

# Iowa County Records Retention Manual

DRAFT



## Introduction

This records retention manual is intended to assist county officials in managing the retention of records that are produced by county business. It is intended to be a working document that has been put together with the assistance of county officials. If there is a specific question as to the retention of a record, contact your county attorney for advice.

County offices do not have the space to store all records for all time so this manual is intended to assist county officials by outlining a schedule for destroying records that are no longer required to be retained. Not all records may be identified in this document and not all county offices represented. The recommended retention periods take into account the *Code of Iowa* and the *Iowa Administrative Code*. There is not a law concerning all records and in that case, state and county officials were consulted to determine what is considered “best practice.”

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## Record Retention Schedule – Auditors

<b>ITEMS:</b>	<b>CODE (or other attribution):</b>	<b>EXPLANATION:</b>	<b>DISPOSITION:</b>
Indemnity Bonds	Iowa State Records Commission	Bonds for insurance against double payment in cases where duplicate warrants are issued	Retain 2 years after payment of claim, then destroy
Official Bond Register	Iowa State Records Commission	Name, address, office of bonded person, date, bond amount, sureties	Permanent
Official Bonds for County Officers	Iowa State Records Commission	Bond instruments – name, obligations, sureties	Retain for current year plus 6 years, then destroy
Accounts with Treasurer	Iowa State Records Commission	Record of collections and disbursements of funds in individual accounts as reported by the County Treasurer	Retain for 5 years after approved audit, then destroy
Budgets	Iowa State Records Commission	Budget estimates and worksheets of individual county offices	Retain as long as administratively useful, then destroy
Final Budgets	Iowa State Records Commission	Final budgets of individual county offices	Permanent
Expenditure Record	Iowa State Records Commission	Expenditure record	Retain for 5 years after approved audit of last recorded year, then destroy
Receipts	Iowa State Records Commission	Receipts	Retain 1 year after approved audit, then destroy
Transfer Books – Funds	Iowa State Records Commission	Date, amount of transfer, funds involved, reason for transfer	Retain 5 years after approved audit, then destroy
Transfer Orders	Iowa State Records Commission	Stubs of orders issued to transfer funds	Retain 1 year after approved audit, then destroy
Auditor's Fee Book	Iowa State Records Commission	Payment date, type of service provided, payer, fee collected	Retain 10 years after approved audit, then destroy
Auditor's Receipt Book – Fees	Iowa Code § 331.902	Stubs or carbon copies of original receipts issued for payment of fees	Retain 3 years after approved audit, then destroy
Auditor's Record of Unclaimed Fees and Trusts	Iowa State Records Commission	Record of court fees and probate deposits for which no claim has been made	Retain 5 years after credit entered in treasurer's record, then destroy
Notice to Plat	Iowa County Records Manual	Notices to property owner stating that new plat is required for taxation and assessment	Retain 1 year after plat completed, then destroy

## Record Retention Schedule – Auditors

		purposes	
Plat Books	Iowa County Records Manual	Plat books	Permanent
Plats	Iowa County Records Manual	Plats	Permanent
Description Books	Iowa County Records Manual	Grantee, legal description of property, instrument filed, filing date	Permanent
Index of Real Estate Owners	Iowa County Records Manual	Notecards naming farm and incorporated town property owners	Permanent
Lot Books	Iowa County Records Manual	Lot books	Permanent
Survey Field Notes	Iowa County Records Manual	Field notes	Permanent
500,000 Acre Land Grants and Sixteenth Sections	Iowa County Records Manual	School land divisions, appraisements and approvals	Permanent
Irregular Survey	Iowa County Records Manual	Irregular survey	Permanent
Cemetery Transfers	Iowa County Records Manual	Cemetery transfers arranged by township	Permanent
Change of Title	Iowa County Records Manual	Name of estate, new owner, legal description of property	Permanent
Record of Sale of School Lands	Iowa County Records Manual	Record of sale of school land	Permanent
Transfer Book – Real Estate	Iowa County Records Manual	Real estate transfer book	Permanent

## Record Retention Schedule – Auditors

Semi-Annual Report of Treasurer	Iowa County Records Manual	Reports of tax/fee collections and disbursements warranted by auditor	Retain 1 year after approved audit, then appraise for permanent retention
Township Officer Resignations, Appointments and Oaths	Iowa County Records Manual	Township officer resignations and appointments	Retain as long as administratively useful, then appraise for historic value
Affidavits of Publication for Public Participation Notices	Iowa County Records Manual	Notices of budget hearings, enacted budget availability and use report availability	Retain for 3 years after issuance of audit report, then destroy
Assessment Rolls	Iowa County Records Manual	Owner, description of personal property/real estate, assessed value, credits to be applied.	Retain 5 years, then destroy
Assessor's Book	Iowa County Records Manual	Owner's name and address, description of real property (ag, city, township, residential, business, etc) description of personal property, 100% assessed valuation, subsequent adjustments	Permanent
Real Estate Cards	Iowa County Records Manual	Notecards – property owner, legal description of property, assessed tax	Retain while current, then appraise for historic value
Special Assessment Files	Iowa County Records Manual	Special assessment files	Permanent
Tax Rate Record	Iowa County Records Manual	Record of determined rates for each taxing district	Permanent
Drainage Tax List	Iowa County Records Manual	Owner, property description, maintenance agreement, assessments, payment date	Permanent
Tax List – General	Iowa County Records Manual	Taxpayers, land description, number and value of acres, number and value of city lots, value of personal property, tax description, amount due, aggregate actual/taxable value of all property in county and subdivisions	Permanent
Notice of Sale and	Iowa County	(copies) – Published tax sale	Permanent

## Record Retention Schedule – Auditors

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Certificate of Publication	Records Manual	notices and certificates – publisher, newspaper, publication date	
Tax Sale Register	Iowa County Records Manual	Type of tax, interest, cost per tract, parcel sold, purchaser, tax sale date, date deed issued, titleholder	Permanent
Bond Certificates Filed by Other Tax Entities	State of Iowa Auditor’s Office	Bond certifications/resolutions filed by school districts, cities, community college districts, etc.	Retain for life of debt service plus 3 years after taxing entity’s approved audit
City, School, etc., Final Budgets Filed and Certified in the Auditor’s Office	Iowa State Records Commission Recommendation	Government entity budgets required by Iowa Code to be filed with the County Auditor’s Office	Permanent

## Record Retention Schedule – Auditor as Clerk to BOS

<b>ITEMS:</b>	<b>CODE (or other attribution):</b>	<b>EXPLANATION:</b>	<b>DISPOSITION:</b>
Bid Record	Iowa State Records Commission	Bids for construction work, materials and equipment – specifications, blueprints, estimated costs	Retain 10 years after fulfillment of the contract, then destroy
Leases and Contracts	Iowa State Records Commission	Leasing/contracting agreements for road and bridge work, construction materials, fuel, real estate, maintenance, repairs, printing and other materials/services purchased by the county	Retain 10 years after fulfillment of the contract, then destroy
Claim Register	Iowa State Records Commission	Claim numbers, claimant's name and address, nature of claim, fund, date of filing, amount claimed/allowed, date allowed, warrant number	Retain 10 years after approved audit, then destroy
Claims	Iowa County Records Manual	Claims	Retain 2 years after approved audit, then destroy
Abstracts and Deeds	Iowa County Records Manual	Title papers and legal descriptions of county properties	Permanent
Blueprints for County Facilities	Iowa State Records Commission	Blueprints	Retain until property no longer owned by the county
Drainage District Files	Iowa County Records Manual	Petitions, plats, contracts, special assessments, copies of Board of Supervisors proceedings, blueprints, appraisal reports, notice of additional assessments	Permanent
Drainage Record	Iowa County Records Manual	Board of Supervisors proceedings pertaining to drainage matters	Permanent
Drainage Re-Levies	Iowa County Records Manual	Drainage Re-Levies	Permanent
Minute Books	Iowa County Records Manual	Board of Supervisors proceedings – resolutions, petitions, correspondence, tax	Permanent

## Record Retention Schedule – Auditor as Clerk to BOS

		levies, claim approvals, appointments, resignations and legislation	
Cigarette and Tobacco Permits	Iowa Department of Public Health	Cigarette and tobacco permit records	Retain for 5 years, then destroy
Liquor License	State of Iowa Alcoholic Beverages Division	Liquor License Permits	Retain for 3 years, then destroy
Franchises Granted	Iowa County Records Manual	Franchises for utilities, railways, pipelines and motor carriers – correspondence, agreements, descriptions	Permanent
Petition Record	Iowa County Records Manual	Petitioner, filing date, nature of petition, date acted upon, disposition, book and page numbers in Board of Supervisors minutes	Permanent
General Ledger – Warrants	Iowa County Records Manual/Iowa State Records Commission	Warrant number, fund, warrant amount, payee	Retain 10 years after approved audit, then destroy
Warrants	Iowa Code § 331.554(4)	Warrants	Retain at least 2 years after approved audit, then destroy
Tax Credits and Exemptions	State of Iowa Auditor's Office	Applications – taxpayer, tax district, description and valuation of property, year's taxes, credits/exemptions applied	Retain 1 year after approved audit following payment of taxes, then destroy
Pioneer Cemetery Commission Minutes	Following standards for retention of minutes	Pioneer Cemetery Commission minutes	Permanent

## Record Retention Schedule – Auditor as Commissioner of Elections

<b>ITEMS:</b>	<b>CODE (if known):</b>	<b>EXPLANATION:</b>	<b>DISPOSITION:</b>
Abstracts	43.61, 50.19, 50.26, 50.28	Election Abstracts	After all contests are determined, retain for six months unless the election included a federal office, then retain for 22 months.
Applications for Absentee Ballots	50.19, 53.30	Absentee ballot request forms	After all contests are determined, retain for six months unless the election included a federal office, then retain for 22 months.
Ballots	50.12, 50.19, 53.26, 53.30, 50.3, 50.4, 50.5, 50.9, 52.35(3)	Ballots voted, test deck, unvoted, spoiled, provisional, disputed, absentee	After all contests are determined, retain for six months unless the election included a federal office, then retain for 22 months.
Unvoted Ballots		Unvoted ballots	May be destroyed after the deadline to contest the election.
Declarations of Eligibility	50.19	Declarations of eligibility signed by voters	After all contests are determined, retain for six months unless the election included a federal office, then retain for 22 months.
Election Registers	50.19	Election registers	After all contests are determined, retain for six months unless the election included a federal office, then retain for 22 months.
Envelopes, Absentee (all types)	50.19, 53.30	All envelopes used in the absentee voting process	After all contests are determined, retain for six months unless the election included a federal office, then retain for 22 months.
Memory Cards (as well as audit logs/program files)	50.19, IAC721- 22.51(13)	Memory cards used in ballot tabulation machines including the audit logs and program files.	After all contests are determined, retain for six months unless the election included a federal office, then retain for 22 months.
Nomination Papers	50.19	Nomination papers from any primary or non-primary election	After all contests are determined, retain for six months unless the election included a federal office, then retain for 22 months.

## Record Retention Schedule – Auditor as Commissioner of Elections

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Poll Watcher Certification	50.19	Poll watcher certification	After all contests are determined, retain for six months unless the election included a federal office, then retain for 22 months.
Precinct Official Appointment Records	50.19	Precinct official appointment records	After all contests are determined, retain for six months unless the election included a federal office, then retain for 22 months.
Public Test Results	50.19, 52.35, IAC 721-22.41(2)(c)	Public test records	After all contests are determined, retain for six months unless the election included a federal office, then retain for 22 months.
Tally Lists	50.19	Tally lists	If recorded electronically for permanent retention, then same as above. Otherwise retain the tally list permanently.
Other Material Pertaining to the Election	50.19	Miscellaneous documents generated during an election	After all contests are determined, retain for six months unless the election included a federal office, then retain for 22 months.
Service and Repair Reports from Election Day	50.19, IAC 721-22.51	Documentation of election day repairs to polling equipment	After all contests are determined, retain for six months unless the election included a federal office, then retain for 22 months.

## Record Retention Schedule – Treasurers

<b>ITEMS:</b> <b>Tax Sale</b>	<b>CODE (if known):</b>	<b>EXPLANATION:</b>	<b>DISPOSITION:</b>
<b>CODES:</b>	<b>NFV DIV MH</b>	<b>No further Value Decide if Valuable Mobile Home</b>	<b>Shred. May keep.</b>
1099's Tax Sale	IRS	Tax Sale Interest 1099's	Retain 4 years after end of year sent.
90 Day Notice of Expirations	331.552.34	If Deeded, retain all paperwork with Deed.	Legal value, historical, reference.
90 Day Notice of Expirations	331.552.34	If redeemed, retain 10 years, with redemption certificate.	After 10 <sup>th</sup> year, shred, no value.
Tax Sale Deeds & all supporting documents	614.22.2	Retain as long as useful. At least 10 years, then DIV.	Reference, abstractor value. (10 years or more)
Tax Sale Publication	Bar Ass'n. Manual	Newspaper publication.	Retain minimum of 10 years. Abstractor research.
Redeemed Tax Sale Certificates	331.552.34	Retain 10 years after Redeemed.	Then shred, destroy, no value.
Reversal Charge Cert.		Obsolete series.	Shred, no value.
Tax Sale Certificates, Private sales.	446.37	If no action in 3 years, cancel.	10 years from cancellation.
Tax Sale Certificates	448.1	If deed fee & recording not paid, cancel certificate.	10 years from cancellation.
Tax Sale Cert. Bankruptcy	446.37	Allow additional time as needed.	10 years from closure.
Tax Sale Certificate, County held.	446.37	Permanent, until assigned, or deeded.	10 years from final disposition.
Tax Sale Register	Obsolete	Now computerized.	If paper, retain 10 years.
<b>Taxation</b>			
Abstract of Taxes	None	Retain 1 – 3 yrs. DIV, may retain longer.	Retain if useful, reference, historical
Tax List	331.559.20	Annual tax list. May be paper or computerized.	May destroy after 10 years. Value? Historical, legal.
Tax Stubs, for Posting		Retain until after audit.	No further value.
Posting Journals		Computerized, archived.	1 – 3 yrs after audit.
Tax Registers, Monthly		Retain until after audit	No further value.
Taxes Certified to another County		Retain 1 year after Final Closure/Collection	No further value.
Tax Apportionments		Monthly Reports	Retain 1yr after audit. NFV
Auditors Cert. of Adj.		Changes to tax list. DIV	Retain 1-3 yrs after audit.
Authority Reports	Computer History	Report of apportionment of funds.	Retain 1 to 3 yrs after audit. Archived.
Annual Authority Reports	Computer	Full year for city/school audits.	Archive reports. Retain 1 to 3 years as needed.

## Record Retention Schedule – Treasurers

Advance Tax Payments	Computer	Computer record history.	1 to 3 yrs after audit.
Levy Sheets, Annual Levy		Retain several copies.	Historical-legal-reference.
Drainage Tax List	468	Annual List	Permanent Record
Special Assessment Certifications	331.552.35	List & associated records certified to treasurer.	Destroy 10 years after final payment.
Special Assmt. Tax list	331.552.35	Annual list of specials due.	Retain 10 years after paid.
MH Tax Lists	331.552.36	Annual list.	SHALL destroy 10 yrs. After audit. NFV
MH Register of parks.	435.24.3	Not consistently received. Code says annual report.	Retain if useful. 1-3 yrs. NFV
Mulct Tax List	Obsolete	Tax on Brothels, illegals	Permanent. Retain.
Road Poll Tax List		Obsolete series	Historical value?
Liquor Tax List	Obsolete		No further value.
Suspended Tax List	331.559.15	List of suspended parcels, and taxes due.	Retain 10 yrs. After final disposition. NFV.
Bankruptcy Records		10 years after closure	No further value.
<b>Office Procedures</b>			
Balancing of Annual taxes		1 to 3 years after audit.	Retain as long as useful.
Balancing of Delinquent tax		1 to 3 years after audit.	Retain as long as useful.
General Ledger	Monthly	1 year after audit.	No further value.
Bank Ledger	Monthly	1 year after audit	No further value.
Annual Reports: Bank, General, Apportioning.	Annual	Retain as long as needed. (1 – 3 years)	No further value. Historical or reference value.
Bank Statements and Deposit Records		Retain as long as needed. (1 – 3 years)	Shred, no further value.
Bonds Register		Permanent	Historical value.
Bonds, Elected Official		2 yrs. Statute of limitation	Legal Value ends.
Bonds, Individual		5 yrs. After audit	No further value
Budgets, Annual Office		Office line items.	Reference, historical, DIV
Budget reports, monthly		Retain as long as useful.	Historical, reference.
Claims, copies of.		Retain as long as useful.	Reference, historical. DIV
Credits & Exemptions	Reports	Retain if useful.	1 – 3 yrs. After audit.
Depository, Record of		Retain 1-3 yrs.	Historical, reference.
Distress Warrants	Obsolete	No longer used.	Destroy. NFV.
Register of 40 acres. Sold	Obsolete	Obsolete series.	NFV.
Interest Earned Remittance.	Computer	Now by Misc. Receipt.	Retain 3 years after audit.
Investment Register	12B – 12C	List of investments.	Retain 3 years after audit.
Investment Policy, written	12B.10B	Update as needed.	Retain until replaced.
Low- Income Claims DSC		1 to 3 years after audit.	Shred. Confidential info.

## Record Retention Schedule – Treasurers

Miscellaneous Receipts	331.902.2	Also Sec. 11.6	Retain 3 years after audit.
Personnel Records		Retain as long as useful	Shred when of NFV.
Poor Farm Warrants	Obsolete	No longer used.	Destroy, NFV
Annual and Semi-Annual Reports		Retain 1 to 3 yrs after audit. Or retain longer if desired.	May have value as reference, historical. DIV.
Service Compensation Rpt		Obsolete series	Destroy, NFV.
Resolution of Depositories	12C.1	Retain current resolution.	Upon new Resolution, NFV.
Transfer Orders – Funds		Retain 1 to 3 yrs .	No further value.
Treasurer’s Fee Book	331.902.2	Now Misc. Receipts	3 yrs. After audit.
Warrant Register	Archived	Retain 3 yrs after audit.	No further value.
Warrant Rept. Monthly	Archived	1 to 3 yrs after audit.	No further value.
Paid Warrants register	Monthly	1 to 3 yrs. After audit.	No further value.
Payroll Schedule, Vac. & Sick Hours	Monthly	Retain at least a year after audit.	Reference, administrative. DIV
Letter of Appointment	Annual	Retain as long as useful.	Administrative, legal value.
<b>DOT Records</b>			
Vehicle reports		1 yr. after audit.	No further value.
Vehicle Titles	Imaging	If imaged, retain as needed.	Permanent if still active.
Vehicle Titles	321.31.2	If not imaged, retain.	May destroy 5 years after vehicle becomes inactive.
Vehicle Fee Books, Registrations.	Computer	All computerized.	No physical record kept.
Plate files	Obsolete	Now computerized.	No further value.
Firefighter Certification	Annual	If retired, on computer.	Keep until new one filed.
<b>Driver Licenses</b>			
Written Tests		90 days	Destroy, NFV.
Dept. reexam knowledge tests		90 days	Shred
Non-Comm. Drive score sheets		90 days	Mailed per DOT instructions
Line Drive exam sheets		90 days	Mailed per DOT instructions
Dept. re-exam drive sheets		90 days	Mailed per DOT instructions
Commercial drive test score sheets		90 days	Mailed per DOT instructions
Drive test schedule		90 days	Shred
Deposit Slips		1 year	Shred. After audit.

## Record Retention Schedule – Assessors

ITEMS:	CODE (if known)	EXPLANATION:	DISPOSITION:
<b>Applications for Exemptions &amp; Credits</b>			
Homestead Credit	425 & 426A	Retain until change of ownership, then destroy	Administrative & Legal values end
Military Exemption	426A & 35.1	Retain until change of ownership, then destroy	Administrative & Legal values end
Disabled & Senior Citizen's Tax & Rent Reimbursement Claims	425.16 & 425.40	Retain until payment of taxes, then destroy	Administrative & Legal values end
Personal Property		Obsolete	Destroy
Pollution Control & Impoundment	427.1	Permanent	Administrative & Legal values
Tax Credit & Exemption Cards		Retain until change of ownership, then destroy	Administrative & Legal values end
Family Farm	425A	Retain until change of ownership, then destroy	Administrative & Legal values end
Slough Bill	427.1	Retain 3 years after end of exemption, then destroy	Administrative & Legal values end
Fruit Tree Reserve	427C	Retain 3 years after end of exemption, then destroy	Administrative & Legal values end
Forest Reserve	427C	Permanent	Administrative & Legal values
Tax Abatement Application Notification		Retain 5 years after end of abatement, then destroy	Administrative & Legal values end
<b>Assessment</b>			
Abstract of Assessment & Reconciliation Reports	441.45	Retain 10 years, then destroy	Administrative & Legal values end
Assessment Roll Copies	441.26	Retain 5 years, then destroy	Administrative & Legal values end
Assessment Book Copies	441.26	Retain 5 years, then destroy	Administrative & Legal values end
Assessor Dog Report	351	Obsolete	Destroy
Change of Title		Transfer to Recorder	Administrative value ends
Duplicate Deeds & Contracts		Retain as long as administratively useful, then destroy	Administrative value ends
Field Assessor Ledgers & Journals		Obsolete	Possible Historical Value
New Land Values – Towns		Obsolete	Possible Historical Value
Nothing to Assess Cards		Obsolete	Possible Historical Value
Personal Property Cards		Obsolete	Possible Historical Value

## Record Retention Schedule – Assessors

Personal Property Workbooks		Obsolete	Possible Historical Value
Notice of Valuation	441.23 & 441.28	Retain 5 years, then destroy	Administrative & Legal values end
Property Record Cards		Permanent	Administrative, Legal & Historical value
Soil Survey Cards		Permanent	Administrative, Legal & Historical value
Supplemental Returns - farm machinery & business equipment		Obsolete	Destroy
Transfer Record Cards		Retain as long as administratively useful, then destroy	Administrative value ends
Minimum Assessment Agreement	403.6(19)	Retain 5 years after end of agreement, then destroy	Administrative & Legal values end
Grain Tax Returns	428.35 & 441.19	Retain 5 years, then destroy	Administrative & Legal values end
Section 42 Reports	IAC 701-71.5	Retain 5 years, then destroy	Administrative & Legal values end
Moneys & Credits Reports	533.24, 441.19, 422(V)	Retain 5 years, then destroy	Administrative & Legal values end
Cable TV Reports	427A.1, 441.19, 441.24	Retain 5 years, then destroy	Administrative & Legal values end
M & E Reports		Obsolete	Destroy
<b>Budget</b>			
Fund Registers	24 & 441.16	Retain 5 years after approved audit of last recorded year, then destroy	Administrative & Fiscal values end
Requisitions for Warrants		Retain 2 years after approved audit of last recorded year, then destroy	Administrative & Fiscal values end
<b>Board of Review</b>			
Board of Review Minutes	441.31 & 441.37	Permanent	Administrative, Legal & Historical value
Notice to Property Owner of Change in Valuation	441.35 - 441.39	Retain 5 years, or until payment/protest procedures are completed, then destroy	Administrative & Legal values end
Petitions to Board of Review	441	Retain until protest procedures are completed, then destroy	Administrative value ends

## Record Retention Schedule – Assessors

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<b>Conference Board</b>			
Conference Board Minutes	441.2	Permanent	Administrative, Legal & Historical value
<b>Examining Board</b>			
Examining Board Minutes	441.3	Permanent	Administrative, Legal & Historical value
<b>Maps &amp; Plats</b>			
Aerial Maps/Photographs		Permanent	Administrative & Historical value
Farm Building Sites		Permanent	Administrative & Historical value
Plat Books		Permanent	Administrative & Historical value
Soil Survey Maps		Permanent	Administrative & Historical value
<b>Sales Ratio</b>			
Sales Ratio Correspondence		Retain as long as administratively useful, then destroy	Administrative value ends
Declaration of Value Forms	428A.1	Retain 3 years after filed, then destroy	Administrative & Legal values end

## Records Retention Plan (Preliminary)

### Equipment, Construction, and Materials:

Item	Explanation	Retention Period	Retention Terms	Disposal Method	Reason	Comment
<b>Bid Book</b>	Specifications and bid results for purchase of vehicles, fuel, and construction materials.	Indefinite	Retain as long as administratively useful	Destroy	Administrative value ends (Auditor keeps permanent record of bids)	
<i>13-Jul-2010@02:57 PM by Ron Haden - Sac County Secondary Road Department - What is a "bid book"? We keep a bid tab in the folder with the vehicle or material we take bids on. Is that sufficient? Many of the materials we take quotes for are never presented to the Board so the Auditor would not have record of them and I am not sure the auditor puts more than the low bid on items formally bid.</i>						
<b>Construction Materials Record</b>	Description of item, quantity purchased, cost, record of use, supply on hand	05 years	after approved audit of last recorded year	Destroy	Administrative and fiscal values end	
<b>Equipment Files</b>	Equipment description, purchase record, mechanic's reports, operating costs, depreciation	Lifetime of equipment	Until sold, traded or scrapped	Destroy	Administrative and fiscal values end	
<i>13-Jul-2010@03:18 PM by Ron Haden - Sac County Secondary Road Department - Is this required by Code?</i>						
<b>Equipment Operation Record</b>	Equipment description, hours operated, miles traveled, fuel consumed, total operating costs	05 years	after approved audit following disposal of equipment	Destroy	Administrative and fiscal values end	
<i>22-Jun-2010@11:07 AM by Christy VanBuskirk - it may be desirable to keep them longer, more to pull out related information, such hours of blading per route, etc.</i>						
<i>29-Jun-2010@09:06 AM by dusten rolando - Floyd County Secondary Road Department - Being that most of our heavy equipment stays around for 10, 15, or even 20 years, it is probably worth keeping these records a bit longer. Dusty Rolando, Floyd County</i>						
<i>07-Jul-2010@09:19 AM by Mark Nahra - Woodbury County Secondary Road Department - Information may be useful to have longer, but I don't know that holding it should be required in the manual. The records can be retained longer than the retention period at the county engineer's discretion.</i>						
<i>13-Jul-2010@03:18 PM by Ron Haden - Sac County Secondary Road Department - Is thie required by Code?</i>						
<b>Equipment Time Sheets</b>	Equipment description, amount of gas/oil consumed, operator, total operating time	Lifetime of equipment	Until sold, traded or scrapped	Destroy	Administrative and fiscal values end	
<i>14-Jun-2010@11:01 AM by steve De Vries - ICEASB - What if equipment is transferred to another county department?</i>						
<i>29-Jun-2010@11:26 AM by mike mcclain - Jones County Secondary Road Department - In response to Steve DeVries comment, just transfer the records with the equipment. Mike McClain Jones County</i>						
<i>13-Jul-2010@03:19 PM by Ron Haden - Sac County Secondary Road Department - Is this required br Code?</i>						
<b>Exemption Certificates -- Fuel Tax</b>	Seller, purchaser, amount of fuel, qualifications for exemption	05 years	after approved audit	Destroy	Administrative and fiscal values end	
<b>Fuel Inventory Sheets</b>	Type of fuel, quantity received/used, supply on hand, pump meter readings	05 years	after approved audit	Destroy	Administrative value ends	
<i>13-Jul-2010@03:23 PM by Ron Haden - Sac County Secondary Road Department - Is this required by Code? I am not sure we have this info collected in one spot.</i>						
<b>Purchase Orders</b>	Vendor, description of item, quantity, price authorization	05 years	after approved audit	Destroy	Administrative and fiscal values end	
<i>13-Jul-2010@03:20 PM by Ron Haden - Sac County Secondary Road Department - How many use purchase orders? We do not.</i>						

### General Business – Cash:

Item	Explanation	Retention Period	Retention Terms	Disposal Method	Reason	Comment
<b>Cash Journal</b>	Date, nature of transaction, amount, payer, payee, balance	05 years	after approved audit of last recorded year	Destroy	Administrative and fiscal values end	
<i>13-Jul-2010@03:33 PM by Ron Haden - Sac County Secondary Road Department - Isn't this covered by the treasurer's office?</i>						
<b>Daily Cash Worksheets</b>	Original working papers for entries in cash journal	02 years	after approved audit	Destroy	Administrative and fiscal values end	

**General Business – Claims:**

Item	Explanation	Retention Period	Retention Terms	Disposal Method	Reason	Comment
<b>Claims</b>	Date, nature, number, amount of claim; claimant	02 years	after approved audit	Destroy	Administrative and fiscal values end	
<i>29-Jun-2010@11:29 AM by mike mcclain - Jones County Secondary Road Department - Two years seems a little short. However, the Auditor also retains this information so retention periods should be coordinated with that office. Mike McClain Jones County</i>						
<i>07-Jul-2010@09:21 AM by Mark Nahra - Woodbury County Secondary Road Department - I also think two years is too short. Even with the Auditor's records, having copies offsite may be worthwhile. I think 5 years is a better minimum, particularly for ROW acquisition claims.</i>						
<i>07-Jul-2010@01:28 PM by Steve Struble - Obrien County Secondary Road Department - I think 5 years would be a better retention period. We just finished copying claims and invoices back to 2004 for a lawsuit. We may need to produce those original invoices. There are many times we need to research back further than 2 years.</i>						
<i>13-Jul-2010@03:31 PM by Ron Haden - Sac County Secondary Road Department - We get the claims (invoices) back from the Auditor when she gets ready to destroy them and we sort out and keep any claims we feel we should keep (equipment purchases, contract payments, Etc.)</i>						
<b>Claims Register</b>		10 years	after approved audit	Destroy	Administrative and fiscal values end	

**General Business – Employees:**

Item	Explanation	Retention Period	Retention Terms	Disposal Method	Reason	Comment
<b>Compensation Board Proceedings and Recommended Salaries</b>	Copies	Indefinite	Retain as long as administratively useful, then appraise for historical value	--	Possible historical value	
<b>Employee Records</b>	Name, address, social security number, application, wage/salary, earning, withholding, insurance claims, term of employment	75 years		Destroy	Administrative, legal, and fiscal values end	
<i>13-Jul-2010@03:36 PM by Ron Haden - Sac County Secondary Road Department - Isn't the auditor keeping this info? Does the Engineer's office need to check to see if it is being kept?</i>						
<b>Employee Time Records</b>	Employee, description of work, daily hours	03 years	--	Destroy	Administrative and fiscal values end	
<i>29-Jun-2010@11:33 AM by mike mcclain - Jones County Secondary Road Department - Three years may be a little short. In the event of a dispute leading to legal action, a longer time period may be beneficial to have documented. Mike McClain Jones County</i>						
<i>07-Jul-2010@09:23 AM by Mark Nahra - Woodbury County Secondary Road Department - Check with county attorney or human resources staff. I think 3 years is the statute of limitations for wage and hour appeals. The retention period should coincide with that risk period.</i>						
<i>13-Jul-2010@03:41 PM by Ron Haden - Sac County Secondary Road Department - Is this the signed timesheet? or can it be a computer summary? how detailed is "description of work"?</i>						
<b>Insurance Policies</b>	Employee, insurance company, type and amount of policy carried, amount of premiums, dates due	05 years	after approved audit following expiration	Destroy	Administrative, legal, and fiscal values end	
<b>Payroll Records</b>	Employee, daily work hours, earnings, withholdings, sick leave and vacation earned/taken, term of employment	Permanent	--	--	Administrative and historical values	
<i>13-Jul-2010@03:44 PM by Ron Haden - Sac County Secondary Road Department - Do the software systems we use keep all of this info? again do we have to verify if the Auditor is keeping this info?</i>						
<b>Payroll Reports -- Annual</b>	Annual summary of employee earnings, withholdings, and insurance claims	05 years	after approved audit	Destroy	Administrative and fiscal values end	
<i>13-Jul-2010@03:45 PM by Ron Haden - Sac County Secondary Road Department - Do the software systems we use keep all of this info? again do we have to verify if the Auditor is keeping this info?</i>						
<b>Payroll Reports -- Quarterly</b>	Quarterly summaries of employee earnings, withholdings, and insurance claims	01 year	after approved audit	Destroy	Administrative and fiscal values end	

**General Business – Equipment & Supplies:**

Item	Explanation	Retention Period	Retention Terms	Disposal Method	Reason	Comment
<b>Contracts</b>	Contracts for equipment, supplies, and general maintenance services	10 years	after satisfaction	Destroy	Administrative and legal values end	
<i>13-Jul-2010@03:49 PM by Ron Haden - Sac County Secondary Road Department - Does this mean we have to keep the maintenance contract for a copy machine for 10 years after we get rid of it?</i>						
<b>Purchase Orders and Requisitions</b>	Purchaser, vendor, description of order, cost per unit	01 year	after approved audit	Destroy	Administrative and fiscal values end	
<i>13-Jul-2010@03:50 PM by Ron Haden - Sac County Secondary Road Department - We don't use purchase orders or requisitions. Are we required to?</i>						

**General Business – Receipts & Expenditures:**

Item	Explanation	Retention Period	Retention Terms	Disposal Method	Reason	Comment
<b>Expenditure Record</b>	Description of disbursement, amount, payee, balance	05 years	after approved audit - of last recorded years	Destroy	Administrative and fiscal values end	
<i>29-Jun-2010@11:36 AM by mike mcclain - Jones County Secondary Road Department - General comment on Expenditure and Receipts records. This same information is also kept by the Auditor. The retention periods should be coordinated between the two offices. Mike McClain Jones County</i>						
<i>13-Jul-2010@04:12 PM by Ron Haden - Sac County Secondary Road Department - General comment to go with Mike's -Aren't these (3) records keep by Auditor and/or Treasurer? Do we have to verify that they are keeping them?</i>						
<b>Receipts</b>	Date, receipt number, amount, from whom received	01 year	after approved audit	Destroy	Administrative and fiscal values end	
<b>Receipts Register</b>		05 years	after approved audit - of last recorded years	Destroy	Administrative and fiscal values end	

**General Business – Reports:**

Item	Explanation	Retention Period	Retention Terms	Disposal Method	Reason	Comment
<b>Annual Reports</b>	Itemized annual receipts, expenditures, balances	05 years	after approved audit	Destroy	Administrative and fiscal values end	
<i>29-Jun-2010@11:38 AM by mike mcclain - Jones County Secondary Road Department - Older Annual Reports can be instructive to review. If the Audit Reports are kept indefinitely, shouldn't the Annual Reports also be kept indefinitely to have something to compare the Audit Report to? Mike McClain Jones County</i>						
<i>13-Jul-2010@04:15 PM by Ron Haden - Sac County Secondary Road Department - I assume the Annual Report referred to here is not the DOT annual report but something the Auditor does.</i>						
<b>Audit Reports</b>	Audit results and recommendations	Permanent	--	--	Administrative and historical values	
<b>Monthly and Semi-Annual Reports</b>		01 year	after approved audit	Destroy	Administrative and fiscal values end	

Land Records:

Item	Explanation	Retention Period	Retention Terms	Disposal Method	Reason	Comment
<b>Condemnation Records</b>	Property acquired for highway purposes through legal action.	Permanent	Retain as long as road is in public right-of-way	None	Administrative, legal and historical values	
<i>24-Jun-2010@10:03 AM by Steve McCombs - Marion County Secondary Road Department - This is an additional item that I suggested.</i>						
<b>Public Work Within ROW Permits</b>	Permits issued to the public who wish to perform some type of work that involves encroaching on to public right-of-way	Indefinite	Retain as reference for future public works personell.	None	Administrative, legal and historical values.	
<i>24-Jun-2010@10:18 AM by Steve McCombs - Marion County Secondary Road Department - This is an additional item that I suggested.</i>						
<i>22-Jul-2010@10:41 AM by vicki hillock - Story County Secondary Road Department - Do these permits need to stay in paper form or can they be a scanned image stored in a place of easy access such as a database?</i>						
<b>Easements</b>	Property acquired for highway rights of way -- legal description, tenant, deed, purchase price	Permanent	--	--	Administrative, legal, and historical values.	
<b>Landfill Permits</b>	Applicant, legal description of property, work proposal	Permanent	--	--	Administrative, legal, and historical values.	
<i>13-Jul-2010@04:33 PM by Ron Haden - Sac County Secondary Road Department - Is this obsolete? Doesn't DNR keep all landfill permits? I don't think the County can issue these.</i>						
<b>Moving Permits</b>	Permits for transportation of oversized loads on county roads -- carrier's name, vehicle and load descriptions, route, valid dates	05 years	after permit lapses	Destroy	Administrative and legal values end	
<i>24-Jun-2010@09:51 AM by Steve McCombs - Marion County Secondary Road Department - 5 yrs. seems like a long time to retain single trip moving permits that are at best in Marion county issued for a period of 1 week. What is the value of having that information beyond the moving period unless something has happened of a liability nature?</i>						
<i>22-Jul-2010@10:42 AM by vicki hillock - Story County Secondary Road Department - Do these need to stay in paper form also, or can they be a scanned image to be "green" and save storage space?</i>						
<b>Private Sewage Permits</b>	Applicant, property owner, location, tank description, site analysis.	Permanent	Record may be kept by county health department/sanitarian	--	Administrative, legal, and historical values.	
<b>Requests for Entrance Culverts</b>	Property owner's application for construction of access to county road -- location of driveway, dimensions of culvert, inspection date, action completed	05 years	after action completed	Destroy	Administrative and legal values end	
<i>22-Jun-2010@11:07 AM by Christy VanBuskirk - it may be desirable to keep them permanently.</i>						
<i>24-Jun-2010@09:47 AM by Steve McCombs - Marion County Secondary Road Department - I agree with Christy that a more permanent retention may be desirable depending on who is responsible for future maintenance. Steve McCombs, Marion County</i>						
<i>29-Jun-2010@11:41 AM by mike mcclain - Jones County Secondary Road Department - Permanent retention of entrance permits is valuable information, similar to utility permits. Consideration should be given to permanent retention. Mike McClain Jones County</i>						
<b>Road Petitions</b>	Public petitions for county road construction or alteration.	05 years	after action completed	Destroy	Administrative and legal values end	
<b>Rock Petitions</b>	Public Petitions for gravel surfacing of county roads.	05 years	after action completed	Destroy	Administrative and legal values end	
<b>Utility Permits</b>	Applicant, work proposal, utility location, maintenance agreement	Permanent	--	--	Administrative, legal, and historical values.	
<i>22-Jul-2010@10:43 AM by vicki hillock - Story County Secondary Road Department - Same issue at moving permits, use of right of way permits, entrance/driveway permits, etc. Can these be converted to scanned images to save paper and storage space?</i>						
<b>Well Permits</b>	Applicant, well location, specifications, site and water analyses, drilling company.	Permanent	Record may be kept by county health department	--	Administrative, legal, and historical values.	

## Maps & Plats:

Item	Explanation	Retention Period	Retention Terms	Disposal Method	Reason	Comment
<b>Maps and Aerial Photographs</b>	Topographical maps for road, drainage, and bridge work	Permanent	--	--	Administrative, legal, and historical values.	
<i>08-Jun-2010@07:27 AM by zach gunsolley - Ringgold County Secondary Road Department - I question whether the retention of old aerials, such as 1940 photographs, are necessary when ISU geographic map server has historical photos online.</i>						
<i>24-Jun-2010@09:56 AM by Steve McCombs - Marion County Secondary Road Department - Call me old school but I am in favor of a permanent retention of these records as in the past I have seen a difference in aerials of the same year.</i>						
<i>29-Jun-2010@11:44 AM by mike mcclain - Jones County Secondary Road Department - Retention of all the old aerial photos you can acquire is very handy information. Often the print quality on the older areials is superior to newer photos. Also, for land surveying questons especially, the older aerial photos are invaluable. I would recommend keeping them permanently. Mike McClain Jones County</i>						
<b>Plat Books</b>	Property owners, boundary lines, county road systems	Permanent	--	--	Administrative, legal, and historical values.	
<i>13-Jul-2010@04:40 PM by Ron Haden - Sac County Secondary Road Department - Is this referring to the Auditors Plat book? Our office does not have Plat books.</i>						
<b>Tracings and Cross Sections</b>	Original road plans and profile sheets for construction projects	Permanent	--	--	Administrative, legal, and historical values.	
<i>13-Jul-2010@04:43 PM by Ron Haden - Sac County Secondary Road Department - What is meant by tracings? I undwerstand keeping plans and profiles but do we need to keep cross sections? Most of our old ones were tossed and the new ones are in digital form which we may not be able to retrieve in the future.</i>						
<b>Utility Maps</b>	Locations of utility lines	Permanent	--	--	Administrative, legal, and historical values.	

## Miscellaneous:

Item	Explanation	Retention Period	Retention Terms	Disposal Method	Reason	Comment
<b>Officially Declared Disaster Records</b>	Disaster locations and remediation processes.	Indefinite	Reference material for future public works personell	--	Historical Value	
<i>24-Jun-2010@10:28 AM by Steve McCombs - Marion County Secondary Road Department - This is an additional item that I suggested.</i>						
<b>Accident Reports</b>	Accident location, statistical information, determined cause	Indefinite	Retain as long as administratively useful	Destroy	Administrative value ends	
<b>Drainage District Records</b>	See schedule 1, county auditor as clerk, board of supervisors, "IV Drainage Districts	Indefinite	Retain as long as administratively useful	Destroy	Administrative value ends	
<b>Tile Crossing Agreements</b>	Agreements for the connections of private drainage ditches with those constructed along county roads	Permanent	--	--	Administrative and historical values	
<b>Zoning Records</b>	See schedule 18 county zoning commission	Permanent	--	--	Administrative and historical values	

**Projects:**

Item	Explanation	Retention Period	Retention Terms	Disposal Method	Reason	Comment
<b>Construction Budgets and Programs</b>	Construction plans and estimated costs	Permanent	--	--	Administrative, legal, and historical values.	
<b>Engineer's Reports</b>	Project work summaries, equipment purchases and repairs, material inventories, payroll expenses	Permanent	--	--	Administrative and historical values	
<b>Field Books</b>	Project description, location, property owner, sketches, notes, progress reports	Permanent	--	--	Administrative and historical values	
<b>Project Files</b>	Project Descriptions: bids, specifications, estimates; contracts; field notes; correspondence; requisitions; purchase tickets; reports; summaries of costs	Permanent	--	--	Administrative and historical values	
<b>Project Index</b>	Project description and location, contractors, contract length, completion date	Permanent	--	--	Administrative and historical values	
<b>Project Ledgers</b>	Record of labor, equipment, and material expenses -- claim description, amount, payer, payee	05 years	after approved audit following completion of project -- record may be kept with individual project file	Destroy	Administrative and fiscal values end	
<i>13-Jul-2010@04:49 PM by Ron Haden - Sac County Secondary Road Department - Is this title obsolete? I think we pull all this info from the financial software program.</i>						
<b>Project Tickets</b>	Tickets for construction materials	05 years	after approved audit following completion of project -- record may be kept with individual project file	Destroy	Administrative and fiscal values end	
<b>Locate Tickets</b>	Utility locates for project	05 years	after completion of project	Destroy	Administrative and legal values end	

**Survey Records:**

Item	Explanation	Retention Period	Retention Terms	Disposal Method	Reason	Comment
<b>Cornerstone Surveys</b>	Cornerstone locations, property owners, dimensions	Permanent	--	--	Administrative, legal, and historical values.	
<b>Culvert Inventory</b>	Culvert descriptions and locations	Permanent	--	--	Administrative, legal, and historical values.	
<b>Flood Survey</b>	Field notes from bridge and road surveys conducted after floods	Permanent	--	--	Administrative, legal, and historical values.	
<b>Gravel Pit Inventory</b>	Surfacing material locations	Permanent	--	--	Administrative, legal, and historical values.	
<b>Iowa Geodetic Monument Survey</b>	Traverse monuments, tri-angular surveys, cornerstones, benchmarks	Permanent	--	--	Administrative, legal, and historical values.	
<b>Iowa Structure Inventory and Appraisal</b>	Bridge locations, photographs, sketches, appraisal sheets	Permanent	--	--	Administrative, legal, and historical values.	
<b>Sign Inventory</b>	Location of sign, description of deficiency, action to be taken	05 years	after action completed	Destroy	Administrative and legal values end	
<i>29-Jun-2010@11:48 AM by mike mcclain - Jones County Secondary Road Department - Sign Inventory records should be retained for more than 5 years. I think that is near the filing deadline for statute of limitation with respect to liability lawsuits. Having the sign records available for a particular location and a time period leading up to an incident would be critical to an adequate defense. Mike McClain Jones County</i>						
<b>Surveyor's Record</b>	Survey date, surveyor's name and certification, field notes, maps, sketches	Permanent	--	--	Administrative, legal, and historical values.	

## Record Retention Schedule – County Attorneys

ITEMS:	CODE (if known):	EXPLANATION:	DISPOSITION:
All original "records, reports or other papers" of county officers needed as exhibits for court.	622.30(2)	Admissibility of copies of documents may be subject to attack if they are "records, reports or other papers" of a county officer and the original is destroyed prior to ten years. Consider retention of all original records possibly needed as court exhibits for at least 10 years	Retain original for 10 years, retain copies as otherwise required.
<b>Criminal Case Files</b>			
<b>Calculation of retention period for criminal files:</b>		Suggested length of retention is from the <b>later</b> of the following: date of conviction; procedendo after appeal; or final disposition of postconviction relief.	Retain 4 years after end of year sent.
Class "A" felonies		Statute of limitation, length of sentence, post conviction relief	Permanent
Murder 2nd Degree Special Class "B"		Length of sentence (50 years), post conviction relief	Permanent
Class "B": felonies		Length of sentence (25 years), post conviction relief. <i>*Consider permanent retention to establish habitual offender status*</i>	20 years after case closed
Class "C" felonies		Length of sentence (10 years), probation (6 years), post conviction relief. <i>*Consider permanent retention to establish habitual offender status*</i>	6 years after case closed
Class "D" felonies		Length of sentence (5 years), probation (6 years), post conviction relief <i>*Consider permanent retention to establish habitual offender status*</i>	6 years after case closed

## Record Retention Schedule – County Attorneys

Aggravated Misdemeanors		Length of sentence (2 years), probation (3 years), statute of limitations	3 years after case closed
Serious misdemeanors		Statute of limitations (3 years) & probation (3 years)	3 years after case closed
Simple misdemeanors		Statute of limitations (1 year) & probation (3 years)	3 years after case closed
Offenses under Iowa Code Chapter 709 (Sexual Abuse), Incest, Pandering, Sexual exploitation of a minor, Enticing a minor	802.2, 802.2A, 901A.2902.14 903.1, 903B.2	Extended statute of limitations, length of sentence, use for sexually violent predator committal, and use for subsequent offense enhancement.	Permanent
Controlled substances violations Ch. 124.	124.401, 124.401E(3), 124.411	Use for subsequent offense enhancement	Permanent
OWI	321J.2(4)(a) & 321.12(4)	Use for subsequent offense enhancement	12 years after case closed
Forgery, Perjury, Fraudulent Practices, Burglary 2nd & 3rd, Extortion	Iowa Rule of Evidence 5.609	Use as impeachable offense	10 years after case closed
Burglary/Attempted Burglary of vehicle/vessel	713.6A & 713.6B	Use for subsequent offense enhancement	Permanent
Domestic Abuse Assault	708.2A(5)(a)	Use for subsequent offense enhancement	12 years after case closed
Stalking	708.11	Use for subsequent offense enhancement	Permanent
Alcohol offenses under Iowa Code Chapter 123.	123.47, 123.91	Use for subsequent offense enhancement	4 years after case closed
Theft	714.2, 714.3A, Iowa Rule of Evidence 5.609	Use for subsequent offense enhancement & use as impeachable offense	Permanent
<b>Juvenile Case Files</b>			
Delinquency files	232.150	Retain for purposes of underlying crime. If ordered to seal, must send records to court pursuant to Iowa Code 232.150	Retain per schedule for specific crime above or return to court under order to seal.

## Record Retention Schedule – County Attorneys

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Child in need of assistance files		Potential use for future actions.	5 years
Termination of Parental rights		Potential for future need/historical value.	Permanent
<b>Mental Health / Substance Abuse Files</b>		Civil liability	5 years after discharge
<b>Postconviction Relief Files</b>			Keep until sentence served.
<b>Civil Advice</b>			Retain as long as useful.

## Record Retention Schedule – Community Services

ITEMS:	DISPOSITION:		
<b>Mental Health</b>			
Case Files	7 years based on Medicaid, HIPAA. **Medicaid records vary by state. If there is reason to believe it is otherwise, it can be re-evaluated.		
- CPC Applications			
- Diagnostic Evals			
- Medical Records			
- NOD's/Authorizations			
- Court orders			
**Files currently or previously under litigation.	Records per the Iowa Counties Record Manual state these should be kept for historical value – do we feel this is necessary?		
<b>SA</b>	7 years		
<b>GA Files</b>	7 years		
<b>Veterans Affairs</b>			
Auditor's Office			
Military Records	Civil War Bounties/Local Draft Board Record/Militia Register/ Volunteer Soldiers Bounty Accounts: Obsolete		
Veterans Affairs Quarterly Reports	Retain 7 years then destroy		
Recorder's Office			
Military Discharge Index	Retain in a record book permanently		
Military Discharge Record	Retain in a record book permanently		
Assessor 's Office			
Military Tax Exemption	Retain until change of ownership, then destroy		
Commission of Veterans Affairs			
County Benefits files	Retain 7 years then destroy		
Record of Benefits	Retain 7 years then destroy		
Quarterly Report of Veterans Affairs County Benefits	File with the Auditor by the 13 <sup>th</sup> day following each quarter. Retain for 7 years then destroy.		
Armed Forces Grave Registration Data Base	Record veterans name, war time of service and or peace time cemetery and location. Forward one copy via fax to IDVA. Permanent retention.		

## Record Retention Schedule – Community Services

Armed Forces Grave Registration books	File in cemetery books alphabetically. Permanent retention.		
<b>TCM Closed Case Files</b>	According to CCMS, a closed case file must be kept for 5 years, however to show consistency we recommend 7 years. * Iowa Counties Record Manual, CMS, HIPAA all state files must be kept for 2 years following the death of an individual.		
<b>County Care Facilities</b>			
Mental Health and Institutional Patient Notices	Retain only for historical value— records of this nature are now kept by Counties Central Points of Coordination		
Feeble minded children	Historical value only—no longer kept		
- Insane Patients register	Historical value only—no longer kept		
- Mental Health Record	Follow recommendations by Community Services/ County Case management		
- County Insane	Historical value only—no longer kept		
Commitments/Discharges/Deaths	Follow recommendations by Community Services—CCF's do not keep these records any longer except as part of the client's service plan		
Record of County Charges	Historical value only—no longer kept		
Transcripts—Mental Cases	Historical value only—no longer kept		
Tubercular Patients Record	Historical value only—no longer kept		
District Court—Mental Health and Hospital, Commission of Insanity—all records (p 98-105)	Historical value only—no longer kept		
County Care Facility (p.200)	No separate records kept of the type listed. Financial records, treatment records, etc. all are covered by either Community Services/CPC rules, county auditors, and accrediting bodies such as DHS.		

**\*Notes\***

Electronic records – should be kept at a minimum for as long as indicated in the appropriate section above.

County Care Facilities – It is encouraged to keep the really old records for genealogical purposes as calls may be received from the public for that kind of information related to the “Poor Farm”.

