CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

Date: October 3, 2016

ITEM: Approval of Development Services Record Retention Schedule for Planning and Development Review Files

RESOLUTION: Approval of Retention Schedule

FINANCIAL IMPACT: None

BACKGROUND: A Process Action Team (PAT) developed a city-wide policy incorporating Code of Iowa retention of official documents provisions and established guidelines for the retention of supplemental records and documents. At that time, a retention schedule was created for Development Review files. On January 20, 2003, the City Council approved the Record Retention Schedule for Development Review Files. Since the schedule focused on development review files and those records required by the State to be retained, there are a number of types of documents that were not included in the schedule, but should be retained for historical purposes, legal value, or purged because their value to the City is exhausted by time.

Staff now has digital options for storing documents that weren't available in 2003, namely Sharepoint, which staff will be developing electronic storage areas for documents and records. Also, physical space in the City Hall building for storage of documents is reaching capacity and the paper files need to be purged and controlled. This schedule is the first step in that effort.

RECOMMENDATION: Staff recommends the City Council approve the Record Retention Schedule for Planning and Development Review Files

Lead Staff Member: Kara Tragesser, AICP

Staff Reviews:

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	n/a
Date(s) Published	n/a
Letter sent to surrounding property owners	n/a

SUBCOMMITTEE REVIEW (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes ☐	No ☐	Split ☐

ATTACHMENTS:

Exhibit I - City Council Resolution

Exhibit A - Retention Schedule

Prepared by: K.Tragesser, Development Services, City of WDM, P.O. Box 65320, West Des Moines, IA 50265-0320, 515-222-3620
When Recorded, Return to: City Clerk, City of West Des Moines, P. O. Box 65320, West Des Moines, IA 50265-0320

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST DES MOINES, APPROVING A RETENTION SCHEDULE FOR PLANNING AND DEVELOPMENT REVIEW FILES AND RECORDS

WHEREAS, Section 372.13(5) of the Code of Iowa established retention requirements for official City records and documents and provides for the City to establish retention of other City records and documents;

WHEREAS, On January 20, 2003, the City approved a Record Retention Policy;

WHEREAS, the Development Services Department has prepare a Record Retention Schedule for Planning and Development Review files and records which adheres to the adopted policy;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST DES MOINES DOES RESOLVE AS FOLLOWS:

SECTION 1. The Record Retention Schedule for Planning and Development Review Files and Records is consistent with the City of West Des Moines Record Retention Policy.

SECTION 2. The Record Retention Schedule for Planning and Development Review Files and Record, as attached as Exhibit A is approved.

PASSED AND ADOPTED on October 3, 2016.

_____
Steve Gaer, Mayor

ATTEST: _____
Ryan Jacobson, City Clerk

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the City Council of the City of West Des Moines, Iowa, at a regular meeting held on October 3, 2016 by the following vote:

AYES:
NAYS:
ABSTENTIONS:
ABSENT:

ATTEST: _____
Ryan Jacobson, City Clerk

Development Services - Planning
Record Retention Schedule
October 2016
P = Permanent

Record Title	Retention of Hard Copy	Retention of Electronic Copy	Reason for Retention
Time Sheets	5 years		Fiscal value ends
Leave Summary	5 years		Fiscal value ends
Agendas	P	P	Legal
Agenda Index	P	P	Legal
Affidavites of publication	5 years.	5 years	Legal Value Ends
Notice Lists	5 years	5 years	Legal Value Ends
Minutes	P	P	Legal
Minute Tapes	5 years.	N	Legal value ends
Electronic Audio Files	N/A	5 years	Legal value ends
Resolutions	P	P	Legal
Resolution Index	P	P	Legal
Staff Reports	P	P	Legal
Development and Planning Subcommittee Agenda	5 years	5 years	Legal and historical value ends
Development and Planning Subcommitee wave files	N	5 years	Legal and historical value ends
Development and Planning Subcommittee Minutes	5 years	10 years	Legal and historical value ends
Development and Planning Subcommittee exhibits	N	5 years	Historical value ends
Applications	10 years	10 years	Legal and historical value ends
Distribution Memos	10 years	10 years	Legal and historical value ends
Reviewer Comments	10 years	10 years	Legal and historical value ends
Comment Letters	10 years	10 years	Legal and historical value ends
Misc Correspondence	10 years	10 years	Legal and historical value ends
Arhcitectural Elevations - Final	10 years	10 years	Legal and historical value ends
Pre-App Agenda	N	1 year	Historical value ends
Pre-Application Wave Files	N	5 years	Historical value ends
Pre-Application Application	5 years	5 years	Historical value ends
Pre-Application Comment Letter	5 years	5 years	Historical value ends
Pre-Application Reviewer Comments	N	N	Administative value ends
Preliminary Plat	P	P (high resolution .pdf)	Legal
Plat of Survey	P	P (high resolution .pdf)	Legal
Site Plan (PC and SP and OSP)	P	P (high resolution .pdf)	Legal
Minor Modifications drawings	P	P (high resolution .pdf)	Legal
Area Development Plan	P	P (high resolution .pdf)	Legal
Grading Plan	10 years	10 years (high resolution .pdf)	Administrative value ends
Concept Plans	5 years	5 years	Administrative value ends
Major Modificiations drawings	P	P (high resolution .pdf)	Legal
Master Plan	10 years	P (high resolution .pdf)	Legal
Permitted Conditional Use Site Plan Drawings (incl Cell tower)	P	P (high resolution .pdf)	Legal
Zoning Map and Amendments	P	P (high resolution .pdf)	Legal
Comprhensive Plan Land Use Map and Amendments	P	P (high resolution .pdf)	Legal

EXHIBIT A

Record Title	Retention of Hard Copy	Retention of Electronic Copy	Reason for Retention
Administrative Hearing Agenda	5 years	P	Legal
Administrative Hearing Minutes Audio	N	5 years	Legal Value Ends
Administrative Hearing Notice	N	5 years	Legal Value Ends
Administrative Hearing Minutes Paper	5 years	P	Legal
Administrative Hearing Staff Report	5 years	P	Legal
Administrative Hearing Resolution	5 years	P	legal
Sign Permit	1 year	10 years	Administrative value ends
Zoning Compliance Letter	1 year	P	Historical value ends
Temporary Use Long Term	1 year	3 years	Administrative value ends
Temporary Use Short Term	1 year	3 years	Administrative value ends