

RECORD RETENTION LAWS FOR ARKANSAS MUNICIPALITIES

DESTRUCTION/RETENTION..... 14-2-201 THROUGH 203

These provide for destruction of paper records and reproduction in another format.

In addition, section 14-2-203 was amended in 2005 to provide that:

(b) Cities of the first class, cities of the second class, and incorporated towns may by ordinance declare a policy of record retention and disposal, provided that:

(1) The city or town complies with any specific statute regarding municipal records; and

(2) The following records are maintained permanently in either the original or electronic format as required by law:

- (A) Ordinances;
- (B) City council minutes;
- (C) Resolutions;
- (D) Annual financial audits; and
- (E) Year-end financial statements.

COURT RECORDS..... 13-4-201 through 204; 16-46-101

Similar to above, except that any document over fifty (50) years old may not be destroyed or if otherwise required to be kept by law.

ACCOUNTING..... 14-59-114

Accounting records fall into two groups: “*Support Documents*” and “*Permanent Records*.”

Support documents must be kept for three (3) years and may not be destroyed prior to an audit. They consist of cancelled checks, invoices, and bank statements.

Permanent records must be kept for seven (7) years with the same restriction regarding an audit. They consist of journals, ledgers, subsidiary ledgers, minutes and fixed asset and equipment detail records.

POLICE TICKET BOOKS.....16-10-207

Until July 31, 2007, were to be kept for three (3) years and audited before destruction. Act 627 of 2007 deleted this provision. Therefore, the general rules for records established in 14-2-201 through 14-2-203 will apply beginning on July 31, 2007, the effective date of the Act.

POLICE DEPARTMENT RECORDS.....14-2-204

Maintain permanently: Closed municipal police case files for felony and Class A misdemeanor offenses and expungement orders of municipal police cases. However, after ten (10) years, these may be copied and maintained under 14-2-203.

Three (3) years: Accident, incident, and offense reports, fine and bond and parking meter records, radio logs and complaint cards, employment records, payroll sheets, time cards, and leave requests. They may then be copied electronically or disposed of.

WATER and SEWER..... 14-237-112

Same provisions as for Accounting Records - *see* above.

HISTORICAL..... 13-3-107

Before any records “other than ephemeral materials” are destroyed, city officials must advise the history commission in writing and give any records deemed to have historical value to the commission.

EEOC Requirements for Historical Records

Available online: <http://www.eeoc.gov/employers/recordsandreports.html>

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