

ORDINANCE NO. 639
VILLAGE OF BELLEVUE, ILLINOIS
AN ORDINANCE ADOPTING THE VILLAGE OF BELLEVUE'S
RECORDS RETENTION AND DESTRUCTION POLICY

WHEREAS, the Village of Bellevue ("Village") Board of Trustees deems it necessary to establish minimum standards for the retention and destruction records that are no longer of value to the Village of Bellevue; and

WHEREAS, the Village has determined that it is in the best interest of the Village and its citizens to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by the Village are discarded at the proper time.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BELLEVUE, PEORIA COUNTY, ILLINOIS AS FOLLOWS:

Section 1: That the Village Record Retention and Destruction Policy, attached hereto and incorporated herein as **Exhibit A**, be and is hereby adopted as the record retention and destruction policy for the Village; and each and all of the provisions of the Policy are hereby referred to, adopted and made a part hereof, as if fully set forth in this Ordinance.

Section 2: That any ordinances or parts of ordinances in conflict herewith are repealed to the extent they are in conflict with this Ordinance.

Section 3: That this Ordinance shall be in full force and effect upon its passage by the Board of Trustees of the Village and approval by the President thereof.

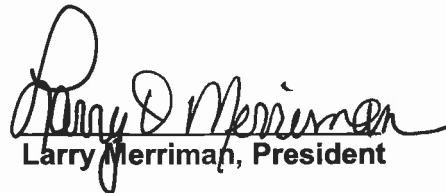
Passed and Approved this 14 day of September, 2009

AYES: 6

NAYES: 0

ABSENT: 0

VILLAGE OF BELLEVUE


Larry Merriman, President

Attest:


Carol S. Howard, Clerk

**VILLAGE OF BELLEVUE, ILLINOIS
RECORD RETENTION AND DESTRUCTION POLICY**

1. Purpose. The purpose of the Record Retention and Destruction Policy ("Policy") is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by the Village of Bellevue, Illinois ("Village") or are of no value are discarded at the proper time.

This Policy is also for the purpose of aiding employees of Village in understanding their obligations in retaining electronic documents, including e-mail, web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

2. Policy. This Policy represents the Villages' policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

3. Administration. Attached as **Appendix A** is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of the Village and the retention and disposal of electronic documents. The President and Village Clerk are the officers in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The President and Mayor are also authorized to make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for the Village; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

4. Suspension of Record Disposal in the Event of Litigation or Claims. In the event the Village is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning the Village such employee shall inform the President and Village Clerk and any further disposal of documents shall be suspended until such time as the President and Village Clerk, with the advice of counsel,

determines otherwise. The President and Village Clerk shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

5. Disposal of Records. The Village must submit an Application for Authority to Dispose of Local Records ("Application") to the Local Record Commission ("Commission") prior to the destruction of any records. After the Application has been approved by the Commission it will become the Village's Records Retention Schedule. The Village can then dispose of records after:

- 1) the minimum retention period listed for each record series is met, provided that no litigation is pending or anticipated;
- 2) all audit requirements (local, state and federal) have been met; and
- 3) the Village has submitted and received an approved Local Records Disposal Certificate from the Commission.

Disposal Certificates must be submitted to the Commission authorizing the destruction at least sixty (60) days before the date the Village wishes to dispose of the records.

6. Applicability. This Policy applies to all physical records generated in the course of the Village's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

APPENDIX A: RECORD RETENTION SCHEDULE

A. Administrative Records

Record Type	Retention Period
Application for Authority to Dispose of Local Records and Records Disposal Certificates	Permanent
Administrative Files (including memos, misc. correspondence, work sheets, etc.	1 year as long as the document does not possess any further administrative, fiscal, legal and/or historical value
Cancelled and Expired Revenue Bonds	2 years after expiration or due date
Cancelled and Expired Insurance Policies	7 years after cancellation or expiration date
Certificate of Publication	1 year
Freedom of Information Act Request and Denials	10 years
Copies of Minutes	Accumulation may be disposed of after administrative use is complete
Municipal Tax Collected Reports from IL. Dept. Of Revenue	1 year
Notice of Hearing, Lettings, Newspaper Publication and Certifications	1 year
Copies of Ordinances	Accumulation may be disposed of after administrative use is complete
Statement of Economic Interest	3 years after filing with County Clerk
Acknowledgements of Receipt of Reports by State Agencies	2 years
Complaints by Citizens	7 years after retirement
Decennial Census Records	10 years
Equipment and Vehicle Records	Retain until Equipment is sold, traded or junked
Inventory of Equipment, Supplies, etc.	2 years after superseded by new inventory

B. Construction Records

Record Type	Retention Period
Building Permits	5 years
Contracts, Agreements & Leases for Goods and Services	10 years after termination or discharge of the terms
Misc. Bids, Specifications, Proposals, Contract Bond, Estimate of Cost	10 years after acceptance or rejection of bid

C. Election Records

Record Type	Retention Period
Certificate of Nomination	2 years
Election Records (ballots, affidavits absentee, etc)	60 days, unless contested Federal officials retain for 22 months
Poll Books and Tally Sheets	1 year

D. Accounting and Financial Records

Record Type	Retention Period
Accounts Payable Ledgers and Schedules	7 years
Accounts Receivable Ledgers and Schedules	7 years
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including Work Papers and other Documents that Relate to the Audit.	7 years after completion of audit
Annual plans, Budgets, & Appropriation Ordinances	7 years
Bank Books	7 years after closing the account
Bank Statements and Cancelled Checks	7 years
Bank Deposit Slips, Paid Bills, Invoices, Vouchers, Claims to Village Board	7 years
Certificates of Deposit	7 years after closing the account
Check Stubs and Receipts	2 years
General ledgers	Permanent

Motor Fuel Tax Records	7 years
Municipal Maintenance Expenditure Statement	7 years
Revenue Sharing Records	7 years
Interim/Supplemental financial statements	7 years
Treasurer's Annual Report	7 years

E. License Records

Record Type	Retention Period
Application for Hunting Licenses	1 year after expiration of license
Application for Liquor License and Permit Bond	1 year providing no litigation is pending against the license

F. Payroll and Personnel Records

Record Type	Retention Period
Employer's Contribution Report	7 years
Official Bonds and Oaths	2 years after term of office
Payroll Records (biweekly and quarterly)	7 years
Payroll Individual Earnings Records	60 years or 78 th birthday, whichever occurs first
Performance and Surety Bonds	7 years after cancellation
W-2's	7 years
W-3's	7 years
W-4's	Retain until superseded by a new W-4 or 5 years after termination of employment
IL-501's	7 years
IL-941's	7 years

G. Permanent Records

Record Type	Retention Period
Legal Papers (easement, notice of claim	Permanent

of Lien, etc.)

Maps and Prints	Permanent
Board of Trustees Minutes	Permanent
Water Commission Minutes	Permanent
Original Ordinances	Permanent
Petition to Form New Political Party	Permanent
Cemetery Records	Permanent

H. Police and Fire Department Records

Record Type	Retention Period
Police Complaints	Accumulation may be disposed of after administrative use is complete
Fire Department Financial Report	7 years
General Police Vehicle Reports	Accumulation may be disposed of after administrative use is complete
Illinois Uniform Traffic Tickets	2 years
Copies of Misc. Police Incident Reports	Accumulation may be disposed of after administrative use is complete
Police Officer's Daily Reports	Accumulation may be disposed of after administrative use is complete

I. Utility Records

Record Type	Retention Period
Application for Water Service	5 years
Water Billing Sheets	1 year
Paid Water Bill Stubs	1 year
Water Receipts	1 year
Water Assessment Roll	2 years after final assessment
Water Ledger Cards and Water Ledge	7 years