage and injury claims against the Town pursuant to the GTCA. 51 O.S. §§ 151 et seq.	5 years	11 O.S. § 22-131(A)(3)
Claims and Payroll Docket– Town payments that are made weekly. Docket containing a chronological or numerical listing of all checks drawn on Town accounts. Usually includes check number, deposits for each account.	10 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Closed Circuit Television (CCTV) Digital Video Recordings – images from cameras mounted on Town property, as saved on continuously-overwritten digital media PARTIALLY CONFIDENTIAL 51 O.S. § 24A.28	Until overwritten due to storage media capacity limitations	11 O.S. § 22-131 (B)
Codes- Plumbing, electrical, property maintenance, mechanical, fire, building, standard specs.	Permanent (with ordinance)	11 O.S. § 22-131 (B)
Collective Bargaining Agreements	3 years	29 CFR §516
Collection Case Files	5 years or until litigation is terminated	11 O.S. § 22-131(A)(3)
Community Service Records	5 years or after close of case if longer	11 O.S. § 22-131 (B)
Community Work Program Records	5 years or after close of case if longer	11 O.S. § 22-131 (B)
Comprehensive Annual Financial Report (CAFR)- Financial history and summary of the Town	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Comprehensive Classification System Review & Development- Studies and reviews of the Town's classification system.	5 years or until superseded	11 O.S. § 22-131 (B)

<i>Computer-aided Dispatch Data-</i> Digital record of a call entered for emergency response that contains details related to a specific incident or location. PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8	5 years	11 O.S. § 22-131 (B)
<i>Conditional Permits-</i> Includes application and site plans administratively issued to permit certain uses that tend to be incompatible within the same zoning district.	Discretionary	11 O.S. § 22-131 (B)
<i>Confidential Reports-</i> All documents that are deemed confidential in accordance with the Oklahoma Open Records Act or Federal or State law.	Until litigation is terminated (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Conflict of Interest forms</i>	4 years	11 O.S. § 22-131 (B)
<i>Construction and Design Files (Private Projects)</i>	5 years after expiration of Maintenance Bond	11 O.S. § 22-131 (B)
<i>Consultant Selection Files-</i> May include request for project to be advertised, advertisement, letter from all proposals of interest, proposals from short listed firms, tabulations, short list committee, referral memo to department for short list, short list from department, letters sent to consultants re interview, score sheets, notification to department of results, letters informing those not selected for interviews, letters informing those not selected for project, consultant review committee report and council memo.	5 years after expiration of Maintenance Bond	11 O.S. § 22-131 (B)
<i>Contracts, Leases, and Agreements-</i> Files consist of signed contract agreements with parties providing Town services or having other legal relationships with the Town.	5 years from end of fiscal year in which final payment was made (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Coupon Bond Register</i>	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations

		IRS Code §6001 and §6001-1(a) of the Regulations
Crime Incident Reports- A report containing pertinent information concerning a particular incident or crime or all reports containing information concerning a criminal investigation or incident. May be hand written or computer generated. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.8	Permanent	11 O.S. § 22-131 (B)
Criminal Justice Records- Prosecution Records - Includes prosecution files, jail stay-free hearing documents and impound hearing documents. Does not include attorney work product or records on the file with another department or agency. Police and Court Legal Services Records - Includes nuisance abatement, replevin, court-ordered property disposition, destruction, auction, transfer/trade and general property requests. Does not include attorney work product records on file with another department or agency. PARTIALLY CONFIDENTIAL Attorney Client 51 O.S. § 24A.12	Prosecution –2 years after close of case or impound hearing Police and Courts legal services -5 years or until litigation is terminated	11 O.S. § 22-131 (B)
Customer Service Surveys	Discretionary	11 O.S. § 22-131 (B)
Daily Activity Records- Daily records of activity on each shift by officer. May also include officer's summary of status of cases. Generally includes case number, kind of case, date, amount stolen or recovered, and name, sex, date of birth, and address of arrested person. Also may show detective's name, shift, vehicle number, date, case number, type of case, victim, property stolen, property recovered, arrested, total hours, and off duty administrative, investigation, public relations, crime prevention or training time.	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Daily Line Up Sheet- A listing of the officers who are working on a daily basis. The lineup shows the officer's name and where they are assigned.	3 years	11 O.S. § 22-131 (B)
Daily Shift Report (Animal Welfare) -Includes pertinent information on events during shift such as roll call by rank and name.	5 years	11 O.S. § 22-131 (B)

Daily Shift Report (Fire) - Includes pertinent information on events during shift such as rollcall by rank and name.	Permanent	11 O.S. § 22-131 (B)
Damage and Loss Report (Town Property) - Record of damage and loss sustained by Town including but not limited to attributable theft, arson, vandalism, employee negligence, defective equipment, damage to structures and building, money and security losses, vehicle accidents where vehicles not owned by the Town are involved in collisions with the Town-owned property.	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Dangerous Building Files - Records relating to the demolition and boarding of buildings deemed unfit for human habitation by the Council. Usually including building reports, letters to property owners and demolition documents. May also include contract and payment documents. 11 O.S. § 22-121 and 11 O.S. § 22-123	5 years or until litigation or lien extinguished or satisfied	11 O.S. § 22-131 (B)
Deeds - Original deeds providing evidence of Town ownership of property. Generally includes name, addresses, of grantor or grantee, description of property, date property was transferred or granted.	Permanent (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Deferred Compensation Plans - Any deferred compensation plan under § 457 of the IRS Code approved by Council.	Permanent	11 O.S. § 22-131 (B)
Departmental Memorandums - Town Manager- Informational memorandums to departments and division heads covering single subject.	Discretionary	11 O.S. § 22-131 (B)
Deposit Records - Records of the daily transactions showing deposits of all accounts of funds by banks.	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Deposit Slips (Police) – including supporting documentation, alarm permits, and records	5 years	11 O.S. § 22-131(A)(3)
Depreciation Schedule Electronic Report - The schedule which documents the useful life of Town-owned equipment	Until fully depreciated,	IRS Bond Compliance Regulations

and property, including acquisition data and cost. They are used for capital equipment budgeting and for other financial planning and control purposes. Includes assets until fully depreciated or disposed.	replaced or disposed (If bond proceeds, life of bond plus 3 years)	IRS Code §6001 and §6001-1(a) of the Regulations
Digital Recordings (Boards, Commissions, Committees) - Meetings other than Town Council or Historic Preservation Commission.	2 years	11 O.S. § 22-131 (B)
Disability Files for Management Employees	2 years from last payment	11 O.S. § 22-131 (B)
District Fire Chief Log Books - Lists date of incident, time, location, and a brief description of activity	Permanent	11 O.S. § 22-131 (B)
Docket Book (Civil Lawsuits)	Discretionary	11 O.S. § 22-131 (B)
Docket (Municipal Court)	5 years	11 O.S. § 22-131(A)(3)
Drug and Alcohol Testing CONFIDENTIAL	Term of employment plus 30 years	11 O.S. § 22-131 (B)
E-mail - A message or electronic file sent or received by a public official or employee using an e-mail account.	Deleted at the end of working day created or received unless required by law to be kept (i.e., financial records)	11 O.S. § 22-131 (B)
Easements, Public Rights-of-Way	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
EEOC - Equal Employment Opportunity Commission complaint files CONFIDENTIAL	Permanent until litigation is terminated	11 O.S. § 22-131 (B)
EEOP (Equal Employment Opportunity Plan) - A plan documenting the Town's compliance with the statutes and regulatory requirements.	3 years or until superseded	11 O.S. § 22-131 (B)
EEO-4 (Form 164) - Biennial report of employment data by race, sex, job category and pay. CONFIDENTIAL	3 years	29 CFR §§1602.30 and 1602.31 Title VII §

		709(c)
	5 years	11 O.S. § 22-131(A)(3)
<i>Election Expense Statement</i>		
<i>Election Files (Council Election, Charter)</i> - Includes copy of ballot, proclamations, resolutions, certificate of results, tabulation and certificates of returns.	Permanent(Historic)	11 O.S. § 22-131(A)(3)
<i>Election Files (GO Bonds and Tax Levy)</i> -Issues approved by the voters	Permanent	11 O.S. § 22-131 (B)
<i>Electrical Code Inspection/Enforcement (Town-owned Property)</i> - Includes inspection reports by Town Inspectors on Town-owned property.	Permanent	11 O.S. § 22-131(A)(3)
<i>Electrical Code Inspection/Enforcement (Private Property)</i> - Includes inspection reports by Town Inspectors.	5 years	11 O.S. § 22-131(A)(3)
<i>Electronic Timekeeping System Records</i> - Electronic time keeping system. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	Permanent	11 O.S. § 22-131 (B)
<i>Electronic Funds Transfer Form</i> – used for electronic transfer of money	1 year after the vendor becomes inactive	11 O.S. § 22-131 (B)
<i>Emergency Operations Plan</i> - Plan adopted pursuant to Stafford Act which provides framework for handling major emergencies, disaster, or catastrophic events	Until superseded	11 O.S. § 22-131 (B)
<i>Employee Benefit Election Files and Medical Records</i>	Duration of benefit plan enrollment plus 3 years	11 O.S. § 22-131 (B)
<i>Employee Exposure Medical Records</i> - Results of exposure to chemicals, noise, infectious diseases, harmful physical agent or toxic substance as defined by OSHA, including biological monitoring results and Material Safety Data Sheets. CONFIDENTIAL	Duration of employment plus 30 years	29 CFR §1910.1020(d)(1)(ii)
<i>Employee Personnel History File</i> - Records pertinent to an employee's time of service. Contains application, job and pay rate records, performance evaluations, etc. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	Duration of employment; plus 5 years or until litigation is terminated Fire Department- 30 years	11 O.S. § 22-131 (B)
		29 CFR §§ 1602.31

<i>Employment Application File-</i> Applications for employment with the Town. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	3 years for applicants not hired (exceeds State law)	
<i>Employment Testing and Validation Documentation</i> PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	Discretionary	11 O.S. § 22-131 (B)
<i>Engineering Drawings-</i> See as-built plans and specifications, operation and maintenance manuals, facilities, and infrastructure records.	(If bond proceeds, life of bond plus 3 years)	IRS Code §6001 and §6001-1(a) of the Regulations
<i>Equipment Inventory-</i> Inventories of all Town-owned and leased equipment and physical property. Includes inventories of vehicle giving: vehicle number, year, model, make, manufacturer's identification number, date purchased, vendor, cost, and tag number. Descriptions of other equipment inventories include quantity, description, make, model number, serial number, date purchased, unit cost, invoice number, vendor and signature of responsible custodian.	10 years	11 O.S. § 22-131(A)(4)
<i>Equipment Records-</i> Includes check in/out record of municipal equipment temporarily removed on a regular or periodic basis from its authorized place of storage.	1 year or until litigation is terminated	11 O.S. § 22-131 (B)
<i>Event Permits-</i> Records relating to the leasing of municipal facilities to various groups. May include scheduling, license checklist, equipment rental requests and invoices, contracts, licenses, seating charts and floor plans, work orders, sales/service reports, insurance, etc.	1 year after expiration	11 O.S. § 22-131 (B)
<i>Evidence and/or Property Records-</i> Records of all property seized or received, listing date received, movement, collecting investigator, description of item, disposition, and signature of all handling parties.	Permanent	11 O.S. § 22-131 (B)
<i>Expunged Court Records</i>	10 years after order of expungement, if not unsealed.	22 O.S. § 19 (L)
<i>Expunged Law Enforcement Records-</i> Law enforcement records that are expunged pursuant to law. CONFIDENTIAL 22 O.S. §§ 18 and 19	Permanent	11 O.S. § 22-131 (B)
<i>Family Medical Leave Act Records (FMLA)</i>	3 years if no complaints are	29 CFR § 825.500

CONFIDENTIAL (Except U.S. Department of Labor)	received or until litigation is terminated	
Faulty Meter Records- A document filled out when a parking meter is reported to be inoperable.	5 years or until litigation is terminated	11 O.S. § 22-131(A)(3)
Federal Emergency Management Agency (FEMA) Records- Records generated after Declaration by President of an emergency or disaster.	3 years from the date of submission of the final federal financial report	FEMA, § 2 CFR 200.334
Federal Rebate Claim Files- records filed with The Town by program participants in order to receive rebates on storm shelters or recovery from storm damage.	3 years from last grant expenditure report	2 CFR 200.333
Financial Statements File- Financial data reflecting the general fiscal position of the Town. Includes monthly statements recording monies allocated and spent against revenues from various sources. May also include charge back documentation, quarterly, semiannual and annual reports.	10 years	11 O.S. § 22-131(A)(4)
Fire Alarm System - Document test and maintenance work performed on automatic fire alarm systems. Includes date problem was reported and name of person reporting problem.	5 years	11 O.S. § 22-131 (B)
Fire Extinguisher Maintenance and Inspection Records	One year after last inspection	29 CFR § 1910.157(e)(3)
Fire Incident Reports - Records from incidents to which the Fire Department responds. In addition to fire incidents, these include Emergency Medical Services and Hazardous Materials incidents, service calls false alarms, natural condition.	Permanent	11 O.S. § 22-131 (B)
Fire Incident Run Reports File- A record of fire and non-fire incidents which may include incident number, month, date, year, day of week, alarm time, arrival time, address of fire, occupant's name, method of alarm, type of situation found, action taken, number of personnel, engines and other vehicles at scene, units responding, incident-related injuries and deaths, property use, area and level of fire origin,	Permanent	11 O.S. § 22-131 (B)

termination stage, equipment involved and form of heat ignition, structure type, construction type and method, extent of damage, insurance, method of extinguishing, number of hydrants used, property damage classification, dollar loss and extent of damage, signature of person completing report.		
Fire Permission To Enter Vehicle or Structure Form	2 years	11 O.S. § 22-131 (B)
Fire Permits- Permits issued pursuant to the fire code adopted by the Town does not include alarm and sprinkler.	Permanent	11 O.S. § 22-131(A)(3)
Fire Radio Traffic Recordings	5 years	11 O.S. § 22-131 (B)
Fire Station Log Books- Lists date of incident, time, location and a brief description of activity.	Permanent(Historic)	11 O.S. § 22-131 (B)
Fixed Asset Inventory Lists- List of Town's personal property inventory file.	10 years	11 O.S. § 22-131(A)(4)
Food Handler Inspection Records	5 years	11 O.S. § 22-131(A)(3)
Fuel Usage Records- Records of the fuel use of each fleet vehicle. These records may exist as entries in a computer file.	5 years	11 O.S. § 22-131(A)(3)
Garnishment File- Consists of a summary of garnishments with defendant's and plaintiff's names. Also included a form documenting the amount withheld from the employee's wages.	5 years after payment is fulfilled	11 O.S. § 22-131(A)(3)
Gift Disclosure Form	1 year after official leaves office	11 O.S. § 22-131 (B)
Grant Accounting File- Consists of financial documentation for each State or Federal grant project including ARRA Grants. Records including monthly expenses and requests for payment, check copies, copy of grant applications, financial status reports, advance reports, special audit and bookkeeping requirement instructions and other working papers accumulated in the process of preparing accounting information to meet State and Federal regulations. Grant Files (State, Federal) - Due to the variety of Federal grant programs and stipulations, each department must check with the administering governmental agency for the retention requirements for specific programs. It is	Records: 3 years from the final expenditure reports for that period for purposes of audits, program reviews, and IGs. Equipment and Real Property: 3 years from the disposition of the equipment or property unless superseded by	7 CFR 3016.42 15 CFR § 24.42 32 CFR § 33.42 34 CFR § 80.42 10 CFR § 600.242 45 CFR § 92.42 24 CFR § 85.42 43 CFR § 12.82 28 CFR § 66.42 29 CFR § 97.42 22 CFR § 135.42 49 CFR § 18.42 40 CFR § 31.42

recommended the retention period be recorded in this manual for ease of reference.	Federal statute or regulation or until a disputed matter is resolved	44 CFR § 13.42 21 CFR § 1403.42 Office of Management and Budget Circular A-87
Grant Work Progress Report- Daily, weekly or monthly report that indicates work received, work completed, documents processed, etc.	3 years after close of fiscal year in which grant ends or audit period specifies unless superseded by Federal statute or regulation or until a disputed matter is resolved	7 CFR 3016.42 15 CFR § 24.42 32 CFR § 33.42 34 CFR § 80.42 10 CFR § 600.242 45 CFR § 92.42 24 CFR § 85.42 43 CFR § 12.82 28 CFR § 66.42 29 CFR § 97.42 22 CFR § 135.42 49 CFR § 18.42 40 CFR § 31.42 44 CFR § 13.42 21 CFR § 1403.42 Office of Management and Budget Circular A-
Grievance File	2 years from the date of termination, or until final disposition	29 CFR § 1602.31
Handwritten Probable Cause Affidavit	5 years	11 O.S. § 22-131 (B)
Hazardous Materials Accident Reports- Reports on accidents involving the spilling or combustion of hazardous chemicals or other materials. Includes brand name, chemical name, amounts of material, location of accident and specific information pertaining to the incident.	3 years after completion of report; Public Works-permanent/ Fire Department	11 O.S. § 22-131 (B)
Hazardous Waste Intake Citizen Surveys	1 year	11 O.S. § 22-131 (B)
Historic Preservation Files/Certificate of Appropriateness- Files include records relating to historical preservation programs and projects in the Town. The records consist of files used in the restoration of individual historical	Permanent(Historic)	11 O.S. § 22-131 (B)

structures or restoration projects, encompassing an entire area of the Town. Correspondence, plans and studies, progress reports, and grant records are often included.		
Household Hazardous Waste Facility Special Collection Events Documents and Reports - All documents supporting mobile events including health and safety plans.	3 years	11 O.S. § 22-131 (B)
Housing (Demolition, Securing. And Abandoned) - Records relating to the demolition and boarding of buildings identified to Town Council, by the Code Enforcement Division, as either structurally unsound or unsecured. Usually includes initial inspector's report, legal ownership and mortgage holder printouts, notices and letters to the property owner, contractor bid information and contract award and payment, various photos and slides, contractor invoices and checklists, police and fire reports, records relating to fees, billing statements, work orders and paid receipts, releases of liens and miscellaneous notes, etc. pertaining to conversations with citizens, regarding the property location. Also includes certificates of mailing and/or certified mail receipts.	5 years or until litigation is terminated, or lien extinguished or satisfied	11 O.S. § 22-131(A)(3)
I-9 - Employment eligibility form	3 years after hire or 1 year after termination	11 O.S. § 22-131 (B)
Impounded Vehicle Reports - A multi-copy report created when a vehicle is impounded. Used to record the impoundment and release of vehicles. Also a computer-generated report of all impounded vehicles over the previous 24-hour period, which is forwarded to the State as per State Law.	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Impounded Watercraft - notice of impoundment	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Incarceration Lists - Daily prisoner count.	5 years	
Incident Investigation Report	Duration of employment plus 5 years	11 O.S. § 22-131 (B)
Informal Quotes	5 years	11 O.S. § 22-131(A)(3)
Injury/Illness Forms OKDOL 300 – 300A	5 years	11 O.S. § 22-131 (B)
	Until Superseded	11 O.S. § 22-131 (B)

<i>Injury/Illness Prevention Plan</i>		
<i>Inspection Records-</i> Records or reports pertaining to elevators, fire hydrants, bridges, buildings, plumbing, mechanical, electrical devices, lifting and hoisting devices, construction sites, permits, refuse, water, sanitary sewer, storm sewer, storm water quality, vehicles for hire and taxicab inspection documents.	5 years	11 O.S. § 22-131(A)(3)
<i>Inspection Records (Town Property)</i>	Permanent	11 O.S. §22-131(A)
<i>Insurance Policy File-</i> File includes copies of all insurance policies, signed agreements, claims, and documents related to coverage for Town employees, Town officials, and Town property.	5 years or until litigation is terminated	11 O.S. § 22-131 (B)
<i>Interest and Grievance Arbitration Awards</i>	Permanent	11 O.S. § 22-131 (B)
<i>Internal Investigations (Police)</i> - Investigations regarding personnel conduct (includes Use of Force investigations). CONFIDENTIAL 51 O.S. § 24A.7	3 years after employment ends	11 O.S. § 22-131 (B)
<i>Internal Investigations</i> - Investigations by Personnel Department or any other department. Includes Ethics Hotline.	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
<i>Intra-Departmental Memoranda-</i> Memos issued by the department director stating department policy and procedures.	Permanent until superseded	11 O.S. § 22-131 (B)
<i>Investment Documents-</i> Include trade tickets, maturity notices, interest notices, and other necessary documents for the investment portfolio of the Town.	5 years after inactivity (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Investment Documents (GO Bonds)</i>	Life of bond plus 3 years	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Jail 2 Report-</i> Computer generated report of total number of prisoners in custody.	5 years	11 O.S. § 22-131 (B)

Job Evaluation Documentation- Reflects data used to provide a systematic basis for compensating positions.	5 years or until superseded	11 O.S. § 22-131 (B)
Job Ticket (Work Order) - Print shop request for printing and copying. May include printing and copying requisition.	1 year after close of fiscal year	11 O.S. § 22-131 (B)
Journal Entries/Journal Vouchers- Files consist of adjustments to financial accounts showing the debits and credits, reason for adjustment, date, and amount.	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Landfill Permits- May include application, insurance, regulations, and reports of local, State or Federal agencies. 27A O.S. §§ 2-10-901 <i>et seq.</i>	5 years	11 O.S. § 22-131(A)(3)
Leading For Results Performance Documentation- Supporting documentation developed and maintained by departments for performance data.	2 years	11 O.S. § 22-131 (B)
Leading For Results Reports- Strategic business plans prepared by each department as well as monthly, quarterly, and semi- annual performance reports.	3 years	11 O.S. § 22-131 (B)
Legal Opinions- Contains copies of legal opinions and memoranda prepared by the Municipal Counselor.	Permanent(Historic)	11 O.S. § 22-131 (B)
Legal Opinions (GO Bonds)	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Licenses Applications- All occupational licenses issued by the Town such as kennel, auctioneer, barterer, food handler, electrical, etc. (See permits).	5 years	11 O.S. § 22-131(A)(3)
Maintenance Records- All maintenance records pertaining to Town property and other property (i.e., vehicles and equipment).	10 years- buildings; life of other property or until replaced or otherwise required	11 O.S. § 22-131 (B)
Management Bulletins- Technical and organizational information presented to all departments and agencies on an	Discretionary	11 O.S. § 22-131 (B)

as-needed basis, usually prepared by an individual department responsible for its controls and approved by the Town Manager.		
Manufacturer/Product Information Documents - Including load tests, proof tests, repair documents, etc. for lifting devices (cranes, slings, etc.). 29 CFR § 1910.179(k); 29 CFR § 1910.180(e) 29 CFR § 1910.184(e)	Duration of the use of the equipment	11 O.S. § 22-131 (B)
Maps- (Emergency Equipment, Parking Meters, Traffic Lights, etc.) - Includes maps of streets maintained for reference regarding placement of fire hydrants, parking meters, traffic lights and sign locations, etc.	Permanent until superseded	11 O.S. § 22-131
Maps and Plats - General reference maps of Town development areas. Shows existing zoning.	Permanent until superseded	11 O.S. § 22-131
Micro-chipping Records - Animals microchipped at the Town's Animal Shelter. Includes microchip number, date, references, adoption form (if applicable), animal description, owner information, alternate contract information, and copies of microchip form and certificate.	Discretionary (Historic)	11 O.S. § 22-131 (B)
Menacing Animal Investigation Files -information collected while investigating incident involving a menacing or dangerous animal. Can include photographs and information on the animal's size, weight, and markings	5 years	11 O.S. § 22-131 (B)
Menacing Animal Register	5 years or until litigation is terminated or lien extinguished or satisfied	11 O.S. § 22-131(A)(3)
Minutes - Consists of minutes presented to the governing body, boards, committees, taskforce, and commissions at its official meetings if required by the Open Meeting Act (Journal of Council Proceedings).	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Municipal Court Records including Convictions - Court Records shall be defined as: a memorial or history of judicial proceedings in a case, commencing with the information and/or complaint and terminating with the judgment and/or appeal.	Permanent	11 O.S. § 22-131 (B)

PARTIALLY CONFIDENTIAL (Juvenile Records) 10A O.S. §§2-6-101 <i>et seq.</i>	10 years	11 O.S. § 22-131 (B)
<i>News Clippings, Scrapbooks, Photos</i> - May include copies of news articles and photos pertaining to the municipality.	Discretionary (Historic)	11 O.S. § 22-131 (B)
<i>911 Recordings and associated Data</i> – All audible recorded conversations associated with calls for emergency assistance and associated data to include communications to and from dispatchers PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	5 years	11 O.S. § 22-131 (B)
<i>Nuisance Abatement Files</i> - Records relating to weed, trash, graffiti, inoperable vehicles on private property. Usually includes initial inspection report, photos, legal ownership printouts, citations, notices and letters to property owner, certificate of mailing, copies of liens, contractor work orders, contractor invoices and photos, billing statements and paid receipts, releases of liens and miscellaneous notes pertaining to conversations with citizens regarding the property location.	5 years or until litigation is terminated or lien extinguished or satisfied	11 O.S. § 22-131(A)(3)
<i>Nuisance Abatement Administrative Records</i> – Records relating to impounded vehicles held for nuisance abatement and vehicles ordered to be impounded or immobilized due to delinquent parking citations.	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
<i>Oaths of Office</i> – Oaths of office forelected, appointed officials, and Town employees.	1 year following end of term or employment	11 O.S. § 22-131 (B)
<i>Official Oklahoma Traffic and Collision Report (Police)</i> - Forms provided by the Department of Public Safety PARTIALLY CONFIDENTIAL 47 O.S. § 10-117 51 O.S. § 24A.8(B)	10 years	11 O.S. § 22-131(B)
<i>Oil and Gas Records</i> - Include division orders, leases, notice of hearings, permits, revenue statements, scout tickets, warranty deeds, and wells by operations.	2 years after close of case (time exceeds statute)	11 O.S. § 22-131(A)(1)

Open Records Request and Response Log- 51 O.S. § 24A.1	6 years (time exceeds statute)	11 O.S. § 22-131(A)(3) APA Guidelines
Ordinances- Includes ordinance number, title, text, date of passage, signatures, and any associated documents (i.e., memorandum, staff report).	5 years or until litigation is terminated (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) 29 CFR § 516 IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Ordinances and Public Notice Publication Books- Includes all publications for Town Council, boards, commissions, and committees.	5 years or until litigation is terminated	20 CFR § 516 11 O.S. § 22-131(A)(3)
Outlook Entries- Notes, tasks, contacts or other files associated with the users' Outlook account	10 years	11 O.S. § 22-131(A)(4)
Parking Meter Records- Records relating to parking meter collections.	2 years after close of case (time exceeds statute)	11 O.S. § 22-131(A)(1)
Parking Ticket and Warrant File- Includes computerized information such as vehicle, date ticket issued, license plate number, ticket number, receipt number, date paid and name of vehicle owner.	10 years	11 O.S. § 22-131(A)(4)
Parks and Recreation Collection Records- Listing of all monies collected.	6 years (time exceeds statute)	11 O.S. § 22-131(A)(3) APA Guidelines
Payroll Bank Statements/ Reconciliations, Payroll Checks- Consists of periodic statements from the bank showing electronic deposits and cancelled payroll checks for receipts of wages, vacation pay or other payments for services rendered.	5 years or until litigation is terminated (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) 29 CFR § 516 IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Payroll Earnings Records- Includes employee's name, address, hours worked, gross pay, withholdings, social security number, net pay, deductions, and FLSA records.	5 years or until litigation is terminated	20 CFR § 516 11 O.S. § 22-131(A)(3)

(Deductions, address, social security number, and net pay are CONFIDENTIAL under 51 O.S. § 24A.7)		
Payroll Time Records - Includes employee's name, department, amount and type of leave time, compensatory time, and including overtime records, in support of records.	10 years	11 O.S. § 22-131(A)(4)
Pension Records - Includes information on vested and retired Town employees.	5 years from date of last payment	11 O.S. § 22-131 (B)
Permits - All permits issued by the Town including but not limited to electrical, plumbing, gas fitters, building, storm water quality, traffic, work zone, elevator, vehicle for hire, vendor, if required will include the citizenship affidavit form.	5 years	11 O.S. § 22-131(A)(3)
Personnel Job Audit Documentation - Reflects data compilation support of position reclassifications.	2 years or until litigation is terminated	29 CFR § 1602.31
Personnel Job Classification Documentation - Includes original and modifications to job descriptions, performance evaluation forms and master task lists.	Permanent (Historic)	29 CFR § 1602.31
Personnel Medicare Records - A record concerning the health status of an employee that is made or maintained by a physician, nurse, or other technician including: medical and employment questionnaires or histories; the results of medical examinations and laboratory tests; medical opinions, diagnoses, progress notes and recommendations; first-aid records; description of treatments and prescriptions; and employee medical complaints. Excludes health insurance claims in records. CONFIDENTIAL	Duration of benefit plan plus 30 years	29 CFR § 1910.1020(d)(1)(i)
Personnel Policies - Adopted by Resolution by the Town Council	Permanent (Historic)	11 O.S. § 22-131 (B)
Personnel Selection Procedure Documentation - Includes all selection processes: test results, evaluation forms, and letters of justification etc.	Permanent (Historic)	11 O.S. § 22-131 (B)
Personnel Service Bulletin- PSB Administrative interpretation of personnel policies by the Personnel Director	10 years after supersession	11 O.S. § 22-131 (B)

<i>Petitions (Initiative Referendum)</i> - Petitions submitted to the Town requesting an election be held. Excluding signature pages.	Permanent (Historic)	11 O.S. § 22-131 (B)
<i>Petitions (Miscellaneous)</i> - Includes petitions signed by citizens requesting action by Town. Also, includes annexation and assessment district petitions.	If ordinance is passed by the voters, retain permanently; if ordinance failed by the voters, retain 2 years after date of vote	11 O.S. § 22-131 (B)
<i>Petitions (Recall)</i> - Petitions submitted for the removal of the Mayor or Council member.	2 years or until litigation is terminated	11 O.S. § 22-131(A)(2)
<i>Petitions (Taxpayer Written Demands)</i> - Resident taxpayers written demand to institute suit on failure of officers.	Permanent	11 O.S. § 22-131 (B)
<i>Petty Cash Records</i> 11 O.S. § 17-102	5 years	11 O.S. § 22-131(A)(3)
<i>Plans</i> - Includes comprehensive, neighborhood, and master plans adopted by the Planning Commission.	Permanent (Historic)	11 O.S. § 22-131 (B)
<i>Police Assessment Records (Personnel)</i> -Records checks for potential employees CONFIDENTIAL	3 years or until termination of litigation	11 O.S. § 22-131 (B)
<i>Police Policies and Procedures Manual</i>	Permanent	11 O.S. § 22-131 (B)
<i>Police Promotional Testing</i> – Sergeant, Lieutenant, and Captain promotional testing and assessment material. This shall include investigator and transfer packets.	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
<i>Policy, Procedures, or Training Manuals</i> - Includes internal rules and regulations of the municipality sometimes separated by department. Often published in manual format or booklets. May include step-by-step procedures used as training manual for job functions.	Until superseded	11 O.S. § 22-131 (B)

<i>Polygraph Test</i> - Includes results of an employee's test results. CONFIDENTIAL	3 years	Employee Polygraph Protection Act of 1988 29 CFR § 801.30
<i>Postal Records</i> - Includes postage meter records. May also include bulk rate postal permit information and other records dealing with mail operations and the United States Postal Service. Files may also include records with private mail carriers if used.	5 years	11 O.S. § 22-131 (B)
<i>Pre-qualification Files</i> - Includes contractor's application, financial statements, certifications and any other documents that are required to be pre-qualified to bid on Town projects.	5 years for contractors no longer pre-qualified	11 O.S. § 22-131 (B)
<i>Press Releases</i> - All official news or press releases issued by the municipality.	Discretionary Fire Department-1 year	11 O.S. § 22-131 (B)
<i>Probation Records (Municipal Court)</i> -Includes such records as original correspondence, contact sheets (probation office notes) and training documentation. May also include non-record copies (original files with Courts) of probation orders, arrest and conviction records and probation status order.	5 years after close of case	11 O.S. § 22-131 (B)
<i>Proclamations</i> - All official proclamations, Citations and announcements issued by the Mayor.	1 year	11 O.S. § 22-131 (B)
<i>Procurement Bid Files</i> - Includes bid tabulation, bid price, percentage rates, periods of pay, name of bidder and cost. Also may include copy of advertisement services or memorandum requesting bidders, specifications. Quote information is similar may be obtained by telephone; all quotes should be documented.	5 years	11 O.S. § 22-131(A)(3)
<i>Procurement Policies</i>	Permanent until superseded	11 O.S. § 22-131 (B)
<i>Promotional Publications</i> - Includes pamphlets, brochures, or newsletters informing citizens of certain events.	Discretionary	11 O.S. § 22-131 (B)
<i>Property Damage Reports Involving Town Property</i> - Includes a report of damage to property of the	5 years or	11 O.S. § 22-131 (B)

municipality, time and date of accident and a complete narrative regarding circumstances, name of principals, witnesses and addresses. CONFIDENTIAL Personnel Investigations 47 O.S. § 10-117 51 O.S. § 24A.7	until litigation is terminated	
Property Maintenance Code Inspections- Includes Town Inspector's report of inspection and any addendum thereto, including reports of subsequent inspections and related correspondence, notices, etc.	5 years	11 O.S. § 22-131(A)(3)
Proposals- Includes requests for proposal, submittal statement, committee recommendation, and memorandums.	5 years from proposal opening (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Publication Affidavits- Original, notarized, affidavit showing proof of publication in a local newspaper of general circulation.	1 year	11 O.S. § 22-131 (B)
Purchase Order File- The electronic file used to procure goods and services for the Town. Usually consists of purchase orders, invoices, documenting number, date, department, description and quantity of item, account number, unit price, amount and signature. May also include purchase requisitions and other supporting documentation used for justification and approval and procurement actions.	5 years after termination of purchase order or agreement, whichever is later (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Quarterly Tax Report File- Documents containing taxable and non-taxable income of Town governments. Includes Federal and State sales tax, social security reports and unemployment reports.	10 years	11 O.S. § 22-131 (B)
Radio Recordings- Log of radio communication, recordings of traffic calls	5 years	11 O.S. § 22-131 (B)
Real Estate Purchase Contracts- May include warranty deed, easements, and contract for purchase.	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

Receipt Books- Books documenting monies received into Town accounts from various sources. Includes date of payment or fund to which money belongs, receipt number and amount paid.	10 years	11 O.S. § 22-131(A)(4)
Records Checks (potential employees)	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Refund File- Records documenting the issuance of a refund to the payee for overpayment, incorrect billing, etc. for services, permits, or licenses.	5 years	11 O.S. § 22-131(A)(3)
Rental Schedules- Files consisting of contract agreements with parties providing Town services of having other legal relationships with the Town, including options to purchase property. May also include leases, rental schedules, specifications, bids awarded and copies of payments, receipts and other supporting papers used in managing the contract.	5 years after expiration (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Respirator Program Records- Physician's statement, fitness testing results from confined entry authority and assignment.	Term of employment plus 30 years	1910.1020(d)(1)(i)
Returned Checks- Consists of bad checks (insufficient funds) received for deposit and voided spoiled checks.	5 years	11 O.S. § 22-131(A)(3)
Safety Bulletins	Permanent until superseded	11 O.S. § 22-131 (B)
Safety, Environmental and Health Inspection and Consultations- All Town facilities and work sites; contractor procedures; USTs and AGTs.	Permanent	11 O.S. § 22-131 (B)
Schedule of Annual Meetings- List of regularly scheduled meetings of public bodies for the calendar year.	2 years	11 O.S. § 22-131 (B)
Service Requests - Includes but is not limited to citizen service requests, comments about services, maintenance, repairs, ADA service requests etc.	5 years	11 O.S. § 22-131(A)(3)
Sewage Treatment Applications and Permits- Wastewater treatment reports filed with State and Federal agencies	Permanent	11 O.S. § 22-131 (B)

monitoring the Town's compliance with government regulations. Includes applications, recycling permits and reports, water treatment permits and reports, and other permits for solid waste and sewage treatment processes.		
<i>Sewage Treatment Monitoring Reports</i> - Contains records used to monitor and report on the operations of the Town sewage treatment plant and sewage treatment, including lab reports, and amounts of waste processed by the system.	15 years	11 O.S. § 22-131(A)(5)
<i>Sewer Line Maps</i>	15 years	11 O.S. § 22-131(A)(5)
<i>Sidewalk Assessment Districts</i>	10 years	11 O.S. § 22-131(A)(4)
<i>Sign and Banner Permits</i>	5 years	11 O.S. § 22-131(A)(3)
<i>Sinking Fund (Debt Service)</i> – Article 10, Section 28, Oklahoma State Constitution	10 years	11 O.S. § 22-131 (A)(4)
<i>Solid Waste Abatement Program (SWAP) Liability Releases</i> - Product Exchange (paint, pesticide, oil, etc.)	5 years	11 O.S. § 22-131 (B)
<i>Special Assessment Files</i> - Files used to account for water, street and sewer improvement districts funds. They verify revenue contributions from citizens.	15 years	11 O.S. § 22-131(A)(5)
<i>Standard Specifications for Construction of Public Improvements</i> - The Town's policies, regulations, and procedures for construction of public projects.	5 years	11 O.S. § 22-131(A)(3)
<i>State Department of Health Permits</i>	Permanent	11 O.S. § 22-131 (B)
<i>Storm Water Quality Permits</i> - All permits issued by the Storm Water Quality Division and any documentation that relates to that permit. Including but not limited to Confined Space Permits.	5 years	11 O.S. 22-131(A)(3) ODEQ NPDES General Permit for Storm Water Discharge from Construction Activity and Multi-Sector General Permit for Storm Water Discharge Associated with Industrial Activity 29 CFR 1910- 146(e)(6)

<i>Storm Water Quality State Permits and Reports</i>	3 years from the expiration or termination of the permit	ODEQ NPDES General Permit for Storm Water Discharge from Construction Activity and Multi-Sector General Permit for Storm Water Discharge Associated with Industrial Activity
<i>Street Address Data (GIS)</i> – List of current streets and house numbers	Permanent until superseded	11 O.S. § 22-131 (B)
<i>Street Design Improvement Files</i> - Reports of accidents on Town streets, used to assess cause of accidents and to make street design improvements in order to reduce accidents. May also include collision diagrams showing time, direction of approach, weather, type of accident, pavement, accident severity, time of year, type of vehicle and related documents.	Permanent until superseded	11 O.S. § 22-131 (B)
<i>Surplus Property Resolution</i> - Property owned by the Town that has been declared surplus.	5 years (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Tax Increment Financing Report (TIF)</i> -May include reports.	10 years after the termination or expiration of the TIF district	11 O.S. § 22-131 (B)
<i>Time Cards/Time Sheets</i> - Records pertaining to an employee leave time, in support of records.	3 years	29 CFR § 516.A
<i>Titles and Other Ownership Information to Vehicles and Equipment</i> - Includes certificates of titles to Town-owned motor vehicles and equipment providing proof of ownership. May include make and model, serial number, and other identifying information.	Length of ownership plus 5 years (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Traffic and Signal Studies</i> - May include product literature and studies related to traffic, such as drawing of traffic controllers, drawings of intersections, traffic signals, and	Permanent until superseded	11 O.S. § 22-131 (B)

timing progressions. May also include turning count totals used for studies of traffic flow.		
Training Files - Official training records of all employees who receive training, whether on or off the job. May include test scores or certificate of training from academies or educational institutions. Certain records or notations may be included in the employee's personnel file. Include Emergency Management service records.	2 years; Sexual harassment training for 5 years or until litigation is terminated; Fire and Police: 3 years after termination of employment	11 O.S. § 22-131 (B)
Training Manuals - Includes internal rules and regulations of the municipality sometimes separated by departments. Often is published in manual format or booklets. May include step-by-step procedures used as training manual for functions. May also include policies for vacation pay, hiring, firing, employee safety and other personnel matters.	Until superseded	11 O.S. § 22-131 (B)
Training Manuals (Police & Fire)	Permanent	11 O.S. § 22-131 (B)
Training Records (Safety) - Employee listing of safety training records, including date, location, course information, course trainer/provider and list of employees in attendance.	Length of employment plus 5 years	11 O.S. § 22-131 (B)
Travel Expense Reimbursement File - Consists of employee expense report, expense receipts, check vouchers, authorizations to pay and other supporting papers necessary to document expenses incurred for employee travel. Includes private automobile allowance and mileage reimbursements to Town employees or officials.	5 years	11 O.S. § 22-131(A)(3)
Trust Indentures - Records establishing the various Town trusts, where The Town of Oklahoma Town is a beneficiary.	Permanent	11 O.S. § 22-131 (B)
Twenty-Eight Day Forecast - Records used to assist in scheduling and determining staffing levels pursuant to FLSA 207(k).	180 days	FLSA 29 CFR § 553.5
Unemployment Compensation Files - Files may contain correspondence sent to the municipality by the Employment Security Commission regarding claimant, copies of documents from claimant's official personnel file, certified mail receipts worksheets, audit papers and copies of documents sent to the State by the municipality.	3 years or until litigation is terminated	11 O.S. § 22-131 (B)

CONFIDENTIAL 40 O.S. § 4-508 and § 4-511		
<i>Check-Out Log for Uniform Citations (Ticket book)</i> - A log of citations containing citation numbers, date, name, and commission number and signature of person to whom checked out, and initials of clerk who checked it out.	5 years	11 O.S. § 22-131(A)(3)
<i>Uniform Crime Report (UCR)</i> - Monthly and yearly reports compiled for all reported crime in Oklahoma Town. The report is forwarded to OSBI for the inclusion on the State report to the FBI. Combination of computer-generated report and hand-tabulated reports.	Police 5 years; Fire-permanent	11 O.S. § 22-131 (B)
<i>Union Negotiation File</i> - Records pertaining to the Town's collective bargaining agreements including any labor negotiation records.	Permanent (Historic)	Personnel Department
<i>Utility Customer Account File</i> - Records show a billing and payment history of all customers using Town utilities. Information includes customer name and address, consumption, billing and payment history.	2 years	11 O.S. § 22-131(A)(2)
<i>Utility Customer Service Deposit File</i> - Includes name, account number and amount of deposit for service connection and refunds of deposits for service termination. May also include list of customers who have changed addresses, bills owed, cash stubs and booking listings.	2 years after termination of account	11 O.S. § 22-131(A)(2)
<i>Vandalism Reports</i> - Record of damage and loss sustained by Town including but not limited to attributable to theft, arson, vandalism, employee negligence, defective equipment, damage to structures and buildings, money and security losses, vehicle accidents where vehicles not owned by the Town are involved in collisions with the Town-owned property.	5 years after settlement	11 O.S. § 22-131 (B)
<i>Variance Requests</i> - Building and zoning	Permanent	11 O.S. § 22-131 (B)
<i>Vendor Registration Form</i>	1 year after the vendor number becomes inactive	11 O.S. § 22-131 (B)
	Discretionary	11 O.S. § 22-131 (B)

Video Recordings (Digital) (Meetings) - Recordings of meetings used to prepare minutes or document meetings.		
Voicemails - messages left on employee's phone	Deleted at the end of working day created or received unless required by law to be kept (i.e., financial records)	11 O.S. § 22-131 (B)
W-4 Forms - Withholding allowance certificates for State and Federal income tax. Federal form filled out by the employee stating name, address, social security number, number of allowances claimed, and signature.	4 years	11 O.S. § 22-131 (B)
Wage Determination Surveys - Annual surveys conducted to research and support wage adjustment recommendations.	5 years	11 O.S. § 22-131 (B)
Waste Shipment Documents - manifests and bills of lading for hazardous waste shipments. Includes drum inventory, certificates of disposal and all other supporting documents collected at Household Hazardous Waste facility.	3 years	40 CFR § 262.40
Wastewater Treatment Compliance Reports -Treatment plant reports filed with State and Federal agencies monitoring the Town's compliance with government regulations. Includes applications, permits, for solid water and sewage lagoons, including lab reports, and amounts of water processed by the system.	Permanent until superseded	11 O.S. § 22-131 (B)
Water Line Maps	Permanent until superseded	11 O.S. § 22-131 (B)
Water Meters - Electronic meter reading utility billing system records. Includes statistics gathered when meters are read. Usually includes make, size, number, customers name and address, readings, etc.	2 years	11 O.S. § 22-131(A)(2)
Water Sampling Results/High Risk Cases - Storm Water Quality records of all monitoring information including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of the reports required by permit, and records of all data used to complete reports and applications.	3 years	11 O.S. § 22-131 (B)
		11 O.S. § 22-131 (B)

Water Treatment Applications- Water treatment reports filed with State and Federal agencies monitoring the Town's compliance.	Permanent until superseded	
Workers' Compensation Medical Records- A record concerning the health status of an employee that is made or maintained by a physician, nurse, or other technician including medical and employment questionnaires or histories; the results of medical examinations and laboratory tests; medical opinions, diagnoses, progress notes and recommendations; first-aid records; description of treatments and prescriptions; and employee medical complaints. Excludes health insurance claims in records. CONFIDENTIAL	Duration of employment plus 30 years	29 CFR § 1910.1020(d)(1)(i)
Workers' Compensation Claim Files- (Certified Workplace Medical Plan) Files consist of accident reports, first report of injury, medical claims, bills, payment vouchers, doctor reports, hospital emergency room verifications, correspondence and other supporting documentation concerning injuries compensable under workers' compensation. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	CWMP documents- 5 years; permanent or until employee leaves or retires (minimum of 5 years)	11 O.S. § 22-131 (B)
Zoning Applications	5 years	11 O.S. § 22-131 (B)

NOTES:

1. Records are not specifically mentioned herein or in 11 O.S. § 22-131 (A) are discretionary for all departments (11 O.S. § 22-131(B))
2. Historic - History of past records to be maintained permanently.
3. Confidential- Contains information whose unauthorized disclosure could be prejudicial.
4. Referenced to "close of case" or "termination of litigation" shall include any appeal.

Legend

Abbreviations Used in Records Retention Policy

ADA	Americans with Disabilities Act
APA	American Payroll Association
ARRA	American Recovery and Reinvestment Act
BID	Business Improvement District
CAD	Computer-Aided Dispatch
CAFR	Comprehensive Annual Financial Report
CCTV	Closed Circuit Television
CFR	Code of Federal Regulations
CWMP	Certified Workplace Medical Plan
EEOC	Equal Employment Opportunity Commission
EPA	Environmental Protection Act
FEMA	Federal Emergency Management Agency
FLSA	Fair Labor Standards Act
FMLA	Family Medical Leave Act
GIS	Geographical Information System
GO	General Obligation
GTCA	Governmental Tort Claims Act
HIPAA	Health Insurance Portability and Accountability Act
IRS	Internal Revenue Service
MSDS	Material Safety Data Sheet
NFPA	National Fire Protection Association
NPDES	National Pollutant Discharge Elimination System
OPDES	Oklahoma Pollutant Discharge Elimination System
ORA	Open Records Act
OS	Oklahoma Statutes
OSHA	Occupational Safety Health Administration
SWAP	Solid Waste Abatement Program
TIF	Tax Increment Financing
UCR	Uniform Crime Report
USTs & AGTs	Underground Storage Tanks and Aboveground Storage Tanks