

## **COMMON RECORDS** **(Records found in multiple departments)**

### **ACCIDENT REPORTS**

Documentation of accidents occurring in current division's facilities

Active: 5 years

Disposition: destroy

### **ANNUAL REPORTS**

Activity of division throughout year

Disposition: permanent

### **APPOINTMENT BOOKS/CALENDARS/FACILITY RESERVATION/ RESERVATION BOOK**

Retain calendars only if written notes are included

Active: 2 years

Disposition: destroy

### **ASSET RECORDS**

Inventory, maintenance records, and other related documents for equipment

Active: until equipment sold or surplused

Disposition: destroy

### **BUDGET PREPARATION FILE**

See also Mayor/CAO schedule

Active: close of subsequent budget process

Disposition: destroy

### **BUILDING PERMIT RESPONSES**

Responses to permit applications. See also Building Inspection

Active: retain while useful; but not more than 4 years

Disposition: destroy

### **CATALOGS**

Active: retain while current

Disposition: destroy

### **CERTIFIED MAIL RECEIPTS**

Active: 1 year

Disposition: destroy

### **CITY CODE BOOK**

Active: until superceded or obsolete

Disposition: destroy

## **CITY COUNCIL PACKETS**

See also City Clerk schedule

Active: 1 year  
Disposition: destroy

## **CLAIMS**

Correspondence about claims involving current division. See also City Clerk schedule

Active: retain while useful, but not more than 5 years, pending litigation  
Disposition: destroy

## **CLASSIFICATION SPECIFICATIONS**

See also Human Resources schedule

Active: retain while current  
Disposition: destroy

## **COMMITTEE FILES – MISCELLANEOUS FILE**

Includes minutes, agendas, correspondence, rosters, and other related documents from committees that do not originate in the current division. See also Committee Files -- Transcript File

Active: retain while useful  
Disposition: destroy

## **COMMITTEE FILES -- TRANSCRIPT FILE**

Includes minutes, annual roster, and related documents for committee or task force that originate in the current division. See also Committee Files -- Miscellaneous File

Disposition: permanent

## **COMPLAINT FILES**

Correspondence and documentation of action taken, if 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

## **COMPUTERIZED RECORDS**

Includes microfilmed or imaged documents. Use the retention schedule of the record series listed herein. The hard copy of a document can be destroyed after a document has been microfilmed or scanned, provided the image has been verified for accuracy. Any exception to this rule will be listed with that record series.

## **CONTRACTS**

Includes instructors, vendors, labor unions, Kansas Department of Transportation, contractors, developers, service, and other contracts. See also City Clerk schedule

Active: until contract expired or cancelled  
Inactive: 5 years  
Disposition: destroy

**CONTRACTORS' LIABILITY INSURANCE/ BOND RECORDS:**

Active: 5 year after expiration  
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

**DAILY ASSIGNMENT SHEET**

Record of employee's daily assignments

Active: 5 years  
Disposition: destroy

**DAILY FEES ACCOUNTING REPORT**

Contains payee name, permit number and type (if applicable), amount paid, and copies of deposit receipts

Active: 3 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 organization history of the department

Disposition: permanent

**FORMS (Blank)**

Active: until superceded or obsolete  
Disposition: destroy

**GOVERNING AGENCY REGULATIONS**

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

Active: until superceded or obsolete  
Disposition: destroy

**GRANT ADMINISTRATIVE AND FINANCIAL FILES**

Includes application, award notice, public hearing notices, RFP's, purchase orders, banking records, accounting ledgers, correspondence, reports, and other documents; maintained by project year. 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

Disposition: permanent

**GRANT PERFORMANCE REPORT**

Disposition: permanent

**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

**INDEXES**

Retain as long as records to which they refer

**INVENTORIES**

Includes trees, equipment, uniforms, records, vehicles, and other inventories

Active: until superceded or obsolete

Disposition: destroy

**JOB DESCRIPTIONS (Reference copy)**

Active: until superceded or obsolete

Disposition: destroy

**OPEN RECORD REQUESTS**

Documents related to requests for access to office records and office responses prepared pursuant to the Kansas Open Records Act. See also City Clerk schedule

Disposition: send copy of request to City Clerk after providing record

**ORDINANCES (Reference copy)**

Active: while useful

Disposition: destroy

**PAYROLL DOCUMENTS**

Includes time cards/sheets, leave requests, time away from work requests, payroll adjustment records, and payroll warrants registers. See also Central Accounting

Active: 5 years

Disposition: destroy

**PROFESSIONAL ORGANIZATION FILES**

Active: 3 years

Disposition: destroy

**PROOF OF PUBLICATION**

Active: 5 years

Disposition: destroy

### **PROJECT GENERAL FILES**

Includes ordinances, resolutions, contracts, specifications, and other documents for projects which are duplicated elsewhere. See also Project Master File

Active: until accepted for maintenance

Inactive: 1 year

Disposition: destroy after noting related document numbers on cover sheet

### **PROJECT MASTER FILES**

Includes documentation unique to current division for projects. See also Project General Files

Disposition: permanent

### **PURCHASING DOCUMENTS**

Includes limited purchase orders, purchase orders, direct payment requests, interfund transfers, and other related documents from all internal and external sources. See also Central Accounting schedule

Active: 1 year

Disposition: destroy

### **RECEIPTS/TICKET STUBS/DEPOSIT SLIPS/RESTITUTION**

Daily listing of monies received and accounts credited. See also Cash Management schedule

Active: 3 years

Disposition: destroy

### **REFERENCE BOOKS/JOURNALS**

Also includes newsletters and seminar notebooks

Active: until superceded or obsolete

Disposition: destroy

### **SCRAPBOOKS AND ALBUMS OF HISTORICAL INFO**

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

Disposition: permanent

### **SUPERVISOR'S FILES**

Limited to required documents for current oversight of employee: A) work schedule; B) leave information; C) attendance record; D) overtime hours distribution; E) current payroll status report; F) current active disciplinary track items (1 year after resolution or per contract); G) last performance evaluation; H) performance observations since the last evaluation (positive and negative); I) requests for safety equipment and uniforms; and J) worker's compensation information. Purge after every evaluation. See also Human Resources schedule

Active: while employee is under direct supervision

Inactive: 1 year

Disposition: destroy

### **TRAINING RECORDS - INDIVIDUAL**

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

Active: while individual is employed  
Inactive: 5 years  
Disposition: destroy

### **TRAINING RECORDS - OFFICIAL**

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

Disposition: permanent – 1 copy

### **TRAVEL DOCUMENTS**

See also Central Accounting schedule

Active: 1 year  
Disposition: destroy

### **VEHICLE OPERATION RECORDS**

Includes documents related to the use of City-owned vehicles. See also Fleet Services schedule

Active: 3 years  
Disposition: destroy

### **VOLUNTEER RECORDS**

Includes application, job description, training, recruitment records, recognition, KBI background check, Liability Waiver and Emergency Medical Authorization Form, schedule, accomplishments, health screening, address, and related documents

Active: while current  
Inactive: 2 years  
Disposition: destroy

### **VOLUNTEER TIME SHEETS AND ACCIDENT REPORTS**

Active: 5 years  
Disposition: destroy

### **WARRANTY FILES**

Includes warranties, promises, and other related documents

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

### **ZONING PETITION RESPONSES**

Responses to new cases. See also Topeka-Shawnee County Metropolitan Planning Commission

Active: retain while useful; but not more than 4 years  
Disposition: destroy