



OKLAHOMA COUNTY

Code	Name
AUD	Audit and Compliance Management

AUD-0920 Biometric Records

AUD-1020 Government Compliance and Reporting

AUD-1040 Government Investigations, Hearings, and
Audits

AUD-1045 Information Security and Data Breach
Compliance

AUD-1080 Internal Audit Management

AUD-1110 Privacy Notice, Notifications, and Consent
Records

AUD-1120 Records Destruction Certification

CIS Corporate Insurance

CIS-1060 Insurance Policies - General

CLE County Law Enforcement Services CLES

CLE-1120 Detention Center Juvenile Resident Records

COR Corporate Governance and Administration

COR-1000 Administrative Records

COR-1020 Board and Shareholder Meetings

COR-1060 Charitable Giving

COR-1080 Committee Meetings

COR-1100 Company Archives

COR-1180 Government Relations

COR-1240 Project Management

COR-1260 Public Relations

CRM	Customer Relationship Management
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CRM-1040 Customer Communications

EHS Environment, Health and Safety

EHS-1020 Employee Injury and Illness

EHS-1040 Environmental Incidents and Remediation

EHS-1080 Workplace Health and Safety Administration

FAC	Facilities and Property Management
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FAC-1000	Facilities Access
FAC-1020	Facilities Design and Construction
FAC-1040	Facilities Incidents and Investigations
FAC-1060	Facilities Maintenance, Repair, and Inspection
FAC-1080	Facilities Security Surveillance
FAC-1100	Vehicle Incidents
FAC-1120	Vehicle Records
FAC-1140	Vehicle Records - UAV Flight Plans
FMA	Financial Management and Accounting

FMA-1000 Accounting Records

FMA-1020 Bank Account Set-Up and Management

FMA-1040 Bank Transactions and Account Reconciliation

FMA-1060 Budgeting, Forecasting and Internal Financial
Reporting

FMA-1080	Escheat Property
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FMA-1100	Financial Statement Preparation
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FMA-1120	Fixed Asset Management
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FMA-1140	Investment Management
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LEG	Legal Affairs
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LEG-1000	Contracts and Agreements - General
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LEG-1020

Contracts and Agreements - Real Estate
Construction and Improvement

LEG-1040

Contracts and Agreements - Real Estate Purchase and Sale

LEG-1060

Copyrights, Trademarks, Patents and Design

LEG-1070

Data Subject Access Requests

LEG-1080

Labor Relations

LEG-1100

Licenses, Permits, and Certifications

LEG-1120 Litigation and Claims

LEG-1140 Youth Records - Court Services (Age 19)
LEG-1160 Youth Records - Court Services (Age 26)

PRO Procurement

PRO-1000 Purchasing

PRO-1020 Shipping and Receiving

SYS Systems Management

SYS-1000 Business Continuity and Disaster Recovery

SYS-1020	Internal Technical Support
SYS-1040	System Access and Website Data Security
SYS-1060	System Application Documentation
SYS-1080	System Technical Administration

WCB

Workforce Compensation and Benefits

WCB-1000	Benefit Plan Administration
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WCB-1040	Employment Equity and Equal Opportunity
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WCB-1060	Job Descriptions
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WCB-1080	Payroll Accounting
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WCB-1100	Training and Development
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WKM	Workforce Management
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WKM-1000	Benefit Enrollment and Participation
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WKM-1040

Employee Medical Records

WKM-1080

Personnel Records

Records Retention Sche

Description

Includes all records related to the Company's efforts to monitor and audit its compliance with requirements imposed by statutes, rules, regulations, ordinances, judicial decisions, and other standards and requirements.

Records that contain biometric data (e.g. fingerprints, retina or iris scans, scans of hand or face geometry, and voiceprints).

Records created, managed, and/or submitted to governmental agencies in order to comply with federal, state, provincial or other requirements. These records may also include compliance with requirements for environmental reporting, anti-trust reporting, protected health information, and securities reporting.

Records related to audits, inspections and investigations by governmental agencies. Includes regulatory audits, inquiries, examinations, reviews, and responses to the regulator or government agency. Does not include litigation or tax audits and appeals. See Litigation and Claims. See Tax Audits and Appeals.

Records related to information security measures intended to protect against data breach violations in which sensitive, protected or confidential data is copied, transmitted, viewed, stolen or used by an individual unauthorized to do so. Includes data breach notifications to consumers and regulatory entities.

Does not include network access logs and website access records. See System Access and Website Data Security.

Records related to internal financial and operational audits of the Company and its business units for compliance with internal policies and procedures. Includes personal computer audits, health and safety audits, procedural audits, and other internal operational audits. Does not include internal accounting controls compliance. See Internal Accounting Controls.

Records related to notifications to individuals and individual consents for the processing of their personal data where required by law as well as records related to the notification to Data Protection Authorities (DPA) for data collection and processing. The records must be retained as long as the data is processed for the purpose stated in the notice or until consent is withdrawn. Excludes informed consent for employee medical files and employment consents.

Records related to the destruction of Company records according to the corporate retention schedule. These records demonstrate the routine and systematic disposition of records in compliance with the Records Management Program.

Includes all records related to corporate insurance programs that provide coverage affecting the Company's liability, such as risk analysis, insurance policies, and records related to claims filed for a variety of liability exposures.

Records describing and administering corporate insurance programs that provide coverage affecting Company liability not covered elsewhere.

Includes all records related to Community Safety Operations, Community Safety Planning and Sheriff Service Delivery

Records related to the set-up, maintenance and management of resident files. These records provide the status of a resident's account and information verifying resident identity. Includes medical records.

Includes all records related to the Company's efforts to demonstrate accountability and fiduciary duty to shareholders and management of legal entities, and its interest, communication, and participation in government, community, and other public issues that have an impact on the Company. These records also include general administration and project management for all levels in the organization.

Records documenting routine administrative, planning, and management activities. These records document internal corporate communications, departmental committee meetings, and general departmental administration. Includes administrative inventory and supply control, internal memoranda, employee work assignments, employee announcements, internal presentations, internal company communications, and other miscellaneous administrative records. Also includes internal records storage and retrieval records. Does not include records destruction certification. See Records Destruction Certification.

Records related to proceedings of the board, board committees, shareholders, and other legally required meetings. These records also include the selection of directors and officers with related biographical information. Does not include records for non-legally required meetings or shareholder communications. See Committee Meetings. See Investor and Shareholder Communications.

Records related to corporate sponsorships, corporate foundation grants, and charitable contributions made by the Company and/or its employees.

Records documenting the proceedings of management/executive committees below the Board of Directors level as well as external board meetings that Company representatives attend.

Records, previously classified elsewhere, that have intrinsic historical value after their normal retention period has expired. These records document the Company's past, its development, significant events, and key players.

Records related to government relations and political lobbying efforts that reflect issues or activities that have an impact on the company. Includes political action committee records, political issue records, and communications with legislators.

Records related to the management of internal projects, special studies, analyses, and other departmental events not covered elsewhere. Includes ad hoc studies performed at the corporate or work group level. Also includes Six Sigma projects or local equivalent, legal projects, and information technology projects.

Records related to communications and relationships developed with the public, industries and professional associations, and with communities in which the company operates.

Includes all records related to the Company's relationship with its customers including customer communications, complaint resolution, customer credit and financing, and the overall management of a call center to support the customer service function.

Records related to customer-facing communications in any format including audio recordings and WebChat conversations. These records may include general customer service queries and customer requests for technical support. Does not include customer credit and financing information or customer complaints. See Customer Complaint Resolutions. See Customer Credit and Financing.

Includes all records related to the Company's environmental activities such as testing, monitoring, assessment, and remediation of pollutants and hazardous materials on Company property. Includes occupational accidents and injuries.

Records related to general liability and on-the job accidents as required by occupational safety and health regulations. Includes summaries of injury and illness logs, investigation reports, and accident records. Does not include related employee medical records. See Employee Medical Records.

Records related to the damage or contamination of property by the Company or on property acquired by the Company, clean-up efforts that are implemented, and any related investigation of such occurrences.

Records related to the routine safeguarding of health and safety conditions in the workplace. Includes safety surveys, postings of health and safety notices, safety signage, issuance of personal protective equipment (PPE), and measurement of noise levels in the workplace. Does not include employee hearing tests, internal health and safety audits, or equipment tests and inspections. See Employee Medical Records. See Facilities Maintenance, Repair, and Inspection. See Internal Audit Management.

Includes all records related to the Company's efforts to manage, maintain, and improve property or facilities owned, leased, or operated by the Company.

Records related to routine security actions taken to protect employees, equipment, and buildings. Does not include facility incidents and accidents, biometric records such as fingerprint scans, or security surveillance. See Biometric Records. See Facilities Incidents and Accidents. See Facilities Security Surveillance.

Records related to the design, construction, and remodeling of facilities, corporate offices, and field offices. Includes records that document valuation of real property. Does not include property purchase and sale contracts and agreements. See Contracts and Agreements - Real Estate Purchase and Sale.

Records related to facility incidents and investigations involving or related to Company employees, visitors, or property. Does not include security surveillance or investigations that lead to litigation. See Facilities Security Surveillance. See Litigation and Claims.

Records related to the repair, inspection, and general maintenance of facilities and equipment. Includes building and equipment maintenance and repairs, safety inspections, fire safety equipment inspections, and personal protective equipment (PPE) maintenance and inspections. Does not include protective equipment issuance, safety signage, or emergency response plans. See Workplace Health and Safety Administration. See Business Continuity and Disaster Response.

Records related to surveillance to secure the facilities and property. Includes surveillance recordings and security patrol reports. Does not include facility incidents and investigations. See Facilities Incidents and Accidents.

Records documenting incidents in which county-owned vehicles, equipment and/or operators and drivers are involved. Includes analysis of the accident and any relevant findings, as well as accident logs, which provide a history of driver records and prior accidents. Does not include general management of vehicles. See Vehicle Records. Does not include historical data. See Company Archives.

Records related to vehicle licensing, mileage, vehicle destinations, and fuel purchases. Includes vehicle registrations, certificates of insurance, maintenance records, and mileage reports. Does not include vehicle and/or driver accident records. See Vehicle Accidents.

Records related to the flight patterns of Small Unmanned Aerial Vehicle (s-UAV).

Includes all records related to the Company's corporate accounting and finance functions including the overall financial position, investment strategies, financial statements, budgets, and other financial reporting.

Records related to the accounting function that provides a wide array of accounting and treasury activities, such as accounts payable, accounts receivable, bad debts and collections, cash analyses, cost accounting, inventory accounting, and related financial reconciliations. Also includes the recording of transactions in the Company journal, the posting of journal entries to ledgers and trial balances, the management of the workpapers accounting process, and special accounting projects. Does not include payroll or tax accounting. See Payroll Accounting. See Tax Accounting.

Records related to the set-up and management of Company bank accounts. These records establish the terms and conditions for banking activities and document the oversight and management of bank accounts.

Records related to banking transactions and account reconciliations of the Company's bank accounts. These records document banking transactions, support the monthly account reconciliations process, and are used to document reconciliations that develop from that analysis.

Records related to budgetary planning, financial forecasting, and internal financial reporting that provide useful information to management. Includes accounts payable and accounts receivable aging reports, budget analyses and data, budget workpapers, capital budgets, trending analyses, operating budgets, performance achievements, and operating and capital forecasts. Does not include tax planning and forecasting. See Tax Planning and Forecasting.

Records that document the inability to locate the recipient of monies or property and the associated compliance with abandoned property laws. Does not include related tax filings. See Tax Returns - General.

Records related to the preparation of financial statements, reports, and background information and their submission to government agencies, shareholders, and others. These records document the current and projected financial position of the Company. Does not include country-specific securities regulatory filings. See Governmental Compliance and Reporting.

Records related to the purchase, sale, and improvement of real property and equipment, as well as depreciation and amortization from receipt through use and disposal. Does not include contracts related to the purchase and sale of real property. See Contracts and Agreements - Real Estate Purchase and Sale.

Records related to management and administration of Company investments, including investments for Company pension and retirement funds. These records document investment transactions and are used to track and monitor investment performance.

Includes all records related to the overall management of ongoing and issue-specific legal and intellectual property matters. Includes all records related to general business agreements, leases, and licenses between the Company and other entities and records documenting the Company's ownership of significant corporate assets, including deeds.

Records related to obligations under contracts, leases, and other agreements with outside parties not covered elsewhere. Includes corporate matters and disputes that do not progress to litigation and claims.

Records related to obligations under contracts and agreements for improvements to real property. Includes disputes that do not progress to litigation and claims.

Records related to the purchase and sale of real estate and the proof of ownership and access to real estate. Includes disputes that do not progress to litigation and claims. Does not include real estate appraisals and valuations. See Facilities Design and Construction.

Records related to the registration and management of copyrights and trademarks. Includes pending trademarks, applications, filings, investigations, registrations, and related communications. Also includes abandoned applications and records related to copyright infringements. Also includes records related to the registration and management of foreign or domestic patents. These records also document the company's efforts to protect its methods, techniques, or processes as trade secrets. Includes design models and pending patent applications, filings, investigations, registrations, and related communications.

Records related to data subject access requests. Includes records related to the requests for access and deletion, along with records related to the responses and actions based upon the request.

Records associated with consultation and negotiations with employee representative bodies including unions, consultative bodies, European Works Council and similar bodies.

Records related to licenses, permits, and certifications which are obtained from government agencies in order to perform certain tasks or business operations, including legal proof of insurance coverage.

Records related to threatened or asserted litigation and claims for a range of issues including employment, intellectual property, product liability, and environmental. Also includes disputes involving third parties in which the Company is not directly involved but has been requested to provide information. Does not include internal legal projects and legal opinions. See Project Management.

Records related to documentation of records for youths up to 19 years old.

Records related to documentation of records for youths that have reached the age of 26.

Includes all records related to the ongoing provision procurement of goods and services, management of vendors and suppliers, and records of shipping and receiving. Includes the importation and exportation of goods and products with associated customs documentation.

Records related to the purchasing of goods and services. These records are used to document the request, authorization, and procurement of products or services. Does not include payment to suppliers and vendors for products or services or supplier/vendor contracts and agreements. See Accounting Records. See Contracts and Agreements - General.

Records related to the verification and proof of shipment and receipt of goods and products with supporting detail. These records also document and verify the importation and exportation of goods and products in compliance with domestic governmental agencies, including relevant trade agreements.

Includes all records related to the development, management, and ongoing operations of systems that control, display, manipulate, protect and store Company information.

Records related to the design and definition of plans which would be implemented in the event of a disaster or systems failure. These records include post-incident reporting of the results of a disaster or emergency and related analysis.

Does not include Information Security and Data Breach Compliance.

Records related to internal employee requests for technical support. These records identify the type of concern or request for information and provides documentation of the response and resolution.

Records documenting access to Company network and computer systems, including information used to provide security access and activity details for controlled systems. These records also include security protocols for data transferred over the web, surf control and internal measures taken to monitor internet usage.

Records related to the development of new functionality and architecture for computer systems and applications. Includes the internal testing, details, and history of systems conversions.

Records that support the oversight and management of the systems environment and infrastructure. These records include infrastructure architecture diagrams, data center architecture, network diagrams, systems development specifications, and asset management reviews. Includes change management documentation.

Includes all records related to management of benefit plans, compensation planning, equal employment policies, job positions, and training and development programs for the Company.

Records related to the general management and administration of benefit plans such as 401(k), retirement plans, pension plans, stock purchase plans, disability, leave of absence, and tuition reimbursement. These records also include summaries that total employee enrollment and participation in benefit programs. Includes the assessment, selection, and renewal of benefit plan vendors.

Records documenting compliance with company employment equity policies and affirmative action plans. Includes reports which are required to be filed with governmental agencies to identify workforce demographics. These records document employee allegations of their human rights violations, economic opportunity issues, or other similar matters.

Records related to development and description of positions within the Company, including summary of position responsibilities, requirements, and reporting relationships.

Records related to the payroll accounting process, including the withholding and payment to third parties of amounts garnished from employee wages as required by court order and/or from federal, state or provincial levies. These records document time and attendance, overtime, time off, and general payroll histories.

Records related to the creation and operation of corporate training and development programs. Does not include training attendance and certification records that are maintained in the personnel file.

Includes all records related to individual Company employees from hiring through termination, including recruitment, hiring, benefit enrollment and participation, medical history, payroll elections, performance evaluation, time and attendance, training, and termination.

Records related to the enrollment and participation of employees in benefits programs such as pension, savings, retirement, health, and welfare plans. These records document the initial employee enrollment into the benefits program, any subsequent changes to benefit elections (including the addition of dependents), and any changes to employee information, such as change of address.

Records documenting individual employee medical history. Includes medical records resulting from on-the-job injuries and accidents and drug and alcohol testing results (positive and negative). Does not include reporting to government agencies for on-the-job accidents. See Employee Injury and Illness.

Records providing a history of employment from initial hiring, including promotion, performance appraisals, and transfers including international relocations. These records also provide documentation of employee attendance at corporate training programs and seminars, as well as certification for individuals to perform certain tasks. Includes temporary employee records.

Module

Record Examples	Type	Code
Biometric Data; Facial Scans; Fingerprint Scans; Iris Scans; Palm Scans; Voiceprints	Rule	AUD-0920
Annual, Quarterly, or Special Regulatory Filing; Anti-Trust Acquisition Disclosures; Environmental Compliance Reporting Records; Freedom of Information Act or Local Equivalent Requests; Government Compliance Records; Health Information Disclosure Authorizations; Health Information Use and Disclosure Logs; Insider Lists; Mergers and Acquisitions Compliance Reporting; Opt-Out Notices; Payment Card Industry (PCI) Compliance Records; Personal Financial Information Access and Disclosure Logs; Personal Financial Information Amendments; Pre-Merger Notifications; Privacy Notices; Protected Health Information Amendments; Requests for Access to Personal Financial Information; Requests for Access to Protected Health Information; Requests for Privacy Protection; Securities Regulatory Filings; Signed Disclosure Consents; Suspicious Activity Reports (SARs)	Rule	AUD-1020
Governmental Agency Audits; Governmental Agency Audit Reports; Governmental Agency Communications; Governmental Agency Environmental Audits; Governmental Agency Inspection Reports; Governmental Agency Notices of Violation; Governmental Agency Orders; Governmental Agency Rulings; Governmental Agency Warnings; Hearing Notices	Rule	AUD-1040
Data Breach Incident Response Plan; Data Breach Notification - Consumer; Data Breach Notification - Regulatory Entity; Data Breach Notification Logs	Rule	AUD-1045

Audit Findings and Responses; Audit Notifications; Audit Summary Reports; Audit Corrective Actions; Audit Status Logs; Compliance Audits; Construction Safety Audits; Elevator Inspections; Environmental Audits; Fire Extinguisher Inspections; Health and Safety Audits; Internal Construction Audits; Internal Operational Audit Final Reports; Internal Procedures Audits; Loss Control Audits; Management Responses to Internal Audits; New Process Reviews; Quality Assurance Audits; Payment Card Industry (PCI) Checklists; Procedural Audits; Pump Inspections; Safety Audits; Safety Inspections; Security Audits; Sprinkler Inspections	Rule	AUD-1080
Consent to Process Personal Data for Non-Employment Purposes; Consent to Process Sensitive Personal Data; Notices to Individuals; Notification to Data Protection Authorities	Rule	AUD-1110
Certificates of Destruction; Destruction Certificate Reports; Destruction Eligibility Reports; Destruction Hold Orders; Destruction Hold Release Orders; Inventories of Destroyed Records; Records Destruction Communications	Rule	AUD-1120
Directors and Officers (D&O) Policies; Executive Insurance Policies; Fidelity Bonds; General Insurance Policies Communications; General Insurance Policies Proof of Payment; General Insurance Policy Amendments and Riders; General Insurance Policy Program Manuals; Property Insurance Policies; Surety Bonds	Rule	CIS-1060
Medical Records; Resident Files	Rule	CLE-1120

Administrative Inventory Lists; Administrative Support Records; Asset Tag Lists; Departmental Announcements; Departmental Committee Meeting Minutes; Departmental Meeting Records; Departmental Procedures; Employee Announcements; Employee Work Assignments; Employee Work Schedules; Forms Requisitions; Information Technology (IT) Inventories; Internal Company Communications; Internal Intranet Site Records; Internal Memoranda; Internal Presentations; Legislative Reference Materials; Physical Inventory Records; Postal Logs; Travel Arrangement Records; Travel Ticket Copies; Records Inventory Reports; Records Shipping Reports; Records Transmittal Forms; Records Transmittal Labels; Reference Materials; Supply Orders	Rule	COR-1000
Annual Meeting Agendas and Materials; Annual Meeting Reports; Board and Committee Appointment Records; Board Committee Meeting Minutes; Board Committee Meeting Notices; Board Committee Voting Records; Board of Director Meeting Minutes; Board of Director Member Lists; Board of Directors Selection Records; Consent Resolutions; Director's Statements; Notices of Expiration of Term; Proxy Materials; Shareholder Meeting Minutes; Shareholder Meeting Notices; Shareholder Proxies; Shareholder Voting Records	Rule	COR-1020
Charitable Giving Donation Records; Eligibility Criteria Sheets; Grant Applications; Grant Denials; Grant Letters; Grant Tracking Records; Qualifying Circumstances	Rule	COR-1060
Committee Delegation of Duties; Committee Meeting Agendas and Supporting Papers; Committee Meeting Minutes; Committee Meeting Notices; Compliance and Ethics Committee Meeting Minutes; Health and Safety Committee Meeting Minutes; Management Committee Meeting Minutes; Senior Management Meeting Minutes	Rule	COR-1080
Archival Records; Company Histories; Digital / Film / Video Library Records; Historical Heritage Records; Historical Photographs	Rule	COR-1100
Fundraising Records; Government Agency Negotiations; Government Relations Communications; Lobbying Records; Political Action Committee (PAC) Records; Political Activity Records; Political Issue Records	Rule	COR-1180

Ad Hoc Studies; Business Review Plans; Departmental Project Records; End Stage Reports; Legal Projects; Legal Project Workpapers; Project Briefs; Project Initiation Records; Project Meeting Agendas; Project Notes; Project Plans; Project Presentations; Project Reports; Project Timelines; Six Sigma (or Equivalent) Projects; Special Studies	Rule	COR-1240
Community Relations Records; Corporate Announcements; External Company Communications; Industry Relations Communications; Industry Relations Membership Activity Records; Industry Relations Professional Association Records; Industry Relations Records; Periodicals; Press Kits; Press Materials; Press Releases; Public Relations Records; Videos	Rule	COR-1260
Customer Audio Recordings; Customer Communications; Customer Technical Support Requests; Customer WebChat Records; Customer WebChat Transcripts	Rule	CRM-1040
Accident Investigation Reports; Accident Records; Annual Occupational Injuries and Illness Surveys; Injury and Illness Incident Reports; Logs and Summary of Occupational Injuries and Illnesses; Logs of Work-Related Injuries and Illnesses; Near Miss Reports; Summary of Work-Related Injuries and Illnesses; Supplementary Record of Occupational Injuries and Illnesses	Rule	EHS-1020
Abatement Records; Environmental Investigation Reports; Incident Investigations; Incident Reports; Leak Assessment Records; Site Assessment Reports; Site Remediation Records	Rule	EHS-1040
Employer-Required Health and Safety Notices and Postings; Eyewash Surveys; Personal Protective Equipment Issuance Records; Safety Signage Records; Safety Surveys; Workplace Noise Exposure Measurement Records; Workplace Postings	Rule	EHS-1080

Badge Lists; Building Access Authorizations; Building Access Lists; Employee Clearance Lists; Visitor Registers	Rule	FAC-1000
As-Builts; Blueprints; Building Appraisals; Construction Reports; Design and Construction Drawings; Design Engineering Documents; Facility Modification Plans; Facilities Design and Construction Requests; Floor Plans; Land Appraisals; Office Moves and Relocation Records; Piping and Instrument Drawings; Price Estimates; Process Design for Construction; Real Estate Appraisals; Real Estate Valuations; Schematics	Rule	FAC-1020
Attorney Work Product (Investigations); Computer Security Investigations; Corporate Security Investigations; Employee / Contractor Misconduct Cases; Facility Incident Investigations; Incident and Accident Assessments; Property Crime Investigations; Security Incidents and Logs; Threats / Harassment Investigations; Violent Crime Investigations	Rule	FAC-1040
Building Inspections and Reports; Confined Space Entry Permits; Confined Space Inspections; Equipment Histories; Inspection Plans; Equipment Maintenance and Repair Records; Facilities Maintenance and Repair Records; Fire Safety Equipment Inspections; Maintenance Manuals; Occupational Safety and Health Maintenance Certificates; Personal Protective Equipment Inspection Records; Personal Protective Equipment Maintenance Records; Routine Facility Work Orders; Safety Inspections; Technical Reference Materials	Rule	FAC-1060
Security Patrol Reports; Surveillance Images; Surveillance Recordings; Surveillance Tapes; Visual Recordings	Rule	FAC-1080
Accident Analyses; Driver Accident Claims; Equipment / Vehicle Accident Logs; Equipment / Vehicle Damage Reports; Operator / Driver Accident Reports; Operator / Driver Histories	Rule	FAC-1100
Mileage Reports; Motor Vehicle Records; Vehicle Certificates of Insurance; Vehicle Inspection Records; Vehicle Licensing Records; Vehicle Maintenance Records; Vehicle Registrations; Vehicle Repair Records	Rule	FAC-1120
Flight Logs	Rule	FAC-1140

Accounts Payable Journal Entries; Accounts Payable Reconciliations; Accounts Payable Vouchers; Accounts Receivable Journal Entries; Accounts Receivable Reconciliations; Accruals; Adjustments; Cash Disbursements; Cash Management Reviews; Cash Forecasting Records; Cash Investment Analysis; Cash Movement Records; Charge-Off Records; Charts of Accounts; Check Requests; Collection Receipts; Collection Records; Cost of Sales Reports; Cost Summaries; Currency Buys / Sells; Currency Exchange Records; Customer Statements; Delivery Schedule Reports; Distribution Reports; Edit Cycle Records; Employee Expense Reports; Float Management and Analyses; Forecast Cost Reports; Foreign Deal Confirmations; Foreign Deal Slips; Foreign Exchange Drafts; Foreign Exchange Hedging Reports; General Ledgers; Hedging Performance Records; Inventory Reports; Invoices; Intercompany Transmittals; Intercompany Account Transfers; Intercompany Reconciliations; Intercompany Account Summaries; Journal Vouchers; Labor / Overhead Cost Reports; Ledger Account Reconciliations; Material Cost Summaries; Payment Authorizations; Payment Card Transactions; Performance Summary Reports; Posting Books; Rate Information; Royalty Payments; Royalties Received; Special Accounting Projects; Subsidiary Ledgers; Supplier Invoices; Suspense Accounting; Trial Balances; Uncollectible Accounts; Vendor Invoices; Write-Off Documentation; Year End Ledgers	Rule	FMA-1000
Bank Account Set-Up Documentation; Bank Agreements; Banking Correspondence; Signature Authorizations; Signature Records	Rule	FMA-1020
Bank Account Reconciliations; Bank Account Statements; Cancelled Checks; Cashbooks; Check Images; Check Registers; Check Vouchers; Deposit Slips; Voided Checks; Wire Transfer Notifications; Wire Transfer Records	Rule	FMA-1040
Accounting Aging Reports; Budget Analysis and Data; Budget to Actual Results; Budget Workpapers; Business Area Profits and Losses; Capital Budgets; Cash Disbursement Schedule Reports; Consolidated Budgets and Workpapers; Cost Audit Reports; Financial Forecasts; Financial Planning Records; Foreign Exchange Analyses; Key Indicators; Monthly Sales Results; Operating and Capital Forecasts; Operating Budgets; Performance Achievement Records; Production Statistics; Quarterly Statistics Reports; Trending Analyses	Rule	FMA-1060

Abandoned Property Records; Escheat Records	Rule	FMA-1080
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Annual Reports; Balance Sheets; Cash Flow Statements; Consolidated Balance Sheets; Financial Statements; Income Statements; Statements of Earnings; Subsidiary Financial Statements	Rule	FMA-1100
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Aging Studies; Amortization Records; Assets Under Construction Master Data; Authorization for Capital Expenditures; Capital Expenditure Records (CER); Fixed Asset Depreciation Schedules; Fixed Asset Ledgers; Property Acquired Records; Property Disposal Records; Property Sold Records; Property Transfer Sheets	Rule	FMA-1120
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Bond Investments; Financial Disclosures for Pensions and Post Retirement Benefits; Financial Investment Planning; Investment Manager Reports; Investment Performance Reporting; Investment Stock Reports; Investment Transaction Records; Pension Fund Reports; Pension Fund Trustee Statements	Rule	FMA-1140
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At-Will Employment Agreements; Business Development Agreements; Client Contracts; Confidentiality Agreements; Contract Amendments; Contract and Agreement Negotiations; Contract Breach or Dispute; Corporate Matters; Contract Status Reports; Employee Consent to Guidelines; Employment Agreements; General Contracts Advice and Counsel Records; General Contracts Statements of Work; Hardware Lease and Support Agreements; Intercompany Agreements; Intellectual Property Agreements; Leases; Legal Agreements; Non-Compete Agreements; Non-Disclosure Agreements; Notifications of General Licensing Agreements; Software Licenses and Escrow Agreements; Vendor Contracts	Rule	LEG-1000
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Architect Agreements; Construction Bid Records; Construction Contracts; Construction Disputes; Design-Build Agreements; General Contractor Agreements; Notifications of Real Estate Construction and Improvement Contract Breach or Disputes; Project Management Agreements; Property Improvement Contracts; Real Estate Construction and Improvement Advice and Counsel Records; Real Estate Construction and Improvement Statements of Work; Real Estate Service Contracts	Rule	LEG-1020
Building Property Descriptions; Closing Records; Deeds; Easements; Environmental Reports; Non-Legal Contract Disputes; Notifications of Real Estate Purchase and Sale Contract Breach or Disputes; Real Estate Due Diligence; Real Estate Purchase Agreements; Real Estate Sale Agreements; Real Estate Titles	Rule	LEG-1040
Abandoned Trademark / Tradename Records; Anti-Counterfeiting Reports; Cease and Desist Letters; Copyright Records; Copyright / Trademark Applications; Design Model Records; Infringements; Patent Applications; Patent Certifications; Patent Oaths and Declarations or Opinions; Patent Registrations; Trademarks Abandonment Matters; Trademark Certificates; Trademark Oaths and Declarations; Trademark Records; Trademark Registrations; Trademark Search Reports; Tradename Records; Trade Secret Program Records or Violation Records	Rule	LEG-1060
Correction Requests; Data Subject Access Requests; Deletion Requests; Responses to Requests	Rule	LEG-1070
Arbitration Records; Collective Bargaining Negotiation Records; Collective Grievances; Labor Relations Correspondence; Labor Union Meeting Documentation	Rule	LEG-1080
Air Quality Permits; Building Permits; Business Licenses; Business Permits; Certificates of Occupancy; Certifications; Company Insurance Certificates; Construction Permits; Environmental Impact Statements; Environmental Permits; Export Permits; Import Permits; Land Use Permits; Seismic Permits; State / Provincial Licenses; Third Party Insurance Certificates; Water Quality Permits; Vendor Insurance Certificates; Zoning Permits	Rule	LEG-1100

Affidavits; Case Files; Claims; Court Orders; Depositions; Discovery Records; Exhibits; Final Judgments; Litigation Files; Legal Opinions; Motions; Pleadings; Protective Orders; Responses to Discovery Requests; Subpoenas; Third Party Litigation Communications; Trial Documents	Rule	LEG-1120
Court Services Youth Files	Rule	LEG-1140
	Rule	LEG-1160

Blanket Purchase Agreements (BPA); Change Orders; One-Time Agreements; Procurement Logs; Purchase Orders; Purchase Registers; Purchase Requisitions; Purchasing and Requisition Bids; Requests for Proposal (RFP); Service Orders; Service Requisitions; Vendor Quotes; Verbal Authorization Logs; Work Authorization Forms	Rule	PRO-1000
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Approved Common Carriers; Bills of Lading; Boycott Records and Reports; Carrier Manifests; Certificates of Origin (COO); Certificates of Re- Export; Customs and Border Protection Forms; Customs Bonds; Customs Documentation; Customs Release Forms; Customs Rulings and Determinations; Declarations; Delivery Verification Certificates; Destination Control Statements; Drawback Claims; Duty Referrals; Export Clearance and Certificates; Exportation Documentation; Free Trade Agreement Certificates and Guidelines; Freight Receipts; Import Shipment Records; Importation Documentation; Loading Sheets; Manifests; Manufacturers Affidavits; Packing Slips; Proof of Payment Records; Shipment Notifications; Shippers Export Declarations; Shipping Instructions and Requests; Supplier Communications	Rule	PRO-1020
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After Action Reports; Area Drill Plans and Results; Business Continuity Plans; Business Resumption Evaluations; Business Resumption Plans; Contingency Planning; Disaster Recovery Drill Evaluations; Disaster Recovery Plans; Disaster Test Plans and Results; Emergency Management Business Recovery Plans; Emergency Measure Plans; Facility Property Loss Projections; Pandemic Preparedness	Rule	SYS-1000
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Development Service Requests; Performance / Trouble Logs and Reports; Problem Tracking Documentation; Production Service Requests; Telecommunications Service Requests

Rule

SYS-1020

Computer Access Logs; Email Access Authorizations; Internet Activity Reports; Internet Server Access Requests; Intrusion Detection Events; Network Access Logs; Network Accounts and Telecommunications Access Records; Network Security Logs; Payment Card Industry (PCI) Data Security Documentation; Penetration Test Results; Public Key Certification Records; Security Access Level Records; Surf Control Records; Systems Access Records; Web Security Documentation; Website Security Measures Analyses

Rule

SYS-1040

Application Change Management Records; Application Testing Records; Computer Programming Design Specifications; Computer Programming Standards; Conversion Histories; Conversion Records; Conversion Test Data; Data Models; Object Models; Process Models; Program Code; Requirement Records; Scope Records; Source Code; Technical Design Records; User Acceptance Results; User Acceptance Test Plans; User Requirements; Web Properties

Rule

SYS-1060

Asset Tracking Management Records; Data Security / Data Transmission; Database Access; Design Records; Encryption System Passwords; Information Security Risk Assessments; Log-In Keys; Network Security Administration; Network and Server Space Allocation Records; Network and Server Storage Management Records; Network Server Records; Performance Monitoring Records; Problem Tracking Records; Schematics; Security Administration Records; System Change Management Records; Systems Development Specifications; Systems Infrastructure Documentation; Systems Testing Records; Wide-Area Network (WAN) and Office Architecture Records

Rule

SYS-1080

Annual Summary of Stock Option Grants; Annual Valuation Reports; Benefits Accrued Reports; Benefit Plan Actuarial Reports; Benefit Plan Administration Records; Benefit Plan Communications; Benefit Plan Disclosures; Optionee Allocation Schedules; Options Exercise Documentation; Retirement Plan Appeals; Stock Option Grants Documentation; Stock Option Summaries; Summaries of Benefit Contributions; Tuition Reimbursement Records; Vendor Assessment Records; Vendor Renewal Records; Vendor Selection Records; Years of Service Reports

Rule

WCB-1000

Affirmative Action Plans or Local Equivalent and Supporting Data; Affirmative Action Program Records; Anti-Discrimination Tests; Diversity Records; Employee Allegation Reports; Employee Statistics; Employment Equity Reports; Equal Employment Opportunity Charges; Equal Employment Opportunity Reports

Rule

WCB-1040

Job Descriptions; Position Descriptions; Lists of Vacant Positions

Rule

WCB-1060

Attendance Records; Child Support Levy Orders; Federal Levy Orders; Garnishment Accounting Reports; Garnishment Orders; Garnishment Remittance Letters and Checks; Hourly Employee Timesheets; Incentive Compensation Data; Input Records; Non-Resident Payroll Tax Forms; Overtime Records; Payment System Issued Registers; Payroll Deduction Records; Payroll General Ledger Account Reconciliations; Payroll History; Payroll Vouchers; Summary Statements; Timecards; Timesheets; Time Off Requests; Tuition Reimbursement Records; Wage Reports, Details, and Summaries

Rule

WCB-1080

Training Course Instructor Guides; Training Course Materials; Training Course Schedules; Training Program Documentation

Rule

WCB-1100

Beneficiary Designation Records; Benefit Claims - Appeals / Denials; Benefit Claim Communications; Benefit Election Change Records; Benefit Enrollment / Application Forms; Benefits Enrollment Communications; Change of Address Forms; Direct Deposit Pre-Note Reports; Direct Deposit Waiver Forms; Employee Elections for Charitable Donations; Health Plan Enrollment Records; Savings Plan Enrollment Records

Rule

WKM-1000

Contractor Medical Records; Drug and Alcohol Testing Chain of Custody Records; Drug and Alcohol Testing Lab Results; Employee Informed Consents - Medical Records; Employee Medical Records; Employee Work Limitation Records; First-Aid Incident Records; Physician Reports

Rule

WKM-1040

Address Changes; Background Checks and Authorizations; College Transcripts; Continuing Education Records; Disciplinary Actions; Doctor's Authorization for Time Off; Employee Communications; Employee Complaints; Employee Leave of Absence Approvals; Employee Leaves of Absence Rejections; Employee Leave of Absence Requests; Employee Relocation Records; Employment Applications; Executive Personnel Records; Letters of Acceptance; Long-Term Disability Records; Military Orders; Military Service Leave Records; Minors Employment Records; New Employee Orientation Records; Offer Letters; Performance Appraisals; Recognition Awards; References; Relocation Records; Requests for Reasonable Accommodation; Resumes; Return-to-Work Notes; Short-Term Disability Records; Temporary Employee Applications; Temporary Employee Communications; Temporary Employee Resumes; Termination Notices; Time Off Records; Training Attendance Records; Training Certifications; Training Requirements

Rule

WKM-1080

Name

Biometric Records

Government Compliance and Reporting

Government Investigations, Hearings, and Audits

Information Security and Data Breach Compliance

Internal Audit Management

Privacy Notice, Notifications, and Consent
Records

Records Destruction Certification

Insurance Policies - General

Detention Center Juvenile Resident Records

Administrative Records

Board and Shareholder Meetings

Charitable Giving

Committee Meetings

Company Archives

Government Relations

Project Management

Public Relations

Customer Communications

Employee Injury and Illness

Environmental Incidents and Remediation

Workplace Health and Safety Administration

Facilities Access

Facilities Design and Construction

Facilities Incidents and Investigations

Facilities Maintenance, Repair, and Inspection

Facilities Security Surveillance

Vehicle Accidents

Vehicle Records

Vehicle Records - UAV Flight Plans

Accounting Records

Bank Account Set-Up and Management

Bank Transactions and Account Reconciliation

Budgeting, Forecasting and Internal Financial
Reporting

Escheat Property

Financial Statement Preparation

Fixed Asset Management

Investment Management

Contracts and Agreements - General

Contracts and Agreements - Real Estate
Construction and Improvement

Contracts and Agreements - Real Estate
Purchase and Sale

Copyrights, Trademarks, Patents and Design

Data Subject Access Requests

Labor Relations

Licenses, Permits, and Certifications

Litigation and Claims

Youth Records - Court Services (Age 19)

Youth Records - Court Services (Age 26)

Purchasing

Shipping and Receiving

Business Continuity and Disaster Recovery

Internal Technical Support

System Access and Website Data Security

System Application Documentation

System Technical Administration

Benefit Plan Administration

Employment Equity and Equal Opportunity

Job Descriptions

Payroll Accounting

Training and Development

Benefit Enrollment and Participation

Employee Medical Records

Personnel Records

Trigger

The date that the initial purpose for collection is satisfied.

The date that the record is created.

The date that the investigation, hearing, or audit is concluded.

The date that the record is created.

The date that the record is created.

The date that the record is created.

The date that the record is created.

The date that the policy is terminated or expired.

The date that the youth reaches the age of 19, but not longer than the age of 26.

The date that the record is created.

The date that the company is dissolved.

The date that the record is created.

The date that the record is created.

Retain indefinitely until no longer needed for operational, tax, audit, or legal purposes.

The date that the record is created.

The date that the project is concluded.

The date that the record is created.

The date that the record is created.

The date that the record is created.

The date that the remediation effort is concluded or terminated.

The date that the record is created.

The date that the record is created.

The date that the asset is sold or disposed of.

The date that the investigation is concluded.

The date that the asset is sold or disposed of.

The date that the record is created.

The date that the accident evaluation is settled.

The date that the asset is sold or disposed of.

The date that the asset is sold or disposed of.

The date that the record is created.

The date that the account is closed.

The date that the record is created.

The date that the record is superseded or becomes obsolete.

The date that the record is created.

The date that the record is created.

The date that the asset is sold or disposed of.

The date that the account is closed.

The date that the contract or agreement is terminated.

The date that the contract or agreement is terminated.

The date that the asset is sold or disposed of.

The date that the copyright or trademark expires.

The date that the record is no longer for the purpose for which it was obtained.

The date that the negotiation is closed

The date that the license, permit, or certification is superseded or is no longer in effect.

The date that the litigation or claim closes, or the date that potential litigation is no longer pending.

The date that the youth reaches the age of 19, records kept in cage.

The date that the youth reaches the age of 26, records are destroyed by shredding.

The date that the purchase order is completed.

The date that the record is created.

The date that the record is superseded or becomes obsolete.

The date that the record is created.

The date that the record is created.

The date that the computer system, software, or source code is superseded or no longer in use.

The date that the technology is superseded or no longer in use.

The date that the plan is terminated and benefits are no longer payable.

The date that the record is created.

The date that the job description is superseded or obsolete.

The date that the record is created.

The date that the training program is superseded or no longer offered to employees.

Retain Indefinitely, for the lifetime of the Employee/Retiree.

The date that employment terminates

The date that employment terminates

Min Period	Max Period
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Active + 0 Years

10 Years

Active + 3 Years

6 Years

10 Years

6 Years

3 Years

Active + 3 Years

Active + 7 Years

No later than age 26

3 Years

Active + 1 Year

3 Years

3 Years

Indefinite

4 Years

Active + 3 Years

3 Years

3 Years

6 Years

Active + 10 Years

3 Years

3 Years

Active + 3 Years

Active + 7 Years

Active + 10 Years

180 Days

Active + 3 Years

Active + 2 Years

Active + 2 Years

10 Years

Active + 5 Years

10 Years

Active + 3 Years

10 Years

7 Years

Active + 5 Years

Active + 3 Years

Active + 10 Years

Active + 3 Years

Active + 10 Years

Active + 3 Years

Active + 0 Years

Active + 5 Years

Active + 10 Years

Active + 3 Years

Active + 7 Years
Active + 0 Years

Active + 10 Years

15 Years

Active + 3 Years

3 Years

3 Years

Active + 3 Years

Active + 3 Years

Active + 20 Years Max

5 Years

Active + 3 Years

6 Years

Active + 3 Years

Indefinite

Active + 40 Years

Active + 7 Years



OKLAHOMA COUNTY

Code	Name
WCB	Workforce Compensation and Benefits

WCB-1000 Benefit Plan Administration

WKM **Workforce Management**

WKM-1000 Benefit Enrollment and Participation

Records Retention Schedule

Description

Includes all records related to management of benefit plans, compensation planning, equal employment policies, job positions, and training and development programs for the Company.

Records related to the general management and administration of benefit plans such as 401(k), retirement plans, pension plans, stock purchase plans, disability, leave of absence, and tuition reimbursement. These records also include summaries that total employee enrollment and participation in benefit programs. Includes the assessment, selection, and renewal of benefit plan vendors.

Includes all records related to individual Company employees from hiring through termination, including recruitment, hiring, benefit enrollment and participation, medical history, payroll elections, performance evaluation, time and attendance, training, and termination.

Records related to the enrollment and participation of employees in benefits programs such as pension, savings, retirement, health, and welfare plans. These records document the initial employee enrollment into the benefits program, any subsequent changes to benefit elections (including the addition of dependents), and any changes to employee information, such as change of address.

- Benefits

Record Examples	Type	Code
Annual Summary of Stock Option Grants; Annual Valuation Reports; Benefits Accrued Reports; Benefit Plan Actuarial Reports; Benefit Plan Administration Records; Benefit Plan Communications; Benefit Plan Disclosures; Optionee Allocation Schedules; Options Exercise Documentation; Retirement Plan Appeals; Stock Option Grants Documentation; Stock Option Summaries; Summaries of Benefit Contributions; Tuition Reimbursement Records; Vendor Assessment Records; Vendor Renewal Records; Vendor Selection Records; Years of Service Reports	Rule	WCB-1000
Beneficiary Designation Records; Benefit Claims - Appeals / Denials; Benefit Claim Communications; Benefit Election Change Records; Benefit Enrollment / Application Forms; Benefits Enrollment Communications; Change of Address Forms; Direct Deposit Pre-Note Reports; Direct Deposit Waiver Forms; Employee Elections for Charitable Donations; Health Plan Enrollment Records; Savings Plan Enrollment Records	Rule	WKM-1000

Name

Benefit Plan Administration

Benefit Enrollment and Participation

Trigger

The date that the plan is terminated and benefits are no longer payable.

Retain Indefinitely, for the lifetime of the Employee/Retiree.

Min Period	Max Period
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Active + 20 Years Max

Indefinite



OKLAHOMA COUNTY

Code	Name
LEG	Legal Affairs

LEG-1000 Contracts and Agreements - General

LEG-1020 Contracts and Agreements - Real Estate
Construction and Improvement

LEG-1040 Contracts and Agreements - Real Estate
Purchase and Sale

LEG-1060 Copyrights, Trademarks, Patents and Design

LEG-1070 Data Subject Access Requests

LEG-1080 Labor Relations

LEG-1100 Licenses, Permits, and Certifications

LEG-1120 Litigation and Claims

Records Retention Schedule - C

Description

Includes all records related to the overall management of ongoing and issue-specific legal and intellectual property matters. Includes all records related to general business agreements, leases, and licenses between the Company and other entities and records documenting the Company's ownership of significant corporate assets, including deeds.

Records related to obligations under contracts, leases, and other agreements with outside parties not covered elsewhere. Includes corporate matters and disputes that do not progress to litigation and claims.

Records related to obligations under contracts and agreements for improvements to real property. Includes disputes that do not progress to litigation and claims.

Records related to the purchase and sale of real estate and the proof of ownership and access to real estate. Includes disputes that do not progress to litigation and claims. Does not include real estate appraisals and valuations. See Facilities Design and Construction.

Records related to the registration and management of copyrights and trademarks. Includes pending trademarks, applications, filings, investigations, registrations, and related communications. Also includes abandoned applications and records related to copyright infringements. Also includes records related to the registration and management of foreign or domestic patents. These records also document the company's efforts to protect its methods, techniques, or processes as trade secrets. Includes design models and pending patent applications, filings, investigations, registrations, and related communications.

Records related to data subject access requests. Includes records related to the requests for access and deletion, along with records related to the responses and actions based upon the request.

Records associated with consultation and negotiations with employee representative bodies including unions, consultative bodies, European Works Council and similar bodies.

Records related to licenses, permits, and certifications which are obtained from government agencies in order to perform certain tasks or business operations, including legal proof of insurance coverage.

Records related to threatened or asserted litigation and claims for a range of issues including employment, intellectual property, product liability, and environmental. Also includes disputes involving third parties in which the Company is not directly involved but has been requested to provide information. Does not include internal legal projects and legal opinions. See Project Management.

Court Services

Record Examples	Type	Code
At-Will Employment Agreements; Business Development Agreements; Client Contracts; Confidentiality Agreements; Contract Amendments; Contract and Agreement Negotiations; Contract Breach or Dispute; Corporate Matters; Contract Status Reports; Employee Consent to Guidelines; Employment Agreements; General Contracts Advice and Counsel Records; General Contracts Statements of Work; Hardware Lease and Support Agreements; Intercompany Agreements; Intellectual Property Agreements; Leases; Legal Agreements; Non-Compete Agreements; Non-Disclosure Agreements; Notifications of General Licensing Agreements; Software Licenses and Escrow Agreements; Vendor Contracts	Rule	LEG-1000
Architect Agreements; Construction Bid Records; Construction Contracts; Construction Disputes; Design-Build Agreements; General Contractor Agreements; Notifications of Real Estate Construction and Improvement Contract Breach or Disputes; Project Management Agreements; Property Improvement Contracts; Real Estate Construction and Improvement Advice and Counsel Records; Real Estate Construction and Improvement Statements of Work; Real Estate Service Contracts	Rule	LEG-1020
Building Property Descriptions; Closing Records; Deeds; Easements; Environmental Reports; Non-Legal Contract Disputes; Notifications of Real Estate Purchase and Sale Contract Breach or Disputes; Real Estate Due Diligence; Real Estate Purchase Agreements; Real Estate Sale Agreements; Real Estate Titles	Rule	LEG-1040

Abandoned Trademark / Tradename Records; Anti-Counterfeiting Reports; Cease and Desist Letters; Copyright Records; Copyright / Trademark Applications; Design Model Records; Infringements; Patent Applications; Patent Certifications; Patent Oaths and Declarations or Opinions; Patent Registrations; Trademarks Abandonment Matters; Trademark Certificates; Trademark Oaths and Declarations; Trademark Records; Trademark Registrations; Trademark Search Reports; Tradename Records; Trade Secret Program Records or Violation Records	Rule	LEG-1060
Correction Requests; Data Subject Access Requests; Deletion Requests; Responses to Requests	Rule	LEG-1070
Arbitration Records; Collective Bargaining Negotiation Records; Collective Grievances; Labor Relations Correspondence; Labor Union Meeting Documentation	Rule	LEG-1080
Air Quality Permits; Building Permits; Business Licenses; Business Permits; Certificates of Occupancy; Certifications; Company Insurance Certificates; Construction Permits; Environmental Impact Statements; Environmental Permits; Export Permits; Import Permits; Land Use Permits; Seismic Permits; State / Provincial Licenses; Third Party Insurance Certificates; Water Quality Permits; Vendor Insurance Certificates; Zoning Permits	Rule	LEG-1100
Affidavits; Case Files; Claims; Court Orders; Depositions; Discovery Records; Exhibits; Final Judgments; Litigation Files; Legal Opinions; Motions; Pleadings; Protective Orders; Responses to Discovery Requests; Subpoenas; Third Party Litigation Communications; Trial Documents	Rule	LEG-1120

Name

Contracts and Agreements - General

Contracts and Agreements - Real Estate
Construction and Improvement

Contracts and Agreements - Real Estate
Purchase and Sale

Copyrights, Trademarks, Patents and Design

Data Subject Access Requests

Labor Relations

Licenses, Permits, and Certifications

Litigation and Claims

Trigger

The date that the contract or agreement is terminated.

The date that the contract or agreement is terminated.

The date that the asset is sold or disposed of.

The date that the copyright or trademark expires.

The date that the record is no longer for the purpose for which it was obtained.

The date that the negotiation is closed

The date that the license, permit, or certification is superseded or is no longer in effect.

The date that the litigation or claim closes, or the date that potential litigation is no longer pending.

Min Period	Max Period
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Active + 10 Years

Active + 3 Years

Active + 10 Years

Active + 3 Years

Active + 0 Years

Active + 5 Years

Active + 10 Years

Active + 3 Years



OKLAHOMA COUNTY

Code	Name
AUD	Audit and Compliance Management

AUD-1080 Internal Audit Management

COR Corporate Governance and Administration

COR-1000 Administrative Records

EHS Environment, Health and Safety

EHS-1020 Employee Injury and Illness

EHS-1040 Environmental Incidents and Remediation

EHS-1080 Workplace Health and Safety Administration

FAC Facilities and Property Management

FAC-1060 Facilities Maintenance, Repair, and Inspection

FAC-1100 Vehicle Incidents

FAC-1120 Vehicle Records

FMA Financial Management and Accounting

FMA-1000 Accounting Records

FMA-1020 Bank Account Set-Up and Management

FMA-1040 Bank Transactions and Account Reconciliation

FMA-1060 Budgeting, Forecasting and Internal Financial
Reporting

FMA-1080 Escheat Property

FMA-1100 Financial Statement Preparation

FMA-1120 Fixed Asset Management

FMA-1140 Investment Management

LEG Legal Affairs

LEG-1000 Contracts and Agreements - General

PRO Procurement

PRO-1000

Purchasing

PRO-1020

Shipping and Receiving

WKM

Workforce Management

WKM-1040

Employee Medical Records

WKM-1080

Personnel Records

Records Retention Schedule - Comm

Description

Includes all records related to the Company's efforts to monitor and audit its compliance with requirements imposed by statutes, rules, regulations, ordinances, judicial decisions, and other standards and requirements.

Records related to internal financial and operational audits of the Company and its business units for compliance with internal policies and procedures. Includes personal computer audits, health and safety audits, procedural audits, and other internal operational audits. Does not include internal accounting controls compliance. See Internal Accounting Controls.

Includes all records related to the Company's efforts to demonstrate accountability and fiduciary duty to shareholders and management of legal entities, and its interest, communication, and participation in government, community, and other public issues that have an impact on the Company. These records also include general administration and project management for all levels in the organization.

Records documenting routine administrative, planning, and management activities. These records document internal corporate communications, departmental committee meetings, and general departmental administration. Includes administrative inventory and supply control, internal memoranda, employee work assignments, employee announcements, internal presentations, internal company communications, and other miscellaneous administrative records. Also includes internal records storage and retrieval records. Does not include records destruction certification. See Records Destruction Certification.

Includes all records related to the Company's environmental activities such as testing, monitoring, assessment, and remediation of pollutants and hazardous materials on Company property. Includes occupational accidents and injuries.

Records related to general liability and on-the job accidents as required by occupational safety and health regulations. Includes summaries of injury and illness logs, investigation reports, and accident records. Does not include related employee medical records. See Employee Medical Records.

Records related to the damage or contamination of property by the Company or on property acquired by the Company, clean-up efforts that are implemented, and any related investigation of such occurrences.

Records related to the routine safeguarding of health and safety conditions in the workplace. Includes safety surveys, postings of health and safety notices, safety signage, issuance of personal protective equipment (PPE), and measurement of noise levels in the workplace. Does not include employee hearing tests, internal health and safety audits, or equipment tests and inspections. See Employee Medical Records. See Facilities Maintenance, Repair, and Inspection. See Internal Audit Management.

Includes all records related to the Company's efforts to manage, maintain, and improve property or facilities owned, leased, or operated by the Company.

Records related to the repair, inspection, and general maintenance of facilities and equipment. Includes building and equipment maintenance and repairs, safety inspections, fire safety equipment inspections, and personal protective equipment (PPE) maintenance and inspections. Does not include protective equipment issuance, safety signage, or emergency response plans. See Workplace Health and Safety Administration. See Business Continuity and Disaster Response.

Records documenting incidents in which county-owned vehicles, equipment and/or operators and drivers are involved. Includes analysis of the accident and any relevant findings, as well as accident logs, which provide a history of driver records and prior accidents. Does not include general management of vehicles. See Vehicle Records. Does not include historical data. See Company Archives.

Records related to vehicle licensing, mileage, vehicle destinations, and fuel purchases. Includes vehicle registrations, certificates of insurance, maintenance records, and mileage reports. Does not include vehicle and/or driver accident records. See Vehicle Accidents.

Includes all records related to the Company's corporate accounting and finance functions including the overall financial position, investment strategies, financial statements, budgets, and other financial reporting.

Records related to the accounting function that provides a wide array of accounting and treasury activities, such as accounts payable, accounts receivable, bad debts and collections, cash analyses, cost accounting, inventory accounting, and related financial reconciliations. Also includes the recording of transactions in the Company journal, the posting of journal entries to ledgers and trial balances, the management of the workpapers accounting process, and special accounting projects. Does not include payroll or tax accounting. See Payroll Accounting. See Tax Accounting.

Records related to the set-up and management of Company bank accounts. These records establish the terms and conditions for banking activities and document the oversight and management of bank accounts.

Records related to banking transactions and account reconciliations of the Company's bank accounts. These records document banking transactions, support the monthly account reconciliations process, and are used to document reconciliations that develop from that analysis.

Records related to budgetary planning, financial forecasting, and internal financial reporting that provide useful information to management. Includes accounts payable and accounts receivable aging reports, budget analyses and data, budget workpapers, capital budgets, trending analyses, operating budgets, performance achievements, and operating and capital forecasts. Does not include tax planning and forecasting. See Tax Planning and Forecasting.

Records that document the inability to locate the recipient of monies or property and the associated compliance with abandoned property laws. Does not include related tax filings. See Tax Returns - General.

Records related to the preparation of financial statements, reports, and background information and their submission to government agencies, shareholders, and others. These records document the current and projected financial position of the Company. Does not include country-specific securities regulatory filings. See Governmental Compliance and Reporting.

Records related to the purchase, sale, and improvement of real property and equipment, as well as depreciation and amortization from receipt through use and disposal. Does not include contracts related to the purchase and sale of real property. See Contracts and Agreements - Real Estate Purchase and Sale.

Records related to management and administration of Company investments, including investments for Company pension and retirement funds. These records document investment transactions and are used to track and monitor investment performance.

Includes all records related to the overall management of ongoing and issue-specific legal and intellectual property matters. Includes all records related to general business agreements, leases, and licenses between the Company and other entities and records documenting the Company's ownership of significant corporate assets, including deeds.

Records related to obligations under contracts, leases, and other agreements with outside parties not covered elsewhere. Includes corporate matters and disputes that do not progress to litigation and claims.

Includes all records related to the ongoing provision procurement of goods and services, management of vendors and suppliers, and records of shipping and receiving. Includes the importation and exportation of goods and products with associated customs documentation.

Records related to the purchasing of goods and services. These records are used to document the request, authorization, and procurement of products or services. Does not include payment to suppliers and vendors for products or services or supplier/vendor contracts and agreements. See Accounting Records. See Contracts and Agreements - General.

Records related to the verification and proof of shipment and receipt of goods and products with supporting detail. These records also document and verify the importation and exportation of goods and products in compliance with domestic governmental agencies, including relevant trade agreements.

Includes all records related to individual Company employees from hiring through termination, including recruitment, hiring, benefit enrollment and participation, medical history, payroll elections, performance evaluation, time and attendance, training, and termination.

Records documenting individual employee medical history. Includes medical records resulting from on-the-job injuries and accidents and drug and alcohol testing results (positive and negative). Does not include reporting to government agencies for on-the-job accidents. See Employee Injury and Illness.

Records providing a history of employment from initial hiring, including promotion, performance appraisals, and transfers including international relocations. These records also provide documentation of employee attendance at corporate training programs and seminars, as well as certification for individuals to perform certain tasks. Includes temporary employee records.

Issuance Districts

Record Examples	Type	Code
Audit Findings and Responses; Audit Notifications; Audit Summary Reports; Audit Corrective Actions; Audit Status Logs; Compliance Audits; Construction Safety Audits; Elevator Inspections; Environmental Audits; Fire Extinguisher Inspections; Health and Safety Audits; Internal Construction Audits; Internal Operational Audit Final Reports; Internal Procedures Audits; Loss Control Audits; Management Responses to Internal Audits; New Process Reviews; Quality Assurance Audits; Payment Card Industry (PCI) Checklists; Procedural Audits; Pump Inspections; Safety Audits; Safety Inspections; Security Audits; Sprinkler Inspections	Rule	AUD-1080
Administrative Inventory Lists; Administrative Support Records; Asset Tag Lists; Departmental Announcements; Departmental Committee Meeting Minutes; Departmental Meeting Records; Departmental Procedures; Employee Announcements; Employee Work Assignments; Employee Work Schedules; Forms Requisitions; Information Technology (IT) Inventories; Internal Company Communications; Internal Intranet Site Records; Internal Memoranda; Internal Presentations; Legislative Reference Materials; Physical Inventory Records; Postal Logs; Travel Arrangement Records; Travel Ticket Copies; Records Inventory Reports; Records Shipping Reports; Records Transmittal Forms; Records Transmittal Labels; Reference Materials; Supply Orders	Rule	COR-1000

Accident Investigation Reports; Accident Records; Annual Occupational Injuries and Illness Surveys; Injury and Illness Incident Reports; Logs and Summary of Occupational Injuries and Illnesses; Logs of Work-Related Injuries and Illnesses; Near Miss Reports; Summary of Work-Related Injuries and Illnesses; Supplementary Record of Occupational Injuries and Illnesses	Rule	EHS-1020
Abatement Records; Environmental Investigation Reports; Incident Investigations; Incident Reports; Leak Assessment Records; Site Assessment Reports; Site Remediation Records	Rule	EHS-1040
Employer-Required Health and Safety Notices and Postings; Eyewash Surveys; Personal Protective Equipment Issuance Records; Safety Signage Records; Safety Surveys; Workplace Noise Exposure Measurement Records; Workplace Postings	Rule	EHS-1080
Building Inspections and Reports; Confined Space Entry Permits; Confined Space Inspections; Equipment Histories; Inspection Plans; Equipment Maintenance and Repair Records; Facilities Maintenance and Repair Records; Fire Safety Equipment Inspections; Maintenance Manuals; Occupational Safety and Health Maintenance Certificates; Personal Protective Equipment Inspection Records; Personal Protective Equipment Maintenance Records; Routine Facility Work Orders; Safety Inspections; Technical Reference Materials	Rule	FAC-1060
Accident Analyses; Driver Accident Claims; Equipment / Vehicle Accident Logs; Equipment / Vehicle Damage Reports; Operator / Driver Accident Reports; Operator / Driver Histories	Rule	FAC-1100
Mileage Reports; Motor Vehicle Records; Vehicle Certificates of Insurance; Vehicle Inspection Records; Vehicle Licensing Records; Vehicle Maintenance Records; Vehicle Registrations; Vehicle Repair Records	Rule	FAC-1120

Accounts Payable Journal Entries; Accounts Payable Reconciliations; Accounts Payable Vouchers; Accounts Receivable Journal Entries; Accounts Receivable Reconciliations; Accruals; Adjustments; Cash Disbursements; Cash Management Reviews; Cash Forecasting Records; Cash Investment Analysis; Cash Movement Records; Charge-Off Records; Charts of Accounts; Check Requests; Collection Receipts; Collection Records; Cost of Sales Reports; Cost Summaries; Currency Buys / Sells; Currency Exchange Records; Customer Statements; Delivery Schedule Reports; Distribution Reports; Edit Cycle Records; Employee Expense Reports; Float Management and Analyses; Forecast Cost Reports; Foreign Deal Confirmations; Foreign Deal Slips; Foreign Exchange Drafts; Foreign Exchange Hedging Reports; General Ledgers; Hedging Performance Records; Inventory Reports; Invoices; Intercompany Transmittals; Intercompany Account Transfers; Intercompany Reconciliations; Intercompany Account Summaries; Journal Vouchers; Labor / Overhead Cost Reports; Ledger Account Reconciliations; Material Cost Summaries; Payment Authorizations; Payment Card Transactions; Performance Summary Reports; Posting Books; Rate Information; Royalty Payments; Royalties Received; Special Accounting Projects; Subsidiary Ledgers; Supplier Invoices; Suspense Accounting; Trial Balances; Uncollectible Accounts; Vendor Invoices; Write-Off Documentation; Year End Ledgers	Rule	FMA-1000
Bank Account Set-Up Documentation; Bank Agreements; Banking Correspondence; Signature Authorizations; Signature Records	Rule	FMA-1020
Bank Account Reconciliations; Bank Account Statements; Cancelled Checks; Cashbooks; Check Images; Check Registers; Check Vouchers; Deposit Slips; Voided Checks; Wire Transfer Notifications; Wire Transfer Records	Rule	FMA-1040
Accounting Aging Reports; Budget Analysis and Data; Budget to Actual Results; Budget Workpapers; Business Area Profits and Losses; Capital Budgets; Cash Disbursement Schedule Reports; Consolidated Budgets and Workpapers; Cost Audit Reports; Financial Forecasts; Financial Planning Records; Foreign Exchange Analyses; Key Indicators; Monthly Sales Results; Operating and Capital Forecasts; Operating Budgets; Performance Achievement Records; Production Statistics; Quarterly Statistics Reports; Trending Analyses	Rule	FMA-1060

Abandoned Property Records; Escheat Records	Rule	FMA-1080
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Annual Reports; Balance Sheets; Cash Flow Statements; Consolidated Balance Sheets; Financial Statements; Income Statements; Statements of Earnings; Subsidiary Financial Statements	Rule	FMA-1100
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Aging Studies; Amortization Records; Assets Under Construction Master Data; Authorization for Capital Expenditures; Capital Expenditure Records (CER); Fixed Asset Depreciation Schedules; Fixed Asset Ledgers; Property Acquired Records; Property Disposal Records; Property Sold Records; Property Transfer Sheets	Rule	FMA-1120
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Bond Investments; Financial Disclosures for Pensions and Post Retirement Benefits; Financial Investment Planning; Investment Manager Reports; Investment Performance Reporting; Investment Stock Reports; Investment Transaction Records; Pension Fund Reports; Pension Fund Trustee Statements	Rule	FMA-1140
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At-Will Employment Agreements; Business Development Agreements; Client Contracts; Confidentiality Agreements; Contract Amendments; Contract and Agreement Negotiations; Contract Breach or Dispute; Corporate Matters; Contract Status Reports; Employee Consent to Guidelines; Employment Agreements; General Contracts Advice and Counsel Records; General Contracts Statements of Work; Hardware Lease and Support Agreements; Intercompany Agreements; Intellectual Property Agreements; Leases; Legal Agreements; Non-Compete Agreements; Non-Disclosure Agreements; Notifications of General Licensing Agreements; Software Licenses and Escrow Agreements; Vendor Contracts	Rule	LEG-1000
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Blanket Purchase Agreements (BPA); Change Orders; One-Time Agreements; Procurement Logs; Purchase Orders; Purchase Registers; Purchase Requisitions; Purchasing and Requisition Bids; Requests for Proposal (RFP); Service Orders; Service Requisitions; Vendor Quotes; Verbal Authorization Logs; Work Authorization Forms

Rule

PRO-1000

Approved Common Carriers; Bills of Lading; Boycott Records and Reports; Carrier Manifests; Certificates of Origin (COO); Certificates of Re-Export; Customs and Border Protection Forms; Customs Bonds; Customs Documentation; Customs Release Forms; Customs Rulings and Determinations; Declarations; Delivery Verification Certificates; Destination Control Statements; Drawback Claims; Duty Referrals; Export Clearance and Certificates; Exportation Documentation; Free Trade Agreement Certificates and Guidelines; Freight Receipts; Import Shipment Records; Importation Documentation; Loading Sheets; Manifests; Manufacturers Affidavits; Packing Slips; Proof of Payment Records; Shipment Notifications; Shippers Export Declarations; Shipping Instructions and Requests; Supplier Communications

Rule

PRO-1020

Contractor Medical Records; Drug and Alcohol Testing Chain of Custody Records; Drug and Alcohol Testing Lab Results; Employee Informed Consents - Medical Records; Employee Medical Records; Employee Work Limitation Records; First-Aid Incident Records; Physician Reports

Rule

WKM-1040

Address Changes; Background Checks and
Authorizations; College Transcripts; Continuing
Education Records; Disciplinary Actions; Doctor's
Authorization for Time Off; Employee
Communications; Employee Complaints;
Employee Leave of Absence Approvals;
Employee Leaves of Absence Rejections;
Employee Leave of Absence Requests; Employee
Relocation Records; Employment Applications;
Executive Personnel Records; Letters of
Acceptance; Long-Term Disability Records;
Military Orders; Military Service Leave Records; Rule
Minors Employment Records; New Employee
Orientation Records; Offer Letters; Performance
Appraisals; Recognition Awards; References;
Relocation Records; Requests for Reasonable
Accommodation; Resumes; Return-to-Work
Notes; Short-Term Disability Records; Temporary
Employee Applications; Temporary Employee
Communications; Temporary Employee
Resumes; Termination Notices; Time Off
Records; Training Attendance Records; Training
Certifications; Training Requirements

WKM-1080

Name

Internal Audit Management

Administrative Records

Employee Injury and Illness

Environmental Incidents and Remediation

Workplace Health and Safety Administration

Facilities Maintenance, Repair, and Inspection

Vehicle Accidents

Vehicle Records

Accounting Records

Bank Account Set-Up and Management

Bank Transactions and Account Reconciliation

Budgeting, Forecasting and Internal Financial
Reporting

Escheat Property

Financial Statement Preparation

Fixed Asset Management

Investment Management

Contracts and Agreements - General

Purchasing

Shipping and Receiving

Employee Medical Records

Personnel Records

Trigger

The date that the record is created.

The date that the record is created.

The date that the record is created.

The date that the remediation effort is concluded or terminated.

The date that the record is created.

The date that the asset is sold or disposed of.

The date that the accident evaluation is settled.

The date that the asset is sold or disposed of.

The date that the record is created.

The date that the account is closed.

The date that the record is created.

The date that the record is superseded or becomes obsolete.

The date that the record is created.

The date that the record is created.

The date that the asset is sold or disposed of.

The date that the account is closed.

The date that the contract or agreement is terminated.

The date that the purchase order is completed.

The date that the record is created.

The date that employment terminates

The date that employment terminates

Min Period	Max Period
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10 Years

3 Years

6 Years

Active + 10 Years

3 Years

Active + 10 Years

Active + 3 Years

Active + 2 Years

10 Years

Active + 5 Years

10 Years

Active + 3 Years

10 Years

7 Years

Active + 5 Years

Active + 3 Years

Active + 10 Years

Active + 10 Years

15 Years

Active + 40 Years

Active + 7 Years



OKLAHOMA COUNTY

Code	Name
AUD	Audit and Compliance Management

AUD-1100 Policies and Procedures

COR Corporate Governance and Administration

COR-1000 Administrative Records

COR-1240 Project Management

FAC Facilities and Property Management

FAC-1140 Vehicle Records - UAV Flight Plans

PRO Procurement

PRO-1000 Purchasing

PRO-1020 Shipping and Receiving

SYS Systems Management

SYS-1000	Business Continuity and Disaster Recovery
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WCB	Workforce Compensation and Benefits
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WCB-1100	Training and Development
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Records Retention Schedule - Emergency

Description

Includes all records related to the Company's efforts to monitor and audit its compliance with requirements imposed by statutes, rules, regulations, ordinances, judicial decisions, and other standards and requirements.

Records related to the development and documentation of Company policies and procedures intended to ensure compliance with internal requirements as well as requirements contained in governmental regulations. These records support internal programs designed to document good company practices and standard operating procedures.

Includes all records related to the Company's efforts to demonstrate accountability and fiduciary duty to shareholders and management of legal entities, and its interest, communication, and participation in government, community, and other public issues that have an impact on the Company. These records also include general administration and project management for all levels in the organization.

Records documenting routine administrative, planning, and management activities. These records document internal corporate communications, departmental committee meetings, and general departmental administration. Includes administrative inventory and supply control, internal memoranda, employee work assignments, employee announcements, internal presentations, internal company communications, and other miscellaneous administrative records. Also includes internal records storage and retrieval records. Does not include records destruction certification. See Records Destruction Certification.

Records related to the management of internal projects, special studies, analyses, and other departmental events not covered elsewhere. Includes ad hoc studies performed at the corporate or work group level. Also includes Six Sigma projects or local equivalent, legal projects, and information technology projects.

Includes all records related to the Company's efforts to manage, maintain, and improve property or facilities owned, leased, or operated by the Company.

Records related to the flight patterns of Small Unmanned Aerial Vehicle (s-UAV).

Includes all records related to the ongoing provision procurement of goods and services, management of vendors and suppliers, and records of shipping and receiving. Includes the importation and exportation of goods and products with associated customs documentation.

Records related to the purchasing of goods and services. These records are used to document the request, authorization, and procurement of products or services. Does not include payment to suppliers and vendors for products or services or supplier/vendor contracts and agreements. See Accounting Records. See Contracts and Agreements - General.

Records related to the verification and proof of shipment and receipt of goods and products with supporting detail. These records also document and verify the importation and exportation of goods and products in compliance with domestic governmental agencies, including relevant trade agreements.

Includes all records related to the development, management, and ongoing operations of systems that control, display, manipulate, protect and store Company information.

Records related to the design and definition of plans which would be implemented in the event of a disaster or systems failure. These records include post-incident reporting of the results of a disaster or emergency and related analysis.

Does not include Information Security and Data Breach Compliance.

Includes all records related to management of benefit plans, compensation planning, equal employment policies, job positions, and training and development programs for the Company.

Records related to the creation and operation of corporate training and development programs. Does not include training attendance and certification records that are maintained in the personnel file.

Agency Management

Record Examples	Type	Code
Accounting Procedures; Affirmative Action Policies; Business Conduct and Compliance Policies; Code of Ethics; Drug-Free Workplace Policies; e-Waste Policy; Electronic Communications Policies; Employee Handbooks; Employee Policies; Financial Policies and Procedures; Health and Safety Policy Documentation; Information Systems Procedures; Media Relations Guidelines and Procedures; Operating Policies; Purchasing Policies; Records Management Policies; Records Management Procedures; Records Retention Schedule; Recycling Procedures; Social Media Policies; Standard Operating Procedures (SOP); Standards of Conduct; Third Party Management Policies; Travel Policies; Waste Minimization Policy; Workplace Violence Policies	Rule	AUD-1100
Administrative Inventory Lists; Administrative Support Records; Asset Tag Lists; Departmental Announcements; Departmental Committee Meeting Minutes; Departmental Meeting Records; Departmental Procedures; Employee Announcements; Employee Work Assignments; Employee Work Schedules; Forms Requisitions; Information Technology (IT) Inventories; Internal Company Communications; Internal Intranet Site Records; Internal Memoranda; Internal Presentations; Legislative Reference Materials; Physical Inventory Records; Postal Logs; Travel Arrangement Records; Travel Ticket Copies; Records Inventory Reports; Records Shipping Reports; Records Transmittal Forms; Records Transmittal Labels; Reference Materials; Supply Orders	Rule	COR-1000

Ad Hoc Studies; Business Review Plans; Departmental Project Records; End Stage Reports; Legal Projects; Legal Project Workpapers; Project Briefs; Project Initiation Records; Project Meeting Agendas; Project Notes; Project Plans; Project Presentations; Project Reports; Project Timelines; Six Sigma (or Equivalent) Projects; Special Studies	Rule	COR-1240
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Flight Logs	Rule	FAC-1140
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Blanket Purchase Agreements (BPA); Change Orders; One-Time Agreements; Procurement Logs; Purchase Orders; Purchase Registers; Purchase Requisitions; Purchasing and Requisition Bids; Requests for Proposal (RFP); Service Orders; Service Requisitions; Vendor Quotes; Verbal Authorization Logs; Work Authorization Forms	Rule	PRO-1000
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Approved Common Carriers; Bills of Lading; Boycott Records and Reports; Carrier Manifests; Certificates of Origin (COO); Certificates of Re-Export; Customs and Border Protection Forms; Customs Bonds; Customs Documentation; Customs Release Forms; Customs Rulings and Determinations; Declarations; Delivery Verification Certificates; Destination Control Statements; Drawback Claims; Duty Referrals; Export Clearance and Certificates; Exportation Documentation; Free Trade Agreement Certificates and Guidelines; Freight Receipts; Import Shipment Records; Importation Documentation; Loading Sheets; Manifests; Manufacturers Affidavits; Packing Slips; Proof of Payment Records; Shipment Notifications; Shippers Export Declarations; Shipping Instructions and Requests; Supplier Communications	Rule	PRO-1020
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After Action Reports; Area Drill Plans and Results; Business Continuity Plans; Business Resumption Evaluations; Business Resumption Plans; Contingency Planning; Disaster Recovery Drill Evaluations; Disaster Recovery Plans; Disaster Test Plans and Results; Emergency Management Business Recovery Plans; Emergency Measure Plans; Facility Property Loss Projections; Pandemic Preparedness	Rule	SYS-1000
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Training Course Instructor Guides; Training Course Materials; Training Course Schedules; Training Program Documentation	Rule	WCB-1100
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Name

Policies and Procedures

Administrative Records

Project Management

Vehicle Records - UAV Flight Plans

Purchasing

Shipping and Receiving

Business Continuity and Disaster Recovery

Training and Development

Trigger

The date that the policy or procedure is superseded or discontinued.

The date that the record is created.

The date that the project is concluded.

The date that the asset is sold or disposed of.

The date that the purchase order is completed.

The date that the record is created.

The date that the record is superseded or becomes obsolete.

The date that the training program is superseded or no longer offered to employees.

Min Period	Max Period
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Active + 10 Years

3 Years

Active + 3 Years

Active + 2 Years

Active + 10 Years

15 Years

Active + 3 Years

Active + 3 Years



OKLAHOMA COUNTY

Code	Name
AUD	Audit and Compliance Management

AUD-1020 Government Compliance and Reporting

AUD-1040 Government Investigations, Hearings, and Audits

CIS	Corporate Insurance
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CIS-1060 Insurance Policies - General

COR

Corporate Governance and Administration

COR-1240

Project Management

CRM

Customer Relationship Management

CRM-1040

Customer Communications

FAC

Facilities and Property Management

FAC-1020

Facilities Design and Construction

LEG

Legal Affairs

LEG-1020

Contracts and Agreements - Real Estate
Construction and Improvement

LEG-1040	Contracts and Agreements - Real Estate Purchase and Sale
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PRO	Procurement
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PRO-1000	Purchasing
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Records Retention Schedule - I

Description

Includes all records related to the Company's efforts to monitor and audit its compliance with requirements imposed by statutes, rules, regulations, ordinances, judicial decisions, and other standards and requirements.

Records created, managed, and/or submitted to governmental agencies in order to comply with federal, state, provincial or other requirements. These records may also include compliance with requirements for environmental reporting, anti-trust reporting, protected health information, and securities reporting.

Records related to audits, inspections and investigations by governmental agencies. Includes regulatory audits, inquiries, examinations, reviews, and responses to the regulator or government agency. Does not include litigation or tax audits and appeals. See Litigation and Claims. See Tax Audits and Appeals.

Includes all records related to corporate insurance programs that provide coverage affecting the Company's liability, such as risk analysis, insurance policies, and records related to claims filed for a variety of liability exposures.

Records describing and administering corporate insurance programs that provide coverage affecting Company liability not covered elsewhere.

Includes all records related to the Company's efforts to demonstrate accountability and fiduciary duty to shareholders and management of legal entities, and its interest, communication, and participation in government, community, and other public issues that have an impact on the Company. These records also include general administration and project management for all levels in the organization.

Records related to the management of internal projects, special studies, analyses, and other departmental events not covered elsewhere. Includes ad hoc studies performed at the corporate or work group level. Also includes Six Sigma projects or local equivalent, legal projects, and information technology projects.

Includes all records related to the Company's relationship with its customers including customer communications, complaint resolution, customer credit and financing, and the overall management of a call center to support the customer service function.

Records related to customer-facing communications in any format including audio recordings and WebChat conversations. These records may include general customer service queries and customer requests for technical support. Does not include customer credit and financing information or customer complaints. See Customer Complaint Resolutions. See Customer Credit and Financing.

Includes all records related to the Company's efforts to manage, maintain, and improve property or facilities owned, leased, or operated by the Company.

Records related to the design, construction, and remodeling of facilities, corporate offices, and field offices. Includes records that document valuation of real property. Does not include property purchase and sale contracts and agreements. See Contracts and Agreements - Real Estate Purchase and Sale.

Includes all records related to the overall management of ongoing and issue-specific legal and intellectual property matters. Includes all records related to general business agreements, leases, and licenses between the Company and other entities and records documenting the Company's ownership of significant corporate assets, including deeds.

Records related to obligations under contracts and agreements for improvements to real property. Includes disputes that do not progress to litigation and claims.

Records related to the purchase and sale of real estate and the proof of ownership and access to real estate. Includes disputes that do not progress to litigation and claims. Does not include real estate appraisals and valuations. See Facilities Design and Construction.

Includes all records related to the ongoing provision procurement of goods and services, management of vendors and suppliers, and records of shipping and receiving. Includes the importation and exportation of goods and products with associated customs documentation.

Records related to the purchasing of goods and services. These records are used to document the request, authorization, and procurement of products or services. Does not include payment to suppliers and vendors for products or services or supplier/vendor contracts and agreements. See Accounting Records. See Contracts and Agreements - General.

Engineering

Record Examples	Type	Code
Annual, Quarterly, or Special Regulatory Filing; Anti-Trust Acquisition Disclosures; Environmental Compliance Reporting Records; Freedom of Information Act or Local Equivalent Requests; Government Compliance Records; Health Information Disclosure Authorizations; Health Information Use and Disclosure Logs; Insider Lists; Mergers and Acquisitions Compliance Reporting; Opt-Out Notices; Payment Card Industry (PCI) Compliance Records; Personal Financial Information Access and Disclosure Logs; Personal Financial Information Amendments; Pre-Merger Notifications; Privacy Notices; Protected Health Information Amendments; Requests for Access to Personal Financial Information; Requests for Access to Protected Health Information; Requests for Privacy Protection; Securities Regulatory Filings; Signed Disclosure Consents; Suspicious Activity Reports (SARs)	Rule	AUD-1020
Governmental Agency Audits; Governmental Agency Audit Reports; Governmental Agency Communications; Governmental Agency Environmental Audits; Governmental Agency Inspection Reports; Governmental Agency Notices of Violation; Governmental Agency Orders; Governmental Agency Rulings; Governmental Agency Warnings; Hearing Notices	Rule	AUD-1040
Directors and Officers (D&O) Policies; Executive Insurance Policies; Fidelity Bonds; General Insurance Policies Communications; General Insurance Policies Proof of Payment; General Insurance Policy Amendments and Riders; General Insurance Policy Program Manuals; Property Insurance Policies; Surety Bonds	Rule	CIS-1060

Ad Hoc Studies; Business Review Plans;
Departmental Project Records; End Stage
Reports; Legal Projects; Legal Project
Workpapers; Project Briefs; Project Initiation
Records; Project Meeting Agendas; Project Notes;
Project Plans; Project Presentations; Project
Reports; Project Timelines; Six Sigma (or
Equivalent) Projects; Special Studies

Rule

COR-1240

Customer Audio Recordings; Customer
Communications; Customer Technical Support
Requests; Customer WebChat Records;
Customer WebChat Transcripts

Rule

CRM-1040

As-Built; Blueprints; Building Appraisals;
Construction Reports; Design and Construction
Drawings; Design Engineering Documents;
Facility Modification Plans; Facilities Design and
Construction Requests; Floor Plans; Land
Appraisals; Office Moves and Relocation Records;
Piping and Instrument Drawings; Price Estimates;
Process Design for Construction; Real Estate
Appraisals; Real Estate Valuations; Schematics

Rule

FAC-1020

Architect Agreements; Construction Bid Records;
Construction Contracts; Construction Disputes;
Design-Build Agreements; General Contractor
Agreements; Notifications of Real Estate
Construction and Improvement Contract Breach
or Disputes; Project Management Agreements;
Property Improvement Contracts; Real Estate
Construction and Improvement Advice and
Counsel Records; Real Estate Construction and
Improvement Statements of Work; Real Estate
Service Contracts

Rule

LEG-1020

Building Property Descriptions; Closing Records; Deeds; Easements; Environmental Reports; Non- Legal Contract Disputes; Notifications of Real Estate Purchase and Sale Contract Breach or Disputes; Real Estate Due Diligence; Real Estate Purchase Agreements; Real Estate Sale Agreements; Real Estate Titles	Rule	LEG-1040
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Blanket Purchase Agreements (BPA); Change Orders; One-Time Agreements; Procurement Logs; Purchase Orders; Purchase Registers; Purchase Requisitions; Purchasing and Requisition Bids; Requests for Proposal (RFP); Service Orders; Service Requisitions; Vendor Quotes; Verbal Authorization Logs; Work Authorization Forms	Rule	PRO-1000
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Name

Government Compliance and Reporting

Government Investigations, Hearings, and Audits

Insurance Policies - General

Project Management

Customer Communications

Facilities Design and Construction

Contracts and Agreements - Real Estate
Construction and Improvement

Contracts and Agreements - Real Estate
Purchase and Sale

Purchasing

Trigger

The date that the record is created.

The date that the investigation, hearing, or audit is concluded.

The date that the policy is terminated or expired.

The date that the project is concluded.

The date that the record is created.

The date that the asset is sold or disposed of.

The date that the contract or agreement is terminated.

The date that the asset is sold or disposed of.

The date that the purchase order is completed.

Min Period	Max Period
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10 Years

Active + 3 Years

Active + 3 Years

Active + 3 Years

3 Years

Active + 3 Years

Active + 3 Years

Active + 10 Years

Active + 10 Years



OKLAHOMA COUNTY

Code	Name
FAC	Facilities and Property Management
FAC-1000	Facilities Access
FAC-1020	Facilities Design and Construction
FAC-1040	Facilities Incidents and Investigations
FAC-1060	Facilities Maintenance, Repair, and Inspection
FAC-1080	Facilities Security Surveillance
FAC-1100	Vehicle Incidents

FAC-1120

Vehicle Records

FAC-1140

Vehicle Records - UAV Flight Plans

Records Retention Schedule

Description

Includes all records related to the Company's efforts to manage, maintain, and improve property or facilities owned, leased, or operated by the Company.

Records related to routine security actions taken to protect employees, equipment, and buildings. Does not include facility incidents and accidents, biometric records such as fingerprint scans, or security surveillance. See Biometric Records. See Facilities Incidents and Accidents. See Facilities Security Surveillance.

Records related to the design, construction, and remodeling of facilities, corporate offices, and field offices. Includes records that document valuation of real property. Does not include property purchase and sale contracts and agreements. See Contracts and Agreements - Real Estate Purchase and Sale.

Records related to facility incidents and investigations involving or related to Company employees, visitors, or property. Does not include security surveillance or investigations that lead to litigation. See Facilities Security Surveillance. See Litigation and Claims.

Records related to the repair, inspection, and general maintenance of facilities and equipment. Includes building and equipment maintenance and repairs, safety inspections, fire safety equipment inspections, and personal protective equipment (PPE) maintenance and inspections. Does not include protective equipment issuance, safety signage, or emergency response plans. See Workplace Health and Safety Administration. See Business Continuity and Disaster Response.

Records related to surveillance to secure the facilities and property. Includes surveillance recordings and security patrol reports. Does not include facility incidents and investigations. See Facilities Incidents and Accidents.

Records documenting incidents in which county-owned vehicles, equipment and/or operators and drivers are involved. Includes analysis of the accident and any relevant findings, as well as accident logs, which provide a history of driver records and prior accidents. Does not include general management of vehicles. See Vehicle Records. Does not include historical data. See Company Archives.

Records related to vehicle licensing, mileage, vehicle destinations, and fuel purchases. Includes vehicle registrations, certificates of insurance, maintenance records, and mileage reports. Does not include vehicle and/or driver accident records. See Vehicle Accidents.

Records related to the flight patterns of Small Unmanned Aerial Vehicle (s-UAV).

- Facilities

Record Examples	Type	Code
Badge Lists; Building Access Authorizations; Building Access Lists; Employee Clearance Lists; Visitor Registers	Rule	FAC-1000
As-Builts; Blueprints; Building Appraisals; Construction Reports; Design and Construction Drawings; Design Engineering Documents; Facility Modification Plans; Facilities Design and Construction Requests; Floor Plans; Land Appraisals; Office Moves and Relocation Records; Piping and Instrument Drawings; Price Estimates; Process Design for Construction; Real Estate Appraisals; Real Estate Valuations; Schematics	Rule	FAC-1020
Attorney Work Product (Investigations); Computer Security Investigations; Corporate Security Investigations; Employee / Contractor Misconduct Cases; Facility Incident Investigations; Incident and Accident Assessments; Property Crime Investigations; Security Incidents and Logs; Threats / Harassment Investigations; Violent Crime Investigations	Rule	FAC-1040
Building Inspections and Reports; Confined Space Entry Permits; Confined Space Inspections; Equipment Histories; Inspection Plans; Equipment Maintenance and Repair Records; Facilities Maintenance and Repair Records; Fire Safety Equipment Inspections; Maintenance Manuals; Occupational Safety and Health Maintenance Certificates; Personal Protective Equipment Inspection Records; Personal Protective Equipment Maintenance Records; Routine Facility Work Orders; Safety Inspections; Technical Reference Materials	Rule	FAC-1060
Security Patrol Reports; Surveillance Images; Surveillance Recordings; Surveillance Tapes; Visual Recordings	Rule	FAC-1080
Accident Analyses; Driver Accident Claims; Equipment / Vehicle Accident Logs; Equipment / Vehicle Damage Reports; Operator / Driver Accident Reports; Operator / Driver Histories	Rule	FAC-1100

Mileage Reports; Motor Vehicle Records; Vehicle Certificates of Insurance; Vehicle Inspection Records; Vehicle Licensing Records; Vehicle Maintenance Records; Vehicle Registrations; Vehicle Repair Records	Rule	FAC-1120
Flight Logs	Rule	FAC-1140

Name

Facilities Access

Facilities Design and Construction

Facilities Incidents and Investigations

Facilities Maintenance, Repair, and Inspection

Facilities Security Surveillance

Vehicle Accidents

Vehicle Records

Vehicle Records - UAV Flight Plans

Trigger

The date that the record is created.

The date that the asset is sold or disposed of.

The date that the investigation is concluded.

The date that the asset is sold or disposed of.

The date that the record is created.

The date that the accident evaluation is settled.

The date that the asset is sold or disposed of.

The date that the asset is sold or disposed of.

Min Period	Max Period
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3 Years

Active + 3 Years

Active + 7 Years

Active + 10 Years

180 Days

Active + 3 Years

Active + 2 Years

Active + 2 Years



Code	Name
EHS	Environment, Health and Safety

EHS-1020 Employee Injury and Illness

EHS-1080 Workplace Health and Safety Administration

WCB	Workforce Compensation and Benefits
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WCB-1040 Employment Equity and Equal Opportunity

WCB-1060 Job Descriptions

WCB-1100 Training and Development

WKM	Workforce Management
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WKM-1020 Employee Citizenship and Right to Work

WKM-1040 Employee Medical Records

WKM-1060 Employee Recruitment and Selection

WKM-1080 Personnel Records

Records Retention Schedule - HR /

Description

Includes all records related to the Company's environmental activities such as testing, monitoring, assessment, and remediation of pollutants and hazardous materials on Company property. Includes occupational accidents and injuries.

Records related to general liability and on-the job accidents as required by occupational safety and health regulations. Includes summaries of injury and illness logs, investigation reports, and accident records. Does not include related employee medical records. See Employee Medical Records.

Records related to the routine safeguarding of health and safety conditions in the workplace. Includes safety surveys, postings of health and safety notices, safety signage, issuance of personal protective equipment (PPE), and measurement of noise levels in the workplace. Does not include employee hearing tests, internal health and safety audits, or equipment tests and inspections. See Employee Medical Records. See Facilities Maintenance, Repair, and Inspection. See Internal Audit Management.

Includes all records related to management of benefit plans, compensation planning, equal employment policies, job positions, and training and development programs for the Company.

Records documenting compliance with company employment equity policies and affirmative action plans. Includes reports which are required to be filed with governmental agencies to identify workforce demographics. These records document employee allegations of their human rights violations, economic opportunity issues, or other similar matters.

Records related to development and description of positions within the Company, including summary of position responsibilities, requirements, and reporting relationships. Records related to the creation and operation of corporate training and development programs. Does not include training attendance and certification records that are maintained in the personnel file.

Includes all records related to individual Company employees from hiring through termination, including recruitment, hiring, benefit enrollment and participation, medical history, payroll elections, performance evaluation, time and attendance, training, and termination.

Records related to proof of citizenship and immigration or naturalization status of employees transferring to and from facilities. Includes country-specific documentation to certify employee identity and eligibility to work in the country.

Records documenting individual employee medical history. Includes medical records resulting from on-the-job injuries and accidents and drug and alcohol testing results (positive and negative). Does not include reporting to government agencies for on-the-job accidents. See Employee Injury and Illness.

Records related to recruitment and selection of individuals for employment within the Company. These records document the request and approval for personnel, the advertising of the position, the interview process, and the final selection and hiring of employees. Recruitment records for hired employees become part of the personnel file.

Records providing a history of employment from initial hiring, including promotion, performance appraisals, and transfers including international relocations. These records also provide documentation of employee attendance at corporate training programs and seminars, as well as certification for individuals to perform certain tasks. Includes temporary employee records.

Health & Safety

Record Examples	Type	Code
Accident Investigation Reports; Accident Records; Annual Occupational Injuries and Illness Surveys; Injury and Illness Incident Reports; Logs and Summary of Occupational Injuries and Illnesses; Logs of Work-Related Injuries and Illnesses; Near Miss Reports; Summary of Work-Related Injuries and Illnesses; Supplementary Record of Occupational Injuries and Illnesses	Rule	EHS-1020
Employer-Required Health and Safety Notices and Postings; Eyewash Surveys; Personal Protective Equipment Issuance Records; Safety Signage Records; Safety Surveys; Workplace Noise Exposure Measurement Records; Workplace Postings	Rule	EHS-1080
Affirmative Action Plans or Local Equivalent and Supporting Data; Affirmative Action Program Records; Anti-Discrimination Tests; Diversity Records; Employee Allegation Reports; Employee Statistics; Employment Equity Reports; Equal Employment Opportunity Charges; Equal Employment Opportunity Reports	Rule	WCB-1040
Job Descriptions; Position Descriptions; Lists of Vacant Positions	Rule	WCB-1060
Training Course Instructor Guides; Training Course Materials; Training Course Schedules; Training Program Documentation	Rule	WCB-1100
Employee Immigration Files; Labor Audit Records; Naturalization Records; Right to Work Documentation; Visa Documentation	Rule	WKM-1020

Contractor Medical Records; Drug and Alcohol Testing Chain of Custody Records; Drug and Alcohol Testing Lab Results; Employee Informed Consents - Medical Records; Employee Medical Records; Employee Work Limitation Records; First-Aid Incident Records; Physician Reports

Rule WKM-1040

Candidate Evaluations; Consents to Request Background Investigation; Help Wanted Ads; Interview Notes; Job Postings; Personnel Requisitions; Reference Checks; Release of Information Forms; Rejected Candidate Background Check Results; Rejected Candidate Drug Test Results; Rejected Employment Applications; Rejected Resumes; Skills Assessment Test Results

Rule WKM-1060

Address Changes; Background Checks and Authorizations; College Transcripts; Continuing Education Records; Disciplinary Actions; Doctor's Authorization for Time Off; Employee Communications; Employee Complaints; Employee Leave of Absence Approvals; Employee Leaves of Absence Rejections; Employee Leave of Absence Requests; Employee Relocation Records; Employment Applications; Executive Personnel Records; Letters of Acceptance; Long-Term Disability Records; Military Orders; Military Service Leave Records; Minors Employment Records; New Employee Orientation Records; Offer Letters; Performance Appraisals; Recognition Awards; References; Relocation Records; Requests for Reasonable Accommodation; Resumes; Return-to-Work Notes; Short-Term Disability Records; Temporary Employee Applications; Temporary Employee Communications; Temporary Employee Resumes; Termination Notices; Time Off Records; Training Attendance Records; Training Certifications; Training Requirements

Rule WKM-1080

Name

Employee Injury and Illness

Workplace Health and Safety Administration

Employment Equity and Equal Opportunity

Job Descriptions

Training and Development

Employee Citizenship and Right to Work

Employee Medical Records

Employee Recruitment and Selection

Personnel Records

Trigger

The date that the record is created.

The date that the record is created.

The date that the record is created.

The date that the job description is superseded or obsolete.

The date that the training program is superseded or no longer offered to employees.

The date that employment terminates

The date that employment terminates

The date that the record is created.

The date that employment terminates

Min Period	Max Period
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6 Years

3 Years

5 Years

Active + 3 Years

Active + 3 Years

Active + 5 Years

Active + 40 Years

3 Years

Active + 7 Years



OKLAHOMA COUNTY

Code	Name
AUD	Audit and Compliance Management

AUD-1040 Government Investigations, Hearings, and Audits

CLE	County Law Enforcement Services CLES
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CLE-1120 Detention Center Juvenile Resident Records

LEG	Legal Affairs
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LEG-1140 Youth Records - Court Services (Age 19)

LEG-1160 Youth Records - Court Services (Age 26)

PRO	Procurement
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PRO-1000 Purchasing

WCB	Workforce Compensation and Benefits
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WCB-1080 Payroll Accounting

WKM	Workforce Management
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WKM-1020 Employee Citizenship and Right to Work

WKM-1040 Employee Medical Records

WKM-1060 Employee Recruitment and Selection

WKM-1080

Personnel Records

Records Retention Schedule - Ju

Description

Includes all records related to the Company's efforts to monitor and audit its compliance with requirements imposed by statutes, rules, regulations, ordinances, judicial decisions, and other standards and requirements.

Records related to audits, inspections and investigations by governmental agencies. Includes regulatory audits, inquiries, examinations, reviews, and responses to the regulator or government agency. Does not include litigation or tax audits and appeals. See Litigation and Claims. See Tax Audits and Appeals.

Includes all records related to Community Safety Operations, Community Safety Planning and Sheriff Service Delivery

Records related to the set-up, maintenance and management of resident files. These records provide the status of a resident's account and information verifying resident identity. Includes medical records.

Includes all records related to the overall management of ongoing and issue-specific legal and intellectual property matters. Includes all records related to general business agreements, leases, and licenses between the Company and other entities and records documenting the Company's ownership of significant corporate assets, including deeds.

Records related to documentation of records for youths up to 19 years old.

Records related to documentation of records for youths that have reached the age of 26.

Includes all records related to the ongoing provision procurement of goods and services, management of vendors and suppliers, and records of shipping and receiving. Includes the importation and exportation of goods and products with associated customs documentation.

Records related to the purchasing of goods and services. These records are used to document the request, authorization, and procurement of products or services. Does not include payment to suppliers and vendors for products or services or supplier/vendor contracts and agreements. See Accounting Records. See Contracts and Agreements - General.

Includes all records related to management of benefit plans, compensation planning, equal employment policies, job positions, and training and development programs for the Company.

Records related to the payroll accounting process, including the withholding and payment to third parties of amounts garnished from employee wages as required by court order and/or from federal, state or provincial levies. These records document time and attendance, overtime, time off, and general payroll histories.

Includes all records related to individual Company employees from hiring through termination, including recruitment, hiring, benefit enrollment and participation, medical history, payroll elections, performance evaluation, time and attendance, training, and termination.

Records related to proof of citizenship and immigration or naturalization status of employees transferring to and from facilities. Includes country-specific documentation to certify employee identity and eligibility to work in the country.

Records documenting individual employee medical history. Includes medical records resulting from on-the-job injuries and accidents and drug and alcohol testing results (positive and negative). Does not include reporting to government agencies for on-the-job accidents. See Employee Injury and Illness.

Records related to recruitment and selection of individuals for employment within the Company. These records document the request and approval for personnel, the advertising of the position, the interview process, and the final selection and hiring of employees. Recruitment records for hired employees become part of the personnel file.

Records providing a history of employment from initial hiring, including promotion, performance appraisals, and transfers including international relocations. These records also provide documentation of employee attendance at corporate training programs and seminars, as well as certification for individuals to perform certain tasks. Includes temporary employee records.

venile Bureau

Record Examples	Type	Code
Governmental Agency Audits; Governmental Agency Audit Reports; Governmental Agency Communications; Governmental Agency Environmental Audits; Governmental Agency Inspection Reports; Governmental Agency Notices of Violation; Governmental Agency Orders; Governmental Agency Rulings; Governmental Agency Warnings; Hearing Notices	Rule	AUD-1040
Medical Records; Resident Files	Rule	CLE-1120
Court Services Youth Files	Rule	LEG-1140
	Rule	LEG-1160
Blanket Purchase Agreements (BPA); Change Orders; One-Time Agreements; Procurement Logs; Purchase Orders; Purchase Registers; Purchase Requisitions; Purchasing and Requisition Bids; Requests for Proposal (RFP); Service Orders; Service Requisitions; Vendor Quotes; Verbal Authorization Logs; Work Authorization Forms	Rule	PRO-1000

Attendance Records; Child Support Levy Orders; Federal Levy Orders; Garnishment Accounting Reports; Garnishment Orders; Garnishment Remittance Letters and Checks; Hourly Employee Timesheets; Incentive Compensation Data; Input Records; Non-Resident Payroll Tax Forms; Overtime Records; Payment System Issued Registers; Payroll Deduction Records; Payroll General Ledger Account Reconciliations; Payroll History; Payroll Vouchers; Summary Statements; Timecards; Timesheets; Time Off Requests; Tuition Reimbursement Records; Wage Reports, Details, and Summaries	Rule	WCB-1080
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Employee Immigration Files; Labor Audit Records; Naturalization Records; Right to Work Documentation; Visa Documentation	Rule	WKM-1020
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Contractor Medical Records; Drug and Alcohol Testing Chain of Custody Records; Drug and Alcohol Testing Lab Results; Employee Informed Consents - Medical Records; Employee Medical Records; Employee Work Limitation Records; First-Aid Incident Records; Physician Reports	Rule	WKM-1040
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Candidate Evaluations; Consents to Request Background Investigation; Help Wanted Ads; Interview Notes; Job Postings; Personnel Requisitions; Reference Checks; Release of Information Forms; Rejected Candidate Background Check Results; Rejected Candidate Drug Test Results; Rejected Employment Applications; Rejected Resumes; Skills Assessment Test Results	Rule	WKM-1060
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Address Changes; Background Checks and Authorizations; College Transcripts; Continuing Education Records; Disciplinary Actions; Doctor's Authorization for Time Off; Employee Communications; Employee Complaints; Employee Leave of Absence Approvals; Employee Leaves of Absence Rejections; Employee Leave of Absence Requests; Employee Relocation Records; Employment Applications; Executive Personnel Records; Letters of Acceptance; Long-Term Disability Records; Military Orders; Military Service Leave Records; Minors Employment Records; New Employee Orientation Records; Offer Letters; Performance Appraisals; Recognition Awards; References; Relocation Records; Requests for Reasonable Accommodation; Resumes; Return-to-Work Notes; Short-Term Disability Records; Temporary Employee Applications; Temporary Employee Communications; Temporary Employee Resumes; Termination Notices; Time Off Records; Training Attendance Records; Training Certifications; Training Requirements

Rule

WKM-1080

Name

Government Investigations, Hearings, and Audits

Detention Center Juvenile Resident Records

Youth Records - Court Services (Age 19)

Youth Records - Court Services (Age 26)

Purchasing

Payroll Accounting

Employee Citizenship and Right to Work

Employee Medical Records

Employee Recruitment and Selection

Personnel Records

Trigger

The date that the investigation, hearing, or audit is concluded.

The date that the youth reaches the age of 19, but not longer than the age of 26.

The date that the youth reaches the age of 19, records kept in cage.

The date that the youth reaches the age of 26, records are destroyed by shredding.

The date that the purchase order is completed.

The date that the record is created.

The date that employment terminates

The date that employment terminates

The date that the record is created.

The date that employment terminates

Min Period	Max Period
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Active + 3 Years

Active + 7 Years No later than age 26

Active + 7 Years
Active + 0 Years

Active + 10 Years

6 Years

Active + 5 Years

Active + 40 Years

3 Years

Active + 7 Years



OKLAHOMA COUNTY

Code	Name
AUD	Audit and Compliance Management
AUD-0920	Biometric Records
AUD-1045	Information Security and Data Breach Compliance
AUD-1110	Privacy Notice, Notifications, and Consent Records
AUD-1120	Records Destruction Certification
SYS	Systems Management

SYS-1000	Business Continuity and Disaster Recovery
SYS-1020	Internal Technical Support

SYS-1040 System Access and Website Data Security

SYS-1060 System Application Documentation

SYS-1080 System Technical Administration

Records Retention Schedule - Manag

Description

Includes all records related to the Company's efforts to monitor and audit its compliance with requirements imposed by statutes, rules, regulations, ordinances, judicial decisions, and other standards and requirements.

Records that contain biometric data (e.g. fingerprints, retina or iris scans, scans of hand or face geometry, and voiceprints).

Records related to information security measures intended to protect against data breach violations in which sensitive, protected or confidential data is copied, transmitted, viewed, stolen or used by an individual unauthorized to do so. Includes data breach notifications to consumers and regulatory entities.

Does not include network access logs and website access records. See System Access and Website Data Security.

Records related to notifications to individuals and individual consents for the processing of their personal data where required by law as well as records related to the notification to Data Protection Authorities (DPA) for data collection and processing. The records must be retained as long as the data is processed for the purpose stated in the notice or until consent is withdrawn. Excludes informed consent for employee medical files and employment consents.

Records related to the destruction of Company records according to the corporate retention schedule. These records demonstrate the routine and systematic disposition of records in compliance with the Records Management Program.

Includes all records related to the development, management, and ongoing operations of systems that control, display, manipulate, protect and store Company information.

Records related to the design and definition of plans which would be implemented in the event of a disaster or systems failure. These records include post-incident reporting of the results of a disaster or emergency and related analysis.

Does not include Information Security and Data Breach Compliance.

Records related to internal employee requests for technical support. These records identify the type of concern or request for information and provides documentation of the response and resolution.

Records documenting access to Company network and computer systems, including information used to provide security access and activity details for controlled systems. These records also include security protocols for data transferred over the web, surf control and internal measures taken to monitor internet usage.

Records related to the development of new functionality and architecture for computer systems and applications. Includes the internal testing, details, and history of systems conversions.

Records that support the oversight and management of the systems environment and infrastructure. These records include infrastructure architecture diagrams, data center architecture, network diagrams, systems development specifications, and asset management reviews. Includes change management documentation.

gement Information System (MIS)

Record Examples	Type	Code
Biometric Data; Facial Scans; Fingerprint Scans; Iris Scans; Palm Scans; Voiceprints	Rule	AUD-0920
Data Breach Incident Response Plan; Data Breach Notification - Consumer; Data Breach Notification - Regulatory Entity; Data Breach Notification Logs	Rule	AUD-1045
Consent to Process Personal Data for Non-Employment Purposes; Consent to Process Sensitive Personal Data; Notices to Individuals; Notification to Data Protection Authorities	Rule	AUD-1110
Certificates of Destruction; Destruction Certificate Reports; Destruction Eligibility Reports; Destruction Hold Orders; Destruction Hold Release Orders; Inventories of Destroyed Records; Records Destruction Communications	Rule	AUD-1120
After Action Reports; Area Drill Plans and Results; Business Continuity Plans; Business Resumption Evaluations; Business Resumption Plans; Contingency Planning; Disaster Recovery Drill Evaluations; Disaster Recovery Plans; Disaster Test Plans and Results; Emergency Management Business Recovery Plans; Emergency Measure Plans; Facility Property Loss Projections; Pandemic Preparedness	Rule	SYS-1000
Development Service Requests; Performance / Trouble Logs and Reports; Problem Tracking Documentation; Production Service Requests; Telecommunications Service Requests	Rule	SYS-1020

Computer Access Logs; Email Access Authorizations; Internet Activity Reports; Internet Server Access Requests; Intrusion Detection Events; Network Access Logs; Network Accounts and Telecommunications Access Records; Network Security Logs; Payment Card Industry (PCI) Data Security Documentation; Penetration Test Results; Public Key Certification Records; Security Access Level Records; Surf Control Records; Systems Access Records; Web Security Documentation; Website Security Measures Analyses

Rule

SYS-1040

Application Change Management Records; Application Testing Records; Computer Programming Design Specifications; Computer Programming Standards; Conversion Histories; Conversion Records; Conversion Test Data; Data Models; Object Models; Process Models; Program Code; Requirement Records; Scope Records; Source Code; Technical Design Records; User Acceptance Results; User Acceptance Test Plans; User Requirements; Web Properties

Rule

SYS-1060

Asset Tracking Management Records; Data Security / Data Transmission; Database Access; Design Records; Encryption System Passwords; Information Security Risk Assessments; Log-In Keys; Network Security Administration; Network and Server Space Allocation Records; Network and Server Storage Management Records; Network Server Records; Performance Monitoring Records; Problem Tracking Records; Schematics; Security Administration Records; System Change Management Records; Systems Development Specifications; Systems Infrastructure Documentation; Systems Testing Records; Wide-Area Network (WAN) and Office Architecture Records

Rule

SYS-1080

Name

Biometric Records

Information Security and Data Breach Compliance

Privacy Notice, Notifications, and Consent
Records

Records Destruction Certification

Business Continuity and Disaster Recovery

Internal Technical Support

System Access and Website Data Security

System Application Documentation

System Technical Administration

Trigger

The date that the initial purpose for collection is satisfied.

The date that the record is created.

The date that the record is created.

The date that the record is created.

The date that the record is superseded or becomes obsolete.

The date that the record is created.

The date that the record is created.

The date that the computer system, software, or source code is superseded or no longer in use.

The date that the technology is superseded or no longer in use.

Min Period	Max Period
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Active + 0 Years

6 Years

6 Years

3 Years

Active + 3 Years

3 Years

3 Years

Active + 3 Years

Active + 3 Years



OKLAHOMA COUNTY

Code	Name
COR	Corporate Governance and Administration

COR-1000 Administrative Records

COR-1020 Board and Shareholder Meetings

COR-1060 Charitable Giving

Committee Meetings

Company Archives

Legal Affairs

Licenses, Permits, and Certifications

Records Retention Schedule

Description

Includes all records related to the Company's efforts to demonstrate accountability and fiduciary duty to shareholders and management of legal entities, and its interest, communication, and participation in government, community, and other public issues that have an impact on the Company. These records also include general administration and project management for all levels in the organization.

Records documenting routine administrative, planning, and management activities. These records document internal corporate communications, departmental committee meetings, and general departmental administration. Includes administrative inventory and supply control, internal memoranda, employee work assignments, employee announcements, internal presentations, internal company communications, and other miscellaneous administrative records. Also includes internal records storage and retrieval records. Does not include records destruction certification. See Records Destruction Certification.

Records related to proceedings of the board, board committees, shareholders, and other legally required meetings. These records also include the selection of directors and officers with related biographical information. Does not include records for non-legally required meetings or shareholder communications. See Committee Meetings. See Investor and Shareholder Communications.

Records related to corporate sponsorships, corporate foundation grants, and charitable contributions made by the Company and/or its employees.

Records documenting the proceedings of management/executive committees below the Board of Directors level as well as external board meetings that Company representatives attend.

Records, previously classified elsewhere, that have intrinsic historical value after their normal retention period has expired. These records document the Company's past, its development, significant events, and key players.

Includes all records related to the overall management of ongoing and issue-specific legal and intellectual property matters. Includes all records related to general business agreements, leases, and licenses between the Company and other entities and records documenting the Company's ownership of significant corporate assets, including deeds.

Records related to licenses, permits, and certifications which are obtained from government agencies in order to perform certain tasks or business operations, including legal proof of insurance coverage.

- Planning

Record Examples	Type	Code
Administrative Inventory Lists; Administrative Support Records; Asset Tag Lists; Departmental Announcements; Departmental Committee Meeting Minutes; Departmental Meeting Records; Departmental Procedures; Employee Announcements; Employee Work Assignments; Employee Work Schedules; Forms Requisitions; Information Technology (IT) Inventories; Internal Company Communications; Internal Intranet Site Records; Internal Memoranda; Internal Presentations; Legislative Reference Materials; Physical Inventory Records; Postal Logs; Travel Arrangement Records; Travel Ticket Copies; Records Inventory Reports; Records Shipping Reports; Records Transmittal Forms; Records Transmittal Labels; Reference Materials; Supply Orders	Rule	COR-1000
Annual Meeting Agendas and Materials; Annual Meeting Reports; Board and Committee Appointment Records; Board Committee Meeting Minutes; Board Committee Meeting Notices; Board Committee Voting Records; Board of Director Meeting Minutes; Board of Director Member Lists; Board of Directors Selection Records; Consent Resolutions; Director's Statements; Notices of Expiration of Term; Proxy Materials; Shareholder Meeting Minutes; Shareholder Meeting Notices; Shareholder Proxies; Shareholder Voting Records	Rule	COR-1020
Charitable Giving Donation Records; Eligibility Criteria Sheets; Grant Applications; Grant Denials; Grant Letters; Grant Tracking Records; Qualifying Circumstances	Rule	COR-1060

Committee Delegation of Duties; Committee Meeting Agendas and Supporting Papers; Committee Meeting Minutes; Committee Meeting Notices; Compliance and Ethics Committee Meeting Minutes; Health and Safety Committee Meeting Minutes; Management Committee Meeting Minutes; Senior Management Meeting Minutes	Rule	COR-1080
Archival Records; Company Histories; Digital / Film / Video Library Records; Historical Heritage Records; Historical Photographs	Rule	COR-1100

Air Quality Permits; Building Permits; Business Licenses; Business Permits; Certificates of Occupancy; Certifications; Company Insurance Certificates; Construction Permits; Environmental Impact Statements; Environmental Permits; Export Permits; Import Permits; Land Use Permits; Seismic Permits; State / Provincial Licenses; Third Party Insurance Certificates; Water Quality Permits; Vendor Insurance Certificates; Zoning Permits	Rule	LEG-1100
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Name

Administrative Records

Board and Shareholder Meetings

Charitable Giving

Committee Meetings

Company Archives

Licenses, Permits, and Certifications

Trigger

The date that the record is created.

The date that the company is dissolved.

The date that the record is created.

The date that the record is created.

Retain indefinitely until no longer needed for operational, tax, audit, or legal purposes.

The date that the license, permit, or certification is superseded or is no longer in effect.

Min Period	Max Period
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3 Years

Active + 1 Year

3 Years

3 Years

Indefinite

Active + 10 Years



OKLAHOMA COUNTY

Code	Name
COR	Corporate Governance and Administration

COR-1060 Charitable Giving

COR-1180 Government Relations

COR-1240 Project Management

COR-1260 Public Relations

Records Retention Schedule - Sc

Description

Includes all records related to the Company's efforts to demonstrate accountability and fiduciary duty to shareholders and management of legal entities, and its interest, communication, and participation in government, community, and other public issues that have an impact on the Company. These records also include general administration and project management for all levels in the organization.

Records related to corporate sponsorships, corporate foundation grants, and charitable contributions made by the Company and/or its employees.

Records related to government relations and political lobbying efforts that reflect issues or activities that have an impact on the company. Includes political action committee records, political issue records, and communications with legislators.

Records related to the management of internal projects, special studies, analyses, and other departmental events not covered elsewhere. Includes ad hoc studies performed at the corporate or work group level. Also includes Six Sigma projects or local equivalent, legal projects, and information technology projects.

Records related to communications and relationships developed with the public, industries and professional associations, and with communities in which the company operates.

ocial Services

Record Examples	Type	Code
Charitable Giving Donation Records; Eligibility Criteria Sheets; Grant Applications; Grant Denials; Grant Letters; Grant Tracking Records; Qualifying Circumstances	Rule	COR-1060
Fundraising Records; Government Agency Negotiations; Government Relations Communications; Lobbying Records; Political Action Committee (PAC) Records; Political Activity Records; Political Issue Records	Rule	COR-1180
Ad Hoc Studies; Business Review Plans; Departmental Project Records; End Stage Reports; Legal Projects; Legal Project Workpapers; Project Briefs; Project Initiation Records; Project Meeting Agendas; Project Notes; Project Plans; Project Presentations; Project Reports; Project Timelines; Six Sigma (or Equivalent) Projects; Special Studies	Rule	COR-1240
Community Relations Records; Corporate Announcements; External Company Communications; Industry Relations Communications; Industry Relations Membership Activity Records; Industry Relations Professional Association Records; Industry Relations Records; Periodicals; Press Kits; Press Materials; Press Releases; Public Relations Records; Videos	Rule	COR-1260

Name

Charitable Giving

Government Relations

Project Management

Public Relations

Trigger

The date that the record is created.

The date that the record is created.

The date that the project is concluded.

The date that the record is created.

Min Period	Max Period
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3 Years

4 Years

Active + 3 Years

3 Years

Object	Filters
Report Settings	Source: Working Copy
Record Class	Include Record Classes Without Mappings
Rule	

Fields

Type, Name, Description, Code, Record Examples

Type, Name, Trigger, Min Period, Max Period, Code