

City of Joseke

Records Retention Schedule and Administrative Handling Summary

Effective Date: February 1, 2026

Maintained By: Town Clerk's Office

Records Contact: clerk@joseke-ok.org

Main Line: (918) 402-1104

Purpose

This schedule establishes standard minimum retention periods for commonly requested municipal records maintained by the City of Joseke. It is intended to guide department offices, Town Hall staff, records custodians, and administrative personnel in the handling, transfer, archival storage, and lawful destruction of city records.

Scope

This schedule applies to official city records maintained in paper, digital, scanned, photographic, audio, video, and database formats, including records created or received by Town Hall, the Clerk's Office, Finance, Utilities, Planning and Zoning, Municipal Court, Public Works, Parks and Recreation, Police administration, Fire administration, Human Resources, and other city offices.

General Retention Rules

Retention periods listed in this schedule are minimum periods. Records subject to pending litigation, open records requests, audits, claims, investigations, grant conditions, enforcement action, or other legal holds shall not be destroyed until the hold is released, even if the stated retention period has passed.

Department Responsibilities

Each department is responsible for maintaining its active records in an orderly condition, protecting confidential or sensitive information as required by law, and transferring permanent or archival records to the Clerk's Office when no longer needed for routine administration. Departments shall not destroy official records without documented authorization.

Archival Transfer and Destruction

Permanent records, including governing body minutes and adopted ordinances, shall be transferred to the Clerk's Office for archival retention. Non-permanent records approved for destruction should be documented by record series, date range, method of destruction, and authorizing staff member. Records containing personal information, protected customer information, personnel data, or law-enforcement-sensitive information shall be destroyed by secure method.

Record Categories and Minimum Retention Periods

Financial Reports and Year-End Financial Statements: 7 years

Accounts Payable and Accounts Receivable Ledgers: 7 years

Annual Budgets and Adopted Budget Amendments: Permanent

Audit Reports and Management Letters: Permanent

Bank Reconciliations: 5 years

Purchasing Files and Bid Tabulations: 7 years after award or closeout

Council Meeting Minutes: Permanent

Council Agenda Packets: Permanent

Board and Commission Minutes: Permanent

Board and Commission Agenda Packets: 5 years

Resolutions and Ordinances: Permanent

Contracts and Interlocal Agreements: 7 years after expiration

Building Permits: 25 years

Inspection Reports: 10 years

Certificates of Occupancy: Permanent

Code Enforcement Case Files: 7 years after case closure

Zoning Applications and Site Plans: 10 years after final action

Subdivision Plats and Final Recorded Maps: Permanent

Utility Billing Records: 5 years

Customer Payment Histories: 5 years

Utility Service Applications and Service Orders: 5 years after account closure

Water Quality Compliance Reports: Permanent

Wastewater Monitoring Reports: 10 years

Personnel Records: 7 years after separation

Employment Applications for Hired Employees: 7 years after separation

Employment Applications for Non-Selected Applicants: 2 years

Payroll Registers: 7 years

Workers' Compensation Claim Files: 10 years after closure

Police Incident Reports: 10 years

Accident Reports: 10 years

Fire Incident Reports: 10 years

Dispatch and Emergency Activation Logs: 5 years

Public Records Request Logs: 5 years

ADA / Title VI Complaint Files: 5 years after closure

Website Accessibility Complaints and Accommodation Requests: 5 years after closure

IT System Access Logs: 2 years unless extended for investigation

GIS Base Map and Parcel Reference Layers: superseded by update; archive significant annual snapshots

Cemetery Burial Records: Permanent

Municipal Court Docket Registers: Permanent

Citation Payment Records: 7 years

Court Audio or Recording Media: 5 years unless retained by order or appeal

Property and Asset Inventory Reports: 7 years

Public Works Maintenance Logs: 5 years

Stormwater and Drainage Inspection Records: 5 years

Election Notices and Polling Agreements: 4 years

Email and Electronic Records

Official email messages documenting city action, approvals, direction, policy interpretation, or public business are records and shall be retained according to the applicable subject matter category. Convenience copies, transitory communications, duplicates, and routine scheduling messages may be deleted when no longer administratively useful.

Litigation Holds and Open Records Requests

When a department becomes aware of pending litigation, a claim, subpoena, audit inquiry, public records dispute, or other matter requiring preservation, the applicable records shall be placed on hold immediately. The normal retention or destruction cycle is suspended until the hold is removed by the Town Clerk, City Attorney, or other authorized official.

Storage Format and Scanning

Records may be stored electronically when the department maintains a reliable and retrievable copy in accordance with city practice. Scanning a record does not shorten its retention period. Records designated as permanent must remain accessible in a stable archival format suitable for long-term retrieval.

Questions and Administrative Assistance

Departments with questions regarding classification, archival transfer, destruction approval, or records requested by the public should coordinate with the Town Clerk's Office before taking action. Requests involving court files, police reports, personnel materials, or utility customer information may require additional review for confidentiality and release restrictions.

Contact Information

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