

**CITY OF MINNEAPOLIS - COMMUNITY DEVELOPMENT
DEVELOPMENT ENGINEERING - DRAFT FOR REVIEW AND DISCUSSION**

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
DEN-10	<p>Development Engineering Site Analysis and Preparation Section Overview Records in this section of the schedule pertain to specific redevelopment projects, assembled and used to plan and implement public redevelopment activities within the project area. Public redevelopment activities include demolitions, surveys, and consultant deliverables in Engineering specialty areas that include: Environmental, Geotechnical, Civil, Structural and Architectural .</p>								
DEN-10-02	<p>Development Engineering Site Analysis and Preparation Engineering Project Files Records related to specific redevelopment projects, assembled and used to plan and implement public redevelopment activities within the project area. Public redevelopment activities include surveys, environmental assessment, pollution remediation, demolition, easements, vacations, replats, and site and building plan reviews.</p> <p>Records Included: Correspondence, internal memos, plan documents, hazardous and non-hazardous waste manifests, cost estimates, maps and drawings.</p>	LEG300	PERM	PERM	PERM	ACT	REAL ESTATE, CONSTRUCTION MANAGEMENT	PUBLIC	
DEN-10-04	<p>Development Engineering Site Analysis and Preparation Land Survey Deliverables Work products (surveys) received from land surveyors on professional services panel. Land surveys are required for property transactions and redevelopment design considerations.</p> <p>Records Included: Certificates of Survey, boundary surveys, topography and infrastructure.</p>	DEV200LEG300	ACT+10	ACT+10	ACT+10	ACT	REAL ESTATE, CONSTRUCTION MANAGEMENT	PUBLIC	Active ceases after completion of the project.

Event Codes:

AA After Audit	AC After Completion	ACT Active	ALA After Last Action	AR Annual Review	MAX (Maximum)
AS After Superseded	AT After Termination	AV After Verification	AW After Wreck	EX After Expiration	(Not More Than)
IND Indefinite	LA Life of Asset	PERM Permanent	YE Year End	YR Yearly Review	

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DEN-10-06	<p>Development Engineering Site Analysis and Preparation Demolition Files and Index Records related to demolition of building by the City. Records are used to manage demolition contracts and to provide historic data for production reporting and to document encountered environmental problems.</p>	LEG300	PERM	PERM	PERM	ACT	REAL ESTATE, CONSTRUCTION MANAGEMENT	PUBLIC	
DEN-10-08	<p>Development Engineering Site Analysis and Preparation Environmental & Geotechnical Reports/Deliverables Work products (reports) from environmental and geotechnical consultants serving on panel. Reports on environmental and geotechnical testing activities, documenting soil and groundwater conditions and hazardous material surveys of buildings.</p> <p>Records Included: Building audits, Phase I Environmental Assessments, Phase II Environmental Assessments, Remedial Action investigations and clean-up plans, continuing monitoring reports, geotechnical conditions and corrective recommendations. Third party reviews and data prepared by developers as part of their due diligence.</p>	CON150	PERM	PERM	PERM	ACT	REAL ESTATE, CONSTRUCTION MANAGEMENT	PUBLIC	
DEN-10-10	<p>Development Engineering Site Analysis and Preparation Civil, Structural, Architectural Reports/Deliverables Work products from consultants including reports, drawings and analysis documenting project activities.</p> <p>Records Included: Roadway, utility, parking lot, building designs and drawings and specifications for construction. Structural analysis of existing structure conditions and reports thereof, along with recommendations for cure, landscaping and streetscape plans and specifications are also included.</p>	DEV200	ACT+10	ACT+10	ACT+10	ACT	REAL ESTATE, CONSTRUCTION MANAGEMENT	PUBLIC	Active ceases after completion of project.

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DEN-10-12	Development Engineering Site Analysis and Preparation Hazardous & Non-Hazardous Waste Manifests Shipping manifests from pollution cleanup projects.	USE SERIES CODE ENG-10-02							See Engineering Project Files (this section)
	NOTE: Following completion of the engineering project, the hazardous and non-hazardous waste manifests must be filed with the engineering project files.								
	Records Included: Copies of various waste manifests								

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