

CITY OF MINNEAPOLIS
PUBLIC WORKS SCHEDULE - STATE APPROVED 5/31/2013

SERIES CODE	SERIES / DESCRIPTION	LEGAL	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
		CODE	LEGAL	USER	TOTAL				
PBW-01	<p>Public Works</p> <p>PUBLIC WORKS - RETENTION SCHEDULE INTRODUCTION</p> <p>Section Overview</p> <p>The Public Works Retention Schedule is organized into two major sections. The first section called Common Records, consists of general and common records that are managed by most Public Works divisions. The second section called Core/Unique Business Functions, consists of records that are unique to a specific function or division.</p> <p>Common Records Section Description - Records include similar records that may be found in most divisions and/or business lines of Public Works. Because most of the records can be found in multiple units, the Common Section has been established to centralize the records in one area and to provide ease of reference.</p> <p>The Sections of the Common Records Retention Schedule for Public Works include:</p> <ul style="list-style-type: none"> * PBW-05 Administrative - General * PBW-10 Asset Management - Equipment, Inventory, Operations and Maintenance * PBW-12 Environmental, Regulatory/Compliance and Hazardous Materials * PBW-15 Financial and Utility Billing/Account Maintenance * PBW-20 Labor, Work Orders and Assignments * PBW-25 Laboratory and Materials Testing * PBW-30 Land Buildings and Infrastructure Information * PBW-35 Licenses and Permits * PBW-38 Personnel/Health, Safety and Training * PBW-45 Capital Program and Project Design Construction * PBW-48 Special Assessments <p>Core/Unique Business Records Section Description - Records that are specific or unique to individual units are identified in the second half of the schedule (called Core/Unique Business Functions) and are identified by division name/function.</p> <p>The Sections of the Core/Unique Business Functions include:</p> <ul style="list-style-type: none"> * PBW-55 Public Works Administration and Management * PBW-60 Property Services * PBW-65 Utility - Solid Waste and Recycling * PBW-70 Utility - Surface Water and Sewers * PBW-75 Utility - Water - Distribution, Treatment and Operations * PBW-78 Transportation - Impound 								

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	* PBW-80 Transportation - Maintenance and Repair * PBW-85 Transportation - Planning and Engineering * PBW-90 Transportation - Traffic and Parking Services Where Other Public Works Records Can Be Found In some cases, even though each division may create unique records, the functions of the records may be similar and therefore the records have been listed in the Common Records Section of the Public Works Schedule. A primary example of this can be seen with Project Records. Refer to the Capital Program and Project Design/Construction Section (PBS-45) for examples.								
PBW-05	Public Works Administrative - General Section Overview Records that document functions included in the Common Administrative Section of the schedule are administrative in nature. The records document the provision of administrative services associated with Public Works divisions. The administrative function provides services that include: corresponding and communicating with staff, other city departments and the public, scheduling meetings, documenting policy and procedures, reporting, and drafting studies and reports, creating and managing programs that provide services and promote City Goals and creating, providing and publicizing Public Works Department information. See also: Public Works Administration and Management Section of the schedule for related records.								
PBW-05-005	Public Works Administrative - General Affidavits of Publication Proof of publication provided by newspapers regarding publication of public hearing notices, bid solicitations, bond redemption notices, payment of bills, etc. Affidavits of publication are also sometimes known as "legals" or "proofs." See Also: ADM-20-03 in the Administrative Section of the City of Minneapolis General Retention Schedule.	BUS130	6	6	6	ACT	DEPARTMENT/ DIVISION	PUBLIC	The department or division responsible for publishing the notice is also responsible for maintaining the affidavits of publication.

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PBW-05-007	<p>Public Works Administrative - General Annual Reports Annual or comparable narrative and statistical reports that describe and summarize the program or primary functions, activities, and accomplishments of the department and its major divisions and programs.</p> <p>See Also: ADM-20-04 in the Administrative Section of the City of Minneapolis General Retention Schedule.</p> <p>Records may include: narratives, statistics, graphs, diagrams, production data, usage data, cost information, inventory data</p>	BUS120	PERM	PERM	PERM	ACT	DEPT./CITY ARCHIVES	PUBLIC	
PBW-05-009	<p>Public Works Administrative - General Business Process Improvement The records document the business process improvement studies across PW divisions. Documents include records of the meeting and discussion process as well as the final product/formal recommendations produced by participants.</p> <p>See Also: ADM-10-06 in the Administrative Section of the City of Minneapolis General Retention Schedule.</p> <p>Records may include: facilitation notes, hard copy analysis, Presentations, focus group notes</p>	BUS131	ACT+3	ACT	ACT+3	ACT	DEPT.	PUBLIC	Active ceases when process is superseded
PBW-05-011	<p>Public Works Administrative - General Committee Records - City Advisory Committees Documentation of the activities of official advisory committees to the Mayor and City Council that are staffed by Public Works. Examples of Advisory Committees may include: Water Advisory Board, Rail Policy Group, Bicycle Advisory Group, Pedestrian Advisory Committee, etc.</p> <p>See Also: ADM-20-28 in the Administrative Section of the City of Minneapolis General Retention Schedule.</p> <p>Records may include: exhibits, membership roster and contact information, meeting agendas, notes and handouts</p>	BUS130	6	ACT	6	6	RELEVANT ADVISORY BOARD	PUBLIC	

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PBW-05-013	<p>Public Works Administrative - General Committee Records - Council Committee Materials Records document the information and associated materials required for processing council actions through various City Council Committees. Records also include records related to the development of resolutions and ordinances to be submitted for review and approval by Council Committees.</p> <p>See Also: ADM-20-34 in the Administrative Section of the City of Minneapolis General Retention Schedule.</p> <p>Records may include: Request for Council Actions - Drafts (electronic), Request for Council Actions - Final Copies (paper and electronic), Supporting Materials - Maps, Supporting Materials - Correspondence, Committee Agenda - Draft, Committee Agenda - Final, Supporting Materials - Bid Sheets, Supporting Materials - Project Layouts/Diagrams, Supporting Materials - Studies, Supporting Materials - Contracts/Agreements, Supporting Materials - Ordinances</p>	BUS120	PERM	ACT+6	PERM	ACT	CITY CLERK	PUBLIC	Records submitted to Council Clerks is maintained permanently. Supporting material can be destroyed after no longer active - plus six years.
PBW-05-019	<p>Public Works Administrative - General Committee Records Requests for Council Committee Action Prints of Request for Action letters to City Council Committee. The records are maintained for ease of locating, referencing for details, form and/or content of the letter.</p> <p>See Also: ADM-20-34 in the Administrative Section of the City of Minneapolis General Retention Schedule.</p>	BUS120	PERM	ACT	PERM	ACT	CITY CLERK	PUBLIC	
PBW-05-021	<p>Public Works Administrative - General Complaints, Issues, Requests and Tracking Records This series documents various types of communications related to complaints, disputes and issues. The records may convey information about conditions relating to streets, bridges and other transportation structures, including requests for traffic lights, signs, requests for changes in traffic flow, conditions of sidewalks, potholes, dispute charges for services and equipment, etc.</p> <p>This category may also include the records that document</p>	BUS140	ACT+3	ACT	ACT+3	ACT	DEPARTMENT/ DIVISION	PUBLIC/ PRIVATE	The department/division responsible for taking action on the complaint, issue or request is responsible for maintaining the record and the result of actions if known.

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	<p>objections, dissatisfaction or disagreement with actions or positions taken or not taken by Public Works and/or specific Public Works units; routine requests for service or information; may include petitions with no legal effect that are submitted to Public Works to express the opinions of the signers. Record of the complaint, issue or service request may be recorded on paper or in a database.</p> <p>See also: PBW-05-72 for Violations/Tags Billed.</p> <p>See also: PBW- 20 for Labor, Work Orders and Assignments section of the Public Works Schedule for additional information related to work orders that may be generated from a complaint or issue.</p> <p>See also ADM-30-18 for Complaints in the Administrative Section of the City of Minneapolis General Retention Schedule.</p> <p>See also LGL-50-02 for Civil Claims Litigated in the Legal Section of the City of Minneapolis General Retention Schedule.</p> <p>Records may include: voucher permit and authorizations, Record of 311 complaint, communication or call log, inspection report, record of abatement of condition, memos, petitions, surveys, complainant name, contact information, follow-up actions, date of complaint or question, location information</p>								
PBW-05-023	<p>Public Works Administrative - General Correspondence and E-mails</p> <p>The purpose of this series is to document the non-transitory correspondence and e-mails created during the course of Public Works business. If correspondence (including e-mails) relates to a particular topic, program, project, study, etc. the records should be managed in the context in which they were created or received. The retention of correspondence and e-mails is based on the retention of the associated records that they are managed with, rather than media type. If correspondence relates to construction projects or contain information about department functions, policies and programs, the correspondence and e-mails should be</p>	BUS140	ACT+3	ACT	ACT+3	ACT	DEPT	PUBLIC/ PRIVATE	Active ceases when action is complete. Note exceptions in series description.

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	<p>maintained for the same retention period as the function of the records that they are managed with.</p> <p>See also ADM-30-16 (E-Mail), ADM-30-12 (Transitory Correspondence) and ADM-30-08 in the Administrative Section of the City of Minneapolis General Retention Schedule for similar records.</p> <p>Records may include: incoming and outgoing letters, memos and notes, acknowledgements, enclosures and attachments, telephone notes, notifications to staff</p>								
PBW-05-032	<p>Public Works Administrative - General Event Records</p> <p>Records pertaining to promotion and organization of special events or celebrations in which Public Works has a role, such as Holidazzle, Aquatennial, etc. The records document the involvement, costs and planning activities of the Department.</p> <p>See also ADM-30-08 in the Administrative Section of the City of Minneapolis General Retention Schedule.</p>	BUS131	ACT+3	ACT	ACT+3	ACT	DEPT	PUBLIC	Active ceases when project/planning is complete or when reference ceases.
PBW-05-033	<p>Public Works Administrative - General General Subject Files</p> <p>Records related to general department operations used for reference.</p> <p>See also ADM-30-08 in the Administrative Section of the City of Minneapolis General Retention Schedule.</p> <p>Records may include: Liaison list for reference, Vehicle list, kudos, Department PW grab & go info, Capital list for reference, Department meeting minutes, Phone/voicemail procedure information, Copy Center information, Webmail information, Etc.</p>	BUS140	ACT+3	ACT	ACT+3	ACT	DEPT	PUBLIC/ PRIVATE	Active cease when action is complete

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PBW-05-035	<p>Public Works Administrative - General General Subject Files - Director of Public Works Materials documenting the activities and responsibilities of the Director of Public Works, including budget preparation and oversight, general administration of the department, and communication and collaboration with other city departments, other government entities, and the general public. Prior to destruction, review for potential archival material.</p> <p>See also ADM-30-08 in the Administrative Section of the City of Minneapolis General Retention Schedule.</p>	BUS140	ACT+3	ACT	ACT+3	ACT	DEPT	PUBLIC/ PRIVATE	Active ceases when action is complete
PBW-05-036	<p>Public Works Administrative - General Graphics and Communications Records Records created and maintained to document graphic design projects. See also: Website Content Records in this section of the Public Works Schedule.</p> <p>See also ADM-30-08 in the Administrative Section of the City of Minneapolis General Retention Schedule.</p> <p>Records may include: Forms, Employment Handbook, Training materials, Event Materials, Posters, Certificates, Recruitment Brochures, Awards, Invitations, PowerPoint presentations</p>	BUS140	ACT+3	ACT	ACT+3	ACT	DEPT	PUBLIC	Active ceases when no longer used or is superseded. Prior to destruction, notify City Records Manager for review and selection of potentially historical records.
PBW-05-038	<p>Public Works Administrative - General Management Review and Reports Ad-hoc review, analysis, recommendations and reports prepared for Public Works management to provide information to make decisions about internal operations.</p> <p>See also ADM-30-08 and ADM-10-06 in the Administrative Section of the City of Minneapolis General Retention Schedule. See also Management, Workload and Activity Reporting (LEU-10-16) in the Legal Section of the City of Minneapolis General Retention Schedule.</p>	BUS140	ACT+3	ACT	ACT+3	ACT	DEPT	PUBLIC	Active ceases when project/planning is complete

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PBW-05-039	Public Works Administrative - General Minutes and Records - Staff and General Office Meetings Minutes, agenda and meeting files from department staff meetings, internal committees, task force committees, and other internal agency meetings which meet to coordinate activities, work out problems, serve as soundings boards, or as vehicle for communication. See also ADM-30-08 in the Administrative Section of the City of Minneapolis General Retention Schedule. Records may include: Operations Supervisors Meetings	BUS140	3	3	3	ACT	DEPT.	PUBLIC	
PBW-05-040	Public Works Administrative - General Minutes and Records - Labor Management Records Minutes and supplementary materials related to labor management groups and committees where Public Works is responsible for maintaining the official meeting minutes. Records may include: Staff - hand written notes & typed notes, LMG: bylaws, roster of member, hand written notes, minutes & agenda.	CON000 EMP400 BUS120	PERM	IND	PERM		PW ADMIN PW DIV DIR	PUBLIC/ PRIVATE MS13.43	Review records periodically to weed and destroy duplicative or transitory records.
PBW-05-041	Public Works Administrative - General Neighborhood Files Correspondence and reports related to specific City neighborhoods. See also ADM-35-04 in the Administrative Section of the City of Minneapolis General Retention Schedule.	BUS140	ACT+3	ACT+3	ACT+3	ACT	DEPT.	PUBLIC	Active ceases after information is superseded
PBW-05-042	Public Works Administrative - General Photographs - General Various photographs of department activities not identified elsewhere in the schedule. Records may include: Buildings, Equipment, Job Sites, Employees Working, Employee Photos, Event Photos, City	NONE	--	ACT+3	ACT+3	ACT	DEPT	PUBLIC/ PRIVATE MS13.43	Active ceases when no longer used or is superseded. Notify State Archives for selection and disposition.

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	Photos								
PBW-05-043	Public Works Administrative - General Photographs - Asset and Infrastructure Management Photographs that document an asset or City infrastructure. Photos may be incorporated into asset management software to document the equipment, components, service dates, maintenance information, etc. Photographs may also be maintained with the associated project file.	ASM000	LA+6	LA+6	LA+6	ACT	UNIT/ DIVISION	PUBLIC	Maintain for life of the asset plus 6 years.
PBW-05-044	Public Works Administrative - General Photographs - Construction Progress and Damage Reporting Photos taken by crews and foremen and used to document construction progress or document issues identified during inspections, operations and maintenance. Records may be maintained as a separate category of records or may be included as part of a project file.	DEV400	ACT+6	ACT+6	ACT+6	ACT	UNIT/ DIVISION	PUBLIC	Active ceases after contract is finalized and close-outs are completed.
PBW-05-045	Public Works Administrative - General Photographs - Construction/Maintenance Operations Records that document maintenance operations and/or damage. Records may include: Damage, Construction, Striping	LIT000	ACT6	ACT+6	ACT+6	ACT	UNIT DIVISION	PUBLIC	Active ceases at year end. If claims occur, active ceases after final settlement.
PBW-05-046	Public Works Administrative - General Photographs - Work Performed, Inventory, Documentation Records used to support and document work performed. Records may include: Before and after work completed photos, Abatements, clean-ups, illegal dumps, etc.	BUS140 ACC000	ACT+6	ACT+6	ACT+6	ACT	SWR UNIT DIVISION	PUBLIC	Active ceases after case closure

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PBW-05-050	<p>Public Works Administrative - General Policy and Procedure Directives, Regulations and Rules</p> <p>Officially adopted policies, procedures, and rules that affect all of Public Works. The policy and procedures are activated through Department Head signature. Many of the policies and procedures have been published to the City and department intranet website.</p> <p>See Also: ADM-30-22 in the Administrative Section of the City of Minneapolis General Retention Schedule.</p>	BUS150	ACT+10	ACT+10	ACT+10	ACT	PW ADMIN	PUBLIC	Active ceases when no longer used or is eliminated or replaced
PBW-05-060	<p>Public Works Administrative - General Procedures and Instructions</p> <p>The records in this series document internal procedures and instructions. The records provide guidance of routine internal procedure or protocol required for day to day operations.</p>	BUS131	ACT+3	ACT+3	ACT+3	ACT	UNIT	PUBLIC	Active ceases when no longer used or is eliminated or replaced. If procedure or instructions are for Hazardous Materials - Use Safety Training Sections of the schedule.
PBW-05-062	<p>Public Works Administrative - General Publications - Website Content Records</p> <p>Records that are posted to the City's internet and intranet website. The content falls into the following three main categories: Database-Driven Content, Secondary Copies of Other Public Records and Advice / Information</p> <p>Website content which resides in Public Works databases is usually pulled from a database to provide dynamic content captured into databases via department or City website (e.g. webforms). Manage the record within the database as departments primary copy; Use appropriate record series based on the function and content of the record</p> <p>Some web content is a secondary copy of records that are managed as official records in the department, such as: Annual reports, strategic plans, polices, Brochures, flyers, Forms (other than web forms). The official record should be managed by the department based on the appropriate record series (based on the function and content of the record). When the web content is the secondary copy (not official record), it may be deleted when it is</p>	BUS140	ACT+3	ACT	ACT+3	ACT	PW ADMIN/ DIVISIONS	PUBLIC	Unless otherwise noted in series description, content can be deleted 3 years after no longer used or is eliminated or replaced.

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	no longer used or needed on the web.								
	Actual advice includes information about the department , its programs and services, that is not duplicated elsewhere in the department's records Apply the same retention to these content records that you would apply if you provided the same advice / information by letter or email; Records documenting the publishing of website content (approvals to upload / update / remove content); Records that document when advice started and stopped (the context to the content).								
PBW-05-063	Public Works Administrative - General Publications - Historical Published records produced by the department that contain significant information or substantial evidence of plans and directions for departmental activities. Records may include: newsletters, pamphlets, brochures, leaflets, reports, studies, proposals, similar records	BUS120 COM200	PERM	PERM	PERM	PERM	PW ADMIN PW DIVISIONS	PUBLIC/ NOT PUBLIC	Transfer to City Archives for permanent storage.
PBW-05-064	Public Works Administrative - General Schedule and Time Management Records related to the management and maintenance of the schedules and calendar for the Director and Deputy Director's.	BUS140	3	3	3	ACT	PW ADMIN	PUBLIC/ PRIVATE MS 13.43	
PBW-05-067	Public Works Administrative - General Studies and Reports - General Studies and reports relating to Public Works planning and operations, performed by in-house staff or outside consultants. Information may include studies and reports used for planning, forecasting, background studies, surveys, gap analysis, statistical reports, etc. See also: Studies Plans and Reports - Major/Historical/Master (PBW-05-061).	DEV000	ACT+10	ACT+10	ACT+10	ACT	UNIT DIVISION DEPT.	PUBLIC/ NOT PUBLIC	Active ceases when project/planning is complete

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PBW-05-071	<p>Public Works Administrative - General Studies, Plans and Reports - Major/Historical/Master Documents prepared by Public Works staff or by external entities on behalf of the department. Examples include master plans, major feasibility studies, major planning and land use studies, basin plans, capital project final reports, transportation system plans, master street plans and similar documents that have long-term reference or historical value. The series also includes major historical studies, plans and reports retained by the department that are prepared by or on behalf of other entities.</p> <p>See Also: PBW-05-67 Studies and Reports - General.</p> <p>Records may include: Ten Year Transportation Plan, Bicycle Master Plan, Pederstrian Master Plan, Streetcar Plan, Downtown Action Plan, Citywide Action Plan</p>	DEV100	PERM	PERM	PERM	ACT	UNIT DIVISION DEPT.	PUBLIC	Contact City Records Management to assist with identifying long term storage planning options.
PBW-05-072	<p>Public Works Administrative - General Violations/Tags Billed Records that document city ordinance violations associated with operating the utility divisions of the City of Minneapolis. Records include documentation of costs to resolve, remove, clean haul, or other activity and the resultant billing to the customer.</p> <p>Records may include: Dirty Collection Point Program Records (DCP), Snow Carts</p>	ACC000	6	6	6		UNIT DIVISION		

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PBW-10	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Section Overview Important functions documented in the Asset Management - Equipment, Inventory, Operations and Maintenance section of the schedule include records that document the management of physical assets including the inspection, maintenance and repair of city-owned equipment not listed elsewhere in this schedule. Asset Management records are generated in most Public Works Divisions - each of which may use different methods to manage the information about assets differently.</p> <p>See Also: Laboratory and Materials Testing for Water Lab and Soil Testing (PBW-25). <i>Records related to the maintenance of streets, and sidewalks can be found in the Transportation Maintenance and Repair Section (PBW-80) of the Public Work Retention Schedule. Information related to labor, work orders and assignments can be found in the Labor, Work Orders and Assignments Section (PBW-20) of the Public Works Retention Schedule.</i></p>								
PBW-10-002	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Asset Management - General This record category should be used to schedule asset management records not identified elsewhere in the schedule. Generally speaking, Public Works asset management refers to the activities of deciding how to develop, operate, and maintain assets to achieve the greatest possible public benefit. Asset management records are essential for planning, and estimating maintenance activities, tracking assets and are integral to construction projects. Records are required during project planning and design as well as immediately following construction or major maintenance to update information and to identify asset additions. Creation and effective management of assets promotes informed maintenance, repair, renewal, and replacement decisions and future capital expenditure requirements.</p> <p>Assets are recorded in databases and/or are tracked manually. Assets may include, meters, traffic control devices, fleet, etc.</p> <p>Records may include: Date in service, location, number of asset,</p>	ASM000	LA+6	LA+6	LA+6	ACT	UNIT DIVISION	PUBLIC	Active ceases when asset is removed from service

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			LEGAL	USER	TOTAL				
	manufacturer, material used, last date of service, date removed from service, information about rentals (radio)								
PBW-10-003	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Asset Management - Fleet Equipment History Records Accumulation of operating usage and cost history on a unit level to allow better decision making related to the Cities fleet of equipment.</p> <p>Records may include: Unit Number, date of purchase, original cost, current status, repair types, repair dates, fuel usage (gallons), fuel cost, mile or hour readings, labor hours, labor cost, parts utilization, parts cost, contractual repairs, contractual repair costs</p>	ASM000	LA+6	LA+6	LA+6	ACT	UNIT DIVISION	PUBLIC	Active ceases when asset is removed from service
PBW-10-005	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Asset Management - Hydrant Documentation of hydrant location, type, specifications, maintenance history, etc.</p> <p>Records may include: location, make, main size, valve size, flow capacity</p>	ASM000 ASM001	LA+6	LA+6	LA+6	ACT	UNIT DIVISION	PUBLIC/ NOT PUBLIC	Maintain location, identification and maintenance history information while asset is in service (Life of Asset). Detailed maintenance, repair and complaint information can be destroyed after 6 years. For remaining information, maintain while asset is in service (Life of Asset) plus an additional 6 years.
PBW-10-006	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Asset Management - Parking Meter Records Aasset management systems which tracks each parking meter space, usage and maintenance history. Can be used to tabulate the revenue at each space or series of meters and to verify parking ticket complaints. The information can also be used to track parking behavior and to set rates. Information may include records produced from the following systems: Duncan Integrator (Duncan meters will be replaced by the end of 2012); Cale (CWO - Cale Web Office - web based information); IPS (Parking Management system web based information); and POM (quarterly audits and information tracked using meter manager software).</p>	ASM000 ASM001	LA+6	LA+6	LA+6	ACT	TRAFFIC	PUBLIC	Revenue, rate and repair information can be destroyed after 6 years For information that documents the status of the asset (location, type, installation date, etc.) maintain while asset is in service (Life of Asset) plus an additional 6 years.

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	Records may include: meter location, date, type of repair, meter revenue information								
PBW-10-007	<p>Public Works</p> <p>Asset Mgmt. - Equip, Inventory, Operations and Maintenance</p> <p>Asset Management - Street Signs (CarteGraph)</p> <p>The purpose of this series is to document the inventory of signs. The database is used to identify sign maintenance needs, to generate reports for use by work crews in replacement and maintenance work on signs, and to respond to questions and requests regarding traffic violations, signage needs, special events, and the like. The information in the database identifies the sign assets by a number of descriptors (fields).</p> <p>Records may include: sign message, street of sign, street back and ahead of sign, sign number, sign distance, ID of sign mounting, type of post for mounting, size of sign, reflective coating used, sign color, date of installation, change date information</p>	ASM000 ASM001	LA+6	LA+6	LA+6	ACT	TRAFFIC	PUBLIC	<p>Active ceases when asset is removed from service.</p> <p>Maintenance and repair information can be destroyed after 6 years</p>
PBW-10-008	<p>Public Works</p> <p>Asset Mgmt. - Equip, Inventory, Operations and Maintenance</p> <p>Asset Management - Traffic and Parking Services (General)</p> <p>Access databases that are specific to traffic data storage. Most of the asset databases are directly tied into other record functions, such as, GIS, Maps & Drawings, Crashes and Counts. Some database may be kept for historical value but most are real time data only. "Master Asset Databases," records are cleaned and formed into SDE formats and used in other applications. Some of the databases are tied to GIS.</p> <p>Records may include: Final Drawing Directory, Energy Billing, File Lookup, Parking Meters, Pavement Markings, Projects, Traffic Signal Operations, Xcel Energy Street Lighting, MASTER which include:, Parking Meters, Crashes, Service Points, Street Lighting and Traffic Signals</p>	ASM000 ASM001 ASM002	LA+6	LA+6	LA+6	ACT	TRAFFIC	PUBLIC	<p>For location, timing and specifications, active ceases when asset is removed from service.</p> <p>Maintenance, repair and complaint information can be destroyed after 6 years</p>

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PBW-10-009	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Asset Management - Traffic Signals Documentation of the location, type, installation, and removal of traffic signals, and the timing set-up of each signalized intersection. Used to determine compliance with safety guidelines and as a record of changes on a historical basis. Records may contain reports and other records of malfunctioning or missing traffic signals.</p> <p>Records may include: type of equipment or sign, location, date of installation or removal, specifications, copies of maps and surveys, sketches and drawings, traffic surveys, wiring diagrams, code and circuit numbers, notes, name of complainant, time of complaint, location, name of person reporting, date and time of report, nature of problem, repair made, by whom</p>	ASM000 ASM001	LA+6	LA+6	LA+6	ACT	TRAFFIC	PUBLIC	For location, timing and specifications, maintain while asset is in service (Life of Asset). Maintenance, repair and complaint information can be destroyed after 6 years. For remaining information, maintain while asset is in service (Life of Asset) plus an additional 6 years.
PBW-10-010	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Asset Management - Water Meter Records (Commercial & Residential) Records documenting the locations, installation, maintenance, testing, repair history, and disconnection or replacement of individual water and other meters and related equipment.</p> <p>Records may include: address, work order number, date installed, test dates, repairs made, dates of repairs, final reading, reason for turnoff if meter was pulled or reinstalled, serial number, meter size, owner, personnel completing the work</p>	ASM000 ASM001	LA+6	LA+6	LA+6	ACT	WATER	PUBLIC/ NOT PUBLIC	Maintain location, identification and maintenance history information while asset is in service (Life of Asset). Detailed maintenance, repair and complaint information can be destroyed after 6 years. For remaining information, maintain while asset is in service (Life of Asset) plus an additional 6 years.
PBW-10-012	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Equipment and Parts Specifications Specifications and drawings that are required to meet City standards. The specifications may be supplied to contractors or vendors for bid or for use during projects.</p> <p>See Also Standard Specifications and Detail Plates (PBW-30-077).</p> <p>Records may include: Specifications and Drawings, MNDOT Manhole Cover Castings</p>	ASM003 ASM000 PWK150	ACT+6	ACT+6	PERM	ACT	UNIT DIVISION		Equipment and parts specifications can be destroyed when all assets that utilize the equipment and/or parts are removed from service.

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PBW-10-013	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Equipment Check-Out Records</p> <p>A check in/check out record of city Public Works equipment to show where it is located, if it is down for repairs or maintenance, or if it is available for use.</p> <p>Records may include: Equipment number, Status, Location, Type</p>	BUS140	3	3	3	ACT	UNIT DIVISION		
PBW-10-014	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Equipment Management Information System - M5</p> <p>The system provides automated management of the utilization and maintenance of city vehicles and equipment, generation of work orders and payroll transactions for employees, and billing for services and related finance functions. The system includes data that is interfaced from the fuel management system and from timesheets that are entered.</p> <p>Records may include: details on vehicles and equipment, details on Equipment Services Division employees, general identifying information on city employees, detailed maintenance history on each vehicle and equipment, detailed data on utilization of the fleet, detailed data on employee assignments</p>	EQP001 ASM000 ASM001	LA+6	LA+6	LA+6	ACT	FLEET	Financial records, work orders and fuel management records can be destroyed after 6 years. For remaining information, maintain while asset is in service (Life of Asset) plus an additional 6 years.	
PBW-10-015	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Equipment Management Information System (2) - Fleet 2000 & M-5</p> <p>Database used to document vehicle information including history, assignment, use, damage, specifications, etc.</p> <p>Records may include: Vehicle specifications, Vehicle Service Records, Mechanic/Serviceworkers Records, Vehicle History, Fuel Usage, Vehicle assignment, Vehicle Use, Parts Information, Vehicle damage</p>	EQP001 ASM000 ASM001	LA+6	LA+6	LA+6	ACT	SHOP FLEET	Financial records, work orders and fuel management records can be destroyed after 6 years. For remaining information, maintain while asset is in service (Life of Asset) plus an additional 6 years.	

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PBW-10-016	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Equipment Maintenance and Repair Records - General Documentation of the routine maintenance and repair of agency-owned equipment, such as mowers, trailers, blowers, generators, water pumps, office machines, and furniture.</p> <p>Records may include: purchase orders, warranties, operating manuals, service contracts, service logs, item description/make/model, identification or license numbers, maintenance schedules, maintenance and repair reports, repair history, work orders, parts and supplies used</p>	ASM000 ASM001	LA+6	LA+6	LA+6	ACT	FLEET	<p>Active ceases when asset is removed from service (includes purchase information warranties, operating manuals, ID/description, schedules, repair history).</p> <p>Financial records, work orders and fuel management records can be destroyed after 6 years.</p>	
PBW-10-018	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Equipment Maintenance and Repair Records - History Record These records document the servicing, maintenance, inspection, and repair of city-owned vehicles and related equipment, providing a maintenance history.</p> <p>Records may include: purchase orders, warranties, operating manuals, service contracts, service logs, date of service or repair, description of work performed, parts and supplies used, mileage at time of each service, incident reports, inspection checklists, vehicle identification</p>	ASM000 ASM000	LA+6	LA+6	LA+6	ACT	FLEET	<p>Active ceases when asset is removed from service (includes purchase information, warranties, operating manuals, ID/description, schedules, repair history).</p> <p>Financial records, work orders and fuel management records can be destroyed after 6 years.</p>	
PBW-10-020	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Equipment Maintenance and Repair - Hydrants Documentation of the maintenance, testing and repair of fire and water hydrants in the city's water system.</p> <p>Records may include: charts, logs, reports, maintenance and repair narratives, maintenance and repair dates, authorizations</p>	ASM000 ASM001	LA+6	LA+6	LA+6	ACT	WATER	<p>Maintain location, identification and maintenance history information while asset is in service (Life of Asset). Detailed maintenance, repair and complaint information can be destroyed after 6 years. For remaining information, maintain while asset is in service (Life of Asset) plus an additional 6 years.</p>	

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PBW-10-022	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Equipment Maintenance and Repair - Traffic Control Devices Records documenting complaints, installation, inspection, testing, maintenance, repair, or replacement of traffic signals, signal boxes, and other traffic control devices, and painting or repainting of pavement and curb markings.</p> <p>Records may include: reports, summaries, location, narrative of work completed, identification of equipment repaired or replaced, supplies used, personnel completing the work, date of work, work and repair orders, logs of complaints, related data</p>	ASM000 ASM001	LA+6	LA+6	LA+6	ACT	TRAFFIC	<p>For location, installation and timing and specifications, active ceases when asset (or part) is removed from service.</p> <p>Financial records, work orders and complaint information can be destroyed after 6 years</p>	
PBW-10-023	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Equipment Maintenance Schedule The records document the maintenance and scheduling of maintenance for city-owned vehicles.</p> <p>Records may include: vehicle identification, last service date, last service mileage, service performed, odometer reading, next scheduled service</p>	EQP001 ASM000 ASM001	LA+6	LA+6	LA+6	ACT	FLEET	<p>Active ceases when asset is removed from service.</p> <p>General schedules can be destroyed after 6 years</p>	
PBW-10-024	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Equipment Operating Manuals Documents (hardcopy or electronic) that explain how equipment and instruments should operate and be maintained. Information may include preventative maintenance, trouble-shooting, calibration, etc. Manuals usually contain parts lists, manufacturer drawings, safety instructions, installation instructions and calibration information.</p> <p>Records may include: Parts lists, Manufacturer's drawings, Safety instructions, Start-up procedures, Trouble shooting, Hardware installation, Instrument calibration information, Device manufacturers</p>	UTL050 ASM003	LA+6	LA+6	LA+6	ACT	PROJECT ENGINEER WATER OPERATIONS	<p>Equipment and parts specifications can be destroyed when all assets that utilize the equipment and/or parts are removed from service.</p>	

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PBW-10-025	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Equipment Ownership Information Records documenting the purchase of and legal title and disposal of city-owned vehicles.</p> <p>Records may include: legal title, warranties, registration certificate, date purchased, bill of sale, vehicle make and model, VIN number, vehicle description, license number, purchase price, expected life, vehicle fleet number, Disposal method, disposal recovery, build sheets</p>	ASM000	LA+6	LA+6	LA+6	ACT	FLEET	Maintain identification and maintenance history information while asset is in service (Life of Asset). Detailed maintenance, repair and complaint information can be destroyed after 6 years. For remaining information, maintain while asset is in service (Life of Asset) plus an additional 6 years.	
PBW-10-028	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Equipment Rental Authorization - Contract The Contract Equipment Rental Authorization is a record of Equipment used that is not City owned Equipment. The equipment is rented two ways: 1) Equipment Only and 2)Equipment with Operator or Driver. The Authorization is a record of Equipment used on a particular project and allows us to pay the vendor and it also allows us to get reimbursed from other City Departments, Private Parties, or from the State, County or Federal Government depending on the project.</p>	ASM001 ACC001	6	6	6	ACT	EQUIPMENT		
PBW-10-030	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Equipment Test and Calibration Records - General Test or calibration records for testing and monitoring equipment used by the department. Useful to verify equipment reliability and calibration for reference by regulatory agencies.</p> <p>Records may include: date tested, type of equipment, tests performed, test parameters, repairs needed, re-tests, comments, Sieves Calibrations, Slump Cones, Scale Calibrations, Nuclear Density Machine, Gyrotory Compaction Molds & Machine, Proctor Molds & Hammer, Sand Cone Density Sand, Thermometers, Compressive Strength Breaker, Beam Breaker, Radiation Badges, balance calibrations, incubator temperature controls, (does not include SCADA monitoring equipment test records)</p>	ASM000 EQP000	LA+6	LA+6	LA+6	ACT	PAVING LAB WATER LAB FLEET	Maintain location, identification and maintenance history information while asset is in service (Life of Asset). Detailed maintenance, repair and complaint information can be destroyed after 6 years. For remaining information, maintain while asset is in service (Life of Asset) plus an additional 6 years.	

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PBW-10-032	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Equipment Test and Inspection Records - Shop/Fleet Equipment Test and Inspection Records include a large number of inspections for Solid Waste and Recycling (Fleet). Truck Lift Inspection, Overhead Crane Inspection, etc. Building Self Inspection, Refrigerant Recovery Cylinder testing, Truck fire extinguisher testing, Daily Vehicle Inspection Reports Yearly Vehicle D.O.T Inspections, Fork Lift inspections, JLG (manlift) yearly inspections, Boom Truck inspection, Fall protection harness used with JLG (manlift) AED inspection</p> <p>Records may include: date tested, type of equipment, tests performed, test parameters, repairs needed, re-tests, comments, paperwork for tests</p>	ASM000 EQP000	LA+6	LA+6	LA+6	ACT	EQUIPMENT SHOP FLEET		Maintain location, identification and maintenance history information while asset is in service (Life of Asset). Detailed maintenance, repair and complaint information can be destroyed after 6 years. For remaining information, maintain while asset is in service (Life of Asset) plus an additional 6 years.
PBW-10-033	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Equipment Warranties Recors of manufacturer's warranties and guarantees relating to operation or replacement of vehicles, equipment or components.</p>	ASM003	LA+6	LA+6	LA+6	ACT	DIVISIONS	PUBLIC NOT PUBLIC	Maintain location, identification and maintenance history information while asset is in service (Life of Asset). Detailed maintenance, repair and complaint information can be destroyed after 6 years. For remaining information, maintain while asset is in service (Life of Asset) plus an additional 6 years.
PBW-10-034	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Equipment Utilization and Assignment The purpose of the record is to identify current and historical users of specific units within the Cities fleet of Equipment.</p> <p>Records may include: Unit #, In-service date, user division, out of service date</p>	ASM001	LA+6	LA+6	LA+6	ACT	EQUIPMENT SHOP FLEET		Detail records of assignment can be destroyed after 6 years.
PBW-10-040	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Fuel - Automated Fueling A module of the M5 system, used to control fuel inventories,</p>	ASM001 ACC000	6	6	6	ACT	FLEET		

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	monitor fuel utilization, and distribute costs to units or other users. Data is collected at the department's fuel pumps. Records may include: employee ID [and/or name], date and time, location, quantity of fuel used, type of fuel, departmental unit								
PBW-10-042	Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Fuel - Card Assignments Documentation of unit and employee fuel cards	BUS140	ACT+3	ACT+3	ACT+3	ACT	FLEET		Active ceases when no longer used or is superseded
PBW-10-044	Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Fuel - Usage Reports Periodic (daily, weekly, or monthly) records, logs, or reports of the consumption of diesel fuel, gasoline, oil, and antifreeze by city-owned vehicles and equipment. Records may include: vehicle identification, department to which vehicle is assigned, type and grade of fuel disbursed, total gallons consumer, oil disbursed, antifreeze disbursed, logs, reports	ACC000 BUS140 EQP001	ACT+3	ACT+3	ACT+3	ACT	FLEET		Active ceases at year end. If reports are used for financial accounting, maintain 6 years
PBW-10-050	Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Inventory - General/Stores The purpose of records in this category provides documentation of the reconciliation of the inventory issued to account for the supplies in stock versus supplies identified in Compass. The reconciliation helps to ensure that supplies are available when needed. Inventory records may contain requisitions that are used to buy off contracts for bid items and receivers that are created after a Purchase Order is dispatched and product is received. Records may include: Requisitions, Receivers, Express Issues, Adjustments, Putaways, End of the year physical count	ACC000	6	6	6	ACT	STORES		

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PBW-10-060	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Inventory - Shop/Fleet (Parts) Database that is used to identify parts, parts history, inventory and vendor information. Finance maintains records of contracts and invoices but not the detail required for efficient operation of the unit.</p> <p>Records may include: Parts descriptions and part numbers, Invoice copies, Valuation inventory, Vendor information, contacts and copies of contracts, Parts history and equipment</p>	ACC000 EQP001	ACT+3	ACT+3	ACT+3	ACT	STORES SHOP FLEET	<p>Active ceases after parts or vendor information is no longer used or obsolete.</p> <p>Records used to verify expenditures can be destroyed after 6 years</p>	
PBW-10-061	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Inventory - Equipment and Parts Inventory is located onsite in the stockroom. Parts and materials are listed on a balance sheet in COMPASS. Requisitions are completed on-line by Stores Supervisor and purchase orders are generated by COMPASS. Records may include: requisitions, purchase orders, Online balance sheet in COMPASS</p>	ACC000	6	6	6	ACT	STORES		
PBW-10-064	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Maintenance Plans (Safety and Job Plans) Safety Plans: Safety plans are written to identify a safety requirement prior to working on equipment or installing a part.</p> <p>Job Plans: Step-by-step tasks on how to complete the work order or the PM. The job plan includes a list of materials used for the repair.</p> <p>Records may include: Safety plans, Job plans, electronic links</p>	XXXXX	ACT+6	ACT+6	ACT+6	ACT	MAINT. OPER.	<p>Destroy safety plans 6 years after superseded..</p> <p>Maintain job plans ACT+3 - Active ceases after job is complete.</p>	

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PBW-10-065	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Photographs - Operations and Assets Photographs of traffic operations or assets.</p> <p>Records may include: Materials, Structural Deficiencies, Tort Claims, Day to Day Operations, Visual References, People</p>	BUS131	ACT+3	ACT+3	ACT+3	ACT	TRAFFIC	<p>For day to day operational photographs retain while used plus an additional 3 years.</p> <p>For photographs linked to specific assets for asset management purposes, maintain for life of asset plus 6 years</p>	
PBW-10-066	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Valve Database An Access database that records information on what valves are operational, maintenance work done, and values utilized to shut down water mains. Records may include: model number, shut-offs that are occurring, maintenance work done, number of turns needed to close a valve</p>	PWK150	PERM	PERM	PERM	ACT	WATER DISTRIBUTION	PUBLIC/ NOT PUBLIC	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.
PBW-10-068	<p>Public Works Asset Mgmt. - Equip, Inventory, Operations and Maintenance Valve Records Records documenting locations, specifications, maintenance and repair history, etc. of valves in city water systems.</p> <p>Records may include: location, description of valve, specifications, drawings, work reports, dates of work done, inspection reports, inspection dates, run of pipe, pipe make and size, year installed, turns to open and normal position, tests run, personnel completing work, lists, charts</p>	PWK150	PERM	PERM	PERM	ACT	WATER DISTRIBUTION	PUBLIC/ NOT PUBLIC	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.

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PBW-12	<p>Public Works Environmental, Regulatory/Compliance and Hazardous Materials Section Overview The functions documented in The Environmental, Regulatory/Compliance and Hazardous Materials section of the Public Works Retention Schedule includes the records associated with permitting and the annual reporting processes required to implement the requirements associated with the National Pollutant Discharge Elimination System (NPDES) created by the EPA under the Clean Water Act.</p> <p>Other functions documented in this section include records created to manage the safe work environment; the inventory, testing and training used to address employee risk factors; and activities related to Hazardous Waste/Right to Know and emergency operations plans.</p> <p>See also: Laboratory and Materials Testing section of the schedule for specific tests that may be conducted for regulatory and compliance purposes.</p> <p>See also: Surface Water and Sewers section of the schedule for detailed documentation and support records associated with NPDES permit and annual reporting process.</p> <p>See also: Personnel/Health, Safety and Training section of the schedule for training associated with safety and hazardous waste.</p>								
PBW-12-002	<p>Public Works Environmental, Regulatory/Compliance and Hazardous Materials Environmental and Pollution Control Studies Studies and reports regarding levels and means of control of water, air, and other types of pollution caused by city facilities and operations. These are typically done by an outside Consultant with Lab support.</p> <p>Records may include: Phase I, Correspondence, Phase II, Letters of Determination of No Association, Remedial Action Plans, Site Safety Plans, Construction Contingency Plans, Analytical Data</p>	ENV303	PERM	PERM	PERM	ACT	ENGINEERING MATERIAL LAB ENGINEER'S PROJECT FILE	Phase 1 Reviews and associated records should be reviewed for potential disposition after 25 years. Phase I and II are included in both the Lab project working file and also the Project Engineers project file. Underground Storage Tank information is maintained by Fleet Services and in Lab Project working file.	
PBW-12-004	<p>Public Works Environmental, Regulatory/Compliance and Hazardous Materials Environmental Review Records Records created and maintained for historical reference and</p>	ENV303	PERM	PERM	PERM	ACT	ENGINEERING MATERIALS LAB	Review for potential disposition after 25 years	

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	<p>used for permit and application reviews, monitoring, inspections, investigations, surveys, screenings, testing and similar activities by the City or developers of land uses and activities that could potentially impact air quality, water supply and the environment, such as industrial contamination and pollution, mosquito control, land reclamation, well drilling, sludge application by other jurisdictions, landfill locations, etc.</p> <p>See also Plan Review Plan Sets - Private in the Land, Buildings and Infrastructure Information Section (PBW-30) of the Public Works Retention Schedule.</p> <p>See also ProjectWise - Existing (Design Background) and Project Files - Environmental Reviews for additional information when Environmental Reviews are maintained as an integral part of project files.</p>								
PBW-12-006	<p>Public Works Environmental, Regulatory/Compliance and Hazardous Materials Hazardous Waste Disposal Records</p> <p>Records regarding the hauling and disposal of hazardous and/or toxic materials (Flourescent Light bulbs, PCB capacitors, oil, antifreeze, batteries, Misc fluids, paint, freon, other waste) transported to municipal landfills, burned in incinerators, or otherwise disposed of. Also included are disposal records of Non Hazwaste products such as dry cell batteries, tires, etc. Summary reports and other records of substances and quantities collected and disposed of.</p> <p>Records may include: disposal authorizations/certifications, name of resident, address, date of delivery, materials delivered, vehicle registration number, quantity delivered, location of collection point, signatures as required, certificate of disposal or destruction, Hazwaste Disposal records/manifests, Non Hazwaste Disposal Records/Manifest</p>	ENV110	10	10	10	ACT		OPERATIONS	
PBW-12-008	<p>Public Works Environmental, Regulatory/Compliance and Hazardous Materials Hazardous Waste Disposal Records - Laboratory Chemicals</p> <p>Records regarding the hauling and disposal of hazardous</p>	ENV110	10	10	10	ACT		OPERATIONS PLANTS	

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	and/or toxic materials (from laboratory chemical remnants needed to be discarded or no longer used). Records of facility pick up and disposing of hazardous waste and method of disposition. Records may include: disposal authorizations/certifications, name of chemical, address, date of delivery, materials delivered, vehicle registration number, quantity delivered, location of collection point, signatures as required								
PBW-12-010	Public Works Environmental, Regulatory/Compliance and Hazardous Materials Hazardous Waste Disposal Records - Manifests Records regarding the hauling and disposal of hazardous and/or toxic materials (metals, oil, antifreeze, brake/power steering fluid, asbestos, paint, freon, other waste) transported to municipal landfills, burned in incinerators, or otherwise disposed of. Records may include: disposal authorizations/certifications, name of resident, address, date of delivery, materials delivered, vehicle registration number, quantity delivered, location of collection point, signatures as required, certificate of disposal or destruction	ENV110	10	10	10	ACT	OPERATIONS PLANT		
PBW-12-014	Public Works Environmental, Regulatory/Compliance and Hazardous Materials Hazardous Waste Storage Inspections Inspection reports for hazardous waste and non hazardous waste storage, processing, and disposal facilities as required by the Department of Environmental Protection. It is intended to identify malfunctions, deterioration, operator error, or discharges that may cause or lead to the discharge of hazardous waste or Non Hazwaste products into the environment and/or threaten human health. Required by 40 CFR 265.73(b)(5) and 40 CFR 265.15(d). Operation records and documentation for hazardous waste storage, processing, and disposal facilities. Required by 40 CFR 265.73(b). Potential historical value (selective). Records may include: date and time of inspection, name of inspector, observations noted, remedial actions descriptions, Drain oil tank inspection, Soap tanks, Battery containment, New oil and antifreeze tanks, Battery bins, Freon tanks, Florescent	ENV200	PERM	PERM	PERM	ACT	PLANT OPERATIONS	Maintain until plant closure and completion of environmental reviews	

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	bulb containments, PCB & non-pcb capacitor /ballast barrels, Mercury barrels								
PBW-12-016	Public Works Environmental, Regulatory/Compliance and Hazardous Materials Hazardous Waste Storage Operations Operation records and documentation for hazardous waste storage, processing, and disposal facilities. Required by 40 CFR 265.73(b). Potential historical value (selective). Records may include: description of each hazardous waste received and its quantity, methods and dates of its treatment, disposal, and storage at the facility, location of each hazardous waste within the facility, map or diagram of each disposal cell or area, records and results of waste analysis, reports of incidents that require implementation of the facility's contingency plan, monitoring, testing, or analytical data and corrective action taken, other records as required by federal legislation	ENV200	PERM	PERM	PERM	ACT	PLANT OPERATIONS		
PBW-12-018	Public Works Environmental, Regulatory/Compliance and Hazardous Materials Hazardous Waste Summary Reports Summary reports and other records of substances and quantities collected and disposed of.	ENV200	PERM	PERM	PERM	ACT	PLANT OPERATIONS		
PBW-12-020	Public Works Environmental, Regulatory/Compliance and Hazardous Materials Hazardous Waste Management Proof of proper disposal of hazardous waste created by the Hiawatha maintenance facility. The hazardous waste manifest and hazardous waste management plan show what type of waste, where and how it was disposed of. Records may include: Hazardous Waste Management Plan Summary, Uniform hazardous waste manifest.	ENV100 ENV110	ACT+30	ACT+30	ACT+30		PLANT OPERATIONS	Maintain management plans while they are current plus 30 years. Maintain manifests 10 years. See PBW-12-010 for Manifests.	
PBW-12-024	Public Works Environmental, Regulatory/Compliance and Hazardous Materials Right To Know - Hazardous Materials Records documenting training and information supplied to department employees regarding toxic or hazardous substances used, transported, or stored by the Public Works	ENV100 ENV120 EMP800	75 YEARS	75 YEARS	75 YEARS	ACT	SAFETY	Eliminate all duplicate records prior to records transfer.	

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	Department.								
	Records may include: chemical identification lists, material safety data sheets (MSDs), Safety training program information, Evacuation Plans, Nuclear Dosimeter Exposure Badge Readings, Accident and Incident procedures for the Nuclear Density Gage, Safety Board, video training, sign off sheets, personal protective equipment, shelter in place outline								
PBW-12-026	Public Works Environmental, Regulatory/Compliance and Hazardous Materials Right To Know - Hazardous Substance Inventory Records	ENV100 EMP800	ACT+30	ACT+30	ACT+30	ACT		SAFETY	Active ceases when updated or replaced
	Series documents the locations, quantities, and individuals responsible for specific hazardous chemicals housed by Public Works Divisions and Unit. The records may also be used by Fire Inspections.								
	The records include hazardous chemical compositions, lot numbers, and emergency disposition instruction and related data.								
PBW-12-028	Public Works Environmental, Regulatory/Compliance and Hazardous Materials Underground Storage Tank Records	ENV200	PERM	PERM	PERM	ACT		PLANT OPERATIONS	Retain records, including maintenance and inspection records permanently.
	Documentation of the registration, state certification, inspection, testing, and monitoring of city-owned underground storage tanks containing regulated substances. Also includes repair and modification documentation, and additional records used to demonstrate that tanks comply with state and federal regulations. 40 CFR 282.73.								
	Records may include: correspondence, inspection reports, test results, permits, repair orders, diagrams								
PBW-12-053	Public Works Environmental, Regulatory/Compliance and Hazardous Materials NPDES Annual Reporting	DEV100	PERM	PERM	PERM	ACT		SURFACE WATER & SEWERS REGULATORY	
	Surface Water and Sewers Division summary of activities and programs pertaining to the maintenance of stormwater and combined and separate sewers for the previous fiscal year in an annual report. This task is conducted in accordance with								

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	<p>the City's CSO & MS4 NPDES permits that are required by the Minnesota Pollution Control Agency.</p> <p>The efforts and activities contained in this report includes input from Surface Water and Sewers and other divisions in Public Works (Transportation Maintenance and Repair, Water, Solid Waste and Recycling, Transportation Planning and Engineering) as well as other departments within the City (Regulatory Services/Development Review, Park Board, etc.).</p> <p>The annual report may include the following information and documents: NPDES/SDS Combined Sewer Overflow Program documentation, History of Sewer Separation In Minneapolis, Goals and Strategies of the Program, Description of the Program Funding, specific initiatives that contribute to help eliminate overflow and promote reduction of pollutants (Rainleader Disconnection), information about violations, priorities established in the Capital Improvement Program, contributions of other programs (Minneapolis Flood Mitigation Program Sanitary Sewer Collection System, and Storm Drain Collection System), etc.</p> <p>Records may include: date, location, areas evaluated during inspection, summary of findings, pre-treatment requirements, sampling checklists, flow measurements, laboratory assurance checklists, related data</p>								
PBW-12-054	<p>Public Works Environmental, Regulatory/Compliance and Hazardous Materials NPDES Discharge Monitoring Reports Monthly and quarterly reports on the daily operations of the city's water plants, submitted to the Environmental Protection Agency as required under 40 CFR 122.41. They specifically document the amount of pollution discharged from the plants. They may also provide a record of pollution discharged into city waters by industrial plants operating under a NPDES permit to discharge wastes and/or wash water into city waters.</p> <p>Records may include: date, period covered, permit number, frequency of analysis, sample type, lab analytical results, sewage flow, grit removal, chlorine usage, residuals/solids, digester gas products, ammonia, nitrogen</p>	BUS130 PWK025	6	6	6	ACT	UNITS SWS REGULATORY	Retain detail records to annual reports/summary records for 6 years. Maintain Annual Reporting permanently.	

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PBW-12-055	<p>Public Works Environmental, Regulatory/Compliance and Hazardous Materials NPDES Permit - CSO (Combined Sewer Overflow) The Minnesota Pollution Control Agency (MPCA) has issued joint NPDES (CSO) permits to the City of Minneapolis (City) and the Metropolitan Council (Met Council) since 1985. These permits regulate CSOs by defining certain conditions that should be followed if an overflow from the sanitary sewer system occurs.</p> <p>Records may include: detailed records of CSO events, volume data, operation and maintenance data for overflow events, overflow elimination efforts</p>	ENV302	5	PERM	PERM	ACT	SWS REGULATORY		
PBW-12-057	<p>Public Works Environmental, Regulatory/Compliance and Hazardous Materials NPDES Permit - Municipal Storm Sewer System MS4 The Municipal Separate Storm Sewer System (MS4) Permit is permit designed to regulate stormwater runoff discharges from the storm drain system, and on which the City and the Minneapolis Park and Recreation Board (MPRB) are co-permit holders.</p> <p>The MS4 Permit requires the implementation of stormwater management activities that are designed to mitigate the pollution effects of urbanization on stormwater runoff. Each year, the City and the MPRB review and modify the stormwater management program with input from a variety of sources.</p>	ENV302	5	PERM	PERM	ACT	SWS REGULATORY		

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PBW-15	<p>Public Works Financial and Utility Billing/Account Maintenance Section Overview Three important functions are documented in the Financial and Utility Billing Section of the Public Works Schedule.</p> <p>The first area of this section of the schedule identifies general financial records including: Accounts Payable Records (AP), Accounts Receivable Records (AR) and Payroll Records (PAY).</p> <p>The second area documented in this section of the schedule identifies records required to manage utility customer maintenance and billing (UTILITY) as well as other billing records not listed elsewhere in this schedule.</p> <p>The third area documented in this section of the schedule identifies other common financial records not covered elsewhere in the schedule.</p> <p>Note that similar and more detailed financial records can also be found in the City of Minneapolis General Retention Schedule - Finance Schedule.</p>								
PBW-15-001	<p>Public Works Financial and Utility Billing/Account Maintenance AP - Accounts Payable Records - General</p> <p>This series should be used to schedule accounts payable records not found elsewhere in the schedule. The records document the payment of bills for goods and services.</p> <p>Records may include: billing statement, expense reimbursements, invoices, copies of purchase orders, copies of bids and contracts, vouchers, warrants, documentation and other correspondence</p>	ACC000	ACT+6	6	ACT+6	ACT	ACCOUNTS PAYABLE	Active ceases after completion of purchase order, contract, project or final payment - whichever is later	
PBW-15-002	<p>Public Works Financial and Utility Billing/Account Maintenance AP - Cell Phone Call Billing Detail</p> <p>Cell phone call billing detail records are used for accounting reconciliation and for staff accountability.</p> <p>Records may include: original cell phone billing detail, summary billing</p>	ACC000	6	6	6	ACT	UNITS DIVISIONS	If the detail record of the billing is maintained by Accounts Payable, the Office of Records will be Accounts Payable	

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PBW-15-008	Public Works Financial and Utility Billing/Account Maintenance AP - Employee Reimbursements Records that document items purchased for official city business for which an employee is reimbursed. Typical reimbursements may include mileage, postage stamps, sanding, snow removal, rubbish disposal, septic tank service, etc. Records may include: Employee reimbursement forms, receipts	ACC000	6	6	6	ACT	ACCOUNTS PAYABLE		
PBW-15-010	Public Works Financial and Utility Billing/Account Maintenance AP - Invoice Tracking Forms Programs or documents created to track invoices. For example, the program may be used to identify material purchases and monitor the funds encumbered for each paving project. A multi-copy requisition form, distributed to Paving, Central Stores, and Contractual Services. Data is entered to COMPASS to generate an invoice for payment.	ACC000	ACT+6	ACT+6	ACT+6	ACT	PW DIVISIONS UNITS	Active ceases after completion of purchase order, contract, project or final payment - whichever is later	
PBW-15-012	Public Works Financial and Utility Billing/Account Maintenance AP - Invoices/Vouchers Invoices received from vendors that document the purchase and receipt of supplies, products, services, etc. In the case of Solid Waste - the records may document the billing or dump fees charged/billed to the City. The Water Division's records may document the invoices, bills of lading, weight tickets used for chemicals in the treatment of potable water.	ACC000	6	6	6	ACT	ACCOUNTS PAYABLE	Copies of invoices are held by Division/Unit for administrative use	
PBW-15-016	Public Works Financial and Utility Billing/Account Maintenance AP - Purchasing Records received and processed to account for purchase and supply of inventory. Records include the purchasing and receiving of supplies. Finance is responsible for the entry and management of the official records in Compass. Records may include: copy of invoice, delivery receipt, requisition (Compass)	ACC000	ACT+6	ACT+6	ACT+6		ACCOUNTS PAYABLE CONTRACT MGMT.	Accounts Payable is responsible for invoice payments, Contract Management is responsible for management of contracts and purchase orders, Divisions/Units may hold copies for administrative use	

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PBW-15-017	Public Works Financial and Utility Billing/Account Maintenance AP - Receipts - Proof of Services Provided Records that document the provision of services in the form of a receipt for services such as sanding, snow removal, rubbish disposal, septic tank service, etc. Records used for documentation and for payment.	ACC000	6	6	6	ACT	DIVISION UNITS		
PBW-15-019	Public Works Financial and Utility Billing/Account Maintenance AR - Accounts Receivable Records - General Use this series to identify retention for accounts receivable records not found elsewhere in the schedule. The series documents revenue owed by vendors, citizens, organizations, other governments, etc. to be credited to the accounts of the city. Records may include: receipts and invoices, lists, summaries, credit card vouchers/remittances, often includes receipt amount, invoice number, name, account number and balance information	ACC000	6	6	6	ACT	CASH MANAGEMENT DIVISION UNITS	Cash Management is responsible for management of receivables/cash. Divisions/units retain the detail information about the receipts of cash for goods and/or services provided	
PBW-15-020	Public Works Financial and Utility Billing/Account Maintenance AR - Cash - Receipts and Reports This series should be used to schedule accounts receivable cash records not found elsewhere in the schedule. The series documents daily cash transactions and may contain receipts, daily reports, cash balance reports, transmittals, etc.	ACC000	6	6	6	ACT	CASH MANAGEMENT DIVISION UNITS	Cash Management is responsible for management of accounts receivable/cash. Divisions/units retain information about the detail and receipts of cash for goods and/or services provided	
PBW-15-021	Public Works Financial and Utility Billing/Account Maintenance AR - Correspondence and Notifications (Billable or Legal) Records created and maintained to document billing information, billing notifications and/or record of legally required notification. Many Public Works Divisions create or document this type of information (example below is for Solid Waste and Recycling). Records may include: Bus rental application, payment and receipt, Graffiti billing, damage est., dispute, enforcement, registration, restitution, Illegal Dump billing, hearing, credits,	ACC000	6	6	6	ACT	CASH MANAGEMENT DIVISION UNITS	The office of record for receipting of cash is Cash Management. Records detailing billing and invoicing will be held in various Public Works units. Maintain agreements and applications until superseded or completion or expiration plus 6 years.	

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	denials, notifications, warning, investigations, Special Service District, litter container invoicing, locations, service level report, Intent to Provide Service, private alley notification, release of liability and agreement, Dumpster Billing Letter/Invoice, roll off worksheet								
PBW-15-022	Public Works Financial and Utility Billing/Account Maintenance AR - Parking Facility Tickets Accounts receivable documentation that relates to the tickets or ticket stubs for city parking lots and garages.	ACC000	6	6	6	ACT	PARKING SERVICES		Cash Management is responsible for management of accounts receivable/cash. Divisions/units may retain information about the detail and receipts of cash for goods and/or services provided. Parking contractors are required to retain records of cash recieved, deposits, transfers for 6 years.
PBW-15-024	Public Works Financial and Utility Billing/Account Maintenance AR - Parking Lot and Meter Financial Records Records relating to receipt and reconciliation of parking lot and meter receipts, deposits, revenue accounts.	ACC000	6	6	6	ACT	PARKING SERVICES		
PBW-15-026	Public Works Financial and Utility Billing/Account Maintenance AR - Receipts (Rental & Receipts, Containers & Carts) Purpose of the record is to document monies received from retailers that retrieve carts picked up by field personnel. Data is entered to track number of shopping carts collected, disposed of & retrieved by owners.	ACC000	6	6	6	ACT	SOLID WASTE & RECYCLING		
PBW-15-028	Public Works Financial and Utility Billing/Account Maintenance AR - Revenue Collection Reports - General Reports showing a breakdown and summaries of daily, monthly, or quarterly revenue collections for solid waste, water, sewer, parking, and other Public Works operations that receive revenues.	ACC000	6	6	6	ACT	FINANCE		Copies of reports may be retained by divisions/units for administrative use or for reconciliation

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PBW-15-034	Public Works Financial and Utility Billing/Account Maintenance PAY - Payroll - General This series should be used to schedule payroll records not found elsewhere in the schedule. The series is used to document and administrate the payroll of Public Works employees. Note: Maintain payroll forms for as long as is needed to account of other information that may be contained on the payroll timesheet and to account for expenditures that may be required for audit of federal and state grants. Records may include: cost summary records, employee time records, detail cost listing, time and equipment listings	ACC050	6	6	6	ACT	PAYROLL		
PBW-15-035	Public Works Financial and Utility Billing/Account Maintenance PAY - Parking Service Attendant Records Attendants' daily record of maintenance and customer service events; used for timesheets and budget performance reports.	ACC050	6	6	6	ACT	PARKING		
PBW-15-037	Public Works Financial and Utility Billing/Account Maintenance PAY - Payroll Reports An adhoc subset of the Public Works Department payroll system that captures compensation and reporting purposes (cost accounting, status of jobs in progress, etc.). Records may include: Electronic Queries of Payroll system, presentations, reports, spreadsheets	BUS140	ACT+3	ACT+3	ACT+3	ACT	DIVISION UNIT	Active ceases when no longer used or is replaced	
PBW-15-038	Public Works Financial and Utility Billing/Account Maintenance PAY - Payroll Time Sheets The daily time sheet is a record of employees (Foreman, Laborers, Operators & Drivers and their job each day. The time sheets are used to charge others for work that is done. Paving Construction provides work/services to other city departments, private parties, and also have funding that is reimbursed from the State, Municipal or Federal Government for Public Works projects.	ACC050	6	6	6	ACT	PAVING		

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PBW-15-039	<p>Public Works Financial and Utility Billing/Account Maintenance PAY - Time and Labor A work sheet completed by trade personnel for daily time charged to maintenance work orders and other timesheets for Payroll.</p> <p>Records may include: Personnel Payroll System, Maximo Work Order System</p>	ACC050	6	6	6	ACT		DIVISIONS UNITS	
PBW-15-042	<p>Public Works Financial and Utility Billing/Account Maintenance Utility - Automated Meter Reading A telephone inbound system to record automated water meter reads that are phoned in by customers, entered by meter readers, or generated from automatic meter systems. The application also compares the latest reading with the previous reading to calculate the current month's water use for billing purposes, and flags meters needing repair based on failure to read. It automatically filters into systems for billing purposes.</p>	ACC000 UTL001	6	6	6	ACT		UTILITY BILLING	
PBW-15-043	<p>Public Works Financial and Utility Billing/Account Maintenance Utility - Billing and History Records Records created to document the establishment of customer accounts and the calculation and payment of bills to Minneapolis residents and businesses for water, sewer, stormwater, solid waste, and recycling services. The series also documents the account history of utility customers.</p> <p>Records may include: customer name and address, service address, monthly usage record (meter readings, units used), fee for each type of use, fixed fees, reported balances, current charges, statement date, direct payment authorizations, payment date and amount, service complaints</p>	ACC000 UTL001	6	6	6	ACT		UTILITY BILLING FINANCE	

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PBW-15-044	<p>Public Works Financial and Utility Billing/Account Maintenance Utility - Billing Changes and Adjustments The purpose of the record is to document changes made to customer accounts to ensure proper customer billing.</p> <p>Changes and adjustments may be documented on a Work Order for utility billing action. Records may document include residential and commercial requests for Start and Stop Services, cart maintenance, billing exemptions, dwelling unit maintenance, etc.</p>	ACC000 UTL001	6	6	6	ACT	DIVISIONS UNIT FINANCE	Detail records relating to reconciliation may be maintained within the division/unit	
PBW-15-046	<p>Public Works Financial and Utility Billing/Account Maintenance Utility - Financial Reporting Series used to gather information and to collect fees due the city. Series is used to create statistical reports for various programs and provide information for the rate review process. Series may be used to track quantities (waste disposed, recovered, etc.) at certain facilities. Records may include tonnage reports, revenue reports, billing system reports, etc.</p>	ACC000 BUS131	ACT+6	ACT+6	ACT+6	ACT	DIVISION MANAGEMENT	Active ceases after report is produced. Copies can be destroyed after administrative use ends.	
PBW-15-048	<p>Public Works Financial and Utility Billing/Account Maintenance Utility - Meter Readings (Raw Data) Electronically collected meter reads by Mozart (TDI) and MVRS (RF) software and electronically transferred to and stored by Treasury Operations Utility Billing software EnQuesta. For purposes of Utility billing and future reference. There is no historical reference in MVRS and in Mozart twelve months of historical raw reads.</p> <p>Records may include: date of reading, new reading, former reading, meter number, meter size, meter make/manufacture, customer name and address, account number, meter reader's name, billing code, total consumption, final reading, reason for turnoff, related data</p>	BUS132	1	1	1	ACT	UTILITY BILLING	Retain raw data one year after successful upload and update of Utility Billing System	

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PBW-15-050	<p>Public Works Financial and Utility Billing/Account Maintenance Utility - Revenue Summaries and Forecasting The purpose of this series is to provide management information for the review, planning and forecasting of revenues according to classes of service including forfeited discounts, fees and penalties. Similar information may be found in financial reports, CLIC Pro-formas, division annual reports and other reports that are maintained for longer retention periods.</p> <p>See also PBW-15-098 for retention of Rate Model-Utility for the setting of rates and activities related to utility rate forecasts.</p>	ACC000 UTL001	6	6	6	ACT		DIVISION MGMT.	
PBW-15-054	<p>Public Works Financial and Utility Billing/Account Maintenance Audits Annual or special reports prepared by internal and external auditors examining and verifying the department financial activities or the financial activities of a fund, division, unit or other area of Public Works. Audits are both internal (within the department and external (of a vendor or service provider) and can be conducted by the city/state or a private accounting firm. Typical audits in Public Works may include those conducted of parking facilities, ramps and meter revenues.</p>	ACC080	10	10	10	ACT		INTERNAL AUDIT	
PBW-15-056	<p>Public Works Financial and Utility Billing/Account Maintenance Budget Planning Records created and maintained to document the operating costs of divisions. The information is reported annually via Excel spreadsheets using city's financial system.</p> <p>Records may include: Electronic Queries of Financial system, Budget Book, Presentations, Work Papers</p>	ACC025	6	6	6	ACT		PW FINANCE	

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PBW-15-057	<p>Public Works Financial and Utility Billing/Account Maintenance Contracts and Agreements - General Agreements and contracts of various kinds that document some form of agreement that is enforceable by law between the City - Public Works and other parties, including but not limited to intergovernmental agreements, memoranda of understanding, franchise agreements, lease agreements, professional services agreements, etc.</p> <p>Contracts may also include those that are let to contractors and others for services and repairs, such as re-roofing of buildings, graffiti removal, garbage hauling, garbage disposal, recycling, yard waste, snow plowing by private contractors, ditch dredging, trash removal, security services, parts supply, security equipment, security services, water treatment chemicals and delivery, lagoon hauling, dewatering operations hauling, furniture, fixture and equipment, and other similar miscellaneous services.</p> <p>See also: City General Retention Schedule - Legal Section - LEG-20 for Contracts and Agreements and exceptions for agreements associated with Real Property Record.</p> <p>Records may include: Price quotes, specification information, bid requests - requests for proposal, recommendation, score sheets, legal notices</p>	CON000	ACT+10	ACT+10	ACT+10	ACT	CONTRACT MANAGEMENT		Active ceases after submission of the final expenditure report and the terms of the agreement are completed (including the final audit).
PBW-15-058	<p>Public Works Financial and Utility Billing/Account Maintenance Contracts and Agreements - Construction Records that document the solicitation, award, and administration of contracts for engineering and construction projects undertaken or overseen by the department.</p> <p>Records may include: specifications, contracts and agreements, plans, award and endorsement records, evaluations, performance bonds, correspondence, guarantees/warranties, job accounting information, contract modifications, payment records, project close-out information, progress reports, exhibits and other addenda</p>	CON150	PERM	PERM	PERM	ACT	CONTRACT MANAGEMENT		

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PBW-15-059	<p>Public Works Financial and Utility Billing/Account Maintenance Contracts and Agreements - Grant Letters, Applications and other communications regarding programs or reimbursement for services under a Grant or Contract. Records may include: Grant Applications, Request for application, Notification of award, Final Report, Request for additional information, Reminder notification, Program correspondence and requests, Copy of Payment/Receipt, Correspondence with sub-recipients</p>	GVCON1	ACT+6	ACT+6	ACT+6	ACT	CONTRACT MANAGEMENT	Active ceases after submission of the final expenditure report and the terms of the agreement are completed (including the final audit). Maintain the original grant agreement for all awards that are renewed until the completion of the original contract.	
PBW-15-060	<p>Public Works Financial and Utility Billing/Account Maintenance Contracts and Agreements - Leases (Ramps and Skyways) Records that document ramp agreements, contracts and leases including rental/tenant agreements, management agreements, land acquisitions, leases, air rights, security demolition/sale information skyway agreements, proposed tenant lease agreements, and other agreements managed in relation to Traffic and Parking Services - Ramps and Skyways.</p>	CON000 CON300	PERM	PERM	PERM	ACT	CONTRACT MANAGEMENT PROPERTY MANAGEMENT	Retain leases while they are active plus 10 years. Retain information related to air rights, land acquisitions and sales permanently	
PBW-15-061	<p>Public Works Financial and Utility Billing/Account Maintenance Contracts and Agreements - Intergovernmental (Water Resources) The City of Minneapolis is party to a number of water resources related cooperative agreements. Typical agreements may include but are not limited to:</p> <p>Intragency agreements between Minneapolis and the MCES detailing each entity's responsibilities in the CSO program</p> <p>Joint powers agreements for the establishment of the watershed organizations that may include: Bassett Creek Watershed Management Commission, Mississippi Watershed Management Organization, and Shingle Creek Watershed Management Commission, etc.</p> <p>Interagency agreements between the City of Minneapolis and the MPRB outlining responsibility for BMPs required in the</p>	GVCON1 CON000	ACT+10	ACT+10	ACT+10	ACT	CONTRACT MANAGEMENT DIVISIONS	Active ceases after submission of the final expenditure report and the terms of the agreement are completed (including the final audit). For MOU's active ceases after all renewals or termination dates or after contract completion or release.	

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	<p>City's NPDES Stormwater Permit, US Army Corps of Engineers (Bassett Creek), agreement between MCES and MPRB and WOMP stations,</p> <p>Cooperative agreements for the maintenance of County State Aid Highways (Hennepin County) and State Trunk Highways (Minnesota Department of Transportation). Includes provisions for City routine maintenance of storm drains, Minnehaha Creek Watershed and stormwater (Minneapolis Park Board), agreements between MWMO and Minneapolis for water monitoring and lab services.</p> <p>General maintenance agreements between City of Minneapolis and private property owners for maintenance of stormwater controls (for credit against the City's stormwater utility fee), etc.</p>								
PBW-15-064	<p>Public Works Financial and Utility Billing/Account Maintenance Contracts and Agreements - Memorandums of Understanding (MOU's) Copies of formal memorandums defining and explaining agreements and decisions reached on specific issues between Public Works representing the City of Minneapolis and various other parties.</p> <p>Records may include: Republican National Convention, 35W Bridge Collapse</p>	GVCON1 CON000	ACT+10	ACT+10	ACT+10	ACT	CONTRACT MANAGEMENT DIRECTOR DIVISIONS	Active ceases after all renewals or termination dates or after contract completion or release. Prior to destruction, review for potential historical materials.	
PBW-15-065	<p>Public Works Financial and Utility Billing/Account Maintenance Contracts and Agreements - Professional Services (Administrative/Operational) Records that document professional services provided to Public Works that serve administrative or operational purposes.</p> <p>Records may include: Invoices, Standard Agreement, Finance Letters, Amendments, General Correspondence with Vendor, Insurance</p>	CON050	ACT+10	ACT+10	ACT+10	ACT	CONTRACT MANAGEMENT	Active ceases after final payment and the terms of the agreement are completed (including the final audit)	

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PBW-15-066	Public Works Financial and Utility Billing/Account Maintenance Contracts and Agreements - Professional Services (Capital Construction) Contracts let to consultants and others for engineering services such as engineering design, construction supervision, research on specific issues, etc.	CON150	PERM	PERM	PERM	ACT	CONTRACT MANAGEMENT		
PBW-15-067	Public Works Financial and Utility Billing/Account Maintenance Contracts and Agreements - Materials Contracts for materials used by the City of Minneapolis for construction and maintenance purposes. Records may include: Asphalt, Spill Debris Management, Concrete, Contaminated Soils, Sand, Joint Filler Materials, Seal Coat Chip, Emulsions	CON000	ACT+10	ACT+10	ACT+10	ACT	CONTRACT MANAGEMENT	Active ceases after final payment and the terms of the agreement are completed (including the final audit).	
PBW-15-068	Public Works Financial and Utility Billing/Account Maintenance Contracts and Agreements - State of Minnesota Agreements with State of Minnesota for the State to act as City's agent to accept and disburse federal funds, cooperative construction agreements, lease agreements, maintenance agreements.	GVCON1	ACT+6	ACT+6	ACT+6	ACT	CONTRACT MANAGEMENT	Active ceases after submission of the final expenditure report and the terms of the agreement are completed (including the final audit). Maintain the original grant agreement for all awards that are renewed quarterly or annually until the completion of the original contract.	
PBW-15-074	Public Works Financial and Utility Billing/Account Maintenance Contract Surety - Labor and Materials Bonds Surety or other types of bonds received from contractors to guarantee payment by the contractor to workers, subcontractors, and suppliers.	CON010	ACT+6	ACT+6	ACT+6	ACT	CONTRACT MANAGEMENT	Active ceases after work products delivered.	
PBW-15-075	Public Works Financial and Utility Billing/Account Maintenance Contract Surety - Performance or Restoration Bonds Performance bonds are used to collect payment if contracted work was not completed to City standard. Restoration bonds are used to collect payment for restoration of sidewalk/street	BUS131	ACT+3	ACT+3	ACT+3	ACT	UTILITY CONNECTIONS DIVISIONS UNITS	Active ceases after completion of the contract and acceptance of the work	

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	after work in the public right of way. Contractor may opt to also pay in advance via a restoration fee.								
	Records may include: Bond certificates								
PBW-15-076	Public Works Financial and Utility Billing/Account Maintenance Contract Tracking Spreadsheet Administrative tracking system to capture routing information for contracts requiring signature.	ACC300	ACT+3	ACT+3	ACT+3	ACT	FINANCE DIVISIONS UNITS		Active ceases after submission of the final expenditure report and the terms of the agreement are completed (including the final audit). Maintain the original grant agreement for all awards that are renewed until the completion of the original contract.
	Records may include: electronic spreadsheet								
PBW-15-091	Public Works Financial and Utility Billing/Account Maintenance Credit and Refunds - General This series should be used to schedule refund records not found elsewhere in the schedule. The series documents credits or refunds to taxpayers for overpayment of taxes or fees.	ACC000	6	6	6	ACT	FINANCE		Detail support may be maintained by divisions/units
	Records may include: account name, overage amount, cause of overage, certifications, written requests for refund, copy of receipts								
PBW-15-092	Public Works Financial and Utility Billing/Account Maintenance Financial Oversight - Capital Projects Finance maintains data on budget and funds available in different job codes for each capital project. Records are created and maintained to ensure that a project is within its budget and to monitor possible needs to request additional funds or to transfer funds.	ACC300	ACT+3	ACT+3	ACT+3	ACT	FINANCE		Active ceases after final payment, official closeout and the terms of the agreement are completed (including the final audit).

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PBW-15-094	<p>Public Works Financial and Utility Billing/Account Maintenance Financial Reporting - Annual/Scheduled/Ad Hoc Reports Narrative, statistical, database reports that describe and summarize financial data disseminated PW Wide utilizing electronic means to produce information from data warehouses.</p> <p>Records may include: narratives, statistics, graphs, diagrams, electronic report configuration, scheduled reports</p>	ACC000 BUS131	ACT+6	ACT+6	ACT+6	ACT	PW FINANCE	Active ceases after report is produced. Copies can be destroyed after administrative use ends	
PBW-15-096	<p>Public Works Financial and Utility Billing/Account Maintenance Financial Reporting - Grants This series should be used to schedule the purchase of real property and equipment with funds from federal grants.</p>	GVCON1	ACT+6	ACT+6	ACT+6	ACT	FINANCE	Active ceases after submission of the final expenditure report and the terms of the agreement are completed (including the final audit). Maintain the original grant agreement for all awards that are renewed until the completion of the original contract.	
PBW-15-097	<p>Public Works Financial and Utility Billing/Account Maintenance Rate Model - Equipment The function of the series is to accumulate fleet supply and procurement cost and utilization information into a unified model to calculate rates for the recovery of costs for the internal fund.</p> <p>Records may include: Current budget distributed by business line, task rental hours by group, task labor hours, chargeable shop labor hours, fuel issues, parts issue value, contractual repair value, contract rental usage, original unit cost, unit life expectations, unit salvage value, unit usage, capital adjustments</p>	UTL040	ACT+10	ACT+10	ACT+10	ACT	FLEET EQUIPMENT	Active ceases after administrative need ends. Prior to destruction, review for potential historical designation.	
PBW-15-098	<p>Public Works Financial and Utility Billing/Account Maintenance Rate Model - Utility Records associated with the setting of rates and the establishment of reasonable rules and regulations for the sale of City of Minneapolis utility products. The series also documents the activities related to utility rate forecasts of estimated future</p>	UTL000	PERM	PERM	PERM	ACT	DIVISIONS		

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	income, receipts and expenditures in connection with financing, construction and operations, including acquisitions and disposals of properties or investments prepared for internal administrative or operating purposes.								
	NOTE: Information regarding approved Utility Rates for each year may also be found in annual reports and approved budget documents. Records may include: published rate sheets, rate schedules, suspended and superseded schedules, cost summary information, Council submittal								
PBW-20	Public Works Labor, Work Orders and Assignments Section Overview The functions documented in the Labor, Work Orders and Assignments section of the Public Works Schedule include records that document work assignments, scheduling of work and the update of maintenance, repair and other activities to various asset management and utility management/billing systems. Work orders may be generated electronically or manually and may also be used to update systems with new information or work performed.								
PBW-20-002	Public Works Labor, Work Orders and Assignments Assignments - Daily Status Report (Dispatch) Summary of personnel and equipment assigned to construction and maintenance projects and activities, and other events. Summary of actual assignment is compared to prior estimate of needs. Records may include: Number of drivers, operators, other personnel, and contractors, Number of personnel deployed at PW divisions and other organizations, Number of personnel unassigned and on approved leave, Use of personnel by union jurisdiction, Projected personnel needs by PW division	BUS131	ACT+3	ACT+3	ACT+3	ACT	DISPATCH		Active ceases after reconciliation
PBW-20-004	Public Works Labor, Work Orders and Assignments Assignments and Equipment - Daily Dispatch System Records created to manage assignments of personnel and equipment by assigned shift, keep track of available	BUS130	6	6	6	ACT	DISPATCH		

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	equipment and resources, provide data to confirm invoices for rentals, provide historical data on accidents, and provide tracking data for incident investigations. Also used to communicate what, where, and when resources are working.								
	Records may include: vehicles and equipment dispatched daily, people operating the vehicles and equipment, start times, department using the equipment, vehicle number, vehicle identification, work reporting location, immediate supervisor, active equipment, special instructions								
PBW-20-010	Public Works Labor, Work Orders and Assignments Crew Sheets - Work Orders - General	BUS132	1	1	1	ACT		DIVISIONS UNITS	Source records used to update database. Maintain source records for 1 year after updating the database.
	Daily logs or other summary documentation of activities and locations of work assigned to and performed by Public Works crews. Used to verify work completed and to manage and schedule work crews. Also can be used to update a master database.								
	Records may include: date, work order or job numbers, locations, job requirements, work done, whether job completed, equipment used, personnel performing work, crew chief's signature								
PBW-20-015	Public Works Labor, Work Orders and Assignments Dispatch Forms	BUS131	ACT+3	ACT+3	ACT+3	ACT		DISPATCH	Active ceases after reconciliation
	Daily schedules of activities and locations of work assigned to and performed by public works crews. Used to assign personnel and equipment and inform personnel of their assignments.								
	Records may include: date, work order or job numbers, location to report to, person assigned, equipment, foreman/supervisor, start time, type of personnel, end time, equipment attachments, location of equipment								
PBW-20-020	Public Works Labor, Work Orders and Assignments Labor and Equipment Timesheets	ACC050	6	6	6	ACT		FINANCE	
	Labor and equipment timesheets completed by project supervisors and submitted to Accounting for entry into timekeeping system in order to pay workers. Also used to								

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	debit the encumbrances for project funds for workers, contractors, and equipment.								
	See also: Payroll - timesheets in the Financial Section of the Public Works Schedule.								
PBW-20-022	<p>Public Works Labor, Work Orders and Assignments Labor and Work Schedule Tracking</p> <p>Records created to track labor and job progress, set employee work schedules and coordinate project activities. Tracking can be done manually or electronically (as in the case of Property Services). Tracking may also be used to assign resources and priority decision. Some data may be captured to other systems (Maximo, Aperture, Compass, etc.) for generation of work orders or for tracking of costs.</p>	BUS131	ACT+3	ACT+3	ACT+3	ACT	PROPERTY SERVICES	Active ceases after project completion or administrative need ends.	
PBW-20-040	<p>Public Works Labor, Work Orders and Assignments Work Orders - General</p> <p>Work orders, service orders, or similar records used to request and authorize maintenance and repair work and other services to be done by public works personnel on city-owned buildings, facilities, structures, property, or equipment. They may be issued in response to customer complaints or requests, for ongoing maintenance needs, or when a specific problem has been identified.</p> <p>Systems that either generate or are updated with the Work Order information include: Enquesta, Maximo, CarteGraph M5, Street Intersection Files and other asset management systems.</p> <p>Records may include: requestor name and contact information, location, type of work to be done, date and time of receipt, date and time work completed, personnel performing work, equipment used, supplies and materials used, work performed or service rendered, authorization for expenditures, parts utilized, vehicle number</p>	BUS131 PWK025	3	3	3	ACT	DIVISIONS UNITS	Prior to destruction, ensure asset management program information is updated.	

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PBW-20-042	Public Works Labor, Work Orders and Assignments Work Orders - Billable, Contract, or Grant Related Work orders, service orders, or similar records used to request and authorize services to be done by Solid Waste and Recycling personnel or a Solid Waste and Recycling Contract that directly results in billable charges. Records may include: Delivery Work Orders, Abatement Work Orders, Compliance Checks, Photographs	ACC000 BUS131	6	6	6	ACT	DIVISION UNIT		
PBW-20-048	Public Works Labor, Work Orders and Assignments Work Orders - Maintenance Records (Water Distribution) A record of work performed and completed on water systems and facilities. Includes documentation of labor and equipment for accounting and payroll. Records may include: date and time, order number, location, description of work, authorization, names of staff performing the work, itemized labor, equipment, and material information	ACC000 BUS130	6	6	6	ACT	DIVISION UNIT		
PBW-20-050	Public Works Labor, Work Orders and Assignments Work Orders - MAXIMO To produce work orders, provide information on what funds to charge the work against, track uncompleted work, forecast maintenance needs, schedule and track preventative maintenance, and otherwise organize daily maintenance operations. Work orders may be paper or electronic and include records in the Maximo Work Order System Database. Records may include: requestor name, title, department, phone #, contact at work location, building number, address, floor, room, work request detailed information, request code (if applicable), tag # of equipment (if applicable), shop, trade work is to be done by, source of funds for payment, priority of need, date opened & closed, and any closing remarks, who entered work order into system, If PM (preventative maintenance) tag #, device id, MR type, PM rule, start date, supplies, safety	ACC000 BUS130 PWK025	6	6	6	ACT	DIVISION UNIT	Prior to destruction, ensure asset management program information is updated.	

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PBW-20-052	<p>Public Works Labor, Work Orders and Assignments Work Orders - Non-Billable (SWR) Work orders, service orders, or similar records used to request and authorize services to be done by Solid Waste and Recycling personnell that do not result in billable charges.</p> <p>Records may include: Clean City Program Supply Delivery/Pickup Work Order, Clean City Program Object Placement/Removal Work Order, Graffiti Photo Only Object Work Order, Graffiti Photo and Remove Object Work Order (Non-Grant Funded), Graffiti Abatement Work Order (Summary Abatement)</p>	BUS131 PWK025	3	3	3	ACT	DIVISION UNIT		
PBW-20-056	<p>Public Works Labor, Work Orders and Assignments Work Orders - Signs and Markings Daily logs or other summary documentation of activities and locations of work assigned to and performed by public works crews. Used to verify work completed and to manage and schedule work crews.</p> <p>Records may include: date, work order or job numbers, locations, job requirements, work done, whether job completed, equipment used, personnel performing work, crew chiefs signature</p>	BUS131	3	3	3	ACT	TRAFFIC & PARKING SERVICES	Prior to destruction, ensure asset management program information is updated.	
PBW-20-058	<p>Public Works Labor, Work Orders and Assignments Work Orders - Street Intersection Files Work orders, service orders, or similar records used to request and authorize maintenance and repair work and other services to be done by Public Works personnel on city-owned street signs and Parking Meter system. They may be issued in response to customer complaints or requests, for ongoing maintenance needs, or when a specific problem has been identified.</p> <p>See also Street & Intersection Files (PBW-90-62) for information related to history of a street/intersection versus the Work Orders issued to authorize and schedule maintenance. Records may include: requestor name and contact information, location, type of work to be done, date and time of receipt, date and time work completed, personnel performing work, equipment used, supplies and materials used, work performed or service</p>	BUS131 PWK025	3	3	3	ACT	TRAFFIC & PARKING SERVICES	Prior to destruction, ensure asset management program information is updated.	

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	rendered, authorization for expenditures								
PBW-20-062	Public Works Labor, Work Orders and Assignments Work Orders - Traffic Signal Timing Records created to document and track the timing and sequence changes for traffic signals.	BUS131 PWK025	3	3	3	ACT	TRAFFIC		Prior to destruction, ensure asset management program information is updated.
	See also: Asset Management section for additional information about Traffic Signal Timing.								
PBW-20-064	Public Works Labor, Work Orders and Assignments Work Orders - Utility Cart Maintenance Enter completed work orders from Cart Maintenance crews to update information in SWIS; to activate service, identify cart #'s assigned & notify crews of new service. Work orders are also used to update enQuesta for billing. Track inventory of garbage carts; such as missing, burnt or damaged carts.	BUS132	1	1	1	ACT	SWR OPERATIONS		
	See also: Finance section of this schedule for Utility Maintenance Records.								
	Records may include: work orders								
PBW-20-065	Public Works Labor, Work Orders and Assignments Work Orders - Utility Cut Cards Cut card is a work order for the Street Department to restore a specific street cut. Issued by Utility Connections and carried out by Street Department. A copy of the cut card contains information on how the work is paid, either via restoration fee or bill.	BUS130 PWK025	6	6	6	ACT	UTILITY CONNECTIONS		
	Records may include: Permit number, cut size, location								
PBW-20-066	Public Works Labor, Work Orders and Assignments Work Orders - Water Work Orders are generated by Plant Supervisors (Operations) and Maintenance Foreman when equipment repairs, rebuilds,	BUS131 PWK025	3	3	3	ACT	WATER OPERATIONS		Prior to destruction, ensure asset management program information is updated.

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	<p>or preventative maintenance (PMs) is required.</p> <p>Preventative Maintenance is performed on equipment to ensure that the equipment continues to run in the most efficient manner. PM's may be based on equipment run hours or calendar based.</p> <p>Corrective Maintenance (CMs): A CM work type designation is used when a repair has been identified.</p>								
PBW-25	<p>Public Works Laboratory and Materials Testing Section Overview</p> <p>The Laboratory and Materials Testing Section of the Public Works Retention Schedule includes records that document functions from both the Materials Lab as part of Transportation Planning and Engineering Division and the Water Laboratory as a part of the Water Division. Records document the testing processes associated with either the testing of water or testing associated with soils or materials used for transportation projects. The results of some of the testing processes may be required by regulatory authorities or by departments that administer funds that require such tests.</p> <p>See also: Environmental, Regulatory/Compliance and Hazardous Materials Section (PBW-12), and Asset Management - Equipment Inventory, Operations and Maintenance for Equipment Test and Calibration Records (PBW-10-030) of the Public Works Retention Schedule for related records.</p>								
PBW-25-006	<p>Public Works Laboratory and Materials Testing Asphalt Database</p> <p>An Access database used to document whether asphalt tested in the field passed or failed inspection with reference to national specifications.</p> <p>Records may include: Gyrotory Daily Reports, Daily Mix</p>	MAT010	15	15	15	ACT	MATERIALS LAB		

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	Summary, Asphalt Gyration Templates, Average Max Density Nuclear Meter, Daily Summary of Seal Coat Operations, Seal Coat Chip Gradations, Asphalt Test Forms, Archived Data Approx 2003-2008, Asphalt Density Core Calculations, Nuclear Density Reports								
PBW-25-008	<p>Public Works Laboratory and Materials Testing Bacteriological Analyses</p> <p>Records relating to tests and analyses of the bacteriological content of water samples taken from various locations throughout the city water distribution system and from water supply sources. They document compliance with National Primary Drinking Water Regulations. 40 CFR 141.33.</p> <p>Records may include: location of sample, sampling date and time, person taking samples, sample type (distribution system, check sample, raw or process water sample, special purpose), analysis date, laboratory name, person performing analysis, analytical method used, results of the analysis, number of repeat samples taken, results of repeat sample, sampling method, fecal coliform counts</p>	UTL012	5	10	10	ACT	WATER LAB		
PBW-25-009	<p>Public Works Laboratory and Materials Testing Billing System</p> <p>A database maintained to facilitate timely billing, billing on a per unit basis, and tracking of overall staff time at the Engineering Lab.</p> <p>See also Financial and Utility Billing/Account Maintenance Section of the Public Works Retention Schedule for records related to financial transactions - specifically those that identify Accounts Receivable transactions and billing.</p> <p>Records may include: Hours Billed, Vehicles Billed, Number of Tests Performed, Staff Billing Rates, Types of Tests Performed, Testing Billing Rates, Consultant Payments, Project Billed, Dates Billed, Types of Tests Performed</p>	ACC000 ACC050	ACT+6	ACT+6	ACT+6	ACT	MATERIALS TESTING	Active ceases after completion of project, contract or final payment - whichever applies.	
PBW-25-010	<p>Public Works Laboratory and Materials Testing Chemical Analyses</p> <p>Records relating to tests and analyses of the chemical content</p>	UTL000	10	10	10	ACT	WATER LAB		

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	<p>of water samples taken from various locations throughout the city water distribution system and from water supply sources. They document compliance with National Primary Drinking Water Regulations. Tests may include chlorine, caustic, fluoride, and alum levels. 40 CFR 141.33</p> <p>Records may include: location of sample, sampling date and time, person taking sample, sample type (distribution system, check sample, raw or process water sample, special purpose), analysis date, laboratory name, person performing analysis, analytical method used, results of analysis, comments</p>								
PBW-25-012	<p>Public Works Laboratory and Materials Testing Chemical Analysis Reports Compilations of annual or other reports and data summaries on chemical tests of the city water system, kept as a long-term record of compliance with state and federal water quality regulations. May have historical value.</p>	UTL013	PERM	PERM	PERM	ACT		WATER LAB IT	
PBW-25-020	<p>Public Works Laboratory and Materials Testing Compliance Reports - Materials Lab Necessary licenses, required reports and summaries to regulatory agencies (MnDOT) as required by the Delegated Contract Process.</p> <p>Records may include: Weekly Concrete Summaries, Material Exceptions Report, Nuclear Density License Report</p>	GVCON1	ACT+6	ACT+6	ACT+6	ACT		MATERIALS LAB	
PBW-25-025	<p>Public Works Laboratory and Materials Testing Concrete Database An Access database used to document whether concrete tested in the field passed or failed inspection with reference to national specifications and standards.</p> <p>Records may include: Compressive Strength Reports, Concrete Daily Summary Report of Mix Placed, Cylinder Log In, Mix Designs from Supplier, Concrete Equipment Calibration, Documentation of Air, Slump & Temp, Certificates of Compliance, W/C Ratio, Mix Design, Time Batched</p>	MAT010	15	15	15	ACT		MATERIALS LAB	

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PBW-25-030	Public Works Laboratory and Materials Testing Field Test Samples During construction field samples are frequently taken. Field samples need to be held until the project is completed and any potential issues are resolved. Some field test samples represent unique failures, which act as a guide to establish corrective measures and act as a learning tool to educate and teach others. Some field samples represent new manufacturers materials or devices act as a reference of new innovated techniques.	MAT010	15	15	15	ACT	MATERIALS LAB PAVING OFFICE	Samples with no issues or those that are not used to test new products can be destroyed 6 years after project closure.	
PBW-25-032	Public Works Laboratory and Materials Testing Fluoride Report - Monthly Fluoride report is collected by MWW laboratory for MDH regulatory compliance Records may include: Daily Fluoride analyses, gallons of fluoride used per day, Plant flow data	UTL015	1	5	5	ACT	WATER LAB	MDH requires a 1 year retention. User requests 5 years to meet other business needs.	
PBW-25-035	Public Works Laboratory and Materials Testing Laboratory Reports, Miscellaneous Laboratory reports and related materials concerning water quality, sludge dewatering, core sampling, and other aspects of water and wastewater operations other than routine bacteriological and chemical analyses. May include data received from outside testing laboratories or agencies. Records may include: Process Optimization, Special projects	UTL010	10	10	10	ACT	WATER LAB		
PBW-25-040	Public Works Laboratory and Materials Testing Lead and Copper Compliance Records This series documents the results of tests on water samples taken from various locations throughout the water distribution system and supply sources, to determine the levels of lead and copper present. They are used to demonstrate compliance with Environmental Protection Agency	UTL014	12	12	12	ACT	WATER LAB		

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	requirements concerning corrosion control treatment, source water treatment, lead service line replacement, and monitoring of lead and copper levels in tap water. 40 CFR 141.81-91.								
	Records may include: sampling data, analyses, reports, surveys, letters, evaluations, testing schedules, lead, copper, compliance, corrosion control								
PBW-25-045	Public Works Laboratory and Materials Testing Materials Tests This series documents the results of tests performed on construction materials and on surfaces such as asphalt, road base concrete, and soils. They are used to confirm that materials used on city construction projects conform to specifications, and for reference on future project work.	MAT010	15	15	15	ACT	MATERIALS LAB		Document results of materials tests in Project Working files prior to destruction records
	Records may include: date tested, type of material, weight of material, type and number of tests performed, test results, Seal Coat Chip, Soil, Aggregate, Concrete, Bituminous								
PBW-25-047	Public Works Laboratory and Materials Testing Major Research Reports and Studies - Materials Studies and reports relating to public works planning and operations, performed by in-house staff or outside consultants. Topics may include hydrology, environmental impact, flood control, transportation, traffic engineering, feasibility, long range forecasts, land use, regional and intergovernmental cooperation.	BUS120	PERM	PERM	PERM	ACT	MATERIALS LAB		Review for potential disposition after 10 years.
	Records may include: Sweeper Study, Ultra thin concrete overlays, Comparison of various Asphalt oils, Steel Slag in Asphalt Mixes, Porous Pavement, Various experimental locations throughout the city, Structural Soils								

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PBW-25-050	Public Works Laboratory and Materials Testing Project Working Files - Materials Lab Records that document staff assignments and the progress of construction and other projects. They do not include project final reports. Records may include: research notes, related correspondence, preliminary drafts, memoranda, work assignments and schedules, gopher state one call info, final lab reports, environmental testing, Underground Storage Tanks	PWK751	ACT+10	ACT+10	ACT+10	ACT	MATERIALS LAB		Maintain Environmental Review records for retention of PBW-12-04. Maintain records associated with the location of Underground Storage Tanks permanently.
PBW-25-060	Public Works Laboratory and Materials Testing Soil Surveys Records of inspections and tests of soil conditions, including the nature, distribution, and supporting ability of soils and rocks on building sites. Records may include: analyses, construction recommendations, final reports, soil boring results, compactor results, Soil survey index maps, Geological field reports, Soil profile sheets	MAT000	PERM	PERM	PERM	ACT	MATERIALS LAB		
PBW-25-062	Public Works Laboratory and Materials Testing Soil Testing Data Soil testing forms filled out by technicians in the field and used for pass/fail specifications	CON010	ACT+6	ACT+6	ACT+6	ACT	MATERIALS LAB		Active ceases after record is made of testing result indatabase.
PBW-25-064	Public Works Laboratory and Materials Testing Testing/Reporting - Unique Conditions Records that document a field condition, which are unique, yet common to select projects, where additional testing and reporting is performed.	MAT010	15	15	15	ACT	MATERIALS LAB		
PBW-25-070	Public Works Laboratory and Materials Testing Water Microbiological Analyses and Disinfection Microbiological analyses of water samples obtained from local	UTL010	10	10	10	ACT	WATER LAB		

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	drinking water supplies and documentation of their disinfection. Also includes process monitor sample microbiology test results (numbers of bacteria detected). Records may include: analytical method(s) used, number of samples analyzed each month, analytical results, results or summaries of repeat or special samples, date, place and analysis results of turbidity measurements, HPC, Colilert, Quanti-Tray (Most Probable Number)								
PBW-25-071	Public Works Laboratory and Materials Testing Water Quality - Complaints Citizen and customer complaints regarding service, maintenance, repairs, billing, and the like with respect to utilities, facilities, and services managed by the department; and information on their resolution. Laboratory involvement focuses on water quality complaints (taste/odor, color, sediment) Records may include: complainant or requestor name and contact information, date of complaint, description of problem, action taken, name of person responding, date of action, related letters and memoranda, water quality, taste, odor, color, sediment, rusty	BUS131	ACT+3	ACT+3	ACT+3	ACT	WATER LAB DISTRIBUTION OPERATIONS		Active ceases after action/resolution completed
PBW-25-072	Public Works Laboratory and Materials Testing Water Quality - Miscellaneous Samples (Reports). Includes information on misc. sample brought in or obtained by lab for water quality testing purposes. Includes information on "leak" test samples (Minneapolis water vs. groundwater source ID) Records may include: water testing records, Leak sample tests, water chemistry reports, water bacteriological reports, monitoring reports, Misc. water quality samples obtained from customers	UTL010	10	10	10	ACT	WATER LAB		
PBW-25-075	Public Works Laboratory and Materials Testing Water Quality - Statistical Averages Statistical averages of the results of water quality tests and other monitoring data.	UTL010	10	10	10	ACT	WATER LAB		

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	Records may include: water testing records, water consumption reports, water chemistry reports, water bacteriological reports, monitoring reports								
PBW-25-080	Public Works Laboratory and Materials Testing Water Quality - Violation Notices and Corrective Actions Notices to consumers informing them when their water supply is out of compliance with drinking water regulations or standards.	UTL010 CON010	ACT+10	ACT+10	ACT+10	ACT	WATER LAB WATER TREATMENT ADMIN.		Active ceases when violation resolved and compliance information obtained. Prior to destruction, review for potential historical value.
	Records may include: description of violation, violation date, population affected, actions consumers can take, corrective actions taken, documentation of notice distribution								
PBW-25-085	Public Works Laboratory and Materials Testing Water Turbidity Reports This series documents the results of analyses of water samples taken from locations throughout the city water distribution system to determine the level of cloudiness caused by suspended particles. They document compliance with National Primary Drinking Water Regulations. 40 CFR 141-142 various sections.	UTL010	10	10	10	ACT	WATER LAB		
	See also Utility - Water Distribution, Treatment and Operations Section of the Public Works Schedule - specifically Filtered Water Data. Records may include: location of sample, date and time of sample, person taking sample, sample type, sampling method, analysis date, laboratory name, analyst, analytical method used, results of analysis, number of days turbidity exceeded standards, report number, comments								

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PBW-30	<p>Public Works Land, Buildings and Infrastructure Information Section Overview Important functions documented in the Land/Buildings and Infrastructure Section of the schedule includes the records required to document and manage the infrastructure (the physical structures and facilities developed by the City to house City government functions and provide water, sewage disposal, storm drainage, transportation, wireless communication systems and other similar services) that Public Works is responsible for. Creation and management of the infrastructure helps to provide informed maintenance, repair, renewal, and replacement decisions and future capital expenditure requirements.</p> <p>This section of the schedule includes land surveys, field notes, benchmark books, and section corner monument logs, etc. Records also include water, storm, and sanitary sewer main maps, plats and plans along with profile and grade books/plats for streets, sidewalks, and mains. Structure plans for City buildings and bridges are also maintained for purposes of maintenance and general reference.</p>								
PBW-30-002	<p>Public Works Land, Buildings and Infrastructure Information Aerial Photographs/Digital Orthophotos Color and/or black-and-white photographs documenting topographical and physical features of the city and surrounding area. Vertical photography is used to produce digital orthophotos which can then be used to produce maps for planning, design and land management purposes.</p>	PW450	PERM	PERM	PERM	ACT	TRANSPORT, PLANNING & ENGINEERING (TP&E)	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-30-005	<p>Public Works Land, Buildings and Infrastructure Information Record Drawings Index Database and other indexes, file trees, directory trees to paper and electronic record drawings, standard plates and detail drawings. Some drawings may be incorporated into plats. The indexes may be in various formats (electronic or otherwise). The indexes may also include information that identifies exceptions or missing drawings/plans. The index may also include location information, summary of work performed, etc.</p> <p>Records may include: etc., GIS database information, location, plats, plan sets, field notes</p>	PWK150	PERM	PERM	PERM	ACT	DIVISIONS UNITS	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	

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PBW-30-008	<p>Public Works Land, Buildings and Infrastructure Information Record Drawings - General This series documents (generally) Record Drawings for Public Works.</p> <p>Record drawings are drawings that document the actual physical product of each construction project. Record drawings document the buildings and facilities owned and managed by the city, including public buildings/facilities, ramps, street construction, sidewalks, bikeways, storm drains, water and sewer lines, water and wastewater treatment plants, communication towers, etc.</p> <p>As-designed drawings are drawings used to guide the construction of roads, buildings and other public facilities. As-designed drawings may include drawings for temporary activities (i.e. project traffic, erosion control, etc.) The as designed drawings may be posted with changes made during construction and become record drawings. If record drawings are not produced, then the as-designed drawing and all documentation to support/document the as-designed drawing will be considered the primary copy and must be maintained for the life of the structure plus 6 years or permanently.</p> <p>Record Drawings with a permanent retention must be saved in a trustworthy (unchangeable "snapshot"/or archive) recordkeeping system. If record drawings are managed in a recordkeeping system, copies can be managed in related project folders for a retention of ACT+10.</p>	PWK125 PWK150	PERM	PERM	PERM	ACT	DIVISIONS UNITS	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-30-010	<p>Public Works Land, Buildings and Infrastructure Information Record Drawings - Bridge See complete description of Bridge records in the Capital Program and Project Design/Construction Section (PBW-45) of the Public Works Retention Schedule.</p>	PWK125	PERM	PERM	PERM	ACT	TP&E BRIDGE MNDOT	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	

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PBW-30-012	<p>Public Works Land, Buildings and Infrastructure Information Record Drawings - City Owned Buildings Final plans, drawings (paper and electronic/autoCAD) used to design and document plans associated with Property Services Projects. The information includes drawings, and specifications for most buildings and facilities owned or managed by the city, including public buildings and public facilities. They document the actual physical product of each construction project, both the as-approved design and significant changes made during construction.</p> <p>Records may include: plans, drawings, specifications, diagrams, blueprints, scale drawings, change annotations, profiles, schematics</p>	PWK150	PERM	PERM	PERM	ACT	PROPERTY SERVICES	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-30-014	<p>Public Works Land, Buildings and Infrastructure Information Record Drawings - Elwell/Street Paving/MSA Projects (Historical) Microfilmed copy of each plan sheet for Street Paving Projects on Residential Projects (dated 1960-1991) and MSA Projects (dated 1960-1991).</p> <p>Records may include: 35 mm microfilm aperture cards</p>	PWK150	PERM	PERM	PERM	ACT	TP&E	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-30-015	<p>Public Works Land, Buildings and Infrastructure Information Record Drawings - Radio Shop Final plans, drawings, and specifications for radio system infrastructure and tower and dispatch sites where equipment is owned and maintained by the City of Minneapolis.</p> <p>Records may include: plans, drawings, specifications, diagrams, blueprints, scale drawings, change annotations, profiles, schematics</p>	PWK150	PERM	PERM	PERM	ACT	RADIO	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems. If structure is removed or sold, destroy after 10 years.	

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PBW-30-016	<p>Public Works Land, Buildings and Infrastructure Information Record Drawings - Ramps and Skyways The records document the structural changes to ramps & skyways. Records are initially generated by architects/engineering firms and are modified to reflect actual construction and installation.</p>	PWK150	PERM	PERM	PERM	ACT	PARKING	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems. If ramp is sold, transfer drawings to new owner. If ramp is demolished destroy after 10 years.	
PBW-30-018	<p>Public Works Land, Buildings and Infrastructure Information Record Drawings - Surface Water & Sewer Record drawings include design drawings, signed construction drawings and drawings submitted by other government entities.</p> <p>The content of the record drawings may include location of the infrastructure, elevation of the pipes and manholes, locations of structures and pipe bends, location of catch basin runs and catch basin structures, length of pipe installed, size, shape and material of pipe installed or structure installed.</p>	PWK150	PERM	PERM	PERM	ACT	SURFACE WATER & SEWERS	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-30-020	<p>Public Works Land, Buildings and Infrastructure Information Record Drawings - Traffic Record drawings for Traffic Signal, Lighting & Interconnect plans within the City.</p> <p>Records may include: Signals, Street Lighting, Interconnect, record drawing</p>	PWK150	PERM	PERM	PERM	ACT	TRAFFIC	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-30-022	<p>Public Works Land, Buildings and Infrastructure Information Record Drawings - TPE The purpose of the records is to document the infrastructure in the form of the final signed plans and record drawings for Planning and Engineering.</p> <p>Records may include: plans, drawings, specifications, diagrams, blueprints, scale drawings, change annotations, profiles, schematics</p>	PWK150	PERM	PERM	PERM	ACT	TP&E	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	

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PBW-30-024	<p>Public Works Land, Buildings and Infrastructure Information Record Drawings - Water Record drawings document the physical product of each Water construction project. Record drawings document water processing and treatment plants, equipment, pumping stations, water lines and distribution, and all other Water owned and operated facilities.</p> <p>Record drawings include Computer Aided Design (CAD) drawings from plans received from the Engineer or sketches made in the field. Following a conversion process (Microstation), the drawings are stored in a permanent drawing file and entered into the Drawing Database or content management software where the drawings are viewable by Minneapolis Water Works. Older drawings may only be available in paper format. Included in this series are older "board drawings".</p> <p>Records may include: Architectural drawings, Electrical drawings, Mechanical drawings, Structural drawings, General drawings, Watermain drawings</p>	PWK150	PERM	PERM	PERM	ACT	WATER		For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.
PBW-30-026	<p>Public Works Land, Buildings and Infrastructure Information Record Drawings - Private Service Line Locations Records/permits of private sewer services. Records may include: Permit number, Address</p>	PWK150	PERM	PERM	PERM	ACT	UTILITY CONNECTIONS		For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.
PBW-30-028	<p>Public Works Land, Buildings and Infrastructure Information Engineer's Log The Engineer's log contains a summary of jobs that have been completed recording the lengths of pipe installed and the number of manholes, topography records, etc. The log was recorded in books from 1882 to 1964. Currently the log is maintained with project files (either paper or electronic).</p>	PWK450 PWK750	PERM	PERM	PERM	ACT	DIVISIONS		

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PBW-30-034	<p>Public Works Land, Buildings and Infrastructure Information Foreman's Book The records compiled by the Sewer Construction foreman as a daily record of the job.</p> <p>Records may include: Project billing numbers, daily log of construction activities, daily production accomplished, weather conditions, length of work day, materials excavated and transported, day to day operations of the construction crew, circumstances that may affect project, soil information (if necessary)</p>	PWK150	PERM	PERM	PERM	ACT	SURFACE WATER & SEWERS	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems. If records migrated to new media in entirety, books can be destroyed after contacting the Minnesota Historical Society for review and disposition.	
PBW-30-036	<p>Public Works Land, Buildings and Infrastructure Information Foreman's Book Index A database used to record issuance of sewer foreman books.</p> <p>Records may include: book number, foreman name, date issued, date returned</p>	PWK150	PERM	PERM	PERM	ACT	SURFACE WATER & SEWERS	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems. If foreman's books migrated to media and are subsequently destroyed, index can also be destroyed.	
PBW-30-038	<p>Public Works Land, Buildings and Infrastructure Information Geological Data Reports and other documentation on the subsurface structure and ground conditions of an area of land, to determine such matters as drainage, soil composition, and sinkholes.</p> <p>Records may include: borings, reports</p>	PWK450	PERM	PERM	PERM	ACT	MATERIALS LAB	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-30-039	<p>Public Works Land, Buildings and Infrastructure Information Spatially Enabled Infrastructure Records Spatial data layers maintained by Public Works to support spatial queries for capital project designs and maps. Records may include: street, alley, rail, bike and bridge centerlines, planimetric data, boundaries, LIDAR/DTM data, survey data</p>	PWK150	PERM	PERM	PERM	ACT	TP&E	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	

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PBW-30-042	<p>Public Works Land, Buildings and Infrastructure Information GIS & ESD Databases - Traffic</p> <p>GIS related data specific to traffic operations. This data storehouse is divided into multiple sections. Data can be stored in ArcMap maps or static maps but all data is stored in a database. These databases are either local, Access databases, or Enterprise through SQL servers in GIS. There are also fundamental layers used by traffic only, i.e. 'street names,' 'roadway intersections' are good examples. There is also proprietary data within other departments data that Traffic "owns and maintains"; speed limits, snow emergency and truck routes are examples.</p> <p>Records may include: Events, Traffic Counts, Road Closures & Detours, /Data may include: Signs, Crashes, Parking Meters, Pavement Markings, Railroad Quiet Zones, Snow Emergency Routes, Speed Limits, Speed Wagon Program, Traffic Signals, Special Maps</p>	PWK450	PERM	PERM	PERM	ACT	TRAFFIC TP&E	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-30-044	<p>Public Works Land, Buildings and Infrastructure Information GIS System Records - Surface Water and Sewer</p> <p>The Surface Water and Sewer GIS database combines geo-referenced (spatial) data with attribute and descriptive data for the management of the Surface Water and Sewer infrastructure by the department.</p>	PWK450	PERM	PERM	PERM	ACT	SURFACE WATER & SEWERS (SWS)	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-30-046	<p>Public Works Land, Buildings and Infrastructure Information Gopher State One Call System - Utility Locate Requests</p> <p>An online (currently Korterra System) ticket that records requests to locate buried utilities. Utility locates are split three ways for Water, Sewer and Traffic to each handle the ticket appropriately.</p> <p>Records may include: name of person requesting location, date of request, notations of line locations, name of person locating lines, related data</p>	UTL030	ACT+3	ACT+3	ACT+3	ACT	WATER SWS TRAFFIC	Active ceases after completion of locate	

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PBW-30-048	<p>Public Works Land, Buildings and Infrastructure Information Intersection Cards Drawings that provide data on the location and size of the city's water infrastructure. Data source: survey books.</p> <p>Records may include: location and size of water mains, year built, location of valves, location of hydrants, location and size of water mains, year built, location of valves, location of hydrants</p>	PWK150	PERM	PERM	PERM	ACT	WATER DIST	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems. If infrastructure records are converted to new format, review necessity for maintaining a separate index.	
PBW-30-050	<p>Public Works Land, Buildings and Infrastructure Information Maps - General This series should be used to schedule maps not found elsewhere in the Public Works Retention Schedule.</p> <p>The series includes various maps and plans that might include information on utilities, water supplies, road and bridge construction, other transportation structures, water mains, sewer lines, sewer line connections, fire hydrants, sewer district boundaries, valve locations, bench marks, and similar engineering and construction related data.</p> <p>Records may include: maps, plans, reporting data, web published information, snow emergency information, bike routes, traffic sign and signal information, truck routes</p>	PWK445	ACT+6	ACT+6	ACT+6	ACT	DIVISIONS UNITS	Active ceases when no longer used, is updated or replaced. Refer to PBW-30-71 for historical maps	
PBW-30-052	<p>Public Works Land, Buildings and Infrastructure Information Maps - Data, Analysis and Trends Maps that are created as a means to review various programs. These maps help research trends and history.</p>	BUS131 PWK445	ACT+6	ACT+6	ACT+6	ACT	DIVISIONS UNITS	Active ceases when no longer used, is updated or replaced. Refer to PBW-30-71 for historical maps	
PBW-30-054	<p>Public Works Land, Buildings and Infrastructure Information Maps - Operational/Route Various maps that include information on route maps, service districts and collection day strips, etc.</p>	BUS131	ACT+3	ACT+3	ACT+3	ACT	DIVISIONS UNITS	Active ceases when no longer used, is updated or replaced. Refer to PBW-30-71 for historical maps	

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PBW-30-056	<p>Public Works Land, Buildings and Infrastructure Information Maps - Traffic Related</p> <p>Various maps that are Traffic specific. Some maps are just snapshots of current conditions while others will have historical value. Maps can be in various formats CAD, GIS, PDF or paper.</p> <p>Records may include: Traffic Count Volumes, Traffic Count Turning Movements, Crashes, Traffic Signals, Street Lighting, Parking Meters, Pavement Markings, Signs, Snow Emergency Routes, Speed Limits, Truck Routes</p>	BUS131	ACT+3	ACT+3	ACT+3	ACT	TRAFFIC	Active ceases when no longer used, is updated or replaced. Refer to PBW-30-71 for historical maps	
PBW-30-058	<p>Public Works Land, Buildings and Infrastructure Information Modeling System Records</p> <p>Surface Water and Sewer utilizes modeling software to help analyze, design, build, and operate the City sewer infrastructure. Records include the final model used for planning, analysis or to identify the record drawing.</p>	PWK751	ACT+10	ACT+10	ACT+10	ACT	SURFACE WATER & SEWERS	Active ceases when no longer used is updated or replaced. If model is used as the index to record drawings, maintain the index permanently.	
PBW-30-062	<p>Public Works Land, Buildings and Infrastructure Information Plan Review Plan Sets - Private</p> <p>Site Plan Review Records are private development plans for infill development within the jurisdictional boundaries of the City of Minneapolis. The plans are reviewed by various City departments and divisions within Public Works as a means to identify potential issues related to compliance with department development requirements.</p> <p>The site plan reviewers maintain a copy of the site plans that are reviewed and approved for construction. If a development installs a private BMP (Best Management Practice) for water quality or if the water quantity creates a business need, SWS will retain plan copies of the BMP information and associated underground pipe work. An Operations and Maintenance Schedule and methodology for maintaining the BMP may also be required and submitted by developer or owner as per MCO 54.</p>	PWK150	PERM	PERM	PERM	ACT	DEVELOPMENT REVIEW DIVISIONS AS REQUIRED BY BMP	Retain only those plan sets that are applicable to the division.	

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PBW-30-068	<p>Public Works Land, Buildings and Infrastructure Information Plan Sets - Other Gov't (Copies) Plan sets from Hennepin County, Metropolitan Council, adjacent cities and MNDOT showing proposed construction.</p> <p>Record drawings from other government agencies are the proprietary property of that agency and are provided to Minneapolis as a courtesy. The plan sheets are retained as a source of record that Minneapolis has available.</p>	NONE	NONE	NONE	NONE	ACT	OTHER GOVT AGENCIES	Active ceases when business need ends	
PBW-30-071	<p>Public Works Land, Buildings and Infrastructure Information Plats and Maps - Historical An early historical record of engineer's drawings/plats and maps of the city and its infrastructure. Records are maintained by Right of Way.</p> <p>Records may include: 200+ Eggshell Boards</p>	PWK450	PERM	PERM	PERM	ACT	DIVISIONS UNITS	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-30-072	<p>Public Works Land, Buildings and Infrastructure Information Plats - General Municipal maps including streets, subdivisions, utilities, public properties, flood maps.</p> <p>Records may include: engineering and field notes and profiles, cross-sections of roads, streets, rights-of-way, and bridges, lot plans, surveys, benchmarks, base maps, etc.</p>	PWK450	PERM	PERM	PERM	ACT	TP&E - RIGHT OF WAY (ROW) HENNEPIN COUNTY	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-30-073	<p>Public Works Land, Buildings and Infrastructure Information Plats - Water Plat drawings of each city street, showing the location of water mains, connections, manholes, and easements. Historical value.</p> <p>Records may include: depth of water main, percentage of grade, location of lateral connections, location of manholes, size of lines, maps, drawings</p>	PWK450	PERM	PERM	PERM	ACT	WATER DIST.	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	

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PBW-30-074	<p>Public Works Land, Buildings and Infrastructure Information Plats - Storm and Sanitary Sewer Historic Sewer Plats were the final permanent record of the field record drawings/construction from construction survey records and foreman's books combined with plan sheet data and property line data.</p> <p>Sources may include: Sewer Record Drawing Cards, Survey Field Books, Construction Foreman Books, Minneapolis Atlas, Soil Records Utility Permits.</p>	PWK450	PERM	PERM	PERM	ACT	SWS	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-30-077	<p>Public Works Land, Buildings and Infrastructure Information Standard Specifications and Detail Plats These specifications and standard detail plates are specific to the City of Minneapolis construction and design requirements and are intended to be used by contractors, consultants and City Divisions for plan & specification preparation as well as for construction of public infrastructure projects.</p> <p>The Standard Plates Manual contains a set of drawings developed by the City of Minneapolis Public Works Department, showing standard details of construction and materials.</p>	PWK150	PERM	PERM	PERM	PERM	DIVISIONS UNITS		
PBW-30-079	<p>Public Works Land, Buildings and Infrastructure Information Street Book The purpose of the Street Book is to document the inventory of streets and their current condition/rating</p>	PWK150	PERM	PERM	PERM	ACT	TP&E		
PBW-30-080	<p>Public Works Land, Buildings and Infrastructure Information Street Centerline Database A database of information on each street in the city, used to answer inquiries from the public about street conditions and to make decisions on street improvement projects. maps. Data is submitted by several PW units.</p> <p>Records may include: year paved, length of street</p>	PWK450	PERM	PERM	PERM	ACT	TP&E	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate in their entirety to new systems.	

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PBW-30-084	<p>Public Works Land, Buildings and Infrastructure Information Street Name Files</p> <p>Records providing official control of the establishment, naming, and numbering of municipal streets and addresses, as well as the location of alleys, easements, and rights-of-way. They document street dedications, street closings, abandonments/vacations, assignment and changes of street names and/or house numbers, and similar data.</p> <p>Records may include: street dedications, street permanent closings, address assignments/changes for structures, street name assignments/changes, may include plats with addresses for parcels</p>	PWK451	PERM	PERM	PERM	ACT	TP&E ROW	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate in their entirety to new systems.	
PBW-30-086	<p>Public Works Land, Buildings and Infrastructure Information Street Name and Numbering Policies and Procedures</p> <p>Policies and procedures that govern the assignment of new street names and the allocation of building addresses.</p> <p>Records may include: rules, regulations, standards</p>	PWK451 BUS120	PERM	PERM	PERM	ACT	TP&E ROW		
PBW-30-088	<p>Public Works Land, Buildings and Infrastructure Information Street/Alley Opening and Vacation Ledger</p> <p>Chronological documentation of (City Council approved) public Street Openings. These books are utilized to assist in locating a specific action (vacation/opening/easement), or event, that effected the public right of way.</p> <p>Records may include: Ledger books., Plat Names, Lot & Blocks affected, Street name (from and to), Petition Date (per City Clerk), Resolution Date (per City Council), Proceedings Confirmation date</p>	PWK451	PERM	PERM	PERM	ACT	TP&E ROW	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate in their entirety to new systems.	
PBW-30-090	<p>Public Works Land, Buildings and Infrastructure Information Street Width Database (ESD)</p> <p>Record of street widths compiled from field measurements & paving plans. Linked to street centerline graphic via OFT ID. Used to create Street Width book</p>	PWK450	PERM	PERM	PERM	ACT	TP&E	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate in their entirety to new systems.	

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	Records may include: right-of-way, roadway, sidewalk and boulevard widths								
PBW-30-092	<p>Public Works Land, Buildings and Infrastructure Information Study Sheets - Sewer</p> <p>Study sheets provide the sewer system overview for the City of Minneapolis and provide a <i>reference</i> (if available) to what is in the vicinity of an area of interest. They are a sewer system guide to help identify general location of public infrastructure. Records may include: Sewer plats, Sewer Record Drawings, Park Board Plan Sets, MNDOT Plan Sets, Hennepin County Plan Sets, Hennepin County Record Drawings</p>	PWK150	PERM	PERM	PERM	ACT	SWS		For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate in their entirety to new systems.
PBW-30-094	<p>Public Works Land, Buildings and Infrastructure Information Survey Books - Sewer</p> <p>Survey books contain information about projects, weather conditions, persons on the survey crew and their job functions, spot elevation checks during construction, construction start and completion dates, record drawing information such as manhole locations and elevations, construction cut sheets, etc.</p>	PWK450	PERM	PERM	PERM	ACT	SWS		For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.
PBW-30-097	<p>Public Works Land, Buildings and Infrastructure Information Survey Control Monument Database (ESD)</p> <p>This database is a set of geographically located points and attributes representing the physical location of survey control monuments. Attribute values of each point contain a monument ID, vertical and horizontal coordinates. Additional attributes may include street intersections and inspection dates. An associated scanned monument tie sheet can be linked via the monument ID. This dataset is the data source for the Monument Locator application on the Public Works web page</p>	PWK450	PERM	PERM	PERM	ACT	TP&E		For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.

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PBW-30-098	<p>Public Works Land, Buildings and Infrastructure Information Survey Field Books 1900 to 1960 +/- To record survey data.</p> <p>Records may include: Field Books, Profiles, grades, index file</p>	PWK450	PERM	PERM	PERM	ACT	TP&E	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-30-099	<p>Public Works Land, Buildings and Infrastructure Information Survey Field Data - General SurveyField Data that is project specific may include documentation of the actual physical product of each construction project, both the as-approved design and significant changes made during construction. The survey documentation may be maintained electronically and/or in paper form. The records document the planning, design, progress, and completion of capital construction or public improvement projects. Field notes, maps, and other data documenting the surveying and resurveying of locations and physical features of land within the city's boundaries.</p> <p>Survey records may also be used to document the progress of infrastructure construction. Records documenting the layout and planning of streets, intersections, and sidewalks, street address assignments, establishment of grades, major street construction and maintenance, street and intersection design and alignment, right-of-way acquisition, street and drainage problem histories, and similar records of long-term significance.</p> <p>Survey files may include the planning, design and construction of non-routine projects for street improvements, reconstruction, and maintenance, such as enclosing ditches, installing walkways, drainage projects, road rechannelization, and replacement of pavement, curbs, gutters, and driveway aprons.</p> <p>Records may also include field data and detailed field notes and other records related to surveys done for construction projects (including levels, cuts, and grades), boundary work, designing and staking of new roadways and utilities, right-of-way location, and similar purposes. SurveyField Data</p>	PWK450	PERM	PERM	PERM	ACT	TP&E	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	

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	that is project specific may include documentation of the actual physical product of each construction project, both the as-approved design and significant changes made during construction.								
	Records may include: electronic survey data, e-mails, field notes (field books), survey measurements, blueprints, plans, specifications, preliminary drafts, drawings, sketches, profiles, grades, proceed orders, project description, construction inspection reports, structural design calculations, engineering reports, cost estimates, routine correspondence and memoranda, incoming and outgoing letters, proposals, bids, contracts, resolutions								
PBW-30-102	Public Works Land, Buildings and Infrastructure Information Surveyor Field Notes - Water	PWK450	PERM	PERM	PERM	ACT		WATER DISTRIBUTION	
	The original field surveyor's books and/or notes for water installations; they are used as a basis for maps of the water systems.								For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.
	Records may include: location, elevation, other related information								
PBW-30-104	Public Works Land, Buildings and Infrastructure Information Surveys - Preliminary Surveys - SWS	USE PBW-45-059						SWS	
	Use PBW-45-059 (Existing Records) in the Capital Project and Project Design/Construction section of the Public Works Retention Schedule.								
	The records can provide background information that can help in identifying project needs for proposed new construction along these corridors.								
	The preliminary surveys are used to generate final plan sets for proposed construction illustrating the existing infrastructure in relation to proposed construction.								
	Records may include: Existing storm drain information, Existing Sanitary Sewer Information, existing gas piping, Vertical control points for construction purposes								

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PBW-30-106	<p>Public Works Land, Buildings and Infrastructure Information Tap Cards</p> <p>Tap Cards contain information on the location and dimensions of new service connections to water mains. Information about new taps is recorded by the tapper and inspector. Tap records and the updates have been scanned and can be used in conjunction with the scanned intersection card to provide access to the dimensional drawings of each intersection by staff.</p> <p>Records may include: permit number, location of tap, dimensions of tap, measurements to stop box</p>	PWK150	PERM	PERM	PERM	ACT	WATER DISTRIBUTION	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-30-108	<p>Public Works Land, Buildings and Infrastructure Information Tap Records Database</p> <p>An Access database that gives information on new service connections to water mains.</p>	PWK150	PERM	PERM	PERM	ACTG	WATER DISTRIBUTION	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-30-114	<p>Public Works Land, Buildings and Infrastructure Information Water Service System Inventory</p> <p>Charts, plats, indexes, and related records not identified elsewhere that show the locations of water mains, valves, fire hydrants, service lines, water meters, backflow prevention devices, wells, and easements.</p> <p>Records may include: maps, drawings, charts, indexes, plats, prints</p>	PWK150	PERM	PERM	PERM	ACT	WATER DISTRIBUTION	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-30-116	<p>Public Works Land, Buildings and Infrastructure Information Well Records</p> <p>Documentation of where wells are located, which wells have been abandoned, related documentation.</p> <p>Records may include: Well Abandonment</p>	PWK150	PERM	PERM	PERM	ACT	REGULATORY SERVICES	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	

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PBW-35	<p>Public Works Licenses and Permits Section Overview The Licenses and Permits Section of the Public Works Retention Schedule includes records that document the functions and activities associated with license and permit issuance, collection of fees, compliance monitoring and tracking of activities. Records include licenses and permits where the City may be the issuer or the holder of the permit.</p> <p>The listing of licenses and permits included in this section of the schedule is not exhaustive. Use the Licenses and Permits - General (PBW-35-02) for licenses and permits not listed on the schedule (provided that the purpose and function of the records is similar to that described).</p> <p>See Also: Environmental, Regulatory/Compliance and Hazardous Materials Section (PBW-12) for records associated with the NPDES permitting process.</p>								
PBW-35-001	<p>Public Works Licenses and Permits Annual License Reports, Permits and Fees Annual Reports and Permit Fees required to operate a Water Treatment Plant and its related facilities.</p> <p>Note: Maintain Water Division Annual Reports permanently (See PBW-05-07 - Annual Reports in the Administrative and General Section of the Public Works Schedule for additional detail).</p> <p>Records may include: Hazardous Waste Generator License Fee, Industrial Waste Discharge Report, Industrial Waste Discharge Permit and Fee, Agricultural Liming Material Report of tonnage distributed Parts 1 and 2, Semi-annual agricultural liming exemption, Water Appropriation Permit, Radiation Control General License Registration, Water Emergency & Conservation Plan, Hazardous Waste Base Tax for very small generators, EPCRA Program Tier Two Report Forms, Hazardous Chemical Release & Inventory, MN Haz Mat Incident Response Act Fee, Air Emission Permit, Annual Air Emission Inventory Fee, Annual WQ Permit Fee, NPDES Monthly Discharge Monitoring Report, NPDES Permit Fee, Residual Solids Management plan, Record of River Climatological Observation, Truck Scales Certification,</p>	LEG101	ACT+6	ACT+6	ACT+6	ACT	WATER		Active ceases after expiration, final action, discontinuance, renewal or is superseded

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	Seasonal Winter Weight Increase, Application for Transportation Permit								
PBW-35-002	<p>Public Works Licenses and Permits Licenses and Permits - General Applications and copies of licenses or permits issued by the Public Works Dept. or its divisions, or notification copies of licenses or permits issued by other municipal or state authorities, for activities that affect the systems and properties managed by the department.</p> <p>Records may include: compost sites, operating transfer stations, dumping at municipal facilities, collecting or hauling solid waste, excavations, sewer connections, building and plumbing, physical alterations, blasting</p>	LEG101	ACT+6	ACT+6	ACT+6	ACT	DIVISIONS UNITS	Active ceases after expiration, final action, discontinuance, renewal or is superseded	
PBW-35-004	<p>Public Works Licenses and Permits Licenses and Permits- SWR Licenses or permits issued by other municipal or state authorities, for activities that affect the systems and properties managed by the department.</p> <p>Records may include: compost sites, operating transfer stations, dumping at municipal facilities (Henn Co License), collecting or hauling solid waste, license for freon removal/disposal, State Of MN Vehicle License, Building Permits, Hazardous Waste Permits, Overweight Permits, D.O.T. Inspector License</p>	LEG101	ACT+6	ACT+6	ACT+6	ACT	SOLID WASTE	Active ceases after expiration, final action, discontinuance, renewal or is superseded	
PBW-35-014	<p>Public Works Licenses and Permits Licenses and Permits - Radio FCC frequency licenses and use permits, renewals, cancelations, alterations, modifications. PCN coordination notifications.</p> <p>Records may include: FCC license tracking, PCN: Interference coordination</p>	LEG101	ACT+6	ACT+6	ACT+6	ACT	RADIO	Active ceases after expiration, final action, discontinuance, renewal or is superseded	

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PBW-35-016	<p>Public Works Licenses and Permits Licenses and Permits - Transfer Stations</p> <p>Applications and copies of licenses or permits issued by the Public Works Dept. or its divisions, or notification copies of licenses or permits issued by other municipal or state authorities, for activities that affect the systems and properties managed by the department.</p> <p>Records may include: compost sites, operating transfer stations, dumping at municipal facilities, collecting or hauling solid waste, North Transfer Site, South Transfer Site, MN Pollution Control (PCA)</p>	LEG101	ACT+6	ACT+6	ACT+6	ACT	SOLID WASTE	Active ceases after expiration, final action, discontinuance, renewal or is superseded	
PBW-35-028	<p>Public Works Licenses and Permits Permits - Index/Register - General</p> <p>A register of permits issued by the Public Works Dept., such as excavation permits, sewer and water connection permits.</p> <p>Records may include: permit holder name, number, type, date issued, location, work completion, inspection date, final acceptance</p>	BUS200	PERM	PERM	PERM	ACT	DIVISIONS UNITS		
PBW-35-030	<p>Public Works Licenses and Permits Permits - Construction</p> <p>Permits for buildings, signs, grading, fill, excavation, and improvements such as curb and sidewalk alterations.</p> <p>Records may include: approved permits, related blueprints and specifications</p>	LEG101	ACT+6	ACT+6	ACT+6		DIVISIONS UNITS	Active ceases after inspection and completion.	
PBW-35-034	<p>Public Works Licenses and Permits Permits - Obstruction</p> <p>Permit for closure or obstruction of sidewalks, bike lanes, parking lanes, and or moving traffic lanes.</p> <p>Records may include: application, copy of permit, field notes for billing</p>	LEG101	ACT+6	ACT+6	ACT+6	ACT	DIVISIONS UNITS	Active ceases after completion or expiration.	

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PBW-35-035	Public Works Licenses and Permits Permits - Oversized/Overweight (Truck) Permits Records used to document the permitting of oversized and overweight vehicles. Records may include: Company Name, Company Address, Company Phone and Fax, Vehicle Type, Vehicle License Number or Serial, Insurance Company	LEG101	ACT+6	ACT+6	ACT+6	ACT	DIVISIONS UNITS	Active ceases after expiration or renewal	
PBW-35-036	Public Works Licenses and Permits Permits - Parade and Race To document compliance with city ordinance requiring a permit for any parade, race, march, or procession on any city street or alley, and to manage the issuance of permits. Records may include: permit application, route map, detailed traffic control plan, leaflet notifying adjacent residents and property owners, verification of fee payments, spreadsheet	LEG102	ACT+3	ACT+3	ACT+3	ACT	TRAFFIC	Active ceases after completion or expiration	
PBW-35-038	Public Works Licenses and Permits Permits - Plaza Permits issued as a request to use City owned property. With the permit is a liability certificate to ensure that property is properly scheduled and the city is not held liable for accidents and incidents for City owned plazas. Associated with Plaza permits are other permits that may be required (noise, food, etc.). Records may include: e-mail of event description, insurance liability form, application	LEG102	ACT+3	ACT+3	ACT+3	ACT	Transportation Maintenance & Repair	Active ceases after completion or expiration	
PBW-35-040	Public Works Licenses and Permits Permits - Residential Block Events Paper residential block event application forms, information related to specific events including financial records	LEG102	ACT+3	ACT+3	ACT+3	ACT	TRAFFIC	Active ceases after expiration or completion	

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PBW-35-044	<p>Public Works Licenses and Permits</p> <p>Permits - Right Of Way (ROW) - Temporary</p> <p>Permits issued to individuals, contractors, and private companies for temporary activities on public streets, sidewalks, and adjacent land, such as encroachment, barricading or obstruction, closing, demolitions, excavations, blasting, crane operations, concrete construction (curb, gutter, sidewalk repair), handling of oversize vehicles or equipment, special events, house moving, block parties, etc.</p> <p>Records may include: owner's name/address, contractor, location and description of activity, permit conditions, fee amount, date, signatures, state license and bonding information, checklist of existing utilities</p>	LEG101	ACT+6	ACT+6	ACT+6	ACT	TP&E TRAFFIC	Active ceases after expiration or completion	
PBW-35-045	<p>Public Works Licenses and Permits</p> <p>Permits - Sidewalk Construction</p> <p>The permits database that is used for issuing and inspecting permits taken out by Private Contactors (not under contract with the City) to do sidewalk, driveway and curb & gutter work in the public right of way.</p> <p>Records may include: permit number, date issued, contractor, estimated work, permit fee, site plan number, inspection date, work done, date stamp, bonded contractors list, approved site plans</p>	LEG102	ACT+3	ACT+3	ACT+3	ACT	SIDEWALK	Active ceases after expiration or completion with a final inspection	
PBW-35-046	<p>Public Works Licenses and Permits</p> <p>Permits - Utility Connections</p> <p>Applications from, and permits issued to, utility companies or contractors to work in the city right of way (ROW). Separate permits for the four types of permits: water connections, sewer connections, utility connections, and repair. Each permit type is maintained in separate book volumes by permit number.</p> <p>See Also: Tap Cards</p> <p>Records may include: Waivers, maintenance agreements, record drawing of service, inspection report, application</p>	PWK150	PERM	PERM	PERM	ACT	UTILITY CONNECTIONS		

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PBW-35-048	<p>Public Works Licenses and Permits Permits - Water Meter Water meter permits are issued as a means to begin the documentation process of installation, activation, tracking, maintenance and billing of water via city water meters.</p> <p>New paperless processes will use two systems to manage the official records related to meters. Maximo will be used to manage the official record of the meter, the installation and the maintenance. Enquesta (or Utility Finance System) will be used to manage the official record relating to the establishment and activation of the account.</p> <p>Records may include: date of issue, permit number, name and address of property owner, amount of fee, location of connection, dates completed and inspected, diagram of installation</p>	PWK150 ASM000	PERM	PERM	PERM	ACT	UTILITY CONNECTIONS WATER DISTRIBUTION		
PBW-35-052	<p>Public Works Licenses and Permits Permits - Water and Wastewater System Documentation bearing upon the application, issuance, or renewal of permits and approvals for the operation of water treatment facilities as required by law or regulation.</p> <p>See also Environmental, Regulatory/Compliance and Hazardous Materials Section of the Public Works Schedule for NPDES Permits.</p>	LEG101	ACT+6	ACT+6	ACT+6	ACT	WATER OPERATIONS	Active ceases after expiration, completion of final action, discontinuance or is superseded.	

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PBW-38	<p>Public Works Personnel/Health, Safety and Training Section Overview Four major functions are documented in the Personnel/Health, Safety and Training sections of the Public Works Retention Schedule. The Personnel/Health functions include managing employee records and associated health records in divisions and for the organization. Employees include permanent, temporary and part-time employees.</p> <p>Important functions documented in the Safety and Training section of the schedule include records required to document and manage the safe work environment; the inventory, testing and training used to address employee risk factors; and activities related to Hazardous Waste/Right to Know and emergency operations plans. The records also document the function of monitoring of safe work practices, training staff on preventive measures and providing assistance on committees established to investigate and advise on health and safety issues in the workplace.</p> <p>Also see the Environmental, Regulatory/Compliance and Hazardous Materials Section of the Public Works Retention Schedule for records associated with the operational management of hazardous materials.</p> <p>SPECIAL NOTE: The City of Minneapolis General Retention Schedule - Human Resources Section, identifies, defines and schedules most of the records common to Human Resource functions (Personnel File, Supervisor File, Medical Records, etc.). Refer to the General Retention Schedule - Human Resources Section for most records specific to Human Resources.</p>								
PBW-38-005	<p>Public Works Personnel/Health, Safety and Training Personnel - Detail Interest List Records of employee Detail Interest requests. The Detail Interest List is required by the Long-Rains Settlement. Every year a new solicitation is sent to PW employees. Each employee may select a number of jobs that they are interested in being "detailed" to. A database is used for tracking and reporting.</p>	EMP900	ACT+3	ACT+3	ACT+3	ACT	PW ADMIN		Active ceases after entry of completed forms, generation of the report and expressed continued interest

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PBW-38-008	<p>Public Works Personnel/Health, Safety and Training Personnel - Discipline Records The purpose of entering in the discipline is to have consistency for each of the supervisors in Public Works. The series documents dismissals, Suspensions, progressive disciplinary measures and other actions related to discipline of employees.</p> <p>Use Supervisor Management File for Disciplinary Records while they are active. Send results and final actions to Public Works Department Personnel File when complete.</p> <p>Records may include: All discipline for PW, investigative records, interview and hearing records, findings and recommendations</p>	EMP300	ACT+6	ACT+6	ACT+6	ACT	PW ADMIN HUMAN RESOURCES	Active ceases when employee separates	
PBW-38-011	<p>Public Works Personnel/Health, Safety and Training Personnel - Department Personnel File Records maintained by divisions to support Public Works Administration in the management of current employees and the requirements associated with maintaining employment with the City of Minneapolis.</p> <p>Use the Human Resource Section of the City of Minneapolis General Retention Schedule for the retention of:</p> <p>The Department Personnel File (HRS-20-06) and the following sections: Employment History (use HRS-20-06-02), Employee Training (use HRS-20-06-04), Commendations/Awards/Letters (use HRS-20-06-06), Disciplinary Actions (use HRS-20-06-10), Performance Evaluations (use HRS-20-06-10),</p> <p>See also HRS-20-04 (Service File) HRS-30 (Supervisor Management File) and HRS-40 (Medical Records for Employees).</p> <p>Records may include: Job Change Forms, Hire Forms, Employee Reimbursement Requests, Supervisors First Report of Injury Forms, Workability Reports, Payroll related documents, Yearly</p>	EMP300	ACT+6	ACT+6	ACT+6	ACT	PW ADMIN HUMAN RESOURCES	Active ceases when employee separates	

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	Appraisals, Policy Receipt Acknowledgement Forms, Declaration of Outside Employment Forms, Request for Leave of Absence Form & related documents, Certifications, Disciplinary related documents, W4 Deduction Designation Form, Drivers License Verification Form, and other documents related to employment, retirement & separation from City Employment								
PBW-38-015	<p>Public Works Personnel/Health, Safety and Training Personnel - Eligibility Lists The series consists of lists and similar records that document the eligible applicants for employment positions.</p>	EMP900	ACT+3	ACT+3	ACT+3	ACT	HUMAN RESOURCES	Active ceases when list expires	
PBW-38-017	<p>Public Works Personnel/Health, Safety and Training Personnel - Employee Appraisals Yearly documentation on employee performance.</p>	EMP300	ACT+6	ACT+6	ACT+6	ACT	PW ADMIN HUMAN RESOURCES	Active ceases when employee separates	
PBW-38-019	<p>Public Works Personnel/Health, Safety and Training Personnel - Incident Review Board Records To keep information updated and accurate for progressive discipline process. Records may include: Incident Review Board</p>	EMP 300 EMP700	ACT+6	ACT+6	ACT+6	ACT	PW ADMIN HUMAN RESOURCES/ HRIS	Active ceases when employee separates	
PBW-38-021	<p>Public Works Personnel/Health, Safety and Training Personnel - Interview Notes These records are used to document the selection and interview process. The documents provide a summary of the results of interviews with candidates/employees. Key documents are usually transferred to HRS-20-06 (Department Personnel File) for the selected candidate. The results of pre-employment medical exams for hired candidates should be filed with HRS-40 (Medical Records for Employees). This series should be used for records of candidate/employees that are not selected or if the detail interview/testing records for all candidates are maintained together. Records may include: Copy of the application and resume, certification, interview questions and notes from the interview and department administered test results.</p>	EMP900	3	3	3	ACT	PW ADMIN PERSONNEL		

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	Records may include: Interview Notes								
PBW-38-023	<p>Public Works Personnel/Health, Safety and Training Personnel - Journey and Apprentice Lists</p> <p>Records created and maintained to document the record of the seniority of the Journey Cement Finishers, Asphalt Rakers and Pipelayers. To keep established record of Apprentice list to determine the next individual who qualifies for the next Apprentice position.</p> <p>Records may include: Job change forms, Apprentice sign up forms, Bypass forms, withdrawal forms</p>	EMP900	ACT+3	ACT+3	ACT+3	ACT	PW ADMIN		Active ceases when no longer used or is eliminated or replaced
PBW-38-025	<p>Public Works Personnel/Health, Safety and Training Personnel - Seasonal Labor Solicitation</p> <p>The purpose of these records is to identify the labor needs of the divisions for future work and the solicitation and scheduling of laborers based on seniority. The scheduling process occurs twice a year (winter and spring call-back). Spreadsheets are created to track division assignments (current and past).</p> <p>Records may include: winter work form solicitation</p>	EMP900	3	3	3	ACT	PW ADMIN		
PBW-38-027	<p>Public Works Personnel/Health, Safety and Training Personnel - Seasonal Layoff Tracking</p> <p>A spreadsheet used to track and identify laborers who have been layed off on specific dates for the winter season. This is information is used by Transportation Maintenance and Repair (TM&R), payroll, HR, and MN unemployment.</p>	EMP900	ACT+3	ACT+3	ACT+3	ACT	PW ADMIN		Active ceases after notification to other City departments and agencies

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PBW-38-033	<p>Public Works Personnel/Health, Safety and Training Personnel - Supervisor File</p> <p>The purpose of these records (maintained by department supervisors) is to collect information and to document employee behavior concerning performance and alleged misconduct. The types of records that may be found in this series may include but are not limited to: journals documenting time and attendance, complaints against an employee that have not been resolved, memos concerning performance issues, memos reminding the employee about policies and procedures, in process performance evaluations, discipline based on union contracts, disciplinary actions (not final). Not final means that the disciplinary action is in the process of being grieved through the employee's collective bargaining agreement or appealed to the Minneapolis Civil Service Commission. The supervisor management file should be maintained in a secure place. When complete, a record of final disciplinary actions should be shifted to HRS-20-06-08 (Department Personnel File - Disciplinary Actions Section 4).</p> <p>Also Note: Medical and disability information including information on restrictions must be maintained in HRS-40 (Medical Records for Employees).</p>	EMP300	ACT+6	ACT+6	ACT+6	ACT	DIVISIONS UNITS PW ADMIN PERSONNEL		Maintain records while active. When final disciplinary action are complete, send PW Administration - Personnel for inclusion to Department Personnel File. Department Personnel file is maintained ACT+ 6. Active ceases when employee separates.
PBW-38-040	<p>Public Works Personnel/Health, Safety and Training Health & Safety - Commercial Drivers License Verification</p> <p>To insure valid Commercial Drivers Licenses for laborers. Records are added to an Excel spreadsheet and used for reference and administration to answer questions relating to the laborers. Records document that an individual has been granted a commercial drivers license when it is required as a condition of employment. Records are also updated in the Licenses and Certifications section of HRIS.</p>	EMP925 TRA100	ACT+6	ACT+6	ACT+6	ACT	PW ADMIN HRIS		Active ceases when no longer used, is updated or replaced.

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PBW-38-042	Public Works Personnel/Health, Safety and Training Health & Safety - Driver Training and Equipment Certifications Records may include initial driver road test for hiring, New employee pre & post trip training, equipment familiarization, fork lift training, refrigerant recovery certification, etc. Records may include: checklist for training, driver testing, NARDA Certifications, Fork Lift Certifications	EMP925	ACT+3	ACT+3	ACT+3	ACT	DIVISIONS UNITS HRIS	Retain the three most current years of records for a period of three calendar years after expiration of the certification or license	
PBW-38-044	Public Works Personnel/Health, Safety and Training Health & Safety - Drug and Alcohol Testing D.O.T. mandated drivers testing, mechanics and servicemen testing for drug and alcohol. City of Mpls accident, probable cause or suspicion drug and alcohol testing. New hire D.O.T mandated testing. Records may include: Initial hiring forms, Accident / Injury Reports, OMC Referrals, New Employee Paperwork	EMP720 EMP721	5	5	5	ACT	SAFETY PERSONNEL FILE	Maintain alcohol testing training materials ACT+2 years, retain equipment calibration for testing 5 years, maintain positive test results 5 years, maintain negative test results 1 year	
PBW-38-046	Public Works Personnel/Health, Safety and Training Health & Safety - Employee and Equipment Certifications Records that document the certification process for operators of water systems as required by state and federal law/regulation. Records may include: new and renewal applications, records documenting experience, test scores, continuing education documentation, related correspondence	EMP925	ACT+3	ACT+3	ACT+3	ACT	DIVISIONS UNITS HRIS	Retain the three most current years of records for a period of three calendar years after expiration of the certification or license	
PBW-38-048	Public Works Personnel/Health, Safety and Training Health & Safety - Equipment Competency and Certification Tracking Documentation of equipment specialties and certifications held by personnel. Records may include: Equipment speciality, Personnel, Seniority, Training status, Training requested, Personnel who request to be off the list	EMP925	ACT+3	ACT+3	ACT+3	ACT	DIVISIONS UNITS	Retain the three most current years of records for a period of three calendar years after expiration of the certification or license	

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PBW-38-050	<p>Public Works Personnel/Health, Safety and Training Health & Safety - Occupational Injury and Illness Reporting Records Series documents occupational injuries and illnesses which occur in the workplace and provides information required by the Occupational Safety and Health Administration (OSHA).</p> <p>Records may include but are not limited to logs and summaries of recordable occupational injuries and illnesses, OSHA Form 300, supplementary records and OSHA Form 300A, serious injury reports, injury cost reports, annual occupational injury and illness summaries and other surveys, and correspondence.</p>	EMP700 EMP720	5	5	5	ACT	VARIOUS	Maintain OSHA reporting logs/forms for 5 years following the year to which they relate.	
PBW-38-052	<p>Public Works Personnel/Health, Safety and Training Health & Safety - Supervisor's Report of Injury Work related injury information. The record documents an employee injury while working on a particular day.</p> <p>Records may include: copy of injury related medical records, report of work ability forms, employee data calendar, report of injury</p>	VARIOUS	VARIOUS	VARIOUS	SEE REMARKS		WORKERS COMP PAYROLL SAFETY REP SAFETY FILE MEDICAL FILE	Form is maintained in numerous departments for different purposes. Retention is based on the function of the records that the form is filed with. Review other categories for appropriate placement and retention.	
PBW-38-060	<p>Public Works Personnel/Health, Safety and Training Safety - Accident/Incident Investigation Records document employee or non-employee accident and injury incidents that occur in the workplace. Information is used by Safety to update policy, procedure and training materials as a means to eliminate future similar incidents.</p> <p>Records may include: accident/incident/illness reports, supervisor reports, supplemental reports/employee supervisor identification, employee/witness interviews, draft reports, pictures of the scene, recommendations and related data, worksheets, risk surveys, findings and recommendations</p>	EMP500 SAF006	ACT+10	ACT+10	ACT+10	ACT	SAFETY WORKERS COMP RISK MGMT. PERSONNEL FILE	Incidents may or may not result in a claim. Active ceases after investigation and determinations are complete. If incident involves employee hazard exposure: retain 30 years after employee separation (29 CFR 1910.1020).	

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PBW-38-062	<p>Public Works Personnel/Health, Safety and Training Safety - Compliance and Inspection Records</p> <p>This series documents the Public Works compliance with state and local safety regulations which may be initiated as a result of a complaint or through periodic safety inspections by OSHA, Fire Inspectors, and other state or local agency inspectors.</p> <p>Records are maintained at the host facility.</p> <p>Records may include: inspection reports on buildings (including inspections of fire alarm and security systems, elevators, complaints, citations, notices of penalties, correction orders, follow-up actions, related documentation and correspondence.</p>	EMP712 SAF005	PERM	PERM	PERM	ACT	WORK SITE	Records documenting the formation or a change in policy, retain permanently. Maintain compliance and inspection records while active plus 5 years.	
PBW-38-064	<p>Public Works Personnel/Health, Safety and Training Safety - Division Records</p> <p>Safety records are used for regulatory compliance and to help reduce future accidents.</p> <p>Records may include: Eye Wash, Confined Space, Fire Extinguisher, Lockout/tagout, Injury reports, Safety meeting reports</p>	EMP712 SAF005	PERM	PERM	PERM	ACT	WORK SITE SAFETY	Records documenting the formation or a change in policy, retain permanently. Maintain compliance and inspection records while active plus 5 years.	
PBW-38-066	<p>Public Works Personnel/Health, Safety and Training Safety - Emergency Operations Plans</p> <p>Plans of action for emergency situations developed as needed by each individual division. Potential historical value.</p>	EMP800 SAF005	PERM	PERM	PERM	ACT	WORK SITE SAFETY		
PBW-38-068	<p>Public Works Personnel/Health, Safety and Training Safety - Hazard Communications Program/Right To Know</p> <p>Series documents the participation in the Hazard Communications Program. These records may be useful as documentation for exposure and other claims because they include chemical content, safe handling instructions and other facts about a product at a given time in the past.</p>	EMP800 SAF005	AS+5	AS+5	AS+5	ACT	WORK SITE SAFETY	Maintain hazardous chemical lists 30 years.	

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	Records may include: plans, reports, and material safety data sheets (MSDS). Information included in the material safety data sheets includes product name, manufacturer's address and phone number, hazardous ingredients contained, ingredient description, carcinogenicity, quantity of ingredients, fire and explosion data, health hazard data, spill and leak pressures, safe handling and use information, special use precautions and related data.								
PBW-38-070	<p>Public Works Personnel/Health, Safety and Training Safety - Workplace (Job) Safety Analysis Records</p> <p>This series documents the assessment of various risk factors in the facility work environment to determine appropriate policies, procedures, responses and equipment requirements to mitigate the risk. They may also be used to identify hazards, indoor air quality analysis and risks for use in emergency preparedness and response planning.</p> <p>Records may include: job safety analysis worksheets, related work safety policy and procedures, supplemental information, correspondence</p>	SAF006	ACT+10	ACT+10	ACT+10	ACT	WORK SITE SAFETY	Active ceases after plans are updated or replaced	
PBW-38-072	<p>Public Works Personnel/Health, Safety and Training Safety - Program Records</p> <p>Series documents the Public Works Safety Program to promote a safe work environment for its employees. The safety program is a compilation of a variety of smaller/specific programs to address specific issues, risk factors, communications and training requirements for Public Works. The Safety Program includes information about program creation, management and delivery. The programs include: Hearing Conservation Program, Fit Testing Program, Indoor Air Quality Program, Drug and Alcohol Testing Program, Utility Damage Reduction Program and a wide variety of other topics that are safety related.</p> <p>Records may include but are not limited to safety policies, plans and procedures, workplace safety committee records, reports on inspections conducted by the safety officer and</p>	SAF005	30	30	30	ACT	SAFETY		

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	program related documentation and correspondence.								
PBW-38-073	<p>Public Works Personnel/Health, Safety and Training Safety - Risk Management/Process Safety Management Plans Water Risk Management/Process Safety Management Plans and associated compliance audits to meet EPA (40 CFR Part 68.150 Subpart G) and OSHA (29 CFR Part 1910.119) requirements.</p>	SAF006	ACT+10	ACT+10	ACT+10	ACT	WORKSITE SAFETY	Active ceases after plans are updated or replaced.	
PBW-38-074	<p>Public Works Personnel/Health, Safety and Training Safety - Training Records (Curriculum) The purpose of these records is to document the curriculum, content and administration of safety and environmental training. Public Works utilizes various methods to deliver safety training, including delivery of safety training and materials/communications during scheduled Safety Day Trainings.</p> <p>Training topics and content varies by division based on workplace/jobsite needs. Typical training may include hazard communication, chemical awareness, work zone safety, personal protective equipment, wellness/drug and alcohol updates, lock out/tag out, confined space and other required safety. Often times the training is delivered to meet the objectives of one of the Public Works Safety Programs (Hearing Conservation, Fit Testing, Indoor Air Quality, Drug and Alcohol, Utility Damage Reduction, and other programs).</p> <p>Generally speaking the safety training program includes training that is mandated by Federal, State, City laws and rules and regulations to meet OSHA, DOE, DOT, Department of Health and other regulatory agency training requirements.</p> <p>Some records are maintained electronically in the training section and employee training information section of HRIS. Other records may be maintained in paper form (course materials, handouts, etc.). Also see related databases in this</p>	SAF005 EMP500 ENV120	30	30	30	ACT	SAFETY	Maintain Hazardous and Toxic Chemicals training materials 75 years.	

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	<p>section that are used to record test results of tests that may be administered as part of safety training.</p> <p>Employee related safety training is also addressed in the City of Minneapolis - General Retention Schedule - Human Resources Section - Course Materials - Safety Related Training - HRS-60-16.</p> <p>Records may include: Agendas, sign-in sheets, course content materials, handouts, test results, e-mails and other related documentation and communications</p>								
PBW-38-076	<p>Public Works Personnel/Health, Safety and Training Safety - Training Records (Employee)</p> <p>The purpose of this series is similar to SafetyTraining (Required). Attendance sheets/logs are used to update the employee training records HRIS and to itemize each employee's training history. A training history record is required for safety related training. Training History should be maintained in HRIS. Older training history records should be maintained in the employee personnel file.</p> <p>NOTE: The retention of this series is dictated by the same retention requirements as HRS-20-06 (Department Personnel File).</p>	EMP300	ACT+6	ACT+6	ACT+6	ACT	SAFETY HRIS		Active ceases when employee separates

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PBW-45	<p>Public Works</p> <p>Capital Program and Project Design/Construction</p> <p>Section Overview</p> <p>The records identified in this section of the Public Works Retention Schedule cover the important functions associated with managing the Capital Program for the department and the records that comprise major capital projects.</p> <p>Most projects are conceived through Public Works strategic planning process and documented in the Capital Improvement Plan (CIP). Public Works proposes projects that are needed to sustain, improve quality and expand the service/infrastructure of the city to meet growing demand and to comply with regulatory requirements. Records associated with the CIP process, include ranking, priority setting, and identification of funding sources. Records also document the ongoing management of capital projects including progress, completion and tracking of dollars expended.</p> <p>Public Works Project Files are records associated with capital projects, professional services, and projects relating to planning, safety, design, engineering, reconstruction, and completion of new construction, repair, renovation or demolition. Projects are conducted on city owned structures, buildings, facilities, bridges, streets and roadways, trails, traffic, lighting, utility system features, storm water and storm drainage facilities, other water projects, communications structures and other infrastructure.</p> <p>Project Documentation Associated with Public Entity Initiated Projects and Project Management Roles - Publically initiated and funded projects are either led by the city or another agency.</p> <p>Projects may involve one or more divisions of Public Works, other City departments and/or they may involve other government entities.</p> <p>When a Public Works division is the responsible project lead/manager, the project manager may receive and manage duplicative records from other Public Works divisions or public entities that are project partners or provide funding. In some cases the records managed by the responsible project manager will be copies of records that are managed as projects in project contributor divisions.</p> <p>Project Documentation Associated with Private Development Projects - Non-Public Private Development - Private development projects are projects where the developer is responsible for the project and project funding. Private development projects are reviewed by Public Works divisions (as part of the Development Review Process) if the development potentially impacts public safety, right of way or the city's</p>								

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	<p>infrastructure. Public Works reviews the development plans, provides comments, determines whether infrastructure is impacted, identifies responsibilities and provides plan approvals.</p> <p>Project Documentation Associated with Funding Sources - The funding source of the project may often have an impact on who performs the work and the resultant records associated with the project.</p> <p>Project Documentation File Structure - Project Files differ in their details, contents and organization. For retention schedule descriptive purposes, records associated with a project are reviewed and grouped by similar functions. The groupings are "virtual" in that the actual project records may not be organized in specific categories, but the function of the individual records are similar enough to allow for the grouping of the records into categories for descriptive purposes. The major categories/groupings or sections of a project file (whether paper, electronic or in department specific databases) may consist of one or more of the following sections: Contracting, Budgeting, Concepts and Layouts, Construction, Correspondence, Council Actions, Design, Existing Information, Final Signed Plan Set, Meetings, Photos and Multimedia, Record Drawing, Schedule, and Sheet Sets. Records sections may also include Right of Way information (ROW), Project Closeout information, Financial Tracking/Monitoring, Project Compliance Reporting, etc.</p> <p>Retention is identified for each section of the project file and may include cross references to other parts of the retention schedule when appropriate. For instance, both paper and electronic project files can contain copies of plan sets that may include preliminary plans, final signed plan sets (construction set), plan revisions and the final record drawings. The final record drawings will also be managed in an official drawing repository (paper, electronic, microfilm, etc.). The final record drawings will also be assigned retention in the Land/Buildings and Infrastructure section of the schedule.</p> <p>Transition of Paper Project Files to Electronic Project File Management - Public Works is in the process of transitioning from paper to electronic records. Multiple systems may be used to manage the records required to document the project. The use of numerous systems means that various project record parts may be found in several locations, reside on different media and/or be saved as different file types.</p> <p>Retention of Electronic Records - The retention of records is media neutral. Regardless of whether a record is captured or managed in paper or electronic form, the retention is the same.</p>								

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PBW-45-004	Public Works Capital Program and Project Design/Construction Capital Budget Spreadsheet A master spreadsheet used to monitor and plan capital investments. Records may include: identification of public works capital projects, project costs, funding sources, construction done each year	ACC100 ASM002	PERM	PERM	PERM	ACT		TP&E	
PBW-45-006	Public Works Capital Program and Project Design/Construction Capital Improvement Program - Financial Planning Process Records relating to tracking approvals, debentures, debt servicing, scheduled and non scheduled payments to finance the capital costs of Public Works construction projects carried out as part of the approved City of Minneapolis Capital Improvement Program Plan. Records may include: distribution schedules, planning workpapers, repayment schedules, balances, memoranda and correspondence	DEV100	PERM	PERM	PERM	ACT		TP&E	Maintain final reports, calculations and final approved budget information permanently. Destroy workpapers 10 years after approval.
PBW-45-014	Public Works Capital Program and Project Design/Construction Capital Planning Process Records Records relating to types and levels of funding, planning initiatives and examining alternatives for funding public works projects not found elsewhere in the schedule. Records may also include documentation that relates to planning priorities for the allocation of funds, and include cost estimates, cash flows, expenditure forecasts, summaries of approved projects and other material included in the preparation and coordination of the five year capital plan.	DEV000	ACT+10	ACT+10	ACT+10	ACT		CLIC TP&E	Active ceases after information is replaced, superseded or no longer required for management and tracking purposes. Maintain 5 Year Capital Plan Report permanently.
PBW-45-016	Public Works Capital Program and Project Design/Construction Capital Improvement Program - Potential Future Projects A list of projects that are considered for future capital improvements. The potential projects are considered/assessed each year during the capital budget	DEV000	ACT+10	ACT+10	ACT+10	ACT		TP&E DIVISIONS	Active ceases after information is replaced, superseded or no longer required for management and tracking purposes.

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	process.								
PBW-45-018	<p>Public Works Capital Program and Project Design/Construction Capital Improvement Program - Project Administration/Oversight</p> <p>The records in this series provide general administration and oversight documentation of the planning, design/engineering, construction and close-out of capital construction and other substantial Public Works projects. Records may provide summary information or provide duplicate information for records found elsewhere in the Public Works Projects section of the schedule.</p> <p>Records may include: Project descriptions, project requirements, bid summaries, feasibility studies, budget information or tracking, progress reports, project correspondence, safety related reviews/plans</p>	DEV000	ACT+10	ACT+10	ACT+10	ACT	ENGINEER DIVISIONS		Active ceases after project completion
PBW-45-020	<p>Public Works Capital Program and Project Design/Construction Capital Project Financial Oversight - Project and Fund Management</p> <p>Minneapolis Finance Department maintains data on budget and funds available in different job codes for each capital project, to ensure that the project is within its budget and to monitor possible needs to request additional funds or to transfer funds.</p> <p>NOTE: Some PW sections (i.e.; Paving) may need to retain copies of financial data from a project and fund management perspective. They may also need some of the data to track historical costs, determine future expenses and for the balancing in future years.</p> <p>Records may include: enterprise reports - Cognos/EPM, spreadsheets, analysis documents</p>	ACC100	ACT+10	ACT+10	ACT+10	ACT	FINANCE		Active ceases after project financial closeout is complete
PBW-45-026	<p>Public Works Capital Program and Project Design/Construction Capital Project Financial Oversight - MSA Checkbook</p> <p>The MSA (Minnesota State Aid) Checkbook consists of budget data that is used to monitor available Municipal State</p>	ACC200	PERM	PERM	PERM	ACT	TP&E		

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	Aid funds and to plan projects.								
PBW-45-028	<p>Public Works Capital Program and Project Design/Construction CPTF Review Records CPTF is the Capital Planning Task Force. CPTF provides guidance and advisory reviews during design and construction of capital projects. The design and record drawing plan sets are signed by a licensed engineer and authorized for construction scheduling.</p> <p>Use retention assigned in PBW-45-055 Design and PBW-45-067 Record Drawings in the Capital Program and Project Design/Construction Section of the Schedule.</p>								
PBW-45-035	<p>Public Works Capital Program and Project Design/Construction Project Files - Introduction to ProjectWise Use the Project Files - General record series to schedule Project Files not found elsewhere in the Public Works Retention Schedule. Although some divisions do not use ProjectWise, the purpose and function of records identified with a "ProjectWise" series name can be used to schedule similiar/same records - regardless of whether they are managed in ProjectWise or other systems (including paper). The ProjectWise file structure is a valuable tool for both identifying and defining the types of records that may be managed in a Public Works Project.</p> <p>Documentation of the planning, design, progress, and completion of capital construction or public improvement projects and major repairs or renovations for city-owned buildings, structures, facilities, bridges, streets, public works, parks, stormwater and drainage systems, and other infrastructure. They may also be used for budget and planning research.</p>	NONE						Use retention as identified in PBW-45-37 to PBW-45-77	

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PBW-45-037	<p>Public Works Capital Program and Project Design/Construction ProjectWise - Bid Documents</p> <p>The function of bid documents is to document the bidding process for contract projects only (not for City forces work). Records associated with the bidding process document the process used to generate the maximum competition from qualified contractors.</p> <p>A bid package may include an index, call for bids, advertising, affidavit of publication, plan and proposal sets for bid letting, information relating to bid periods and dates, descriptions of the work involved, information related to special contracting conditions (disadvantage business enterprise, etc.), method used to select compare/select winning bid, permit requirements, insurance and bonding requirements, etc.</p>	PWK751	ACT+10	ACT+10	ACT+10	ACT	DIVISION		Active ceases after financial project closeout. Finance is responsible for accounting documents and management of contracts.
PBW-45-039	<p>Public Works Capital Program and Project Design/Construction ProjectWise - Budgeting</p> <p>The purpose of this series is to document the processes related to the tracking of the project budget and cost information. Budgeting may also include information related to project financial tracking that may result from financial system queries, tracking spreadsheets or other database reports that track construction costs and provide a point-in-time financial status of a project.</p> <p>Records may include: Capital Budget Requests and Resolutions, Construction Proceed, Estimates, Grants, Special Assessments (when applicable), Cost Tracking, MSA Force Account, Federal and State Funding, Project Status Report</p>	PWK751	ACT+10	ACT+10	ACT+10	ACT	DIVISION		Active ceases after financial project closeout. Finance is responsible for accounting documents and management of contracts.
PBW-45-041	<p>Public Works Capital Program and Project Design/Construction ProjectWise - Concepts and Layouts</p> <p>The purpose of this record series or project file category is to document the information and records developed during the project development/preliminary design phases of a project. Records may include: Preliminary layouts, Conceptual project information, Final layouts, Project location maps, General documentation from the preliminary or conceptual stage of a</p>	PWK751	ACT+10	ACT+10	ACT+10	ACT	PROJECT ENGINEERS		Active ceases after project completion and financial close-out

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	project								
PBW-45-043	<p>Public Works Capital Program and Project Design/Construction ProjectWise - Construction Construction projects involves the execution of a design and engages in scheduling, budgeting, cost estimating, on site material testing and quality assurance. Construction project information may document either contracted or city forces that complete the construction.</p> <p>Note: Federal funded projects follow DCP (Delegated Contract Process)</p> <p>Records may include: Construction Records, Partial Pyments - monitoring quantity, Material Testing Results, Lab Reports, Asphalt, concrete, soil, Change Order, Supplemental Agreement, Force Account, Shop Drawing, Final inspection form</p>	PWK750 PWK751	PERM	PERM	PERM*	ACT	DIVISION		*Retain copies of environmental and materials testing records permanently. Financial records can be destroyed 10 years after project completion and financial close-out.
PBW-45-045	<p>Public Works Capital Program and Project Design/Construction ProjectWise - Consultant Services The purpose of this record series or project file category is to document the records associated with consultant contracts and cost tracking.</p>	PWK750 PWK751	PERM	PERM	PERM*	ACT	DIVISIONS		*Retain consultant reports and deliverables. Destroy consultant payment records and financial calculations 10 years after project completion and financial close-out.
PBW-45-047	<p>Public Works Capital Program and Project Design/Construction ProjectWise - Correspondence & E-Mail - Short Term The function of Correspondence folder or series is to provide a record of general correspondence that does not require continuing or long term reference. Short-term correspondence includes communications between Public Works project staff and project stakeholders including City Council, other City, residents, State Aid, MnDOT, County, Regulatory Agencies, Contractor, Private Utilities, Consultant and Attorney that do not document agreements, change orders, legal or financial obligation, requirements, certifications or inspection results/approvals.</p>	PBW751	ACT+10	ACT+10	ACT+10	ACT	DIVISION		Active ceases after project completion and financial close-out.

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PBW-45-048	Public Works Capital Program and Project Design/Construction ProjectWise - Correspondence & E-Mail - Long Term Correspondence to/from local building officials and state agencies regarding approval of project plans and document of inspection results and certifications. Long-term correspondence also includes records that document agreements, change orders, legal or financial obligations and compliance requirement not maintained elsewhere in official form (for instance in Contract Management, City Attorney, etc.).	PWK750	PERM	PERM	PERM	ACT	DIVISION		
PBW-45-051	Public Works Capital Program and Project Design/Construction ProjectWise - Council Actions The purpose of this series or folder is to document City Council Actions related to a specific project. Records may include: Project Designation, Special Assessment Public Hearings, Other Council Actions/Letters, Grant Applications and Acceptance	PBW751	ACT+10	ACT+10	ACT+10	ACT	CITY CLERK	Maintain copies along with other project file records for 10 years after project completion and financial closeout. The City Clerk is responsible for maintaining all Council Actions permanently.	
PBW-45-053	Public Works Capital Program and Project Design/Construction ProjectWise - Compliance Reporting (DCP - Delegated Contract Process) The purpose of this series or ProjectWise folder is to document the compliance of reporting project related information for federally funded project only. The process requires DCP forms be completed during specific stages of the project. Records may include: Request To Use DCP (on a project by project basis) to Mn/DOT, Plan Submittal, Request For DBE Certification, Pre-award Information, Post-award Information to DSAE, Labor Compliance Unit, Civil Rights Office, SALT	ACC100	ACT+10	ACT+10	ACT+10	ACT	DIVISION	Active ceases after project completion and financial closeout.	

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PBW-45-055	<p>Public Works Capital Program and Project Design/Construction ProjectWise - Design</p> <p>The purpose of this folder or series is to collect documents associated with design calculations for alignments, pavements and stormwater facilities and resulting schematic portions of design plan sheets and tabulations of associated construction material quantities.</p> <p>Note: Multiple sub-folders exist or are available for use in the Design folder of the project file. If the design is outsourced, many of the sub-folders may not be utilized.</p> <p>Records may include: Storm Water, Traffic, Signing and Striping, Signals, Lighting, Water Distribution, Alignments, Pavement Design, Surfaces, Proposed Right-of-Way, Quantities</p>	PWK750	PERM	PERM	PERM*	ACT	DIVISION	*Maintain final design permanently. Maintain supplementary material 10 years after project completion and financial closeout. For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-45-057	<p>Public Works Capital Program and Project Design/Construction ProjectWise - Documents</p> <p>The purpose of this folder or series is to collect records that document the PRO and Proceed Orders including the project rationale and overview.</p>	PWR751	ACT+10	ACT+10	ACT+10	ACT	DIVISION	Active ceases after project completion and financial close-out	
PBW-45-059	<p>Public Works Capital Program and Project Design/Construction ProjectWise - Existing (Design Background)</p> <p>Schematic portion of existing information for plan sheets, background references for design and construction. The official record of existing design documentation can be found elsewhere in the Public Works Retention Schedule.</p> <p>Records may include: Existing Utilities, Existing Right-of-Way, Existing Topography, Building Numbers, Street Names, Existing Traffic, Historic Plan Sets, Sewer Plats, Historic Testing Reports, Environmental Report, Water Cards, Rain Leaders, Sewer Inspections, Survey Field Documents, Pavement Condition Index, Photographs</p>	PWK751	ACT+10	ACT+10	ACT+10	ACT	DIVISION	Active ceases after project completion and financial close-out	
PBW-45-061	<p>Public Works Capital Program and Project Design/Construction ProjectWise - Meetings</p> <p>This record series or folder contains documents related to</p>	PWK751	ACT+10	ACT+10	ACT+10	ACT	DIVISION	Active ceases after project completion and financial close-out.	

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	meetings relevant to the associated project.								
	Records may include: Meeting agendas, Meeting notes, Meeting notices, Sign-in sheets, Presentations								
PBW-45-063	<p>Public Works Capital Program and Project Design/Construction ProjectWise - Photos and Multimedia</p> <p>The purpose of this folder or series is to document the major phases of a project that include; before construction, during construction and after completion.</p> <p>Records may include: Preliminary photos, include date picture taken, Construction Photos, include date picture taken, post construction, include date picture taken</p>	PWK751	ACT+10	ACT+10	ACT+10	ACT	DIVISION		Active ceases after project completion and financial close-out.
PBW-45-067	<p>Public Works Capital Program and Project Design/Construction ProjectWise - Record Drawings</p> <p>Record drawings are also defined (in detail) in the Land, Buildings and Infrastructure Section - PBW-30 of the Public Works Schedule.</p> <p>The purpose of this record series or project file category is to identify the record drawings that are created to document the actual physical product of each construction project, both as the approved design and significant changes made during the construction. They are the final plans and drawings for infrastructure, building and facilities owned and managed by the city, including public buildings/facilities, street construction, sidewalks, bikeways, storm drains, water and sewer lines, water treatment plants, etc.</p> <p>A permanent retention assigned for this category to ensure that the Record Drawings are saved in a trustworthy (unchangeable "snapshot"/or archive) system. If a separate system is used to manage the permanent final record drawing, the Record Drawing (copy) managed in ProjectWise can be assigned an ACT+10 retention. Active ceases after project completion and financial record closeout.</p> <p>Records may include: Actual construction records edited on the</p>	PWK750 PWK150	PERM	PERM	PERM	ACT	DIVISION		Ensure record drawings are incorporated into official records of City infrastructure. For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.

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	plan set, Request any underground utility records, change annotations								
PBW-45-068	<p>Public Works Capital Program and Project Design/Construction ProjectWise - Shop Drawings All drawings, diagrams, illustrations, schedules, and other data or information which are specifically prepared by a contractor or seller to illustrate some portion of the work, goods or special services provided under a contract.</p> <p>Shop drawings are reviewed by the project engineer for conformance with the specifications and typically must be approved prior to the contractor or seller performing work on the related portion.</p>	PWK750 PWK150	PERM	PERM	PERM	ACT	DIVISION		
PBW-45-069	<p>Public Works Capital Program and Project Design/Construction ProjectWise - Right of Way (ROW) These documents are used to track existing right-of-way and to and acquire additional right-of-way required for project construction. These records are referred to during acquisition for negotiation or condemnation purposes and during pre-construction and construction for resolution of areaways and other encroachments.</p> <p>Records may include: Areaway Documentation, Encroachment Permits, Street Ordinance Data, Property Surveys, Property Appraisals, Relocation, Land Acquisition Cost Estimates, Case Law, Offer Letters, Purchase Offer Agreements, Administrative Settlements, Alta Commitments</p>	PWK750	PERM	PERM	PERM	ACT	DIVISION TP&E ROW	TP&E is the official record holder of Right of Way records. Project Engineers retain project related ROW documents as a unique compilation. If Right of Way records are maintained in their entirety by ROW and/or by City property attorneys' records in this category can be assigned an ACT+10 retention - if not, the retention is permanent.	
PBW-45-071	<p>Public Works Capital Program and Project Design/Construction ProjectWise - Schedule To track project scheduling information.</p> <p>Records may include: Project Schedules, Construction Schedules</p>	PWK751	ACT+10	ACT+10	ACT+10	ACT	DIVISION	Active ceases after project completion and financial close-out.	

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PBW-45-073	Public Works Capital Program and Project Design/Construction ProjectWise - Sheet Files Plan sheets with the title block, and schematics referenced from the Design folder, for production of every sheet in the plan set. Records may include: Plan Sheet Files	NONE	ACT	ACT	ACT	ACT	DIVISION	Active ceases after production of the final signed plan set.	
PBW-45-075	Public Works Capital Program and Project Design/Construction ProjectWise - Construction Standards/Requirements If used, the section documents references to rules, regulations, standards and similar guidelines and requirements adopted by the City and Public Works in relation to various activities and functions. Use PBW-30-77 Standard Specifications and Detail Plates the scheduling of the official records.	PWK751	ACT+10	ACT+10	ACT+10	ACT	DIVISIONS UNITS	Active ceases after project completion and official project close-out. Use PBW-30-77 Standard Specifications and Detail Plates for the scheduling of the official records.	
PBW-45-077	Public Works Capital Program and Project Design/Construction ProjectWise - Close-Out (Financial) The financial portion of project close-out provides the means to help ensure that project funds are correctly reconciled at the completion of a project. Financial close-out is a collaborative process that involves the project engineer and/or project manager and input from City Finance. Generally speaking, after work is complete, final invoices are received and paid, and final revenues from sources are received or committed -- a final reconciliation and roll-up of revenues and expenditures takes place and the project costs, revenue, and appropriations are balanced. Re-allocation of funds may occur in accordance with funding source guidelines and Council reporting and approval protocols, as needed.	PWK751	ACT+10	ACT+10	ACT+10	ACT	PROJECT ENGINEER FINANCE	Active ceases after project completion and official project close-out.	
PBW-45-084	Public Works Capital Program and Project Design/Construction Project Files - Demonstration Projects Research, development, or demonstration project or program	DEV000	ACT+10	ACT+10	ACT+10	ACT	DIVISIONS UNITS	Active ceases when project/planning is complete.	

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	files. Records may include: permits, official copy of project publications, videotapes, or informational literature, background materials, supporting documentation								
PBW-45-085	Public Works Capital Program and Project Design/Construction Project Files - Environmental Reviews Hazardous materials studies, disposal records, storage records, and inspection records. Underground storage tank records. Records may include: Phase I and II site studies, Waste Diposal Manifests, Records of Disposal or Abatement Projects, Building Asbestos Surveys, Emission Control Plans, Development Response Action Plans	ENV100	PERM	PERM	PERM	ACT	MATERIALS LAB		
PBW-45-086	Public Works Capital Program and Project Design/Construction Project Files - Field Notes (Traffic) The purpose of this record series or project file category is to document the field notes that are created during a project (Signal, Street lighting and Interconnect systems installed in Minneapolis). The notes are used to produce final record drawings/as-built drawings. Once the drawings are drafted and approved, the field notes are no longer needed. Records may include: location of conduit, ties to structures, type of materials installed, date installed	PWK751	ACT	ACT	ACT	ACT	TRAFFIC	Active ceases when field notes are incorporated into official records/record drawings.	
PBW-45-087	Public Works Capital Program and Project Design/Construction Project Files - Financial Management (General) The purpose of this record series or project file category is to document the financial management of a Public Works project by Finance (that may not be identified elsewhere in the schedule). The records document the accumulated costs for the design of a project prior to the construction proceed being received. Finance assists Public Works with payroll, invoices, monitors contracts and to bill out costs for capital projects. Copies of invoices are maintained by project and by vendor.	PWK751	ACT+10	ACT+10	ACT+10	ACT	FINANCE PROJECT MANAGER	Active ceases after project is complete and financial close-out	

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	The original invoice is reviewed for payment by the project engineer and copies are sent to Finance for review, coding verification and processing. Finance forwards the original to Accounts Payable for payment								
	Records may include: copies of contracts, requisitions, invoices, receivers, ad hoc financial status reports								
PBW-45-130	Public Works Capital Program and Project Design/Construction Project Files - Parking Ramp and Parking (Special Projects) One time large construction or modification projects with special funding. Some examples include new entry/exit addition at Ramp B, revenue control and lane additions Ramps A and C	PWK750 PWK751							Use retention for records identified for ProjectWise record series in this section. If records are combined, use longest retention period assigned (PERM).
PBW-45-132	Public Works Capital Program and Project Design/Construction Project Files - Parking (Ramp Construction) Records that document the planning, design and construction of City ramps. Records may include: RFP's, specifications, job and testing reports, cost estimates/payments, progress meetings/minutes, warranties, proof of insurance, air rights, bid documents, contracts, change orders, punch lists, contacts - mailing lists, letters to council/council actions, permits, close out, skyways	PWK750 PWK751							Use retention for records identified for ProjectWise record series in this section. If records are combined, use longest retention period assigned (PERM).
PBW-45-134	Public Works Capital Program and Project Design/Construction Project Files - Parking (Ramps Owned by Others - Major Maintenance) Purpose of records is to document the desired projects to complete, specifications, bidding and contracts for the ABC ramps (owned by State of Minnesota MnDOT). Projects may include automation, lighting retrofits, boiler, etc.	PWK750 PWK751							Use retention for records identified for ProjectWise record series in this section. If records are combined, use longest retention period assigned (PERM).

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PBW-45-136	<p>Public Works Capital Program and Project Design/Construction Project Files - Property Services (Facilities Design and Construction)</p> <p>Records that document staff assignments and the progress of construction and other projects. They do not include project final reports.</p> <p>Records may include: Research notes, Related correspondence, Preliminary drafts, Memoranda, Work assignments and schedules, Programming, Budgets, Testing Information, Construction Documents, Design Documents, Bonds & Insurance Information, Licenses and Permits, Project Photos, Council letters and Actions, Studies and Reports, Bidding Documents, RFP Information, Misc. Agreements, Meeting Minutes and Agendas</p>	PWK750 PWK751							Use retention for records identified for ProjectWise record series in this section. If records are combined, use longest retention period assigned (PERM).
PBW-45-138	<p>Public Works Capital Program and Project Design/Construction Project Files - Resurfacing, Unpaved Alleys, Retaining Walls, Bridge Capital</p> <p>The purpose of this record series or project file category is to document the records of funded programs that are designed and managed in Paving . Records may also provide an historical archive for soil data, survey data and other information related to assessments.</p> <p>Other correspondence, permits and agreements are archived and filed in Paving includes: field notes Contract files and payments, MPCA erosion compliance, MnDOT traffic control and maintenance , compliance, other documentation records and MSA quantity measurements.</p>	PWK750 PWK751				TP&E PAVING			Use retention for records identified for ProjectWise record series in this section. If records are combined, use longest retention period assigned (PERM).
PBW-45-140	<p>Public Works Capital Program and Project Design/Construction Project Files - Street Construction</p> <p>Construction projects where the design files are retained in Transportation Engineering and Design. Records specific to the project include: field notes, contract files and payments, MPCA erosion compliance, MNDOT traffic control and maintenance compliance. Other documentation records and MSA quantity measurements may be maintained by Paving.</p>	PWK750 PWK751				TP&E			Use retention for records identified for ProjectWise record series in this section. If records are combined, use longest retention period assigned (PERM).

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PBW-45-142	<p>Public Works Capital Program and Project Design/Construction Project Files - TP&E (Bike Walk Program) The function of the records is to track progress of projects funded through special programs that fund Bike and Walk programs such as the Non-motorized Transportation Pilot Program (NTP).</p> <p>Records may include: Award Letters, Project Memos, Authorization to Proceed Letters, MnDOT-City Reimbursement Contracts, Plan Sets, Invoices</p>	PWK750 PWK751					TP&E	Use retention for records identified for ProjectWise record series in this section. If records are combined, use longest retention period assigned (PERM).	
PBW-45-144	<p>Public Works Capital Program and Project Design/Construction Project Files - TP&E (Bridge Construction Files) Bridge project files are managed by Transportation Planning and Engineering using ProjectWise. The tool is used to capture, reference and link information associated with the construction of a bridge project and other projects that are managed by Transportation Planning and Engineering. Prior to the implementation of ProjectWise, bridge project construction records were managed in paper form. A variety of methods have been deployed over time to standardize the basic information about a bridge construction project. Information necessary to create ongoing bridge maintenance inspection files have been copied and transferred to create files following construction. Additional information about a bridge construction has also been identified and entered into the Bridge Maintenance/Safety Database to provide the base information necessary to begin on-going maintenance/safety activities</p> <p>The bridge project (construction) files may not all be centralized in the same place (container). Some information may be found in ProjectWise, some information may remain in paper form, detailed testing information may be found in the testing lab, plans and specifications may be found in paper form as well as scanned and captured as PDF's on DVD and/or created in CAD. Some of the administrative and financial portions of the Bridge Project File may be segregated and archived as short term and permanent records.</p> <p>Bridge Project (Construction) Files - File Items 1 Archive Files - Permanent (Hard Copy - Shop Drawings,</p>	PWK750 PWK751	SEE REMARKS	*PERM	*PERM		TP&E BRIDGE	Use retention for records identified in the ProjectWise record series found in this section of the PW Schedule. If all record series for the project are combined and cannot be segregated, use the longest retention period assigned (*PERM).	

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	<p>Bearing Assemblies, Expansion Devices, Railings, Beams, Lighting Units / Poles / Luminaires, Hard Copy - Geotechnical Report. Hard Copy - Pile Driving Report, Hard Copy - Structural Design Calculations, Hard Copy - Contract Documents, Hard Copy - Environmental Assessment and Documents, Hard Copy - Historic Documentation, Plans, Hardcopy - As Bid, Hardcopy - As-Built, DVD - Microstation - As Bid, DVD - Microstation - As-Built, DVD - PDF - As Bid, DVD - PDF - As-Built, Hard Copy - Row, DVD - Backup Of All Electronic Files (Excluding CAD)</p> <p>2. Archive Files - Temporary - Construction Correspondence, Hard Copy - Partial Estimates, Hard Copy - Weekly Reports & Change - Construction Status, Hard Copy - Quantity Calculations, Hard Copy - Materials Testing, Hard Copy - Wage & Labor Forms, Hard Copy - EEO & DBE Forms, Hard Copy - DCP Forms, Hard Copy - COs, SAs & WOs, Hard Copy - Daily Diary, Hard Copy - Final Documentation & Correspondence, Hard Copy - All / General Correspondence, Hard Copy - Cost Estimates & Budgeting, Hard Copy - Consulting Services Agreement, Hard Copy - Other Agreements, Hard Copy - Project Memo, Hard Copy - Council Action, Hard Copy - Photos</p>								
PBW-45-145	<p>Public Works Capital Program and Project Design/Construction Project Files - Traffic (Design Drawings and Specifications) Project design and specifications of proposed construction plans created during the design process. Each division in Public Works that contributes to the plan maintains a copy of the plan as the original. Records are maintained in paper and electronic form.</p> <p>Records may include: Title sheet, Quantities, Notes, Details, Typical sections, Erosion, Existing Utilities, Paving plan and profile, Storm drain plan and profile, Traffic control, Signal, Lights and Interconnect plan, Striping and Signing, Cross Section, Detour, Specifications</p>	PWK750					TP&E		Use retention for records identified for ProjectWise record series in this section. If records are combined, use longest retention period assigned (PERM).

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PBW-45-146	<p>Public Works Capital Program and Project Design/Construction Project Files - Traffic (Street Light) Records relating to the planning, installation, improvements, maintenance, and repair of street lights. They provide an inventory of the location, condition, and repair history of street lights in the city.</p> <p>Records may include: planning reports, installation reports, schematics and drawings, maintenance and repair reports, correspondence, related documents, summaries, work completion reports, equipment repaired or replaced, supplies used, personnel completing the work, dates of work, requests for street light installation, need and feasibility surveys</p>	PWK750 PWK751					TRAFFIC	<p>Use retention for records identified for ProjectWise record series in this section. If records are combined, use longest retention period assigned (PERM).</p> <p>See Also: Requirements related to updating Asset Management records following project completion.</p>	
PBW-45-148	<p>Public Works Capital Program and Project Design/Construction Project Files - Water Documentation of the planning, design, progress, and completion of capital construction or public improvement projects and major repairs or renovations for city-owned structures/water mains and water distribution systems. They may also be used for budget, planning, and litigation research.</p> <p>Note: Some of the Water Distribution Projects document projects associated with the replacement of valves, hydrants, and piping other projects document the projects associated with water main cleaning and lining. Some projects may also document work for others when development requires the moving of a curb, main or hydrant or as a result of larger metropolitan projects like the LRT, Twins Stadium and 35W reconstruction.</p> <p>Records may include: plans, specifications, project description, in-progress and completion photographs, construction inspection reports, record drawing /maps/designs/architectural drawings, structural design calculations, easement and right-of-way documents, fiscal and other final project reports, significant change orders with related plans and drawings, retrofitting records, significant correspondence and memoranda, engineering reports, periodic and final inspection reports</p>	PWK750 PWK751					WATER	<p>Use retention for records identified for ProjectWise record series in this section. If records are combined, use longest retention period assigned (PERM).</p>	

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PBW-48	Public Works Special Assessments Section Overview Special assessments occurs when certain services and infrastructure improvements are provided that benefit properties in the City. The special assessment is used to charge certain properties for the cost of the improvement. Cities are responsible for collecting amounts due for pending special assessments. If left unpaid, pending assessments eventually become levied special assessments. A levied special assessment is one where the assessment has been approved by the Council and has been forwarded to the County for processing. A pending special assessment is classified as a lien on real estate. Interested parties involved in buying or selling property need to know the status of property liens to insure proper purchasing procedures are followed.								
PBW-48-005	Public Works Special Assessments Special Assessments - Annual (Water & Sewer) Water and sewer service line repairs that were not paid after the work was completed are assessed to property taxes as means of collection. Records may include: List of properties to assess, public hearing notices, assessment roll, Committee letters, recorded resolutions, returned notices (undeliverable by post office)	ASS001	ACT+3	ACT+3	ACT+3	ACT	TP&E REAL ESTATE ASSESSMENTS	Retain assessments active plus 3 years (5 year assessment)	
PBW-48-010	Public Works Special Assessments Special Assessments - Annual (Recurring) Street lighting operation & maintenance, street maintenance, Downtown Improvement District assessments that are recalculated or adjusted each year and levied to the taxes on an annual basis. Records may include: Maps, influence zone areas or footage used for assessment calculations, list of properties to assess, Assessment rolls and records generated by special assessment program, Committee letters, Council resolutions, public hearing notices, Finance & Commerce publications, returned notices (undeliverable by post office)	ASS001	ACT+3	ACT+3	ACT+3	ACT	TP&E REAL ESTATE ASSESSMENTS	Active ceases after assessment billing each year.	

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PBW-48-015	<p>Public Works Special Assessments Special Assessments - Capital Improvement</p> <p>Special assessment records that document the document the assessment associated with street paving, street lighting, streetscape, sanitary sewer and other improvements.</p> <p>Records may include: maps of project area, influence zone areas that are used to calculate assessments, Assessment rolls and special assessment program generated reports, Committee letters and reports, Council resolutions, public hearing notices, Finance & Commerce publications, returned notices (undeliverable by post office), Requests for prepay bills</p>	ASS001	ACT+3	ACT+3	VARIABLE	ACT	TP&E	<p>Retain Street Paving, Lighting, Streetscape active plus 3 years (20 year assessment)</p> <p>Retain Street Renovation active plus 3 years (10 year assessment)</p> <p>Retain Alley and Street Resurfacing active plus 3 years (5 year assessment)</p>	
PBW-48-020	<p>Public Works Special Assessments Special Assessments - Elwell Projects</p> <p>Project files created to document the Street Paving Project Assessments under the Elwell Law. Records created prior to 1991.</p> <p>Records may include: Computation of assessment costs, official publications, notification to homeowners</p>	ASS000	20	20	20	ACT	TP&E REAL ESTATE ASSESSMENTS		
PBW-48-025	<p>Public Works Special Assessments Special Assessments - Index and Payment Records (Historical)</p> <p>Information recorded to keep track of levied assessments for individual properties. Assessments identified for street sprinkling, sidewalks, water mains, sewer mains, street improvements.</p>	BUS200	PERM	PERM	PERM	PERM	TP&E REAL ESTATE ASSESSMENTS		
PBW-48-030	<p>Public Works Special Assessments Special Assessments - Senior or Disabled Assessment Deferrals</p> <p>Assessment deferral applications that qualify for deferral as determined by Senior Citizen Ombudsman. Applications are submitted to appropriate Council Committee for approval.</p>	ASS001	ACT+3	ACT+3	ACT+3	ACT	TP&E REAL ESTATE ASSESSMENTS	Active ceases after notification of payment	

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	<p>Certified copy of council resolution and assessment deferral application are submitted to County for recording in the Records office against the property records. Deferral can be for new or existing assessments. Assessments can be deferred indefinitely but become due and payable when property is sold, applicant dies, or is no longer homestead of applicant. When payment is received Hennepin County is notified so deferral can be removed from the property records. Deferments are maintained centrally.</p> <p>Records may include: Letter and completed application from Senior Ombudsman, Committee letter, Council resolution, tax, assessment and legal description of property</p>								
PBW-48-035	<p>Public Works Special Assessments Special Assessments - Sidewalk Records relating to tax assessment of adjacent property owners for the construction or replacement of sidewalks.</p> <p>Records may include: location, amount of assessment, information on previous assessments, payment information, property owner</p>	ASS001	ACT+3	ACT+3	VARIABLE	ACT	TP&E REAL ESTATE ASSESSMENTS	<p>Retain assessments of \$1,500 or greater active plus 3 years (10 year assessment) Retain assessments of \$150-\$1,500 active plus 3 years (5 year assessment) Retain assessments of less than \$150 active plus 3 years (1 year assessment)</p>	
PBW-48-045	<p>Public Works Special Assessments Special Assessments - Sidewalk (Snow & Ice Removal) Records that document the addresses to be assessed, due to snow and ice removal work done by the City. Records document the bills for the cost of the removal work and the notification that a special assessment for the removal charge plus interest would be added to the real estate taxes if the charges were not paid through the billing process.</p> <p>The assessments are collected in their entirety on the next real estate tax statements with interest. The interest rate is determined by the assessment bond sale. Records may also include information about the appeal and hearing process and include information about how persons may prepay the assessments in full without interest charges if they so choose.</p>	ASS001	ACT+3	ACT+3	ACT+3	ACT	TP&E REAL ESTATE ASSESSMENTS	<p>Retain assessments (violations) for active plus 3 years (1 year assessment)</p>	

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PBW-48-055	<p>Public Works Special Assessments Special Assessments - Special Service Districts</p> <p>Any business district that has formed under state statute as a 'special service district' can choose special service to be performed for their area and be assessed for those services that are provided above what is normally provided by the City. Each district chooses its services and sets a budget annually.</p> <p>Records may include: map of special service district boundary, List of services and budget for each, debit or credit from prior year's budget, history of assessed amount for district, Committee letters, Council resolutions, Finance & Commerce publications, public hearing notices, returned notices (undeliverable by post office)</p>	ASS001	ACT+3	ACT+3	ACT+3	ACT	TP&E REAL ESTATE ASSESSMENTS	Retain assessment for active plus 3 years (1 year - annual assessments)	
PBW-55	<p>Public Works Public Works Administration and Management Section Overview</p> <p>The purpose of the Administration and Management Section of the Public Works Retention Schedule is to document the records associated with the functions of managing people (staff) and finances. Records document the: 1) Management of staff, training, mentoring, tuition reimbursements, space, equipment, workforce planning and provision (including succession planning), position management, job posting, screening, interviewing, testing and hiring; 2) Management of finances and the planning, prioritization, and execution of service delivery within the Internal Services Business Line functional areas; 3) Promotion of safety by providing adequate training on safety subjects (See Personnel/Health, Safety and Training section of the Public Works Schedule for detail records) and 4) Providing Administration and Management Services support to divisions and to the Director of Public Works.</p> <p>SPECIAL NOTE: The City of Minneapolis General Retention Schedule - Human Resources Section, identifies, defines and schedules most of the records common to Human Resource functions (Personnel File, Supervisor File, Medical Records, etc.). Refer to the General Retention Schedule - Human Resources Section for most records specific to Human Resources. See also the Public Works Common Records Section - Personnel/Health, Safety and Training PBW-38.</p>								

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PBW-55-004	<p>Public Works Public Works Administration and Management Americans with Disabilities Act (ADA) Program Records created and maintained to document the voluntary compliance plan for city-owned facilities, including list of persons consulted, problems identified, and modifications anticipated and made.</p> <p>Records may include: administrative reports, copies of policies and procedures, ADA inquiries, compliance reports</p>	GVCON1	ACT+6	ACT+6	ACT+6	ACT	PW ADMIN	Active ceases yearly or after completion of the performance/compliance report.	
PBW-55-008	<p>Public Works Public Works Administration and Management Award Programs Records that document high performers, anniversary photos, supervisor recognitions, etc.</p>	BUS130	6	6	6	ACT	PW ADMIN	Use HRS-20-06-06 Commendations, Awards and Letters for documentation of specific employee awards.	
PBW-55-009	<p>Public Works Public Works Administration and Management Business Planning and Budgeting Records that document the five year business planning process. The information found in the plan helps to align department strategies to City goals. Records also document the priorities of the divisions and the funds available as a means to plan for the effective use and management of available resources.</p> <p>The five year business plan is submitted to the Transportation and Public Works Council Committee for review and approval. The records submitted are maintained permanently by the City Clerk's Office and are identified in the City of Minneapolis General Retention Schedule - Administrative Section ADM-20-34 - Petitions.</p>	BUS160 BUS120	ACT+10	ACT+10	ACT+10	ACT	CITY CLERK	Active ceases after business need ends. The City Clerk is responsible for long-term (permanent management) of the official records.	

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PBW-55-015	Public Works Public Works Administration and Management Public Works Department Administration Minutes, with related agendas, exhibits, resolutions, and indexes, that document the proceedings of the department and its committees.	BUS120 BUS130 BUS160	VARIOUS	VARIOUS	SEE REMARKS	ACT	PW ADMIN CITY CLERK		Maintain governance, policy and significant event records that are historical - Permanently. Maintain department general administrative records 6 years. Maintain Policy and Procedure and Compliance related records for Active plus 10 years.
PBW-55-030	Public Works Public Works Administration and Management Small and Underutilized Business Program (SUBP) Document Public Works annual performance in meeting Civil Rights' goals for the department in using SUBP vendors. Records may include: Memos and spreadsheets	GVCON1	ACT+6	ACT+6	ACT+6	ACT	PW ADMIN CIVIL RIGHTS		Active ceases yearly or after creation or submittal of performance/compliance report.
PBW-55-035	Public Works Public Works Administration and Management Training and Development Policy and Programs - General Letters and memoranda that provide unique information about the functions, policies, procedures, programs, and activities of the department related to training and development; that state or form the basis of policy; that set important precedents; that document substantial discussions and decisions; or that record important events in the operational and organizational history of the department. Records may document the operational and management activities in the following programs (in part): * Employee Engagement Activities including Annual Charitable Campaign, Detail Interest, Limited English Proficiency (LEP), Public Works Employee Survey and Safety Programs *Employee Recognition Efforts/Award Programs *Employee Training and Development Programs including Management Forums, Mentor Program, Staff Development, Performance Evaluations, Tuition Reimbursement *and other Public Works Initiatives, including Community Outreach, Coordination with Labor Unions, Financial Management and Technology, Department-wide Policies and Procedures, Inter-agency Coordination, Business Plan, RESULTS Minneapolis	BUS120 BUS160	ACT+10	ACT+10	See Remarks	MAXACT	PW ADMIN		Maintain governance, policy and significant event records that are historical - Permanently. Maintain department general administrative records 6 years. Maintain Policy and Procedure and Compliance related records for Active plus 10 years.

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PBW-60	<p>Public Works Property Services Section Overview</p> <p>The Property Services Section of the Public Works Retention Schedule includes records that document the following functions and activities:</p> <p>*Acquisition and provision of equipment and space *Provision of facility design & construction services for major repair, renovation, or replacement of the City's owned and operated facilities. SEE PBW-30-12 for Record Drawings of City Owned Buildings. *Provision of space and asset management services to track space and assets assigned to space. *Facility maintenance and operations services including management of the City's rented and/or purchased equipment and space *Management of City radio operations and the operation of base station infrastructure and antenna systems *Management of radio supply, maintenance and repair, including maintenance of appropriate licenses. *Provision of building security measures, including camera surveillance systems, intrusion alarm systems and/or access entry systems.</p> <p>NOTE: Records created by Property Services may be found in multiple sections of the Public Works Schedule.</p>								
PBW-60-005	<p>Public Works Property Services Building Control Records</p> <p>A building automation system that is used to access buildings schedules, setpoints, trends, alarms, and other control functions. The system is also used to set and change schedules, adjust setpoints and other control parameters.</p>	BUS131	ACT+3	ACT+3	ACT+3	ACT	PROPERTY SERVICES	Active ceases after year end analysis	
PBW-60-007	<p>Public Works Property Services Building Signage Records</p> <p>Computer based engraving program used to produce engraved building signage including ADA approved signs and cubicle nameplates for Property Services buildings, and other</p>	BUS131	ACT+3	ACT+3	ACT+3	ACT	PROPERTY SERVICES	Active ceases after sign is updated, eliminated or replaced.	

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	signs as needed and requested by Property Services customers. Records may include: graphic recording for existing building signs, font types, ADA requirements, existing locations of signs								
PBW-60-010	Public Works Property Services Card Access Files Records created to manage and document building access control. Records may include: Access card request forms, Requests regarding timezone of doors & gates., Requests for access card changes & deletions, Access cards, other misc. information relating to card access, Reports	BUS131	ACT+3	ACT+3	ACT+3	ACT	PROPERTY SERVICES	Active ceases after card access records are updated, eliminated or replaced (including reports).	
PBW-60-017	Public Works Property Services Facility Owner's Manual - Operations and Maintenance Facility Owner's Manual containing equipment manuals, maintenance instructions, maintenance procedures, warranties, parts lists, replacement schedules, related to the long-term maintenance of the Facility. Records may include: Record Drawings, Audio Video Maintenance Aids, Circuit Breaker Records, Equipment Training Records, Equipment Test Records, Inspection Reports, Photographs, Equipment Manuals, Maintenance Procedures, Product Information, Materials Data Sheets, Equipment & parts lists, Warranties, Controls Sequence of Operations, T&B Report, Vendor Service Contacts, Equipment Replacement Procedures	ASM000	LA+6	LA+6	LA+6	MAXACT	PROPERTY SERVICES	Active ceases when asset is removed from service, is replaced, sold or demolished.	
PBW-60-020	Public Works Property Services Facility Use Requests Requests for the use of city buildings or lands for public or private events. Records may include: name and address of contact person, phone number, event date, event type, hours requested, name of custodian on duty, terms and conditions of use, permits, schedules, insurance binders	BUS131	ACT+3	ACT+3	ACT+3	ACT	PROPERTY SERVICES PW DIVISION ADMIN	Active ceases following event or use.	

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PBW-60-025	Public Works Property Services Key Records Computer based lock and door program used for building key and door information. It is used to record key issues and returns and to access core and key codes for the manufacture of locking systems for buildings. Records may include: lock inventory, door inventory, employee key issue, building core assignments, key core codes, maintain autoCAD floor plans with door assignments for physical filling of building records, provide reports as required	BUS131	ACT+3	ACT+3	ACT+3	ACT	PROPERTY SERVICES	Active ceases after records are updated, eliminated or replaced.	
PBW-60-030	Public Works Property Services Lease Management Database A spreadsheet that is used to manage data on lease conditions, terms and expiration dates. The records contain information on leases which are pertinent to Property Services and does not include leases for the City.	CON100	ACT+10	ACT+10	ACT+10	ACT	PROPERTY SERVICES	Active ceases after lease is updated, eliminated or replaced.	
PBW-60-032	Public Works Property Services Leases Agreements through which the city obtains the right to use property owned by another, or through which the city grants the right to another party to use city property, for a specified period of time in exchange for the payment of rental. Only leases pertaining to properties where Property Services is leasing space or providing management services are kept in our office. Other City leases are kept in City Finance - Contract Management. Records may include: leases, subleases, assignments of leases, rental rates, terms of lease or property use	CON100	ACT+10	ACT+10	ACT+10	ACT	PROPERTY SERVICES	Active ceases after completion, expiration or replacement.	
PBW-60-040	Public Works Property Services Maintenance Records - Buildings and Grounds Documentation of routine upkeep, maintenance, and repairs to buildings, facilities, and grounds owned or leased by the city. Records may include: service requests, work orders, some	ASM001	6	6	6	ACT	PROPERTY SERVICES		

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	invoice copies, order receipts, supporting documentation, logs, summaries, reports, location, narrative of work completed, materials used, personnel performing the work, paint color records								
PBW-60-042	<p>Public Works Property Services Maintenance Records - Tower Sites Documentation of routine upkeep, maintenance, and repairs to Radio System tower sites for equipment owned and maintained by the City of Minneapolis.</p> <p>Records may include: reports, narrative of work completed, personnel performing the work, materials used, logs, summaries, materials used, location, Dates/Times, mode status and readings</p>	ASM000	LA+6	LA+6	LA+6	MAXACT	PROPERTY SERVICES	Active ceases after life of asset, when asset is removed from service, is sold or is replaced.	
PBW-60-050	<p>Public Works Property Services Project Tracking System - Property Services PTS is a project tracking database used to collect, track, and manage pertinent information associated with IMAC (Install, Move, Add, Change) projects, particularly in order to assign resources and make priority decisions. Some data is transferred to and from Aperture and FISCOL, and some is transferred to Maximo for generation of work orders. Data is reported mainly via Activity Reports and screen queries. Project costs billed can be tracked through it.</p> <p>Records may include: changes in furniture and computer equipment, installation of new software, relocation of people from building to building, large-scale moves, remodelling, renovation, moves</p>	BUS131	ACT+3	ACT+3	ACT+3	ACT	PROPERTY SERVICES	Active ceases after project is complete and required information is transferred to related systems.	
PBW-60-055	<p>Public Works Property Services Property Tracking - Development Properties Used to set up project numbers for CPED properties that Property Services staff will provide the maintenance.</p> <p>Records may include: Project # assigned, CPED funding to bill for services, Property Address, CPED Project Coordinator, Land sq. ft. for address, CPED Project name, Notes/comments (date added or removed, etc.), Property Pin #, Staff assigned to</p>	ASM000	LA+6	LA+6	LA+6	MAXACT	PROPERTY SERVICES	Detail of routine maintenance can be deleted according to PBW-60-040. Detail related to the acquisition or if the property is sold should be retained until the property is removed from service (demolished) or sold.	

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	property								
PBW-60-060	Public Works Property Services Security Background Checks Criminal background checks are done by the City Security Manager for short and long term contract employees for Public Works (Water and Property Services).	PUB771	ACT+6	ACT+6	ACT+6	ACT	PROPERTY SERVICES		Active ceases after employee/contractor separation or after superseded.
PBW-60-062	Public Works Property Services Security Incident Reports These are internal reports that are completed by both employees and contract security officers for incidents involving theft or damage to property, harassment and assault occurring on city property. The records are seperate from police reports but can be used to support/compliment them.	PUB911 LEG000	ACT+6	ACT+6	ACT+6	ACT	PROPERTY SERVICES		Active ceases after case is closed, dismissed or no further action occurs.
PBW-60-064	Public Works Property Services Security Logs Daily security logs chronicle the routine activiies of contract security officers employed at Water Works and the Public Service Center sites. These are not security incident reports.	PUB940	ACT+5	ACT+5	ACT+5	ACT	PROPERTY SERVICES		Active ceases at year end.
PBW-60-066	Public Works Property Services Security Program Plans Annual, special, or long-range security plans, as well as background surveys, studies, and reports that informed the plans. Records may include: Security Gap Analysis, Security Surveys	BUS160 SAF005	ACT+10	ACT+10	ACT+10	ACT	PROPERTY SERVICES		Active ceases after programs/plans are updated, eliminated or replaced.
PBW-60-068	Public Works Property Services Security Risk Assessments Records documenting the security/vulnerability assessments of Public Works and other City facilities managed by Public Works. Records may include, Access control lists; access and external connection points (physical and electronic); Multiple user	EMR100 SAF005	ACT+10	ACT+10	ACT+10	ACT	PROPERTY SERVICES		Active ceases after assessment is updated elimated or replaced.

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	accounts and account passwords; Network management and protocols; report of assessment.								
PBW-60-072	<p>Public Works Property Services Space Allocation and Rents A city-wide, web-based computer-aided facility management (CAFM) system. Property Services imports AutoCad drawings and space identifications (created through a grid system) into Aperture. The information is used for strategic space planning and building rent allocation. Information from the system is passed to the MUNI database for use in Building Owner and Management Association (BOMA) calculations to generate the departments allocation of building space. The information is also used as the base for BIS space identifiers. Information is entered after an alteration of space. The information includes most city owned and/or leased buildings.</p> <p>Records may include: square footage, space use, employee locations, area allocation</p>	BUS131	ACT+3	ACT+3	ACT+3	ACT	PROPERTY SERVICES		Active ceases after information is updated eliminated or replaced - provided that required information is passed to related systems for required use.
PBW-60-074	<p>Public Works Property Services Space Renovation Projects - Cancelled Project request that are never implemented. Customers request estimates or plans to determine what the costs might be.</p> <p>Records may include: PTS form, Fit Plan, Minutes, Quotes</p>	BUS131	ACT+3	ACT+3	ACT+3	ACT	PROPERTY SERVICES		Active ceases after project is cancelled or after no action/funding occurs.
PBW-60-076	<p>Public Works Property Services Space Renovation Projects - Major Major space renovations usually are coordinated with a larger building renovation or new structure. The FFE (furniture, fixtures and equipment) portion of the project is managed in the project file. Major space renovations may include reconfiguration of an area, new construction, or a move of staff of 15 or more.</p> <p>Records may include: programming, photos, PTS form, Fit Plans,</p>	ASM000	LA+6	LA+6	LA+6	MAXACT	PROPERTY SERVICES		Active ceases after completion of next renovation, move or replacement providing required information is transferred to related systems.

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	Customer Approvals, Meeting Agenda, Meeting Minutes, Purchase Quotes, Purchase numbers, Purchase payments, Space Layouts, Architectural communications, Project Schedule, Move Information, Ergonomic Review, Records Management Review								
PBW-60-078	Public Works Property Services Space Renovation Projects - Minor Records that document the requests of other departments and the progress of the project progression. Projects could include minimal construction or infrastructure changes or the move of staff to new location. Records may include: Programming information, PTS form, Meeting Minutes, Meeting Adgenda, Purchase Orders, Purchase Payments, Project Proposal, Space Layouts, Purchase requests, Customer Approval, BIS coordination information	ASM001	6	6	6	ACT	PROPERTY SERVICES		Active ceases after project is complete and required information is transferred to related systems.

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		CODE	LEGAL	USER	TOTAL				
PBW-65	<p>Public Works Utility - Solid Waste and Recycling Section Overview The Solid Waste and Recycling Section of the Public Works Retention Schedule includes records that document the following functions and/or services that the division provides:</p> <p>*Delivery and Operation of solid waste collection and clean city activities (logistical and operational activities associated with collecting and disposing of solid waste, recyclables, problem materials and yard waste, and coordinating Clean City activities). *Collection and disposal services and services support *Management of Solid Waste and Recycling fleet and equipment: *Coordination of Clean City activities (neighborhood clean sweeps, litter-graffiti controls and removals) and the creation/management of new programs; *Customer support services including the servicing and tracking of billing information for services *Enforcement of regulations (work orders and tags) *Operation of the solid waste transfer station; *Management of contracting, payments and required reporting with various service providers and other governmental agencies.</p> <p>NOTE: Records created by Solid Waste and Recycling may be found in multiple sections of the Public Works Schedule.</p>								
PBW-65-004	<p>Public Works Utility - Solid Waste and Recycling Abuse of Solid Waste & Recycling Services Reports of customers who abuse the yard waste or problem materials program offered to paying customers. Most abuse is usually identified as waste that exceeds what a normal household would put out for pickup. Abuse reports are generated by crews and foreman. Address is tracked and proof is gathered to prove abuse.</p> <p>Records may include: work proof of abuse & photo's, notes from crew & foreman, check of form, address details, owner details, history details</p>	ACC000 BUS140 BUS132	6	6	SEE REMARKS	ACT	SOLID WASTE & RECYCLING	Maintain records necessary to support orders, tags and and billable activities for 6 years. Maintain non-billable activities including credits 3 years. Maintain records where no action is taken or is never billed 1 year.	

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PBW-65-012	<p>Public Works Utility - Solid Waste and Recycling Clean City Program Files Letters, Applications and other communications regarding Clean City Opportunities and Programs. Includes program Release from Liability Statement or Agreement.</p> <p>Records may include: Adopt-A-Block Application (Incoming), Adopt-A-Street Sign Request, Adopt-A-Street Application (Incoming), CleanSweep Letter and Packet (Outgoing), Adopt-A-Litter Container Application (Incoming), CleanSweep Application (Incoming), Adopt-An-Ash Receptacle Application (Incoming), Clean City Program Confirmation Letter, Includes Adopt, Paint Over, or Special Request (Outgoing), Special Request Application (Incoming), Paint Over Program Application (Incoming), Clean City Program Participant Statistical Reports, Clean City Program Participation Map, Graffiti Summary Abatement Letter, Recycling Reminder Email, Recycling Reminder Email Response, Solid Waste and Recycling Alley/Street Closure Notification</p>	GRTADG BUS130	ACT+10	ACT+10	SEE REMARKS	ACT	SOLID WASTE & RECYCLING PROGRAM MGMT.		Maintain program establishment and management records ACT+10. Active ceases after program ends, grant conditions have been met or after final disbursement of funds. Maintain program administrative and operational records for 6 years. Maintain participation/agreement records ACT+6. Active ceases when participation ends or when application lapses or expires.
PBW-65-016	<p>Public Works Utility - Solid Waste and Recycling Collection Reports and Studies Detailed tonnage or similar reports (including summary reports or other records generated from individual load delivery records) on the amount of solid waste collected for disposal or recycling per day, week, or month, and the amount of time used for collection. The data may be used for budgeting purposes and for evaluation of tonnage for each collection route. Summary reports may have historical value.</p> <p>Records may include: frequency of pickups, time estimated, total tonnage collected, amount per truck, monthly average per truck</p>	BUS130	6	10	See Remarks	ACT	SOLID WASTE & RECYCLING MGMT./ADMIN.		Maintain business operations reports 6 years. Maintain significant studies by staff and outside consultants for 10 years. Maintain major historical plans and reports permanently. Refer to Administrative Section of PW schedule PBW-05-67 and 71 for guidance.
PBW-65-020	<p>Public Works Utility - Solid Waste and Recycling Customer Service Telephone Recordings and Evaluations Use PBW-38-33 Personnel/Health Safety and Training - Supervisor File for collection and retention of evaluations.</p>	USE PBW-38-33 FOR RETENTION					SOLID WASTE & RECYCLING ADMIN./MGMT.		

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PBW-65-025	<p>Public Works Utility - Solid Waste and Recycling Disputes and General Correspondence Records that document a customer disputes, review of the dispute and final decision and correspondence/notification back to the customer. Other communications that pertain to routine matters handled in accordance with existing policies and procedures, and that do not contain significant information about department functions, policies, and programs.</p> <p>Records may include: incoming and outgoing letters, Hearing invite & hearing results, SWIS screens & photos, telephone notes, enclosures and attachments, Problem property files</p>	BUS140 BUS130 LIT000	6	6	6	ACT	SOLID WASTE & RECYCLING ADMIN.	Maintain routine correspondence 3 years. Maintain documentation of disputes and claims 6 years following final disposition. Maintain records relating to services that are billable and exemptions for 6 years.	
PBW-65-028	<p>Public Works Utility - Solid Waste and Recycling Reconciliation/Balancing - Daily Weight Reconciling daily weights from various locations for garbage, recycling & metals. The daily reconciliation/balancing is used to create a monthly report for use to verify proper payment to the vendor by finance. Tickets or other forms that document the number, weight, and content of each load of solid waste or refuse delivered to, waste disposal plants, composting plants, or recycling/resource recovery facilities.</p> <p>Records may include: weight tickets or readings from vendors, daily print outs, logs, calibrations</p>	FNN-30-08	6	6	6	ACT	FINANCE		
PBW-65-030	<p>Public Works Utility - Solid Waste and Recycling Reconciliation/Balancing - Recycling and Problem Materials Records created to document Recycling monthly tonnage-balanced with service provider. Records also include Problem Material monthly totals for weights, items and stops.</p>	ACC000 BUS130	6	6	6	ACT	SOLID WASTE & RECYCLING		
PBW-65-032	<p>Public Works Utility - Solid Waste and Recycling Recyclable Theft Records Investigation into vehicles reported as stealing recycling and or metals items from Solid Waste & Recycling collections areas. Follow up with MPD, results letter and tracking of</p>	LIT000 LIT050 PUB903	6	6	6	ACT	SOLID WASTE & RECYCLING ADMIN.	Maintain until related case is closed, dismissed or not sustained. In lieu of additional information or activity, destroy after 6 years.	

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	offenders.								
	Records may include: Report form, Car/truck plate information from MDP, Letter to offender, follow up notes, case history								
PBW-65-035	Public Works Utility - Solid Waste and Recycling Solid Waste Collection Program and Projects Records relating to management of services and operations of solid waste collection and clean city activities (logistical and operational activities associated with collecting and disposing of solid waste, recyclables, problem materials and yard waste, and coordinating Clean City activities), such activities as truck routes, collection schedules, and related activities in the collection of garbage including contract management activities and regulatory reporting. See also PBW -05-71 for retention of Studies, Plans and Reports - Major/Historical/Master. Records may include: vehicle/scale tonnage reports, maps, routes, correspondence, newspaper clippings of public notices, manifests, logs, crew lists	BUS130 GRTADG	ACT+10	ACT+10	See Remarks	ACT	SOLID WASTE & RECYCLING ADMIN.	Maintain program establishment and management records ACT+10. Active ceases after program ends, grant conditions have been met or after final disbursement of funds. Maintain program administrative records and operational records for 6 years. Maintain participation/agreement records ACT+6. Active ceases when participation ends or when application lapses or expires.	

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PBW-70	<p>Public Works Utility - Surface Water and Sewers Section Overview The Surface Water and Sewer Section of the Public Works Retention Schedule include records that document the following functions, activities and services:</p> <p>*Planning and construction of Surface Water and Sewer Infrastructure including the construction of new facilities</p> <p>*Operating and maintaining existing infrastructure of Surface Water and Sewer Operations including collection system operations, odor and vermin control, emergency response, and cave-in investigation, water quality and flood complaint response, shop maintenance, pond maintenance, system investigation, water quality device cleaning, maintenance of lift stations, collection system, tunnel system,</p> <p>*Providing engineering services and support expertise including the recording and maintaining of the records of public infrastructure, Gopher State One Call locates, analysis of the existing infrastructure, division input and coordination of Capital Improvement Program, engineering and design of public infrastructure, design and review of stormwater treatment, preparation of permit application, carrying out permit-required activities and completion of annual reports required by regulatory agencies.</p> <p>*Providing project/program management (investigation, designing projects, managing projects to completion, reporting to management and council, etc.)</p> <p>NOTE: Records created by Surface Water and Sewers may be found in multiple sections of the Public Works Schedule.</p>								

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PBW-70-002	<p>Public Works Utility - Surface Water and Sewers Flood Mitigation Program Documentation of significant individual floods, areas prone to flooding, drainage problems, other flooding issues, watersheds, and the monitoring and resolution of drainage and flood problems. The program is used to document flooding, purchase homes and to develop and implement plans for the construction of stormwater holding basins and ponds.</p> <p>Records may include: documented complaints, calculations, field notes, worksheets, maps, reports, rainfall statistics, flood mitigation plans, studies, other supporting data</p>	GRTADG BUS130 PWK650	PERM	PERM	PERM*	ACT	SURFACE WATER & SEWERS 311		*The content of some records in this series may dictate shorter retention period than permanent. Maintain Program establishment and management records ACT+10 - active ceases after program ends. Maintain program administrative and operational records for 6 years. Maintain records related to land, field notes, flood control plans, and relevant historical records permanently. The official records related to specific projects that are implemented as part of the program must be documented and maintained in Project Files (PBW-45) as well as in Land, Buildings and Infrastructure Information (PBW-30).
PBW-70-010	<p>Public Works Utility - Surface Water and Sewers Outfalls Monitoring Used to monitor inspections of outfall for permit purposes and repairs or maintenance required. The NPDES permit requires that a record keeping system must be established to track and record the findings of outfall monitoring, such as the condition of outfalls, outfall maintenance needs, presence of dry weather flows, sampling conducted, and investigations initiated. Field data sheets and any other monitoring documents (including photographs) must be retained according to the record retention requirements in the permit.</p> <p>Records may include: Outfall number, date inspected, location, inspector, date inspected, repair or maintenance needed</p>	BUS130 PWK025	6	6	6	ACT	SURFACE WATER & SEWERS		Retain detail records to support annual reports and summary records for 6 years.
PBW-70-016	<p>Public Works Utility - Surface Water and Sewers Program Records - General Records created to document the establishment and operation of the numerous programs created and managed by the</p>	GVCON1	ACT+6	ACT+6	ACT+6	ACT	SURFACE WATER & SEWERS		Active ceases after program ends, is eliminated or replaced.

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	Surface Water and Sewer Division of Public Works. Some programs have been established as a means to identify and account for various infrastructure and associated activities that may be required for various annual reports and permits.								
	Records may include: CSO Program, Disposal of Removed Substances, Erosion Control, Roadways, Flood Control, Pesticide/Fertilizer Control, New Construction, Illicit Discharges/Improper Disposal								
PBW-70-019	Public Works Utility - Surface Water and Sewers Program Management - Surface Water and Sewer	GVCON1	ACT+6	PERM	PERM	MAXACT	SURFACE WATER & SEWERS		Active ceases after program ends, is eliminated or replaced. Destroy workpapers ACT+6. Maintain program final/summary reports permanently.
	Reports, studies and records that document the management of the surface water and sewer infrastructure planning and maintenance that contain summary or detailed information of long-term value. Potential historical value.								
	Records may include: annual summary reports, final reports, special studies, facility inspection reports, environmental facility monitoring, overall operational reports, reports of emergencies, water quality records								
PBW-70-020	Public Works Utility - Surface Water and Sewers Sewer Inspection and Maintenance Records - General	PWK110	ACT+10	ACT+10	ACT+10	ACT	SURFACE WATER & SEWERS OPERATIONS/ FIELD		Active ceases after records have been updated or replaced. If database is migrated in entirety, ensure access availability for Operations/Field personnel that may require the information for tracking progress, identifying defects and setting priorities. Maintenance records that change the infrastructure must be reflected in Land, Building, and Infrastructure Records (PBW-30) to ensure department-wide access and use.
	The Operations section of Surface Water and Sewers routinely inspects infrastructure, and performs needed maintenance to ensure proper operation. Minneapolis Sewer Maintenance staff has divided the City into specific areas for the sewer main cleaning program.								
	Records are created to describe the condition and cleaning completed.								

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PBW-70-026	Public Works Utility - Surface Water and Sewers Sewer Licenses (Administrative Copy) Copies of licenses issued to sewer tappers, showing date of issuance and name and address of licensee.	LEG101	ACT+6	ACT+6	ACT+6	6	SURFACE WATER & SEWERS	Active ceases after expiration, final action, discontinuance, renewal or is superseded.	
PBW-70-035	Public Works Utility - Surface Water and Sewers Storm Drain Infrastructure Inspection and Maintenance - General The Sewer Maintenance section routinely inspects storm drain infrastructure and performs needed maintenance to ensure proper operation. Grit chambers are inspected each spring and fall, and cleaned if necessary and the grit chamber cleaning dates are logged. This information is maintained in a database managed by Sewer Maintenance. Storm drain outfalls are inspected on a five-year schedule and information is captured regarding the condition of structures, significant erosion and necessary repairs. Ponds and pump stations are inspected after significant rainfall events. Catch basins are cleaned and Street Maintenance performs annual inspections, during which they clean catch basin grates on summer street sweeping routes.	PWK110	ACT+10	ACT+10	ACT+10	ACT	SURFACE WATER & SEWERS	Active ceases after records have been updated or replaced. If database is migrated in entirety, ensure access availability for Operations/Field personnel that may require the information for tracking progress, identifying defects and setting priorities. Maintenance records that change the infrastructure must be reflected in Land, Building, and Infrastructure Records (PBW-30) to ensure department-wide access and use.	
PBW-70-040	Public Works Utility - Surface Water and Sewers Stormwater Management Program The NPDES Stormwater Permit mandates that the City submit an annual stormwater management program report by June 1 of each year. The Minneapolis Stormwater Management Program and Report. Records may include: Stormwater management activities as required by NPDES MS4 permit	GOVCON1	ACT+6	ACT+6	ACT+6	ACT	SURFACE WATER & SEWERS	Active ceases after program report has been updated and submitted.	

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PBW-70-052	Public Works Utility - Surface Water and Sewers Stormwater Utility Appeal and Credit records Records that document the appeal and any credits issued for Stormwater Utility computations and billing.	BUS140 LIT000	ACT+6	ACT+6	ACT+6	ACT	SURFACE WATER & SEWERS REGULATORY	Maintain documentation of disputes and claims 6 years following final disposition. Maintain records relating to services that are billable, exemptions and credits for 6 years.	
PBW-70-060	Public Works Utility - Surface Water and Sewers Television/Videoscan Inspection Records Videotapes and written reports documenting television inspections. They may include periodic inspections of existing lines, final inspections of newly constructed lines, and inspections at the end of warranty periods. Records may include: date, type of inspection, conditions found, repairs needed, distances from manholes, related data	PWK110	ACT+10	ACT+10	ACT+10	ACT	SURFACE WATER & SEWERS OPERATIONS/ FIELD	Active ceases after records have been updated or replaced. If database digital images are migrated in entirety, ensure access availability for Operations/Field personnel that may require the information for tracking progress, identifying defects and setting priorities.	
PBW-70-064	Public Works Utility - Surface Water and Sewers Tunnel Management Plan Documentation of the inspection, review and ranking of the Minneapolis tunnel system.	DEV100	PERM	PERM	PERM	ACT	SURFACE WATER & SEWERS		
PBW-70-098	Public Works Utility - Surface Water and Sewers Water Quality Monitoring and Reporting Used to monitor inspections and cleanings. Information is used for compliance monitoring. Records may include: Grit ID number, Location, Date Inspected, Inspector, Cleaning Required, amount of grit removed, outfalls monitoring	BUS130 PWK025	6	6	6	ACT	SURFACE WATER & SEWERS	Retain detail records to support annual reports/summary records for 6 years	

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PBW-70-099	<p>Public Works Utility - Surface Water and Sewers Utility Connection Permits - XREF Storm and sanitary connections information from private properties are maintained by Utility Connections Inspections (TP&E) They maintain the issued permits of storm, sanitary and water connections on file and inspect the work of private contractors making service connections to the public mains.</p> <p>The permit may contain the property address that the permit has been issued to, inspector, sometimes the pipe size and materials, a drawing on the back of the permit giving locality data. Sewer Plats may show some connections in the data records but Utility Connections maintains the most current connection records.</p>	USE SERIES CODE PBW-35-46							

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PBW-75	<p>Public Works Utility - Water - Distribution, Treatment and Operations Section Overview Records in the Water - Distribution, Treatment/Operations/Maintenance Section of the schedule document the following functions and business activities:</p> <p>*Design and new construction of water treatment and delivery systems (Membrane Filtration, De-Watering, etc.) *Operations and maintenance of water treatment facilities, *Operations and maintenance of distribution and equipment including cleaning and lining of pipeline, water main replacements, rehabilitation and/or replacement of necessary pump stations, valves and hydrants *Servicing and tracking of infrastructure information, equipment and operations, including information related to connections, data collection, water usage and customer information *Management of water treatment operations operating pump stations, water treatment process residual management, water quality testing, water quality complaint response, and emergency response *Provision of water laboratory testing and regulatory compliance/reporting activities *Establishment of water rates; and, *Management of other records associated with the delivery of services and a variety of other administrative, management, engineering, locating and drafting functions.</p>								
PBW-75-002	<p>Public Works Utility - Water - Distribution, Treatment and Operations Administration - Management Plans - Water Plans and studies for the management, maintenance, and improvement of the water supply and distribution system, including water supply management plans, water quality protection plans, and infrastructure replacement plans. Historical value.</p> <p>See also: Studies, Plans and Reports - Major/Historical (PBW-05-067) and Studies, Plans a Reports - Master Plan (PBW-05-71).</p>	BUS120 UTL000	PERM	PERM	PERM	MAXACT	WATER ADMIN.		Review Management Plans periodically to ensure that records are limited to management plans and major historical studies. Create an index to the plans to promote access and reuse.

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PBW-75-003	Public Works Utility - Water - Distribution, Treatment and Operations Chemical Data: Treatment Plant Operations Daily summaries of treatment chemical use and inventories for each plant. See also Environmental, Regulatory/Compliance and Hazardous Materials Section PBW-12 of the Public Works Schedule for applicable environmental/hazardous materials storage and disposal retention periods.	UTL010	10	10	10	ACT	WATER TREATMENT		
PBW-75-004	Public Works Utility - Water - Distribution, Treatment and Operations Climatological Data - Reference Material Monthly and annual summary of local climatological data (and comparative data) from the National Oceanic & Atmospheric Administration Environmental Data Service.	NONE	ACT	ACT	ACT	ACT	WATER	Reference material - destroy when administrative or business use ends	
PBW-75-006	Public Works Utility - Water - Distribution, Treatment and Operations Climatological Observations -- Mississippi River Observations and monthly reporting of the daily Mississippi River Stage Gage reading. Records may include: WS Form B-91	BUS 100 BUS160	10	PERM	PERM	ACT	WATER OPERATIONS	Review user requirements every 10 years to determine continuing needs	
PBW-75-008	Public Works Utility - Water - Distribution, Treatment and Operations Consumer Confidence Reports (CCR) Annual report delivered to consumers, reporting on the presence and levels of any contaminants found in city water over the course of the year. Required by the National Primary Drinking Water Regulations, 40 CFR 141.155. May have historical value. Records may include: Annual report, distribution certification, Health dept. testing results, water quality information, consumer annual report, water conservation information	DEV100	PERM	PERM	PERM	ACT	WATER ADMIN	Maintain the annual report permanently	

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PBW-75-010	<p>Public Works Utility - Water - Distribution, Treatment and Operations Dewatering Data Water Treatment captures daily information on water treatment plant operations in order to calculate run times for sludge production, analyze machine performance, and record the results of analytical testing. Data source is SCADA, with Excel spreadsheets as intermediary.</p> <p>See also: SCADA - Archive/Reporting Data - PBW-75-58</p> <p>Records may include: Volume and flows from PS 1, 2, & 3 (filter backwash data, plant leakage, coag., Tons dry solids to lagoon data, Tons dry solids hauled from lagoons, Tons dry solids hauled from surge tank, Plant performance data (recovery rate, flows, volumes,etc)</p>	WTR001	10	10*	10*	ACT	WATER OPERATIONS		*Maintain annual reports permanently. All other records retain 10 years.
PBW-75-011	<p>Public Works Utility - Water - Distribution, Treatment and Operations Energy Data: Treatment Plants Monthly summary of consumption and cost of electricity, gas and fuel oil for each treatment plant.</p>	ACC000	6	6	6	ACT	WATER TREATMENT FINANCE		Yearly data may also be found in rate analysis data and budget workpapers.
PBW-75-012	<p>Public Works Utility - Water - Distribution, Treatment and Operations ENQUESTA (Water Distribution) A computer system used by Water Distribuion that provides an online work order to receive customer requests and complaints, document their resolution and/or work done, and initiate water bills to customers.</p> <p>Records may include: Customer complaints, billing problems, issues related to work orders</p>	ACC000 PWK551	6	6	6	ACT	WATER DISTRIBUTION		Maintain customer base data while customer is active plus 6 years.
PBW-75-016	<p>Public Works Utility - Water - Distribution, Treatment and Operations Equipment Operating Manuals - XREF Use Series PBW-10-24 in the Asset Management, Equipment, Inventory, Operations and Maintenance section of the Public Works Retention Schedule.</p>	USE SERIES CODE PBW-10-24							

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PBW-75-030	<p>Public Works Utility - Water - Distribution, Treatment and Operations Intersection Cards Drawings that provide data on the location and size of the city's water infrastructure. Data source: survey books.</p> <p>Records may include: location and size of water mains, year built, location of valves, location of hydrants, location and size of water mains, year built, location of valves, location of hydrants</p>	PWK150	PERM	PERM	PERM	ACT	WATER DISTRIBUTION	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-75-037	<p>Public Works Utility - Water - Distribution, Treatment and Operations Leak Records An Access database that records the history (nature, location, frequency) of water system leaks in each area of the city, in order to identify areas of persistent problems and replacement needs. Data source: field logbook by leak investigator.</p> <p>Records may include: location of leak, whether a public or private site, contractor (if private), nature of leak, information on repair</p>	ASM001 ASM000	LA+6	LA+6	LA+6	ACT	WATER DISTRIBUTION	Maintain location, identification and maintenance history information while asset is in service (Life of Asset). Detailed maintenance, repair and complaint information can be destroyed after 6 years.	
PBW-75-047	<p>Public Works Utility - Water - Distribution, Treatment and Operations Operating Reports - Pumping Stations Daily monitoring of the operation and output of the water system pumping stations.</p> <p>Records may include: time pumps are started and stopped, hours run, power used, amount of water pumped</p>	WTR001	10	10*	10*	ACT	WATER OPERATIONS	*Maintain annual reports permanently. All other records retain 10 years.	
PBW-75-052	<p>Public Works Utility - Water - Distribution, Treatment and Operations Plant Modifications - Process and Operations Documentation Plant modifications and process narrative to document plant operations, procedures to be used for training. Records may include: Process Narratives, Operations Manuals</p>	ASM000	LA+6	LA+6	LA+6	MAXACT	PLANT OPERATIONS ENGINEERING	Active ceases when asset is removed from service, is replaced, sold or demolished.	
PBW-75-054	<p>Public Works Utility - Water - Distribution, Treatment and Operations Risk Management/Process Safety - XREF For retention, use PBW-38-73 Safety - Risk Management/Process Safety Management Plans in the</p>	USE SERIES CODE PBW-38-73							

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	Personnel/Health, Safety and Training section of the Public Works Retention Schedule.								
PBW-75-056	<p>Public Works Utility - Water - Distribution, Treatment and Operations Regulatory Compliance Reports Regulatory compliance reports submitted to appropriate agencies (based on data maintained in other series).</p> <p>Records may include: SCADA Data, Turbidities</p>	UTL10 UTL13	10	10	10	ACT	WATER OPERATIONS	Maintain detail records that support the reporting 10 years. Maintain annual report permanently. Maintain a cumulative index to all annual and historical reports.	
PBW-75-058	<p>Public Works Utility - Water - Distribution, Treatment and Operations SCADA - Archive/Reporting Data (EOPS) EOPS is the Electronic Operations Performance system which is an Oracle database of historical operating data used for reporting and operational review. A wide variety of 1-minute operational data is rolled up into hourly daily, monthly or annual reports.</p> <p>See PBW-75-060 for types of records that may be included. Records may include: SCADA Data</p>	ASM003 UTL010	10	10*	10*	MAXACT	WATER OPERATIONS	*Monthly and Annual reports keep permanently on-line. Daily and Hourly reports kept 10 years on-line. 1-minute supporting data kept in off-line archives for 10 years.	
PBW-75-060	<p>Public Works Utility - Water - Distribution, Treatment and Operations SCADA - Detailed Operational and Historical Data SCADA is the Supervisory Control and Data Acquisition system used by Water. SCADA is an automated (centralized) water control system covering all gates, pumps, monitors and controls. It captures and maintains data needed to operate the City's water plants. The short-term detailed information is viewed with trend screens in chart format. Selectec data is sent to EOps for long-term historical value (see PBW-75-058).</p> <p>Records may include: Pump information (temps, flows, hours, electric consumption, water production, resevoir elevations, pressure, treatment data, chemical usage, counters, timers, weights, volumes, etc.</p>	ASM03 UTL010	10	10	10	MAXACT	WATER OPERATIONS	Data is kept on-line "live" for up to 180 days. Data is kept in off-line archives for 10 years.	

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PBW-75-066	Public Works Utility - Water - Distribution, Treatment and Operations System Operating Manuals - Water Documents (hard copy and electronic) that explain the overall operation and maintenance of engineered systems comprised of multiple equipment components. Project Engineer is responsible for receipt and review of manuals and distribution to appropriate personnel.	UTL080	LA+10	LA+10	LA+10	ACT	WATER TREATMENT	Maintain documentation for the life of the plant or system plus 10 years.	
PBW-75-067	Public Works Utility - Water - Distribution, Treatment and Operations Sanitary Surveys Surveys, studies, reports, summaries, or communications examining the overall sanitary condition of water and wastewater systems.	WTR001	10	10	10	ACT	WATER	Maintain annual reports and summaries permanently.	
PBW-75-080	Public Works Utility - Water - Distribution, Treatment and Operations Water Asset Management System - MAXIMO - XREF MAXIMO will be used to manage the assets of Water. Until the system is fully implemented, use the retention identified in the Asset Management - Equipment Inventory, Operations and Maintenance Section of the PBW-10 Public Works Retention Schedule.	USE SERIES CODES IN PBW-10							
PBW-75-088	Public Works Utility - Water - Distribution, Treatment and Operations Water Policies and Regulations Records pertaining to municipal policies, standards and regulations regarding issues such as the dedication of water rights, water metering, rate adjustments, plant investment fees, water quality, water conservation, etc. Potential historical value.	BUS160	ACT+10	ACT+10	ACT+10	MAXACT	WATER ADMIN.	Active ceases when policies and procedures are updated, superseded, eliminated or replaced. Prior to destruction, review for potential historical value. Maintain historical records in accordance with Studies, Plans and Reports - Major/Historical (PBW-05-71).	
PBW-75-089	Public Works Utility - Water - Distribution, Treatment and Operations Water Rate Planning and Rate Schedules Studies and reports used to establish the design and methodology for establishing water rates for upcoming years. Information may also be used for planning infrastructure	PWK150	PERM	PERM	PERM	MAXACT	WATER ADMIN.		

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	improvements and for determining future demands. See also: Rate Model in the Financial and Utility Billing/Account Maintenance section (PBW-15-98) of the Public Works Schedule.								
PBW-75-090	Public Works Utility - Water - Distribution, Treatment and Operations Water Supply Reports and Studies Reports and studies created to review, analyze and report on issues specific to water supply. Records may include: comprehensive water supply studies, facility inspection reports, sanitary surveys, comprehensive performance evaluations, environmental facility monitoring, overall operational reports, reports of emergencies, major changes in aquifer or watershed, major water quality violations	BUS120	PERM	PERM*	PERM*	MAXACT	WATER ADMIN.		*Destroy workpapers after 6. Maintain historical reports permanently. Create and maintain a cumulative index for all permanent reports.
PBW-75-094	Public Works Utility - Water - Distribution, Treatment and Operations Water Quality Complaints Records documenting complaints received from the public about the quality of city water, and resolution of the complaint. Records may include: logs, correspondence, complaint forms, complainant's name and contact information, nature of complaint, location, name of person responding, resolution or explanation, date, water quality tests	USE SERIES CODE PBW-25-71							
PBW-75-096	Public Works Utility - Water - Distribution, Treatment and Operations Water Quality Data: Treatment Plant Operations Water quality data collected at varying intervals for both process monitoring and regulatory compliance for each treatment plant.	UTL010	10	10*	10*		OPERATIONS		*Maintain annual reports permanently. All other records retain 10 years.

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PBW-78	<p>Public Works Transportation - Impound Section Overview The Impound Section of the Public Works Retention Schedule includes records that document the functions and activities associated with managing the operations and facilities of the City of Minneapolis Impound Lot. Vehicles are towed to the Minneapolis Impound Lot (MIL) for a variety of reasons including illegal parking, impeding traffic, police orders (accidents, stolen, etc.), in violation of snow emergency or street sweeping regulations, abandoned, etc.</p> <p>The records may document towing activities and tracking, inventory, research of and notification to the vehicle owner, auction related documents, finance processing, final disposition information and other related records that are created and managed by Impound Operations.</p>								
PBW-78-004	<p>Public Works Transportation - Impound Auction Procession Reports List of vehicles assigned to specific auction date. Printout of proof that vehicle was checked for new owner information prior to sale. Printout of proof that vehicle was checked for stolen status the evening prior to sale. Records may include: auction list, Registration printouts, NCIC stolen status search printout</p>	ACC000 PUB915	6	6	6	ACT	IMPOUND LOT		
PBW-78-006	<p>Public Works Transportation - Impound Auction Records Record of impounded vehicles and city equipment sold at weekly auctions.</p> <p>Records may include: auction list, Dealer Auction Receipts, Public Auction Receipts, unofficial copies of bills of sale, Advertising invoices, Info provided to auctioneer's website, Finance coding string for dept sales, Memos to depts of revenues, spreadsheet for treasury operations, Cashiers deposit summaries, Copies of auction deposit envelopes, Cash register tapes, auction bidding tickets, No pay customer I.D. printouts, Auction handout sample, Bidder registration form sample, seizure documents for vehicles</p>	ACC000 PUB703	ACT+6	ACT+6	ACT+6	ACT	IMPOUND LOT	Active ceases after disposal/sale of property and audit is complete.	

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PBW-78-008	Public Works Transportation - Impound Auto Theft Reports To have a record of the circumstances surrounding a stolen vehicle. Records may include: Vehicle registration, Location of theft, Description of incident, Owners information, NCIC Stolen Hit, Stolen clear from NCIC, Validation letters, Envelopes, Faxes, Tow sheets, Copy of yellow stolen card, Date and time of contacting owner, Recover information, Case number, Supplement reports	PUB050	6	6	6	ACT	IMPOUND LOT		
PBW-78-010	Public Works Transportation - Impound Claims Database An Access database that captures information on vehicle damage claims involving towing companies, in order to track towing companies' performance in resolving claims and complying with tow contracts. Records may include: date and time of damage, information about claimed damage, information about resolution by tow company	LIT230	ACT+6	ACT+6	ACT+6	ACT	IMPOUND LOT	Active ceases after claim is closed, satisfied or dismissed.	
PBW-78-014	Public Works Transportation - Impound Gate Tickets Provides impound and auction customers with proof of payment to show security personnel in order to remove vehicle(s) from impound lot. Records may include: tickets	NONE	1	1	1	ACT	IMPOUND LOT		
PBW-78-016	Public Works Transportation - Impound Impound Lot Database A vehicle inventory system used to track and identify impounded vehicles, their status, and their disposition. The web based system allows other City departments such as 311 and MPD to have a direct access to information via the Internet that improves customer service. The City's website provides look-up access to determine if their vehicle is at either the City of Minneapolis'	BUS130	ACT+6	ACT+6	ACT+6	ACT	IMPOUND LOT	Active ceases after vehicle disposition.	

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	Impound Lot or any of the private tow lots within the City. Records may include: vehicle identification and description, value of vehicle, vehicle status (stolen, impounded, police hold), disposition of vehicle (sold, released to owner), dates received and released, ticket information, tow sheet information, police report, impound fees paid								
PBW-78-017	Public Works Transportation - Impound Impound Lot Inventory Daily report of lot inventory and Cash Register activity. Records may include: Count Reports, Cash Register tapes	ACC000	6	6	6	MAXACT	IMPOUND LOT	See Revenue Detail Records (Department Processing) - FNN-20-12 for retention guidance for all departmental revenue collection information.	
PBW-78-019	Public Works Transportation - Impound Shift Release Summary Reports Summaries of releases by cashier are used to provided information for tax purposes. Records used to reconcile cashier records against accounting/management reports. Records may include: Verified deposit envelopes, Shift Release Summary Report, Release Log, Copies of checks, Copies of Credit Card receipts, Cash Register receipts, Cash Opening Reports, VOID slips	ACC000	6	6	6	MAXACT	IMPOUND LOT	See Revenue Detail Records (Department Processing) - FNN-20-12 for retention guidance for all departmental revenue collection information.	
PBW-78-020	Public Works Transportation - Impound Stolen/ Locate Cards Hard copy back up of basic information for look up when lacking information or when the system is down. Records may include: Vehicle information, Owner information, Location of missing vehicle, Reporting party, Contact phone numbers, Disposition of vehicle, Case number, Recovery information, Date and time of disappearance	PUB050	6	6	6	ACT	IMPOUND LOT		
PBW-78-021	Public Works Transportation - Impound Stolen Vehicle - CT Logs The purpose of the CT Log is to document stolen vehicles within the City of Minneapolis. The records include both stolen and recovered vehicle and case information.	BUS130	6	6	6	ACT	IMPOUND LOT		

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	Records may include: Location of theft, Location of recovery, Jurisdiction, Date, Case number, vehicle plate/vin number								
PBW-78-022	Public Works Transportation - Impound Tow Logs To document all tows orded to come to the Impound lot. Records may include: Time and Date, Location of tow, Squad number, Plate / VIN number, Reason of tow, Tow status, Tow company	BUS130	6	6	6	ACT		IMPOUND LOT	
PBW-78-023	Public Works Transportation - Impound Tows - Private Property The purpose of the records created is to identify all vehicles towed within the City of Minneapolis. Records may include: Vehicle infomation, Location vehicle was towed from, Tow company, Date and time vehice was towed, Registration	NONE	ACT+1	ACT+1	ACT+1	ACT		IMPOUND LOT	Active ceases after administrative use/reference ends.
PBW-78-024	Public Works Transportation - Impound Tow Request Records document the notification to tow contractors for towing of 72 hour car abandons and 4 hour delayed tows.	NONE	ACT+1	ACT+1	ACT+1	ACT		IMPOUND LOT	Active ceases after Tow Request is received.
PBW-78-026	Public Works Transportation - Impound Tow Sheets The records document information surrounding circumstances of tow, instructions for release of vehicle and the proof of such criteria met per those instructions. Records may include: Police Impound report, Tow Contractor Impound Report, Registration printouts, Driver's License printouts, Auto Insurance documents, DMV documents, HOLD release instructions, Auto theft reports, Registered owner Notification letter, Lien Holder notification letter, Tracking form(s), Receipt for tow fees, Auction Postponment form, Damage Claim form, Insurance HOLD form, Red Tag Tow Report, Traffic	ACC000 PUB050	6	6	6	ACT		IMPOUND LOT	

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	Citation, Photographs of vehicles, Photocopies of Drivers Licenses, Bills of Sale, Notarized authorization letters, Contractor tow orders, Electronic wire payment fax copy								
PBW-80	<p>Public Works</p> <p>Transportation - Maintenance and Repair</p> <p>Section Overview</p> <p>The Transportation Maintenance and Repair Section of the Public Works Retention Schedule includes records that document the functions and activities associated with maintaining transportation related assets and infrastructure. The records document the following activities and functions:</p> <p>*Manage maintenance planning, scheduling, provide maintenance of pavement, facilities, equipment and other assets</p> <p>*Provide maintenance for streets/ alleys/ bridges/ sidewalks/bikeways/retaining walls (street overlays, pothole patching, bridge flushing and other repair activities).</p> <p>*Manage access to the City's travel ways through activities such as snow and ice control, pavement cleaning and sweeping, and lane use permitting</p> <p>* Operate and manage transportation related assets & infrastructure (managing and operating pavement surfaces, facilities, equipment and other assets).</p> <p>*Provide customer communication interaction and documentation of public meetings</p> <p>*Provide reviews and Information (reviewing project plans, drafting and posting communications, etc.)</p> <p>NOTE: Records created by Transportation Maintenance and Repair may be found in multiple sections of the Public Works Schedule.</p>								
PBW-80-005	<p>Public Works</p> <p>Transportation - Maintenance and Repair</p> <p>Delivery Tickets/Load Sheets</p> <p>Tickets issued by suppliers to verify delivery of supplies for construction and for system repair and maintenance (concrete, road base, asphalt, gravel, topsoil, sand, salt, etc.).</p> <p>Records may include: date and time of delivery, type of material received, amount received, name and address of supplier, by whom delivered, to whom delivered</p>	ACC000 BUS130	6	6	6	ACT	DIVISIONS UNITS		

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PBW-80-008	<p>Public Works Transportation - Maintenance and Repair Inspection Reports - Streets Reports on the inspection of streets, alleys, sidewalks, intersections, bikeways, curbs, shoulders, etc. Reports are used to produce condition inventory and to help in establishing priorities and planning.</p>	PWK110	ACT+10	ACT+10*	ACT+10*	ACT	TP&E TM&R		*Active ceases after last update. If reports are entered into inventory in their entirety, records can be destroyed 3 years following entry.
PBW-80-013	<p>Public Works Transportation - Maintenance and Repair Maintenance and Repair Work Records Records that document the maintenance provide in the removal of snow and ice removal, curbs, paving, pothole repair, sign repair or replacement, street repair. May include reports, summaries and similar documents usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, dates of activities and related data.</p> <p>See also Contracts and Agreements - General (PBW-15-82) for contract records related to private companies providing work on City maintenance and repair projects.</p>	BUS131	ACT+3	ACT+3	ACT+3	ACT	TM & R		Active ceases after work order is complete.
PBW-80-015	<p>Public Works Transportation - Maintenance and Repair Paving Construction Schedule To Document the daily activities and locations of the Paving Construction crews.</p>	ACC000 BUS130	6	6	6	ACT	TM & R		
PBW-80-017	<p>Public Works Transportation - Maintenance and Repair Special Assessments - Sidewalk (Department Processing) Records relating to tax assessment of adjacent property owners for the construction or replacement of sidewalks. Retention period assumes that Assessments holds the record copy.</p> <p>See also Special Assessments - Sidewalk (PBW-48-35).</p> <p>Records may include: location, amount of assessment,</p>	PWK 075	ACT+10	ACT+10	ACT+10	ACT	SIDEWALK		Active ceases after assessment rolls are certified. Note that the time required for payment varies by work done/amount charged. The retention is based on longest time to collect payment.

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	information on previous assessments, payment information, property owner								
PBW-80-025	<p>Public Works Transportation - Maintenance and Repair Sidewalk Inspection and Repair Database The Public Works Sidewalks Inspection Office inspects city sidewalks on approximately a 10-year cycle. These files document the inspection results, replacement of defective sections, and assessment of costs to adjacent property owners.</p> <p>Records may include: inspection date, defect, inspector, work estimate, condemnation notice date, taxpayer of record, contacts with taxpayer, date of repair, work measurements, date of bill, date paid, year assessed, photos</p>	PWK075	ACT+10	ACT+10	ACT+10	ACT	SIDEWALK		Active ceases after assessment rolls are certified. Detail records of inspection results and replacements should be deleted after 10 years. Retain base information relevant to the last inspection until next update.
PBW-80-027	<p>Public Works Transportation - Maintenance and Repair Sidewalk Snow Removal Database The records document the enforcement of Sidewalk Snow Removal Ordinance. The system interfaces with 311 to receive complaints, update status and produce Removal Work Orders for Street Department.</p> <p>Records may include: complaint, 1st inspection date, 1st inspection action, condition of sidewalk, warning letter date, taxpayer of record, warning letter date, 2nd inspection date, 2nd inspection action, work order date, work outcome, work cost, date of bill, date paid, year assessed</p>	ACC000 ASM001	6	6	6	ACT	TM & R		
PBW-80-031	<p>Public Works Transportation - Maintenance and Repair Snow Plowing Records The records document the snow and ice removal activity following storms or as part of routine winter street maintenance.</p> <p>Records may include: crew lists, work orders, daily activity reports</p>	BUS130	6	10*	10*	ACT	TM & R		*Maintain policies and program records while they are active plus 10 years.

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PBW-80-035	Public Works Transportation - Maintenance and Repair Snow Removal Program Designation of snow plowing routes, snow emergency routes, parking restrictions, and snow and ice removal policies and programs. Records may include: maps, route descriptions, correspondence, logs	BUS160	ACT+10	ACT+10	ACT+10	ACT	TM & R		Active ceases after program is updated, eliminated or replaced.
PBW-80-040	Public Works Transportation - Maintenance and Repair Special Districts Program Records documenting changes to the special district boundaries, including petitions, agreements, copies of resolutions, maps, correspondence, etc. Records may also include reviews pertaining to district review of various aspects of proposed boundary changes; i.e., traffic impacts, infrastructure and utility impacts, financial benefits and impacts, support services impacts, environmental impacts, etc	BUS130 GRTADG	ACT+10	ACT+10*	ACT+10*	ACT	TM & R		*Maintain program establishment and management records ACT+10. Active ceases after program ends, grant conditions have been met or after final disbursement of funds. Maintain program administrative records and operational records for 6 years.
PBW-80-043	Public Works Transportation - Maintenance and Repair Street Maintenance Records Grouping of records (packets) used to document timesheets, foreman's notes and reports, call lists, vacation approval and complaints. The majority of records grouped together are copies but they provide a unique compilation of records that provide the means to verify activities performed and maintenance staff assigned for a given day. Records may include: work orders, complaints (copies), schedules, crew sheets, vacation approval, personnel assigned	PWK551	6	6	6	ACT	TM & R		
PBW-80-045	Public Works Transportation - Maintenance and Repair Street Surface Maintenance Records Records documenting routine and special street sweeping, cleaning, snow removal, sanding, leaf removal, and similar work. Records may include: reports, summaries, date and time, area	PWK551	6	6	6	ACT	TM&R		

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			LEGAL	USER	TOTAL				
	covered, traveling time and mileage, operator's name, equipment used, amount of sand/salt/deicing mix applied, amount of leaves removed, weather conditions, related data								
PBW-80-050	<p>Public Works Transportation - Maintenance and Repair Street Condition Inventory</p> <p>This series documents the condition of city streets, roads, alleys, curbs, shoulders, sidewalks, bikeways, etc. It is used for reference and to plan maintenance and repair activities. Information can include street road name, location, year surveyed, constructed and surface, bed and surface type, surface size, condition and other data.</p> <p>See also Inspection reports, streets; Street inventory database. Records may include: street name, location, year constructed and surfaced, bed and surface type, surface size, condition, other related data</p>	PWK110	ACT+10	PERM	PERM	ACT	TP & E TM & R	Active ceases after last update. Longer retention assignment is based on the additional information contained in the database that provides links that are beneficial as an index and cross reference to projects.	
PBW-80-055	<p>Public Works Transportation - Maintenance and Repair Utility Cut Cards (Copy/Part)</p> <p>A permit form that identifies new utility connections being requested, including the work foreman's comments upon completion of the connection, and billing information. Data from the form is entered into the Utility Cutcard Database, and the master ("buff") copy of the cut card is retained as a paper trail.</p> <p>See also Sewer and Water Connection records. Records may include: connection type, cut size, location</p>	ACC000 BUS130	6	6	6	ACT	TM & R		

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		CODE	LEGAL	USER	TOTAL				
PBW-85	<p>Public Works Transportation - Planning & Engineering Section Overview The functions included in the Transportation Planning and Engineering Section of the Public Works Retention Schedule include the records associated with the design and construction of transportation related assets and infrastructure; managing the access to right of way, review and comment of development plans and activities and creation/management/delivery of communications and tools to ensure public interaction and access to information.</p> <p>The specific functions and activities that are documented by the records include:</p> <p>*Design and construction of transportation related assets & infrastructure: This function includes the activities related to capital budgeting, planning, designing, obtaining funding, project management, construction, public communication, and contract management, Plan, design & construct streets/ alleys/ bridges/ sidewalks/ bike ways/ retaining walls: *Managing the access to right of way: This function includes the activities related to issuing permits and permissions for the purpose of managing access to the Right-of-Way (i.e. encroachments, excavations, obstructions, access, etc.), street and alley vacations, and acquisition and disposal of public Right of Way. *Provide reviews and information. This function includes the activities related to reviewing project plans, drafting and posting communications *Customer Communication, interaction and public involvement . This function includes the activities associated with providing, soliciting and responding to the public and identifying areas for public input, scheduling public meetings, attending and documenting public meetings, etc.</p> <p>NOTE: Records created by Transportation Planning and Engineering may be found in multiple sections of the Public Works Schedule.</p>								
PBW-85-004	<p>Public Works Transportation - Planning & Engineering Bridge Annual Inspection Report and Safety Ratings Bridge Audit Reports of Contracts is performed by State of Minnesota Department of Audit. Bridge Audit Reports for Safety and Quality Assurance is performed by Outside Agencies.</p> <p>Bridge Annual Inspection Report/Safety Ratings includes the following documentation and records:</p>	PWK125	PERM	PERM	PERM	MAXACT	TP & E		

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	Previous Inspection Reports, Structure Inventory and Inspection/Appraisal Information Reports, Plans and Specifications (Design, As-Built, Rehabilitation) Fracture Critical Member Inspection Plan, Load Rating and Posting Documentation Hydraulic Data (Design & Recorded Flood Conditions, Channel Cross Sections, Scour Evaluation, Scour Plans of Action, Underwater Inspection Reports), Maintenance and Repair History, Non-Destructive Testing Results, Drawings, Photo Log, Correspondence.								
PBW-85-006	Public Works Transportation - Planning & Engineering Bridge Inspection Files (1)	PWK125	PERM	PERM	PERM	MAXACT		TP & E	
	Bridge Safety Inspection files are created after the completion of construction, acquisition or after agreement that the City will provide Bridge Inspection and/or maintenance. Portions of the Bridge Project construction may be duplicated in the Bridge Inspection File. A spreadsheet is used to record key information from the Bridge Inspection file (paper) to be used for queries, reporting and reference. Plans and Specifications (design, record drawings and rehabilitation) are considered a part of each inspection file but are captured as a separate record series. Bridge Inspections files include bridge, overpass, tunnel and skyway inspections, changes to bridges, overpasses, tunnels and skyways, and reporting to state and federal agencies, as required by the U.S. Dept. of Transportation per 23 CFR 650.307-313.								
	Records may include: Bridge number, previous inspection reports, fracture critical member inspection plan, load rating and posting documentation, hydraulic data, design and recorded flood conditions, channel cross sections, scour evaluation, scour plans of action, underwater inspection reports, maintenance and repair history, drawings, photo logs, correspondence								
PBW-85-008	Public Works Transportation - Planning & Engineering Bridge Inspection Files (2)	PWK125	PERM	PERM	PERM	MAXACT		TP & E	
	A cumulative history file for individual bridges, overpasses, and culverts, containing documentation of their construction,								

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	<p>maintenance, and repair. 23 CFR 650.315 requires that each state agency with responsibility for the maintenance of bridges must prepare and maintain an inventory of bridges subject to the National Bridge Inspection Standards. Historical value.</p> <p>Records may include: memoranda, correspondence, newspaper clippings, reports, plans/drawings of substructure and superstructure, materials lists, excavation permits, bridge deficiency/inspection reports, work orders, surveyor's data, specifications for construction and materials, construction contract, construction reports, maintenance and repair reports, bridge modifications, changes in load restrictions, summaries, logs, dates of activities</p>								
PBW-85-010	<p>Public Works Transportation - Planning & Engineering Bridge Structure Information Management System - SIMS The new Structure Information Management System (replaces Pontis) provides information about bridge maintenance and capital improvement projects. Recommendations are generated using bridge inventory and inspection data, needs generation models, and program development methods.</p> <p>The Minnesota Department of Transportation (Mn/DOT) uses network level results from the SIMS system to suggest appropriate levels of bridge funding and to develop bridge improvement programs and 20-year bridge plans. Bridge improvement and replacement guidelines have been written to include element level inspection results in selection criteria, summaries have been prepared to list potential bridge projects, and ratios have been provided to assist bridge engineers in development of annual bridge programs and to develop funding requirements and requests.</p>	PWK125	PERM	PERM	PERM	MAXACT	TP& E MNDOT		
PBW-85-013	<p>Public Works Transportation - Planning & Engineering Bridge Maintenance Records Bridge Maintenance Records are a part of the Bridge Annual Inspection Report/Safety Ratings and the Bridge Maintenance/Safety Database.</p>	INDEF.							MnDot has placed a legal hold on all bridge maintenance records - regardless of ownership or jurisdiction. Until further notice, an indefinite (DO NOT DESTROY) status is in effect.

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PBW-85-015	Public Works Transportation - Planning & Engineering Bridge Safety and Bridge Construction Database An Excel Spreadsheet used by the unit to capture key information and report findings, ratings, dates, schedules, etc. The Excel spreadsheet is an essential management tool that provides an index and sufficient data that can be used for referencing, querying and for annual reporting purposes (summarized Bridge Annual Report). The data also provides reference information that can be used to ascertain ownership, bridge maintenance activities and bridge clearances, etc.	PWK125	PERM	PERM	PERM	MAXACT	TP & E		
PBW-85-030	Public Works Transportation - Planning & Engineering Alley Opening and Vacation Ledger A bound ledger used as the historic record of alley openings and vacations. Sorted alphabetically by subdivision. Records may include: "V" for vacated alleys, "O" for opened alleys, Plat book references, City Council Resolution references	BUS120 PWK451	PERM	PERM	PERM	MAXACT	RIGHT OF WAY		
PBW-85-034	Public Works Transportation - Planning & Engineering Deeds - Acquisitions and Dispositions Conveyances of title and legal rights to conduct work and construct permanent installations on private property, including constructing, maintaining, and repairing water and sewerage lines, mains, drains, signs, utilities, and other infrastructure, or crossing under or over the property. May also include releases of portions of easements to the property owners. Records may include: date, grantor, location, description of easement area, nature of easement, conditions of easement, diagrams or plans, memos, correspondence, easement requests, Pre-1980 Elwell Files (not organized), Eminent Domain (or taking)	PWK451	PERM	PERM	PERM	MAXACT	RIGHT OF WAY HENNEPIN CO. RECORDERS OFFICE	Continue to create/maintain indexes for records to ensure accessibility and availability. Records maintained for administrative and operational use by internal city users. Most records can be obtained from Hennepin County - Records Office.	

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PBW-85-036	<p>Public Works Transportation - Planning & Engineering Easements and Right of Way - Temporary Documentation of temporary easements allowing access and entrance to, and work on, property not owned by the easement holder. They usually apply to city crews and utility workers.</p> <p>Records may include: applicant name/address/phone number, contractor name and license number, utility involved, location, description of work, security deposit, surface restoration material used, signature, date, comments, permit number</p>	LEG101	ACT+6	ACT+6	ACT+6	ACT	RIGHT OF WAY	Active ceases after expiration, final action, discontinuance, renewal or is superseded and all restoration is complete.	
PBW-85-038	<p>Public Works Transportation - Planning & Engineering Encroachment Permits and Index Permit agreements between the city and property owners. Example: allowing property owners to extend fences or plantings (excepting grass) within the city right-of-way.</p> <p>In order to occupy public right of way, an Encroachment Permit is required for any existing or proposed structure or portion thereof that projects onto, under or over any municipal right of way, under the authority outlined in Title 5, Chapter 95, of the City of Minneapolis Code of Ordinances. The Encroachment Permit gives the permit-holder permission to use a specific portion of the right of way until such time as that portion of the right of way is needed by the City of Minneapolis for public purposes. Encroachment Permits are revocable at any time in the interest of public safety.</p> <p>Records may include: date, licensee's name and address, encroachment location, nature of encroachment, agreement terms, signatures, insurance documents, plans and/or sketches, Council Proceedings, Index Cards (4"x6"), copy of fee/payment, misc. notes</p>	LEG101 PWK451	PERM	PERM	PERM	MAXACT	RIGHT OF WAY	Create and maintain a cumulative index for all permanent records. For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate in their entirety to new electronic systems.	

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PBW-85-040	<p>Public Works Transportation - Planning & Engineering Right of Way Vacation Files and Index Documentation of the process of relinquishing street, alley, and other rights of way owned by the city.</p> <p>Records may include: Maps/plans/surveys, Legal documents, Applications (copy), Correspondence, Departmental notes, Council Actions, Record of Publication, Hennepin County Recorder docs., Applicable easement docs.</p>	PWK451	PERM	PERM	PERM		RIGHT OF WAY	<p>Create and maintain a cumulative index for all permanent records. For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate in their entirety to new electronic systems.</p>	
PBW-85-050	<p>Public Works Transportation - Planning & Engineering Pavement Management Program The Pavement Management Program is a database (currently MicroPaver) that is used to collect data regarding the inventory of City streets and alleys, type of pavement used and their condition. A primary purpose of the creation of the data is for planning purposes and to help identify priorities by utilizing the pavement condition index (PCI) created by the program. The program also manages information relating to the last paving work completed (reconstruction, resurfacing, sealcoating, etc.) and associated dates. Information from the program can also be used to produce trend information, project future street conditions and produce measures and outcomes of the City's financial and policy decisions regarding street maintenance funding.</p> <p>Inspection data for the City is collected on a three to four year schedule. Information regarding the inventory is updated when projects are completed.</p> <p>Records may include: base street inventory, inspection data, ratings</p>	PWK751, PWK750	ACT+10	ACT+10*	ACT+10*	ACT	TP & E	<p>*Maintain base street inventory information permanently. Active ceases after last work completed. Note - information in this program may contain records required to support the development of a project index. Prior to destruction, contact City of Minneapolis Records Manager for review and determination.</p>	
PBW-85-052	<p>Public Works Transportation - Planning & Engineering Paving Construction Schedule To Document the daily activities and locations of the Paving Construction crews.</p>	ACC000 PWK025	6	6	6	ACT	TP & E		

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PBW-85-055	<p>Public Works Transportation - Planning & Engineering Paving Database - Streets This Access database is used to record and associate streets , projects, project numbers (MSA, City Numbers and some Park Board), project dates and other information necessary to provide information for the publication of the Streets Book (for field reference). The database is also used for research and used as a link to find detailed information in the Pavement Management Program (currently MicroPaver). The database provides the linking necessary to associate the project number and plans with streets and street conditions (PCI index).</p> <p>Records may include: Project numbers, street names, project date, last condition index</p>	PWK750 PWK751	ACT+10	ACT+10	ACT+10	ACT	TP & E	Maintain base street inventory information permanently. Active ceases after last work completed. Note - information in this program may contain records required to support the development of a project index. Prior to destruction, contact City of Minneapolis Records Manager for review and determination.	
PBW-85-060	<p>Public Works Transportation - Planning & Engineering Street Engineering Records - General Records documenting the layout and planning of streets, intersections, and sidewalks, street address assignments, establishment of grades, major street construction and maintenance, street and intersection design and alignment, right-of-way acquisition, street and drainage problem histories, and similar records of long-term significance.</p> <p>NOTE: Many of the aforementioned original records have been input to GIS and SDE to create base maps. Additional details and descriptions for the original records and GIS can be found in the Land, Buildings and Infrastructure Information section of the Public Works Schedule.</p>	PWK150	PERM	PERM	PERM	ACT	TP & E		

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PBW-85-070	<p>Public Works Transportation - Planning & Engineering Transportation Plan Development</p> <p>Documentation of the development of City-led transportation plans from project initiation to Council adoption. Examples of City-led transportation plans include the Access Minneapolis Downtown Transportation Action Plan, Minneapolis Pedestrian Master Plan, and Streetcar Feasibility Study.</p> <p>Records may include: consultant contracts and invoices, grant agreements and invoices, public meeting presentations and public input, stakeholder contact lists, advisory committee meeting agendas and notes, staff meeting agendas and notes, data, maps and interim reports, draft plan documents, final plan documents, council letters, presentations and actions, schedules</p>	BUS120	PERM	PERM	PERM	ACT	TP & E	Maintain final report and studies permanently. Destroy workpapers, contracts, invoices, committee meeting information, etc. 10 years after publication or implementation. Create and maintain a cumulative index for a permanent transportation plans.	
PBW-85-072	<p>Public Works Transportation - Planning & Engineering Transportation Plan Implementation</p> <p>Documentation of the implementation activities resulting from City-led transportation plans. Examples of City-led transportation plans include the Access Minneapolis Downtown Transportation Action Plan, Minneapolis Pedestrian Master Plan, and Streetcar Feasibility Study.</p> <p>Records may include: staff meeting agendas and notes, status reports, consultant contracts and invoices, schedules</p>	BUS120 PWK750	PERM	PERM	PERM	MAXACT	TP & E	Maintain final report and studies permanently. Destroy workpapers, contracts, invoices, committee meeting information, etc. 10 years after publication or implementation. Create and maintain a cumulative index for a permanent transportation plans.	
PBW-85-074	<p>Public Works Transportation - Planning & Engineering Transportation Plans - Other Government Agencies</p> <p>Documentation of Public Works staff's participation in outside agency's transportation planning projects and City Council actions related to these projects. Examples of outside agency transportation plans include Mn/DOT's Downtown Freeway Study, Hennepin County's Bottineau Transitway Alternatives Analysis, and Metro Transit's Downtown Bus Layover Facility Study.</p> <p>Records may include: City comments on draft and final reports, Council letters, presentations and actions, copies of technical advisory committee meeting agendas, presentations and notes, copies of public meeting presentations and handouts, copies of interim and draft reports, copies of final reports</p>	PWK751	ACT+10	ACT+10	ACT+10	ACT	TP & E	Review transportation plans from other jurisdictions annually. Active ceases when plans are no longer applicable.	

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PBW-85-076	Public Works Transportation - Planning & Engineering Truck Route Records - xref Records document the designation of truck routes for transporting goods within and through the city. May include reports, maps, and related documents. For retention, use Series PBW-90-90 Truck Route Records.								
		USE SERIES CODE							
		PBW-90-90							

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PBW-90	<p>Public Works</p> <p>Transportation - Traffic and Parking Services</p> <p>Section Overview</p> <p>The Traffic and Parking Services Section of the Public Works Retention Schedule includes records that document the following functions and/or services that the division provides:</p> <p>*Building of Traffic and Parking related assets & infrastructure. This function includes activities related to capital budgeting, planning, designing, estimating, obtaining funding, project management, construction, public communication, and contract management</p> <p>*Planning, Designing, and constructing planning, designing and constructing parking infrastructure. The activities include investigation, scope, capital budget request, preliminary review process, design and estimating, pre-construction, construction, funding finalization, and record drawing creation/management.</p> <p>*Planning designing, constructing traffic safety systems: signs/ signals/lighting/ striping:</p> <p>*Planning, designing & construction of off-street parking: Oversee the assessment, planning, design and estimating, location and construction of new off-street parking ramps and lots.</p> <p>*Maintaining transportation related assets & infrastructure: Includes maintenance planning, maintenance scheduling, conducting maintenance of pavement, facilities, equipment and other assets.</p> <p>*Maintaining traffic safety systems: signs/ signals/lighting/striping: Includes tasks that annually keep the asset and infrastructure inappropriate working condition such as replacement of knockdowns, re-lamping, and restriping.</p> <p>*Operation of traffic safety systems: signs/ signals/ lighting/ striping: Manage the operation and performance of signal timing, signing for changed conditions, responding to accident conditions and histories, traffic calming, responding to customer requests and multi-modal use needs.</p> <p>*Management of the off-street parking system: This function includes the activities related to the management, operation and performance of the City's off-street parking system (parking ramps, lots, and skyways and Municipal Impound Lot).</p> <p>*Management of the finances for Parking operations and oversight of contractor's performance.</p> <p>*Management of the on-street parking system: This function includes the management of meters, parking and loading zones and disabled parking spaces.</p> <p>*Management of communication and public involvement.</p> <p>NOTE: Records created by Surface Water and Sewers may be found in multiple sections of the Public Works Schedule.</p>								

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PBW-90-002	<p>Public Works Transportation - Traffic and Parking Services Accident Records - Traffic System used to record and report traffic accidents that occur in the city, and the conditions surrounding the accident, in order to enhance safety, identify problem areas, assess what measures might be taken to reduce accidents, and respond to citizen questions. The data source for the system is the hard copy of police records and follow-up from Police Dept. Data may be captured or accessed from other governmental sources in the future.</p> <p>Records may include: local case number, street name, intersection location, time and date, maneuver being performed, physical location of the accident, vehicle type, severity of damage, driver's name, names of passengers/witnesses, weather conditions, road surface, accident type</p>	PWK551	ACT+6	ACT+6*	ACT+6*	ACT	TRAFFIC & PARKING SERV.		*Maintain reports and summaries 10 years. Retain all other records (paper copy of accident report) for 6 years after entry to database. See also Accident Reports Database.
PBW-90-004	<p>Public Works Transportation - Traffic and Parking Services Accident Records Database - Traffic A database of crashes occurring on Minneapolis right-of-way. Police reports are analyzed and only specific data is entered into the database; this data is later analyzed and reported on and can be mapped.</p> <p>Records may include: Crash ID Number, Date & Time, Contributing Factors, Pre-Crash Maneuvers, Driver Conditions, Vehicle Types & Number of, Property Damage Severity, Injuries & Fatalities, Injury Severity, Crash Types, Road Surface, Weather, City Vehicles Involved, Circumstance</p>	SAF010	10	10	10	ACT	TRAFFIC & PARKING SERV.		
PBW-90-005	<p>Public Works Transportation - Traffic and Parking Services Counts and Statistical Data - Bicycle and Pedestrian Records created and maintained to track the infrastructure, use, and safety of bicycle and pedestrian activity for analysis, reporting and planning purposes.</p> <p>Records may include: Bicycle & Pedestrian Counts, Miles of Bikeways, Bicycle & Pedestrian Crashes, Bicycle & Pedestrian Infrastructure Maps</p>	SAF007	ACT+5	ACT+5	ACT+5	ACT	TRAFFIC & PARKING SERV.		Active ceases after records are updated superseded, eliminated or replaced.

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PBW-90-009	<p>Public Works Transportation - Traffic and Parking Services Counts and Statistical Data - Traffic Traffic count data used for analyzing traffic patterns, future planning, traffic signal timing and funding. These counts are classified as Volume/Speed/Class counts or Intersection Turning Movement counts. The data is held at on offsite vendor and accessed through the internet. We also have backup copies to use in other applications.</p> <p>Records may include: Volume Counts, Speed Counts, Vehicle Classification Counts, Turning Movement Counts, Special Counts</p>	SAF007	ACT+5	ACT+5	ACT+5	ACT	TRAFFIC & PARKING SERV.	Active ceases after records are updated superseded, eliminated or replaced.	
PBW-90-013	<p>Public Works Transportation - Traffic and Parking Services Critical Parking Application Files Paper copies of application forms and renewal notices which include name, address, phone number and DL number of applicant, vehicle type and license plate number, critical parking area, permit number and expiration date. Records may also include paper receipts.</p> <p>Records may include: Application forms, Renewal notices</p>	BUS131	ACT+3	ACT+3	ACT+3	ACT	TRAFFIC & PARKING SERV.	Active ceases after entry of permit application to database or after database records are updated superseded, eliminated or replaced.	
PBW-90-015	<p>Public Works Transportation - Traffic and Parking Services Critical Parking Database Database that is used to manage the issuance and renewal of parking permits, answer questions on permit validity, and track the inventory of critical parking passes in specific areas or the entire city.</p> <p>Records may include: vehicle make, model, and year, drivers license number, vehicle owner's name and address, type of permit (regular or visitor), telephone number, expiration year, permit location or area of the city, name and address of permittee, permit number, license place number</p>	BUS131	ACT+3	ACT+3	ACT+3	ACT	TRAFFIC & PARKING SERV.	Active ceases after related permit is updated superseded, eliminated or replaced.	

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SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
PBW-90-019	<p>Public Works Transportation - Traffic and Parking Services Critical Parking - General Files The records document the history of each individual critical parking area including petition forms; council actions pertaining to establishment of area; correspondence regarding special arrangements and billing; bid documents and specifications.</p> <p>Records may include: correspondence, copies of invoices, bid documents, CPA decal specifications</p>	BUS131	ACT+3	ACT+3*	ACT+3*	ACT	TRAFFIC & PARKING SERV.	*Active ceases after critical parking area is no longer in place and/or related permits are no longer valid. Duplicate records can be periodically purged (petitions, council actions, etc). Billing and bid documents can be destroyed after 6 years.	
PBW-90-025	<p>Public Works Transportation - Traffic and Parking Services Disability Parking Zone Applications Applications by commercial, institutional, and residential property owners for the installation of one or more disability transfer space or disability parking space signs on or in front of their premises.</p> <p>Records may include: property owner name, address, name and address of disabled person, relationship to property owner, disability certificate number, disability license plate number, expiration date, Metro Mobility number, business or institution name, business or institution address, contact person, commercial questionnaire</p>	PWK551	ACT+6	ACT+6	ACT+6	ACT	TRAFFIC & PARKING SERV.	Active ceases after records are updated superseded, eliminated or replaced.	
PBW-90-030	<p>Public Works Transportation - Traffic and Parking Services Gopher State One Call Damage Reports Yearly traffic statistics of total tickets received, number of hit facilities and locates completed within the City of Minneapolis.</p> <p>Records may include: Damage reports, Yearly Totals, Annual Report</p>	PWK551 LIT230	ACT+6	ACT+6	ACT+6	ACT	TRAFFIC & PARKING SERV.	Active ceases after any resultant claims are resolved and completion of the annual report.	
PBW-90-035	<p>Public Works Transportation - Traffic and Parking Services Lane Striping Diagrams Drawings that depict lane striping on downtown streets and other commercial areas.</p>	SAF008	ACT+6	ACT+6	ACT+6	ACT	TRAFFIC & PARKING SERV.	Active ceases after diagrams and associated records are updated superseded, eliminated or replaced.	

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PBW-90-045	<p>Public Works Transportation - Traffic and Parking Services Parking Zone Administration Correspondence and other information relating to the establishment and removal of paid no parking zones, valet zones.</p> <p>Records may include: Request letter from business, record (copy) of the letter, Request for outside party bill, Cost calculation, Work order</p>	PWK551	ACT+6	ACT+6	ACT+6	ACT	TRAFFIC & PARKING SERV.	Active ceases after update. Maintain billing, cost calculation and work orders 6 years . Destroy duplicates when administrative need ends.	
PBW-90-048	<p>Public Works Transportation - Traffic and Parking Services Project Estimating - Traffic Estimation letter sent to contractors or individuals for work to take place by City of Minneapolis staff prior to the start of construction.</p> <p>Records may include: Letter, Response from contractor or individual, copy of check received for payment</p>	PWK751 ACC000	ACT+6	ACT+6	ACT+6	ACT	TRAFFIC & PARKING SERV.	Active ceases after project completion. If work includes update to infrastructure or assets, update Asset Management Records (PBW-10) and/or Land, Buildings and Information (PBW-30).	
PBW-90-050	<p>Public Works Transportation - Traffic and Parking Services Ramp and Skyway History Files Records that document the history of the ramp (and skyway) from initial planning and specifications through construction. Skyways are, for the most part, considered integral with the adjacent ramp.</p> <p>Records may include: bid documents, legal agreements, operating agreements with various outside parties, meeting notes, change orders, etc.</p> <p>NOTE: REMOVE AND MAINTAIN INFRASTRUCTURE RECORDS IN A SEPARATE RECORDKEEPING SYSTEM. Do not maintain record drawings with project files (only).</p> <p>See also: Ramp Project Files (PB-45-132 and PBS-45-134).</p>	PWK750 PWK751 PWK150	PERM	PERM*	PERM*	ACT	TRAFFIC & PARKING SERV.	*For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems. If ramp is sold, transfer drawings to new owner. If ramp is demolished destroy after 10 years. Use retention for records identified for Project Records (PBW-45). If records are combined, use longest retention period assigned (PERM).	

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PBW-90-054	Public Works Transportation - Traffic and Parking Services Residential Block Event - General Files History of residential block event policies and procedures	BUS160	ACT+10	ACT+10	ACT+10	ACT	TRAFFIC & PARKING SERV.	Active ceases after policy/procedure is updated, superseded, eliminated or replaced.	
PBW-90-060	Public Works Transportation - Traffic and Parking Services Sign / Zone Card Files (Index) A historical series of typed card files showing the location of various signs & zones throughout the City of Minneapolis. The information depicts the street location, council action date and the date installed, removed or amended. Records may include: zones, snow emergency routes, no left turns, no trucks, one-way streets, dual turns	BUS120 PWK150	PERM	PERM	PERM	ACT	TRAFFIC & PARKING SERV.	For permanent records, maintain access to records in older systems, copy and maintain in readable format or migrate to new systems.	
PBW-90-062	Public Works Transportation - Traffic and Parking Services Street & Intersection Files Includes a variety of official records and copies of records maintained by others relating to specific streets and intersections, including studies related to traffic planning, and drawings of signal controllers and intersections. This record series is a unique compilation of materials. See also: Counts and Statistical Data (PBW-90-05 and PBW-90-09); Traffic Planning Studies - TDM's (PBW-90-88); and Studies, Plans and Reports - Major/Historical (PBW-05-71). Records may include: traffic volume counts, traffic planning studies, product literature, drawings/diagrams of intersections and signs/signals, timing progressions	SAF008	ACT+6	ACT+6*	ACT+6*	ACT	TRAFFIC & PARKING SERV.	*Active ceases after records are updated, superseded, eliminated or replaced. Maintain Traffic Planning Studies permanently.	
PBW-90-070	Public Works Transportation - Traffic and Parking Services Traffic Calming Petitions and Related Files Petitions for traffic calming (speed humps, bumpouts, etc)	PWK551	ACT+6	ACT+6	ACT+6	ACT	TRAFFIC & PARKING SERV.	Maintain establishment information while active. Petitions and signatures can be destroyed after 6 years.	

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PBW-90-079	<p>Public Works Transportation - Traffic and Parking Services Traffic Specifications, Policies & Procedures Content listed in a file tree that holds specifications, policies and procedures and studies directly relating to traffic operations. This tree also includes a "how to" section. Equipment and material specifications that are written for bids and Stop Sign policies are/should be included as well as office support polices.</p> <p>See also: Specifications and Detail Plates in the Land, Buildings and Infrastructure Section (PBW-30) of the Public Works Retention Schedule. Records may include: Banner Permits, Job Activity Coding, Public Works Letterhead, All-Way Stop Control Policy, Drawing Processes, Traffic Resource Documents from Others, Material Specifications, Material Ordering Forms, Street Lighting Policy, Traffic Related Studies</p>	BUS161	ACT+10	ACT+10*	ACT+10*	ACT	TRAFFIC & PARKING SERV.	Active ceases when office policies and procedures are updated, superseded, eliminated or replaced. Maintain division operation policies (Street Lighting, etc.) and major studies permanently.	
PBW-90-081	<p>Public Works Transportation - Traffic and Parking Services Traffic Signal Timing and Synchronization Database Software used for analyzing traffic timing and determining optimum signal timing plans for a specific intersection or a network of intersections.</p> <p>Records may include: number of lanes and lane assignments approaching a signal, length of time and patterns various indications are activated, traffic volumes, movement counts</p>	SAF008	ACT+6	ACT+6	ACT+6	ACT	TRAFFIC & PARKING SERV.	Active ceases when records are updated, superseded, eliminated or replaced.	
PBW-90-088	<p>Public Works Transportation - Traffic and Parking Services Travel Demand Management Studies (TDM's) Travel Demand Management (TDM) is required for new/large development that can impact the surrounding roadway system by increasing existing traffic volumes or altering traffic patterns. TDM's assess the impacts of new or proposed development including safety, traffic, and transportation operations on the current infrastructure. The assessment aids developers and the City of Minneapolis in minimizing adverse effects of the development.</p>	PWK750 PWK751 DEV000	ACT+10	ACT+10	ACT+10	ACT	TRAFFIC & PARKING SERV.	Active ceases after project is complete and information is updated, superseded, eliminated or replaced.	

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	The department should ensure consultants provide sufficient copies of studies for business use and to create a "centralized/shared library for reference and use. An index of TDM's should be created and maintained to provide ease of access to the records.								
PBW-90-090	Public Works Transportation - Traffic and Parking Services Truck Route Records Map and associated council actions and supporting documentation for the official Truck Route Map. This map designates city truck routes including the oversize overweight routes. Records may include: maps, reports, studies, signage diagrams, related documents, council actions	SAF008	ACT+6	ACT+6	ACT+6	ACT	TRAFFIC & PARKING SERV.		Active ceases after route map and supporting documentation is updated, superseded, eliminated or replaced.

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