

Local Government GRS Categorization Findings

COMMON SCHEDULES

Financial Management Records

Budget/Procurement
Purchasing/Contracts

County Auditor

Personnel Management Records

Payroll/Human Resources/Training
Employee Files/Internship/Volunteers

Asset Management Records

Fleet/Property
Real Estate
Facilities Management/Maintenance

Information Technology/Systems Management Records

Transitory/Obsolete Records

Geographic Information Systems (GIS)?

General Administration/Agency Management Records

RIM/GRAMA
Risk Management/Insurance
Compliance and audit
Strategic planning
Policies and Procedures

Governing/Legislative Body Records

City Council/County Commission
City Code/Ordinances/Resolutions

Executive Office Records

Mayor/City Manager
District Manager
Oaths

Community/Public Relations Records

AV/Media/Publications
Outreach/Inclusion

FUNCTIONAL SCHEDULES

Building Regulation Records

Permits/Inspections
Code/Plans

Licenses/Permits

Business Licensing
Events Permits
Excavation/Flood Control Permits

Land Use/Planning/Zoning Records

Planning Commissions
Addressing/Street Naming

County Assessor

Property boundary records, land surveys

Community/Economic Development Records

Redevelopment Agency Records (?)

Housing Stability/Homelessness (?)

Tourism(?)

Public Health Records

Health Department
Hospital Districts
Behavioral Health Services
Air Quality Monitoring/Air Pollution Control

Aging and Adult Services

Senior Centers/Aging Alternatives
Council on Aging

Mosquito Abatement (?)

Public Safety Records

Sheriff/Police/Fire/EMT/911
Emergency Management/Planning

Corrections Records

Jail

Litigation/Legal Counsel Records

City/County Prosecutors Records (Enforcement)

Civil/Code Enforcement

Animal Control/Animal Services/Animal Care

City Attorney/ Civil Legal Representation Records (Administrative)

Compliance

Election Records

City Elections/County Clerk Elections

Revenue/Tax Collection Records

Bonds/Borrowing (?)

County Treasurer

Property Tax Collection

County Assessor/Land Valuation/Property Tax Assessment

Parcel maps/tax districts, property valuation/property tax collection

Parks/Recreation/Public Land Management Records

Events/Community/Recreation Centers

Parks and Recreation SSDs

Habitat Conservation

Conservation/Water Management Records

Water Districts/Municipal Water

City/County Infrastructure Records

Public Works

Engineering/Streets/Roads

Public Utilities

Lighting/Electric Districts

Sewer Districts/Municipal Sewer

Snow Removal

Sanitation/Solid Waste/Trash Collection/Recycling

Erosion control

Transportation(?)

Airport Records

Library/Museums/Archives Records

Arts/Historic Preservation

Court Records

Justice/District – we don't manage retention

Children's Justice Centers (GRAMA has specific language about the CJC's non-records status)