

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

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
DVP-10	<p>Development Projects Development Project Planning, Analysis &amp; Establishment Section Overview</p> <p>Records and documents in this section of the schedule pertain to analyzing and establishing the purpose, feasibility and eligibility of proposed development projects; research into issues and conditions related to projects; Preliminary Analysis Authorization; preparation, review and approval of development objectives, redevelopment plans, tax increment financing plans, and related modifications and amendments; and solicitation and review of development proposals. The majority of the records described in this section are maintained in their official form in the Finance department; copies are maintained by project coordinators in CPED.</p>								
DVP-10-02	<p>Development Projects Development Project Planning, Analysis &amp; Establishment Blight Files</p> <p>Documentation of process steps followed and physical conditions found in determining eligibility of proposed redevelopment project areas and redevelopment tax increment financing districts. Satisfies MN TIF Act requirement that evidence of blight be assembled and retained. Serves as evidence in litigation regarding public purpose.</p> <p>Records Included: Requests for Blight Analysis forms, Assessor's cards, Inspections records, PIN maps, site histories, interior inspection letters and responses, completed data collection forms, field notes, photographs, completed Conditions Survey Report, approved Statement of Conclusions, related notes and correspondence.</p>	DEV000	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases 20 years after the date the last parcel of land within the project area is sold or after the TIF district decertifies - whichever is later. Indefinite retention requirement indicates that the records will be reviewed periodically after they are no longer active to determine if legal requirements or business needs have changed and if any records can safely be destroyed.

Event Codes:

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DVP-10-04	<p><b>Development Projects</b>  <b>Development Project Planning, Analysis &amp; Establishment Plan and Modification Official Files</b>                      Records related to the establishment of redevelopment project areas, development districts, and TIF districts. Includes record of citizen participation activities associated with establishment of the project or district. Files used for historical and litigation purposes.</p> <p>Records Included: Approved plans, TIF district certification, notices of public hearing, affidavits of publication, Planning Commission opinions, City Council and Board reports, notices to community groups and public comments, maps, project budget information, TIF budget, resolutions, related notes and correspondence.</p>	DEV100	PERM	PERM	PERM	ACT	DEVELOPMENT FINANCE	PUBLIC - except as may be noted in Chapter 13	
DVP-10-06	<p><b>Development Projects</b>  <b>Development Project Planning, Analysis &amp; Establishment Plan and Modification Work Files</b>                      Development Process Specialist's working file related to preparation of redevelopment and tax increment plans and modifications. Work papers that lead to the drafting of plan documents.</p> <p>Records Included: Schedules, meeting notes, internal memos, correspondence and plans submitted by developers, drafts of plan documents, maps, transmittal letters, resolutions and reports, related notes and correspondence.</p>	DEV0200	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC/NOT PUBLIC	Active ceases 20 years after the date the last parcel of land within the project area is sold or after the TIF district decertifies - whichever is later. Indefinite retention requirement indicates that the records will be reviewed periodically after they are no longer active to determine if legal requirements or business needs have changed and if any records can safely be destroyed.

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DVP-10-08	<p><b>Development Projects</b>  <b>Development Project Planning, Analysis &amp; Establishment</b>  <b>Property Data Books</b>                      A compilation of general property information used by the project coordinator in the preliminary stages of area analysis. General property information includes lot size, owner/taxpayer name, PIN, street address, and EMV.</p> <p>Records Included: Rudimentary maps and an Excel spreadsheet. Information obtained from MINS, CNAP and Hennepin County Assessor data.</p>	BUS130	6	6	6	ACT	BUSINESS & HOUSING DEVELOPMENT	PUBLIC	
DVP-10-10	<p><b>Development Projects</b>  <b>Development Project Planning, Analysis &amp; Establishment</b>  <b>Public Financial Assistance Log</b>                      An electronic Excel spreadsheet used to document receipt of requests for public financial assistance and resulting process steps.</p> <p>Records Included: Data elements include project name, address and description, developer, project coordinator and financial analyst, application fee and date received, and status of Project Analysis Authorization.</p>	GVCON1	ACT+6	ACT+6	ACT+6	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after completion of the project.
DVP-10-12	<p><b>Development Projects</b>  <b>Development Project Planning, Analysis &amp; Establishment</b>  <b>Site Histories</b>                      A compilation of historical data used to determine a variety of issues about a specific potential development site. Data is compiled and presented to Business Development or Housing Development by Development Finance.</p> <p>Records Included: Sanborn Fire Insurance Maps, listing of address and occupants by year dating back to 1930, aerial photos, PIN maps, plat maps, final product.</p>	BUS131	ACT+3	ACT+3	ACT+3	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after completion of the project.

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DVP-10-14	<p><b>Development Projects</b>  <b>Development Project Planning, Analysis &amp; Establishment</b>  <b>Background Studies and Research</b>                      Records that provide contextual and factual information related to a project. This information assists with the creation of plans for a geographic area and is used to analyze the feasibility and costs of a development proposal.</p> <p>Records Included: Traffic studies, market studies, archeological studies, site histories, data books, environmental studies, geotechnical studies, construction plans, streetscape studies, reuse plans, other research, maps, photos, related notes and correspondence.</p>	DEV000	ACT+10	ACT+10	ACT+10		BUSINESS & HOUSING DEVELOPMENT	PUBLIC	Active ceases after completion of the proejct. Prior to destruction, review records that may have continuing historical value and file separately.
DVP-10-16	<p><b>Development Projects</b>  <b>Development Project Planning, Analysis &amp; Establishment</b>  <b>Official Actions - Project Coordinator File</b>                      Project coordinators' records related to official actions of the City Council creating, modifying and implementing redevelopment projects, tax increment districts, approving loans, acquisition/disposition, etc.</p> <p>Records Included: City Council reports and actions, Development Finance Committee reports, Planning Commission reports, HPC, neighborhood notifications, Executive Director reports, waivers of City policies, letters of approval or compliance, Project Analysis Authorization, notifications of denials of grant applications, Certificates of Occupancy and Certificates of Completion, meeting notes and correspondence.</p>	DEV000	ACT+10	ACT+10	ACT+10	ACT	BUSINESS & HOUSING DEVELOPMENT	PUBLIC, NOT PUBLIC MS 13	Active ceases after completion of the project.

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DVP-10-18	<p><b>Development Projects</b>  <b>Development Project Planning, Analysis &amp; Establishment Plan Documents</b>                      These documents are the basis for project loans and/or the redevelopment of specific geographic areas. The records may also document the basis for public financial assistance. Plans approved by the City Council describe the location and type of redevelopment that should occur, identify the public purpose(s), and identify financing sources. The plans may include more general land use plans, such as master plans and small area plans, that may be approved by the City Council.</p> <p>Records Included: Development guidelines/objectives, development district plans, redevelopment area plans, master plans, small area plans, tax increment plans, program guidelines, maps, related notes and correspondence.</p>	DEV000	ACT+10	ACT+10	ACT+10	ACT	BUSINESS & HOUSING DEVELOPMENT	PUBLIC	Active ceases after completion of the project.
DVP-10-20	<p><b>Development Projects</b>  <b>Development Project Planning, Analysis &amp; Establishment Proposal Development and Analysis</b>                      Records used in the solicitation, analysis, and selection of project proposals. Records document the public and private information requested, received, and analyzed based on predefined selection criteria.</p> <p>Records Included: RFPs, proposals, documentation/summary of design review, notice of developer selection/City Council report, TIF eligibility reports, TIF feasibility reports, financial analysis reports, documentation/summary of citizen participation and/or neighborhood participation, maps, construction plans, photos, display boards, architectural renderings, related notes and correspondence. Note: Loan Projects may also include funding applications, project pro-formas and cash flow, appraisal, offer to purchase, environmental review, market study, developer financial statements.</p>	DEV200	ACT+10	ACT+10	ACT+10	ACT	BUSINESS & HOUSING DEVELOPMENT	PUBLIC/NOT PUBLIC 13.462 - See Remarks	Also MS 13.59 subd 3, and 13.591, subd. 1 and 2 - Business Data. If TIF financing is used active ceases after district decertifies. If TIF is not used, active ceases after project completion and audit. Prior to destruction, review to ensure that records that document significant historical events are removed and maintained permanently.  Active ceases after completion of the project.

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DVP-10-22	<p>Development Projects                      Development Project Planning, Analysis &amp; Establishment                      Project Proposals Not Selected/Completed                      Housing development proposals that are not selected for funding or are terminated for some other reason.</p> <p>Records Included: Funding applications, proposals, proformas, cash flows, appraisals, budgets, maps, misc. correspondence, scope of work, construction drawings, site control documents.</p>	CON000	ACT+6	ACT+6	ACT+6	ACT	BUSINESS & HOUSING DEVELOPMENT	PUBLIC/NOT PUBLIC 13.462 - See subd. 1 and 2 - Business Data. Remarks	Also MS 13.59 subd 3, and 13.591, Active ceases after the contract or project that was granted is completed.

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DVP-20	<p><b>Development Projects</b>  <b>Development Project Management</b>  <b>Section Overview</b>                      Records and documents in this section of the schedule pertain to the implementation, management and monitoring of approved development projects and plans, including interagency, multi-jurisdictional and special projects. Project implementation and management activities include site assembly (acquisition, relocation, site preparation and disposition); project financing; negotiating, executing and monitoring redevelopment contracts and agreements; citizen participation activities; and public relations and communications.</p> <p>NOTE: A distinction is required for projects that include tax increment financing and those that do not, due to unique record retention requirements associated with tax increment financing.</p>								
DVP-20-02	<p><b>Development Projects</b>  <b>Development Project Management</b>  <b>Site Assembly and Preparation Records</b>                      Records related to the purchase and sale of property for redevelopment.</p> <p>Records Included: Data, reports and correspondence related to appraisals, surveys, offers to purchase, condemnation proceedings, relocation data, demolition orders, public improvements, pollution remediation, tax forfeiture, land sale approvals, neighborhood review, parking plans, zoning, site review, CDBG compliance information reports, SHPO notification, structure/building analysis, and related notes, reports and correspondence.</p>	DVP100	PERM	PERM	PERM	ACT	BUSINESS & HOUSING DEVELOPMENT	PUBLIC/NOT PUBLIC MS 13	If the records are duplicates that are maintained as official records elsewhere in the department, records can be destroyed 10 years after completion of the project.

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DVP-20-04	<p><b>Development Projects</b> <b>Development Project Management</b> <b>Relocation Records</b> General paperwork relating to a specific development project, particularly as it concerns the relocation process. Serves as a reference for Relocation staff.</p> <p>Records Included: Memos, correspondence, budgets, relocation cost projections, charts, maps and any pertinent or instructive paperwork relating to a specific project.</p>	CON400	ACT+6	ACT+6	ACT+6	ACT	BUSINESS & HOUSING DEVELOPMENT	PUBLIC/NOT PUBLIC MS 13.462 - See Remarks	<p>Data not on individuals and summary data that does not identify an individual may be made public.</p> <p>Active ceases after completion of the project , disbursement of relocation benefits and final reporting - whichever is later. If TIF financing is used, active ceases after district decertifies (typically 25 years).</p>
DVP-20-06	<p><b>Development Projects</b> <b>Development Project Management</b> <b>Financial Records</b> Records that encompass the monetary framework of the redevelopment process. The financial records of a project document how and when funds are budgeted, the sources of funds for the project and how and when funds are expended. The financial records are also used to monitor and report progress and provide the basis for governmental reporting.</p> <p>Records Included: Budget documents, chart of accounts, guides (allocation and appropriations, grants guidelines, etc), financial analysis (spreadsheets of TIF/bond calculations), records related to bond sales, approvals/appropriations to provide funds, grant applications, TIF calculations, foreclosure/bankruptcy records, and related notes and correspondence.</p>	DEV000	ACT+10	ACT+10	ACT+10	ACT	BUSINESS & HOUSING DEVELOPMENT	PUBLIC	<p>Active ceases after project completed, payment/recapture terms have been met and all regulatory agreements have ended. If TIF financing is used, active ceases after district decertifies (typically 25 years).</p> <p>If the records are duplicates that are maintained as official records elsewhere in the department, records can be destroyed 10 years after completion of the project.</p>

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DVP-20-08	<p>Development Projects Development Project Management Contracts and Agreements Records of the formal actions related to implementation of development projects and project loans.</p> <p>NOTE: The time required to maintain contracts and agreements will vary depending on whether they are a part of a development project or whether they are maintained separately by departments to meet a specific need. This series applies to contracts and agreements that are a part of the development project.</p> <p>See Contracts, Agreements and Leases in the Development Property schedule for retention of specific contract/agreement types.</p> <p>Records Included: Redevelopment contracts, grant agreements, assessment agreements, loan agreements, lease agreements, SHPO agreements, Business Subsidy agreements, professional services contracts, mortgages, deeds, promissory notes, regulatory agreements, assignment of rents and leases, UCC-1, bond documents; disbursement agreement and related notes and correspondence.</p>	CON000	ACT+10	ACT+10	ACT+10	ACT	BUSINESS & HOUSING DEVELOPMENT	PUBLIC/NOT PUBLIC - See Remarks	<p>Not Public Business Data 13.59, subbd. 3 and section 13.591, subbd. 1 and 2.</p> <p>Active ceases after project completed, payment/recapture terms have been met and all regulatory agreements have ended.</p> <p>If TIF financing is used, active ceases after district decertifies (typically 25 years).</p>

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DVP-20-10	<p><b>Development Projects</b>  <b>Development Project Management</b>  <b>Contract Management and Compliance Monitoring</b>                      The records document the terms and conditions governing the purchase of services by the City. The records also document the performance and compliance of developers, contractors and vendors to meet reporting and monitoring regulatory requirements and requirements of City contracts.</p> <p>NOTE: Prior to destruction, remove pollution remediation records that document or verify work completed and the test results of the final work. These documents must be maintained permanently and be available upon request by the public or other agencies. The retention for individual contracts (those that are not included as an integral part of the project files) can be found in the Development Property - Contracts, Agreements and Leases section of the schedule.</p> <p>Records Included: Contracts, draw requests, developer correspondence, developer/contractor/vendor reports (job creation, job retention, minority/women-owned business, pollution remediation, etc.), reports to agencies, records of physical inspections, loan monitoring/servicing, affordability monitoring (rent and income), affirmative action, prevailing wage, and related notes and correspondence.</p>	DEV000 CON000	ACT+10	ACT+10	ACT+10	ACT	BUSINESS & HOUSING DEVELOPMENT	PUBLIC	<p>Active ceases after project completed, payment/recapture terms have been met and all regulatory agreements have ended.</p> <p>If TIF financing is used, active ceases after district decertifies (typically 25 years).</p>

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DVP-20-12	<p><b>Development Projects</b>  <b>Development Project Management</b>  <b>Closing and Due Diligence</b>                      Records that document and support the financial transaction, demonstrate compliance with financial and regulatory requirements and provide evidence of security/collateral. These are generally identified as conditions precedent to closing in City documents.</p> <p>Records Included: Business terms and negotiations, plans and specs, permits, title insurance commitment, performance and payment bond, copies of signed and sworn construction statements, copies of architectural contract and assignment, copies of the construction contract and assignment, bids (copies) Civil Rights approvals (e.g. Affirmative Action, Prevailing Wage, etc.), deeds of conveyance, documentation of other funding sources, appraisals, insurance policies, utilities letters, zoning letter, legal opinion, authorizing resolutions, organizational documents for owner, management plan, related notes and correspondence.</p>	CON000	ACT+10	ACT+10	ACT+10	ACT	BUSINESS & HOUSING DEVELOPMENT	PUBLIC/NOT PUBLIC - See Remarks	Not Public Business Data 13.59, subbd. 3 and section 13.591, subd. 1 and 2. Active ceases after project completed, payment/recapture terms have been met and all regulatory agreements have ended. If TIF financing is used, active ceases after district decertifies (typically 25 years).
DVP-20-14	<p><b>Development Projects</b>  <b>Development Project Management</b>  <b>Citizen Participation</b>                      These records document citizen participation in development projects (specific sites). The records allow staff to track citizens' comments and concerns. Note: citizen participation records related to establishment and/or modification of legal redevelopment areas, TIF districts, etc. are maintained by Development Finance.</p> <p>Records Included: Meeting agendas and minutes, meeting notes, documentation of conversations, related correspondence (including e-mail), reports and visual aids.</p>	DEV000	ACT+10	ACT+10	ACT+10	ACT	BUSINESS & HOUSING DEVELOPMENT	PUBLIC	Active ceases after project completed, payment/recapture terms have been met and all regulatory agreements have ended.  If TIF financing is used, active ceases after district decertifies (typically 25 years).

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DVP-20-16	<p>Development Projects Development Project Management Public Relations/Communications Records that promote the activities and accomplishments of the City, or highlight a project or a program.</p> <p>Records Included: Print/media clippings, press releases, sound bites, print or electronic reports (including internet publications), brochures, tour handouts, and related notes and correspondence.</p>	DEV000	ACT+10	ACT+10	ACT+10	ACT	BUSINESS & HOUSING DEVELOPMENT	PUBLIC	<p>Active ceases after project completed, payment/recapture terms have been met and all regulatory agreements have ended.</p> <p>If TIF financing is used, active ceases after district decertifies (typically 25 years). Prior to destruction, review to ensure that records that document significant historical events are removed and maintained permanently. Contact Outreach/Communications to determine if duplication exists.</p>

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DVP-30	<p><b>Development Projects</b>  <b>Property &amp; Construction Mgmt. Projects</b>  <b>Section Overview</b>                      Records and documents in this section of the schedule pertain to management of income-producing properties owned by the Cit, such as parking lots, the downtown theaters and the Target Center. Management activities include budget management, contract monitoring (including construction contracts), management of leases, monitoring project status, property maintenance and marketing.</p>								
DVP-30-04	<p><b>Development Projects</b>  <b>Property &amp; Construction Mgmt. Projects</b>  <b>Financial/Contract Management</b>                      Records related to the financing of a property and the management of a property's budget (e.g., revenues generated, expenses incurred). The records are used with cost allocation and monitoring contract compliance and performance.</p> <p>NOTE: These records are captured as many separate series throughout the Community Development Retention Schedule. References to most records and their associated retention requirements can be found in the Accounting and the Finance Schedules.</p> <p>Records Included: Revenue/remittance records, bond payments, list of permitted expenses with tax exempt bonds, expenditures/payables, reimbursable payments, utility payments, budget, purchasing, equipment inventory/salvage, audit, payroll, related notes and correspondence.</p>	DEV000	ACT+10	ACT+10	ACT+10	ACT	BUSINESS & HOUSING DEVELOPMENT	PUBLIC	<p>Active ceases after project completed, payment/recapture terms have been met and all regulatory agreements have ended. If TIF financing is used, active ceases after district decertifies (typically 25 years).</p> <p>Also see Development Accounting and Development Finance Schedules.</p>

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DVP-30-06	<p>Development Projects Property &amp; Construction Mgmt. Projects Asset Properties - Construction Contracts Records used to monitor construction contracts for various properties owned by the City.</p> <p>See the Development Property Schedule- Contracts, Leases and Agreements section for the retention of construction contracts.</p> <p>Records Included: Contractors payroll, payments made, architectural minutes, sub-contractor information, materials used, drawings, bid specs, and related notes and correspondence.</p>	USE SERIES CODES DPR-20							See Development Property/Contracts Schedule.
DVP-30-08	<p>Development Projects Property &amp; Construction Mgmt. Projects Property Leases Records used to monitor current leases for properties occupied and under management by the City, such as Grain Belt properties. Tracks terms of lease, rental payments, etc.</p> <p>See Development Property Schedule - Contracts, Leases and Agreements section for retention of leases.</p> <p>Records Included: Current leases held by the City with various tenants in properties in City inventory or properties managed by the City.</p>	USE SERIES CODE DPR-20-22							Use Development Property/Contracts Schedule.
DVP-30-12	<p>Development Projects Property &amp; Construction Mgmt. Projects Plans and Drawings - City Owned Property</p>	CON150	PERM	PERM	PERM	ACT		PUBLIC WORKS - PROPERTY SERVICES	PUBLIC/NOT PUBLIC see remarks security and trade-secret data. Not Public Data includes certain

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SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
DVP-40	<p>Development Projects Property Management Section Overview</p> <p>Records associated with maintenance and repair of buildings and lots acquired by the City for purposes of redevelopment, and owned by City on an interim basis until sold for redevelopment.</p>								
DVP-40-02	<p>Development Projects Property Management Property Files</p> <p>Used to track and monitor any and all activity associated with the on-going Property Management of City -owned or managed properties while in the workload.</p> <p>Records Included: Copies of acquisition paper work, demo request, utility info including request for utility cuts, correspondence, violations, pictures, square feet of parcel, additions to parcel such as fencing, retaining walls, etc.</p>	CON300	-	ACT+10	ACT+10	ACT	PUBLIC WORKS - PROPERTY SERVICES	PUBLIC/NOT PUBLIC - See Remarks	Not Public data includes appraisal data pursuant to MS 13.44 (3). Active ceases following disposition.
DVP-40-04	<p>Development Projects Property Management Right of Entry</p> <p>Used to document and give permission in any situation where an outside entity is granted entry onto a property owned or managed by the City.</p> <p>NOTE: If entry results in a claim, maintain 6 years after claim is settled.</p> <p>Records Included: Request for Right of Entry, legal staff assigned, insurance/liability information, term of right of entry, fees and special requirements, such as clean up, maintenance during term, etc.</p>	LEG000	-	6	6	ACT	PUBLIC WORKS - PROPERTY SERVICES	PUBLIC	

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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DVP-40-06	<p>Development Projects Property Management Work Orders</p> <p>Used to direct and monitor tasks assigned to maintenance. staff in the management and maintenance of City owned or managed properties. Used to monitor the task, time spent, cost of time and equipment.</p> <p>Records Included: All information pertaining to work performed at Cityproperties; including date performed, violations, requests from City Council, project coordinators, neighborhood groups, etc. Also included are daily logs of tasks performed by individual service workers.</p>	LEG000	-	6	6	ACT	PUBLIC WORKS - PUBLIC PROPERTY SERVICES		

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DVP-50	<p><b>Development Projects</b>  <b>Special Projects and Initiatives</b>  <b>Section Overview</b>                      Records and documents in this section of the schedule pertain to the planning and coordination of interagency, multi-jurisdictional and special projects and initiatives. Examples include the Hiawatha LRT Corridor, Humboldt Greenway, Near Northside Redevelopment, special initiatives such as Mississippi Mile, and special activities such as garden lots and Adopt-A-Lot. See the Development Project Management section of the retention schedule for records associated with the implementation of the actual development activities resulting from planning and coordination efforts.</p>								
DVP-50-04	<p><b>Development Projects</b>  <b>Special Projects and Initiatives</b>  <b>Interagency: Special Initiatives</b>                      Records associated with initiatives that fall outside the scope of typical Business or Housing Development project work. These records allow staff to monitor progress on the initiatives and to document the outcomes of the initiatives. Examples include the Mississippi Mile program and general riverfront activities.                      Records Included: Meeting agendas and minutes, brochures, press clippings, summary reports, related notes and correspondence.</p>	DEV000	ACT+10	ACT+10	ACT+10	ACT	BUSINESS & HOUSING DEVELOPMENT	PUBLIC	Active ceases when information is no longer valid or useful. Reports with enduring and long-term policy, legal, fiscal, historical or research value should be retained permanently.

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			LEGAL	USER	TOTAL				
DVP-50-08	<p><b>Development Projects</b>  <b>Special Projects and Initiatives</b>  <b>Special Projects</b>                      Records that document the monetary and project development framework for Special Projects (projects that are not multifamily, single-family or commercial redevelopment). Some projects allow neighborhood groups, individuals or other organizations to utilize City owned properties to promote goodwill or to serve a community need. Examples are: Garden Lots and Adopt a Lot.</p> <p>NOTE: Because of the varied nature of these records other series may apply to specific records. Prior to destruction, review similar records from this schedule to ensure that sufficient retention has been applied to these records.</p> <p>Records Included: Legal documents, contract documents, utility bills, pay requests, file notes, architectural materials, and related notes and correspondence.</p>	DEV000	ACT+10	ACT+10	ACT+10	ACT	DEPARTMENT	PUBLIC	Active ceases after project completed, payment/recapture terms have been met and all regulatory agreements have ended. If TIF financing is used, active ceases after district decertifies (typically 25 years).

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