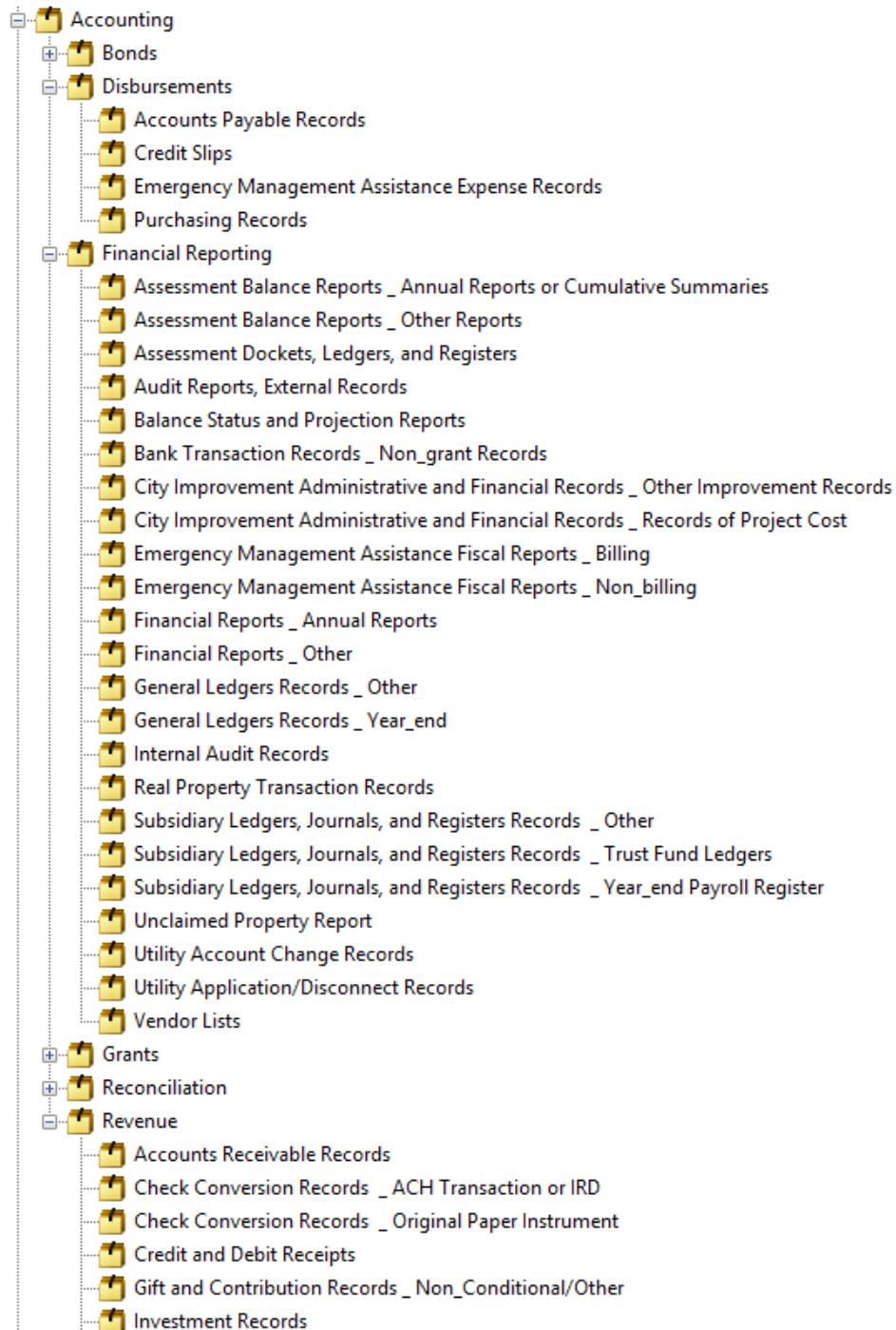
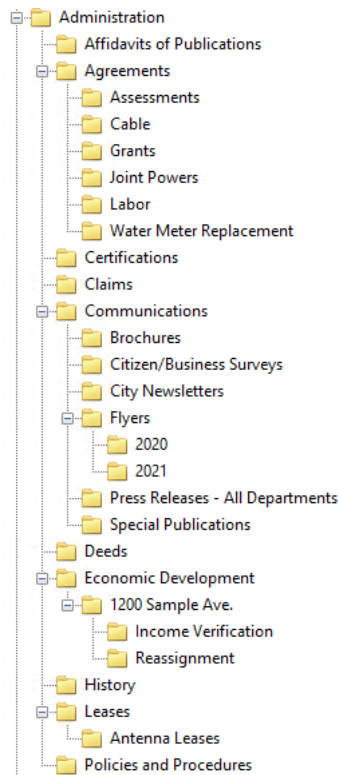


## FILE FOLDER STRUCTURE EXAMPLES

### Accounting File Folder Example 1 (RME) (OR)



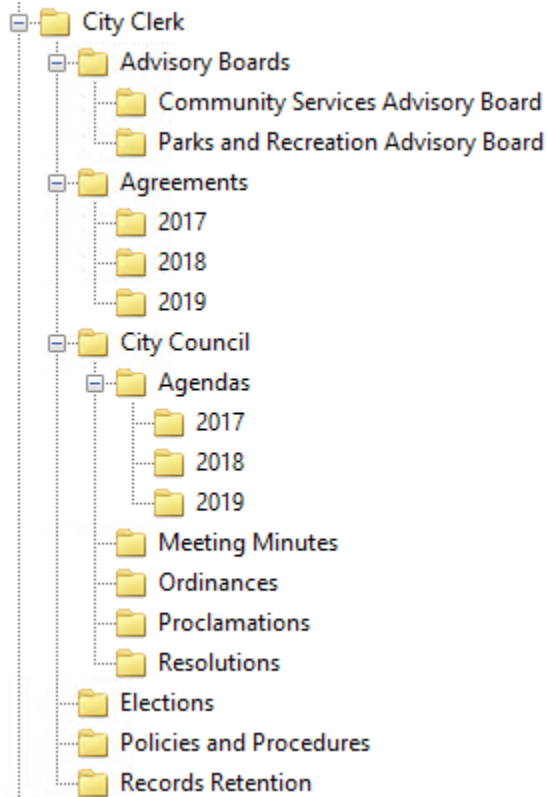
## Administrative - File Folder Example 2



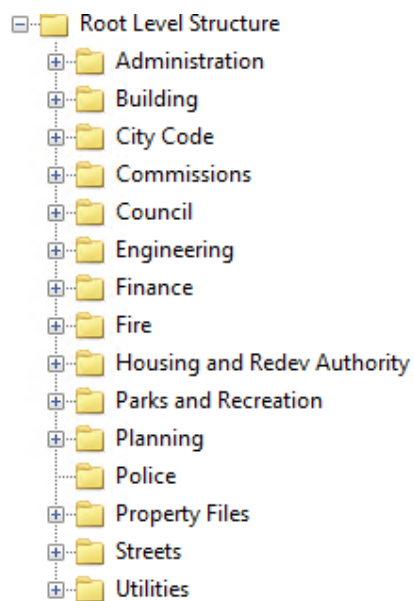
## Administrative File Folder Example 1 (RME) (OR)



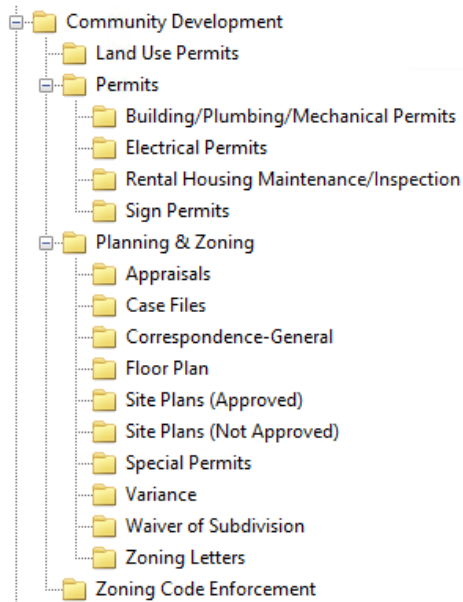
### City Clerk File Folder Example 1



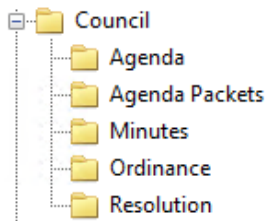
### City Root Level Structure - File Folder Example 1



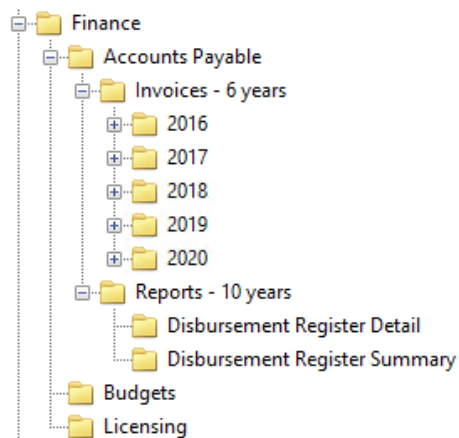
## Community Development - Folder Example 1



## Council - Folder Example 1



## Finance File Folder Example 1



## Municipal Court File Folder Example 1 (RME) (OR)

- Municipal Court
    - Appeals Records \_ DUUI Case Records
    - Appeals Records \_ Other
    - Court Appointed Attorney Application Records
    - Court Appointed Attorney Lists
    - Court Orders and Procedural Rules
    - Docket/Trial Calendars
    - DUUI Case Files
    - DUUI Diversion Program/Conviction Summary Records
    - Jury Records
    - Municipal Court Criminal Case Files
    - Municipal Court Expunged or Sealed Records \_ Expunged Records
    - Municipal Court Expunged or Sealed Records \_ Expungement Orders
    - Municipal Court Expunged or Sealed Records \_ Sealed Records
    - ordinance Violation Case Files \_ Citations Issued
    - ordinance Violation Case Files \_ Records of Citations not Issued
    - Parking Citation Records
    - Traffic Citation Case Files
    - Trial Proceedings Records/Register of Actions \_ Criminal Cases
    - Trial Proceedings Records/Register of Actions \_ Non\_criminal Cases

## Personnel File Folder Example 1 (RME) (OR)

- Personnel
    - Administration
      - Affirmative Action Records \_ Other Records
      - Affirmative Action Records \_ Plans, Updates and Policy Statements
      - Comparable Worth Records \_ Final Study or Report
      - Comparable Worth Records \_ Other
      - Criminal Background Check Records \_ Background Check Log
      - Criminal Background Check Records \_ Other
      - Disciplinary Action Records \_ Resulting in Termination
      - Disciplinary Action Records \_ Resulting in Disciplinary Action or Exoneration
      - Employee Personnel Records
      - Employee Recognition/Wellness Program Records
      - Employee Suggestion Award Records
      - Employment Eligibility Verification (I\_9)
      - Equal Employment Opportunity (EEO) Compliance
      - Grievance and Complaint Records
      - Photo Identification Records
      - Recruitment and Selection Records
      - Unsolicited Employment Applications and Resumes
      - Volunteer Program Records
      - Volunteer Worker Records
      - Wellness Program Records
    - Compensation and Classification
      - Employee Benefits Records \_ Other
      - Employee Benefits Records \_ Year End Leave Balance Reports and Official Retirement Enrollment
      - Position Description, Classification, and Compensation Records
    - Medical
      - Drug Testing Records \_ Negative
      - Drug Testing Records \_ Positive
      - Employee Hazard Exposure Records
      - Employee Medical Records

## Planning and Development - Folder Example 1

- Planning and Development
  - Comprehensive Plan Records
  - Conditional Use Records
  - Design and Development Review Records \_ Audio or Visual Recording
  - Design and Development Review Records \_ Exhibits not Pertinent to Minutes
  - Design and Development Review Records \_ Minutes, Agendas, Resolutions, Indexes, and Exhibits (not retained permanently elsewhere in city records)
  - Design and Development Review Records \_ No Permit Issued
  - Design and Development Review Records \_ Other Structure Completed
  - Design and Development Review Records \_ Permit Issued, but Structure Not Started or Completed
  - Enterprise Zone Records \_ Other
  - Enterprise Zone Records \_ Reports Summarizing Results or Activities
  - Historic Structures Rehabilitation Project Reviews
  - Housing Authority Individual Tenant History Records
  - Housing Authority Program Management Records
  - Housing Authority Property Management Records
  - Housing Authority Rejected Assistance Application Records
  - Master Plans
  - Sewage Sludge Management Plans
  - Sign Review Records
  - Strategic Plans
  - Subdivision and Partition Records \_ If Approved and City Conditions Met
  - Subdivision and Partition Records \_ If Not Approved
  - Subdivision and Partition Records \_ Withdrawal Request Letters
  - Subdivision and Partition Records \_ Withdrawn Applications
  - Urban Renewal Project Records
  - Variance and Exception Records
  - Wetlands Conservation Planning Records
  - Withdrawn Land Use Application Records
  - Zone Change Records \_ Applications, Findings of Fact, and Decision Documents
  - Zone Change Records \_ Other

## Property - Folder Example 1

- Property Files
  - A
    - Arrowwood Dr.
      - 13421 Arrowwood Dr.
        - Building
          - Permits
          - Plans
          - Septic
        - Public Works
        - Utility Billing
        - Zoning
      - 13423 Arrowwood Dr.

## Recorder - Folder Example 1

