

RESOLUTION 40 - 2009

A resolution of the City Council of the City of Reading, Berks County, Pennsylvania declaring its intent to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008.

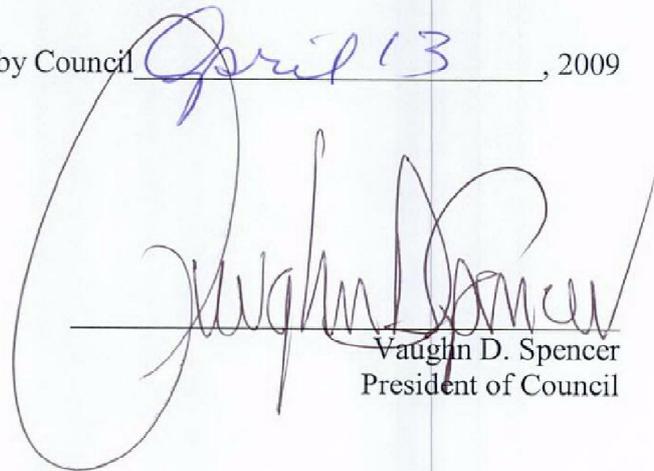
Whereas, a Local Government Records Committee was created by Act 428 of 1968 and empowered thereby to make rules and regulations for records disposition; and

Whereas, the Municipal Records Manual was approved by said Committee on December 16, 2008; and

Whereas, the City of Reading desires to dispose of records according to statutory requirements;

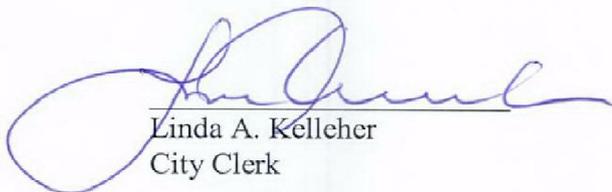
Now, therefore, be it resolved by the City Council of the City of Reading, Berks County, Pennsylvania that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008 as outlined in the attached exhibit.

Adopted by Council April 13, 2009



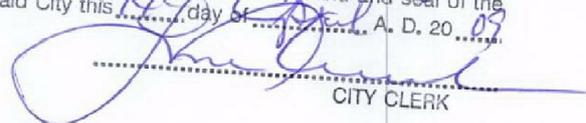
Vaughn D. Spencer
President of Council

Attest:



Linda A. Kelleher
City Clerk

I, LINDA A. KELLEHER, City Clerk of the City of Reading, Pa., do hereby certify, that the foregoing is a true and correct copy of the original Resolution passed by the Council of the City of Reading, on the 13 day of April A. D. 2009. Witness my hand and seal of the said City this 14 day of April A. D. 2009.



CITY CLERK

File Type	Retention length
Administrative and Subject Files	
Records summarizing policy and programs	Permanently
Routine correspondence	As long as of administrative value
Agendas of the governing body, board, commission, agency, etc.	One copy permanently A duplicate so long as of administrative value
Annexation, consolidation and boundary change records	Permanently
Bonds (Performance and Security)	6 years after expiration (with at least one copy on file in the City Clerk's Office)
Bylaws, Regulations, Rules of Order	5 years after Retain until superseded or revoked
Founding documents (Charters, Articles of Incorporation, etc.)	Permanently (With one copy on file in the City Clerks office)
Contracts (including all support material) Bids, proposals, price quotes and qualified contractor memoranda	If successful, 6 years after expiration of contract If unsuccessful, 3 years after job completion
Contracts and agreements	General contracts 6 years after termination Construction contracts 12 years after termination
Deeds to Municipal Property and Related Land Records	Permanently
Disaster Municipal plans (disaster, financial, etc.)	Retain until 5 years after superseded, or obsolete suspended, or revoked
Easements	Permanently
Certificates of Election	11 months Federal election 22 months
Certification for Referenda	Permanently
Notice of Nominations to be made	11 months Federal election 22 months
Statements of Financial Interest	5 years
Executive Vetoes and Veto Messages	Permanently
Grant Administration Records	Comply with requirements by the appropriate agency
Hazardous Substance Survey Forms (HSSF)	30 years if employee involved in specific incident 30 years after termination of employment
Historic Preservation Documentation	

(submitted to PHMC)		
<ul style="list-style-type: none"> • Environmental Reviews • Historical Architectural Information Inventory/Survey Data • Nation Register of Historic Places Documentation 		<ul style="list-style-type: none"> • 8 years • Permanently • Permanently
Insurance Claims	6 5 years after settlement, or as long as of administrative value	Retain policies contracts and supporting papers 6 years after expiration, provided all claims have been settled
Legislative Investigation Records	10 years then contact State Archives	
Litigation Case Files	Retained closed cases as long as of administrative value	Retain cases of precedential value permanently
Litigation Opinions		Permanently
Mailing lists	Until 1 year after superseded or obsolete	
Master Property and Equipment/Fixed Assets Inventories	Property and Equipment 5 years after superseded or obsolete	Fixed Assets permanently
Material Safety Data Sheets (MSDS)	30 years if used as health/exposure record for employee involved in incident	30 years after termination of employment
Minutes (for all boards, authorities, commissions, governing body, etc.)	Permanently (With at least one copy on file in the City Clerks office).	
Municipal Lien Files		1 year after satisfaction
Municipal obligations (bonds, coupons, notes)	6 years after cancellation (with at least one copy on file in the City Clerk's Office).	
<ul style="list-style-type: none"> • bonds and coupons • bond ledgers and books • canceled notes • loan files 	<ul style="list-style-type: none"> • 6 years after cancellation • permanently • 6 years • 6 years after final payment on loan 	
Municipal Records Disposal Certification Request Forms (submitted to PHMC)		Permanently
Oaths of office		6 years.
Petitions		5 years
	Permanently for those resulting in ordinance or charter change	
Photographs	As long as of administrative value – then contact State Archives	

Public Hearing Notices	10 years.
Annual reports	Permanently (With at least one copy on file in the City Clerks office).
All other reports	As long as of administrative value.
— Lot Location Files	Retain permanently.
— Lot Ownership Records	Retain permanently.
— Municipality Disaster Plans	Retain until superseded or obsolete.
— Executive Vetoes and Veto Messages	Retain permanently.
Press releases	As long as of administrative value.
Proclamations/Commendations	Retain permanently.
— Petitions	5 years; retain permanently if resulting in an ordinance or charter change.
Ordinances/Resolutions	Retain permanently.
Request for Service Records	1 year after request satisfied
Roster of Officials (submitted to PennDOT)	Permanently
Surveys	As long as of administrative value
Employee Files Personnel Records	
Administrative Organizational Charts	One copy permanently; others as long as of administrative value
Civil Service Commission records <i>(Other than those filed in individual personnel files)</i>	5 years after expiration of all appeal periods <i>As long as of administrative value</i>
Eligibility lists	5 years after the list expires
Health Insurance files	5 years.
<i>Commercial Drivers License Records</i>	<i>Comply with retention requirements of appropriate licensing agency</i>
<i>Emergency Information Sheets</i>	<i>Retain most recent update for tenure of employee</i>
<i>Employee Health Insurance Claim Files</i>	<i>5 years after settlement of claim</i>
<i>Employee Medical Records</i>	<i>Same as Personnel records unless exposed to toxic substances, then retain 30 years after termination of employment – must comply with OSHA regulations</i>
Individual employee personnel records – <i>if separate with post-termination benefits</i>	50 years after termination. <i>Retain summary information permanently; other records 5 years after termination</i>
<i>Individual employee personnel records – if separate without post-termination benefits</i>	<i>5 years after termination</i>
Job announcements	5 2 years after the position has been filled.
Job descriptions	For the life of the position. <i>Retain current plus one prior revision</i>
<i>Labor Negotiation Files</i>	<i>5 years after expiration of contract</i>

<i>Labor Union Contracts</i>	<i>20 years after expiration</i>
Grievances	5 3 years after final resolution.
Applications for Employment – <i>not hired</i>	Retain 2 years.
Equal Employment Opportunity Records	Retain 3 years.
Discrimination Complaint Case Files	Retain 4 years after the resolution of the case.
Labor Negotiation Files	Retain 5 years after the expiration of the contract.
Worker's Compensation Records	Retain 4 years after signing the final settlement <i>or 4 years after death of recipient</i> <i>Retain 10 years if suspension agreement has been file</i>
<i>Payroll Records</i>	
Cancelled Payroll Checks	Retain 7 years.
Payroll Adjustment Records	Retain 4 years.
<i>Individual Earning Record – terminated with benefits</i>	<i>5 years after all benefits paid</i>
<i>Individual Earning Record – terminated without benefits</i>	<i>5 years after termination</i>
Deduction Authorizations	Retain 4 years after cancelled or superseded.
— Pension Plan Records	Retain 6 years after the termination of the plan.
<i>Payroll Earnings and Deductions Registers – Pay Period Reports</i>	<i>4 years</i>
<i>Payroll Earnings and Deductions Registers – Annual Summary</i>	<i>If posted to individual earning record – 7 years; otherwise 50 years</i>
<i>Payroll Voucher (Check) Registers</i>	<i>7 years</i>
<i>Pension Files – Individual Employee</i>	<i>3 years after benefits paid</i>
<i>Pension Plan Data Sheets</i>	<i>10 years</i>
<i>Pension Plan Annual Summary Records</i>	<i>Permanently</i>
<i>Pension Plan Administration Records</i>	<i>6 years after termination of plan</i>
<i>Quarterly Returns of Withholding of Federal Income Tax</i>	<i>4 years</i>
<i>Quarterly Statements of State and Local Taxes Withheld</i>	<i>4 years</i>
Social Security Reports	Retain 4 years
Attendance Records <i>and Time Cards</i>	Retain 3 years.
<i>Unemployment Compensation Records</i>	<i>4 years after contributions have been made</i>
<i>Wage and Tax Statements (W-2 forms)</i>	<i>4 years after due date of tax</i>
<i>Withholding Allowance Certificates (W-4 forms)</i>	<i>4 years after new certificate is filed or employment terminated</i>

<i>1099 Forms</i>		<i>4 years</i>
Financial and Purchasing Records		
Weekly/Monthly Account Summaries		<i>3 years 5 years</i>
Year end Summaries		<i>7 years</i>
Accounts payable files and ledgers		<i>7 years</i>
Accounts Receivable Files and Ledgers		<i>7 years</i>
Budgets		Permanently (with at least one copy on file in the City Clerk's Office)
Audit		Permanently (With at least one copy on file in the City Clerks office)
Audit Workpapers		<i>Current plus three prior audit cycles</i>
Annual Budget and related records		<i>Budget permanently; Related records 7 years</i>
Certified Financial Statements		Permanently.
— All Purchasing Records		<i>7 years.</i>
Purchase Orders		<i>7 years</i>
Purchasing Files		<i>6 years</i>
Supply Requisitions		<i>2 years</i>
Surplus Property Logs		<i>Until suspended or obsolete</i>
Utility and Paid Service Receipts		<i>7 years</i>
Voucher Files		<i>7 years</i>
Change of Address Records		<i>5 years.</i>
Occupational Tax Lists		Until suspended or obsolete.
Property Tax Return Forms		<i>5 years.</i>
Real Estate transfer records		As long as of Administrative value.
Balance Sheets		Retain <i>7 years.</i>
Bank Statements and Reconciliations		<i>7 Years</i> Retain <i>3 years.</i>
Bills		Retain <i>7 years.</i>
Cancelled Checks		Retain <i>7 years.</i>
Check Registers		Retain <i>7 years.</i>
Daily Cash Records		<i>3 years</i>
Deposit Slips		<i>7 years</i> Retain <i>3 years.</i>
Depreciation Schedules		<i>Life of equipment + 3 years</i>
Expense Reports		Retain <i>7 years.</i>
Investment Records		<i>6 years after cancellation</i>
Vendor Files		Retain until superseded.
Warrants		Retain <i>7 years.</i>
Survey of Financial Condition Forms (DCED)		<i>3 years</i>
Treasurer's Bond Certifications		<i>7 years</i>
Tax Collection and Assessment Records		

Bill of Taxes	Retain 2 years.
<i>Certification for Taxes Paid on Real Estate</i>	<i>2 years</i>
Change of Address Records	Retain 2 years.
Delinquent Tax Collection Records	Retain 1 year <i>after delinquent taxes paid</i>
Exoneration Certificates	Retain 5 years.
<i>General and Special Tax Ledgers and Related Records</i>	<i>Retain 7 years</i>
<i>Occupational Tax Lists</i>	<i>Retain until superseded or obsolete</i>
<i>Tax Return Forms</i>	<i>5 years</i>
<i>Public Utility Realty Reports</i>	<i>7 years</i>
Real Estate Transfer Records	Retain as long as of administrative value.
Tax Bills, Paid Receipts	Retain 2 years.
<i>Tax Collector's Monthly Report to Taxing Districts</i>	<i>7 years</i>
<i>Tax Collector's Return Sheets</i>	<i>1 year after delinquent taxes paid</i>
<i>Tax "Duplicates"</i>	<i>Retain information on tax payments 7 years</i> <i>Retain other copies as long as of administrative value</i>
<i>Tax Millage Certificates</i>	<i>Permanently</i>
Annual Collection Reports Submitted to the State.	Retain 10 years.
Sales and Use Tax Exemptions	3 years after last sale
Police Records	
Animal Law Enforcement Records	2 years.
<i>Bicycle Registration</i>	<i>2 years</i>
Traffic Citations	5 years. <i>3 years if not part of criminal history case file</i>
Non Traffic Citations	5 years. <i>3 years if not part of criminal history case file</i>
Community Relations Files	As long as of administrative value.
Daily Activity Records	5 3 years.
Daily Bulletins/Blotters/Logs	As long as of administrative value.
Dispatcher's Log Book	2 years. <i>3 years after last entry</i>
Accident Reports (motor vehicle)	5 years after the close of the investigation.
Parking Tickets	1 year after all fines have been paid.
Towing Records	1 year after all fines have been paid.
Calibration Records	Retain 5 years after expiration of certification.
Community Relations Files	Retain as long as of Administrative Value.
Complaints, Incident Reports	Retain 3 years if not part of a criminal history case.

Court Orders	Retain as long as of administrative and legal value.
Criminal History/Investigative Files-Homicide, Suspicious Death, Missing Persons	Retain for 75 years.
Summary Cases	Retain for 5 years.
All Other Cases	Retain for 20 years.
<i>Criminal History Dissemination Records</i>	<i>Retain same as case file; if not criminal record found retain 2 years</i>
<i>Firearms and Ammunition Records</i>	<i>2 years after superseded or obsolete</i>
<i>Hunting Accident Reports</i>	<i>2 years</i>
Internal Affairs Case Files	<i>Incident Log - Retain for 7 years. Substantiated Charge - 3 years after termination of employment Unsubstantiated Charge - 3 years after close of investigation or compliance</i>
K-9 Corps Records	Retain veterinary records 2 years after retirement or death of the dog.
<i>Master Name Index</i>	<i>As long as of administrative value</i>
<i>Missing Persons File</i>	<i>Until case considered closed</i>
Motor Vehicle Accident Reports	Retain for 5 years.
Parking Violations	Retain 1 year after all fines have been paid.
Abandoned or Impounded Vehicles	Retain 2 years.
<i>Recommendations for Special Driver's Exams</i>	<i>Retain 1 year</i>
<i>PA Uniform Crime Reporting Worksheets</i>	<i>2 years</i>
<i>Permits and related applications</i>	<i>3 years after expiration</i>
Property Records	Retain 10 6 years after property is no longer in custody of the department.
<i>Temporary Detention Reports</i>	Retain 3 years.
<i>Detention Inspection Reports</i>	<i>4 years</i>
Tow Truck Operators Schedule Records	Retain as long as of administrative value.
<i>Training Records</i>	<i>Retain as long as of administrative value</i>
<i>Vacant Home Check Record</i>	<i>30 days unless used as evidence</i>
<i>Video/Audio Tapes</i>	<i>30 days unless used as evidence</i>
<i>Waivers/Release Forms</i>	<i>As long as of administrative value</i>
Fire Records	
Annual Fire Loss Records	Retain permanently if not presented in annual report.
Certification of Service	Retain current report plus two prior audit cycles.

Daily Bulletins/Blotters/Logs/ <i>Activity Records</i>	Retain as long as of administrative value. 3 years
Drill Reports	Retain 7 years.
<i>Incident Reports – serious incidents and major issues</i>	Permanently
<i>Incident Reports – routine</i>	3 years
Equipment Records	Retain as long as of administrative value.
<i>Fire Codes and Ordinances</i>	Permanently
<i>Fire Safety Inspection Records – automated sprinkler systems</i>	Retain until superseded or obsolete
Fire Safety Inspection Records – <i>Building surveys/inspection records/notices of violation</i>	Retain 10 years.
<i>Hydrant Records – location listings/maps</i>	Retain until superseded or obsolete
Hydrant Records – <i>maintenance/testing records</i>	Retain 2 years after hydrant is removed or replaced.
Arson Investigation/Fires Resulting in Death or Injury Files	Retain 15 years after case is closed. Permanently
<i>Investigation – Routine</i>	10 years after cause is determined
<i>Equipment/Maintenance logs/inspection reports</i>	Retain for live of equipment or transfer with vehicle if appropriate
<i>Fire Alarm box test records</i>	2 years after box is removed or replaced
<i>Permits and related files</i>	3 years after expiration/revocation
EMS Emergency Services Records	
Audio Tapes and Logs	Retain tapes 45 days Retain logs 3 years after last entry Retain all as needed for evidentiary need
Emergency Management Plan	Retain 3 years after superseded.
Trip Reports	Retain 7 years.
Incident Cards and Reports	Retain 3 years.
Quality Assurance Reviews	Retain 10 years.
Radio Dispatcher's Logs	Retain 3 years after last entry.
Public Health/Codes Records	
<i>Applications for Food Service Manager/Operator Certification</i>	5 years
Citations	3 years
Notices of violation and all related correspondence	2 years after final disposition-30 days after issue settled or resolved
<i>Epidemiological Reports</i>	7 years
Health Inspection records	4-5 years
Reports to the State Board of Health	5 years
Food Embargo, Condemnation, Recall Records	Retain 5 years.
Nuisance Records-Tall Grass/Weeds,	Retain 2 years after final disposition.

Odors, Animals, Filthy Conditions	
Permits/Licenses	3 years after expiration or denial
Rent Withholding Cases	Retain 7 years.
State Permits and Approvals	Retain in accordance with regulations set forth by the issuing agency.
Vector Control Records	Retain 4 years.
Public Works/Engineering Records	
Applications/Licenses/Permits	Annual – 3 years after expiration Indefinite – until revoked or suspended
Complaints/Notification of Hazards	2 years after correction/final resolution
Construction Inspection Reports	12 years after acceptance of project
Construction Records Plans and Specifications	Permanently. Retain until structure is reconstructed or long longer municipal property; transfer to new owner if appropriate
Engineering Drawings	Permanently
Equipment Records	For the life of the equipment.
Liquid Fuels Tax Records	7 years.
Highway Transfers	Permanently
Maintenance Records	Routine 5 years. Structural - Retain until structure is reconstructed or long longer municipal property; transfer to new owner if appropriate
Maps	One copy permanently, duplicates can be disposed when obsolete.
Road and Bridge Books	Permanently.
Road Mileage Reports	Permanently
Road Operations Procedures	Retain until superseded
Storm Water Management Records	Permanently.
Street Light Records	Installation records and plans – retain until light is removed or replaced Routine maintenance – 5 years
Street Assessment Notification Records	3 years after all payments made
Opening Orders and Deeds of Dedications	Permanently.
Street Cut Records	5 years.
Traffic Studies	As long as of administrative value.
Transportation System Performance Reviews	Retain 3 years.
Underground Conduit Reports	Retain Permanently. 1 year
Waste Management	
Act 537 Plans	Until superseded or obsolete
Biosolids Disposal Records	Permanently Retain permits and applications until

	<i>superseded or obsolete Retain reports and related records 30 years</i>
Sewage Planning Module Components	<i>5 years after last lot developed Retain as long as of administrative value</i>
Daily Operating Reports	<i>2 years.</i>
Discharge Monitoring Reports	<i>5-3 years.</i>
Recycling Records	<i>10-5 years.</i>
Trash Hauler Records	<i>4 years.</i>
Investigation Case Files	<i>Retain 25 years after case is closed.</i>
Lab Accreditation Records	<i>Retain applications and certifications until superseded or obsolete Retain all other records 5 years</i>
Notification of Permits and Permit Revisions	<i>Retain 10 years</i>
On-Lot Sewage System Records	<i>Retain until system is replaced or property is connected to the public sewage system. Retain permits until superseded or obsolete; retain other records until system is replaced or property connected to public sewage treatment system</i>
Yearly Waste Load Management Reports	<i>Retain permanently 2 years</i>
Sewage Treatment Installation Records	<i>Retain permanently.</i>
Sewage Treatment extensions/pump facilities records	<i>Retain permitting records until superseded or obsolete Retain all other records permanently</i>
Sewer Assessment Notification	<i>Retain 1 year after all payments have been made</i>
Sewer Enforcement Officer Certification Records	<i>Retain until expiration of certification</i>
Sewer Rights of Way and Easements	<i>Permanently</i>
Recycling Program Records	<i>Retain 5 years.</i>
Solid Waste Records (Landfills)	<i>Retain permanently Retain permits until superseded or obsolete Retain all other records for 30 years after lifespan of facility</i>
Toxic Reduction Evaluation Reports	<i>Permanently</i>
Hauler/Transporter Records	<i>Retain 4-10 years.</i>
Water Quality	
Operating Records for Water Treatment Plants – Annual reports and special studies	<i>Permanently</i>
Operating Records for Water Treatment	<i>Retain 2 years</i>

<i>Plants – Daily Reports</i>	
<i>Operating Records for Water Treatment Plants – Monthly Reports</i>	<i>Retain 10 years</i>
<i>Permit Files for Water Treatment Plants and Public Water Supply Systems</i>	<i>Permanently</i>
<i>Water Line Assessment Notification Records</i>	<i>Retain 3 years after all payments have been made</i>
<i>Water Quality Records</i>	<i>Annual water supply reports, emergency response plans, operation and maintenance plans until superseded or obsolete Other records retain 12 years</i>
<i>Waterworks Operators Certification Records</i>	<i>Retain until expiration of certification</i>
<i>Meter Reading Records</i>	<i>Retain 5 years</i>
Planning and Building	
<i>Building and Housing Construction Records</i>	<i>Commercial – until structure is demolished Other 5 years after certificate of occupancy issued or after 5 years if no certificate of occupancy is issues</i>
Building Permits and Applications	<i>5 years Commercial – until structure is demolished Other 5 years after certificate of occupancy issued or after 5 years if no certificate of occupancy is issues</i>
<i>Complaints, Citations, Notices of Violations and Investigations</i>	<i>3 years after resolution of complaint</i>
Comprehensive Plan	<i>Permanently (With at least one copy on file in the City Clerks office)</i>
<i>Contractor’s Licensing Records</i>	<i>7 years</i>
<i>Economic Development/Redevelopment Files</i>	<i>Comply with retention requirements of appropriate agency</i>
<i>Flood Plain Management Records</i>	<i>Annual Report – 5 years Variance - Permanently</i>
Maps and Plats	<i>One copy permanently, other copies until superseded or obsolete (with at least one copy on file in the City Clerk’s Office)</i>
Arial Photography	<i>Retain until superseded or obsolete; contact State Archives regarding possible historical value.</i>
<i>Planning Commission Minutes</i>	<i>Permanently</i>
<i>Planning Studies and Surveys</i>	<i>Permanently</i>

Demolition Permits and Applications	Retain Permanently.
Zoning	
Occupancy and Use Permits	Until revoked or superseded Permanently
Issued Zoning Permits	5 years
Subdivision and Land Development reviews	Permanently
Decisions of the Zoning Hearing Board	Permanently
Hearing Applications	3 years after final decision
Ordinance Amendment Reviews	Permanently (with at least one copy on file in the City Clerk's Office)
Records in Court Cases	Permanently
Zoning Hearing Board minutes	Permanently
Zoning Hearing tapes, stenographic notes and transcripts	Tapes and notes – 90 days after final decision if no appeal; if appeal retain until resolution of case
Library Records	
Applications for State Aid	Retain 5 years.
Book and Material Inventories	Retain until superseded or obsolete.
Book Purchase and Disposal Records	Retain 2 years.
Circulation Records	As long as of administrative value. Retain 2 years Retain annual statistics permanently
Patron Registration Files	Retain 3 years after the expiration of the card. For patrons with delinquencies retain 3 years after settlement
Reports to State Library	Retain Permanently.
Rules and Regulations	5 years after revoked or superseded
Parks and Recreation Records	
Accident/Incident Reports	Retain 3 years.
Citations	Retain 3 years.
Operation and Maintenance Records	5 years
Park Planning Files	Retain Permanently.
Park Program Files	2 years
Park Rules and Regulations	Retain 5 years after revoked or superseded.
Park Use Records	Retain 3 years.
Public Bathing Facilities – including pools, chemicals, etc	4 years
Information Technology	

<i>Computer Inventory Records</i>	<i>4 years after computer removed from service or reassigned</i>
<i>Computer Systems Documentation</i>	<i>1 year after migration of all records with ongoing value to new system</i>
<i>Equipment and Network Usage Documentation</i>	<i>1 year after updated or superseded</i>
<i>Equipment Records</i>	<i>Retain for life of equipment</i>
<i>Computer Usage Files and Reports</i>	<i>1 year</i>
<i>Network and PC Password and Security Identifications</i>	<i>1 year</i>
<i>System Architecture Documents and Wiring Schemas</i>	<i>Retain for life of network</i>
<i>Operating System and Hardware Conversion Plans</i>	<i>1 year after successful conversion</i>
<i>Disaster Preparedness and Recovery Plans</i>	<i>Retain until superseded or revised</i>
<i>System Backup Files</i>	<i>Retain until superseded</i>
<i>Security Records</i>	<i>1 year</i>
<i>Input Documents</i>	<i>Retain as long as of administrative value</i>
<i>User Requests for IT Services</i>	<i>Retain as long as of administrative value</i>
<i>Network Implementation Project Files</i>	<i>Retain until superseded</i>