

CITY MANAGER

CITIZEN COMPLAINT FILE

Correspondence and notes regarding individual citizen issues. See also
Community Issues Files

Active: retain routine problem files 5 years

Disposition: destroy

COMMUNITY INVOLVEMENT FILES

Documents cooperative relationships as well as community relations

Active: retain while useful; but not more than 5 years

Disposition: destroy

COMMUNITY ISSUES FILE

Community projects, issues, complaints about major problems, or other items of interest to the community. Includes correspondence, contract copies, annual reports, surveys, studies, and other related documents

Active: 5 years

Disposition: destroy

CORRESPONDENCE INDEX

Active: until superseded or obsolete

Disposition: destroy

PROFESSIONAL ORGANIZATION FILES

Active: 3 years

Disposition: destroy

PROJECT MANAGEMENT FILES

On-going correspondence on status of projects

Active: until project is completed

Inactive: 5 years

Disposition: destroy