

# **CITY OF MEDFORD**

## **PUBLIC WORKS**

### **RECORDS RETENTION SCHEDULE**

#### **1. Purpose**

It is the policy of the City of Medford to comply with all applicable state and federal regulatory requirements.

The City intends to provide effective and efficient maintenance to its sanitary sewer system by evaluating political, social, safety, and economic concerns, among others. Procedures identified in this schedule are intended to maintain the sanitary sewer system to prevent sewer backups. These procedures, when implemented, may also extend the service life of various components of the sanitary sewer system.

The City has approximately 65,673 feet of public sanitary sewer mains, approximately 208 manholes and 3 lift/pump stations within its sanitary sewer system. Procedures identified in this policy are intended to maintain the City's sanitary sewer system to prevent sewer backups and to extend the life of the system. The City has developed and implemented this schedule that takes into consideration public safety, the City's budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved. The City will use its employees, equipment and/or private contractors to provide this service.

While the City fully intends to meet the guidelines established in this schedule, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, or weather and other emergencies may prevent the City from meeting the guidelines established herein. The Public Works Director may override provisions established within this schedule. Deviations from the goals established in this schedule will be documented.

The City will use this schedule to guide any sanitary sewer maintenance activities to be provided by a contractor or a party other than the City.

#### **2. Record Retention**

##### **A. Sanitary Sewer System**

Records that Public Works staff obtain or create containing information regarding the sanitary sewer system shall be kept for a minimum of 10 years. This does not supersede any MN State statute that identifies specific items.

##### **B. Water System**

Records that Public Works staff obtain or create containing information regarding the water system shall be kept for a minimum of 10 years. This does not supersede any MN State statute that identifies specific items.

### **C. Municipal Pool**

Records that Public Works staff obtain or create containing information regarding the municipal pool shall be kept for a minimum of 10 years. This does not supersede any MN State statute that identifies specific items.

### **D. Municipal Liquor Store**

Records that Public Works staff obtain or create containing information regarding the municipal liquor store shall be kept for a minimum of 10 years. This does not supersede any MN State statute that identifies specific items.

### **E. General Fund Items**

Records that Public Works staff obtain or create containing information regarding general fund items shall be kept for a minimum of 10 years. This does not supersede any MN State statute that identifies specific items.

## **3. Personnel Responsibilities and Requirements**

### **A. Exercise of Professional Judgment**

It is expected that City employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this schedule.

### **B. Training and Education**

The City will provide training to employees responsible for the retention of records.

### **C. Work Schedule**

Full-time City employees in the Public Works department will be expected to work eight-hour shifts. In emergencies, employees may be required to work in excess of eight hours. Budget and safety concerns may limit the length of time an employee is permitted to work.

### **D. Weather Conditions**

Regular record retention will be conducted only when weather conditions do not endanger the City employees and equipment. Factors that may delay this include, but are not limited to: severe cold, severe heat, flooding, rain, snow and other severe weather events.

Approved by the Medford City Council on February 27, 2012.

  
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City Clerk

  
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Mayor