



**CERTIFICATION OF RECORDS DISPOSAL**  
 INFORMATION TECHNOLOGY DEPARTMENT  
 RECORDS MANAGEMENT  
 SFN 7694 (2-2016)

Certification Number 2016379
Complete and Return By: <b>June 30, 2017</b>

Agency City Records Management, City of:	Division City Office:
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**INSTRUCTIONS**

1. Review your Records Retention Schedule and Records Disposal Report to identify any changes to existing record series or additions and deletions to the Records Retention Schedule. This includes any changes to the retention periods assigned to the record series. Mark the appropriate Schedule Review box below.
2. Verify that the records approved for disposal or transfer to the State Archives have been handled as specified in the attached Records Disposal Report. Make a note on the Records Disposal Report if you are not transferring or disposing of any records that are listed on the report. Mark the appropriate Records Disposal box below.
3. Enter the total inches of records disposed under the appropriate size. Measure from the front of the drawer or box to the back OR the height of the records stacked on the floor or desk. For electronic records deleted, track the volume of Megabytes (MB) and enter under the Electronic column below.

Sign and date the Agency Certificate of Schedule Review and Records Disposal below.

4. Contact the State Archives to transfer records designated as historical. When records are transferred, **include your agency-specific Records Disposal Report and this signed Certification of Records Disposal** with the records being transferred. The State Archivist or designated representative will sign the Certificate of Transfer.
5. If no records are designated for transfer to the State Archives, **send your agency-specific Records Disposal Report and this signed Certification of Records Disposal** to ITD, Records Management, 4201 Normandy St, Bismarck, ND 58503-1324.

**AGENCY CERTIFICATE OF SCHEDULE REVIEW AND RECORDS DISPOSAL**

1. **Schedule Review (Check One)**  
 I certify that I have reviewed the Records Retention Schedule and it is correct.  
 I certify that I have reviewed the Records Retention Schedule and corrections are required. The Record Series Description(s) (SFN 2042) necessary to make the corrections will be sent to ITD Records Management or are attached.
2. **Disposal Review (Check One)**  
 I certify that only those records approved on the ND General Records Retention Schedule or the attached agency-specific Records Disposal Report have been transferred or disposed by the specified methods.  
 I certify that records have not been disposed as specified on the Records Disposal Reports and that this office is not in compliance with the records management program as specified in NDCC Chapter 54-46.  
 Explain Reason:
3. **Disposal Volume** - Estimate the total inches disposed or electronic storage space (MB) recovered and enter below.

Size of Records	Letter Size 8 1/2 X 11	Legal Size 8 1/2 X 14	Size X	Size X	Size X	Electronic (MB)	Microfiche 5 3/4 X 4	Roll Microfilm 4 1/2 X 4 1/2
Inches or MB								
Signature of Employee Certifying Disposal					Telephone Number		Date	

**4. CERTIFICATE OF TRANSFER TO STATE ARCHIVES**

I certify that the following records (title/control number) were transferred to the State Historical Society/ Designated Repository:	Date of Transfer
State Archivist/Designated Representative	Date

Records Control Number	Record Series Title	Total Retention Years	Transfer This Year to Inact. Storage	Microfilm This Year	***** DISPOSE OF *****	This Month/Yr and Before	Use This Method
010101	CUSTOMER ADJUSTMENTS	4 CFY			DECEMBER 2011	CFY	LANDFILL
010102	TRIAL BALANCE ADJUSTMENTS	4 CFY			DECEMBER 2011	CFY	LANDFILL
010103	RATE CHANGE RECORD	4 CFY			DECEMBER 2011	CFY	LANDFILL
010201	CITY AUDITS	4 CFY			DECEMBER 2011	CFY	TO ARCHIVES
010202	PROJECT AUDITS	4 CFY			DECEMBER 2011	CFY	LANDFILL
010301	BANK ACCOUNT RECORDS	3 WA			2012 WA+3		SHREDDER
010401	CITY BUDGET	10			2005		LANDFILL
010403	BUDGET WORKPAPERS	4 CFY			DECEMBER 2011	CFY	LANDFILL
010404	STATEMENT OF ACTUAL TO ESTIMATED EXPENSES	4 CFY			DECEMBER 2011	CFY	LANDFILL
010405	TRIAL BALANCES	4 CFY			DECEMBER 2011	CFY	LANDFILL
010406	INTERIM REVENUE STATEMENT	4 CFY			DECEMBER 2011	CFY	LANDFILL
011001	TREASURER'S REPORT	4 CFY			DECEMBER 2011	CFY	LANDFILL
011701	FUND EXPENDITURE SUMMARY	4 CFY			DECEMBER 2011	CFY	LANDFILL
011702	CHART OF ACCOUNTS	UD			UD		LANDFILL
011704	WATER AND SEWER UTILITY OPERATING STATEMENT	4 CFY			DECEMBER 2011	CFY	LANDFILL
011808	COLLECTION BUREAU ACCOUNTS	4 CFY			DECEMBER 2011	CFY	LANDFILL
011813	METER READING BOOKS	4 CFY			DECEMBER 2011	CFY	LANDFILL
011814	CERTIFICATION OF ASSESSMENT	4 CFY			DECEMBER 2011	CFY	LANDFILL
011837	SHUT-OFF NOTICES	1			2014		LANDFILL
012001	ACCOUNT AGING REPORT	4 CFY			DECEMBER 2011	CFY	LANDFILL
012401	BANKRUPTCY NOTICES	4 CFY			DECEMBER 2011	CFY	SHREDDER
012601	CERTIFICATE-DEPOSIT & SUPPORTING DOCUMENTATN	6 ALA			2009 ALA+6		SHREDDER
012602	SAVINGS INTEREST STATEMENT	6			2009		LANDFILL
220304	RECORDINGS OF MEETINGS	2 MO			2 MO		LANDFILL
220342	CITY GOVERNING BOARD MINUTES	PERM			PERM		TO ARCHIVES
220345	EXECUTIVE SESSION RECORDINGS	6 MO			6 MO		SHREDDER
220501	COMMITTEE CORRESPONDENCE	3			2012		LANDFILL
300101	FRANCHISE FILES	7 AE			2008 AE+7		LANDFILL
300102	PLEDGE OF SECURITIES	5 ACM			2010 ACM+5		LANDFILL
300503	DEEDS AND ABSTRACTS	LOP			LOP		LANDFILL
300505	EASEMENTS	6 AE			2009 AE+6		LANDFILL
300701	BIDS	UD			UD		LANDFILL
300801	VEHICLE TITLES	LOE			LOE		LANDFILL
300901	BEER AND LIQUOR PERMITS	4 AE			2011 AE+4		LANDFILL