

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
ADMINISTRATION**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGADM-001	<p>POLICY AND PROGRAM RECORDS (PRIMARY MISSION FILES)</p> <p>Records documenting the formulation and adoption of policies and procedures and the implementation or management of the programs or functions of the office or department. Included are such records as (1) correspondence with citizens or other government officials regarding policy, procedural development, or program administration; (2) annual or ad hoc narrative or statistical reports on program activities, achievements, or plans; (3) organizational charts and mission statements; (4) studies regarding department or office operations; (5) circular letters, directives or similar papers addressed to subordinate units or staff concerning policies, procedures, or programs; and (6) records related to significant events in which the department or office participated. Records may include photographs, published material, audio tapes, electronic media, and other record forms.</p>	VITAL	Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGADM-002	<p>ADMINISTRATIVE SUPPORT RECORDS</p> <p>Records of a general facilitative nature created or received in the course of administering programs. Included are such records as (1) correspondence of a routine or repetitive type, such as requests for information; (2) reference materials, sometimes of a technical nature, used but not created by the office; (3) daily, weekly or monthly office activity reports which relate to routine activities; (4) personnel data on office staff which is duplicated in personnel records; (5) purchase orders, travel expense statements or similar financial papers which are duplicated in fiscal office files; (6) daily or weekly work assignments for office staff; (7) suspense or follow-up files which duplicate copies of papers filed elsewhere; (8) circular letters, directives or similar papers received from other offices; and (9) rough drafts or notes created in compiling reports.</p>		Retain at agency; successful audit; destroy.
LGADM-003	<p>TRANSITORY FILES</p> <p>Records of a general “housekeeping” nature created or maintained by an office which do not relate directly to the primary program responsibility of the office. Included are such records as:</p> <ul style="list-style-type: none"> • Miscellaneous notices or memorandum which do not relate to the functional responsibility of the agency (notices of community affairs, holidays, etc.) • Preliminary drafts of letters, memoranda, reports, worksheets, spreadsheets, and informal notes, etc. • Telephone messages (including voicemail) • Letters of transmittal which do not add any information to the transmitted materials 		Retain at agency until no longer needed for reference; destroy.

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LGADM-004	<p>MINUTES AND HEARING PROCEEDINGS</p> <p>Approved accounts of the proceedings and actions of the local government's governing body, boards, agencies, commissions or committees, and supporting documentation presented to or in support of the minutes. Documentation may include agendas, reports, studies, requests for action, and other related materials.</p> <p>A. Executive Session Meeting Minutes (CONFIDENTIAL)</p> <p>B. Recordings (Audio/Video) Recordings of meetings and/or public hearings.</p>	VITAL	<p>Retain at agency until no longer needed; transfer to Archives for permanent preservation.</p> <p>Retain at agency until no longer needed; transfer to Archives for permanent preservation.</p> <p>Retain at agency 6 months after transcription and approval of proceedings; reuse. If recordings are not transcribed, they become the record copy and should be retained permanently. Transfer to Archives for permanent preservation.</p>
LGADM-005	<p>PROCLAMATIONS AND DEDICATIONS</p> <p>Proclamations of the governing body or executive officer. Include documents related to commemorative events, and dedications of buildings, monuments and other structures or systems.</p>		<p>Retain at agency until no longer needed; transfer to Archives for permanent preservation.</p>
LGADM-006	<p>AFFIDAVITS OF PUBLICATION</p> <p>Clipping proofs and notarized certificates attesting to the publication of legal notices.</p>		<p>Retain at agency 2 yrs; destroy.</p>
LGADM-007	<p>ORDINANCES AND RESOLUTIONS</p> <p>Ordinances and resolutions issued by local governments (repealed, revoked, or amended) showing date of adoption or passage and signatures. Files also contain supporting documentation relating to their preparation, drafting, passage, and implementation.</p>	VITAL	<p>Retain at agency until no longer needed; transfer to Archives for permanent preservation.</p>

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LGADM-008	<p>LEGISLATION</p> <p>Documents pertaining to bills and prospective legislation affecting the agency. Supporting material includes newspaper clippings, reports and correspondence.</p>		<p>Retain at agency until no longer needed; destroy.</p>
LGADM-009	<p>REFERENCE COPIES OF LEGISLATION WHICH AFFECTS THE AGENCY</p>		<p>DELETED. See LGADM-008.</p>
LGADM-010	<p>PHOTOGRAPHS, SOUND RECORDINGS, VIDEOTAPES</p> <p>Photographs and photographic scrapbooks, slides, sound recordings, videotapes and other non-textual media that document the history and development of the local government or any of its departments, subdivisions, or programs. Caution: Special care should be used in the handling and storage of non-textual media.</p>		<p>Retain at agency until no longer needed; transfer to Archives for permanent preservation.</p> <p>NOTE: See LGADM-004 for sound recordings which have been made for transcription only.</p>
LGADM-011	<p>SCRAPBOOKS</p> <p>Clipping scrapbooks, clipping files or similar records that document news references to the local government or any of its departments, subdivisions, or programs.</p>		<p>Maintain at agency; purge as needed.</p>
LGADM-012	<p>PUBLICATIONS</p> <p>Pamphlets, annual or statistical reports, studies, proposals and similar material printed by or for the local government or any of its departments, subdivisions, or programs for distribution to the public.</p>		<p>Upon publication, transfer copy to Archives for permanent preservation. If published online, Archives will harvest it electronically.</p>
LGADM-013	<p>MAPS/PLANS/PLOTS</p> <p>Local government maps or drawings (current and outdated) of roads, streets, zoning, parks, flood plains, subdivision annexations, and other geographical and geological aspects of the local government, produced by or for any local government departments or subdivisions.</p>	<p>VITAL</p>	<p>Transfer copy of each map to Archives for permanent preservation. Retain copy of each map permanently at agency.</p>

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LGADM-014	<p>DEEDS AND LEASES</p> <p>Deeds, title opinions, abstracts and certificates of title, title insurance papers, leases, plot books and maps, documents concerning alteration or transfer of title, and similar records proving local government ownership of real property.</p>	VITAL	Maintain permanently at agency. Transfer copy to Archives for permanent preservation.
LGADM-015	<p>EASEMENTS AND RIGHTS-OF-WAY</p> <p>Documentation relating to the granting of access and rights-of-way by property owners for public works or other local government purposes, and releases from the local government to citizens for previously granted easements and rights-of-way.</p>	VITAL	Maintain permanently at agency. Transfer copy to Archives for permanent preservation.
LGADM-016	<p>PLANS, DESIGNS, AND SPECIFICATIONS</p> <p>Plans, designs, and specifications for buildings or other facilities owned by the local government, with indices.</p>	VITAL	Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGADM-017	<p>COMPLAINTS</p> <p>Complaints received by the governing body, executive/administrator, department or agency heads, committees, commissions, boards and advisory bodies. Include documentation relating to the resolution of the complaint.</p>		Retain at agency 3 yrs after disposition of complaint; destroy.
LGADM-018	<p>CLAIMS</p> <p>Claims for payment, damages, or other redress. Include reports and recommendations from legal counsel and similar supporting documentation that does not become part of any Litigation Case File (LGADM-020).</p>		Retain at agency 5 yrs after settlement or denial of claim; destroy.
LGADM-019	<p>LEGAL OPINIONS</p> <p>Legal opinions rendered by legal counsel, the Attorney General of Delaware, or other counsel concerning the governance and administration of the local government or any of its departments or subdivisions.</p>	VITAL	Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGADM-020	<p>LITIGATION CASE FILES</p> <p>Legal documents, court decisions, correspondence, reports, background material, accident reports, and other documents relating to cases to which the local government is a party, including but not limited to those involving accounts receivable, real property, acquisition and control, negligence and personal injury, labor relations, workers' compensation, and tax foreclosures.</p>		Retain at agency 10 yrs after close of case; destroy.

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LGADM-021	<p>WAIVERS OF LIABILITY</p> <p>Signed waivers of liability with regard to the programs or activities of any local government department or subdivision.</p>		Retain at agency 3 yrs; destroy.
LGADM-022	<p>FREEDOM OF INFORMATION ACT (FOIA) REQUESTS</p>		Replaced by Series LGADM-034.
LGADM-023	<p>ACCIDENT REPORTS</p> <p>Include reports of accidents involving municipal employees resulting in personal injury. See also Workers' Compensation Claims, LGPER-032.</p>		Retain at agency 5 yrs after settlement or denial of claim; destroy.
LGADM-024	<p>VEHICLE OPERATIONS FILES</p> <p>Include service and repair records, warranty and guarantee statements, operating instructions, gas and oil consumption, dispatching, and scheduling.</p>		Retain at agency until disposal and/or transfer, sale or surplus of vehicle; successful audit; destroy.
LGADM-025	<p>LISTS/DIRECTORIES</p> <p>Include mailing lists, directories, rosters, and registers compiled by the agency.</p>		Replace as updated.
LGADM-026	<p>DISPATCH LOGS</p> <p>Record of communications between caller and receiving unit or between dispatch unit and mobile or field personnel, exclusive of that kept by law enforcement, fire fighting, medical, or other emergency agencies. See also LGCOM-001.</p>		Retain at agency 1 yr; destroy.
LGADM-027	<p>TELEPHONE CALL LOGS</p> <p>Record of calls received or made.</p>		Retain at agency 1 yr; destroy.
LGADM-028	<p>POSTAL RECORDS</p> <p>Include returned registered/certified mail cards; receipts; insurance receipts; packing slips; and receipts for postage used.</p>		Retain at agency 1 yr; successful audit; destroy.

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LGADM-029	<p>BUILDING/FACILITY SECURITY RECORDS</p> <p>Include but not limited to visitors' registers, security guards' reports, and automated security system reports. May also include video images created while monitoring activities within and outside of public buildings. Security setups vary; recordings may be continuous, stopframe, random, or triggered by 'panic button' use. Also show date and time indexing information.</p>		<p>Retain registers and reports at agency 3 yrs; destroy. Retain 'incident' videos 3 yrs; reuse. Retain other video records for the maximum length of time allowed by the recording system or 30 days, whichever is longer; reuse.</p>
LGADM-030	<p>FIRE SAFETY RECORDS</p> <p>Include fire drill reports, fire alarm records, and fire inspection/ investigation reports.</p>		<p>Retain at agency 3 yrs; destroy.</p>
LGADM-031	<p>CRISIS OR SPECIAL EVENT RECORDS</p> <p>Include diaries, logs, reports, photographs and notes which document what happened, when, and where; the results or any preliminary planning; and the extent of damages from storms, riots, fires, droughts, floods, and other events affecting citizens and facilities within the jurisdiction of the agency.</p>		<p>Retain at agency until no longer needed; transfer to Archives for permanent preservation.</p>
LGADM-032	<p>GIFTS AND DONATIONS</p> <p>Contain correspondence and work papers related to gifts or donations to the local government by an individual or group.</p>		<p>Maintain at agency; purge as needed.</p>
LGADM-033	<p>VOLUNTEER GROUP RECORDS</p> <p>Records of volunteer groups that support the local government's mission.</p>		<p>Retain at agency 3 yrs; successful audit; destroy.</p>

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LGADM-034	<p>FREEDOM OF INFORMATION ACT (FOIA) REQUEST FILES</p> <p>Files created in response to requests for information under Delaware’s Freedom of Information Act (FOIA). Files may consist of the original request, a copy of the reply, and all related supporting files including a copy of the requested record.</p> <p>A. GRANTING ACCESS TO ALL REQUESTED RECORDS</p> <p>Records relating to granted FOIA requests. File may contain correspondence and supporting documents.</p> <p>B. DENIED ACCESS TO ALL OR PORTIONS OF THE RECORDS REQUESTED</p> <p>Records relating to responses to FOIA requests with full or partial denial of access. File may contain correspondence, supporting documents relating to the grounds on which the request was denied and similar material. If the request was partially fulfilled, the file may contain a copy of the requested information.</p> <p>C. NON-EXISTENT RECORDS, ETC.</p> <p>Records relating to responses to FOIA requests for non-existent records; to requestors who provide inadequate information; or those who fail to pay agency reproduction fees.</p> <p>D. CONTROL / LOG FILES</p> <p>Document listing all FOIA requests. The listing may include the requestor’s name, address, requested files, date request was received, status of request, date request was completed and similar information.</p> <p>E. ADMINISTRATIVE FILES</p> <p>Records relating to the agency’s implementation of the FOIA, including notices, memorandums, routine correspondence and similar material.</p> <p>F. REPORTS FILES</p> <p>Annual or biennial reports of activity, either narrative or statistical.</p>		<p>Retain at agency 2 yrs after date of reply; destroy.</p> <p>NOT APPEALED: Retain at agency 6 yrs after date of reply; destroy</p> <p>APPEALED: Retain at agency 6 yrs after final determination, 6 yrs after expiration of time during which a requestor could file suit, or 3 yrs after final adjudication by the courts, whichever is later; destroy.</p> <p>Retain at agency 2 yrs after date of reply; destroy.</p> <p>Retain at agency 5 yrs after last entry, 5 yrs after final action by the agency or final adjudication by the courts, whichever is later; destroy.</p> <p>Retain at agency 2 yrs; destroy.</p> <p>Transfer copy to Archives for permanent preservation.</p>

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LGADM-035	<p>PRIVACY ACT REQUEST FILES</p> <p>The Privacy Act establishes a Code of Fair Information Practice that governs the collection, maintenance, use, and dissemination of personally identifiable information about individuals.</p> <p>A. GRANTING ACCESS TO ALL REQUESTED RECORDS</p> <p>Consist of original request, a copy of the reply thereto, and all related supporting files which may include official file copy.</p> <p>B. DENIED ACCESS</p> <p>Records relating to responses where access has been denied. File may contain correspondence, supporting documents relating to the grounds on which the request was denied and similar material.</p> <p>C. AMENDMENT CASE FILES</p> <p>Individual requests to amend a record pertaining to that individual as provided for under 5 USC 552a(d)(2).</p> <p>D. NON-EXISTENT RECORDS, ETC.</p> <p>Requests resulting in non-existent records or where inadequate description was provided.</p> <p>E. ACCOUNTING OF DISCLOSURE FILES</p> <p>Accurate accounting of the date, nature and purpose of each disclosure of a record to any person or to another agency including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure and proof of subject individual's consent when applicable.</p> <p>F. CONTROL/LOG FILES</p> <p>Control purposes in responding to request, including registers and similar records listing date, nature of request and name and address of requester.</p> <p>G. REPORTS FILES</p> <p>Annual or biennial reports of activity, either narrative or statistical.</p>		<p>Retain at agency 2 yrs after date of reply; destroy.</p> <p>NOT APPEALED: Retain at agency 5 yrs after date of reply; destroy.</p> <p>APPEALED: Retain at agency 4 yrs after final determination by agency, or 3 yrs after final adjudication by the courts, whichever is later; destroy. Retain at agency 4 yrs after final determination by agency, or 3 yrs after final adjudication by the courts, whichever is later; destroy.</p> <p>Retain at agency 2 yrs after date of reply; destroy.</p> <p>Retain at agency 5 yrs after the disclosure; destroy.</p> <p>Retain at agency 5 yrs after last entry, 5 yrs after final action by the agency or final adjudication by court, whichever is later; destroy.</p> <p>Transfer copy to Archives for permanent preservation.</p>

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LGADM-036	APPOINTMENT FILES		
	Document appointments of persons to committees, commissions, task forces and other advisory groups. Files may include applications, letters of recommendation, letters of appointment, resumes, letters of resignation and related correspondence.		
	A. Appointment Reflected in Minutes		Retain at agency 2 yrs after expiration of term; destroy.
	B. Appointment <u>Not</u> Reflected in Minutes		Retain at agency until no longer needed; transfer to Archives for permanent preservation.
	C. Unsuccessful		Retain at agency 2 yrs after conclusion of appointment process; destroy.