

**CITY OF WAURIKA
RESOLUTION NO. 06082023-10**

A RESOLUTION OF THE MAYOR AND BOARD OF CITY COMMISSIONERS OF THE CITY OF WAURIKA, JEFFERSON COUNTY, STATE OF OKLAHOMA, ESTABLISHING TIME PERIODS FOR RETENTION AND FOR DISPOSAL, ARCHIVAL STORAGE OR DESTRUCTION OF CERTAIN ORIGINAL RECORDS AND PAPERS PURSUANT TO TITLE 11, OKLAHOMA STATUTES, SECTIONS 22-131(B).

BE IT RESOLVED BY THE MAYOR AND BOARD OF CITY COMMISSIONERS OF THE CITY OF WAURIKA, JEFFERSON COUNTY, STATE OF OKLAHOMA:

WHEREAS, Title 11 O.S. §22-131(B) provides that time limits for the destruction, sale, or other disposition of municipal papers, documents and records which are not set forth by statute may be determined and set by ordinance or resolution of the municipal governing body; and

NOW THEREFORE, based upon the recommendation of the City Manager of the City of Waurika and after review and consideration by the Board of City Commissioners of the City of Waurika:

In addition to the time periods and conditions specified in 11 O.S. §22-131(A) and the time periods and conditions adopted by Resolution No 05132019-08 of the Board of City Commissioners of the City of Waurika on May 13, 2019 pursuant to 11 O.S. §122-131(B), the City of Waurika sets these additional time limits for the destruction, sale, or other disposition of municipal papers, documents and records as set forth on the attached Exhibit "A".

This Resolution shall be effective immediately.

ADOPTED AND APPROVED this 8th day of June, 2023.

MAYOR

ATTEST:

Melissa Kelley
CITY CLERK

(SEAL)



City of Waurika, Oklahoma

122 S. Main
Waurika, OK 73573



PERSONNEL AND PAYROLL FILE RETENTION SCHEDULE

TYPE OF RECORD	LEGAL REQUIREMENT	CITY OF WAURIKA POLICY
<ul style="list-style-type: none"> • EMPLOYMENT APPLICATIONS • RESUMES • JOB POSTING/ADS • INTERVIEW NOTES • BACKGROUND CHECKS (NOT HIRED) 	1 YEAR AFTER CREATION OF DOCUMENT OF HIRE/NO-HIRE DECISION. AFTER TERMINATION MUST KEEP RECORDS FOR 1 YEAR. ADEA* ¹ – ADA- TITLE VII	1 YEAR AFTER HIRE/NO- HIRE DECISION OR FROM RECEIPT
<ul style="list-style-type: none"> • TERMINATION • PROMOTION • DEMOTION • TRANSFERS • PERFORMANCE APPRAISALS • TRAINING RECORDS • COPY OF EEO-1 SURVEY • I-9 • BACKGROUND CHECKS 	1 YEAR AFTER CREATION OF DOCUMENT OF HIRE/NO-HIRE DECISION. AFTER TERMINATION MUST KEEP RECORDS FOR 1 YEAR. ADEA* – ADA- TITLE VII -FCRA	DURATION OF EMPLOYMENT + 5 YEARS (5 YEARS FROM TERMINATION/END OF EMPLOYMENT DATE)
<ul style="list-style-type: none"> • AAP² RECORDS • EXTERNAL DISSEMINATION OF POLICY, OUTREACH, AND RECRUITMENT ACTIVITIES • AUDIT AND REPORTING SYSTEMS • DATA COLLECTION ANALYSIS 	3 YEARS ADEA- FSLA- DAVIS-BACON ACT-WALSH-HEADLY ACT-FMLA	5 YEARS

¹ AGE DISCRIMINATION IN EMPLOYMENT ACT

² AFFIRMATIVE ACTION PLAN RECORDS

<ul style="list-style-type: none"> • BENCHMARKS FOR HIRING 		
<ul style="list-style-type: none"> • PAYROLL RECORDS • TIME SHEETS • PAYROLL REGISTERS • TOTAL WAGES PAID • ANNUITY AND PENSION PAYMENTS • FRINGE BENEFITS PAID 	5 YEARS Title 11 O.S. §22-131(A)	5 YEARS
<ul style="list-style-type: none"> • EMPLOYMENT BENEFITS PLANS • PLAN AMENDMENTS • ANNUAL REPORT 	6 YEARS ERISA ACT	6 YEARS
<ul style="list-style-type: none"> • TAX RECORDS • COPIES OF EMPLOYEES' AND RECIPIENTS' INCOME TAX WITHHOLDING ALLOWANCE CERTIFICATES (W-4, W-4P,S,V) • TAX DEPOSITS • FILED RETURNS 	4 YEARS FICA – IRS CODE	5 YEARS
<ul style="list-style-type: none"> • SAFETY DATA • OCCUPATIONAL INJURY/ILLNESS LOGS • EXPOSURE RECORDS 	5 YEARS (MEDICAL EXAMS, MSDS SHEETS, EXPOSURE TO TOXIC RECORDS RETAINED FOR DURATION OF EMPLOYMENT +30 YEARS) OSHA	5 YEARS EXPOSURES – DURATION OF EMPLOYMENT +30 YEARS
<ul style="list-style-type: none"> • FMLA NOTICES AND LEAVE DOCUMENTS 	3 YEARS FMLA	DURATION OF EMPLOYMENT +5 YEARS
<ul style="list-style-type: none"> • MILITARY LEAVE RECORDS 	INDEFINITE – NO STATUTE OF LIMITATIONS USERRA	INDEFINITE