

**MINUTES  
ORDINANCE AND INSURANCE COMMITTEE  
SPECIAL MEETING  
THURSDAY, MAY 14<sup>TH</sup>, 2020  
5:30 P.M.**

THE ORDINANCE AND INSURANCE COMMITTEE MET IN SPECIAL SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME.

COMMITTEE MEMBERS: CHOYA SHROPSHIRE, DENNIS NANCE, JIMMY TRAMEL, STEVE SMITH (ALTERNATE)

**1. CALL MEETING TO ORDER.**

The meeting was called to order by Mayor Lees at 5:30 p.m. Committee members present: Choya Shropshire and Dennis Nance. Members absent: Jimmy Tramel.

Others present: Mayor Larry Lees, City Clerk Eva Smith, Brown & Brown associates Jennifer Brittain and Kristy Hinojosa.

**2. DISCUSSION AND POSSIBLE ACTION REGARDING ACCEPTING NOMINATIONS FOR  
ORDINANCE AND INSURANCE COMMITTEE CHAIRMAN.**

Motion was made by Nance, second by Shropshire to nominate Choya Shropshire as Ordinance and Insurance Committee Chairman. All voted yes.

**3. DISCUSS, POSSIBLY APPROVE MINUTES OF FEBRUARY 13<sup>TH</sup>, 2020 SPECIAL MEETING.**

Motion was made by Nance, second by Shropshire to approve minutes of February 13<sup>th</sup>, 2020 Special Meeting. Scrivener's error was noted that the agenda read 2019. All voted yes.

**4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING APPROVAL OF 2020-2021  
CITY GROUP HEALTH INSURANCE PLAN FROM PLANS PRESENTED.**

Motion was made by Nance, second by Shropshire to recommend Council action regarding approval of 2020-2021 city group health insurance plan from plans presented. Jennifer Brittain presented the options and explained the changes in costs. She also provided information regarding an optional buy-up plan. All voted yes.

**5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING RENEWAL OF CITY GROUP  
LIFE, VISION AND DENTAL INSURANCE.**

Motion was made by Nance, second by Shropshire to recommend Council action to renew city group life insurance through Mutual of Omaha, vision insurance through VSP and dental insurance through Delta Dental. All voted yes.

**6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING CONTINUED OFFERING OF  
OPTIONAL VOLUNTARY LIFE, SHORT-TERM DISABILITY AND LONG-TERM DISABILITY.**

Motion was made by Nance, second by Shropshire to recommend Council action regarding continued offering of optional voluntary life, short-term disability and long-term disability. All voted yes.

Shropshire moved back to Item 4 for clarification.

**4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING APPROVAL OF 2020-2021  
CITY GROUP HEALTH INSURANCE PLAN FROM PLANS PRESENTED.**

Nance amended his motion, and Shropshire amended his second to approve the renewal with Blue Cross Blue Shield with availability of an option of a buy-up plan. All voted yes.

Shropshire moved to Item 7.

**7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING COBRA ADMINISTRATION SERVICES.**

Motion was made by Nance, second by Shropshire to discuss COBRA administration services. Brittain explained that Brown & Brown needs to be taken out of the loop with COBRA, because of the fact that they do not handle it for any others.

Nance amended his motion, and Shropshire amended his second to discuss, possibly recommend Council action to remove Brown & Brown from COBRA administration and the city assuming administrative services. All voted yes.

**8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING ADOPTION OF LIMITED ENGLISH PROFICIENCY POLICY FOR THE CITY OF PRYOR CREEK.**

Motion was made by Nance, second by Shropshire to recommend Council action regarding adoption of Limited English Proficiency Policy for the City of Pryor Creek. Eva Smith explained that this is required by VAWA for the grant we receive through the police department. All voted yes.

**9. MAYOR TO DISCUSS NEW POLICY AND PROCEDURE MANUAL FOR THE CITY OF PRYOR CREEK.**

No action. Mayor stated that the Policy and Procedure Manual for the City of Pryor Creek needs to be addressed at the next Ordinance and Insurance meeting to get all changes made and approved.

**10. SCHEDULE NEXT MEETING.**

Meeting was scheduled for Thursday, June 11<sup>th</sup>, 2020 at 5:30 p.m.

**11. ADJOURN.**

Motion was made by Nance, second by Shropshire to adjourn at 6:30 p.m. All voted yes.

**MINUTES  
ORDINANCE AND INSURANCE COMMITTEE  
SPECIAL MEETING  
MONDAY, JUNE 1<sup>ST</sup>, 2020  
5:30 P.M.**

THE ORDINANCE AND INSURANCE COMMITTEE MET IN SPECIAL SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME.

COMMITTEE MEMBERS: CHOYA SHROPSHIRE, DENNIS NANCE, JIMMY TRAMEL, STEVE SMITH (ALTERNATE)

**1. CALL MEETING TO ORDER.**

The meeting was called to order by Choya Shropshire at 5:30 p.m. Committee members present: Choya Shropshire and Jimmy Tramel. Members absent: Dennis Nance.

Others present: Mayor Larry Lees and Deputy Clerk Lisa Malone.

**2. DISCUSS, POSSIBLY APPROVE MINUTES OF MAY 14<sup>TH</sup>, 2020 SPECIAL MEETING.**

This item was tabled until the next meeting, due to lack of quorum present from that meeting.

**3. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE MAY 2020 UPDATED DRAFT OF THE CITY OF PRYOR CREEK PERSONNEL POLICY AND PROCEDURE MANUAL TO BE ADOPTED BY CITY COUNCIL.**

Motion was made by Tramel, second by Shropshire to recommend Council action to approve the May 2020 updated draft of the City of Pryor Creek Personnel Policy and Procedure Manual to be adopted by City Council. All voted yes.

**4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE CITY OF PRYOR CREEK ALCOHOL & CONTROLLED SUBSTANCE POLICY MANUAL TO BE ADOPTED BY CITY COUNCIL.**

Motion was made by Tramel, second by Shropshire to recommend Council action to approve the City of Pryor Creek Alcohol & Controlled Substance Policy Manual to be adopted by City Council. It was stated that the changes made were regarding medical marijuana and random drug testing in Section 7. All voted yes.

**5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE CITY OF PRYOR CREEK FAMILY AND MEDICAL LEAVE POLICY MANUAL TO BE ADOPTED BY CITY COUNCIL.**

Motion was made by Tramel, second by Shropshire to recommend Council action to approve the City of Pryor Creek Family and Medical Leave Policy Manual to be adopted by City Council. All voted yes.

**6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE CITY OF PRYOR CREEK HARASSMENT POLICY MANUAL TO BE ADOPTED BY CITY COUNCIL.**

Motion was made by Tramel, second by Shropshire to recommend Council action to approve the City of Pryor Creek Harassment Policy Manual to be adopted by City Council. All voted yes.

**7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE CITY OF PRYOR CREEK INFORMATION SYSTEMS POLICY MANUAL TO BE ADOPTED BY CITY COUNCIL.**

Motion was made by Tramel, second by Shropshire to recommend Council action to approve the City of Pryor Creek Information Systems Policy Manual to be adopted by City Council. All voted yes.

**8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE CITY OF PRYOR CREEK CONTRACTOR POLICY MANUAL TO BE ADOPTED BY CITY COUNCIL.**

Motion was made by Tramel, second by Shropshire to recommend Council action to approve the City of Pryor Creek Contractor Policy Manual to be adopted by City Council. This is now completely separate from the Personnel Manual. All voted yes.

**9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE CITY OF PRYOR CREEK FACILITIES POLICY MANUAL TO BE ADOPTED BY CITY COUNCIL.**

Motion was made by Tramel, second by Shropshire to recommend Council action to approve the City of Pryor Creek Facilities Policy Manual to be adopted by City Council. All voted yes.

**10. SCHEDULE NEXT MEETING.**

No action.

**11. ADJOURN.**

Motion was made by Tramel, second by Shropshire to adjourn at 5:58 p.m. All voted yes.

ORDINANCE NO. 2018- 3

AN ORDINANCE AMENDING TITLE 5, CHAPTER 5, SECTION 1 REGARDING THE ADDITION OF "VAPOR PRODUCT" TO THE TERMS DEFINED THEREIN AND PROVIDING FOR A DEFINITION OF THE TERM AND PROVIDING FOR REPEALER AND SEVERABILITY SECTION.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR, AND THE COUNCIL OF THE CITY OF PRYOR CREEK, MAYES COUNTY, STATE OF OKLAHOMA, TO-WIT:

**SECTION 1.**

Title 5, Chapter 5, Section 1 of the Code of Ordinances of the City of Pryor Creek, Mayes County, State of Oklahoma is hereby amended to read as follows, to-wit: (deleted text indicated by being stricken through, added text indicated by underline)

**5-5-1: DEFINITIONS:**

As used in this Chapter:

PERSON: Any individual, firm, fiduciary, partnership, corporation, trust or association, however formed.

PROOF OF AGE: A driver's license, license for identification only or other generally accepted means of identification that describes the individual as eighteen (18) years of age or older and contains a photograph or other likeness of the individual and appears on its face to be valid.

SAMPLE: A tobacco product distributed to members of the public at no cost for the purpose of promoting the product.

SAMPLING: The distribution of samples to members of the public in a public place.

TOBACCO PRODUCT: Any product that contains tobacco and is intended for human consumption. (Ord. 97-6, 11-4-1997)

VAPOR PRODUCT: shall mean noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit, or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form.

"Vapor products" shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. "Vapor products" do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetic Act.

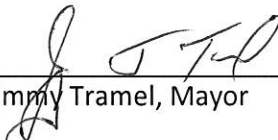
**SECTION 2. REPEALER.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of any such conflict.

**SECTION 3 SEVERABILITY.**

If any section, sub-section, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion of this ordinance.

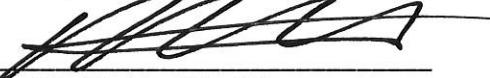
Passed and Approved by the Council of the City of Pryor Creek, Oklahoma, in regular session on this 6 day of February, 2018.

  
Jimmy Tramel, Mayor

ATTEST:

  
Eva Smith, City Clerk

APPROVED AS TO FORM AND LEGALITY

  
K. Ellis Ritchie, City Attorney  
Dated: 02/06/18

ORDINANCE NO. 2018- 4

AN ORDINANCE AMENDING TITLE 5, CHAPTER 5, SECTION 2 REGARDING POLICE ENFORCEMENT BY INCLUDING THE TERM "VAPOR PRODUCT" AND PROVIDING FOR REPEALER AND SEVERABILITY SECTION.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR, AND THE COUNCIL OF THE CITY OF PRYOR CREEK, MAYES COUNTY, STATE OF OKLAHOMA, TO-WIT:

**SECTION 1.**

Title 5, Chapter 5, Section 2 of the Code of Ordinances of the City of Pryor Creek, Mayes County, State of Oklahoma is hereby amended to read as follows, to-wit: (deleted text indicated by being stricken through, added text indicted by underline)

**5-5-2: ENFORCEMENT:**

- A. Specified: The City police are authorized and empowered to enforce the provisions of this Chapter. The City police shall enforce these provisions in a manner that can reasonably be expected to reduce the extent to which tobacco products AND Vapor Products are sold or distributed to persons under eighteen (18) years of age.
- B. Assistance By Persons Under Eighteen: Persons under eighteen (18) years of age may be enlisted by the City police to assist in enforcement; provided, however, that such persons may be used to test compliance only if written parental consent has been provided and the testing is conducted under the direct supervision of the City police after giving written notice to the Alcoholic Beverage Laws Enforcement (ABLE) Commission in the manner prescribed by the ABLE Commission. Provided however, that this subsection shall not apply to the use of persons under eighteen (18) years of age to test compliance if the compliance test is being conducted by or on behalf of a retailer of cigarettes, as defined in 68 Oklahoma Statutes section 301, at any location the retailer of cigarettes is authorized to sell cigarettes. (Ord. 97-6, 11-4-1997)

**SECTION 2. REPEALER.**

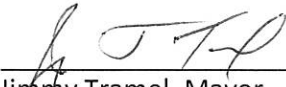
All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of any such conflict.

**SECTION 3 SEVERABILITY.**

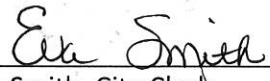
If any section, sub-section, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any Court of competent

jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion of this ordinance.

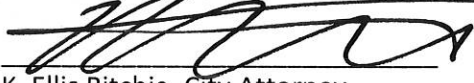
Passed and Approved by the Council of the City of Pryor Creek, Oklahoma, in regular session on this 6 day of February, 2018.

  
Jimmy Tramel, Mayor

ATTEST:

  
Eva Smith, City Clerk

APPROVED AS TO FORM AND LEGALITY

  
K. Ellis Ritchie, City Attorney  
Dated: 02/06/18



ORDINANCE NO. 2018- 5

AN ORDINANCE AMENDING TITLE 5, CHAPTER 5, SECTION 8 REGARDING DISTRIBUTION OF SAMPLES BY INCLUDING THE TERM "VAPOR PRODUCT" AND PROVIDING FOR REPEALER AND SEVERABILITY SECTION.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR, AND THE COUNCIL OF THE CITY OF PRYOR CREEK, MAYES COUNTY, STATE OF OKLAHOMA, TO-WIT:

**SECTION 1.**

Title 5, Chapter 5, Section 8 of the Code of Ordinances of the City of Pryor Creek, Mayes County, State of Oklahoma is hereby amended to read as follows, to-wit: (deleted text indicated by being stricken through, added text indicted by underline)

**5-5-8: DISTRIBUTION OF SAMPLES:**

- A. Under Eighteen Prohibited: It shall be unlawful for any person to distribute tobacco product or vapor product samples to any person under eighteen (18) years of age.
- B. Distance To Facility: Notwithstanding subsection A of this Section, no person shall distribute tobacco product or vapor product samples in or on any public street, sidewalk or park that is within three hundred feet (300') of any playground, school or other facility when the facility is being used primarily by persons under eighteen (18) years of age.
- C. Administrative Fine: When a person violates subsection A or B of this Section, the Municipal Court may assess such person an administrative fine of twenty five dollars (\$25.00) for the first offense within a one-year period, fifty dollars (\$50.00) for the second offense within a one-year period and seventy five dollars (\$75.00) for a third offense or subsequent offense within a one-year period.
- D. Failure To Pay: Upon failure of the individual to pay the administrative fine within ninety (90) days of the assessment of such fine, the Court Clerk shall notify the Department of

Public Safety and request the Department suspend or not issue a driver's license to said individual until proof of payment has been furnished to the Department of Public Safety.  
(Ord. 97-6, 11-4-1997)

**SECTION 2. REPEALER.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of any such conflict.

**SECTION 3 SEVERABILITY.**

If any section, sub-section, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion of this ordinance.


Passed and Approved by the Council of the City of Pryor Creek, Oklahoma, in regular session on this 6 day of February, 2018.

  
Jimmy Tramel, Mayor

ATTEST:

  
Eva Smith, City Clerk

APPROVED AS TO FORM AND LEGALITY

  
K. Ellis Ritchie, City Attorney  
Dated: 02/06/18

AN ORDINANCE AMENDING TITLE 5, CHAPTER 5, SECTION 3 REGARDING FURNISHING TO MINORS BY INCLUDING THE TERM "VAPOR PRODUCT" AND PROVIDING FOR REPEALER AND SEVERABILITY SECTION.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR, AND THE COUNCIL OF THE CITY OF PRYOR CREEK, MAYES COUNTY, STATE OF OKLAHOMA, TO-WIT:

**SECTION 1.**

Title 5, Chapter 5, Section 3 of the Code of Ordinances of the City of Pryor Creek, Mayes County, State of Oklahoma is hereby amended to read as follows, to-wit: (deleted text indicated by being stricken through, added text indicted by underline)

**5-5-3: FURNISHING TO MINORS:**

A. Prohibited:

1. It is unlawful for any person to sell or furnish in any manner any tobacco product or Vapor Product to another person who is under eighteen (18) years of age, or to purchase in any manner a tobacco product or Vapor Product on behalf of any such person; provided, however, that it shall not be unlawful for an employee under eighteen (18) years of age to handle such products when required in the performance of the employee's duty. (Ord. 97-6, 11-4-1997)

2. Any person who shall furnish to any minor by gift, sale or otherwise any cigarettes, cigarette papers, cigars, snuff, chewing tobacco or any other form of tobacco, or Vapor Product shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to penalty as provided in Section 1-4-1 of this Code. (Ord. 97-6, 11-4-1997; amd. 2000 Code)

B. Proof Of Age:

A person engaged in the sale or distribution of tobacco products or Vapor Products shall demand proof of age from a prospective purchaser or recipient if an ordinary person would conclude on the basis of appearance that the prospective purchaser may be under eighteen (18) years of age.

C. Liability:

1. Employee: If the sale is made by an employee of the owner of a store at which tobacco products, or Vapor Products are sold at retail, the employee shall be guilty of the violation and shall be subject to the fine.

2. Multiple Locations: For the purpose of determining the liability of a person controlling franchises or business operations in multiple locations for any violation of subsection A or B of this Section, each individual franchise or business location shall be deemed a separate entity.

**D. Administrative Fine:**

When a person violates subsection A or B of this Section, the Municipal Court may assess such person an administrative fine of twenty five dollars (\$25.00) for the first offense within a one-year period, fifty dollars (\$50.00) for the second offense within a one-year period and seventy five dollars (\$75.00) for a third offense or subsequent offense within a one-year period. Proof that the defendant demanded, was shown and reasonably relied upon proof of age, shall be a defense to any action brought pursuant to this subsection.

**E. Failure To Pay:**

Upon failure of the employee to pay the administrative fine within ninety (90) days of the day of the assessment of such fine, the Court Clerk shall notify the Department of Public Safety and request the Department suspend or not issue a driver's license to said employee until proof of payment has been furnished to the Department of Public Safety. (Ord. 97-6, 11-4-1997

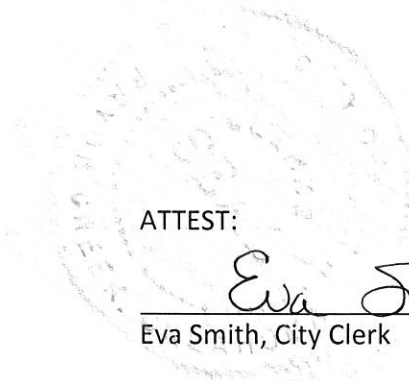
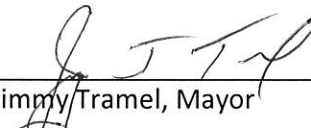
**SECTION 2. REPEALER.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of any such conflict.

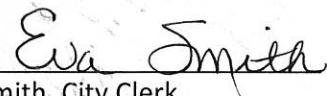
**SECTION 3 SEVERABILITY.**

If any section, sub-section, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion of this ordinance.


Passed and Approved by the Council of the City of Pryor Creek, Oklahoma, in regular session on this 6 day of February, 2018.

  
  
Jimmy Tramel, Mayor

ATTEST:

  
Eva Smith, City Clerk

~~APPROVED AS TO FORM AND LEGALITY~~

  
K. Ellis Ritchie, City Attorney  
Dated: 02/06/18

ORDINANCE NO. 2018- 7

**AN ORDINANCE AMENDING TITLE 5, CHAPTER 5, SECTION 10 REGARDING REFUSAL OF MINOR TO DISCLOSE INFORMATION BY INCLUDING THE TERM "VAPOR PRODUCT" AND PROVIDING FOR REPEALER AND SEVERABILITY SECTION.**

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR, AND THE COUNCIL OF THE CITY OF PRYOR CREEK, MAYES COUNTY, STATE OF OKLAHOMA, TO-WIT:**

**SECTION 1.**

**Title 5, Chapter 5, Section 10 of the Code of Ordinances of the City of Pryor Creek, Mayes County, State of Oklahoma is hereby amended to read as follows, to-wit:** (deleted text indicated by being stricken through, added text indicted by underline)

**5-5-10: REFUSAL OF MINOR TO DISCLOSE INFORMATION:**

Any minor being in possession of vapor products, cigarettes, cigarette papers, cigars, snuff, chewing tobacco or any other form of tobacco product and being by any police officer, constable, court officer, truant officer or teacher in any school, asked where and from whom such vapor products, cigarettes, cigarette papers, cigars, snuff, chewing tobacco or any other form of tobacco product were obtained, who shall refuse to furnish such information, shall be guilty of a misdemeanor and subject to penalty as provided in Section 1-4-1 of this Code. (Ord. 97-6, 11-4-1997; amd. 2000 Code)

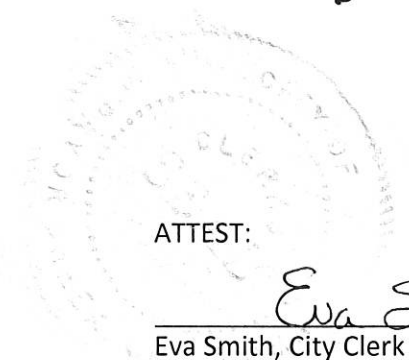
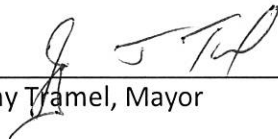
**SECTION 2. REPEALER.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of any such conflict.

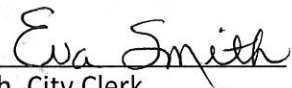
**SECTION 3 SEVERABILITY.**

If any section, sub-section, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion of this ordinance.


Passed and Approved by the Council of the City of Pryor Creek, Oklahoma, in regular session on this 6 day of February, 2018.

  
  
\_\_\_\_\_  
Jimmy Tramel, Mayor

ATTEST:

  
\_\_\_\_\_  
Eva Smith, City Clerk

APPROVED AS TO FORM AND LEGALITY

  
\_\_\_\_\_  
K. Ellis Ritchie, City Attorney

Dated: 02/06/18

AN ORDINANCE AMENDING TITLE 5, CHAPTER 5, SECTION 4 REGARDING PURCHASE, RECEIPT OR POSSESSION; FALSIFYING AGE: BY INCLUDING THE TERM "VAPOR PRODUCT" AND PROVIDING FOR REPEALER AND SEVERABILITY SECTION.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR, AND THE COUNCIL OF THE CITY OF PRYOR CREEK, MAYES COUNTY, STATE OF OKLAHOMA, TO-WIT:

**SECTION 1.**

Title 5, Chapter 5, Section 4 of the Code of Ordinances of the City of Pryor Creek, Mayes County, State of Oklahoma is hereby amended to read as follows, to-wit: (deleted text indicated by being stricken through, added text indicted by underline)

**5-5-4: PURCHASE, RECEIPT OR POSSESSION; FALSIFYING AGE:**

**A. Prohibited:**

It is unlawful for a person who is under eighteen (18) years of age to purchase, accept receipt of, or have in their possession a tobacco or Vapor Product, or to present or offer to any person any purported proof of age which is false, fraudulent or not actually his or her own, for the purpose of purchasing or receiving any tobacco product or Vapor Product; provided, however, that it shall not be unlawful for such a person to handle such tobacco or Vapor Product when required in the performance of such person's duties.

**B. Administrative Fine; Failure To Pay:**

When a person violates subsection A of this Section, the Municipal Court may assess such person an administrative fine of twenty five dollars (\$25.00) for the a first offense within a one-year period and an administrative fine of fifty dollars (\$50.00) for a second or subsequent offense within a one-year period. Upon failure of the individual to pay such administrative fine within ninety (90) days of the day of such fine, the Court Clerk shall notify the Department of Public Safety and request the Department suspend or not issue a driver's license to said individual until proof of payment has been furnished to the Department of Public Safety. (Ord. 97-6, 11-4-1997)



**SECTION 2. REPEALER.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of any such conflict.

**SECTION 3 SEVERABILITY.**

If any section, sub-section, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion of this ordinance.


Passed and Approved by the Council of the City of Pryor Creek, Oklahoma, in regular session on this 6 day of February, 2018.

  
\_\_\_\_\_  
Jimmy Tramel, Mayor

ATTEST:

  
\_\_\_\_\_  
Eva Smith, City Clerk

APPROVED AS TO FORM AND LEGALITY

  
\_\_\_\_\_  
K. Ellis Ritchie, City Attorney  
Dated: 02/06/18

**AN ORDINANCE AMENDING TITLE 5, CHAPTER 5, SECTION 6 REGARDING RETAIL EMPLOYEES; NOTICE AND ACKNOWLEDGEMENT BY INCLUDING THE TERM "VAPOR PRODUCT" AND PROVIDING FOR REPEALER AND SEVERABILITY SECTION.**

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR, AND THE COUNCIL OF THE CITY OF PRYOR CREEK, MAYES COUNTY, STATE OF OKLAHOMA, TO-WIT:**

**SECTION 1.**

**Title 5, Chapter 5, Section 6 of the Code of Ordinances of the City of Pryor Creek, Mayes County, State of Oklahoma is hereby amended to read as follows, to-wit:** (deleted text indicated by being stricken through, added text indicted by underline)

**5-5-6: RETAIL EMPLOYEES; NOTICE AND ACKNOWLEDGEMENT:**

**A. Notice Of State Law:**

Every person engaged in the business of selling tobacco products or Vapor Products at retail shall notify each individual employed by that person as a retail sales clerk that State law:

1. Prohibits the sale or distribution of tobacco products or Vapor Products to any person under eighteen (18) years of age and the purchase or receipt of tobacco products or Vapor Products by any person under eighteen (18) years of age; and
2. Requires that proof of age be demanded from a prospective purchaser or recipient if an ordinary person would conclude on the basis of appearance that the prospective purchaser or recipient may be under eighteen (18) years of age.

**B. Acknowledgement:**

This notice shall be provided before the individual commences work as a retail sales clerk or in the cases of an individual employed as a retail sales clerk, on the date when this Section becomes effective, within thirty (30) days of that date. The individual shall signify that he or she has received the notice required by this Section by signing a form stating as follows:

*I understand that State law prohibits the sale or distribution of tobacco products or Vapor*

Products to persons under eighteen (18) years of age, and out-of-package sales, and requires proof of age of purchaser or recipient if an ordinary person would conclude on the basis of appearance that the prospective purchaser or recipient may be under eighteen (18) years age. I promise, as a condition of my employment, to observe the law.

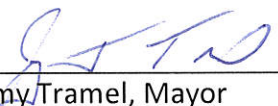
**SECTION 2. REPEALER.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of any such conflict.

**SECTION 3 SEVERABILITY.**

If any section, sub-section, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion of this ordinance.


Passed and Approved by the Council of the City of Pryor Creek, Oklahoma, in regular session on this 20 day of February, 2018.

  
Jimmy Tramel, Mayor

ATTEST:

  
Eva Smith, City Clerk

APPROVED AS TO FORM AND LEGALITY

  
K. Ellis Ritchie, City Attorney

Dated: 2/20/2018

**ORDINANCE NO. 2020-\_\_\_\_\_**

**AN ORDINANCE AMENDING TITLE 6, CHAPTER 3, SECTION 6 BY THE REPEAL OF PARAGRAPH “A(2)” THEREOF ELIMINATING THE REQUIREMENT FOR DISPLAY OF OFFICIAL INSPECTION STICKER ON VEHICLE TO CONFORM PROVISION TO CURRENT STATE LAW; AND PROVIDING FOR REPEALER AND SEVERABILITY.**

**WHEREAS, THE PROVISION TO BE AMENDED WAS ENACTED IN 1988 AT WHICH TIME STATE LAW REQUIRED INSPECTION STICKERS ON VEHICLES, BUT SAID PROVISION WAS LATER AMENDED BY THE STATE LEGISLATURE ELIMINATING THIS REQUIREMENT.**

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR, AND THE COUNCIL OF THE CITY OF PRYOR CREEK, MAYES COUNTY, STATE OF OKLAHOMA, TO-WIT:**

**SECTION 1.**

**Title 6, Chapter 3, Section 6 of the Code of Ordinances of the City of Pryor Creek, Mayes County, State of Oklahoma, is hereby amended to read as follows, to-wit:** (deletions indicated by strike through and additions indicated by underline)

**6-3-6: INSPECTION OF VEHICLES:**

A. Required: No person shall drive or move on any road, street or highway of this City any motor vehicle, including motorcycles, trailers, semi-trailers or pole trailers, which are licensed by the Oklahoma Tax Commission and operated on the streets or highways, of this City, or any combination thereof, unless the vehicle is:

1. In good working order and adjustment and is in such safe mechanical condition as not to endanger the driver or other occupants , or the traveling public; and

~~— 2. Bearing a valid official inspection sticker issued by an official inspection station licensed by the Department of Public Safety.~~

~~B. Exception: The provisions of this Section shall not apply to any house trailer, which requires a permit to be moved upon the highways of this State.~~

C. Penalty: Any person who violates the provisions of this Section shall upon conviction thereof, be subject to punishment as provided in Section 1-4-1 of this Code.

**SECTION 2. REPEALER.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of any such conflict.

**SECTION 3 SEVERABILITY.**

If any section, sub-section, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent

provision and such holding shall not affect the validity of the remaining portion of this ordinance.

**Passed and Approved by the Council of the City of Pryor Creek, Oklahoma, in regular session on this \_\_\_\_ day of \_\_\_\_\_, 2020**

**ATTEST:**

\_\_\_\_\_  
**LARRY LEES, MAYOR**

\_\_\_\_\_  
**EVA SMITH, CITY CLERK**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**K. ELLIS RITCHIE**

**Dated: \_\_\_\_\_, 2020**



Coats, Darla &lt;coatsd@pryorcreek.org&gt;

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**Fwd: Retention Policy**

2 messages

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**Laue, Sheryl** <laues@pryorcreek.org>  
To: "Coats, Darla" <coatsd@pryorcreek.org>

Tue, Oct 27, 2020 at 8:33 AM

For possibly an Ordinance Insurance for the Retention Policy.

*Imagine with all your mind, Believe with all your heart, Achieve with all your might.*

*Sheryl Laue  
Deputy Clerk  
Community Development  
12 N Rowe, Pryor Creek, OK 74361  
PO Box 1167 Pryor Creek, OK 74362  
918-825-1679 or  
City Offices at  
918-825-0888  
fax 918-825-6577*

----- Forwarded message -----

From: **Laue, Sheryl** <laues@pryorcreek.org>  
Date: Mon, Oct 26, 2020 at 4:57 PM  
Subject: Retention Policy  
To: Larry Lees <leesl@pryorcreek.org>  
Cc: Lisa Malone <malonel@pryorcreek.org>

I am attaching our current retention policy and the new proposed one. Lisa Malone did research on what we might be missing since the current one was adopted in 2007. I have compared the two to what things I have with Community Development and I've also marked new policy that we haven't adopted. How do we continue from here getting a new retention policy adopted that included Community Development items?

Sheryl

*Imagine with all your mind, Believe with all your heart, Achieve with all your might.*

*Sheryl Laue  
Deputy Clerk  
Community Development*

# CITY OF PRYOR RETENTION POLICY

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Citation</i>
<b>Abstracts, Real Estate</b>	All Departments	Permanent	
<b>Accident Reports (Police)</b> - All reports investigations and statements involving accidents and incidents.	Police Department	5 years or until litigation is terminated (Originals to Department of Public Safety permanent)	PARTIALLY CONFIDENTIAL OCMC § 32-151; 47 O.S. § 10-117; 51 O.S. § 24A.8B
<b>Accident Reports Involving City Property</b> - Includes a report of damage to vehicle property of the municipality, time and date of accident and a complete narrative regarding circumstances, name of principals, witnesses and addresses.	All Departments	5 years or until litigation is terminated	CONFIDENTIAL Personnel Investigations OCMC § 32-151; 47 O.S. § 10-117; 51 O.S. § 24A.7
<b>Accident Reports Involving City Vehicles</b> - These records document traffic accidents involving City-owned vehicles.	All Departments	5 years or until litigation is terminated	CONFIDENTIAL Personnel Investigations OCMC § 32-151; 47 O.S. § 10-117; 51 O.S. § 24A.7
<b>Accident Reports Involving Personal Injury</b> - Includes reports describing accidents involving City employees resulting in personal injury excluding vehicular incidents. May also include copies of Workers' Compensation claims (Official Injury Report).	All Departments	5 years or until litigation is terminated	CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.8B; 47 O.S. § 10-117; OCMC § 32-151; 51 O.S. § 24A.7
<b>Accident Reports Involving Private Vehicles and City Property</b> - Record of damage and loss sustained by employee negligence and/or defective equipment, where vehicles not owned by the City are involved in collisions with the City-owned property.	All Departments	5 years or until litigation is terminated	CONFIDENTIAL Personnel Investigations OCMC § 32-151; 47 O.S. § 10-117; 51 O.S. § 24A.7
<b>Accounts Payable Files</b> - Includes records to pay the City's bills. Files often consist of check copy, invoice, purchase order, receiving reports and requisition. May also include correspondence with vendors and departmental officials and computer printouts.	Clerk's office	5 years	11 O.S. § 22-131 (A)(3)
<b>Accounts Receivable Files</b> - May also be called "Cash Receipt File". These files consist of copies of bills prepared by the City to collect amounts owed by vendors, organizations and citizens having accounts with the City. These records document the money owed and collected by the City.	Clerk's office	5 years	11 O.S. § 22-131 (A)(3)
<b>Agendas</b> - Meeting plans of all public bodies. Agenda packets not required by the Open Meeting Act.	All Departments	Permanent (original)	
<b>Annexation and Deannexation Records</b> - Includes records used to annex property into City boundaries. Files usually contain correspondence, citizens' petitions, maps and official annexation action (does not include ordinance).	Clerk's office	Discretionary	11 O.S. § 21-112
<b>Appointment Files</b> - Lists of appointments of individuals by the Mayor and/or Council to various boards, commissions and committees.	Mayor's Office/Clerk's Office	Permanent	
<b>Assessment Files (See Special Assessments)</b>	Clerk's office		
<b>Attendance/Timekeeping Records</b> - Contains employment activity records.	All Departments	Permanent until employee status is inactive	PARTIALLY CONFIDENTIAL ORA 51 O.S. § 24A.7

Approved by Council  
Date 3/6/07

## CITY OF PRYOR RETENTION POLICY

<b>Audio Tapes (Meetings)</b> - Audio tape of meetings used to prepare the minutes. Includes public hearings and testimony presented at meetings.			
<b>Audit Reports File (External)</b> - Reports prepared by external auditors examining and verifying the City's financial activities. Audit investigating reports and annual financial statements may be included. Used for fiscal analysis and evaluation.	Clerk's office	Permanent	
<b>Bids</b> - Includes bid tabulation, bid price, percentage rates, periods of pay, name of bidder and cost. Also may include copy of advertisement services or memorandum requesting bidders, specifications. Quote information is similar but may be obtained by telephone; all quotes should be documented.	Clerk's office	5 years following the end of fiscal year in which submitted	11 O.S. § 22-131 (A)(3)
<b>Bids - Capital Improvements</b> - Includes bid tabulations, bid price, percentage rates, periods of pay, name of bidder and cost of capital improvement project. Also may include copy of advertisement services or memorandum requesting bidders, and specifications. Informal bidding information is similar; all quotes should be documented.	Clerk's office	5 years from bid opening or 3 years from date of acceptance, whichever is longer	11 O.S. § 22-131 (A)(3) 61 O.S. § 112
<b>Blueprints (City Property)</b> - Includes as-built engineering drawings and blueprints of all facilities owned or managed by the City.	Clerk's office	Permanent	11 O.S. § 22-131 (A)
<b>Board, Commission, Committee Reports</b> - Includes reports, correspondence and other files pertaining to ad hoc groups established by the municipality. Includes documents in the "packets".	All Departments	Discretionary	
<b>Bonds</b> - Employees and elected officials.	Clerk's office	5 years	11 O.S. § 22-131 (A)(4)
<b>Bonds, General Obligation Issues</b> - Includes records relating to the financing of municipal projects through bonded indebtedness. Files usually include proposals, audits correspondence, signed contracts pertaining to project for which bonds are issued, and the original financial instruments or copies of them including bond transcripts, affidavits of publication and ordinances authorizing the sale of bonds.	Clerk's office	10 years	11 O.S. § 22-131 (A)(4)
<b>Bonds, Maintenance, Bid, Performance, and Surety</b> - Capital improvement and private projects.	Clerk's office	5 years after project accepted	11 O.S. § 22-131 (A)(3)
<b>Budget, Adopted</b> - Debt service budget.	Clerk's office	5 years	11 O.S. § 17-205
<b>Budget Amendments</b> - Records documenting the transfer of or supplemental appropriation to departmental monies during the fiscal year.	Clerk's office	5 years	11 O.S. § 17-205
<b>Budget Formulation Papers</b> - Consists of estimates of expenditure and disbursements against revenues by each department within the municipality. May also include records created to justify the budget requests and presentations before the board or City Council. Used for fiscal planning and control.	All Departments	Discretionary	
<b>Building Plans, City-Owned</b> - Includes plans and specifications for City buildings.	Clerk's office	Permanent	11 O.S. § 22-131 (A)
<b>Canceled Checks, Warrants</b> - Records of the daily transactions showing deposits and withdrawals of all accounts or funds by banks. Includes the original canceled checks, bank statements and account reconciliations. May also include extra copies of paid checks and deposit tickets.	Clerk's office	5 years	11 O.S. § 22-131 (A)(3)
<b>Cell phone, telephone, pager, and fax bills</b>	All Departments	5 years	11 O.S. § 22-131 (A)(3)



# CITY OF PRYOR RETENTION POLICY

<b>Census Reports</b> - Population figures and other information by census tract and block, gathered by the U.S. Bureau of Census. May also include maps.	Clerk's office	Discretionary until superseded	
<b>Certificates of Deposit, T-Bills</b> - Includes records relating to original financial instruments executed to invest City funds. Records state amount of certificate or treasury bill, term and rate of interest.	Treasurer	Permanent	
<b>Certificate of Election Results</b>	Clerk's office	5 years	11 O.S. § 22-131 (A)(3)
<b>Certificates of Insurance (See Insurance Policy File)</b>	Clerk's office		
<b>Checks</b> - Consists of bad checks (insufficient funds)	All Departments	5 years	11 O.S. § 22-131 (A)(3)
<b>City Charter</b> - Includes the by-laws of the City. Also includes amendments.	Clerk's office	Permanent	
<b>City Code</b> - The municipal ordinances, rules and regulations, and fees.	Clerk's office	Permanent	11 O.S. § 14-108(B)
<b>City Council Committee Appointments</b>	Mayor's Office	Discretionary	
<b>City Policies</b> - Rules and regulations of the governing body of City management. May include resolutions or memorandums.	Clerk's office	Permanent	
<b>City Seal (Current and Past City Seals)</b>	Clerk's office	Permanent	
<b>Claims</b> - Damage and injury claims against the City pursuant to the GTCA.	Clerk's office	5 years	51 O.S. §§ 151 et seq. 11 O.S. § 22-131 (A)(3)
<b>Codes</b> - Plumbing, electrical, property maintenance, mechanical, CABO, standard specs.	Clerk's office	Permanent (with ordinance)	
<b>Collective Bargaining Agreements (Negotiation Files)</b>	Clerk's office	6 years	12 O.S. § 95 (1) (5 years plus 1)
<b>Community Service Records</b>	Municipal Court		
<b>Complaint Files</b> - Includes citizen's comments about services, maintenance, repairs, etc. May also include request for services.	All Departments	Until litigation is terminated	
<b>Confidential Reports</b> - All documents that are deemed confidential in accordance with the Oklahoma Open Records Act or Federal or State law.	All Departments	Until litigation is terminated	51 O.S. §§ 24 A.1 et seq.
<b>Contracts, Leases, and Agreements</b> - Files consist of signed contract agreements with parties providing City services or having other legal relationships with the City.	Clerk's office	5 years from end of fiscal year in which final payment was made	11 O.S. § 22-131 (A)(3)
<b>Council Policies</b> - Resolutions, reports, opinions or Council action setting a rule or guideline.	Clerk's office	Permanent	
<b>Court Records</b> - Court Records shall be defined as: a memorial or history of judicial proceedings in a case, commencing with the writ or complaint and terminating with the judgment. Municipal Court records consists of juvenile records (Confidential), jury service records and signed complaints. Court records will consist of the following instruments: case files and computerized records.	Municipal Court	5 years	PARTIALLY CONFIDENTIAL 11 O.S. § 22-131 (A)(3)
<b>Daily Cash Report File</b> - A record of cash balances, receipt and disbursements completed during the day.	Clerk's office	Discretionary	
<b>Damage and Loss Report (City Property)</b> - Record of damage and loss sustained by City including but not limited to attributable theft, arson, vandalism, employee negligence, defective equipment, damage to structures and building, money and security losses, vehicle accidents where vehicles not owned by the City are involved in collisions with the City owned property	All Departments	3 years or until litigation is terminated	12 O.S. § 95 GTCA

# CITY OF PRYOR RETENTION POLICY

<b>Dilapidated Structures</b> - Records relating to the demolition and boarding of buildings deemed unfit for human habitation by the Council. Usually including building reports, letters to property owners and demolition documents. May also include contract and payment documents.	Code Enforcement	5 years	11 O.S. § 22-121 and 11 O.S. § 22-123
<b>Deannexation Records (See Annexation Records)</b>	Clerk's office		
<b>Deeds</b> - Original deeds providing evidence of City ownership of property. Generally includes name, addresses, or grantor or grantee, description of property, date property was transferred or granted.	Clerk's office	Permanent	
<b>Deferred Compensation Plans</b> - Any deferred compensation plan under 457 of the IRS Code approved by Council.	Clerk's office	Permanent	
<b>Departmental Budget Review</b> - Reorganization, reductions in force history (personnel documentation).	All Departments	Discretionary	
<b>Deposit Slips</b> - Records of the daily transactions showing deposits and withdrawals of all accounts of funds by banks. Includes the original canceled checks, bank statements and account reconciliations. May also include extra copies of paid checks and deposit tickets.	All Departments	5 years	11 O.S. § 22-131 (A)(3)
<b>Depreciation Schedule</b> - The schedule documents the useful life of City-owned equipment and property, including acquisition data and cost. They are used for capital equipment budgeting and for other financial planning and control purposes.	All Departments	Until superseded	
<b>Disaster Records (See FEMA Records)</b>	All Departments	3 years	FEMA
<b>Dispute Resolution Records</b> - Arbitration records in the dispute mediation process.	Clerk's office	Until litigation is terminated	
<b>Docket Book, Traffic Citations</b> - A log of traffic citations issued and awaiting court appearance.	Municipal Court	5 years or until litigation is terminated	11 O.S. § 22-131 (A)(3)
<b>Drug and Alcohol Testing (Post-Offer Employment Assessment)</b>	Clerk's office	Permanent	11 O.S. § 22-131 (A) CONFIDENTIAL
<b>EEOC</b> - Equal Employment Opportunity Commission complaint files.	Clerk's office	Permanent	Title VII CFR and ADA
<b>EEO-4 (Form 164)</b> - Biennial report of employment data by race, sex, job category and pay. Data is aggregated and reported in one of 15 specified functions.	Clerk's office	Permanent	29 U.S. §§ 1602.30 and 1602.31 CONFIDENTIAL CFR Title VII § 709(c)
<b>Easements, Public Rights-of-Way</b>	Clerk's office	Permanent	
<b>Election Expense Statement</b>	Clerk's office	5 years	11 O.S. § 22-131 (A)(3)
<b>Election Files</b> - Includes copy of ballot, proclamations, resolutions, certificate of results.	Clerk's office	Permanent	
<b>E-mail</b> - A message or electronic file sent or received by a public official using an e-mail account	All Departments	Discretionary, unless otherwise regulated by State or Federal law	PARTIALLY CONFIDENTIAL ORA 51 O.S. §§ 24A.7; 24A.8; 24A.9; 24A.12; and 24A.14
<b>Emergency Operations Plan (See Civil Defense Files)</b>	Clerk's office/Police Department	Until replaced	
<b>Employee Benefit/Medical/Workers' Comp. Records</b>	Clerk's office	Duration of employment plus 30 year; HIPAA-6 years	HIPAA 29 CFR § 1910.1020

## CITY OF PRYOR RETENTION POLICY

<b>Employee Personnel History File</b> - Records pertinent to an employee's time of service. Contains application, job and pay rate records, performance evaluations, etc.	Clerk's office	10 years after termination of employment	
<b>Employment Application File</b> - All applications for employment with the City.	Clerk's office	2 years for applicants not hired, permanent or until employee status is inactive for City employee	PARTIALLY CONFIDENTIAL 29 CFR § 16-22.31 and ORA 51 O.S. § 24A.7 (Active City employee applications are public subject to personal information redactions)
<b>Equipment Inventory</b> - Inventories of all City-owned equipment and physical property. Includes inventories of vehicle giving vehicle number, year, model, make, manufacturer's identification number, gross vehicle weight rating, engine, body type, date purchased, vendor, cost, tire size, and tag number. Descriptions of other equipment inventories include quantity, description, make model number, serial number, date purchased, unit cost, invoice number, vendor and signature of responsible custodian.	All Departments	10 years	11 O.S. § 22-131 (A)(4)
<b>Expunged Court and Law Enforcement Records</b> - Law enforcement and court records that are expunged as a matter of law.	Police Department / Municipal Court	Permanent	CONFIDENTIAL 22 O.S. §§ 18 and 19
<b>Fair Labor Standards Act Documentation (FLSA)</b>	All Departments	3 years if no complaints are received	FLSA Section 11 (c)
<b>Family Medical Leave Act Records (FMLA)</b>	Clerk's office	3 years if no complaints are received	29 CFR § 825.500 CONFIDENTIAL (Except U.S. Department of Labor)
<b>Federal Emergency Management Agency (FEMA) Records</b> - Records pertaining to declared disasters.	All Departments	3 years	FEMA
<b>Financial Statements File</b> - Financial data reflecting the general fiscal position of the City. Includes monthly statements recording monies allocated and spent against revenues from various sources. May also include quarterly, semiannual and annual reports.	Clerk's office	10 years	11 O.S. § 22-131 (A)(4)
<b>Fire Incident Run Reports File</b> - A record of fire and non-fire incidents which may include incident number; month; date; year; day of week; alarm time; arrival time; address of fire; occupant's name; method of alarm; type of situation found, action taken; number of personnel; engines and other vehicles at scene; units responding; incident-related injuries and deaths; property use; area and level of fire origin; termination stage; equipment involved and form of heat ignition; structure type, construction type and method; extent of damage; insurance; method of extinguishing; number of hydrants used; property damage classification; dollar loss and extent of damage; signature of person completing report.	Fire Department	Permanent	Current Practice
<b>Fire/Police State Pension Plan File</b> - Includes retirees records of the State pension plans for police and fire.	Clerk's office	Permanent	PARTIALLY CONFIDENTIAL

## CITY OF PRYOR RETENTION POLICY

<b>Garnishment File</b> - Consists of a summary of garnishments with defendant's and plaintiff's names, which has been signed by the employee. Also includes a form documenting the amount withheld from the employee's wages.	Clerk's office	5 years or until pay out of garnishment	11 O.S. § 22-131 (A)(3)
<b>Grant-In-Aid Files (State, Federal)</b> - Due to the variety of federal grant programs and stipulations, each municipality must check with the administering governmental agency for the retention requirements for specific programs. It is recommended the retention period be recorded in this manual for ease of reference.	All Departments	5 years unless superseded by federal statute or regulation or until a disputed matter is resolved	
<b>Grant Accounting File</b> - Consists of financial documentation for each state or federal grant project. Records including monthly expenses and requests for payment, check copies, copy of grant applications, financial status reports, advance reports, special audit and bookkeeping requirement instructions and other working papers accumulated in the process of preparing accounting information to meet State and Federal regulations.	All Departments	5 years unless superseded by federal statute or regulation or until a disputed matter is resolved	
<b>Grievance File (Employee Personnel Case File)</b>	Clerk's office	2 years or until termination of legal/labor proceedings	Oklahoma State Archives and Records Com. Records Schedule Sheet 9-1
<b>Health Insurance Portability and Accountability Act (HIPAA)</b>	Clerk's office	6 years	CONFIDENTIAL Public Law 104-91, Privacy Rule 45 CFR, Part 160(A)(E)
<b>Historic Preservation Files</b> - Files include records relating to historical preservation programs and projects in the City. The records consist of files used in the restoration of individual historical structures or restoration projects encompassing an entire area of the City. Correspondence, plans and studies, progress reports, and grant records are often included.	Planning Department	Permanent or until superseded	
<b>House Number Lots</b> - List of current streets and house numbers.	Planning Department	Permanent or until superseded	
<b>Dilapidated/Nuisances</b> - Records relating to the demolition and boarding of buildings identified to City Council, by the Code Enforcement Manager, as either structurally unsound or unsecured. Usually includes initial inspectors report; legal ownership; and mortgage holder printouts; notices and letter to the property owner; contractor bid information and contract award information pertaining to the particular location; copies regarding contract award and payment; various photos and slides; contractor invoices and checklists; billing statements; work orders and paid receipts; releases of liens and miscellaneous notes, etc. pertaining to conversations with citizens, regarding the property location. Also includes certificates of mailing and/or certified mail receipts.	Code Enforcement	5 years or until litigation is terminated	11 O.S. § 22-131 (A)(3)
<b>Insurance Policy File</b> - File includes copies of all insurance policies, signed agreements, claims, and documents related to coverage for City employees, City officials, and City property.	Clerk's Office	5 years or until litigation is terminated	12 O.S. § 95 (1) Contracts
<b>Interest Arbitration Awards</b>	Clerk's Office	Permanent	11 O.S. Chapters 49 and 50



## CITY OF PRYOR RETENTION POLICY

<b>Job Evaluation Documentation</b> - Reflects data used to provide a systematic basis for compensatory position or establishing pay schedules.	Clerk's Office	2 years or until superseded	
<b>Journal Entries</b> - Files consist of adjustments to financial accounts showing the debits and credits, reason for adjustment, date and amount.	Clerk's Office	5 years	11 O.S. § 22-131 (A)(3)
<b>Ledgers and Journals</b> - Accounts containing a summary or receipts and disbursement by account and fund.	Clerk's Office	10 years	11 O.S. § 22-131 (A)(4)
<b>Legal Opinions</b> - Contains copies of legal opinions and memoranda prepared by the City Attorney	Clerk's Office	Permanent	CONFIDENTIAL Historical
<b>Licenses Applications</b> - All occupational licenses issued by the City such as electrical, mechanical, plumbing, beer/liquor licenses.	Clerk's Office	5 years	11 O.S. § 22-131 (A)(3)
<b>Maintenance Records</b> - All maintenance records pertaining to City-owned and operated real and personal property.	All Departments	10 years - buildings; 5 years - personal property	11 O.S. § 22-131 (A)(3)
<b>Maps and Plats</b> - General reference maps of City development areas. Shows existing zoning.		Permanent until superseded	11 O.S. § 22-131
<b>Minutes and Agendas</b> - Consists of minutes and agendas presented to the governing body, boards, and commissions at its official meetings if required by the Open Meeting Act (Journal of Council Proceedings).	All Departments	Permanent	
<b>Municipal Codes</b> - Prior year code books.	Clerk's Office	Permanent	
<b>Municipal Criminal Court Convictions</b>	Municipal Court	10 years - DUI; 10 years - others	20 O.S. § 10056 (c) 11 O.S. § 22-131 (A)(3)
<b>News Clippings, Scrapbooks, Photos</b> - May include copies of news articles and photos pertaining to the municipality.	All Departments	Discretionary	Historical
<b>Nuisance Abatement Files</b> - Records relating to weed, trash, graffiti, inoperable vehicles on private property. Usually includes initial inspection report, photos, legal ownership printouts, notices and letters to property owner, certificate of mailing, copies of liens, contractor work orders, contractor invoices and photos, billing statements and paid receipts, releases of liens and miscellaneous notes pertaining to conversations with citizens regarding the property location.	Code Enforcement	5 years	11 O.S. § 22-131 (A)(3)
<b>Oaths of Office</b> - Includes oaths of office for elected and appointed officials.	Clerk's Office	Permanent	
<b>Official Injury Report</b> - (See Accident Reports Involving Personal Injury)	All Departments		
<b>Open Records Request</b>	All Departments	Discretionary	ORA 51 O.S. § 24A.1
<b>Ordinances</b> - Includes ordinance number, title, text, date of passage, signatures, and any associated documents (i.e., memorandum, staff report).	Clerk's Office	Permanent	Historical
<b>Parking Ticket File</b> - Includes computerized information such as vehicle, date ticket issued, license plate number, ticket number, receipt number, date paid and name of vehicle owner.	Municipal Court	2 years	11 O.S. § 22-131 (A)(2)
<b>Payroll Bank Statements/Reconciliations, Payroll Checks, Canceled</b> - Consists of periodic statements from the bank showing electronic deposits and canceled payroll checks for receipts of wages, vacation pay or other payments for services rendered.	Clerk's Office	5 years	11 O.S. § 22-131 (A)(3)

## CITY OF PRYOR RETENTION POLICY

<b>Payroll Earnings Statement</b> - Includes employee name, address, hours worked, gross pay, withholdings, social security number, net pay, and deductions.	Clerk's Office	5 years	11 O.S. § 22-131 (A)(3) Deductions, address, social security number, and net pay are <b>CONFIDENTIAL</b> under the ORA 51 O.S. § 24A.7)
<b>Payroll Time Records</b> - Includes employee's name, department, amount and type of leave time, compensatory time, and including overtime records.	All Departments	5 years or until litigation is terminated	20 CFR § 516 11 O.S. § 22-131(A)(3)
<b>Pension Records</b> - Includes information on active and retired City employees.	Clerk's Office/Employee Retirement System	5 years from date of last payment	
<b>Personnel Exit Interview Files</b> - Questionnaire and comments from the exiting employee.	Clerk's Office	5 years or until litigation is terminated	29 CFR § 16-2.31
<b>Personnel Hiring Documentation (Employee Application Files)</b> - May include application for employment, resume, test scores, records check, and physical exam.	Clerk's Office	2 years after end of employee's service	29 CFR § 16-2.31
<b>Personnel Job Audit Documentation</b> - Reflects data compilation support of position reclassifications.	Clerk's Office	2 years or until litigation is terminated	29 CFR § 16-2.31
<b>Personnel Job Classification Documentation</b> - Includes job descriptions, performance evaluation forms and master task lists.	Clerk's Office	2 years or when superseded	29 CFR § 16-2.31
<b>Personnel Policies and Procedures</b>	Clerk's Office	Permanent until amended or replaced	
<b>Personnel Selection Procedure Documentation</b> - May include test results, evaluation forms, and letters of justification.	Clerk's Office	5 years or until litigation is terminated	29 CFR § 16-2.31
<b>Petitions (Miscellaneous)</b> - Includes petitions signed by citizens requesting action by City. Also includes annexation and assessment district petitions.	Clerk's Office	2 years or until litigation is terminated	11 O.S. § 22-131 (A)(2)
<b>Petitions (recall)</b> - Petitions submitted for the removal of the Mayor or Council member.	Clerk's Office	Destroy after term ends	
<b>Petitions (Taxpayer Written Demands)</b> - Resident taxpayers written demand to institute suit on failure of officers.	Clerk's Office	Permanent	62 O.S. §§ 372-373
<b>Petty Cash Records</b>	All Departments	5 years	11 O.S. § 17-102 11 O.S. § 22-131 (A)(3) OCMC § 2-841
<b>Plans</b> - Includes comprehensive, neighborhood, and master plans adopted by the governing body.	Clerk's Office	Permanent	
<b>Press Releases</b> - All official news or press releases issued by the municipality.	Clerk's Office	5 years	11 O.S. § 22-131 (A)(3)
<b>Proclamations</b> - All official proclamations issued by the Mayor.	Clerk's Office	5 years	
<b>Proposals</b> - Includes requests for proposals, notice, proposals submittal statement, committee recommendation, and memorandums.	All Departments	5 years from proposal opening	11 O.S. § 22-131 (A)(3)
<b>Public Notices</b> - Includes notices of council, board, commission meetings and public hearings.	Clerk's Office	5 years	11 O.S. § 22-131 (A)(3)

## CITY OF PRYOR RETENTION POLICY

<b>Publication Affidavits</b> - Original, notarized, affidavit showing proof of publication in a local newspaper of general circulation.	Clerk's Office	5 years	11 O.S. § 22-131 (A)(3)
<b>Purchase Order File</b> - The file used to procure goods and services for the City. Usually consists of purchase orders, invoices, documenting number, date, department, description and quantity of item, account number, unit price, amount, and signature. May also include purchase requisitions and other supporting documentation used for justification and approval and procurement actions.	Clerk's Office	5 years after termination of purchase order or agreement, whichever is later	11 O.S. § 22-131 (A)(3)
<b>Receipt Books</b> - Books documenting monies received into City accounts from various sources. Includes date of payment or fund to which money belongs, receipt number and amount paid.	All Departments	10 years	11 O.S. § 22-131 (A)(4)
<b>Record Disposal Forms</b> - Includes a listing or description of records disposed of and the inclusive dates of the records.	Clerk's Office	Permanent	
<b>Requests for Records</b> - Pursuant to open records requests	All Departments	Discretionary	11 O.S. § 22-131 (B)
<b>Salary Survey Records</b> - Wage determination results.	Clerk's Office	3 years or until litigation is terminated	FLSA
<b>Schedule of Annual Meetings</b> - List of regularly scheduled meetings of public bodies for the calendar year.	Clerk's Office	5 years	
<b>Street Improvement Files</b> - Files include bids, advertisements, contracts and assessment of property owners for street improvements. May also include resolutions and engineering reports.	Clerk's Office	15 years	11 O.S. § 22-131 (A)(5)
<b>Surplus Property List</b> - List of property owned by the City that has been declared surplus. May include resolutions, advertisements, notices and transfer papers.	Clerk's Office	10 years	11 O.S. § 22-131 (A)(4)
<b>Time Cards/Time Sheets</b> - Records pertaining to an employees leave time.	All Departments	3 years	29 CFR § 516
<b>Titles and Other Ownership Information to Vehicles and Equipment</b> - Includes certificates of titles to City-owned motor vehicles and equipment providing proof of ownership. May also include make and model, serial number and other identifying information.	Clerk's Office	Length of ownership plus 5 years	
<b>Traffic Violation Probations</b> - Record of traffic violation probations in which all judgments are satisfied; including fines paid.	Municipal Court	5 years	11 O.S. § 22-131 (A)(3)
<b>Training Files</b> - Official training records of all employees who receive training, whether on or off the job. May include test scores or certificate of training from academies or other educational institutions. Certain records or notations may be included in the employee's personnel file.	All Departments	2 years	
<b>Training Records</b> - Employee listing of safety training attended in Risk Management.	Clerk's Office	1 year	40 O.S. § 414
<b>Unemployment Compensation Files</b> - Files may contain correspondence sent to the municipality by the Employment Security Commission regarding claimant, copies of documents from claimant's official personnel file, certified main receipts worksheets, audit papers and copies of documents sent to the state by the municipality.	Clerk's Office	3 years or until litigation is terminated	CONFIDENTIAL 40 O.S. § 4-508 and § 4-511
<b>Union Negotiation File</b> - Records pertaining to the City's collective bargaining agreements including any labor negotiation records.	Clerk's Office	1 year after contract expiration	

## CITY OF PRYOR RETENTION POLICY

<b>Vandalism Reports</b> - Record of damage and loss sustained by City including but not limited to attributable to theft, arson, vandalism, employee negligence, defective equipment, damage to structures and building, money and security losses, vehicle accidents where vehicles not owned by the City are involved in collisions with the City-owned property.	Clerk's Office	5 years after settlement	11 O.S. § 22-131 (A)(3)
<b>Variance Requests</b> - Building and zoning.	Planning and Zoning	Permanent	
<b>W-4 Forms</b> - Withholding allowance certificates for state and federal income tax. Federal form filled out by the employee stating name, address, social security number, number of allowances claimed, and signature.	Clerk's Office	4 years	
<b>Wage Determination Surveys</b> - Annual surveys conducted to research and support wage adjustment recommendations.	Clerk's Office	Permanent until superseded	
<b>Workers' Compensation Claim Files</b> - (Certified Workplace Medical Plan) Files consist of accident reports, first report of injury, medical claims, bills, payment vouchers, doctor reports, hospital emergency room verifications, correspondence and other supporting documentation concerning injuries compensable under workers' compensation.	Clerk's Office	CWMP documents - 5 years; permanent or until employee leaves or retires (minimum of 5 years)	PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7
<b>Zoning Applications</b>	Planning and Zoning	5 years	11 O.S. § 22-131 (A)(3)

\*NOTE: Records not specifically mentioned herein or in 11 O.S. § 22-131 (A) are discretionary for all departments (11 O.S. § 22-131 (B)).



<b>Description</b>	<b>Department</b>	<b>Retention Time</b>	<b>Retention Citation</b>
✓ <b>Abstracts, Real Estate</b>	All Departments	Permanent	11 O.S. § 22-131 (B)
✓ <b>Accident Reports (Police)</b> - All reports investigations and statements involving accidents and incidents.	Police Department	5 years or until litigation is terminated (Originals to Department of Public Safety permanent)	<b>PARTIALLY CONFIDENTIAL</b> OCMC § 32-151; 47 O.S. § 10-117; 51 O.S. § 24A.8B; 11 O.S. § 22-131(B)
✓ <b>Accident Reports Involving City Property</b> - Includes a report of damage to vehicle or property of the municipality, time and date of accident and a complete narrative regarding circumstances, name of principals, witnesses and addresses.	All Departments	5 years or until litigation is terminated	<b>CONFIDENTIAL</b> Personnel Investigations OCMC § 32-151; 47 O.S. § 10-117; 51 O.S. § 24A.7; 11 O.S. § 22-131 (B)
✓ <b>Accident Reports Involving City Vehicles</b> - These records document traffic accidents involving City-owned vehicles.	All Departments	5 years or until litigation is terminated	<b>CONFIDENTIAL</b> Personnel Investigations OCMC § 32-151; 47 O.S. § 10-117; 51 O.S. § 24A.7; 11 O.S. § 22-131 (B)
✓ <b>Accident Reports Involving Personal Injury</b> - Includes reports describing accidents involving City employees resulting in personal injury excluding vehicular incidents. May also include copies of Workers' Compensation claims (Official Injury Report).	All Departments	5 years or until litigation is terminated	<b>CONFIDENTIAL</b> Personnel Investigations 51 O.S. § 24A.8B; 47 O.S. § 10-117; OCMC § 32-151; 51 O.S. § 24A.7; 11 O.S. § 22-131 (B)
✓ <b>Accident Reports Involving Private Vehicles and City Property</b> - Record of damage and loss sustained by employee negligence and/or defective equipment, where vehicles not owned by the City are involved in collisions with the City-owned property.	All Departments	5 years or until litigation is terminated	<b>CONFIDENTIAL</b> Personnel Investigations OCMC § 32-151; 47 O.S. § 10-117; 51 O.S. § 24A.7; 11 O.S. § 22-131 (B)

new	<b>Accounting Summary Reports / Ledgers and Journals</b> - Monthly records which itemize a cash balance at the end of the month. Includes vendor, invoice number, check number, date paid, charged month, reversal expenses and total expenses for the month.	Clerk's office	5 years	11 O.S. § 22-131 (A) (3); IRS Bond Compliance Regulations IRS Code § 6001 and § 6001-1(a) of the Regulations
✓	<b>Accounts Payable Files</b> - Includes records to pay the City's bills. Files often consist of check copy, invoice, purchase order, receiving reports and requisition. May also include correspondence with vendors and departmental officials and computer printouts.	Clerk's office	5 years	11 O.S. § 22-131 (A) (3); IRS Bond Compliance Regulations IRS Code § 6001 and § 6001-1(a) of the Regulations
✓	<b>Accounts Receivable Files</b> - May also be called "Cash Receipt File". These files consist of copies of bills prepared by the City to collect amounts owed by vendors, organizations and citizens having accounts with the City. These records document the money owed and collected by the City.	Clerk's office	5 years	11 O.S. § 22-131 (A)(3)
new	<b>ADA (Americans with Disabilities Act)</b> - complaints under Title II	Clerk's office	3 years or until litigation is complete	Department of Justice - Project Civic Access Best Practices Tool Kit, Chapter 2
new	<b>Affirmative Action Plans</b> - A plan documenting the City's compliance with the statutes and regulatory requirements of the U.S. Employment Opportunity Commission's various voluntary plans.	Clerk's office	5 years	29 CFR Chapter XIV
new	<b>Advertisements for Sale of Property</b>	Clerk's office	5 years (if bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131 (A) (3); IRS Bond Compliance Regulations IRS Code § 6001 and § 6001-1(a) of the Regulations
	<b>Agendas</b> - Meeting plans of all public bodies. Agenda packets not required by the Open Meeting Act.	All Departments	Permanent (original)	25 O.S. § 311 (A)(1) 74 O.S. § 3106.2
new	<b>Alarm and Sprinkler Permits</b> - Permits for new installations, repairs, and upgrades.	Clerk's office	5 years	11 O.S. § 22-131 (B)

OKC says 1 year

new	<b>Animal Adoption Records</b> - A numerical record and agreement for animal adoptions. Includes known animal history, medical care and/or surgical record (spay/neuter), new owner information, and fee waiver form.	Animal Control / Clerk's office	5 years	11 O.S. § 22-131 (A)(3)
new	<b>Animal Bite Records</b> - Includes investigating officer, commission number, type of animal inflicting bite, animal's owner if known, animal's history if known, name and address of victim and parent/guardian if applicable, date bitten, location of wound(s), treatments received, location and results of rabies quarantine observations and disposition of animal.	Animal Control	5 years	11 O.S. § 22-131 (B)
new	<b>Animal Control Daily Activity</b> - Daily count and report of all service calls run by officers. Includes officer's name, commission number, service location, time of arrival, findings, disposition, and time cleared.	Animal Control	5 years	11 O.S. § 22-131 (B)
new	<b>Animal Cruelty / Abuse Reports</b> - Reports completed by animal control officers detailing abuse/cruelty investigations, general findings, veterinary reports, animal description, owner information, follow-ups, pertinent dates. Includes judicial order for destroy/release.	Animal Control	5 years	11 O.S. § 22-131 (B)
new	<b>Animal Entry Records</b> - Consists of forms for all animals entered into the shelter including strays, owner-in-jail, owner deceased, tagged and untagged animals, etc.	Animal Control	5 years	11 O.S. § 22-131 (B)
new	<b>Animal Transfer Files</b> - Records of animals transferred from the Animal Control Department to other organizations	Animal Control	Permanent	11 O.S. § 22-131 (B)
✓	<b>Annexation and Deannexation Records</b> - Includes records used to annex property into City boundaries. Files usually contain correspondence, citizens' petitions, maps and official annexation action (does not include ordinance).	Clerk's office	Discretionary	11 O.S. § 21-112
✓	<b>Appointment Files</b> - Lists of appointments of individuals by the Mayor and/or Council to various boards, commissions and committees.	Mayor's Office/Clerk's Office	Permanent	11 O.S. § 22-131 (B)

→ ? Attendance & Time Keeping Records  
 → Audio Tapes (Meetings)

new

<b>Arrest, Booking and Jail Files, Reports and Photos</b> - Includes a summary of daily, monthly and yearly totals of arrests within the City	Police Department	Permanent	51 O.S. § 24 A.8
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new

<b>Arrest and Bench Warrants (Municipal Court)</b> - An order signed by a judge directing an officer to arrest and deliver the body of a defendant to the Court. Does not include parking warrants.	Municipal Court	5 years after close of case (exceeds statutory requirements)	11 O.S. § 22-131 (A) (2)
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new

<b>Audit Reports (Internal)</b> - Reports prepared by internal auditors evaluating City operations, information systems, and financial activities. Investigative and special project reports may be included. Audit reports provide opinions and information relied upon by the City Council and management in decision-making.	Clerk's Office	Reports - Permanent; Work papers - 5 years (if bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code § 6001 and § 6001-1 (a) of the Regulations
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✓

<b>Audit Reports File (External)</b> - Reports prepared by external auditors examining and verifying the City's financial activities. Audit investigating reports and annual financial statements may be included. Used for fiscal analysis and evaluation.	Clerk's office	Permanent	IRS Bond Compliance Regulations IRS Code § 6001 and § 6001-1 (a) of the Regulations
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✓

<b>Bids</b> - Includes bid tabulation, bid price, percentage rates, periods of pay, name of bidder and cost. Also may include copy of advertisement services or memorandum requesting bidders, specifications. Quote information is similar but may be obtained by telephone; all quotes should be documented.	Clerk's office	5 years following the end of fiscal year in which submitted	11 O.S. § 22-131 (A)(3)
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✓

<b>Bids - Capital Improvements</b> - Includes bid tabulations, bid price, percentage rates, periods of pay, name of bidder and cost of capital improvement project. Also may include copy of advertisement services or memorandum requesting bidders, and specifications. Informal bidding information is similar; all quotes should be documented.	Clerk's office	5 years from bid opening or 3 years from date of acceptance, whichever is longer (if bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131 (A)(3) 61 O.S. § 112 IRS Bond Compliance Regulations IRS Code § 6001 and § 6001-1 (a) of the Regulations
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✓

<b>Blueprints (City Property)</b> - Includes as-built engineering drawings and blueprints of all facilities owned or managed by the City.	Clerk's office	Permanent	11 O.S. § 22-131 (A)
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new	<b>Blueprints (Private Property)</b> - Includes as-built engineering drawings and blueprints.	Community Development	Discretionary (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code § 6001 and § 6001-1 (a) of the Regulations
✓	<b>Board, Commission, Committee Reports</b> - Includes reports, correspondence and other files pertaining to ad hoc groups established by the municipality. Includes documents in the "packets".	All Departments	Discretionary	11 O.S. § 22-131 (B)
new	<b>Body camera stuff????</b>			
✓	<b>Bonds</b> - Employees and elected officials.	Clerk's office	5 years	11 O.S. § 22-131 (A)(3)
✓	<b>Bonds, General Obligation Issues</b> - Includes records relating to the financing of municipal projects through bonded indebtedness. Files usually include proposals, audits correspondence, signed contracts pertaining to project for which bonds are issued, and the original financial instruments or copies of them including bond transcripts, affidavits of publication and ordinances authorizing the sale of bonds.	Clerk's office	10 years	11 O.S. § 22-131 (A)(4) IRS Bond Compliance Regulations IRS Code § 6001 and § 6001-1 (a) of the Regulations
✓	<b>Bonds, Maintenance, Bid, Performance, and Surety</b> - Capital improvement and private projects.	Clerk's office	5 years after project accepted	11 O.S. § 22-131 (A)(3)
new	<b>Bond, Professional as Surety (Bail)</b>	Municipal Court	5 years	11 O.S. § 22-131 (A)(3)
✓	<b>Budget, Adopted</b> - Debt service budget.	Clerk's office	5 years	11 O.S. § 17-205
✓	<b>Budget Amendments</b> - Records documenting the transfer of or supplemental appropriation to departmental monies during the fiscal year.	Clerk's office	5 years	11 O.S. § 17-205

OKC says life of bond plus 3 years

OKC says after maintenance bond expires (if bond proceeds, life of bond plus 3 years)

✓	<b>Budget Formulation Papers</b> - Consists of estimates of expenditure and disbursements against revenues by each department within the municipality. May also include records created to justify the budget requests and presentations before the board or City Council. Used for fiscal planning and control.	All Departments	Discretionary	11 O.S. § 22-131 (B)
new	<b>Building Code Inspection / Enforcement (City Property)</b>	Community Development	Permanent	11 O.S. § 22-131 (A)
new	<b>Building Code Inspection / Enforcement (Private Property)</b>	Community Development	5 years	11 O.S. § 22-131 (A)(3)
new	<b>Building Permits, Applications</b> - Includes applications from property owners to erect new structures or make structural modifications to existing structures, and municipal permits allowing the construction. Applications may contain name, address and telephone number of owner, contractor and architect, location of building, class of work, type and cost of building, zoning information, topographical compliance data such as land surveys, and signature of owner. May also include required inspections prior to issuance of business permits such as foundation, frame and final inspections, with data remarks and signatures of inspectors, denial appeals, and certificate of occupancy.	Community Development	5 years	11 O.S. § 22-131 (A)(3)
✓	<b>Building Plans, City-Owned</b> - Includes plans and specifications for City buildings.	Clerk's office	Permanent	11 O.S. § 22-131 (A)
new	<b>Business Improvement Districts</b>	Clerk's Office	Permanent	11 O.S. § 22-131 (B)

✓	<b>Canceled Checks, Warrants</b> - Records of the daily transactions showing deposits and withdrawals of all accounts or funds by banks. Includes the original canceled checks, bank statements and account reconciliations. May also include extra copies of paid checks and deposit tickets.	Clerk's office	5 years	11 O.S. § 22-131 (A)(3)
✓	<b>Cell phone, telephone, pager, and fax bills</b>	All Departments	5 years	11 O.S. § 22-131 (A)(3)
✓	<b>Census Reports</b> - Population figures and other information by census tract and block, gathered by the U.S. Bureau of Census. May also include maps.	Clerk's office	Discretionary until superseded	11 O.S. § 22-131 (B)
✓	<b>Certificates of Deposit, T-Bills</b> - Includes records relating to original financial instruments executed to invest City funds. Records state amount of certificate or treasury bill, term and rate of interest.	Treasurer	Permanent	IRS Bond Compliance Regulations IRS Code § 6001 and § 6001-1 (a) of the Regulations
✓	<b>Certificate of Election Results</b>	Clerk's office	5 years	11 O.S. § 22-131 (A)(3)
✓	<b>Certificates of Insurance</b> - (Contractors) Insurance provided by contractors (licensee, permits, etc.) to do business in the City.	Clerk's office	5 years	11 O.S. § 22-131 (B)
new ✓	<b>Certificates of Occupancy Files</b> - Certifies that a building complies with the minimum standards required by State and local laws. Often includes building name, location, occupancy, classification and limitation, date issues and fee.	Community Development	5 years - private property; permanent - City property	11 O.S. § 22-131 (A)(3)
✓	<b>Checks</b> - Consists of bad checks (insufficient funds)	All Departments	5 years	11 O.S. § 22-131 (A)(3)
✓	<b>City Charter</b> - Includes the by-laws of the City. Also includes amendments.	Clerk's office	Permanent	11 O.S. § 22-131 (B)
✓	<b>City Code</b> - The municipal ordinances, rules and regulations, and fees.	Clerk's office	Permanent	11 O.S. § 14-108(B)
✓	<b>City Council Committee Appointments</b>	Mayor's Office	Discretionary	
✓	<b>City Policies</b> - Rules and regulations of the governing body of City management. May include resolutions or memorandums.	Clerk's office	Permanent	11 O.S. § 22-131 (B)

OKC says 5 years after inactivity

✓	<b>City Seal (Current and Past City Seals)</b>	Clerk's office	Permanent	11 O.S. § 22-131 (B)
✓	<b>Claims</b> - Damage and injury claims against the City pursuant to the GTCA.	Clerk's office	5 years	51 O.S. §§ 151 et seq. 11 O.S. § 22-131 (A)(3)
✓	<b>Codes</b> - Plumbing, electrical, property maintenance, mechanical, CABO, standard specs.	Clerk's office	Permanent (with ordinance)	11 O.S. § 22-131 (B)
✓	<b>Collective Bargaining Agreements (Negotiation Files)</b>	Clerk's office	6 years	12 O.S. § 95 (1) (5 years plus 1)
✓	<b>Community Service Records</b>	Municipal Court	5 years or until litigation is terminated	11 O.S. § 22-131 (B)
✓	<b>Complaint Files</b> - Includes citizen's comments about services, maintenance, repairs, etc. May also include request for services.	All Departments	Until litigation is terminated	
✓	<b>Confidential Reports</b> - All documents that are deemed confidential in accordance with the Oklahoma Open Records Act or Federal or State law.	All Departments	Until litigation is terminated	51 O.S. §§ 24 A.1 et seq.
new	<b>Conflict of Interest Forms</b>	Clerk's Office	4 years	11 O.S. § 22-131 (B)
✓	<b>Contracts, Leases, and Agreements</b> - Files consist of signed contract agreements with parties providing City services or having other legal relationships with the City.	Clerk's office	5 years from end of fiscal year in which final payment was made	11 O.S. § 22-131 (A)(3)
✓	<b>Council Policies</b> - Resolutions, reports, opinions or Council action setting a rule or guideline.	Clerk's office	Permanent	
✓	<b>Court Records</b> - Court Records shall be defined as: a memorial or history of judicial proceedings in a case, commencing with the writ or complaint and terminating with the judgment. Municipal Court records consists of juvenile records (Confidential), jury service records and signed complaints. Court records will consist of the following instruments: case files and computerized records.	Municipal Court	5 years	<b>PARTIALLY CONFIDENTIAL</b> 11 O.S. § 22-131 (A)(3)



✓	<b>Daily Cash Report File</b> - A record of cash balances, receipt and disbursements completed during the day.	Clerk's office	Discretionary	
✓	<b>Damage and Loss Report (City Property)</b> - Record of damage and loss sustained by City including but not limited to attributable theft, arson, vandalism, employee negligence, defective equipment, damage to structures and building, money and security losses, vehicle accidents where vehicles not owned by the City are involved in collisions with the City owned property	All Departments	3 years or until litigation is terminated	12 O.S. § 95 GTCA
✓	<b>Dilapidated Structures</b> - Records relating to the demolition and boarding of buildings deemed unfit for human habitation by the Council. Usually including building reports, letters to property owners and demolition documents. May also include contract and payment documents.	Code Enforcement	5 years	11 O.S. § 22-121 and 11 O.S. § 22-123
✓	<b>Deannexation Records (See Annexation Records)</b>	Clerk's office		
✓	<b>Deeds</b> - Original deeds providing evidence of City ownership of property. Generally includes name, addresses, or grantor or grantee, description of property, date property was transferred or granted.	Clerk's office	Permanent	IRS Bond Compliance Regulations IRS Code § 6001 and § 6001-1 (a) of the Regulations
✓	<b>Deferred Compensation Plans</b> - Any deferred compensation plan under 457 of the IRS Code approved by Council.	Clerk's office	Permanent	11 O.S. § 22-131 (B)
✓	<b>Departmental Budget Review</b> - Reorganization, reductions in force history (personnel documentation).	All Departments	Discretionary	
✓	<b>Deposit Slips</b> - Records of the daily transactions showing deposits and withdrawals of all accounts of funds by banks. Includes the original canceled checks, bank statements and account reconciliations. May also include extra copies of paid checks and deposit tickets.	All Departments	5 years	11 O.S. § 22-131 (A)(3)
✓	<b>Depreciation Schedule</b> - The schedule documents the useful life of City-owned equipment and property, including acquisition data and cost. They are used for capital equipment budgeting and for other financial planning and control purposes.	All Departments	Until superseded	

✓	<b>Disaster Records (See FEMA Records)</b>	All Departments	3 years	FEMA
✓	<b>Dispute Resolution Records</b> - Arbitration records in the dispute mediation process.	Clerk's office	Until litigation is terminated	
✓	<b>Docket Book, Traffic Citations</b> - A log of traffic citations issued and awaiting court appearance.	Municipal Court	5 years or until litigation is terminated	11 O.S. § 22-131 (A)(3)
✓	<b>Drug and Alcohol Testing (Post-Offer Employment Assessment)</b>	Clerk's office	Permanent	11 O.S. § 22-131 (B) <b>CONFIDENTIAL</b>
✓	<b>EEOC</b> - Equal Employment Opportunity Commission complaint files.	Clerk's office	Permanent	Title VII CFR and ADA
✓	<b>EEO-4 (Form 164)</b> - Biennial report of employment data by race, sex, job category and pay. Data is aggregated and reported in one of 15 specified functions.	Clerk's office	Permanent	29 U.S. §§ 1602.30 and 1602.31 <b>CONFIDENTIAL</b> CFR Title VII § 709(c)
✓	<b>Easements, Public Rights-of-Way</b>	Clerk's office	Permanent	IRS Bond Compliance Regulations IRS Code § 6001 and § 6001-1 (a) of the Regulations
✓	<b>Election Expense Statement</b>	Clerk's office	5 years	11 O.S. § 22-131 (A)(3)
✓	<b>Election Files</b> - Includes copy of ballot, proclamations, resolutions, certificate of results.	Clerk's office	Permanent	11 O.S. § 22-131 (A)(3)
new	<b>Electrical Code Inspection / Enforcement (City-owned Property)</b> - Includes inspection reports by City Inspectors on City-owned property	Community Development	Permanent	11 O.S. § 22-131 (A)(3)
new	<b>Electrical Code Inspection / Enforcement (Private Property)</b> - Includes inspection reports by City Inspectors.	Community Development	5 years	11 O.S. § 22-131 (A)(3)
✓	<b>E-mail</b> - A message or electronic file sent or received by a public official using an e-mail account	All Departments	Discretionary, unless otherwise regulated by State or Federal law	<b>PARTIALLY CONFIDENTIAL ORA</b> 51 O.S. §§ 24A.7; 24A.8; 24A.9; 24A.12; and 24A.14
✓	<b>Emergency Operations Plan</b> - Plan adopted which provides framework for handling major emergencies, disaster, or catastrophic events	Clerk's office/Police Department	Until replaced	11 O.S. § 22-131 (B)

EEOC says 3 years

✓ <b>Employee Benefit/Medical/Workers' Comp. Records</b>	Clerk's office	Duration of employment plus 30 year; HIPAA-6 years	HIPAA 29 CFR § 1910.1020
✓ <b>Employee Personnel History File</b> - Records pertinent to an employee's time of service. Contains application, job and pay rate records, performance evaluations, etc.	Clerk's office	Permanent	<b>PARTIALLY CONFIDENTIAL</b> 51 O.S. § 24A.7 11 O.S. § 22-131 (B)
✓ <b>Employment Application File</b> - All applications for employment with the City.	Clerk's office	2 years for applicants not hired, permanent or until employee status is inactive for City employee	<b>PARTIALLY CONFIDENTIAL</b> 29 CFR § 16-22.31 and ORA 51 O.S. § 24A.7 (Active City employee applications are public subject to personal information redactions)
✓ <b>Equipment Inventory</b> - Inventories of all City-owned equipment and physical property. Includes inventories of vehicle giving vehicle number, year, model, make, manufacturer's identification number, gross vehicle weight rating, engine, body type, date purchased, vendor, cost, tire size, and tag number. Descriptions of other equipment inventories include quantity, description, make model number, serial number, date purchased, unit cost, invoice number, vendor and signature of responsible custodian.	All Departments	10 years	11 O.S. § 22-131 (A)(4)
✓ <b>Expunged Court Records</b>	Municipal Court	10 years after order of expungement	22 O.S. § 19 (K)
✓ <b>Expunged Law Enforcement Records</b> - Law enforcement records that are expunged as a matter of law.	Police Department	Permanent	<b>CONFIDENTIAL</b> 22 O.S. §§ 18 and 19
✓ <b>Fair Labor Standards Act Documentation (FLSA)</b>	All Departments	3 years if no complaints are received	FLSA Section 11 (c)
✓ <b>Family Medical Leave Act Records (FMLA)</b>	Clerk's office	3 years if no complaints are received	29 CFR § 825.500 <b>CONFIDENTIAL</b> (Except U.S. Department of Labor)

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✓	<b>Federal Emergency Management Agency (FEMA) Records</b> - Records pertaining to declared disasters.	All Departments	3 years	FEMA
✓	<b>Financial Statements File</b> - Financial data reflecting the general fiscal position of the City. Includes monthly statements recording monies allocated and spent against revenues from various sources. May also include quarterly, semiannual and annual reports.	Clerk's office	10 years	11 O.S. § 22-131 (A)(4)
✓	<b>Fire Incident Run Reports File</b> - A record of fire and non-fire incidents which may include incident number; month; date; year; day of week; alarm time; arrival time; address of fire; occupant's name; method of alarm; type of situation found, action taken; number of personnel; engines and other vehicles at scene; units responding; incident-related injuries and deaths; property use; area and level of fire origin; termination stage; equipment involved and form of heat ignition; structure type, construction type and method; extent of damage; insurance; method of extinguishing; number of hydrants used; property damage classification; dollar loss and extent of damage; signature of person completing report.	Fire Department	Permanent	11 O.S. § 22-131 (B)
✓	<b>Fire/Police State Pension Plan File</b> - Includes retirees records of the State pension plans for police and fire.	Clerk's office	Permanent	<b>PARTIALLY CONFIDENTIAL</b>
✓	<b>Garnishment File</b> - Consists of a summary of garnishments with defendant's and plaintiff's names, which has been signed by the employee. Also includes a form documenting the amount withheld from the employee's wages.	Clerk's office	5 years or until pay out of garnishment	11 O.S. § 22-131 (A)(3)
✓	<b>Grant-In-Aid Files (State, Federal)</b> - Due to the variety of federal grant programs and stipulations, each municipality must check with the administering governmental agency for the retention requirements for specific programs. It is recommended the retention period be recorded in this manual for ease of reference.	All Departments	5 years unless superseded by federal statute or regulation or until a disputed matter is resolved	

✓ <b>Grant Accounting File</b> - Consists of financial documentation for each state or federal grant project. Records including monthly expenses and requests for payment, check copies, copy of grant applications, financial status reports, advance reports, special audit and bookkeeping requirement instructions and other working papers accumulated in the process of preparing accounting information to meet State and Federal regulations.	All Departments	5 years unless superseded by federal statute or regulation or until a disputed matter is resolved	
✓ <b>Grievance File (Employee Personnel Case File)</b>	Clerk's office	2 years or until termination of legal/labor proceedings	Oklahoma State Archives and Records Com. Records Schedule Sheet 9-1
✓ <b>Health Insurance Portability and Accountability Act (HIPAA)</b>	Clerk's office	6 years	<b>CONFIDENTIAL</b> Public Law 104-91, Privacy Rule 45 CFR, Part 160(A)(E)
✓ <b>Historic Preservation Files</b> - Files include records relating to historical preservation programs and projects in the City. The records consist of files used in the restoration of individual historical structures or restoration projects encompassing an entire area of the City. Correspondence, plans and studies, progress reports, and grant records are often included.	Planning Department	Permanent or until superseded	11 O.S. § 22-131 (B)
✓ <b>House Number Lots</b> - List of current streets and house numbers.	Planning Department	Permanent or until superseded	

✓	<b>Housing Dilapidated/Nuisances</b> - Records relating to the demolition and boarding of buildings identified to City Council, by the Code Enforcement Manager, as either structurally unsound or unsecured. Usually includes initial inspectors report; legal ownership; and mortgage holder printouts; notices and letter to the property owner; contractor bid information and contract award information pertaining to the particular location; copies regarding contract award and payment; various photos and slides; contractor invoices and checklists; billing statements; work orders and paid receipts; releases of liens and miscellaneous notes, etc. pertaining to conversations with citizens, regarding the property location. Also includes certificates of mailing and/or certified mail receipts.	Code Enforcement	5 years or until litigation is terminated	11 O.S. § 22-131 (A)(3)
new	<b>Injury / Illness Forms OK DOL 300 - 300A</b>	Clerk's Office	5 years	11 O.S. § 22-131 (B)
new	<b>Inspection Records</b> - Records or reports pertaining to elevators, fire hydrants, bridges, buildings, plumbing, mechanical, electrical devices, lifting and hoisting devices, construction sites, permits, refuse, water, sanitary sewer, storm sewer, storm water quality, vehicles for hire and taxicab inspection documents.	All Departments	5 years	11 O.S. § 22-131 (A)(3)
new	<b>Inspection Records ( City Property)</b>	Clerk's Office	Permanent	11 O.S. § 22-131 (A)
✓	<b>Insurance Policy File</b> - File includes copies of all insurance policies, signed agreements, claims, and documents related to coverage for City employees, City officials, and City property.	Clerk's Office	5 years or until litigation is terminated	12 O.S. § 95 (1) Contracts
✓	<b>Interest Arbitration Awards</b>	Clerk's Office	Permanent	11 O.S. Chapters 49 and 50
✓	<b>Job Evaluation Documentation</b> - Reflects data used to provide a systematic basis for compensatory position or establishing pay schedules.	Clerk's Office	2 years or until superseded	
✓	<b>Journal Entries</b> - Files consist of adjustments to financial accounts showing the debits and credits, reason for adjustment, date and amount.	Clerk's Office	5 years	11 O.S. § 22-131 (A)(3)

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✓	<b>Ledgers and Journals</b> - Accounts containing a summary or receipts and disbursement by account and fund.	Clerk's Office	10 years	11 O.S. § 22-131 (A)(4)	
✓	<b>Legal Opinions</b> - Contains copies of legal opinions and memoranda prepared by the City Attorney	Clerk's Office	Permanent	CONFIDENTIAL Historical	
✓	<b>Licenses Applications</b> - All occupational licenses issued by the City such as electrical, mechanical, plumbing, beer/liquor licenses.	Clerk's Office	5 years	11 O.S. § 22-131 (A)(3)	
✓	<b>Maintenance Records</b> - All maintenance records pertaining to City-owned and operated real and personal property.	All Departments	10 years - buildings; 5 years - personal property	11 O.S. § 22-131 (A)(3)	
✓	<b>Maps and Plats</b> - General reference maps of City development areas. Shows existing zoning.	Community Development	Permanent until superseded	11 O.S. § 22-131	
✓	<b>Minutes and Agendas</b> - Consists of minutes and agendas presented to the governing body, boards, and commissions at its official meetings if required by the Open Meeting Act (Journal of Council Proceedings).	All Departments	Permanent	11 O.S. § 22-131 (B)	
✓	<b>Municipal Codes</b> - Prior year code books.	Clerk's Office	Permanent		5 years for committees
✓	<b>Municipal Criminal Court Convictions</b> - Court records shall be defined as: a memorial or history of judicial proceedings in a case, commencing with the information and/or complaint and terminating with the judgement and/or appeal.	Municipal Court	5 years after close of case (10 years after close of case for DUI)	20 O.S. § 10056 (c) 11 O.S. § 22-131 (A)(3)	
✓	<b>News Clippings, Scrapbooks, Photos</b> - May include copies of news articles and photos pertaining to the municipality.	All Departments	Discretionary	Historical	
✓	<b>Nuisance Abatement Files</b> - Records relating to weed, trash, graffiti, inoperable vehicles on private property. Usually includes initial inspection report, photos, legal ownership printouts, notices and letters to property owner, certificate of mailing, copies of liens, contractor work orders, contractor invoices and photos, billing statements and paid receipts, releases of liens and miscellaneous notes pertaining to conversations with citizens regarding the property location.	Code Enforcement	5 years	11 O.S. § 22-131 (A)(3)	

✓	<b>Oaths of Office</b> - Includes oaths of office for elected and appointed officials.	Clerk's Office	Permanent	
✓	<b>Open Records Request</b>	All Departments	Discretionary	ORA 51 O.S. § 24A.1
✓	<b>Ordinances</b> - Includes ordinance number, title, text, date of passage, signatures, and any associated documents (i.e., memorandum, staff report).	Clerk's Office	Permanent	Historical
✓	<b>Parking Ticket File</b> - Includes computerized information such as vehicle, date ticket issued, license plate number, ticket number, receipt number, date paid and name of vehicle owner.	Municipal Court	2 years	11 O.S. § 22-131 (A)(2)
✓	<b>Payroll Bank Statements/Reconciliations, Payroll Checks, Canceled</b> - Consists of periodic statements from the bank showing electronic deposits and canceled payroll checks for receipts of wages, vacation pay or other payments for services rendered.	Clerk's Office	5 years	11 O.S. § 22-131 (A)(3)
✓	<b>Payroll Earnings Statement</b> - Includes employee name, address, hours worked, gross pay, withholdings, social security number, net pay, and deductions.	Clerk's Office	5 years	11 O.S. § 22-131 (A)(3) Deductions, address, social security number, and net pay are <b>CONFIDENTIAL</b> under the ORA 51 O.S. § 24A.7)
✓	<b>Payroll Time Records</b> - Includes employee's name, department, amount and type of leave time, compensatory time, and including overtime records.	All Departments	5 years or until litigation is terminated	20 CFR § 516 11 O.S. § 22-131(A)(3)
✓	<b>Pension Records</b> - Includes information on active and retired City employees.	Clerk's Office/Employee Retirement System	5 years from date of last payment	11 O.S. § 22-131 (B)
new	<b>Permits</b> - All permits issued by the City including but not limited to electrical, plumbing, gas fitters, building, storm water quality, traffic, work zone, elevator, vehicle for hire, vendor, if required will include the citizenship affidavit form.	Community Development	5 years	11 O.S. § 22-131 (A)(3)
✓	<b>Personnel Exit Interview Files</b> - Questionnaire and comments from the exiting employee.	Clerk's Office	5 years or until litigation is terminated	29 CFR § 16-2.31



✓	<b>Personnel Hiring Documentation (Employee Application Files)</b> - May include application for employment, resume, test scores, records check, and physical exam.	Clerk's Office	2 years after end of employee's service	29 CFR § 16-2.31
✓	<b>Personnel Job Audit Documentation</b> - Reflects data compilation support of position reclassifications.	Clerk's Office	2 years or until litigation is terminated	29 CFR § 16-2.31
✓	<b>Personnel Job Classification Documentation</b> - Includes job descriptions, performance evaluation forms and master task lists.	Clerk's Office	2 years or when superseded	29 CFR § 16-2.31
✓	<b>Personnel Policies and Procedures</b>	Clerk's Office	Permanent until amended or replaced	
✓	<b>Personnel Selection Procedure Documentation</b> - May include test results, evaluation forms, and letters of justification.	Clerk's Office	5 years or until litigation is terminated	29 CFR § 16-2.31
✓	<b>Petitions (Miscellaneous)</b> - Includes petitions signed by citizens requesting action by City. Also includes annexation and assessment district petitions.	Clerk's Office	2 years or until litigation is terminated	11 O.S. § 22-131 (A)(2)
✓	<b>Petitions (recall)</b> - Petitions submitted for the removal of the Mayor or Council member.	Clerk's Office	Destroy after term ends	
✓	<b>Petitions (Taxpayer Written Demands)</b> - Resident taxpayers written demand to institute suit on failure of officers.	Clerk's Office	Permanent	62 O.S. §§ 372-373
✓	<b>Petty Cash Records</b>	All Departments	5 years	11 O.S. § 17-102 11 O.S. § 22-131 (A)(3) OCMC § 2-841
✓	<b>Plans</b> - Includes comprehensive, neighborhood, and master plans adopted by the governing body.	Clerk's Office	Permanent	11 O.S. § 22-131 (B)
how	<b>Policy, Procedures, or Training Manuals</b> - Includes internal rules and regulations of the municipality sometimes separated by department. Often published in manual format or booklets. May include step-by-step procedures used as training manual for job functions.	All Departments	Until Superseded	11 O.S. § 22-131 (B)
✓	<b>Press Releases</b> - All official news or press releases issued by the municipality.	Clerk's Office	5 years	11 O.S. § 22-131 (A)(3)
✓	<b>Proclamations</b> - All official proclamations issued by the Mayor.	Clerk's Office	5 years	11 O.S. § 22-131 (B)

new ✓	<b>Property Maintenance Code Inspections</b> - Includes City Inspector's report of inspection and any addendum thereto, including reports of subsequent inspections and related correspondence, notices, etc.	Community Development	5 years	11 O.S. § 22-131 (A)(3)
✓	<b>Proposals</b> - Includes requests for proposals, notice, proposals submittal statement, committee recommendation, and memorandums.	All Departments	5 years from proposal opening	11 O.S. § 22-131 (A)(3)
✓	<b>Public Notices</b> - Includes notices of council, board, commission meetings and public hearings.	Clerk's Office	5 years	11 O.S. § 22-131 (A)(3)
✓	<b>Publication Affidavits</b> - Original, notarized, affidavit showing proof of publication in a local newspaper of general circulation.	Clerk's Office	5 years	11 O.S. § 22-131 (A)(3)
✓	<b>Purchase Order File</b> - The file used to procure goods and services for the City. Usually consists of purchase orders, invoices, documenting number, date, department, description and quantity of item, account number, unit price, amount, and signature. May also include purchase requisitions and other supporting documentation used for justification and approval and procurement actions.	Clerk's Office	5 years after termination of purchase order or agreement, whichever is later	11 O.S. § 22-131 (A)(3)
✓	<b>Receipt Books</b> - Books documenting monies received into City accounts from various sources. Includes date of payment or fund to which money belongs, receipt number and amount paid.	All Departments	10 years	11 O.S. § 22-131 (A)(4)
✓	<b>Record Disposal Forms</b> - Includes a listing or description of records disposed of and the inclusive dates of the records.	Clerk's Office	Permanent	
✓	<b>Requests for Records</b> - Pursuant to open records requests	All Departments	Discretionary	11 O.S. § 22-131 (B)
✓	<b>Salary Survey Records</b> - Wage determination results.	Clerk's Office	3 years or until litigation is terminated	FLSA
✓	<b>Schedule of Annual Meetings</b> - List of regularly scheduled meetings of public bodies for the calendar year.	Clerk's Office	5 years	11 O.S. § 22-131 (B)
new ✓	<b>Sign and Banner Permits</b>	Community Development	5 years	11 O.S. § 22-131 (A)(4)

✓ <b>Street Improvement Files</b> - Files include bids, advertisements, contracts and assessment of property owners for street improvements. May also include resolutions and engineering reports.	Clerk's Office	15 years	11 O.S. § 22-131 (A)(5)
✓ <b>Surplus Property List</b> - List of property owned by the City that has been declared surplus. May include resolutions, advertisements, notices and transfer papers.	Clerk's Office	10 years	11 O.S. § 22-131 (A)(4)
nw ✓ <b>Tax Increment Financing Report (TIF)</b> - May include reports.	Clerk's Office	Life of TIF plus 5 years	62 O.S. § 867 (A)
✓ <b>Time Cards/Time Sheets</b> - Records pertaining to an employees leave time.	All Departments	3 years	29 CFR § 516
✓ <b>Titles and Other Ownership Information to Vehicles and Equipment</b> - Includes certificates of titles to City-owned motor vehicles and equipment providing proof of ownership. May also include make and model, serial number and other identifying information.	Clerk's Office	Length of ownership plus 5 years	IRS Bond Compliance Regulations IRS Code § 6001 and § 6001-1 (a) of the Regulations
✓ <b>Traffic Violation Probations</b> - Record of traffic violation probations in which all judgments are satisfied; including fines paid.	Municipal Court	5 years	11 O.S. § 22-131 (A)(3)
✓ <b>Training Files</b> - Official training records of all employees who receive training, whether on or off the job. May include test scores or certificate of training from academics or other educational institutions. Certain records or notations may be included in the employee's personnel file.	All Departments	2 years	11 O.S. § 22-131 (B)
✓ <b>Training Records</b> - Employee listing of safety training attended in Risk Management.	Clerk's Office	1 year	40 O.S. § 414
✓ <b>Unemployment Compensation Files</b> - Files may contain correspondence sent to the municipality by the Employment Security Commission regarding claimant, copies of documents from claimant's official personnel file, certified main receipts worksheets, audit papers and copies of documents sent to the state by the municipality.	Clerk's Office	3 years or until litigation is terminated	<b>CONFIDENTIAL</b> 40 O.S. § 4-508 and § 4-511

✓	<b>Union Negotiation File</b> - Records pertaining to the City's collective bargaining agreements including any labor negotiation records.	Clerk's Office	1 year after contract expiration	
✓	<b>Vandalism Reports</b> - Record of damage and loss sustained by City including but not limited to attributable to theft, arson, vandalism, employee negligence, defective equipment, damage to structures and building, money and security losses, vehicle accidents where vehicles not owned by the City are involved in collisions with the City-owned property.	Clerk's Office	5 years after settlement	11 O.S. § 22-131 (A)(3)
✓	<b>Variance Requests</b> - Building and zoning.	Planning and Zoning	Permanent	11 O.S. § 22-131 (B)
✓	<b>W-4 Forms</b> - Withholding allowance certificates for state and federal income tax. Federal form filled out by the employee stating name, address, social security number, number of allowances claimed, and signature.	Clerk's Office	4 years	11 O.S. § 22-131 (B)
✓	<b>Wage Determination Surveys</b> - Annual surveys conducted to research and support wage adjustment recommendations.	Clerk's Office	Permanent until superseded	11 O.S. § 22-131 (B)
new	<b>Work Progress Report</b> - Daily, weekly or monthly report that indicates work received, work completed, documents processed, etc.	All Departments	3 years from close of grant or until litigation is terminated, whichever ever is later	
✓	<b>Workers' Compensation Claim Files</b> - (Certified Workplace Medical Plan) Files consist of accident reports, first report of injury, medical claims, bills, payment vouchers, doctor reports, hospital emergency room verifications, correspondence and other supporting documentation concerning injuries compensable under workers' compensation.	Clerk's Office	CWMP documents - 5 years; permanent or until employee leaves or retires (minimum of 5 years)	<b>PARTIALLY CONFIDENTIAL</b> 51 O.S. § 24A.7
✓	<b>Zoning Applications</b>	Planning and Zoning	5 years	11 O.S. § 22-131 (A)(3)

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**\*NOTE: Records not specifically mentioned herein or in 11 O.S. § 22-131 (A) are discretionary for all departments (11 O.S. § 22-131 (B)).**

#### ~~10-13-5~~ TRAILERS AND COMMERCIAL VEHICLE

A. Storage And Parking In Residential Districts: Commercial vehicles and trailers of all types, including travel, camping and hauling, and mobile homes, shall not be parked or stored on any lot occupied by a dwelling or on any lot in any residential district, except in accordance with the following provisions:

1. Commercial Vehicles: No more than one commercial vehicle, which does not exceed one and one-half (1 1/2) tons rated capacity, per family living on the premises shall be permitted; and in no case shall a commercial vehicle used for hauling explosives, gasoline or liquefied petroleum products be permitted.

2. Trailers: No more than one camping or travel trailer or hauling trailer per family living on the premises shall be permitted, and said trailer shall not exceed twenty four feet (24') in length or eight feet (8') in width; and further provided, that said trailer shall not be parked or stored for more than forty eight (48) hours unless it is located behind the front yard building line. A camping or travel trailer shall not be occupied either temporarily or permanently while it is parked or stored in any area within

the incorporated limits, except in a mobile home park authorized under the ordinances of the City, and except as provided for in subsection B of this Section.

3. Mobile Homes: A mobile home shall be parked or stored only in a mobile home park which is in conformity with ordinances of the City. ~~(1988 Code § 12-216)~~

B. Display In Commercial And Industrial Districts: Commercial vehicles and trailers of all types may be displayed in such commercial districts allowing sales of said vehicles or in such industrial districts allowing their manufacture; provided, however, said vehicles may not be used for dwelling purposes either temporarily or permanently, except in a mobile home park authorized under the ordinances of the City. ~~(1988 Code § 12-217)~~