

MAYOR'S OFFICE

CITIZEN COMPLAINT FILE

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

Active: retain while useful
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

Working files of 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Active: until superceded or obsolete
Disposition: destroy

PROCLAMATIONS

Disposition: permanent - 1 copy

PROFESSIONAL ORGANIZATION FILES

Active: 3 years
Disposition: destroy