

City of Wichita Records Retention Schedule

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AIRPORT

BUILDING SERVICES

EQUIPMENT WARRANTIES

Active: Retain until superseded or obsolete
Disposition: Destroy

INCIDENT OR ACCIDENT REPORTS

Active: 2 years
Disposition: Destroy

MECHANICAL, ELECTRICAL, STRUCTURAL

(Specifications and prints)
Active: Retain until superseded or obsolete
Disposition: Destroy

OPERATING AND MAINTENANCE MANUALS

Active: Retain until superseded or obsolete
Disposition: Destroy

ENGINEERING

AERIAL PHOTOGRAPHS

Active: Permanent
Disposition: Retain

AIRFIELD PAVEMENT HISTORY

Active: Permanent
Disposition: Retain

AIRPORT LAYOUT PLAN

(Drawing of approval expansion plan)
Active: Permanent
Disposition: Retain

AIRPORT MAPS

(Drawings of Airport layout including buildings, utilities, land plots, roadways, airfield pavement)

Active: Permanent

Disposition: Retain

ANNUAL GROUND WATER MONITORING REPORT

(Fuels farms and fire training facility)

Active: Permanent

Disposition: Retain

ANNUAL GROUND WATER USE REPORT

Active: Permanent

Disposition: Retain

ANNUAL REPORTS

(List of monthly/yearly project status and completion)

Active: 10 years

Disposition: Retain

APPLICATIONS

(Above ground storage tank plan)

Active: Permanent

Disposition: Retain

APPOINTMENT BOOKS/CALENDAR

Active: 2 year

Disposition: Destroy

ASBESTOS MANAGEMENT PLAN

(Asbestos survey of ACM building materials in current structure)

Active: Permanent

Disposition: Retain

AS-BUILT DRAWINGS

(Drawings of Airport projects as completed)

Active: Permanent

Disposition: Retain

BRIDGE INVENTORY

(Conducted every 3 years, includes load ratings, photographs, condition, etc)

Active: Permanent

Disposition: Retain

CATALOGS

(Construction and finish catalogs)

Active: Until obsolete

Disposition: Destroy

CATEGORICAL EXCLUSIONS

(One for each project as per National Environmental Policy Act)

Active: Permanent

Disposition: Retain

CIP PREPARATION FILE

(Notes and copies of updated versions)

Active: Permanent

Disposition: Retain

CONSTRUCTION DIAGRAMS

(Above ground storage tank plan)

Active: Permanent

Disposition: Retain

CONSTRUCTION DRAWINGS

(Filed by three digit subject code)

Active: Permanent

Disposition: Retain

FLEET MAINTENANCE

EMPLOYEE EQUIPMENT TRAINING RECORDS

Active: 2 years

Disposition: Destroy

EQUIPMENT MANUALS/WARRANTIES

(Warranties received with new vehicles and equipment)

Active: Until obsolete

Disposition: Destroy

EQUIPMENT REPAIR RECORDS

(Record of major repairs to vehicles/equipment)

Active: Retain during ownership

Disposition: Destroy

PAVEMENT REPAIR RECORDS

(Pavement repair locations and dates)

Active: Retain indefinitely

Disposition: Retain

SAFETY MEETING RECORDS

(Safety meeting attendance)

Active: 2 years

Disposition: Destroy

PUBLIC SAFETY INT.

AIRPORT ID'S

(ID badges-no longer needed)

Active: During employment

Disposition: Destroy upon return to Airport Police and Fire

AIRPORT OPERATING GUIDE

(Airport certification manual)

Active: Permanent

Disposition: Retain

AIRPORT SAFETY DIVISION REPORTS

(Documentation of incidents)

Active: Permanent

Disposition: Retain

APPOINTMENT BOOKS/CALENDARS

Active: 2 years

Disposition: Destroy

AUTHORIZED SIGNATURE FOLDERS

(Authorized signers for tenants, etc.)

Active: Retain 6 months after no longer an authorized signer

Disposition: Destroy

AVSEC NOTIFICATION

(Businesses to contact when AVSEC levels change)

Active: 5 years

Disposition: Retain

AVSEC OVERTIME SHEETS

(Overtime sheet for LEA at passenger screening)

Active: Permanent

Disposition: Retain

AVSEC REQUIRED CHECKS

(Activity check sheet)

Active: 5 years

Disposition: Retain

CALL BACK LIST

(Roster of personnel for emergency/overtime)

Active: Retain while useful

Disposition: Destroy

CALL BACK LISTS FOR EMERGENCY AFTER HOURS

(Roster of personnel for other Airport divisions)

Active: Retain while useful

Disposition: Destroy

CITY ORDINANCES

(Ordinance Book)

Active: Permanent

Disposition: Retain

COMPLAN NOTIFICATION LIST

(List of businesses to contact in case of an emergency)

Active: Retain while useful

Disposition: Retain

COURTESY PARKING PERMITS

Active: Permanent

Disposition: Retain

CRIMINAL HISTORY CHECKS ON ACTIVE EMPLOYEES

(Record check on individuals being issued a SIDA badge)

Active: Retain 6 months after termination

Disposition: Destroy

CRIMINAL HISTORY CHECKS ON TERMINATED EMPLOYEES

(Record check on individuals being issued a SIDA badge)

Active: Retain 6 months after termination

Disposition: Destroy

CUTTING/WELDING PERMITS

Active: Retain 3 months

Disposition: Destroy

DAILY BULLETIN

(Daily log of on-duty personnel, cases, notes, etc.)

Active: Permanent

Disposition: Retain

DISABLED PERSONS FORM

(Personnel trained on DPL)

Active: Permanent

Disposition: Retain

DOCUMENTATION FOR CASE REQUEST

Active: Permanent

Disposition: Retain

DOCUMENTATION OF DAMAGE TO CITY VEHICLES

Active: 3 months

Disposition: Destroy

EMPLOYEE CARD FILES

(Rolodex files with employee information)

Active: Permanent

Disposition: Retain

EQUIPMENT INVENTORY

Active: Permanent

Disposition: Retain

FOUND PROPERTY REPORTS

(Property found at Airport)

Active: 1 year

Disposition: Destroy

FUEL LOGS

Active: 2 years

Disposition: Retain

FUEL SPILL REPORTS

Active: Permanent

Disposition: Retain

FUEL TRUCK REPAIR REPORTS

Active: Permanent

Disposition: Retain

GUIDE FIRE SAFETY CODES

(Uniform Fire Code)

Active: Permanent

Disposition: Retain

ID AND RAMP PERMIT STOP LOST LIST

(Lost ID's and ramp permits)

Active: Retain 1 year

Disposition: Destroy

ID APPLICATIONS-ACTIVE

(Documentation of active ID applications)

Active: Retain for 6 months after termination

Disposition: Destroy

ID AUDIT REPORTS

(Documentation of ID's that have been issued, returned, lost or disabled)

Active: 1 year

Disposition: Destroy

ID'S EXPIRING FOR CURRENT MONTH

Active: 1 year

Disposition: Destroy

JOB APPLICANTS

(Safety/service officer apps)

Active: Permanent

Disposition: Retain

LOG BOOK FOR ASD CLASSES

(Log book – computerized record)

Active: Permanent

Disposition: Retain

LOG OF OFFICER DUTIES

(24-hour duty log)

Active: Permanent

Disposition: Retain

LOST PROPERTY AT AIRPORT REPORTS

Active: 1 year

Disposition: Destroy

MONTHLY ACTIVITY REPORTS

(Monthly statistics for safety)

Active: Permanent

Disposition: Retain

MONTHLY CHECKLIST

(Required checks for end of month)

Active: Permanent

Disposition: Retain

MOVEMENT TRAINING REPORT

(Individuals who have attended movement training)

Active: Retain 2 years past termination date

Disposition: Destroy

OPEN DOOR REPORTS

(Documentation of doors/windows found open on Airport property)

Active: Permanent

Disposition: Retain

POLICY/PROCEDURE MANUAL

(Guide LEO activity/conduct)

Active: Permanent

Disposition: Retain

PROJECT FOLDERS

Active: Retain while useful

Disposition: Destroy

RECEIPT BOOK FOR FINGERPRINTS AND ID'S

Active: 2 years

Disposition: Destroy

SECURITY/SIDA ATTENDANCE COUNT

(Log of names attending ID media presentation)

Active: Permanent

Disposition: Retain

SECURITY/SIDA TRAINING LOG

(Log of names Attending ID media presentation)

Active: Permanent

Disposition: Retain

SHIFT REPORTS

(Activity log for control room, run sheets for street patrol and SIDA patrol)

Active: 5 years

Disposition: Retain

SHIFT SCHEDULES

(Daily work assignments)

Active: Permanent

Disposition: Retain

SUPPLIES-VENDORS

(Work related equipment)

Active: Permanent

Disposition: Retain

THREAT ASSESSMENT DATABASE

(Database of individuals requiring T.A. approval)

Active: Permanent

Disposition: Retain

TICKET LOG – COMPUTERIZED RECORD

(Moving and parking tickets issued)

Active: Permanent

Disposition: Retain

TRAINING CURRICULUMS

(LEO, ARFF, EMT topics)

Active: 2 years

Disposition: Destroy

TRAINING RECORDS - AIRCRAFT RESCUE IN SERVICE

Active: 5 years

Disposition: Destroy

TRAINING RECORDS - EMERGENCY MED. IN SERVICE

Active: 2 years

Disposition: Destroy

TRAINING RECORDS - LAW ENFORCEMENT IN SERVICE

Active: 1 year

Disposition: Destroy

TRAVEL DOCUMENTATION

(Travel log)

Active: 2 years

Disposition: Destroy

VARIOUS ROSTERS OF PERSONNEL

Active: Until obsolete

Disposition: Destroy

VEHICLE INSPECTION FORM

(Daily inspection of safety vehicles)

Active: Retain computerized record 1 year

Disposition: Destroy

WAIVER OF DAMAGE TO VEHICLE PAPER

(Documentation giving officer permission to unlock or gain access to vehicle)

Active: 3 months

Disposition: Destroy

WEATHER NOTIFICATION LIST

(Businesses to contact when severe weather occurs)

Active: 1 year

Disposition: Destroy

WICHITA POLICE DEPARTMENT REPORTS

(Documentation of incidents occurring at the Airport requiring a police incident number. Incident may be criminal offense, accident or civil matter)

Active: Permanent

Disposition: Retain



ARTS & CULTURE

ACCOUNTS RECEIVABLE – CENTURY II

Active: 3 years
Disposition: Destroy

APPLICATIONS – COMMUNITY EVENTS

Active: 2 years
Disposition: Destroy

ARCHITECTURAL, MAPS, PLANS, SPECIFICATIONS, CIP PROJECTS

Active: Until no longer useful
Disposition: Permanent

ARTS COUNCIL FINANCIALS

(Invoices, payables, receivables, budget)
Active: 7 years
Disposition: Destroy

CENTURY II PAYABLES, RECEIVABLES

Active: 3 years
Disposition: Destroy

CONTRACTS – CENTURY II

Active: Number of year's contract is active plus 9 years
Disposition: Destroy

CONTRACTS – CULTURAL FUNDING OPERATIONAL AGREEMENTS, FLIGHT FESTIVAL/PERFORMERS

Active: Number of year's contract is active plus 5 years so Operational Agreements are 5 years plus five years;
Flight Festival performers are current year plus 5 years
Disposition: Destroy

CONTRACTS – FLIGHT FESTIVAL GROUND OPERATIONS

Active: Current year plus 5 years
Disposition: Destroy

COWTOWN FINANCIALS

(Invoices, payables, receivables, budgets)

Active: Financials not board related-3 years if scanned to Laserfiche, 7 years if not scanned to Laserfiche; Board financials-7 years.

Disposition: Destroy

DIVISION BUDGET INFORMATION

Active: 3 years

Disposition: Destroy

EMPLOYEE RECORDS – CENTURY II

Active: Length of employee tenure

Disposition: Permanent storage

EMPLOYEE RECORDS – CITY ARTS

Active: Length of employee tenure

Disposition: Permanent storage

EMPLOYEE RECORDS – COWTOWN

Active: Length of employee tenure

Disposition: Permanent storage

EMPLOYEE RECORDS – INDIAN CENTER/BOARD OF TRUSTEES

Active: Length of employee tenure

Disposition: Permanent storage

GRANT APPLICATIONS

Active: Current year plus 5 years

Disposition: Destroy

GREATER WICHITA CONVENTION & VISITORS BUREAU (GWCVB)

Active: Current year plus 5 years

Disposition: Destroy

INVOICES, PAYABLES AND RECEIVABLES

Active: 3 years if scanned to Laserfiche; 7 years if not scanned

Disposition: Destroy

MEMORABILIA, SCRAPBOOKS, PROGRAMS, PHOTOGRAPHS

Active: Retain one copy permanently. Retain one copy of programs/posters/playbills permanently

Disposition: Permanent until deemed no longer viable for archive.

MEMORANDUM OF UNDERSTANDING (MOU'S)

Active: Current year plus 5 years

Disposition: Destroy

MINUTES, AGENDAS, BOARD OF DIRECTORS

(Arts Council and Design Council)

Active: Retain until no longer useful

Disposition: Permanent storage

PAYROLL RECORDS

Active: 3 years

Disposition: Destroy

RENTAL AGREEMENTS – COWTOWN

Active: Current year plus 5 years

Disposition: Destroy

REPORTS

Active: Retain until no longer useful

Disposition: Permanent storage

UTILITY FORMS

Active: 3 years

Disposition: Destroy

WICHITA TIX PAYABLES

Active: 3 years

Disposition: Destroy



CITY CLERK

AGENDAS AND AGENDA REPORTS

(City Council Agendas and supporting documents, petitions, bond documents, contracts, agreements, supplemental documents)

Active: Retain hard copies 5 years; contracts, agreements and petitions are returned to departments which submitted. Electronic copies are scanned in Laserfiche.

Disposition: Destroy

ANNEXATIONS CASE FILES

Active: Retain

Disposition: Permanent

ANNUAL BUDGET

(Operating and Annual Budget for City)

Active: Retain

Disposition: Permanent

ANNUAL REPORTS – CITY AGENCIES

Active: Retain (electronic copy)

Disposition: Permanent

APPOINTMENT BOOKS AND CALENDARS

Active: Retain calendars only if written notes are included, 2 years

Disposition: Destroy

BOARD OF BIDS

Active: 5 years

Disposition: Destroy

BUDGET PREPARATION FILE

Active: Close of subsequent election process

Disposition: Destroy (hard copies)

CANDIDATE FILING DOCUMENTS/CITY ELECTIONS

Active: Keep hard copies until close of subsequent election process (electronic copies in Laserfiche)

Disposition: Destroy

CAPITAL IMPROVEMENT PLAN

(Plan of City)

Active: Retain

Disposition: Permanent

CATALOGS

Active: Active while current

Disposition: Destroy

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: Destroy

CHARTER ORDINANCES

Active: Retain hard copies and electronic copies

Disposition: Permanent

CITY CODE BOOK

Active: Retain 1 copy

Disposition: Permanent

CITY COUNCIL ITEMS (WITHDRAWN, NOT ADOPTED OR APPROVED)

Active: 5 years

Disposition: Destroy

CITY COUNCIL MINUTES

Active: Retain electronic/scanned in Laserfiche

Disposition: Permanent

CITY COUNCIL PACKETS

Active: Retain electronic/scanned in Laserfiche

Disposition: Permanent

CITY COUNCIL RECORDINGS

(Audio and video tapes of Council Meetings)

Active: 10 years

Disposition: Destroy

CLAIMS AGAINST THE CITY

Active: 10 years

Disposition: Destroy

COMMITTEE FILES

Active: Retain while useful

Disposition: Destroy

COMPREHENSIVE ANNUAL FINANCIAL REPORTS

Active: Permanent

Disposition: Retain

COMMUNITY FILES

(Board minutes of committees)

Active: Permanent electronic copies

Disposition: Retain

CONDEMNATIONS

Active: Paper copies, active 1 year

Disposition: Destroy (electronic permanent)

CONTRACTOR'S LIABILITY INSURANCE/BOND INSURANCE

Active: 5 years after expiration

Disposition: Destroy

CONTRACTS

Active: Paper copy, return to originating department

Disposition: Electronic copy permanent

CORRESPONDENCE (ROUTINE)

(Inquiries, memos, copies, telephone records, etc)

Active: Retain while useful; but not more than 5 years

Disposition: Destroy

DEEDS

(Property owned by the City)

Active: Permanent

Disposition: Retain

EASEMENTS

Active: Permanent

Disposition: Retain

KANSAS GOVERNMENTAL JOURNAL

(See also Reference Books)

Active: Retain

Disposition: Permanent

LEGAL NOTICES

Active: 5 years

Disposition: Destroy

LICENSING FILES

(Applications)

Active: Permanent

Disposition: Retain

OATH OF OFFICE

Active: 6 years

Disposition: Retain electronic copy

OPEN RECORD REQUESTS (KORAS)

Active: 3 years

Disposition: Destroy

ORDINANCES

Active: Permanent

Disposition: Retain hard and electronic copies

PETITIONS

Active: 5 years; seek archival approval before destroying

Disposition: Destroy

PETITIONS TO PUT ISSUE ON BALLOT

Active: Retain

Disposition: Permanent

PROOF OF PUBLICATION

Active: Permanent

Disposition: Retain with original ordinances

RECORD MANAGEMENT RECORDS

(Inventories, destruction lists, transfer records and other related documents)

Active: Permanent

Disposition: Retain

REFERENCE BOOKS/JOURNALS

(Also includes newsletters and seminar notebooks)

Active: Until superseded or obsolete

Disposition: Destroy

RESOLUTIONS

Active: Return paper copy to department

Disposition: Electronic copy retain permanently

SCRAPBOOKS AND ALBUMS OF HISTORICAL INFORMATION

(Collection of miscellaneous documents, newspaper clippings, and pictures regarding department's history)

Active: Permanent

Disposition: Retain

SUMMONS

Active: Paper copy returned to Law Department

Disposition: 5 years electronic copy

SUPERVISOR'S FILES

(Limited to required documents for current oversight of employee; work schedule; leave information; attendance record; overtime hours distribution, current payroll status report; current active disciplinary tract items one year after resolution or per contract; last performance evaluation; performance observations since the last evaluation positive or negative; and worker's compensation)

Active: While employee is under direct supervision

Inactive: 1 year

Disposition: Destroy

TRAINING RECORDS (INDIVIDUAL)

(Record of continuing education course completed, date, and any certificates.)

Active: While individual is employed

Inactive: 5 years

Disposition: Destroy



CITY COUNCIL OFFICE

APPOINTMENT BOOKS/CALENDARS

(Retain calendars only if written notes are included)

Active: 2 years

Disposition: Destroy

CATALOGS

Active: Retain while current

Disposition: Destroy

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: Destroy

CITY CODE BOOK

Active: Until supersedes or obsolete

Disposition: Destroy

CITY COUNCIL COMMITTEE MINUTES

Active: Permanent

Disposition: Retain 1 copy

CITY COUNCIL MEMBER FILES

Active: Retain while useful

Disposition: Destroy

CITY COUNCIL PACKETS

Active: 1 year

Disposition: Destroy

CITY OF WICHITA SERVICE AWARDS A/K/A RETIREMENT CERTIFICATES

Active: 8 years

Disposition: Destroy

COMMITTEE FILES (MISCELLANEOUS)

Active: Retain while useful

Disposition: Destroy

COMPLAINT FILES

Active: Retain while useful; but not more than 5 years

Disposition: Destroy

CONTRACTS

Active: Until contract expires or cancelled

Inactive: 5years

Disposition: Destroy

CORRESPONDENCE-ROUTINE

Active: Retain while useful; but not more than 5 years

Disposition: Destroy

COUNCIL MEMBERS MISCELLANEOUS CORRESPONDENCE/PROTESTS

Active: Retain

Disposition: Permanent

GOVERNING AGENCY REGULATIONS

(Includes City, State, and Federal governing agencies' manuals and requirements)

Active: Until supersedes or obsolete

Disposition: Destroy

HISTORY FILES ON CITY COUNCIL

Active: On-going

Disposition: Permanent

MAYOR AND CITY COUNCIL MEMBERS FILES

(Copies of correspondence, resolutions, ordinances and other information relating to the specific Council Member)

Active: Retain while useful

Disposition: Destroy

MISCELLANEOUS DOCUMENTS PRIOR TO 2007

Active: Retain while useful

Disposition: Destroy

PRESENTATION LISTS FOR CITY COUNCIL MEETINGS

Active: 8 years

Disposition: Destroy

PHONE MESSAGES

Active: 2 years

Disposition: Destroy

PROCLAMATION REQUESTS WITH COUNCIL SIGNATURE SHEETS

(Letter size paper with blue memo signatures sheets)

Active: 8 years

Disposition: Destroy

RESEARCH FILES

(Records of research conducted on subjects in response to Council Member request)

Active: Retain while useful

Disposition: Destroy

TRAVEL AND EXPENDITURES

Active: 1 year

Disposition: Destroy

WICHITA AREA SISTER CITIES FILES

Active: Retain

Disposition: Permanent



CITY MANAGER'S OFFICE

ACCOUNTS PAYABLE

(Original invoices, requisitions, purchase orders, backup materials for billing)

Active: 3 years

Disposition: Destroy

ADMINISTRATIVE REGULATIONS

(All original signed documents)

Active: Permanent, on CMO portal and original hard copy

Disposition: Permanent

CITY MANAGER'S REVIEW BOARD FILES

(Disposition of formal complaints heard by Review Board)

Active: 5 years pending litigation

Disposition: Permanent

CITY NEWSLETTERS

(Newsletters sent to employees)

Active: 1 year

Disposition: Destroy

CITY WIDE NOTICES

(Information sent to employees)

Active: 1 year

Disposition: Destroy

CORPORATE FILES

(Files regarding the overall governing body and its components; the establishment and expansion of it and its components; and the duties and responsibilities of each unit, etc)

Active: Retain

Disposition: Permanent

CORRESPONDENCE (CITY MANAGER)

(Letters/memos from City Manager(s), staff minutes, special committee and task force information, personnel files, special projects and reports in the City Manager's private office)

Active: 5years

Disposition: Permanent

CORRESPONDENCE (OTHER)

(Sister City files, League of Kansas Municipality files, Excellence in Public Service files, administrative professionals seminar files)

Active: Retain while useful, but no more than 5 years

Disposition: Destroy

COUNCIL MEETINGS

(Recording of Council Meetings/DVDs)

Active: Permanent, retain one copy

Disposition: Destroy

COUNCIL WORKSHOP PRESENTATIONS

(PowerPoint presentations given by City staff to City Council in a Council workshop setting, 2003-present)

Active: 10 years

Disposition: Destroy

EMPLOYEE DOCUMENTATION

Active: Tenure + 5 years

Disposition: Destroy

FINANCE FILES

(Files regarding the administration of and accounting for funds. Includes instructions, procedures, records, reports with all supporting correspondence and working papers)

Active: 5 years

Disposition: Destroy (If records originate in CMO, the disposition is permanent)

KANSAS OPEN RECORDS

Active: Original documentation kept in the Law Department/copy kept in City Clerk's office and CMO

Disposition: Copies 3 years then destroy

MONTHLY CREDIT CARD STATEMENTS

Active: 3 years

Disposition: Destroy

NEIGHBORHOOD REVITALIZATION ASSISTANCE RECORDS

(Applications and correspondence)

Active: Rebate term plus 5 years plus an additional 5 years

Disposition: Destroy

OPERATING FILES

(Files regarding the physical facilities and operations serving the City and departments including methods and procedures, records, statistics, supporting correspondence, documents and working papers)

Active: Retain while useful, not to exceed 5 years

Disposition: Destroy

PRESS RELEASES

(Hard copies of press releases)

Active: 2 years

Disposition: Destroy

PROJECT FILES

(Files regarding original construction both proposed and works of major capital improvements)

Active: 5 year

Disposition: Destroy

SERVICE FILES

(Files regarding services provided and conducted by the City to the public)

Active: 5 years

Disposition: Destroy

TAX INCREMENT FINANCING DOCUMENTS

Active: Permanent

Disposition: Permanent

TIMESHEETS/PAYROLL RECORDS

Active: Length of employment plus 5 years

Disposition: Destroy when notified by the Payroll Department

TRAVEL PAPERWORK

Active: 1 year

Disposition: Destroy



COMMUNICATION TEAM

ADVERTISING SCRIPTS

Active: Retain electronic copy

Disposition: Indefinitely

CITY 7 FILE FOOTAGE

Active: Retain

Disposition: Indefinitely

CITY 7 PROGRAMS

Active: Retain

Disposition: Indefinitely

LOGOS

(City Logos in various formats)

Active: Retain

Disposition: Indefinitely

MARKETING PLANS

Active: Retain electronic copy

Disposition: Indefinitely

NEWS RELEASES

Active: Retain

Disposition: Indefinitely

PARK AND RECREATION ACTIVITY GUIDES

Active: Retain electronic copy

Disposition: Indefinitely

PHOTOS

(Photos for advertising campaigns)

Active: Retain electronic copy

Disposition: Indefinitely

PRINTED MARKETING MATERIALS

Active: Retain

Disposition: Indefinitely

SPEECHES

Active: Retain electronic copy

Disposition: Indefinitely



FINANCE DEPARTMENT

CONTROLLER'S OFFICE

CHECK REGISTERS

Active: Permanent

Disposition: Retain

FINANCIAL REPORTS

Active: Permanent

Disposition: Retain

FIXED ASSET RECORDS

Active: Permanent

Disposition: Retain

INVOICES/PAYMENT DOCS

Active: 5 years

Disposition: Destroy

JOURNAL VOUCHERS

Active: Permanent

Disposition: Retain

MISC. REVENUE RECEIPTS

Active: 5 years

Disposition: Destroy

SALES TAX EXEMPTIONS

Active: 7 years

Disposition: Destroy

TAX FILING & DEDUCTION PAYROLL REPORTS

Active: Permanent

Disposition: Retain

TRAVEL DOCUMENTS

Active: 10 years

Disposition: Destroy

DEBT MANAGEMENT

PROJECT FILE (PETITION, RESOLUTION, OWNERSHIP LIST, BOND PLAT, WORKING DOCS)

Active: 15 years/until bonds pay out

Disposition: Destroy 10 years past bond maturity OR 25 years from date bonds sold

EXPRESS OFFICE

PAYMENTS & BILL STUBS PROCESSED THROUGH REMITTANCE PROCESSOR ARE BURNED TO A CD

Active: 3 years

Disposition: Destroy

PAYMENTS MANUALLY ENTERED INTO WATER SYSTEM CANNOT BE BURNED TO A CD

Active: 3 years

Disposition: Destroy

WATER PAYMENT INFORMATION

Active: 3 years

Disposition: Destroy

PENSION MANAGEMENT

1099 REPORTS

Active: Permanent

Disposition: Retain

ACCOUNT REPORTS

Active: Permanent

Disposition: Retain

AGENDA PACKETS

Active: 5 years

Disposition: Destroy

AIRPORT PERSONAL TRANSFER TO P & F

Active: Permanent

Disposition: Retain

ANNUAL REPORTS-OTHER SYSTEM

Active: 2 years

Disposition: Destroy

ANNUAL REPORTS-WER SYSTEM

Active: Permanent

Disposition: Retain

AUDIT FILE

Active: Permanent

Disposition: Retain

BENEFIT ENHANCEMENTS

Active: Permanent

Disposition: Retain

BOARD CONSOLIDATION MISC.

Active: Permanent

Disposition: Retain

BUDGET INFO. – IDTS

Active: 5 years

Disposition: Destroy

BUYOUT/BUYBACK MISC.

Active: Permanent

Disposition: Retain

BYLAWS

Active: Permanent

Disposition: Retain

CAFR MISC.

Active: Permanent

Disposition: Retain

CIG HOUSING

Active: Permanent

Disposition: Retain

CITY COUNCIL WER ELIGIBILITY

Active: Permanent

Disposition: Retain

CITY TRANSFER-HEALTH DEPT.

Active: Permanent

Disposition: Retain

CODE OF ETHICS

Active: Permanent

Disposition: Retain

CONSOLIDATION-FIRE MAINT

Active: Permanent

Disposition: Retain

CONTRACTS

Active: Permanent

Disposition: Retain

CORRESPONDENCE

(Manager, actuary, FA vital)

Active: Permanent

Disposition: Retain

DEFERRED COMPENSATION PROGRAM MANUAL

Active: Permanent

Disposition: Retain

DISABILITY RETIREE TAX RETURNS

Active: Permanent

Disposition: Retain

FINANCIAL REPORTS-WER

Active: Permanent

Disposition: Retain

HARDSHIP FILES

Active: 5 years

Disposition: Retain

HEALTH INS MISC FOR RETIREES

Active: Permanent

Disposition: Retain

INVESTMENT CONSTRAINTS

Active: Permanent

Disposition: Retain

INVESTMENT POLICY

Active: Permanent

Disposition: Retain

INVESTMENT REPORTS

Active: 2 years

Disposition: Destroy

KPERS-MISC.

Active: Permanent

Disposition: Retain

LEGAL ISSUES

Active: Permanent

Disposition: Retain

LEGAL OPINIONS

Active: Permanent

Disposition: Retain

MEETING AGENDA PACKETS JOINT INVESTMENT COMMITTEE

Active: 2 years

Disposition: Destroy

MEETING AGENDA PACKETS P & F

Active: 2 years

Disposition: Destroy

MEETING AGENDA PACKETS-WER

Active: 2 years

Disposition: Destroy

MINUTES

Active: Permanent

Disposition: Retain

MINUTES-WER

Active: Permanent

Disposition: Retain

MISC. CORRESPONDENCE

Active: 2 years

Disposition: Destroy

MONEY MGR MISC CORRESPONDENCE

Active: 2 years

Disposition: Destroy

NEWSLETTERS

Active: 1 year

Disposition: Destroy

NNCTR, NCPERS, & NAGDCA REPORTS

Active: 5 years

Disposition: Destroy

ORDINANCE AMENDMENTS

Active: Permanent

Disposition: Retain

OFFICE PROCEDURES

Active: Permanent

Disposition: Retain

OPEN RECORDS LAW

Active: Permanent

Disposition: Retain

ORDINANCE REVISIONS

Active: Permanent

Disposition: Retain

PENSION AWARDS CORRESPONDENCE

Active: Permanent

Disposition: Retain

PENSION COUNCIL AGENDA ITEMS

Active: Permanent

Disposition: Retain

PENSION EXPENSE RESEARCH

Active: Permanent

Disposition: Retain

PENSION INTEREST-VARIOUS

Active: Permanent

Disposition: Retain

P & F 20 YEAR AMORTIZATION

Active: Permanent

Disposition: Retain

P & F GROWTH MR SEARCH '94

Active: Permanent

Disposition: Retain

PLAN COMPARISONS-MISC.

Active: Permanent

Disposition: Retain

PLAN 2 BETTERMENTS "88/'89

Active: Permanent

Disposition: Retain

PLAN 2 IMPROVEMENT SURVEYS 1995

Active: Permanent

Disposition: Retain

PLAN 3 IMPLEMENT/CORRESPONDENCE

Active: Permanent

Disposition: Retain

PLAN 3 PARTICIPANT REPORTS

Active: Permanent

Disposition: Retain

PLAN QUALIFICATION MISC.

Active: Permanent

Disposition: Retain

POTENTIAL PENSIONER/SPECIAL CASE FILES

Active: Until Death

Disposition: Until Death

QUARTER AND CUTOD BANK ACTUARIAL REPORTS

Active: Permanent

Disposition: Retain

REFUND/WITHDRAWAL

(Files/Reports)

Active: Permanent

Disposition: Retain

REQUEST FOR PROPOSALS

Active: 2 years

Disposition: Destroy

RETIREE PAYROLL REGISTER/CHGS

Active: Permanent

Disposition: Retain

RETIREMENT REFUND CONVERSION PLAN 1 TO PLAN 2

Active: Permanent

Disposition: Retain

TAX TREATMENT

Active: Permanent

Disposition: Retain

TRAINING INFO.-VARIOUS

Active: Permanent

Disposition: Retain

WEBSITE INFO

Active: Permanent

Disposition: Retain

WER AND P&F MANUALS

Active: Permanent

Disposition: Permanent

WER AND P&F PLAN BOOKLETS

Active: Permanent

Disposition: Retain

PURCHASING

AGREEMENTS

(Vendor agreements for services or commodities)

Active: 5 years

Disposition: Destroy

Restrictions: Life of Contract plus 5 years

CONTRACTS

(Vendor contracts for services or commodities)

Active: 5 years

Disposition: Destroy

Restrictions: Life of Contract plus 5 years

ESTIMATES

(Basis for purchase orders or contracts)

Active: 5 years

Disposition: Destroy

KANSAS OPEN RECORDS ACT (KORA)

(Request for access to open records)

Active: Retain until no longer useful

Disposition: Destroy

PURCHASE ORDERS

(Documents related to the purchase of goods and services)

Active: 3 years

Disposition: Destroy

REQUEST FOR PROPOSALS

(Basis for purchase orders or contracts)

Active: 5 years

Disposition: Destroy

REQUISITIONS

(Documents related to the purchase of goods and services)

Active: 3 years

Disposition: Destroy

SURPLUS PROPERTY LISTS

(Supporting documents used to remove Capital Equipment from Office Inventory)

Active: 3 years

Disposition: Destroy

RISK MANAGEMENT

ACTUARIAL STUDY

Active: Permanent

Disposition: Retain

AGENDA PACKETS

Active: 5 years

Disposition: Destroy

ANNUAL/MINI ANN REP

Active: Permanent

Disposition: Retain

BLOOD-BORNE PATHOGEN FILES

Active: 30 years

Disposition: Destroy

BOARD MISCELLANEOUS

Active: Permanent

Disposition: Retain

CLAIM FILES

(Includes real and personal property)

Active: 5 years or until all statute of limitations have expired, whichever is longer

Disposition: Destroy

ESTIMATE FILES

Active: Permanent

Disposition: Until retire

FORMS

Active: Permanent

Disposition: Retain

HEALTH INSURANCE AND EMPLOYEE BENEFIT DOCUMENTS

(Includes rate history, program design, consultant recommendations specific to design)

Active: Program or policy term

Inactive: 15 years

Disposition: Destroy

HED REGISTERS

Active: Permanent

Disposition: Retain

ICMA

(Enrollment forms, individual files, ordinance/contracts & remittance confirmation)

Active: Permanent

Disposition: Retain

ICMA-MISC CORRESPONDENCE

Active: 5 years

Disposition: Destroy

INDIVIDUAL PAYOUTS

Active: Permanent

Disposition: Retain

INSURANCE POLICIES

Active: 10 years unless an issue is in litigation

Disposition: Destroy

MANUAL QUARTERLY BILLING DATA

Active: Permanent

Disposition: Retain

MOTOR VEHICLE RECORDS

Active: 5 years

Disposition: Destroy

OFFICE SUPPLIES ORDERED

Active: 2 years

Disposition: Destroy

ORDINANCE AND HISTORY

Active: Permanent

Disposition: Retain

PAYMENT CORRESPONDENCE MGS/MISC.

Active: Permanent

Disposition: Retain

PENDING RETIREMENT CONTRIB WITHDRAWALS

Active: Permanent (until paid)

Disposition: Permanent (Until paid)

PROFESSIONAL ORGANIZATION FILES

Active: 3 years

Disposition: Destroy

PURCHASING MANUAL

Active: Permanent

Disposition: Retain

REFUND RECORDS

Active: Permanent

Disposition: Retain

REQUEST FOR PROPOSALS

Active: Permanent

Disposition: Retain

RETIREE FOLDERS-TERM. DEATH, ETC.

Active: 5 years

Disposition: Destroy

SAFETY COMMITTEE FILES

Active: 5 years

Disposition: Destroy

SAFETY INSPECTION FILES

Active: 5 years

Disposition: Destroy

SELF-INSURANCE CLAIM FILES

(Includes auto physical damage and other self-insured items)

Active: 5 years or until all statute of limitations have expired, whichever is longer

Disposition: Destroy

STATISTICAL REPORTS

Active: Until completed audit

Inactive: 1 year

Disposition: Destroy

TRAVEL CORRESPONDENCE

Active: 5 years

Disposition: Destroy

VAD & D CONVERS SETUP

Active: Permanent

Disposition: Retain

WC, GL & PROPERTY ACTUARIAL REPORTS

Active: 5 years

Disposition: Destroy

WORKERS COMPENSATION CLAIM FILES

Retain computerized history for 30 years unless a running Award is active. Retain hard copy files as follows:

Active: 5 years or until all statute of limitations have expired, whichever is longer

Disposition: Destroy

WORKERS COMPENSATION DIRECT PAYMENT REQUESTS

(This does not include all other purchasing documents)

Active: 5 years

Disposition: Destroy

WORKERS COMPENSATION SELF-INSURANCE PERMIT APPLICATIONS AND SUPPORTING DOCUMENTS

Active: Until expired or cancelled

Inactive: 5 years

Disposition: Destroy

TREASURY/EXPRESS RECORDS

ACCOUNT ANALYSIS

Active: 3 years

Disposition: Destroy

ANNUAL REPORTS

Active: 10 years

Disposition: Destroy

AR'S & AG'S

Active: 3 years

Disposition: Destroy

BANKRUPTCIES

Active: 3 years

Disposition: Destroy

BANK STATEMENTS/RECONCILIATION REPORTS

Active: 3 years

Disposition: Destroy

BANK STATEMENTS

Active: 3 years

Disposition: Destroy

BUSINESS LICENSE APPLICATIONS

Active: 5 years

Disposition: Destroy

CANCELED CHECKS

Active: 3 years

Disposition: Destroy

CASH REPORTS, RECEIPTS & TELLER RECEIPTS

Active: 3 years

Disposition: Destroy

CHECK REGISTERS

Active: 3 years

Disposition: Destroy

COLLECTION LETTERS

Active: 5 years

Disposition: Destroy

COMMERCE ANALYSIS REPORTS

Active: 3 years

Disposition: Destroy

COMMERCE CREDIT CARD REPORT

Active: 3 years

Disposition: Destroy

COMMERCE REPO CONFIRMATION

Active: 3 years

Disposition: Destroy

CORPORATE TRADE REPORTS

Active: 3 years

Disposition: Destroy

DOG PERMITS

Active: 5 years

Disposition: Destroy hard copy, retain imaged document

EXCISE TAX REPORTS

Active: 5 years

Disposition: Destroy

FALSE ALARM FILES

Active: 3 years

Disposition: Destroy

GARAGE SALE PERMITS

Active: 5 years

Disposition: Destroy

IDLE FUNDS REPORTS

Active: 3 years

Disposition: Destroy

INTEREST DISTRIBUTION REPORTS

Active: 3 years

Disposition: Destroy

INVESTMENT PURCHASES & MATURITIES

Active: 3 years

Disposition: Destroy

LICENSE APPLICATIONS

Active: 3 years (10 years microfilm)

Disposition: Destroy

MANUAL CHECKS

Active: 3 years

Disposition: Destroy

NON-SUFFICIENT FUNDS CHECKS REPORTS/DATA

Active: 3 years

Disposition: Destroy

PAYMENT CANCELLATION (VOIDS)

Active: 3 years

Disposition: Destroy

POS PACKETS

Active: 3 years

Disposition: Destroy

RFP ANALYSIS

(Collection services, bank services, parking meters, investment accts, request for information, credit cards, computer services, & false alarms)

Active: 5 years

Disposition: Destroy

SYMPRO MONTHLY INVEST REPORT

Active: 3 years

Disposition: Destroy

STOP PAYMENT BACK-UP

Active: 3 years

Disposition: Destroy

TR-CC-WT

Active: 3 years

Disposition: Destroy

TREASURY DEPOSITS

Active: 3 years

Disposition: Destroy

TREASURY MEDIA

Active: 3 years

Disposition: Destroy

UNCLAIMED PROPERTY

Active: 3 years

Disposition: Destroy

VENDOR GARNISHMENTS

Active: 3 years

Disposition: Destroy



FIRE DEPARTMENT

ANNUAL TRAINING RECORDS

Active: Indefinitely

Disposition: Retain

BPY

Active: 2 years

Disposition: Destroy

BUILDING INSPECTION (OCCUPANCIES)

Active: Indefinitely

Disposition: Retain

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: Destroy

EMPLOYEE PERSONNEL FILES

Active: Time of employment

Disposition: Permanent

FIRE INVESTIGATION ACTIVITY LOG

Active: Electronic since 2008

Disposition: Permanent

FIRE INVESTIGATION-CASE JACKETS

(Contains reports, notes, some photos, forms, and statements)

Active: Paper-retention at least 5 years (criminal statute of limitation). WFD retains indefinitely.

Disposition: Retain Indefinitely

FIRE INVESTIGATION INCIDENT INFORMATION SHEETS

(Paper and Electronic)

Active: After creation

Disposition: Permanent

FIRE INVESTIGATION NARRATIVE REPORTS-ELECTRONIC

Active: After creation

Disposition: Permanent

FIRE INVESTIGATION PHOTOGRAPHS

(CD Rom and Electronic)

Active: After creation

Disposition: Permanent

FIRE INVESTIGATION-TRAINING RECORDS

Active: After creation

Disposition: Permanent

FIRE PROTECTION PLANS

(Fire sprinkler or fire alarms)

Active: Retain indefinitely at Rounds and Porter

Disposition: Permanent

FIRE REGULATIONS/OPERATING PROCEDURES/COMMUNICATIONS

Active: Until superseded or obsolete

Disposition: Destroy (Electronic version kept permanently)

FIRE REPORTS

Active: 5 years

Disposition: Destroy

FIRE REPORT REQUESTS

Active: 1 year

Disposition: Destroy

FIRE VEHICLE ACCIDENT RECORDS

Active: 10 years

Disposition: Destroy

HOSE RECORDS

Active: Indefinitely

Disposition: Retain

HYDRANT INSPECTION

Active: Indefinitely

Disposition: Retain

INCIDENT/ACCIDENT REPORTS

Active: Retain indefinitely in PDF electronic file

Disposition: Permanent

INJURY/FATALITY STATISTICS

Active: Indefinitely

Disposition: Retain

INTERNATIONAL FIRE CODES

Active: Retain Indefinitely

Disposition: Destroy pages when superseded with an update

KANSAS FIRE INFORMATION REPORTS (KFIR)

Active: 10 years

Disposition: Destroy

MEDICAL TREATMENT REFUSALS

Active: 5 years

Disposition: Destroy

OPEN RECORDS REQUESTS

Active: 3 years

Disposition: Destroy

PAYROLL DOCUMENTS

(Timesheets, workman comp forms)

Active: Retain indefinitely (Laserfiche) or placed in employee file

Disposition: Permanent

PUBLIC EDUCATION BROCHURES

Active: Retain indefinitely

Disposition: Destroy when updated

PURCHASE ORDERS AND ALL PAYMENTS OF DOCUMENTS

Active: 3 years

Disposition: Destroy

RECEIPT BOOKS

(Payment of reports, research, fire helmets)

Active: 3 years

Disposition: Destroy

RECRUIT TRAINING RECORDS

Active: Permanent

Disposition: Retain

REQUISITIONS

Active: 3 years

Disposition: Destroy

SCRAP BOOK/NEWSPAPER CLIPPINGS

Active: After creation

Disposition: Permanent

SUBPOENAS FOR FIRE FIGHTERS

Active: 1 year

Disposition: Destroy

TIMESHEETS, (PAPER COPIES)

Active: 5 years

Disposition: Destroy

TRAVEL DOCUMENTATION

Active: 3 years

Disposition: Destroy

WAIVERS/HOLD HARMLESS AGREEMENTS

Active: 5 years

Disposition: Destroy



HOUSING DEPARTMENT

ADMINISTRATION

GENERAL PROGRAM INFORMATION FILES

Active: Indefinite

Disposition: Retain

HOMELESS GENERAL FILES

Active: Indefinite

Disposition: Retain

HOMELESS GRANT FILES

Active: 3 years after final audit

Disposition: Retain

PERSONNEL FILES

Active: Duration of employment

Disposition: Permanent

SECTION 8 GRANT FILES

Active: 3 years after final audit

Disposition: Retain

CDBG & NIS

LEAD REPORTS

(Initial and clearance)

Active: 3 years

Disposition: Destroy

LOAN AGREEMENTS

(Conditions of loan)

Active: Permanent

Disposition: Retain

LOAN APPLICATIONS

(Qualifying documents)

Active: 3 years

Disposition: Destroy in secure area

MONTHLY REPORTS

Active: 3 years
Disposition: Destroy

MORTGAGES

(Recorded NIS Loans)
Active: Permanent
Disposition: Retain

M OF U CONTRACTS

(Program descriptions)
Active: 3 years
Disposition: Destroy

PAYMENT VOUCHERS

Active: 3 years
Disposition: Destroy

EMERGENCY SHELTER GRANT

REPORTS

(Pay requests and performance)
Active: 4 years
Disposition: Destroy

FISCAL FILES

ACCOUNTING RECORDS

Active: 3 years after audit
Disposition: Retain

CITY BUDGET FILES

Active: 5-6 years
Disposition: Destroy

DEVELOPMENT AND MODERNIZATION CAPITAL FUND GRANT RECORDS

Active: Permanent
Disposition: Retain

HUD FINANCIAL REPORTS

Active: Permanent
Disposition: Retain

REAL PROPERTY AND EQUIPMENT

Active: Permanent
Disposition: Retain

HOME PROGRAM FILES

AGREEMENTS

Active: 5 years after affordability period

Disposition: Destroy

CHDO HOUSING DEVELOPMENT PROJECT FILES

Active: Retain 5 years following expiration of the HUD affordability period (HUD requirement)

Disposition: Retain

CHDO OPENING FUNDS

Active: 5 years following last financial transaction or expiration of contract

Disposition: Retain

CLIENT RECORDS

Active: 5 years after affordability period

Disposition: Destroy in secure area

CLOSED HOMEOWNERSHIP LOAN FILES

Active: 5 years following expiration of the HUD affordability period or payoff (HUD requirement)

Disposition: Retain

FILES CONTAINING COMMITMENTS OF HOMEOWNERSHIP

Active: 12 months following issuance of commitment, or renewal of income verification

Disposition: Retain

INVOICES

Active: 5 years after affordability period

Disposition: Destroy

OTHER NON-PROFIT/FOR PROFIT HOUSING DEVELOPMENT PROJECT FILES

Active: 5 years following expiration of the HUD affordability period (HUD requirement)

Disposition: Retain

TURNED DOWN HOMEOWNERSHIP

Active: 2 years following issuance of declination letter

Disposition: Retain file 1 year following issuance of declination

NEIGHBORHOOD IMPROVEMENT FILES

ADMINISTRATION GRANT

Active: 3 years

Disposition: Scan/Destroy

ENERGY LOANS

Active: 4 years after audit

Disposition: Scan/Destroy

FIDELITY REPORTS

Active: 4 years after audit

Disposition: Scan/Destroy

LEGAL DOCUMENTS

Active: Permanent

Disposition: Retain

MEMORANDUM OF UNDERSTANDING

Active: 3-4 years

Disposition: Scan/Destroy

MONTHLY REPORTS

Active: 2-3 years

Disposition: Destroy

PAINT GRANT

Active: 4 years after audit

Disposition: Scan/Destroy

PROJECT FILES

Active: 5 years after audit

Disposition: Scan/Destroy

PUBLIC HOUSING AND SECTION 8

ACCOUNTS PAYABLE

Active: 7 years after payment

Disposition: Destroy

ADVISORY BOARD MEETING RECORDS

Active: Permanent

Disposition: Retain

APPLICANT FILES

Active: 5 years

Disposition: Scan/Destroy

APPLICATION WAITING LISTS

Active: 5 years

Disposition: Destroy

CLIENT FILES (ACTIVE OR INACTIVE)

Active: 5 years

Disposition: Scan/Destroy

FINANCIAL REPORTS

(HUD mandated reports with trail)

Active: 3 years

Disposition: Destroy

HOUSING ASSISTANCE PAYMENT

Active: 5 years

Disposition: Scan/Destroy

HOUSED CLIENT FILES

Active: Retain while housed

Disposition: Destroy

HUD REPORTS

Active: Permanent

Disposition: Retain

MODERNIZATION PROJECT CONTRACTS

Active: Permanent

Disposition: Retain

PAYMENT RECORDS

Active: 5 years

Disposition: Scan/Destroy

PAYROLL RECORDS

Active: 7 years after grant closure

Disposition: Destroy

PUBLIC HOUSING APPLICANT FILES

Active: 5 years after purged

Disposition: Destroy

TENANT RECORDS

Active: 3 years

Disposition: Destroy in secure area

TENANTS ACCOUNT RECEIVABLE

Active: Permanent

Disposition: Retain

UNIT INSPECTION

Active: 5 years

Disposition: Scan/Destroy

VACATED CLIENT FILES

Active: 5 years after moved out

Disposition: Destroy



HUMAN RESOURCES

ADMINISTRATION/CLASSIFICATION/COMPENSATION

ACCIDENT REPORTS

(Documentation of accidents occurring in current division's facilities)

Active: 5 years

Disposition: Destroy

ACCOUNTS PAYABLE RECORDS

Active: Retain 3 fiscal years

Disposition: Destroy

ASSESSMENT CENTER DOCUMENTATION

Active: Retain 4 years

Disposition: Destroy

BUDGET PREPARATION FILES

(Annual)

Active: Retain until audit completed (5 years for reference)

Disposition: Destroy

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: Destroy

CIVIL RIGHTS FILES

Active: 2 years after file is closed

Disposition: Destroy

CLASSIFICATION REQUEST FILES

Active: Permanent

Disposition: Retain 1 copy in Laserfiche

COMPENSATION HISTORY-YEARLY CHANGES FROM 1980

Active: Permanent

Disposition: Retain 1 copy in Laserfiche

COMPLAINT FILES

Active: Retain while useful; but not more than 5 years

Disposition: Destroy

CONTRACTS

(Services Used by HR)

Active: Expiration of contract plus 5 years

Disposition: Destroy

CORRESPONDENCE –POLICY RELATED

Active: 5 years

Disposition: Laserfiche/permanent storage

CORRESPONDENCE - ROUTINE

Active: Until no longer useful

Disposition: Destroy

DIVISION POLICIES

Active: Permanent

Disposition: Retain

EEO GRIEVANCES/COMPLAINTS

(Complaint Investigation Files)

Active: Length of employment plus 5 years

Disposition: Permanent

EEO PLANS

(Compliance with Laws and Regulations)

Active: Permanent

Disposition: Retain

EXEMPT POSITION STUDY 2005-06 APPEALS

Active: Retain until superseded

Disposition: Destroy

EXEMPT POSITIONS STUDY 2005-06 DEPARTMENT FILES

Active: Retain until superseded

Disposition: Destroy

EXEMPT POSITION STUDY 2005-06 FOX LAWSON PROPOSAL

Active: Indefinite

Disposition: Retain copy in Laserfiche

EXEMPT POSITION STUDY 2005-06 POSITION DESCRIPTION QUESTIONNAIRES

Active: Until superseded plus 3 years

Disposition: Destroy

EMPLOYEE APPLICATIONS-NOT HIRED

(Electronic Copies of Applications for Employment)

Active: Prior to 10/06 all paper applications were retained 4 years then destroyed. After 10/06, online applications are stored electronically.

Disposition: Destroy paper/retain electronic

EMPLOYMENT ELIGIBILITY FORMS (I-9'S)

Active: Retain for length of employee tenure plus 3years, and then destroy

Disposition: Destroy

HANDBOOK, DECISION BAND METHOD OF JOB EVALUATION-EXEMPT EMPLOYEES

Active: Until superseded plus 3 years

Disposition: Destroy

HISTORIC JOB DESCRIPTION NOTEBOOKS

Active: Indefinitely

Disposition: Retain copy in Laserfiche

HUMAN RESOURCE DEPARTMENT

(Revision History Files)

Active: Indefinitely

Disposition: Retain copy in Laserfiche

HUMAN RESOURCES (HR) DEPARTMENT

(Terminated Employees-Confidential Employee Files, Medical and Dependent Documentation)

Active: Length of employment plus 3 years

Disposition: Retain copy in Laserfiche

JOB ANALYSIS QUESTIONNAIRES/DESCRIPTIONS

(Includes supporting documents)

Active: Permanent

Disposition: Retain

JOB DESCRIPTIONS (REFERENCE COPY)

Active: Until superseded or obsolete

Disposition: Destroy

LANGUAGE ASSESSMENTS

(Request for Compensation and Assessment)

Active: Length of employment plus 5 years

Disposition: Retain copy in Laserfiche

LEARNING AND DEVELOPMENT

(Training Manuals, Syllabi, Textbooks, and Materials)

Active: Until no longer useful or superseded

Disposition: Destroy

LEARNING AND DEVELOPMENT

(Training Records, Enrollment Forms, Sign-in Rosters, and Employee Transcripts)

Active: Length of employment plus 5 years

Disposition: Destroy

MAILING LIST FOR JOB OPPORTUNITIES

(Weekly Job Opportunity List)

Active: Retain until updated, and then destroy

Disposition: Destroy

MEDIATION FILES

(Request and Agreement)

Active: Indefinite

Disposition: Retain copy in Laserfiche

MEDICAL INFORMATION FILES

Active: Tenure; archive boxes

Inactive: 10 years

Disposition: Destroy

NOTARY FILES FOR HR

(Notary Certifications for Staff)

Active: Retain until certifications expire

Disposition: Destroy

PAYROLL DOCUMENTS

Active: 5 years

Disposition: Destroy

PROCUREMENT RECORDS

(RFP, Proposals and Selection)

Active: Expiration of contract plus 5 years

Disposition: Destroy

REQUESTS FOR ACCESS TO PUBLIC RECORDS

(KORA)

Active: Until no longer useful

Disposition: Destroy

WORK RESTRICTION RECORDS

(Minutes, Notes)

Active: Length of employment plus 5 years

Disposition: Retain copy in Laserfiche

WORKPLACE THREAT REPORTS

(Reports and Investigation Notes)

Active: Length of employment plus 5 years

Disposition: Retain copy in Laserfiche

ADMINISTRATION/EMPLOYEE EMERGENCY ASSIST FUND

AGENDAS

Active: 5 years then transfer to permanent storage

Disposition: Permanent

APPLICATION

Active: 5 years

Disposition: Permanent storage

MINUTES

Active: 5 years then transfer to permanent storage

Disposition: Permanent retain 1 copy

TAX DOCUMENTS

Active: 5 years then transfer to permanent storage

Disposition: Permanent

ADMINISTRATION/EMPLOYMENT

CITY OF WICHITA MEDICAL STANDARDS

Active: Until the standards are updated

Disposition: Destroy

COMPLETED SELECTIONS FOR CURRENT YEAR

(Interview notes, selection memos, applicant rankings, interview questions, scoring information)

Active: Length of employment plus 5 years

Disposition: Destroy

CRIMINAL RECORDS CHECK

(Sent to confidential file)

Active: Until 3 years after employee terminates; then send to permanent storage

Disposition: Permanent

CURRENT JOB OPENING INFORMATION

Active: Length of employment plus 5 years

Disposition: Destroy

DEPARTMENT DIRECTOR SELECTIONS

(Interview notes, interview questions for HR Director 2005, 2006, 2007; Airport Director 2005)

Active: Length of employment plus 5 years

Disposition: Destroy

ELECTRONIC COPIES OF APPLICATIONS FOR EMPLOYMENT

Active: Prior to October 2006, all paper applications were retained 4 years then destroyed. After October 2006, online applications have been stored electronically

Disposition: Retain copy in Laserfiche

NOTARY CERTIFICATIONS FOR STAFF

Active: Maintain copies of HR staff notary certificates and bonds until end of notary certificate period

Disposition: Destroy

PRE-EMPLOYMENT TESTING RESULTS

(Sent to confidential file)

Active: Until 3 years after employee terminates; then send to permanent storage

Disposition: Permanent

WEEKLY JOB OPPORTUNITY LIST

Active: Retain until updated, and then destroy

Disposition: Destroy

ADMINISTRATION/SHARED LEAVE

AGENDAS

Active: 5 years then transfer to permanent storage

Disposition: Permanent

APPLICATIONS

Active: 5 years then transfer to permanent storage

Disposition: Permanent

DONATION AWARD BALANCE SHEET

Active: 5 years then transfer to permanent storage

Disposition: Permanent

DONATIONS

Active: 5 years then transfer to permanent storage

Disposition: Permanent

GRIEVANCE FILES

Active: 5 years

Disposition: Permanent

LABOR CONTRACTS

(Memorandums of Agreement)

Active: 5 years

Disposition: Retain copy in Laserfiche

LABOR MANAGEMENT AGENDAS

Active: 5 years

Disposition: Destroy

MINUTES

Active: 5 years then transfer to permanent storage

Disposition: Permanent 1 copy

NEGOTIATIONS FILE

Active: 5 years

Disposition: Retain copy in Laserfiche

UNEMPLOYMENT APPEALS

(Appeals to UI Approvals)

Active: 5 years

Disposition: Destroy

BENEFICIARY DESIGNATION

COMPUTER SYSTEM DOCUMENTATION

(Records related to the development and use of Cyborg System)

Active: If data is not migrated to a new system, retain as long as access is necessary

Disposition: Until no longer useful

LIFE INSURANCE ENROLLMENT FORM

Active: Length of employment

Disposition: Laserfiche upon termination

RETIREMENT

Active: Length of employment

Disposition: Laserfiche upon termination

SUPPLEMENTAL LIFE INSURANCE

Active: Length of employment

Disposition: Laserfiche upon termination

VAD&D ENROLLMENT FORM

Active: Length of employment

Disposition: Laserfiche upon termination

CLASSIFICATION/COMPENSATION

ASSESSMENT CENTERS CONDUCTED

Active: Length of employment plus five years

Disposition: Retain

CITY COMPENSATION HISTORY-YEARLY CHANGES FROM 1980

Active: Indefinite – ongoing

Disposition: Retain

CLASSIFICATION REQUEST FILES

Active: Until superseded plus 3 years

Disposition: Destroy

EXEMPT POSITION STUDY 2005-2006, DEPARTMENT FILES & APPEALS FILES

Active: Until superseded plus 3 years

Disposition: Destroy

EXEMPT POSITION STUDY 2005-2006, FOX LAWSON PROPOSAL

Active: Until superseded plus 3 years

Disposition: Destroy

EXEMPT POSITION STUDY 2005-2006, POSITION DESCRIPTION, QUESTIONNAIRES, ORIGINALS & COPIES

Active: Until superseded plus 3 years

Disposition: Destroy

HANDBOOK – DECISION BAND METHOD OF JOB EVALUATION – EXEMPT POSITIONS

Active: Permanent Retention 1 copy

Disposition: Destroy

HISTORIC JOB DESCRIPTION NOTEBOOKS

Active: Indefinitely

Disposition: Retain

JOB ANALYSIS QUESTIONNAIRES

Active: Length of employment plus five years

Disposition: Destroy

REVISION HISTORY FILES

(HR Personnel Manual)

Active: Indefinitely

Disposition: Retain

TRAINING ENROLLMENT FORMS, SIGN IN ROSTERS & EMPLOYEE TRANSCRIPTS

Active: Retain 5 calendar years or until superseded, then destroy

Disposition: Destroy

TRAINING MANUALS, SYLLABI, TEXTBOOKS & MATERIALS

Active: Retain one copy permanently

Disposition: Permanent 1 copy

COMPUTER SYSTEM DOCUMENTATION

RECORDS RELATED TO THE DEVELOPMENT AND USE OF CYBORG SYSTEM

Active: If data is not migrated to a new system, retain as long as access is necessary

Disposition: Destroy

EMPLOYEE EMERGENCY ASSISTANCE FUND

AGENDAS

Active: 5 years then transfer to permanent storage

Disposition: Permanent

APPLICATION

Active: 5 years then transfer to permanent storage

Disposition: Permanent

ENROLLMENT FORM-DENTAL INSURANCE

Active: Length of employment

Disposition: Laserfiche upon termination

ENROLLMENT FORM-HEALTH INSURANCE

Active: Length of employment

Disposition: Laserfiche upon termination

ENROLLMENT FORM-KS LEARNING QUEST

Active: Length of employment

Disposition: Laserfiche upon termination

ENROLLMENT FORM-LIFE INSURANCE

Active: Length of employment

Disposition: Laserfiche upon termination

ENROLLMENT FORM-LONG TERM CARE

Active: Length of employment

Disposition: Laserfiche upon termination

ENROLLMENT FORM- LONG TERM DISABILITY

Active: Length of employment

Disposition: Laserfiche upon termination

ENROLLMENT FORM-SUPPLEMENTAL LIFE INSURANCE

Active: Length of employment

Disposition: Laserfiche upon termination

ENROLLMENT FORM-VAD&D

Active: Length of employment

Disposition: Laserfiche upon termination

MINUTES

Active: 5 years then transfer to permanent storage

Disposition: Permanent

TAX DOCUMENTS

Active: 5 years then transfer to permanent storage

Disposition: Permanent

EMPLOYMENT

CITY OF WICHITA MEDICAL STANDARDS

Active: Until the standards are updated

Disposition: Destroy

CRIMINAL RECORD CHECK INFORMATION

(Sent to confidential file)

Active: Until 3 years after employee terminates; then send to permanent storage

Disposition: Permanent

CURRENT JOB OPENING INFORMATION

Active: 4 years
Disposition: Destroy

COMPLETED SELECTIONS FOR CURRENT YEAR

(Including interview notes, selection memos, applicant rankings, interview notes, interview questions for HR Director 2005, 2006, 2007; Airport Director 2005)
Active: 4 years
Disposition: Destroy

DEPARTMENT DIRECTOR SELECTIONS

(Including interview notes, interview questions for HR Director 2005, 2006, 2007; Airport Director 2005)
Active: 4 years
Disposition: Destroy

EMPLOYEE PERSONNEL, CONFIDENTIAL, MEDICAL & DEPENDENT DOCUMENTATION FILES OF CURRENT EMPLOYEES

Active: Length of employment plus five years
Disposition: Retain copy in Laserfiche

LABOR CONTRACTS

(Memorandums of Agreement)
Active: Retain 1 copy indefinitely
Disposition: Retain copy in Laserfiche

PRE-EMPLOYMENT TESTING RESULTS

(Sent to confidential file)
Active: Until 3 years after employee terminates; then send to permanent storage
Disposition: Permanent

TERMINATED EMPLOYEE FILES

(Personnel, confidential, medical files & dependent documentation)
Active: Permanent
Disposition: Retain copy in Laserfiche

UNEMPLOYMENT APPEALS

(Appeals to UI approvals)
Active: 5 years
Disposition: Destroy

OPERATIONS/PAYROLL - EDUCATION PAY AUTHORIZATION FORM

BILINGUAL PAY AUTHORIZATION

Active: Permanent

Disposition: Laserfiche upon termination

TUITION REIMBURSEMENTS PAY AUTHORIZATION

Active: Permanent

Disposition: Laserfiche upon termination

OPERATIONS/PAYROLL

AUTHORIZATION FOR VOLUNTARY DEDUCTIONS FROM PAY

Active: Permanent

Disposition: Laserfiche upon termination

BONUS AND AWARD DOCUMENTATION

Active: Permanent

Disposition: Laserfiche upon termination

COMBINED PAYROLL REGISTER

Active: Permanent

Disposition: Retain in Laserfiche

COURT ORDER

(Court-mandated withholdings/stops)

Active: 6 years

Disposition: Destroy

DENTAL INSURANCE ENROLLMENT FORM

Active: Permanent

Disposition: Laserfiche upon termination

DIRECT DEPOSIT AUTHORIZATION

Active: Permanent

Disposition: Laserfiche upon termination

EARNINGS AND DEDUCTION REPORT

Active: Permanent

Disposition: Laserfiche upon termination

EXCEPTION PAYMENT RECORDS

Active: Permanent

Disposition: Retain copy in Laserfiche

GENERAL PAYROLL REPORTS

Active: Permanent

Disposition: Retain copy in Laserfiche

IRS W-4 FEDERAL WITHHOLDING FORMS

Active: Permanent

Disposition: Laserfiche upon termination

KS W-4 STATE TAX WITHHOLDING

Active: Permanent

Disposition: Laserfiche upon termination

MILEAGE SHEETS

Active: Permanent

Disposition: Retain copy in Laserfiche

PAYROLL ADJUSTMENT FILES

Active: 3 years

Disposition: Destroy

RETURNED W2S/1099S

Active: 4 years

Disposition: Destroy

SAFETY BOOT RECEIPTS

Active: Permanent

Disposition: Laserfiche upon termination

TIMESHEETS

Active: Permanent

Disposition: Laserfiche, destroy originals at direction of City Clerk

W2'S AND RETURNED W2'S

Active: 4 years

Disposition: Destroy

1099R'S – DECEASED PERSONS

Active: 4 years

Disposition: Destroy

OPERATIONS/VOLUNTARY DEDUCTION FORMS

BILINGUAL PAY AUTHORIZATIONS

Active: Permanent

Disposition: Laserfiche upon termination

CAFETERIA ELECTION FOR HEALTH/DENTAL

Active: Permanent

Disposition: Laserfiche upon termination

CITY COUNCIL DEFERRED COMPENSATION ELECTION FORM

Active: Permanent

Disposition: Laserfiche upon termination

CREDIT UNION DEDUCTION FORM

Active: Permanent

Disposition: Laserfiche upon termination

DEFERRED COMPENSATION ELECTION FORM

Active: Permanent

Disposition: Laserfiche upon termination

DENTAL INSURANCE ENROLLMENT FORM

Active: Permanent

Disposition: Laserfiche upon termination

DEPENDENT CARE FLEX SPENDING FORM

Active: Permanent

Disposition: Laserfiche upon termination

EDUCATION PAY AUTHORIZATIONS

Active: Permanent

Disposition: Laserfiche upon termination

FRIENDSHIP FUND DEDUCTION FORM

Active: Permanent

Disposition: Laserfiche upon termination

HEALTH INSURANCE ENROLLMENT FORM

Active: Permanent

Disposition: Laserfiche upon termination

KANSAS LEARNING QUEST FORM

Active: Permanent

Disposition: Laserfiche upon termination

LIFE INSURANCE ENROLLMENT FORM

Active: Permanent

Disposition: Laserfiche upon termination

LONG-TERM CARE ENROLLMENT FORM

Active: Permanent

Disposition: Laserfiche upon termination

LONG-TERM DISABILITY ENROLLMENT FORM

Active: Permanent

Disposition: Laserfiche upon termination

MEDICAL FLEX-SPENDING FORM

Active: Permanent

Disposition: Laserfiche upon termination

MINUTES

Active: 5 years then transfer to permanent storage

Disposition: Permanent 1 copy

PARKING GARAGE DEDUCTION FORM

Active: Permanent

Disposition: Laserfiche upon termination

SUPPLEMENTAL LIFE INSURANCE FORM

Active: Permanent

Disposition: Laserfiche upon termination

TAX DOCUMENTS

Active: 5 years then transfer to permanent storage

Disposition: Permanent

TUITION REIMBURSEMENT PAY REQUEST

Active: Permanent

Disposition: Laserfiche upon termination

UNION DUES DEDUCTION FORM

Active: Permanent

Disposition: Laserfiche upon termination

UNITED WAY ELECTION FORM

Active: Permanent

Disposition: Laserfiche upon termination

VAD&D ENROLLMENT FORM

Active: Permanent

Disposition: Laserfiche upon termination

WICHITA EMPLOYEES ASSOCIATION FORM

Active: Permanent

Disposition: Laserfiche upon termination



INFORMATION TECHNOLOGY (IT)

ACCOUNTS PAYABLE

(Documents related to the purchase of goods and services such as, but not limited to, purchase orders, inter-fund transfers, requisitions, direct vouchers, invoice entries, and direct purchase orders)

Active: 2 years

Disposition: Destroy

ACCOUNTS RECEIVABLE

(Invoices to outside vendors Information Technology (IT) has provided services to and the logs registering the invoice and charges. All AR documentation is in electronic format)

Active: 3 years

Disposition: Destroy

ADVISORY BOARD AGENDA & MINUTES

(IT/IS Advisory Board Agendas and Minutes. All Advisory Board documentation is in electronic format)

Active: Electronic 3 years

Disposition: Destroy

CONTRACTS

(Includes vendors, developers, services, and other contracts)

Active: Life of contract plus 5 years

Disposition: Destroy

CORRESPONDENCE (ROUTINE)

Active: Retain while useful; but not more than 5 years

Disposition: Destroy

PAYROLL DOCUMENTS

(Payroll documents include paper timesheets, mileage reports for personal vehicles, and other payroll documents)

Active: 1 year if scanned electronically, otherwise 5 years

Disposition: Destroy

PERSONNEL FILE (IT/IS DEPARTMENT FILE)

(Can included anything of interest to department such as; evaluations/merit form, travel/training expense report (no supporting documentation), certification and awards, letters of discipline, any correspondence involving employee, does not include medical correspondence.

Active: While individual is employed

Inactive: 5 years after termination

Disposition: Destroy

REQUEST FOR SERVICE

Active: Entered and managed through the Cherwell Application System

Disposition: Permanent

SOFTWARE LICENSING

(Includes licenses, keys to software, passwords, accounts to online services and applications in electronic and paper copy)

Active: Retain while current

Disposition: Destroy

SOURCE CODE

(In-house developed software electronic in Source Safe and Team Foundation Server)

Active: Retain while current

Inactive: 3 years following service termination

Disposition: Destroy

TECHNICAL-HOW TO STEPS TO PERFORM TECHNICAL ADMINISTRATION

(General knowledge base, how-to steps to perform technical administration in electronic and paper)

Active: Retain while current

Inactive: 1 year following discontinuance of using software application

Disposition: Destroy

TRAVEL DOCUMENTS

(All travel/training documentation needed for out-of-town travel/training in electronic format. Travel/training expense report to be filed in personnel file (IT/IS Department file) then dispensed according to retention of Personnel file (IT/IS Department file).

Active: 3 years

Disposition: Destroy



LAW DEPARTMENT

ABSTRACTS

Active: Permanent

Disposition: Retain

ANNEXATION CASE FILES

(Includes consents, petitions, and other related documents)

Active: Permanent

Disposition: Retain

ANNUAL REPORTS

(Activity of Division throughout year)

Active: Permanent

Disposition: Retain

ANTITRUST-LITIGATION AND COUNSELING

Active: 10 years after close

Disposition: Destroy

APPEAL FILES ON MUNICIPAL COURT CASES

(Records on cases that have been appealed to District Court. May include affidavits, agreements, answers, bail bonds, bills, briefs, citations, commitments, complaints, confessions, discharges, indictments, motions, memos, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, writs, and copies of investigation reports)

Active: Permanent

Disposition: Retain

APPOINTMENT BOOKS/CALENDARS

Active: 2 years

Disposition: Retain calendars only if written notes are included, otherwise destroy

ASSET RECORDS

(Inventory, maintenance records and other related documents for equipment)

Active: Until equipment is sold or becomes surplus

Disposition: Destroy

ATTORNEY GENERAL OPINIONS

(Opinions, letters of advice, copies of legislative bills, correspondence, etc, relating to the legal interpretations, written at the request of the City seeking guidance in enforcing, obeying or interpreting the law)

Active: Permanent

Disposition: Retain

BANKING AND COMMERCIAL FINANCE FILES

Active: 10 years after close. For long-term debt agreement, 10 years after expiration

Disposition: Destroy

BANKRUPTCY FILES

Active: 7 years after close

Disposition: Destroy

BOND DOCUMENTS

(Includes transcripts and other related information)

Active: Until bonds mature

Disposition: Destroy (City Clerk should have permanent retention of Bond Transcript)

BUDGET PREPARATION FILE

(Includes correspondence, draft budget requests, computer reports, notes and other miscellaneous materials)

Active: Retain until close of subsequent budget process

Disposition: Destroy

CAPITAL IMPROVEMENT PLAN

Active: Permanent

Disposition: Retain

CATALOGS

Active: Retain while current

Disposition: Destroy

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: Destroy

CITY CODE BOOK

Active: Until superseded or obsolete

Disposition: Destroy

CITY COUNCIL PACKETS

(Includes minutes, agendas, and other related documents)

Active: 5 years

Disposition: Destroy

CLAIMS

Active: 10 years

Disposition: Destroy

CLASSIFICATION SPECIFICATIONS

Active: Retain while current

Disposition: Destroy

COLLECTIONS

Active: 5 years after close

Disposition: Destroy

COMMODITIES

Active: 10 years after close

Disposition: Destroy

COMMITTEE FILES-MISCELLANEOUS

(Includes minutes, agendas, correspondence, rosters, and other related documents from committees that do not originate in the Law Department)

Active: Retain while useful

Disposition: Destroy

COMMITTEE FILES- TRANSCRIPT FILES

(Includes microfilmed or imaged documents. Use the retention schedule of the record series listed herein)

Active: Hard copy of a document can be destroyed after a document has been filmed or scanned, so long as the image has been verified for accuracy.

Disposition: Destroy after imaged (scanned)

COMPLAINT FILES

(Correspondence and documentation of action taken, if any. Retain complaints that are directly related to policy change, permanently)

Active: Others retain while useful; but not more than 5 years

Disposition: Destroy

COMMUNICATIONS

Active: 5 years after close

Disposition: Destroy

CONSUMER PROTECTION CASE FILES

Active: Until resolved, then retain 5 years

Disposition: Destroy

CONTRACTS

(Legal agreements with individuals and organizations. Includes all associated documents)

Active: Until contract (includes drafts) expires or cancelled or conclusion of court case litigation-5 years

Disposition: Destroy

CORRESPONDENCE-POLICY RELATED

(Includes incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the office)

Active: Retain while useful, but not more than 5 years

Disposition: Destroy

CORRESPONDENCE-ROUTINE

(Includes suspense list, inquiries, memos, copies, telephone records, etc)

Active: Retain while useful, but not more than 5 years

Disposition: Destroy

CORPORATE

Active: 10 years offsite

Disposition: Review annually matters that remain open and send files not referenced in the past year off-site; use the "sent-off site" date as the retention period trigger)

COUNCIL MEETING CHECKLISTS

Active: 2 years

Disposition: Destroy

CRIMINAL

Active: Perform annual review after matter closes

Disposition: Destroy

CRIMINAL WEAPON VIOLATION CASE FILES

(Includes diversion agreements and waiver of right to counsel)

Active: Permanent

Disposition: Retain

DAILY FEES ACCOUNTING REPORT-VENDOR INFORMATION

(Contains payee name, permit number and type (if applicable) and amount paid)

Active: 3 years

Disposition: Destroy

DEPARTMENT POLICES

(Department policies as well as incoming and outgoing letters and memoranda that state or form the basis of policy, set precedent, or record important events in the operational and organizational history of the department)

Active: Permanent

Disposition: Retain

DIVISION POLICIES

(As well as incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the department)

Active: Permanent

Disposition: Retain

DOCKET SHEETS

(Includes synopsis of case, individuals involved, and other pertinent information)

Active: Permanent

Disposition: Retain

DOMESTIC VIOLENCE CASE FILES

(Includes diversion agreements and waiver of rights to counsel)

Active: Permanent

Disposition: Retain

DUI CASE FILES

Active: Permanent

Disposition: Retain

E-MAIL

Active: (Decision Pending per Law)

Disposition: (Decision Pending per Law)

EMPLOYEE BENEFITS

Active: 10 years after matter closes

Disposition: Destroy

EMPLOYEE PERSONNEL FILES

(Includes application when hired, evaluations, disciplinary actions, payroll status records and other personnel matters)

Active: Tenure plus 5 years

Disposition: Destroy

EVICITION FILES

Active: 5 years

Disposition: Destroy

EXECUTIVE SESSION MOTIONS

Active: Permanent

Disposition: Retain

GOVERNING AGENCY REGULATIONS

(Includes city, state, and federal governing agencies' manuals and requirements)

Active: 5 years

Disposition: Destroy

HOLD HARMLESS AGREEMENTS

(Includes ride along agreements, release or liability, and other such agreements)

Active: 5 years

Disposition: Destroy

HOUSING AUTHORITY EVICTION FILES

(Includes correspondence and other related documents)

Active: 5 years

Disposition: Destroy

INCIDENT REPORTS

(Documentation of incidents occurring in the department)

Active: 5 years

Disposition: Destroy

MUNICIPAL COURT CASE FILES

Active: Permanent

Disposition: Retain

OPEN MEETING NOTICES

(Notices of open meetings throughout the City)

Active: 1 year

Disposition: Destroy

OPEN RECORDS REQUESTS-KORA

(Documents related to requests for access to office records and office responses prepared pursuant to the Kansas Open Records Act)

Active: Send copy of request to City Clerk after providing record, and then retain 3 years

Disposition: Destroy

ORDINANCES-REFERENCE COPY

Active: 5 years

Disposition: Destroy

PAYROLL DOCUMENTS

(Includes time sheets, exception sheets, leave requests, and time away from work requests)

Active: 5years

Disposition: Destroy

PERSONAL INJURY

Active: 15 years after matter closes

Disposition: Destroy

PROFESSIONAL ORGANIZATION FILES

Active: 3 years

Disposition: Destroy

PROJECT GENERAL FILES

(Includes ordinances, resolutions, contracts, specifications, and other documents for projects that are duplicated elsewhere)

Active: 1 year

Disposition: Destroy

PROJECT MASTER FILES

(Includes documentation unique to current department for projects)

Active: Permanent

Disposition: Retain

PUBLICATIONS

(Internally produced newsletters, pamphlets, leaflets and brochures)

Active: 1 year

Disposition: Destroy

PURCHASING DOCUMENTS

(Includes limited purchase orders, purchase orders, direct payment requests and other related documents from all internal and external sources)

Active: 3 years

Disposition: Destroy

REAL ESTATE

Active: 5 years after matter closes

Disposition: Destroy

REAL ESTATE DEEDS

(Includes legal documents pertaining to the ownership of real property)

Active: Permanent

Disposition: Retain

REFERENCE BOOKS/JOURNALS

(Also includes newsletters and seminar notebooks)

Active: Until superseded or obsolete

Disposition: Destroy

REGULATORY

Active: 10 years after matter closes

Disposition: Destroy

RESEARCH FILES

(Includes drafts and research to support ordinances)

Active: Until superseded or obsolete

Disposition: Destroy

SPEEDING CASE FILES

(Includes diversion agreements and waiver of rights to counsel)

Active: Permanent

Disposition: Retain

STAFF MEETING AGENDAS

Active: 1 year

Disposition: Destroy

SUPERVISOR'S FILES

(Limited to required documents for current oversight of employee; work schedule; leave information; attendance record; overtime hours distribution; current payroll report; current active disciplinary items; last performance evaluation; performance observations since last evaluation; requests for safety equipment and uniforms; worker's compensation information. Purge after every evaluation)

Active: 1 year

Disposition: Destroy

SUPPLY REQUESTS-INTERNAL

Active: 3 years

Disposition: Destroy

TRAINING RECORDS-INDIVIDUAL

(Record of continuing education course completed, date, and any training certificates)

Active: While individual employee not longer than 5 years after separation

Disposition: Destroy

TRAVEL DOCUMENTS

Active: 1 year

Disposition: Destroy

UNION CONTRACTS

Active: Until superseded or obsolete, until three successive contracts are approved

Disposition: Destroy

UTILITIES

Active: 10 years after matter closes

Disposition: Destroy

VENDOR FILES

(Purchases from specific vendors, invoices, correspondence, vouchers, etc.)

Active: 3 years

Disposition: Destroy

WARRANTY FILES

(Includes warranties, promises, and other related documents)

Active: 5 years or life of warranty, whichever is longer

Disposition: Destroy

WORKER'S COMPENSATION PROGRAM RECORDS

(Includes assessment reports, worker's compensation billings/allocation, experience ratings, loss data, risk and benefits)

Active: 10 years after matter closes

Disposition: Destroy



LIBRARY

ADMINISTRATIVE FILES

ACCIDENT REPORTS/CLAIMS

Active: 2 years
Disposition: Destroy

BANNED PATRON FILES

Active: Permanent
Disposition: Retain

CONTACTS

Active: 5 years
Disposition: Destroy

GENERAL CORRESPONDENCE

Active: 3 years
Disposition: Destroy

GRANT FILES

Active: 7 years
Disposition: Destroy

MEETING RECORDS-INTERNAL STAFF

Active: Retain while useful
Disposition: Destroy

MONTHLY REPORTS

Active: Permanent
Disposition: Send to historical authority

OPEN RECORDS REQUESTS

Active: 3 years
Disposition: Destroy

PATRON INCIDENT AND DISCIPLINARY FILES

Active: Retain while useful

Disposition: Destroy

PLANNERS/CALENDARS

Active: Retain while useful

Disposition: Destroy

PROCEDURES

Active: Retain while useful

Disposition: Destroy

PURCHASE REQUEST

Active: Retain while useful

Disposition: Destroy

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Active: 7 years

Disposition: Destroy

STAFF/SYSTEM NEWSLETTERS

Active: Retain while useful

Disposition: Destroy

STRATEGIC PLANNING-DEVELOPMENT DOCUMENT

Active: Retain while useful

Disposition: Destroy

STRATEGIC PLANNING-FINAL APPROVED PLAN

Active: Permanent

Disposition: Send to historical authority

BOARD/GOVERNING BODY MATERIALS

ANNUAL REPORTS-TO THE BOARD AND/OR MUNICIPALITY

Active: Permanent

Disposition: Send to historical authority

ANNUAL REPORTS TO THE STATE, DIVISION OF LIBRARIES, TECHNOLOGY AND COMMUNITY LEARNING

Active: Permanent

Disposition: Send to historical authority

BYLAWS

Active: Permanent

Disposition: Archive

MEETING MINUTES

Active: Permanent

Disposition: Send to historical authority

POLICY MANUAL

Active: Retain while useful

Disposition: Destroy

BUILDING GROUNDS AND EQUIPMENT

BLUEPRINTS/BUILDING PLANS/FINAL SPECIFICATIONS

Active: Retain while useful

Disposition: Destroy

HAZARDOUS MATERIAL SAFETY DATA SHEETS

Active: Retain while useful

Disposition: Destroy

INSPECTION REPORTS

Active: Retain while useful

Disposition: Destroy

LICENSES AND PERMITS

Active: Retain while useful

Disposition: Destroy

DEPARTMENTAL RECORDS

ARCHIVAL-DONOR FILES

Active: Permanent

Disposition: Retain

EXHIBIT FILES

Active: Retain while useful

Disposition: Destroy

INTERNET, EQUIPMENT OR ROOM USE AGREEMENTS

Active: 3 months

Disposition: Destroy

LIBRARY NEWSLETTERS

Active: 4 years

Disposition: Retain in office 1 year, then transfer two copies to the archives and destroy the remainder

PHOTOGRAPHS

Active: Retain while useful

Disposition: Destroy

PRESS RELEASES

Active: Retain while useful

Disposition: Retain until no longer useful then transfer to the archives

PUBLICITY AND PROGRAMMING FILES

Active: Retain while useful

Disposition: Destroy

FINANCIAL MATERIALS

ACCOUNTS PAYABLE/RECEIVABLE

Active: Retain while useful

Disposition: Destroy

BUDGET DOCUMENTATION

Active: Retain while useful

Disposition: Destroy

FINAL ANNUAL BUDGET

Active: Retain while useful

Disposition: Destroy

MONTHLY FINANCIAL REPORTS

Active: Retain while useful

Disposition: Destroy

PURCHASE/ORDER RECORDS

Active: Retain while useful

Disposition: Destroy

REQUESTS FOR BIDS, PROPOSALS AND RFPS

Active: Retain while useful

Disposition: Destroy

HUMAN SERVICES FILES

EMPLOYEE INJURY RECORDS

Active: Retain while useful

Disposition: Destroy

GRIEVANCES

Active: Retain while useful

Disposition: Destroy

JOB DESCRIPTIONS

Active: Retain while useful

Disposition: Destroy

PERSONNEL FILES

Active: Retain while useful

Disposition: Destroy

STAFF WORK SCHEDULES

Active: Retain while useful

Disposition: Destroy

TIME AND ATTENDANCE

Active: Retain while useful

Disposition: Destroy

TIME OFF/VACATION REQUESTS

Active: Retain while useful

Disposition: Destroy

VOLUNTEER/COMMUNITY SERVICE FILES

Active: 5 years

Disposition: Destroy

WORKERS DISABILITY COMPENSATION FILES

Active: Retain while useful

Disposition: Destroy

INTEGRATED LIBRARY SYSTEM, ILL & INFORMATION TECHNOLOGY

DONOR FILE-MONETARY DONATIONS

Active: 4 years

Disposition: Fiscal year plus 4

DONOR FILE-PROPERTY DONATIONS

Active: 4 years

Disposition: Fiscal year plus 4

INTERNAL LIBRARY LOAN (ILL) PERIODICAL TITLE REQUESTS

Active: 2 years

Disposition: Fiscal year plus 1

INTER-LIBRARY LOAN RECORDS

Active: 2 years

Disposition: Fiscal year plus 1

LOG OF INTERNAL LIBRARY LOAN (ILL) TRANSACTIONS

Active: 2 years

Disposition: Fiscal year plus 1

ORDER RECORDS

Active: 2 years

Disposition: Current fiscal year plus 1

PATRON REGISTRATION AND APPLICATION FORMS

Active: Retain while useful

Disposition: Destroy

POLARIS FILES

Active: Retain while useful

Disposition: Delete

UNIVERSAL SERVICE FOR SCHOOLS AND LIBRARIES DOCUMENTATION

ELECTRONIC RATE BINDER (FORMS, 470, 471, 472, 486 & 500)

Active: 5 years

Disposition: Destroy



METROPOLITAN AREA BUILDING & CONSTRUCTION DEPARTMENT (MABCD)

ACCOUNTS PAYABLE

Active: 3 years

Disposition: Destroy

ACCOUNTS RECEIVABLE

Active: 3 years

Disposition: Destroy

ADDRESSING: CORRESPONDENCE, PLAT FILES, EMAILS

Active: Retain indefinitely

Disposition: Retain as a Laserfiche file

ARRA GRANT BOARD UP FILES

Active: Retain indefinitely

Disposition: Retain

ARRA GRANT NEIGHBORHOOD INSPECTION CASE RECORDS

Active: 5 years

Disposition: Retain as a Laserfiche file

BOARD OF CODE STANDARDS AND APPEAL MINUTES, (BCSA)

Active: Retain indefinitely

Disposition: Retain

BUILDING PERMITS AND RESIDENTIAL SITE PLANS

Active: Retain indefinitely

Disposition: Retain as a Laserfiche file

CASH REPORTS AND FEE RECEIPTS

Active: 3 years

Disposition: Destroy

CHRISTMAS TREE SALES PERMITS

Active: 2 years

Disposition: Destroy

CODE INTERPRETATIONS

Active: Retain indefinitely

Disposition: Retain as in Laserfiche, Tidemark, or computer stored document. Paper where used as working document.

COMMERCIAL MICROFILM DOCUMENTS

Active: Retain indefinitely

Disposition: Retain; delete/destroy if building/structure removed from property

COMMERCIAL PLANS AND ASSOCIATED DOCUMENTS WHERE A PERMIT *HAS BEEN ISSUED*

Active: Retain indefinitely

Disposition: Retain as a Laserfiche file

COMMERCIAL PLANS AND ASSOCIATED DOCUMENTS WHERE A PERMIT *HAS NOT BEEN ISSUED*

Active: Retain indefinitely

Disposition: Retain as a Laserfiche file

COMMUNITY UNIT PLAN AND PLAN UNIT DEVELOPMENT FILES, (CUP/PUD)

Active: Until obsolete

Disposition: Destroy

CONDEMNATION CASE FILES

Active: 5 years

Disposition: Retain

CONTINUING EDUCATION DOCUMENTATION-MECHANICAL

Active: 2 years

Disposition: Destroy

CONTINUING EDUCATION DOCUMENTATION-PLUMBING

Active: 2 years

Disposition: Destroy

CONTRACTORS LICENSES

(Building, electrical, elevator, plumbing, mechanical, sewer, fire sprinkler, swimming pool, lawn irrigation)

Active: Retain indefinitely

Disposition: Retain

CORRECTIONAL PLACEMENT RESIDENCE LICENSE

Active: Retain indefinitely

Disposition: Retain

DEPARTMENT HUMAN RESOURCES FILES

Active: 5 years

Disposition: Destroy

ELECTRICAL DAILY REPORTS

Active: 6 months

Disposition: Destroy

ELECTRICAL PERMIT ACTIVITY

Active: Retain indefinitely

Disposition: Retain

FEMA DOCUMENTS

Active: Retain indefinitely

Disposition: Retain

FORMS, HANDOUTS, POLICY AND PROCEDURAL DOCUMENTS, ETC.

Active: Until obsolete

Disposition: Destroy

FOUR MILE CREEK FILES

Active: Retain indefinitely

Disposition: Retain

GRAFFITI CASE FILES

Active: 3 years

Disposition: Retain

HOUSE MOVING FILES

Active: Retain indefinitely

Disposition: Retain

HOUSING CASE RECORDS

Active: 3 years

Disposition: Destroy

INTERPRETATIONS-ZONING AND SIGNS

Active: Retain indefinitely

Disposition: Retain

LICENSED ESTABLISHMENT CARD FILES

Active: Retain indefinitely

Disposition: Retain

LICENSED ESTABLISHMENT FILES

Active: Retain indefinitely

Disposition: Retain

MECHANICAL DAILY REPORTS

Active: 6 months

Disposition: Destroy

MECHANICAL PERMIT ACTIVITY

Active: Retain indefinitely

Disposition: Retain

MOBILE HOME PARK RECORDS

Active: Retain indefinitely

Disposition: Retain

NEIGHBORHOOD INSPECTION INSPECTOR DAILY/MONTHLY/YEARLY REPORTS

Active: 3 years

Disposition: Destroy

NON-CONFORMITY REGISTRATIONS

Active: Retain indefinitely

Disposition: Retain

NUISANCE CASE RECORDS

Active: 3 years

Disposition: Destroy

PAYROLL DOCUMENTS AND EXCEPTION RECORDS

Active: 5 years

Disposition: Destroy

PERMANENT SIGN PERMIT APPLICATION

Active: Retain indefinitely

Disposition: Retain

PLUMBING DAILY REPORTS

Active: 6 months

Disposition: Destroy

PLUMBING PERMIT ACTIVITY

Active: Retain indefinitely

Disposition: Retain

PORTABLE SIGN PLACEMENT FORM

Active: Retain indefinitely

Disposition: Retain

RESIDENTIAL DRAINAGE SURVEYS

Active: Retain indefinitely

Disposition: Retain as a Laserfiche file

RESIDENTIAL ZONING CASE RECORDS

Active: 3 years

Disposition: Destroy

SEWER INSPECTION LOGS

Active: 3 years

Disposition: Destroy

SIGN HANGER'S LICENSE APPLICATION

Active: Retain indefinitely

Disposition: Retain

SIGN VIOLATION CASE

Active: Retain indefinitely

Disposition: Retain

TALL GRASS AND WEED CASE RECORDS

Active: 3 years

Disposition: Retain

TEMPORARY R.V. PERMITS

Active: 2 years

Disposition: Destroy

TEMPORARY SIGN PERMIT APPLICATION

Active: Retain indefinitely

Disposition: Retain

TOW LOG

Active: Retain indefinitely

Disposition: Retain

TRADE BOARD MINUTES

(Plumbing, mechanical, refrigeration, heating and air)

Active: Retain indefinitely

Disposition: Retain

TRADE TEST CERTIFICATION-ELECTRICAL

Active: Retain indefinitely

Disposition: Retain

TRADE TEST CERTIFICATION-MECHANICAL

Active: Retain indefinitely

Disposition: Retain

TRADE TEST CERTIFICATION-PLUMBING

Active: Retain indefinitely

Disposition: Retain

VNR CASE FILES (VACANT AND/OR NEGLECTED BUILDING)

Active: Retain indefinitely

Disposition: Retain

ZONING CERTIFICATION LETTERS

Active: Retain indefinitely

Disposition: Retain

ZONING INSPECTOR'S RECORDS

Active: Retain while useful

Disposition: Destroy

ZONING VIOLATION CASE

Active: Retain indefinitely

Disposition: Retain



METROPOLITAN PLANNING

ADVANCED PLANS – ADVANCED PLANS COMMITTEE

CORRESPONDENCE

(Letters, memos, etc)

Active: Permanent

Disposition: Retain

MEETING SUMMARIES

(Written memos, reports)

Active: Permanent

Disposition: Retain

ADVANCED PLANS – ANNEXATIONS CITY OF WICHITA

ANNEXATION LOG TRACKING

(Digital spreadsheet/log)

Active: Permanent

Disposition: Retain

CASE FILE REPORTS

(Written documents, memos)

Active: Permanent

Disposition: Retain

CORRESPONDENCE

(Letters, memos, etc)

Active: Permanent

Disposition: Retain

LEGAL ORDINANCES

Active: Permanent

Disposition: Retain

MAPC AND/OR CITY COUNCIL AGENDA REPORTS

(Written memos, reports)

Active: Permanent

Disposition: Retain

SERVICE PLANS

(Written documents, memos)

Active: Permanent

Disposition: Retain

ADVANCED PLANS – CAPITAL IMPROVEMENT PLAN

CORRESPONDENCE

(Letters, memos etc)

Active: Permanent

Disposition: Retain

PROJECT SUBMISSION DATA

(Written memos, reports)

Active: Permanent

Disposition: Retain

ADVANCED PLANS – CENTRAL PLAINS QUAD COUNTY

CORRESPONDENCE

(Letters, memos, etc)

Active: Permanent

Disposition: Retain

MEETING SUMMARIES

(Written memos, reports)

Active: Permanent

Disposition: Retain

ADVANCED PLANS – COMPREHENSIVE PLAN

CONTRACTS

(Consultant contracts)

Active: Permanent

Disposition: Retain

CORRESPONDENCE

(Letters, memos, etc)

Active: Permanent

Disposition: Retain

GRAPHIC MATERIALS

(Maps, display board, etc)

Active: Permanent

Disposition: Retain

LEGAL ORDINANCES

(Written documents, memos)

Active: Permanent

Disposition: Retain

MAPC AND CITY COUNCIL AGENDA REPORTS

(Written memos, reports)

Active: Permanent

Disposition: Retain

PLAN DOCUMENTS

(Written text, maps, tables)

Active: Permanent

Disposition: Retain

POPULATION AND EMPLOYMENT PROJECTIONS

(Maps, tables, spreadsheets)

Active: Permanent

Disposition: Retain

ADVANCED PLANS – FEDERAL CENSUS – ANNUAL BAS SUBMISSIONS

CORRESPONDENCE

(Letters, memos, etc)

Active: Permanent

Disposition: Retain

GRAPHIC MATERIALS

(Maps)

Active: Permanent

Disposition: Retain

ADVANCED PLANS – FEDERAL CENSUS – LUCA SUBMISSIONS

CORRESPONDENCE

(Letters, memos, etc)

Active: Permanent

Disposition: Retain

GRAPHIC MATERIALS

(Maps)

Active: Permanent

Disposition: Retain

ADVANCED PLANS – FEDERAL CENSUS – OTHER

CORRESPONDENCE

(Letters, memos, etc)

Active: Permanent

Disposition: Retain

GRAPHIC MATERIALS

(Maps)

Active: Permanent

Disposition: Retain

ADVANCED PLANS – GRANT APPLICATIONS – FEDERAL

APPLICATION DOCUMENT

(Forms, reports, memos)

Active: Permanent

Disposition: Retain

CITY COUNCIL AGENDA REPORTS

(Written memos, reports)

Active: Permanent

Disposition: Retain

CORRESPONDENCE

(Letters, memos, etc)

Active: Permanent

Disposition: Retain

ADVANCED PLANS – GRANT APPLICATIONS – OTHER

APPLICANT DOCUMENT

(Forms, reports, memos)

Active: Permanent

Disposition: Retain

CITY COUNCIL AGENDA REPORTS

(Written memos, reports)

Active: Permanent

Disposition: Retain

CORRESPONDENCE

(Letters, memos, etc)

Active: Permanent

Disposition: Retain

ADVANCED PLANS – GRANT APPLICATIONS – STATE

APPLICATION DOCUMENT

(Forms, reports, memos)

Active: Permanent

Disposition: Retain

CITY COUNCIL AGENDA REPORTS

(Written memos, reports)

Active: Permanent

Disposition: Retain

CORRESPONDENCE

(Letters, memos, etc)

Active: Permanent

Disposition: Retain

ADVANCED PLANS – HUD ENVIRONMENTAL REVIEW

CORRESPONDENCE

(Letters, memos, etc)

Active: Temporary

Disposition: Destroy

FISCAL YEAR ENVIRONMENTAL REVIEW RECORD

(Written reports, tables)

Active: 5 years

Disposition: Destroy

GIS

(Digital data bases)

Active: Temporary

Disposition: Destroy

TIDEMARK

(Digital data bases)

Active: Temporary

Disposition: Destroy

ADVANCED PLANS - NEIGHBORHOOD/AREA/JOINT AREA PLANS

CONTRACTS

(Consultant contracts)

Active: Permanent

Disposition: Retain

CORRESPONDENCE

(Letters, memos, etc)

Active: Permanent

Disposition: Retain

GRAPHIC MATERIALS

(Maps, display boards, etc)

Active: Permanent

Disposition: Retain

LEGAL DOCUMENTS

(Written documents, memos)

Active: Permanent

Disposition: Retain

MAPC AND CITY COUNCIL AGENDA REPORTS

(Written memos, reports)

Active: Permanent

Disposition: Retain

PLAN DOCUMENTS

(Written text, maps, tables)

Active: Permanent

Disposition: Retain

ADVANCED PLANS – SC STORMWATER MANAGEMENT BOARD

CORRESPONDENCE

(Letters, memos, etc)

Active: Permanent

Disposition: Retain

LEGAL RESOLUTIONS

(Written documents, memos)

Active: Permanent

Disposition: Retain

MEETING SUMMARIES

(Written memos and reports)

Active: Permanent

Disposition: Retain

PLAN DOCUMENTS

(Written text, maps, tables)

Active: Permanent

Disposition: Retain

**ADVANCED PLANS – UNILATERAL ANNEXATION REVIEWS-SC SMALL
CITIES**

CASE FILE REPORTS

(Written documents, memos)

Active: Permanent

Disposition: Retain

CORRESPONDENCE

(Letters, memos, etc)

Active: Permanent

Disposition: Retain

MAPC AGENDA REPORTS

(Written memos, reports)

Active: Permanent

Disposition: Retain

ADVANCED PLANS – WICHITA TRANSIT LONG-RANGE PLANS

CONTRACTS

(Consultant contracts)

Active: Permanent

Disposition: Retain

CORRESPONDENCE

(Letters, memos, etc)

Active: Permanent

Disposition: Retain

GRAPHIC MATERIALS

(Maps, display boards, etc)

Active: Permanent

Disposition: Retain

PLAN DOCUMENTS

(Written text, maps, tables)

Active: Permanent

Disposition: Retain

MAPD CURRENT PLANS

GUIDEBOOK-LANDSCAPE ORDINANCE

(Graphic depiction of the requirements of the Landscape ordinance)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

LANDSCAPE PLANS REVIEW-LANDSCAPE PLAN

(Landscape plan for projects in the COW that are in compliance with City ordinance)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

LANDSCAPE PLANS REVIEW-APPROVAL/DENIAL LETTER

(Approval/denial letter)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

NEW COMMUNITY UNIT PLAN-CITY COUNCIL AGENDA REPORT

(City Council Agenda Report for a new Community Unit Plan)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

NEW CONDITIONAL USE-CITY COUNCIL AGENDA REPORT

(City Council Agenda Report for a new Conditional Use)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

NEW PLANNED UNIT DEVELOPMENT-CITY COUNCIL AGENDA REPORT

(City Council Agenda Report for a new Planned Unit Development)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

PLATTING EXTENSION-CITY COUNCIL AGENDA REPORT

(City Council Agenda Report for a platting extension)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

VACATION-CITY COUNCIL AGENDA REPORT

(City Council Agenda Report for vacations)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

ZONING APPEAL-CITY COUNCIL AGENDA REPORT

(City Council Agenda Report for zoning appeals)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

AMENDMENTS TO COMMUNITY UNIT PLAN-CITY COUNCIL AGENDA REPORT

(City Council Agenda Report for an amendment to a Community Unit Plan)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

AMENDMENTS TO PLANNED UNIT DEVELOPMENTS-CITY COUNCIL AGENDA REPORT

(City Council Agenda Report for an amendment to a Planned Unit Development)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

DEDICATION – CITY COUNCIL AGENDA REPORT

(City Council Agenda Report for the dedication)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

DELANO DESIGN REVIEWS- CITY COUNCIL AGENDA REPORT

(City Council Agenda Report for the Delano design review)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

HISTORIC LANDMARK DESIGNATION- CITY COUNCIL AGENDA REPORT

(City Council Agenda Report for the Historic Landmark Designation)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

NEW ZONING REQUEST- CITY COUNCIL AGENDA REPORT

(City Council Agenda Report for zoning request)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

NEW COMMUNITY UNIT PLAN- CITY COUNCIL RESOLUTION/ORDINANCE

(City Council Resolution/Ordinance for a new Community Unit Plan)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

NEW CONDITIONAL USE- CITY COUNCIL RESOLUTION/ORDINANCE

(City Council Resolution/Ordinance for a new Conditional Use)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

NEW PLANNED UNIT DEVELOPMENT- CITY COUNCIL RESOLUTION/ORDINANCE

(City Council Resolution/Ordinance for a new Planned Unit Development)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

PLATTING EXTENSION- CITY COUNCIL RESOLUTION/ORDINANCE

(City Council Resolution/Ordinance for a platting extension)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

VACATION- CITY COUNCIL RESOLUTION/ORDINANCE

(City Council Resolution/Ordinance for a vacation case)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

ZONING APPEAL - CITY COUNCIL RESOLUTION/ORDINANCE

(City Council Resolution /Ordinance for a zoning appeal)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

AMENDMENTS TO COMMUNITY UNIT PLAN - CITY COUNCIL RESOLUTION/ORDINANCE

(City Council Resolution/Ordinance for an amendment to a Community Unit Plan)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

AMENDMENTS TO PLANNED UNIT DEVELOPMENTS - CITY COUNCIL RESOLUTION/ORDINANCE

(City Council Resolution/Ordinance for an amendment to a Planned Unit Development)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

DEDICATION - CITY COUNCIL RESOLUTION/ORDINANCE

(City Council Resolution/Ordinance for the dedication)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

DELANO DESIGN REVIEWS - CITY COUNCIL RESOLUTION/ORDINANCE

(City Council Resolution/Ordinance for the Delano design review)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

HISTORIC LANDMARK DESIGNATION - CITY COUNCIL RESOLUTION/ORDINANCE

(City Council Resolution/Ordinance for the Historic Landmark Designation)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

NEW ZONING REQUEST - CITY COUNCIL RESOLUTION/ORDINANCE

(City Council Resolution/Ordinance for the zoning request)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

NEW COMMUNITY UNIT PLAN - COUNTY COMMISSION AGENDA REPORT

(County Commission Agenda Report for a new Community Unit Plan)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

NEW CONDITIONAL USE - COUNTY COMMISSION AGENDA REPORT

(County Commission Agenda Report for a new Conditional Use)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

NEW PLANNED UNIT DEVELOPMENT - COUNTY COMMISSION AGENDA REPORT

(County Commission Agenda Report for a new Planned Unit Development)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

PLATTING EXTENSION - COUNTY COMMISSION AGENDA REPORT

(County Commission Agenda Report for a platting extension)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

VACATION - COUNTY COMMISSION AGENDA REPORT

(County Commission Agenda Report for a vacation case)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

ZONING APPEAL - COUNTY COMMISSION AGENDA REPORT

(County Commission Agenda Report for a zoning appeal)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

AMENDMENTS TO COMMUNITY UNIT PLAN - COUNTY COMMISSION AGENDA REPORT

(County Commission Agenda Report for an amendment to a Community Unit Plan)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

AMENDMENTS TO PLANNED UNIT DEVELOPMENTS - COUNTY COMMISSION AGENDA REPORT

(County Commission Agenda Report for an amendment to a Planned Unit Development)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

DEDICATION - COUNTY COMMISSION AGENDA REPORT

(County Commission Agenda Report for the dedication)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

HISTORIC LANDMARK DESIGNATION - COUNTY COMMISSION AGENDA REPORT

(County Commission Agenda Report for the Historic Landmark Designation)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

NEW ZONING REQUEST - COUNTY COMMISSION AGENDA REPORT

(County Commission Agenda Report for zoning request)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

NEW COMMUNITY UNIT PLAN - COUNTY COMMISSION RESOLUTION

(County Commission Resolution for a new Community Unit Plan)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

NEW CONDITIONAL USE - COUNTY COMMISSION RESOLUTION

(County Commission Resolution for a new Conditional Use)

Active: 1 year

Disposition: Destroy

NEW PLANNED UNIT DEVELOPMENT - COUNTY COMMISSION RESOLUTION

(County Commission Resolution for a new Planned Unit Development)

Active: 1 year

Disposition: Destroy

PLATTING EXTENSION - COUNTY COMMISSION RESOLUTION

(County Commission Resolution for a platting extension)

Active: 1 year

Disposition: Destroy

VACATION - COUNTY COMMISSION RESOLUTION

(County Commission Resolution for a vacation case)

Active: 1 year

Disposition: Destroy

ZONING APPEAL - COUNTY COMMISSION RESOLUTION

(County Commission Resolution for a zoning appeal)

Active: 1 year

Disposition: Destroy

AMENDMENTS TO COMMUNITY UNIT PLAN - COUNTY COMMISSION RESOLUTION

(County Commission Resolution for an amendment to a Community Unit Plan)

Active: 1 year

Disposition: Destroy

AMENDMENTS TO PLANNED UNIT DEVELOPMENTS - COUNTY COMISSION RESOLUTION

(County Commission Resolution for an amendment to a Planned Unit Development)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

DEDICATION - COUNTY COMMISSION RESOLUTION

(County Commission Resolution for the dedication)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

HISTORIC LANDMARK DESIGNATION - COUNTY COMMISSION RESOLUTION

(County Commission Resolution for the Historic Landmark Designation)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

NEW ZONING REQUEST - COUNTY COMMISSION RESOLUTION

(County Commission Resolution for zoning request)

Active: 1 year

Disposition: Destroy

Authority: Topeka Guideline

HISTORIC PRESERVATION ENVIRONS REVIEW - APPLICATION

(Applicant's description of the proposed project)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

ZONING APPEAL - APPLICATION

(Application by which a private land owner can settle a disagreement regarding the interpretation of a requirement of the zoning code)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

COMMUNITY UNIT PLANS ADMINISTRATIVE ADJUSTMENT - APPLICATION

(Application for a Community Unit Plan Administrative Adjustment)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

DEDICATION - APPLICATION

(Application for a dedication)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

ZONING ADMINISTRATIVE ADJUSTMENT - APPLICATION

(Application for a minor adjustment to the development standards)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

NEW COMMUNITY UNIT PLAN - APPLICATION

(Application for a new Community Unit Plan)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

NEW CONDITIONAL USE - APPLICATION

(Application for a new Conditional Use)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

NEW PLANNED UNIT DEVELOPMENT - APPLICATION

(Application for a new Planned Unit Development)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

SUBDIVISION PLAT - APPLICATION

(Application for a subdivision plat)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

VARIANCE - APPLICATION

(Application for a variance of the development standards details within a zoning district)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

AMENDMENTS TO COMMUNITY UNIT PLAN - APPLICATION

(Application for an amendment to a Community Unit Plan)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

AMENDMENTS TO CONDITIONAL USE - APPLICATION

(Application for an Amendment to a Conditional Use)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

AMENDMENTS TO PLANNED UNIT DEVELOPMENTS - APPLICATION

(Application for an amendment to a Planned Unit Development)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

DELANO DESIGN REVIEWS - APPLICATION

(Application for design review for property located within the Delano Neighborhood District)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

HISTORIC PRESERVATION CERTIFICATE OF APPROPRIATENESS (MAJOR) - APPLICATION

(Application for major re-construction or rehabilitation of a designated landmark)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

HISTORIC PRESERVATION CERTIFICATE OF APPROPRIATENESS (MINOR) - APPLICATION

(Application for minor re-construction or rehabilitation of a designates landmark)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

NEW ZONING REQUEST - APPLICATION

(Application for new zoning)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

STREET NAME CHANGES - APPLICATION

(Application to change the name)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

HISTORIC LANDMARK DESIGNATION - APPLICATION

(Application to designate certain property as historic)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

PLATTING EXTENSION - APPLICATION

(Application to extend the time frame to complete a plat when unforeseen issues arise)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

VACATION - APPLICATION

(Application to return public property to private ownership when no longer required for public purpose)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

LOT SPLIT - APPLICATION

(Application to split an existing lot into more lots)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

ORDINANCE - HISTORIC PRESERVATION

(Current ordinance documents)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

PLAN – HISTORIC PRESERVATION PLAN

(Document that contains adopted preservation policies and goals)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

LOT SPLIT – DRAWING/MAP

(Drawing or a map of the proposed lot split)

Active: Permanent

Disposition: Retain

Authority: Authority: Topeka Guideline

VARIANCE – SIGNED RESOLUTION

(Final approval document)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

INVENTORY (HISTORIC)

(Inventories of 14 neighborhoods of historic significant properties)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

COMMUNITY UNIT PLANS ADMINISRATIVE ADJUSTMENT

(Adjustment letter)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

ZONING APPEAL

(Appeal Letter)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

ZONING ADJUSTMENT LETTER

(Letter that is issued after a waiting period for the zoning administrative adjustment)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

NEW COMMUNITY UNIT PLAN

(Follow-up letters)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

NEW CONDITIONAL USE

(Follow-up letters)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

NEW PLANNED UNIT DEVELOPMENT

(Follow-up letters)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

VARIANCE

(Follow-up letters)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

ZONING APPEAL

(Follow-up letters)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

AMENDMENTS TO COMMUNITY UNIT PLAN

(Follow-up letters)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

AMENDMENTS TO A CONDITIONAL USE

(Follow-up letters)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

AMENDMENTS TO PLANNED UNIT DEVELOPMENTS

(Follow-up letters)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

DELANO DESIGN REVIEWS

(Follow-up letters)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

PLATTING EXTENSION

(Approval/denial letter)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

NEW ZONING REQUEST

(Follow-up letters)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

VACATION

(Follow-up letters)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

INDEXES

(Listing of all CUP numbers, names and locations; listing of all departmental reviews; listing of all non-conforming; listing of all PO documents and associated zone changes; and listing of all restrictive covenants by number)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

DELANO DESIGN REVIEWS

(Protest maps)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

NEW ZONING REQUEST

(Protest maps)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

NEW CONDITIONAL USE

(Protest maps)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

NEW COMMUNITY UNIT PLAN

(Protest maps)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

AMENDMENTS TO COMMUNITY UNIT PLAN

(Protest maps)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

NEW PLANNED UNIT DEVELOPMENT

(Protest maps)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

AMENDMENTS TO PLANNED UNIT DEVELOPMENTS

(Protest maps)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

MAPS

(Maps of designated historic districts)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

PHOTOGRAPHS

(Aerial Photographs)

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

OFFICIAL ZONING MAP

Active: Permanent

Disposition: Retain

Authority: Topeka Guideline

MAPD CURRENT PLANS-AGENDAS

METROPOLITAN AREA PLANNING COMMISSION

Active: Permanent

Disposition: Retain

CITY BOARD OF ZONING APPEALS MEETINGS

Active: Permanent

Disposition: Retain

COUNTY BOARD OF ZONING APPEALS MEETINGS

Active: Permanent

Disposition: Retain

HISTORIC PRESERVATION BOARD MEETINGS

Active: Permanent

Disposition: Retain

SUBDIVISION COMMITTEE MEETINGS

Active: Permanent

Disposition: Retain

DEDICATION REPORT

Active: Permanent

Disposition: Retain

CURRENT PLANS-APPLICATIONS

AMENDMENTS TO COMMUNITY UNIT PLAN

Active: Permanent

Disposition: Retain

AMENDMENTS TO CONDITIONAL USE

Active: Permanent

Disposition: Retain

AMENDMENTS TO PLANNED UNIT DEVELOPMENTS

Active: Permanent

Disposition: Retain

COMMUNITY UNIT PLANS ADMINISTRATIVE ADJUSTMENT

Active: Permanent

Disposition: Retain

DEDICATION

Active: Permanent

Disposition: Retain

DELANO DESIGN REVIEWS

Active: Permanent

Disposition: Retain

HISTORIC LANDMARK DESIGNATION

Active: Permanent

Disposition: Retain

HISTORIC PRESERVATION CERTIFICATE OF APPROPRIATENESS (MAJOR)

Active: Permanent

Disposition: Retain

HISTORIC PRESERVATION CERTIFICATE OF APPROPRIATENESS (MINOR)

Active: Permanent

Disposition: Retain

HISTORIC PRESERVATION ENVIRONS REVIEW

Active: Permanent

Disposition: Retain

LOT SPLIT

Active: Permanent

Disposition: Retain

NEW COMMUNITY UNIT PLAN

Active: Permanent

Disposition: Retain

NEW CONDITIONAL USE

Active: Permanent

Disposition: Retain

NEW PLANNED UNIT DEVELOPMENT

Active: Permanent

Disposition: Retain

NEW ZONING REQUEST

Active: Permanent

Disposition: Retain

PLATTING EXTENSION

Active: Permanent

Disposition: Retain

STREET NAME CHANGES

Active: Permanent

Disposition: Retain

SUBDIVISION PLAT

Active: Permanent

Disposition: Retain

VACATION

Active: Permanent

Disposition: Retain

VARIANCE

Active: Permanent

Disposition: Retain

ZONING ADMINISTRATIVE ADJUSTMENT

Active: Permanent

Disposition: Retain

ZONING APPEAL

Active: Permanent

Disposition: Retain

CURRENT PLANS-CITY COUNCIL AGENDA REPORTS

AMENDMENTS TO COMMUNITY UNIT PLAN

Active: 1 year

Disposition: Destroy

AMENDMENTS TO PLANNED UNIT DEVELOPMENT

Active: 1 year

Disposition: Destroy

DEDICATION

Active: 1 year

Disposition: Destroy

DELANO DESIGN REVIEW

Active: 1 year

Disposition: Destroy

HISTORIC LANDMARK DESIGNATION

Active: 1 year

Disposition: Destroy

NEW COMMUNITY UNIT PLAN

Active: 1 year

Disposition: Destroy

NEW CONDITIONAL USE

Active: 1 year

Disposition: Destroy

NEW PLANNED UNIT DEVELOPMENT

Active: 1 year

Disposition: Destroy

NEW ZONING REQUEST

Active: 1 year

Disposition: Destroy

PLATTING EXTENSION

Active: 1 year

Disposition: Destroy

VACATION

Active: 1 year

Disposition: Destroy

ZONING APPEAL

Active: 1 year

Disposition: Destroy

CURRENT PLANS-CITY COUNCIL RESOLUTIONS/ORDINANCES

AMENDMENTS TO COMMUNITY UNIT PLAN

Active: 1 year

Disposition: Destroy

AMENDMENTS TO PLANNED UNIT DEVELOPMENT

Active: 1 year

Disposition: Destroy

DEDICATION

Active: 1 year

Disposition: Destroy

DELANO DESIGN REVIEW

Active: 1 year

Disposition: Destroy

HISTORIC LANDMARK DESIGNATION

Active: 1 year

Disposition: Destroy

NEW COMMUNITY UNIT PLAN

Active: 1 year

Disposition: Destroy

NEW CONDITIONAL USE

Active: 1 year

Disposition: Destroy

NEW PLANNED UNIT DEVELOPMENT

Active: 1 year

Disposition: Destroy

NEW ZONING REQUEST

Active: 1 year

Disposition: Destroy

PLATTING EXTENSION

Active: 1 year

Disposition: Destroy

VACATION

Active: 1 year

Disposition: Destroy

ZONING APPEAL

Active: 1 year

Disposition: Destroy

CURRENT PLANS-COUNTY COMMISSION AGENDA REPORTS

AMENDMENTS TO COMMUNITY UNIT PLAN

Active: 1 year

Disposition: Destroy

AMENDMENTS TO PLANNED UNIT DEVELOPMENT

Active: 1 year

Disposition: Destroy

DEDICATION

Active: 1 year

Disposition: Destroy

HISTORIC LANDMARK DESIGNATION

Active: 1 year

Disposition: Destroy

NEW COMMUNITY UNIT PLAN

Active: 1 year

Disposition: Destroy

NEW CONDITIONAL USE

Active: 1 year

Disposition: Destroy

NEW PLANNED UNIT DEVELOPMENT

Active: 1 year

Disposition: Destroy

NEW ZONING REQUEST

Active: 1 year

Disposition: Destroy

PLATTING EXTENSION

Active: 1 year

Disposition: Destroy

VACATION

Active: 1 year

Disposition: Destroy

ZONING APPEAL

Active: 1 year

Disposition: Destroy

CURRENT PLANS-COUNTY COMMISSION RESOLUTIONS

AMENDMENTS TO COMMUNITY UNIT PLAN

Active: 1 year

Disposition: Destroy

AMENDMENTS TO PLANNED UNIT DEVELOPMENT

Active: 1 year

Disposition: Destroy

DEDICATION

Active: 1 year

Disposition: Destroy

HISTORIC LANDMARK DESIGNATION

Active: 1 year

Disposition: Destroy

NEW COMMUNITY UNIT PLAN

Active: 1 year

Disposition: Destroy

NEW CONDITIONAL USE

Active: 1 year

Disposition: Destroy

NEW PLANNED UNIT DEVELOPMENT

Active: 1 year

Disposition: Destroy

PLATTING EXTENSION

Active: 1 year

Disposition: Destroy

VACATION

Active: 1 year

Disposition: Destroy

ZONING APPEAL

Active: 1 year

Disposition: Destroy

NEW ZONING REQUEST

Active: 1 year

Disposition: Destroy

CURRENT PLANS-HISTORIC PRESERVATION PLAN

COMMUNITY UNIT PLANS ADMINISTRATIVE ADJUSTMENT

(Adjustment Letter)

Active: Permanent

Disposition: Retain

INVENTORY

(Historic Inventories)

Active: Permanent

Disposition: Retain

LOT SPLIT

(Drawing/Map)

Active: Permanent

Disposition: Retain

PLAN

Active: Permanent

Disposition: Retain

PLATTING EXTENSION

(Approval/Denial Letters)

Active: Permanent

Disposition: Retain

ORDINANCE

Active: Permanent

Disposition: Retain

VARIANCE

(Signed Resolution)

Active: Permanent

Disposition: Retain

ZONING ADMINISTRATIVE ADJUSTMENT

(Adjustment Letter)

Active: Permanent

Disposition: Retain

ZONING APPEAL

(Appeal Letter)

Active: Permanent

Disposition: Retain

CURRENT PLANS-FOLLOW UP LETTERS

AMENDMENTS TO COMMUNITY UNIT PLAN

Active: Permanent

Disposition: Retain

AMENDMENTS TO CONDITIONAL USE

Active: Permanent

Disposition: Retain

AMENDMENTS TO PLANNED UNIT DEVELOPMENT

Active: Permanent

Disposition: Retain

DELANO DESIGN REVIEW

Active: Permanent

Disposition: Retain

NEW COMMUNITY UNIT PLAN

Active: Permanent

Disposition: Retain

NEW CONDITIONAL USE

Active: Permanent

Disposition: Retain

NEW PLANNED UNIT DEVELOPMENT

Active: Permanent

Disposition: Retain

NEW ZONING REQUEST

Active: Permanent

Disposition: Retain

VACATION

Active: Permanent

Disposition: Retain

VARIANCE

Active: Permanent

Disposition: Retain

ZONING APPEAL

Active: Permanent

Disposition: Retain

CURRENT PLANS-INDEXES

COMMUNITY UNIT PLAN

Active: Permanent

Disposition: Retain

DEPARTMENT REVIEW

Active: Permanent

Disposition: Retain

NON-CONFORMING USE

Active: Permanent

Disposition: Retain

PROTECTIVE OVERLAY

Active: Permanent

Disposition: Retain

RESTRICTIVE COVENANT

Active: Permanent

Disposition: Retain

CURRENT PLANS-MINUTES

CITY BOARD OF ZONING APPEALS MINUTES

Active: Permanent

Disposition: Retain

COUNTY BOARD OF ZONING APPEALS MINUTES

Active: Permanent

Disposition: Retain

HISTORIC PRESERVATION BOARD MINUTES

Active: Permanent

Disposition: Retain

METROPOLITAN AREA PLANNING COMMISSION MINUTES

Active: Permanent

Disposition: Retain

BUILDING PERMIT CARD FILES

Active: Permanent

Disposition: Retain

HISTORIC SURVEYS

Active: Permanent

Disposition: Retain

HISTORIC TAX CREDIT REVIEW

(Letter Outlining Review)

Active: Permanent

Disposition: Retain

SANBORN MAPS

Active: Permanent

Disposition: Retain

WICHITA-SEDGWICK COUNTY SUBDIVISION REGULATIONS

Active: Permanent

Disposition: Retain

WICHITA-SEDGWICK COUNTY UNIFIED ZONING CODE

Active: Permanent

Disposition: Retain

CURRENT PLANS-POWERPOINT PRESENTATIONS

CITY BOARD OF ZONING APPEALS MEETINGS

Active: Permanent

Disposition: Retain

COUNTY BOARD OF ZONING APPEALS MEETINGS

Active: Permanent

Disposition: Retain

HISTORIC PRESERVATION BOARD MEETINGS

Active: Permanent

Disposition: Retain

METROPOLITAN AREA PLANNING COMMISSION

Active: Permanent

Disposition: Retain

SUBDIVISION COMMITTEE MEETINGS

Active: Permanent

Disposition: Retain

CURRENT PLANS-PROOF OF PUBLICATION

AMENDMENTS TO COMMUNITY UNIT PLAN

Active: Permanent

Disposition: Retain

AMENDMENTS TO CONDITIONAL USE

Active: Permanent

Disposition: Retain

AMENDMENTS TO PLANNED UNIT DEVELOPMENTS

Active: Permanent

Disposition: Retain

DEDICATION

Active: Permanent

Disposition: Retain

DELANO DESIGN REVIEW

Active: Permanent

Disposition: Retain

HISTORIC LANDMARK DESIGNATION

Active: Permanent

Disposition: Retain

NEW COMMUNITY UNIT PLAN

Active: Permanent

Disposition: Retain

NEW PLANNED UNIT DEVELOPMENT

Active: Permanent

Disposition: Retain

NEW ZONING REQUEST

Active: Permanent

Disposition: Retain

PLATTING EXTENSION

Active: Permanent

Disposition: Retain

VACATION

Active: Permanent

Disposition: Retain

VARIANCE

Active: Permanent

Disposition: Retain

ZONING APPEAL

Active: Permanent

Disposition: Retain

CURRENT PLANS-PROTEST CALCULATIONS

AMENDMENTS TO COMMUNITY UNIT PLAN

Active: Permanent

Disposition: Retain

AMENDMENTS TO PLANNED UNIT DEVELOPMENTS

Active: Permanent

Disposition: Retain

DELANO DESIGN REVIEWS

Active: Permanent

Disposition: Retain

NEW COMMUNITY UNIT PLAN

Active: Permanent

Disposition: Retain

NEW CONDITIONAL USE

Active: Permanent

Disposition: Retain

NEW PLANNED UNIT DEVELOPMENT

Active: Permanent

Disposition: Retain

NEW ZONING REQUEST

Active: Permanent

Disposition: Retain

VACATION

Active: Permanent

Disposition: Retain

ZONING APPEAL

Active: Permanent

Disposition: Retain

CURRENT PLANS-PROTEST MAPS

AERIAL PHOTOGRAPHS

Active: Permanent

Disposition: Retain

AMENDMENTS TO COMMUNITY UNIT PLAN

Active: Permanent

Disposition: Retain

AMENDMENTS TO PLANNED UNIT DEVELOPMENTS

Active: Permanent

Disposition: Retain

DELANO DESIGN REVIEWS

Active: Permanent

Disposition: Retain

MAPS OF DESIGNATED HISTORIC DISTRICTS

Active: Permanent

Disposition: Retain

NEW COMMUNITY UNIT PLAN

Active: Permanent

Disposition: Retain

NEW CONDITIONAL USE

Active: Permanent

Disposition: Retain

NEW PLANNED UNIT DEVELOPMENT

Active: Permanent

Disposition: Retain

NEW ZONING REQUEST

Active: Permanent

Disposition: Retain

OFFICIAL ZONING MAP

Active: Permanent

Disposition: Retain

CURRENT PLANS-PUBLIC NOTICE

AMENDMENTS TO COMMUNITY UNIT PLAN

Active: Permanent

Disposition: Retain

AMENDMENTS TO A CONDITIONAL USE

Active: Permanent

Disposition: Retain

AMENDMENTS TO PLANNED UNIT DEVELOPMENTS

Active: Permanent

Disposition: Retain

DEDICATION

Active: Permanent

Disposition: Retain

DELANO DESIGN REVIEWS

Active: Permanent

Disposition: Retain

HISTORIC LANDMARK DESIGNATION

Active: Permanent

Disposition: Retain

NEW COMMUNITY UNIT PLAN

Active: Permanent

Disposition: Retain

NEW CONDITIONAL USE

Active: Permanent

Disposition: Retain

NEW PLANNED UNIT DEVELOPMENT

Active: Permanent

Disposition: Retain

NEW ZONING REQUEST

Active: Permanent

Disposition: Retain

PLATTING EXTENSION

Active: Permanent

Disposition: Retain

VACATION

Active: Permanent

Disposition: Retain

VARIANCE

Active: Permanent

Disposition: Retain

ZONING APPEAL

Active: Permanent

Disposition: Retain

CURRENT PLANS-PUBLIC NOTICE OF MEETINGS

BOARD OF ZONING APPEALS MEETINGS

Active: Permanent

Disposition: Retain

COUNTY BOARD OF ZONING APPEALS MEETINGS

Active: Permanent

Disposition: Retain

HISTORIC PRESERVATION BOARD MEETINGS

Active: Permanent

Disposition: Retain

METROPOLITAN AREA PLANNING COMMISSION MEETINGS

Active: Permanent

Disposition: Retain

SUBDIVISION COMMITTEE MEETINGS

Active: Permanent

Disposition: Retain

CURRENT PLANS-STAFF REPORTS

AMENDMENTS TO COMMUNITY UNIT PLAN

Active: Permanent

Disposition: Retain

AMENDMENTS TO CONDITIONAL USE

Active: Permanent

Disposition: Retain

AMENDMENTS TO PLANNED UNIT DEVELOPMENTS

Active: Permanent

Disposition: Retain

DELANO DESIGN REVIEWS

Active: Permanent

Disposition: Retain

HISTORIC LANDMARK DESIGNATION

Active: Permanent

Disposition: Retain

HISTORIC PRESERVATION CERTIFICATE OF APPROPRIATENESS (MAJOR)

Active: Permanent

Disposition: Retain

HISTORIC PRESERVATION CERTIFICATE OF APPROPRIATENESS (MINOR)

Active: Permanent

Disposition: Retain

HISTORIC PRESERVATION ENVIRONS REVIEW

(Staff Reports)

Active: Permanent

Disposition: Retain

NEW COMMUNITY UNIT PLAN

Active: Permanent

Disposition: Retain

NEW CONDITIONAL USE

Active: Permanent

Disposition: Retain

NEW PLANNED UNIT DEVELOPMENT

Active: Permanent

Disposition: Retain

NEW ZONING REQUEST

Active: Permanent

Disposition: Retain

SUBDIVISION PLAT

Active: Permanent

Disposition: Retain

VACATION

Active: Permanent

Disposition: Retain

VARIANCE

Active: Permanent

Disposition: Retain

WIRELESS MASTER PLAN

Active: Permanent

Disposition: Retain

ZONING APPEAL

Active: Permanent

Disposition: Retain



MUNICIPAL COURT

ADMINISTRATION- CASE DOCUMENTS

AFFIDAVITS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

APPEAL DOCUMENTS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

BOND SHEETS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

CERTIFICATE OF TREATMENT COMPLETION

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: Destroy

CITATIONS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

COURT REMINDERS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

DISPOSITION SHEETS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

DIVERSION APPLICATIONS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

DIVERSION DENIAL LETTERS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

EXPUNGEMENTS

Active: Indefinite

Disposition: Retain

FARM CARDS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

INSURANCE DOCUMENTATION

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

JUDGE DOCKETS

Active: 5 years

Disposition: Scan/Destroy

LICENSURE DOCUMENTATION

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

MISCELLANEOUS CASE DOCUMENTS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

MOTIONS AND ORDERS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

PAYMENT PLAN CONTRACTS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

PROBATION JOURNAL ENTRY

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

PROBATION VIOLATION REQUESTS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

PUBLIC DEFENDER FORMS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

RECORD CHECK REQUEST

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

SUBPOENA RECORDS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

TRIAL WAIVERS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

UNIFORM CRIMINAL COMPLAINTS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

WAIVER OF COUNSEL

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

WARRANT CERTIFICATIONS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

DUI & DOMESTIC VIOLENCE CHARGES

DISMISSALS

Active: 3 years

Disposition: Scan/Destroy

CONVICTIONS

Active: 3 years

Disposition: Scan/destroy

PENDING

(Hard copies, imaged, computer)

Active: Indefinite

Disposition: Retain

MISDEMEANOR CHARGES:

DISMISSIALS

Active: 3 years

Disposition: Scan/destroy

CONVICTIONS

Active: 50 years or until imaged

Disposition: Retain imaged copy

PENDING

Active: Indefinite

Disposition: Retain

PARKING VIOLATIONS

CONVICTIONS

Active: 2 years

Disposition: Scan/Destroy

DISMISSIALS

Active: 2 years

Disposition: Scan/Destroy

PENDING

Active: 2 years

Disposition: Scan/Destroy

PROBATION OFFICE - CASE DOCUMENTS

DISPOSITION SHEET(S)

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

INTAKE FORM

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

JOURNAL ENTRY OF PROBATION

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

MEDICATION WARNING RELEASE

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

PRESENTENCE INVESTIGATION REPORTS

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

REPORTING LEVEL FORM

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

RESTITUTION DOCUMENTS

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

RISK/NEEDS ASSESSMENTS

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

PROBATION OFFICE

TREATMENT DOCUMENTS - DRUG/ALCOHOL EVALUATIONS

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

TREATMENT DOCUMENTS - TREATMENT COMPLETION NOTIFICATIONS

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

TRAFFIC INFRACTIONS:

CONVICTIONS

Active: 3 years

Disposition: Scan/Destroy

DISMISSALS

Active: 3 years

Disposition: Scan/Destroy

PENDING

Active: Indefinite

Disposition: Retain



NEIGHBORHOOD SERVICES

CDBG FUNDED PROJECT FILES

(Project such as START, NCI, etc)

Active: 5 years

Disposition: Destroy

DISTRICT ADVISORY BOARD AGENDAS

Active: Indefinite

Disposition: Retain

DISTRICT ADVISORY BOARD (DAB) MINUTES

(DAB Actions)

Active: Indefinite

Disposition: Retain

CDBG AND CSBG REPORTS

CUSTOMER SERVICE LOGS

Active: 5 years

Disposition: Destroy

MONTHLY REPORTS AND SUPPLEMENTAL DOCUMENTS

Active: 5 years

Disposition: Destroy

NEIGHBORHOOD CITY HALL PHONE LOGS

Active: 5 years

Disposition: Destroy

NEIGHBORHOOD CITY HALL SIGN-IN SHEETS

Active: 5 years

Disposition: Destroy



PARKS & RECREATION

ACCOUNTING OFFICE

CASH REPORTS, RECEIPTS & TELLER/MAIL-IN-REPORTS AND SUPPORTING DOCUMENTS

Active: 3 years

Disposition: Destroy in current area

CLASSIFICATION SPECIFICATIONS

Active: Retain while useful

Disposition: Destroy

ADMINISTRATION

ACCIDENT REPORTS/CLAIMS

Active: 5 years

Disposition: Retain

ANNUAL REPORTS

Active: 3 years

Disposition: Retain; send to Historical Authority

ASSET RECORDS

Active: As long as asset exists

Disposition: Destroy

BUDGET FILES

Active: Retain while useful

Disposition: Retain

CAPITAL IMPROVEMENT PLAN

Active: Retain while useful

Disposition: Retain

CATALOGS

Active: Retain while useful

Disposition: Destroy

CEMETERY RECORDS

Active: 1 year

Disposition: Destroy

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: Destroy

CITY COUNCIL AGENDA REPORT PACKETS

(Agenda reports and supplemental documentation)

Active: Permanent

Disposition: Retain

CLAIMS

Active: Retain while useful, but not more than 5 years, pending litigation

Disposition: Retain

COMMITTEE FILES

(Minutes, agendas and related documents for committees that are not Park Dept. related)

Active: Retain while useful

Disposition: Destroy

COMMITTEE FILES

(Minutes, annual rosters, transcripts)

Active: 1 year

Disposition: Destroy

COMPARISON FILES

(Weekly, monthly reports showing receipts)

Active: 1 year

Disposition: Destroy

COMPLAINT FILES

(Correspondence and documentation of action taken)

Active: 5 years

Disposition: Retain

CONTRACTS

(Vendor agreements, labor unions, contractors)

Active: 5 years

Disposition: Retain

CORRESPONDENCE

(Telephone records, routine correspondence)

Active: Retain while useful

Disposition: Destroy

DAILY ASSIGNMENT SHEET

(Employee daily assignments)

Active: 1 year

Disposition: Destroy

DEEDS

(Park Land Deeds)

Active: Permanent

Disposition: Retain

DIVISION POLICIES

(All documents that state the basis for policy, set precedent or record important events in the operations and organizational history of the dept.)

Active: Until obsolete

Disposition: Destroy

DIVISION RECORDS

(Memos, Letters)

Active: 1 year

Disposition: Destroy

FORMS

(Departmental Form Supply)

Active: Until obsolete

Disposition: Destroy

GOLF COURSE RECORDS

(All Documentation, Contracts and Agreements pertaining to the City Golf Courses)

Active: Permanent

Destroy: Retain

GOVERNING AGENCY REGULATIONS

(City, State, Federal manuals)

Active: Retain while useful

Disposition: Destroy

GRANT ADMINISTRATIVE AND FINANCIAL FILES

(Applications, Award Notices, Public Hearing Notices, RFPs, Purchase Orders, etc)

Active: 5 years

Disposition: Retain

HOLD HARMLESS AGREEMENTS

(Ride along Agreements, Release of Liability, etc)

Active: 5 years

Disposition: Destroy

INCIDENT REPORTS

(On the Job Injuries)

Active: 5 years

Disposition: Destroy

INVENTORIES

(Trees, Equipment, Uniforms, Records, Vehicles and other Accountable items)

Active: As long as asset exists or until obsolete

Disposition: Destroy

JOB DESCRIPTIONS

Active: Until Superseded or Obsolete

Disposition: Destroy

NEWSPAPER FILES

Active: 5 years

Disposition: Retain; send to Historical Authority

OPEN RECORD REQUESTS

(Requests for access to office records and responses prepared pursuant to the Kansas Open Records Act)

Active: Retain while useful

Disposition: Destroy

ORDINANCES (REFERENCE COPY)

Active: Retain while useful

Disposition: Destroy

PARK BOARD GENERAL FILES

(Handouts, minutes, agendas and annual rosters)

Active: Permanent

Disposition: Retain

PARK DEVELOPMENT PLANS

(Specifications and drawings of park facilities and land)

Active: Retain while useful

Disposition: Destroy

PAYROLL DOCUMENTS

(Time sheets leave requests, time away from work requests, payroll adjustment records and payroll warrants registers)

Active: Length of employment plus 5 years

Disposition: Destroy

PROJECT MASTER FILES

(Documentation unique to current division for projects)

Active: Permanent

Disposition: Retain

PURCHASING DOCUMENTS

(Limited purchase orders, purchase orders, direct payment requests, inter-fund transfers and other related documents from all internal and external sources)

Active: 1 year

Disposition: Destroy

RECEIPTS/TICKET STUBS/DEPOSIT SLIPS

(Daily listing of monies received and accounts credited)

Active: 3 years

Disposition: Destroy

REFERENCE BOOKS AND JOURNALS

(Newsletters and seminar notebooks)

Active: Retain while useful

Disposition: Destroy

SCHOLARSHIP INFORMATION

(Application for current catalogs)

Active: 2 days

Disposition: Destroy

SCRAPBOOKS AND ALBUMS OF HISTORICAL INFORMATION

(Collection of misc. documents, newspaper clippings and pictures regarding department's history)

Active: Permanent

Disposition: Send to historical authority

STRATEGIC PLANNING DOCUMENTS

(Files used in preparation of City and department strategic plan)

Active: Retain while useful

Disposition: Destroy

TRAINING RECORDS

(Training manuals, course outlines and listing of all courses offered with dates)

Active: 2 years

Disposition: Destroy

VEHICLE OPERATION RECORDS

(Documents related to the use of City owned vehicles)

Active: 3 years

Disposition: Destroy

VOLUNTEER RECORDS

(Application, job description, training, recruitment records, recognition, KBI background checks, liability waiver and emergency medical authorization form, schedule accomplishments, health screening, address and related documents)

Active: Retain while useful

Disposition: Destroy

WARRANTY FILES

(Warranties, promises and other related)

Active: 5 years or life of warranty, whichever is longer

Disposition: Destroy



POLICE DEPARTMENT

HISTORICAL INFORMATION

HOLD HARMLESS AGREEMENT

(Includes ride along agreements, release of liability forms, and other such agreements)

Active: 5 years

Disposition: Destroy

INDIVIDUAL OFFICER BUREAU FILES

(Written documentation of activities from the current year)

Active: 1 year

Disposition : Destroy

INVENTORIES

(Includes equipment, uniforms, records, vehicles and other inventories)

Active: Until superseded or obsolete

Disposition: Destroy

MEMORANDA OF UNDERSTANDING OR AGREEMENT

(Formal agreements reached between state, local, and/or federal agencies)

Active: Retain until agreement becomes inactive plus 5 years, then destroy

Disposition: Destroy

NCIC COMPUTERIZED RECORDS

(Includes but not limited to, stolen articles, guns, license plates, vehicles, boats and identities as well as missing and wanted persons)

Active: According to applicable NCIC Operating Manual

Disposition: According to applicable NCIC Operating Manual

OFFICER SUBPOENA FILE

(Documentation of court liaison delivering subpoenas to officers)

Active: 1 year

Disposition: Destroy

ORGANIZATIONAL CHARTS AND REORGANIZATION STUDIES

(Records documenting planned and actual changes in the organizational structure over time)

Active: Retain records relating to major organizational changes permanently. Destroy other records when no longer useful.

Disposition: Destroy

OVERTIME ALLOWANCE DOCUMENTATION

(Retain annual reports permanently)

Active: 1 year

Disposition: Destroy

PAWNSHOP REPORTS

Active: 2 years

Disposition: Destroy

PERSONNEL SCHEDULES

Active: 5 years

Disposition: Destroy

PERSONNEL ORDERS

(Issued by Chief of Police or Deputy Chiefs. Retain one copy in appropriate personnel file)

Active: Until superseded or obsolete

Disposition: Destroy

PHOTOGRAPHS – CRIME SCENES AND EVIDENCE

Active: After creation

Disposition: Permanent

POLICE VEHICLE ACCIDENT RECORDS

See also Standing Committee

POLICIES/REGULATIONS/STANDARD OPERATING PROCEDURES/SPECIAL ORDERS

(Issued by Chief of Police or his designee. Includes Policies, Regulations, and Procedures as well as research supporting them)

Retain: Policy Review Until retains one copy permanently. Retain all other documents as follow:

Active: Until superseded or obsolete

Disposition: Destroy

PRESS RELEASES

(Official notices to media regarding cases and events)

Active: 2 years

Disposition: Destroy

PROPERTY IDENTIFICATION REGISTRATIONS

Active: Until final disposition of property

Inactive: 5 years

Disposition: Destroy

PURSUIT REPORTS

(Report of findings from Accident Review Board to be placed in individual officer's division file)

Active: 2 years, pending litigation

Disposition: Destroy

RECEIPTS

(Includes copy sales, vendor refunds, restitution, and contracted services)

Active: 5 years

Disposition: Destroy

RECRUITMENT FILES

(Documents relating to the recruitment process for hiring employees to fill vacant positions)

Active: Minimum retention 3 years

Disposition: Destroy

Restrictions: K.S.A. 45-221 Subsection (a)(4)

REVENUE ACCOUNT FUND FILES

Active: 5 years (Keep annual reports permanently)

Disposition: Destroy

ROTOR CRAFT AIRFRAME AND ENGINE LOGS

Active: While own equipment

Disposition: Send with engine

STANDING COMMITTEE/BOARD FILES

(Includes but not limited to, Accident Review Board, Awards Committee, and advisory boards or committees)

Active: 5 years, pending litigation

Disposition: Destroy

STANDING COMMITTEE/BOARDS MINUTES AND/OR ANNUAL ROSTER

Active: Permanent

Disposition: Permanent

STATISTICAL REPORTS

(Includes but not limited to, citation statistics reports, held call reports, leave reports, and other reports created to demonstrate statistics)

Active: 1 year

Disposition: Destroy

TRAFFIC CONTROL ACTIVITIES

(Includes Lidar/radar projects, driver license check lances, smart trailer, and other similar activities)

Active: 10 years

Disposition: Destroy

USE OF FORCE REPORT

(Retained in case files)

Active: For the retention life of the case

Disposition: Permanent

VEHICLE SEIZURE REPORTS

Active: 5 years

Inactive: 5 years

Disposition: Destroy

VIDEO TAPES NON-EVIDENTIARY

(Includes but not limited to, Non-evidentiary recordings from State Security videos, Body Cam videos, and Vehicle videos)

Active: When made

Inactive: 90 days

Disposition: Destroy/recycle

PROFESSIONAL STANDARDS BUREAU COMPLAINT FILES

CORRESPONDENCE – ROUTINE

(Incoming and outgoing letters and memoranda which pertain only to routine matters handled in accordance with existing policy and procedures; requests for information, etc)

Active: Retain until no longer useful and then destroy

Disposition: Destroy

CRIMINAL HISTORY CHECKS – TELETYPES

(Includes requests and responses)

Active: 1 year from date of request

Disposition: Destroy

CRIMINAL HISTORY SECONDARY DISSEMINATION LOGS

(Tracks criminal history information disseminated as a result of Triple 1 checks)

Active: Retain

Disposition: Minimum of 3 years

CRIMINAL INTELLIGENCE FILES

Active: Retain

Disposition: Maintain according to 28 CFR 23

DAILY ACTIVITY REPORTS

(Internal documents used to track officer's daily activities)

Active: Minimum retention 5 years

Disposition: Destroy

DATA CALENDARS

(Annual compilation of employee work history retained at the division level)

Active: 5 years

Disposition: Destroy

EDUCATIONAL MATERIALS

(Handouts, magazines, and other materials to be distributed by D.A.R.E. and other section)

Active: Until obsolete

Disposition: Destroy

EMERGENCY INFORMATION FILE

(List of employees' personal information and emergency contact)

Active: While employed

Inactive: 1 year

Disposition: Destroy

EMERGENCY PREPAREDNESS PLANS

(Created by businesses, agencies, or other governmental organizations)

Active: Until superseded

Disposition: Destroy

EMPLOYEE PERSONNEL FILES

(Documents associated with the employment of specific personnel; employee evaluation forms, applications for employment, background checks, and other personnel materials)

Active: Retain in office for the length of the employee tenure plus 62 years, then destroy K.S.A. 45-221 subsection (a)(4)

Disposition: Destroy (Restrictions: K.S.A. 45-221 subsection (a)(4))

EMPLOYMENT APPLICATIONS – NOT HIRED

(Applications and supplementary materials, including background checks, submitted by unsuccessful applications for employment)

Active: 3 years

Disposition: Destroy (Restrictions: K.S.A. 45-221 subsection (a)(4))

EQUIPMENT AND UNIFORM RESEARCH

(Ongoing files regarding tests for quality of uniforms, firearms, and other equipment)

Active: Retain while useful

Disposition: Destroy

EQUIPMENT CERTIFICATIONS AND MAINTENANCE RECORDS

(Includes standard solution certifications, radar certifications, tuning fork certifications and other related documentation)

Active: While own equipment

Inactive: 5 years

Disposition: Destroy

EVALUATION SCHEDULE

(Tracking device to ensure completion of evaluations)

Active: 1 year

Disposition: Destroy

EVIDENCE FILES

(Includes physical evidence custody receipts and disposition of property reports)

Active: Retain in property until final disposition of case

Disposition: Permanently kept in electronic files

EXIT INTERVIEW FILES

(Dialog with departing employees to gain suggestions, hear complaints, and receive input)

Active: 3 years

Disposition: Destroy

EXPUNGEMENT RECORDS

Active: 50 years

Disposition: Destroy

FINGERPRINT FILES

Retain: Permanent

Disposition: Permanent

FIREARM MAINTENANCE RECORDS

Active: While the firearm is used by department member plus 2 years

Disposition: Destroy

FIREARM QUALIFICATION RECORDS

(Detailed records of individual employee performance)

Active: While individual is employed

Inactive: 5 years

Disposition: Destroy

GRANT ADMINISTRATIVE AND FINANCIAL FILES

(Application, award notices, public hearing notices, RFP's, purchase orders, banking records, accounting ledgers, correspondence, reports, and other documents; maintained by project years. See also Grant Performance Report)

Active: Until project year is closed and audit is completed

Inactive: 5 years or until completion of any action, whichever is later

Disposition: Destroy

GRANT INDEX

(List of grants received and purpose for each)

Active: Permanent

Disposition: Permanent

GRANT PERFORMANCE REPORT

Active: Permanent

Disposition: Permanent

HELICOPTER FLIGHT LOG AND DAILY REPORT

Active: Permanent

Disposition: Permanent

SCHEDULE ENTRIES

ACCIDENT REPORTS

Active: 10 years

Disposition: Destroy

ACCOUNTING LEDGERS

(Identifies initial balances, cash incomes, cash disbursements and the balance on hand on any cash fund)

Active: 3 years

Disposition: Destroy

AFTER ACTION REPORTS

(Responses to the Chief of Police or other administration regarding a specific problem area or large operation involving the Police Department)

Active: 2 years pending litigation

Disposition: Destroy

ALARM FILES

(Billing for alarm ordinance violations)

Active: 3 years

Disposition: Destroy

ANIMAL BITE RECORDS

Active: 1 year plus current

Disposition: Permanent

ANIMAL CONTROL DOCUMENTS

(Refers to animal adoption records and all working documents not listed elsewhere)

Active: 5 years

Disposition: Destroy

AUCTION RECORDS

(Includes items sold, price received, and commission paid to auctioneer, etc)

Active: 5 years

Disposition: Destroy

CASE FILES-OFFICIAL

(Retained in Records Bureau. Examples of these include, (but are not limited to): Offense Reports, Arrest Reports, Evidence Cards, DUI Reports, Mental Cases, Death Investigation Reports and other related documents for cases with an assigned case number)

Active: Retain hard copy 1 year after electronic media is verified and backup is in off-site storage

Disposition: Permanent

(Note: Homicide files-Hard copy, and electronic copies are kept permanently)

CITIZEN VACATION REQUESTS

Active: Retain while useful; but not more than 2 years

Disposition: Destroy

CITY CODE BOOK

Active: Until superseded or obsolete

Disposition: Destroy

COMPLAINT FILES – OFFICIAL

Active: 25 months, pending litigation

Disposition: Destroy

DAILY ASSIGNMENT SHEETS

Active: 5 years

Disposition: Destroy



PROJECT MANAGEMENT

BUDGET PREPARATION FILE

Active: Close of subsequent budget process

Disposition: Retain copy in Laserfiche

FINANCIAL DOCUMENTS

Active: Permanent

Disposition: Retain copy in Laserfiche

LEGAL CONTRACTS

Active: Until contract expired or cancelled

Inactive: 5 years

Disposition: Destroy

PLANS AND PLANNING DOCUMENTS

Active: Permanent

Disposition: Retain copy in Laserfiche



PROPERTY MANAGEMENT

ACCOUNTS PAYABLE/RECEIVABLE

Active: 3 years

Disposition: Destroy

AMPCO PARKING STATEMENT

Active: 5 years

Disposition: Indefinitely

LAND ACQUISITIONS

Active: Permanent

Disposition: Retain

LEASES – ACTIVE LEASES AND NOTES

Active: 2 years

Disposition: Indefinite

PARKING RECORDS

Active: Permanent

Disposition: Retain

PROPERTY FILES

Active: Retain

Disposition: Permanent

PROPERTY SALES AND LEASES

Active: Retain

Disposition: Permanent

PROPERTY TAX EXEMPTIONS

Active: Indefinitely

Disposition: Indefinitely

RELOCATIONS

Active: Retain 5 years

Disposition: Destroy



PUBLIC WORKS & UTILITIES

ENGINEERING

AERIAL PHOTOGRAPHS

Active: Permanent
Disposition: Permanent

AS-BUILT DRAWINGS

Active: Permanent
Disposition: Permanent

BRIDGE INSPECTIONS

(Files)
Active: Permanent
Disposition: Retain

CATALOG CUTS OF SIGNAL EQUIPMENT

Active: As long as asset exists
Disposition: Retain

CERTIFIED MAIL RECEIPTS

Active: 1 year
Disposition: Destroy

CONTRACTS

(Includes instructors, vendors, labor unions, Kansas Dept of Transportation, contractors, developers, service and other contracts)
Active: Until contract expired or cancelled
Inactive: 5 years
Disposition: Destroy

CORRESPONDENCE (ROUTINE)

(Includes suspense list, inquiries, memos, copies, telephone records, etc.)
Active: Retain while useful; but not more than 5 years
Disposition: Destroy

DIVISION POLICIES

(Division policies as well as incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the department)

Active: Until superseded or obsolete

Disposition: Destroy

FORMS (BLANK)

Active: Until superseded or obsolete

Disposition: Destroy

GOVERNING AGENCY REGULATIONS

(Includes City, State, and Federal governing agencies' manuals and requirements)

Active: Until superseded or obsolete

Disposition: Destroy

HOLD HARMLESS AGREEMENTS

(Includes ride along agreements, release of liability, and other such agreements)

Active: 5 years

Disposition: Destroy

INCIDENT REPORTS

(Documentation of incidents occurring in current division's facilities)

Active: 5 years

Disposition: Destroy

INTERSECTION DRAWINGS

Active: Permanent

Disposition: Retain; original document imaged

PLAT MAPS

(Recorded plats obtained from County)

Active: Permanent

Disposition: Permanent

RAILROAD HISTORY FILES

Active: 10 years

Disposition: Destroy

SIGNAL TIMING SHEETS

Active: 5 years

Disposition: Destroy

STREET LIGHT MAPS, INSTALLATION AND REMOVAL

Active: 3 years

Disposition: Destroy

SUBDIVISION FILES

Active: Permanent

Disposition: Permanent

SURVEY FILE

Active: Permanent

Disposition: Permanent

TRAFFIC COUNT BOOKS

Active: Permanent

Disposition: Retain; original document imaged

TRAFFIC FLOW MAPS

Active: Permanent

Disposition: Document imaged

TRAFFIC SIGNAL PLANS

Active: Permanent

Disposition: Permanent

TRAVEL DOCUMENTS

Active: 3 years

Disposition: Destroy

ENVIRONMENTAL SERVICES

ADMINISTRATION

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

AIR QUALITY

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

ANIMAL CONTROL

Active: Permanent

Disposition: Permanently retained in Laserfiche

CHILD CARE

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

EAR/NIC

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

ENVIRONMENTAL NUISANCE

Active: 1 year

Disposition: Permanently retained in Laserfiche

SEWAGE TREATMENT

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

STORMWATER UTILITY AND FLOOD CONTROL

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

SWIMMING POOLS

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

WATER PRODUCTION AND PUMPING

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

WATER QUALITY

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

INTERNAL OFFICE DOCUMENTS

ACCIDENT REVIEW NOTES AND MINUTES

Active: 5 years

Disposition: Destroy

ACCOUNTS PAYABLE BACKUP INFORMATION

Active: 2 years

Disposition: Destroy

ACCOUNTS RECEIVABLE BACKUP INFORMATION

Active: Retain while useful

Disposition: Destroy

CASHIER PAYMENT RECORDS OR PARKING METER DEPOSIT SLIPS

Active: 1 year

Disposition: Destroy

MATERIAL REVIEW APPLICATIONS, MINUTES, NOTES, DECISIONS

Active: Permanent

Disposition: Retain

PETITIONS

(Special assessment petitions waiting to be imitated)

Active: Retain indefinitely

Disposition: Retain

PROJECT BONDING DOCUMENT

(Statements of cost and backup information)

Active: Retain while useful

Disposition: Retain; original document imaged

PROJECT BONDING DOCUMENT

(Bonds plats for SA projects)

Active: Permanent

Disposition: Retain; original document imaged

PROJECT CONSTRUCTION DOCUMENTS

AFFIDAVIT OF CLAIMS AND LIENS OF THE CONTRACTOR

Active: Permanent

Disposition: Permanent

AGENDA REPORTS AND RESOLUTIONS FOR CITY COUNCIL

Active: 1 year

Disposition: Destroy

AGGREGATE TESTS FOR CONCRETE AND ASPHALT

Active: Permanent

Disposition: Retain; 1 copy of imaged document

ASPHALT TEST (MARSHALL)

Active: Permanent

Disposition: Retain; 1 copy of imaged document

BENEFIT DISTRICT MAPS

Active: Permanent

Disposition: Retain; original document imaged

BEST MANAGEMENT PRACTICES (BMP) RELEASE FORM

Active: Permanent

Disposition: Retain; 1 copy of imaged document

CEMENT CONTRACTOR BONDS

Active: Permanent

Disposition: Retain; 1 copy of imaged document

CHANGE ORDERS AND QUANTITY ADJUSTMENTS

Active: Permanent

Disposition: Retain; 1 copy imaged document

CITY OF WICHITA CONSTRUCTION SUMMARY DOCUMENT

Active: Permanent

Disposition: Retain; 1 copy imaged document

CITY OF WICHITA LETTING SUMMARY

Active: Permanent

Disposition: Retain; 1 copy imaged document

CITY OF WICHITA/KDOT AUTHORITY TO AWARD

Active: Permanent

Disposition: Retain; 1 copy imaged document

CONCEPT PLANS

(Office check, field check, ULCC plans)

Active: Permanent

Disposition: Retain; 1 copy imaged document

CONSULTANT PLAN REVIEW

Active: Permanent

Disposition: Retain; 1 copy imaged document

CONTRACTS FOR DESIGN OF PROJECTS AND SUPPLEMENTAL AND PAYMENT DOCUMENTS

Active: Permanent

Disposition: Retain; 1 copy imaged document

CONTRACTS FOR SUPPLEMENTAL STAKING, SURVEY, ETC AND PAYMENT DOCUMENTS

Active: Permanent

Disposition: Retain; 1 copy imaged document

CONTRACTS WITH PROJECT CONTRACTORS

Active: Permanent

Disposition: Retain; original document imaged

CORE SAMPLES FOR DENSITY AND THICKNESS FOR IN-PLACE PAVEMENT

Active: Permanent

Disposition: Retain; 1 copy imaged document

DEFECT LETTERS

Active: Permanent

Disposition: Retain; 1 copy imaged document

DETAILED DAILY RECORD FOR THE WORK

Active: Permanent

Disposition: Retain; 1 copy imaged document

DRY CONCRETE TESTS - COMPRESSION AND FLEXURAL TEST

Active: Permanent

Disposition: Retain; 1 copy imaged document

ENG. ESTIMATES, PRELIM ESTIMATES AND BID DOCUMENT INCL. ADDENDUMS, SPECIAL PROVISIONS

Active: Permanent

Disposition: Retain; 1 copy imaged document

EROSION CONTROL FORM

Active: Permanent

Disposition: Retain; 1 copy imaged document

FEDERAL AND STATE AUDIT FORMS

(Certified payroll payments to contractor's compliance statements)

Active: 5 years

Disposition: Destroy

FIELD FORMS/PARTIAL PAYMENTS

Active: Permanent

Disposition: Retain; 1 copy imaged document

FINAL SUMMARY FOR CONTRACTOR PAYMENTS

Active: Permanent

Disposition: Retain; 1 copy imaged document

GRADATION TESTS

Active: Permanent

Disposition: Retain; original document imaged

KDOT/CITY OF WICHITA AGREEMENT

Active: Permanent

Disposition: Retain; 1 copy imaged document

KDOT CONSTRUCTION SUMMARY DOCUMENT

Active: Permanent

Disposition: Retain; 1 copy imaged document

KDOT FORM 1302

Active: Permanent

Disposition: Retain; 1 copy imaged document

KDOT PLAN SPECIFICATION AND ESTIMATE LETTER

ACTIVE: PERMANENT

Disposition: Retain; 1 copy imaged document

LOG OF PILE DRIVING

Active: Permanent

Disposition: Retain; 1 copy imaged document

MANHOLE LETTER OF CERTIFICATION

Active: Permanent

Disposition: Retain; 1 copy imaged document

NEIGHBOR SIGN-OFFS, CERTIFIED MAIL RECEIPTS

Active: Permanent

Disposition: Retain; 1 copy imaged document

NOTICE OF COMPLETION TO STATE WATER RESOURCE MANAGEMENT

Active: Permanent

Disposition: Retain; 1 copy imaged document

NOTICE TO PROCEED, WORK ORDER

Active: Permanent

Disposition: Retain; 1 copy imaged document

PERFORMANCE BOND

Active: Permanent

Disposition: Retain; 1 copy imaged document

PERMITS

(409 Division of Water Resources, NOI, environmental reviews)

Active: Permanent

Disposition: Retain; 1 copy imaged document

PETITIONS

Active: Permanent

Disposition: Retain; 1 copy imaged document

PIPE LETTER OF CERTIFICATION

Active: Permanent

Disposition: Retain; 1 copy imaged document

PLASTICITY INDEX ON PONDS SOIL

Active: Permanent

Disposition: Retain; 1 copy imaged document

PRIVATE PROJECT CONSTRUCTION FOLDERS

Active: 5 years

Disposition: Destroy

PRIVATE PROJECT PLANS-AS BUILT

Active: Permanent

Disposition: Retain; 1 copy imaged document

PROJECT CORRESPONDENCE NOTES AND SUBMITTALS

Active: Permanent

Disposition: Retain; 1 copy imaged document

PROJECT FINAL PLANS-AS BUILT

Active: Permanent

Disposition: Retain; 1 copy imaged document

PROJECT SUMMARY SHEET

Active: Permanent

Disposition: Retain; 1 copy imaged document (certificate of completion from engineering)

PROOF OF PUBLICATION

Active: Permanent

Disposition: Retain; 1 copy imaged document

QUANTITY SHEET

Active: Permanent

Disposition: Retain; 1 copy imaged document

SALES TAX FORM

Active: Permanent

Disposition: Retain; 1 copy imaged document

SEDGWICK COUNTY SUMMARY DOCUMENT

Active: Permanent

Disposition: Retain; 1 copy imaged document

SOIL CLASSIFICATION INFORMATION, PROCTOR TEST

Active: Permanent

Disposition: Retain; 1 copy imaged document

SOIL DENSITY AND MOISTURE TEST

Active: Permanent

Disposition: Retain; 1 copy imaged document

SPRINKLER MINOR STREET PERMITS

Active: Permanent

Disposition: Retain; 1 copy imaged document

STATUTORY BOND

Active: Permanent

Disposition: Retain; 1 copy imaged document

SUBCONTRACTOR LIST FOR CONSTRUCTION OF PROJECTS

Active: Permanent

Disposition: Retain; 1 copy imaged document

SUPPLEMENTAL AGREEMENTS

Active: Permanent

Disposition: Retain; 1 copy imaged document

TESTING REPORTS TO ACCEPT PROJECT

Active: Permanent

Disposition: Retain; 1 copy imaged document

WET CONCRETE TEST - UNIT WEIGHT, SLUMP, YIELD AND AIR CONTENT

Active: Permanent

Disposition: Retain; 1 copy imaged document

WET DENSITY CONCRETE TEST

Active: Permanent

Disposition: Retain; 1 copy imaged document

WHITE CARD AS-BUILT NOTATIONS

Active: Permanent

Disposition: Retain; 1 copy imaged document

WORKING DAY REPORTS

Active: Permanent

Disposition: Retain; 1 copy imaged document

RIGHT OF WAY PERMITTING DOCUMENT

CEMENT CONTRACTOR LICENSE

Active: 5 years
Disposition: Destroy

CURB CUT PERMITS

Active: 10 years
Disposition: Destroy

DIRT CUT PERMITS

Active: 10 years
Disposition: Destroy

MINOR STREET PERMITS-GENERAL

Active: Retain while useful
Disposition: Retain

MINOR STREET PERMITS-OUTSIDE CAFES

Active: Retain while useful
Disposition: Retain

PAVE CUT PERMITS

Active: 10 years
Disposition: Destroy

MAINTENANCE GROUP - STORMWATER DOCUMENTS

CORP OF ENGINEERS INSPECTION REPORTS AND PLANS FOR WICHITA/VALLEY CENTER FLOOD CONTROL

Active: Permanent
Disposition: Retain; 1 copy imaged document

CORRESPONDENCE RELATED TO SUBDIVISION PROJECTS

Active: Permanent
Disposition: Retain; 1 copy imaged document

DIVISION OF WATER RESOURCES PERMITS

Active: 5 years
Disposition: Destroy

EQUIVALENT RESIDENTIAL UNIT (ERU) CALCULATION SHEETS

Active: Permanent
Disposition: Retain; 1 copy imaged document

FEMA, LOMA AND LOMR

Active: Permanent

Disposition: Retain; 1 copy imaged document

INTERNAL OFFICE DOCUMENT

(Employee timesheets)

Active: 5 years

Disposition: Destroy

SUBDIVISION DRAINAGE REPORTS

Active: Permanent

Disposition: Retain; 1 copy imaged document

SUBDIVISION FOUR CORNER LOT GRADING PLAN

Active: Permanent

Disposition: Retain; 1 copy imaged document

SUBDIVISION PRELIMINARY PLAT

Active: Permanent

Disposition: Retain; 1 copy imaged document

SUBDIVISION PROPOSED UTILITY LAYOUT PLAN

Active: Permanent

Disposition: Retain; 1 copy imaged document

TOPOGRAPHIC MAPPING FOR STORMWATER DRAINAGE STUDIES

Active: Permanent

Disposition: Retain; 1 copy imaged document

TRACT MAPS OR CITY ACQUIRED PROPERTIES

Active: Permanent

Disposition: Retain; 1 copy imaged document

TRAFFIC ENGINEERING DOCUMENT

(Location files (alpha) and school files, work orders, traffic)

Active: 10 years

Disposition: Destroy

WATER SHED DRAINAGE STUDIES

Active: Permanent

Disposition: Retain; 1 copy imaged document

WATER/SEWER UTILITIES

ACCIDENT REPORTS/CLAIMS

(Documentation of accidents occurring in department facilities)

Active: 5 years

Disposition: Destroy

ACCOUNTS PAYABLE

(Credit card statements, Jv Stock E, indirect labor, AV, DV, PO, DPOIVIT JS and JV)

Active: 3 years

Disposition: Destroy

ANNUAL AND MONTHLY REPORTS

(Activity of department throughout the period of time)

Active: Permanent

Disposition: Retain

APPOINTMENT BOOKS/CALENDARS

(Retain calendars only if written notices are included)

Active: 2 years

Disposition: Destroy

ASSET RECORDS

(Inventory, maintenance records, and other related documents for equipment including lawnmowers, pumps, electronic equipment, filters, any and all equipment)

Active: As long as asset exists

Disposition: Destroy

BACKFLOW PREVENTER AND TANK FILL INSPECTION

Active: 1 year

Disposition: Destroy

BIO-SOLIDS APPLICATION RECORDS

Active: 6 years

Disposition: Destroy

BUDGET PREPARATION FILES

Active: 1 year

Disposition: Destroy

BUDGET REQUESTS AND FINAL LOADED BUDGETS

Active: Permanent

Disposition: Permanent

SYSTEM PLANNING AND DEVELOPMENT - (PROJECT CONSTRUCTION DOCUMENTS)

ABSENTEE REPORTS

Active: 5 years

Disposition: Destroy

ACCOUNT RECERT TO OWN FILE

Active: Retain

Disposition: Retain until customer cancels agreement

ACCOUNTS TURNED FOR TAX ASSESSMENT

Active: retain indefinitely

Disposition: Retain

ACCOUNTS TURNED TO COLLECTIONS

Active: 5 years

Disposition: Destroy

AIR RELEASE DETAILS

Active: Permanent

Disposition: Retain

BAD DEBTS PAYMENTS

Active: 5 years

Disposition: Destroy

BANK DRAFT APPLICATIONS, VOIDED CHECKS, OTHER DETAILS

Active: Retain

Disposition: Retain until the account is closed or 7 years after the customer ceases to be drafted

BANKRUPTCY RECORDS

Active: 7 years

Disposition: Destroy

CAPITALIZED INTEREST

Active: 10 years

Disposition: Destroy

CATALOGS

(Vendor and material information and cut sheets)

Active: Retain while useful

Disposition: Destroy

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: Destroy

CITY CODE BOOK

(Governing documents of City)

Active: Until obsolete

Disposition: Destroy

CLAIMS

(Correspondence related to claims for damage involving department)

Active: 5 years

Disposition: Destroy

COMMITTEE FILES

(Minutes, agendas, correspondence, rosters and other documents from committees within or involving the department)

Active: Retain while useful

Disposition: Destroy

COMPLAINT FILES

(Correspondence and documentation of complaints and action taken in any. Retain complaints that are directly related to policy change permanently, retain others as follows :)

Active: Retain while useful; but not more than 5 years

Disposition: Destroy

CONSTRUCTION RECORDS

Active: Permanent

Disposition: Retain

CONTRACTS

(Instructors, vendors, labor unions, KDOT, contractors, developers, service, paving repairs and other contracts.)

Active: Until contract expired or cancelled

Inactive: 5 years

Disposition: Destroy

CORRESPONDENCE DIRECTLY RELATED TO A PREMISE OR INFRASTRUCTURE ASSET

Active: Permanent

Disposition: Retain

CORRESPONDENCE, ROUTINE

(Lists, notes, inquiries, memos, copies telephone records, etc)

Active: Retain while useful

Disposition: Destroy

CREDIT CARD RECEIPT FILE

Active: 3 years

Disposition: Destroy

DAILY ASSIGNMENT SHEET

(Supervisor's records of daily assignments)

Active: 5 years

Disposition: Delete

DAILY FREE PAYMENT REPORTS

(May contain payee name, permit or account number, amount paid, & copies of receipts)

Active: 3 years

Disposition: Destroy

DAILY OPERATIONS LOGS

(Readings, flow, pumpage, chemicals and other notes of recording)

Active: 10 years

Disposition: Destroy

DEPARTMENT AND DIVISION POLICIES

(Documentation of policies or procedures set by the department or a division)

Active: Permanent

Disposition: Retain

DISPATCH AND OTHER PHONE/RADIO LOGS

Active: 3 years

Disposition: Destroy

FARM OPERATOR/OWNER AGREEMENTS

(Used in conjunction with Bio-solids application)

Active: 10 years

Disposition: Destroy

FINANCIAL STATEMENTS AND WORK PAPERS

Active: 5 years

Disposition: Destroy

FIRE HYDRANT DETAILS

Active: Permanent

Disposition: Retain

GENERAL LEDGER FEED

Active: Retain

Disposition: Retain 1 year after audited

GOVERNING AGENCY REGULATIONS

(City, state, federal and other regulatory agencies manuals, documentation, and requirements)

Active: Until obsolete

Disposition: Destroy

HOLD HARMLESS AGREEMENTS

(Agreements between department and property owner regarding easements and/or department owned or maintained facilities)

Active: As long as asset exists

Disposition: Retain

INFRASTRUCTURE RECORDS

(Water distribution, raw water, sanitary sewer collection, and other system assets such as pipes, manholes, valves, hydrants, air releases, etc.)

Active: As long as asset exists

Disposition: Retain

INSPECTIONS

(Facility and other equipment inspections by other parties or regulatory agencies)

Active: Until obsolete

Disposition: Destroy

INVENTORY RECORDS

(Includes equipment, uniforms, materials, and other inventories)

Active: Until obsolete

Disposition: Destroy

KANSAS ONE CALL RECORDS

Active: 5 years

Disposition: Destroy

KANSAS WATER PLAN RETURNS

Active: Retain indefinitely

Disposition: Retain

LABORATORY/OPERATIONS RECORDS

Active: Permanent

Disposition: Retain

LEGISLATIVE RECORDS

(Current action in Kansas Legislature regarding water or wastewater operations)

Active: Until close of subsequent legislative term, or retain while useful

Disposition: Destroy

METER CHANGES

Active: 3 months

Disposition: Destroy

METER READING FROM HOST RECORDS

Active: 1 month

Disposition: Destroy

MONTHLY REPORTS

(Documentation for budget tracking, performance measurement, work completed, etc)

Active: 5 years

Disposition: Destroy

NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM

(All documents required to meet the requirements of permitting)

Active: 10 years

Disposition: Destroy

PAYMENT DETAIL REPORTS/EXCEPTIONS/SUPPORT

Active: 3 years

Disposition: Destroy

PAYROLL DOCUMENTS

(Time sheets leave requests, payroll adjustments, etc)

Active: 5 years

Disposition: Destroy

PLUMBING OR FOUNDATION RELEASES

Active: 1 year

Disposition: Destroy

PRESENTATION FILES

(Final versions of handouts, speeches, and presentations)

Active: Retain while useful

Disposition: Retain one copy permanently

PROJECT PLANS

Active: Permanent

Disposition: Retain

PURCHASING DOCUMENTS

(Proposals, specs, bids, quotes, payment requests and related documents)

Active: 5 years

Disposition: Destroy

RECEIPTS/DEPOSIT SLIPS

(Daily listing of monies received and accounts credited)

Active: 3 years

Disposition: Destroy

RECORD OF CHECK RETURNED ON CUSTOMER ACCOUNTS

Active: 3 years

Disposition: Destroy

REVENUE ANALYSIS

(Studies used as basis for setting rates)

Active: Permanent

Disposition: Retain

SALES TAX EXEMPTION FORMS

Active: retain indefinitely

Disposition: Retain

SALES TAX RETURNS

Active: Retain indefinitely

Disposition: Retain

SANITARY SEWER AS-BUILTS

Active: Permanent

Disposition: Retain

SANITARY SEWER REHAB/RECONSTRUCTION PLANS

Active: Permanent

Disposition: Retain

SCRAPBOOKS, ALBUMS, OTHER DOCUMENTS OF HISTORICAL INFORMATION

(Collection of misc documents, newspaper clippings, pictures and records regarding the department's history)

Active: Permanent

Disposition: Retain

SUBDIVISION RECORDS, PLATS, RELATED

Active: 2 years

Disposition: Retain until two years after additional construction is complete or all related projects are built.

SUPERVISORY FILES

(Documentation for direct oversight of employee...work schedule, leave information, attendance, overtime, payroll status, active discipline items, performance evaluations, issued equipment and uniforms)

Active: While employee is under direct supervision

Disposition: Retain 5 years after employee leaves service of City

TRAFFIC SIGNALIZATION MAPS

Active: Permanent

Disposition: Retain

TRAINING RECORDS

(Records of training and certifications)

Active: Retain

Disposition: Retain 5 years after employee leaves service of City

TRAVEL DOCUMENTS

Active: 1 year

Disposition: Destroy

UTILITY SITE PLANS

Active: As long as asset exists

Disposition: Retain

VEHICLE OPERATION RECORDS

Active: Retain

Disposition: Retain until vehicle is submitted for disposal auction

VIDEOS OF SEWER CCTV

Active: Retain

Disposition: Retain until replaced with new video of same asset or asset no longer exists

WARRANTY FILES

Active: Retain

Disposition: Retain for 5 years or life of warranty whichever is longer

WATER SERVICE RECORDS

(Electronically maintained by water dist. sys. plan & customer service, also paper copies at dispatch for after hour reference. Provides locations and other service information for service to each property)

Active: As long as asset exists

Disposition: Retain

WORK ORDERS

(Electronic format in facility management database)

Active: Permanent

Disposition: Retain

WORK ORDERS

(Image scan of field paper orders)

Active: 5 years

Disposition: Destroy

WORK REQUESTS

(Record of contact for work performed on an emergency basis)

Active: Permanent

Disposition: Retain



TRANSIT DEPARTMENT

ACCESS TO JOBS FILES

(Grant application forms, labor union letters, legal publication notices, quarterly reports to FTA)

Active: Until grant ends

Disposition: Destroy

ACCOUNTS PAYABLE, CHARTERS, JVS, REQUISITIONS, PURCHASE ORDERS

Active: 3 years

Disposition: Destroy

APPEAL FORM AND GUIDELINES

Active: 3 years

Disposition: Destroy

BREAKTHROUGH CLUB VAN LEASES AND RENEWALS

Active: 5 years

Disposition: Destroy

BREAKTHROUGH CLUB VAN REPORTS

Active: 5 years

Disposition: Destroy

CITY COUNCIL AGENDA REPORTS

Active: 3 years

Disposition: Retain

CITY INTEGRATED EMERGENCY RESPONSE PLAN

Active: 3 years

Disposition: Retain

CONTRACTS

Active: 3 years

Disposition: Destroy

DISADVANTAGE BUSINESS ENTERPRISE (DBE) CERTIFICATION

Active: 3 years

Disposition: Retain

DISASTER CONTINGENCY PLAN

Active: 3 years

Disposition: Retain

EQUAL EMPLOYMENT OPPORTUNITIES (EEO) MANUAL

Active: 3 years

Disposition: Retain

LETTER TO CONVENIENCE AND NECESSITY-AIRPORT SHUTTLE

Active: As long as asset exists

Disposition: Destroy

LETTER OF CONVENIENCE AND NECESSITY-TAXIS

Active: As long as asset exists

Disposition: Destroy

LICENSES

(ABC Taxi Cab Co., American Cab Co., Best Cab Co., airport shuttle companies, limousine companies, taxi cab drivers)

Active: 3 years

Disposition: Destroy

MAINTENANCE RECORDS

(Equipment, building and vehicle (preventive maintenance, repairs, and other related documents)

Active: Permanent

Disposition: Destroy

PUBLIC HEARINGS

Active: 3 years

Disposition: Destroy

QUARTERLY REPORTS TO FTA FOR ACCESS TO JOBS

Active: 3 years

Disposition: Destroy

REFERRAL FORMS FOR CLIENTS

Active: Until grant ends

Disposition: Destroy

RENEWAL FORMS FROM VENDORS

Active: Until grant ends

Disposition: Destroy

RESOLUTIONS

Active: 3 years

Disposition: Retain

TRAVEL EXPENSE REPORTS

Active: 3 years

Disposition: Destroy

FTA FILES

ACCOUNTS RECEIVABLE FILES

Active: 3 years

Disposition: Destroy

AMERICANS DISABILITY ACT (ADA)

Active: 3 years

Disposition: Destroy

CERTIFICATIONS AND ASSURANCES, GRANTS, TITLE VI, DBE GOALS AND REPORTS, TRIENNIAL REVIEWS

Active: 1 year

Disposition: Retain

CITY BUDGET FILES

Active: 3 years

Disposition: Destroy

CITY OF WICHITA-PUBLIC IMPROVEMENT PLAN (PIP)

Active: 1 year

Disposition: Retain

CITY OF WICHITA-STATE TRANSPORTATION IMPROVEMENT PLAN (STIP)

Active: Every other year

Disposition: Retain

CITY OF WICHITA- TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Active: Every 3rd year

Disposition: Retain

CITY OF WICHITA-UPWP

Active: 1 year

Disposition: Retain

DRUG AND ALCOHOL TESTING

Active: 1 month

Disposition: Retain

FEDERAL PLANNING

Active: 3 years

Disposition: Destroy

FEDERAL AND STATE GRANTS

Active: 3 years after grant closed

Disposition: Destroy

FINANCIAL AUDIT FILES

Active: 3 years

Disposition: Destroy

GOODVIN/ADA APPEALS

(For processing paratransit eligibility or service suspension appeals)

Active: 3 years

Disposition: Retain

HISTORIC DATA

Active: Permanent

Disposition: Retain

MOBILITY PLANNING PROJECT

Active: retain indefinitely

Disposition: Retain

PARATRANSIT (ADA)

(Wide assortment of files; approved eligibility applications, eligibility and service suspension appeals, returned eligibility applications, letters to clients, FTA service capacity assessment, PAC related, reports, RFPs)

Active: 3 years

Disposition: Retain

PARATRANSIT (ADA)

(Wide Assortment of files: estimate ridership demand, inventory van supply by hour, budget service plan, curb-to-curb enforcement effort, manpower assignments, performance appraisals)

Active: Retain indefinitely

Disposition: Retain

PERCH MOS

(Tracking information submitted by human service agencies relative to the reporting requirement outlined in the purchased ride agreement)

Active: Retain indefinitely

Disposition: Retain

PERSONNEL FILES

Active: Permanent

Disposition: Retain

PROCUREMENT FILES

Active: 3 years after contract ends

Disposition: Destroy

SAFETY AND SECURITY

Active: 3 years

Disposition: Destroy

TRANSIT POLICIES AND PROCEDURES

Active: Retain indefinitely

Disposition: Retain

TRANSPORTATION IMPROVEMENT PROGRAMS

Active: 3 years

Disposition: Destroy

UNIFIED WORK PROGRAMS

Active: 3 years

Disposition: Destroy



URBAN DEVELOPMENT

BOND DOCUMENTS

(Ordinances, LOIs, Agenda Reports, Public Hearing notices, etc)

Active: Permanent

Disposition: Retain

BOND TRANSCRIPTS

(Records of bonds issued and redeemed including the resolution, incumbency certificate, legal opinions, interest exempt from federal income tax, payment in lieu of taxes (PILOT) agreement, bond origination fee agreement, bond placement agreement, administrative service fee agreement, trust indenture, leases, CEDBR/WSU firm data sheet, and public hearing notices)

Active: Maturity plus 5 years; evaluate for historical significance

Disposition: Retain

ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTIONS

Active: 5 years after tax exemption expires

Disposition: Retain

ECONOMIC DEVELOPMENT EXEMPTION (EDX) DOCUMENTS

(Ordinances, LOIs, Agenda Reports, Public Hearing notices, Incentive Agreements, abatement calculation table, abatement Performa, CEDBR/WSU firm data sheet, governing body notices, governing body notice receipts, and Letter of Intent request letters)

Active: Abatement period plus 5 years

Disposition: Retain

FORGIVABLE LOANS

(Agenda reports, GWEDC questionnaire, CEDBR/WSU firm data sheet, loan agreement and promissory note, vendor registration form, ACH form, and invoices showing loan proceeds used for prescribed uses)

Active: 5 years after loan is fully forgiven or repaid

Disposition: Retain

GRANTS-IN-AID-COORDINATION

(Projects funded through CDBG)

Active: 4 years (Required by Federal regulations) or retained indefinitely if of complex nature

Disposition: Retain

INDUSTRIAL REVENUE BOND FILES

Active: 5 years after bonds mature, are called or deeded back

Disposition: Retain

NEIGHBORHOOD REBATE

Active: 5 years after rebate term ends

Disposition: Retain

PUBLIC BUILDING COMMISSION RECORDS

Active: Retirement/bond call plus 7 years

Disposition: Retain