

MAYOR / CITY MANAGER

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

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 surplusd

Disposition: destroy

BUDGET DIRECTOR'S BUDGET PREPARATION FILES

Working papers, including personnel and revenue projections, which are used to create the annual budget

Active: until close of subsequent budget process

Inactive: 2 years

Disposition: destroy

CATALOGS

Active: retain while current

Disposition: destroy

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: destroy

CITIZEN COMPLAINT FILE

Correspondence and notes regarding individual citizen issues. See also Community Issues Files

Active: retain routine problem files 5 years

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Active: until superceded or obsolete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

COMMUNITY INVOLVEMENT FILES

Documents cooperative relationships as well as community relations

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

COMMUNITY ISSUES FILE

Working files of projects, issues, complaints about major problems, or other items of interest to the community. Includes correspondence, contract copies, annual reports, surveys, studies, and other related documents

Active: retain while useful; purge file of miscellaneous correspondence
Disposition: send to City Clerk's Office

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

CORRESPONDENCE (Routine)

Includes suspense list, inquiries, memos, copies, telephone records, etc.

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

CORRESPONDENCE INDEX

Active: until superceded or obsolete
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

DIVERSITY AWARENESS TRAINING FILES

Record copy of manuals, syllabi, textbooks and other training aids for office sponsored employee training programs

Disposition: permanent - 1 copy

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 AUTHORITY REPORTING GUIDELINES

Includes format and timeline requirements for reporting to other governmental entities as well as other related documents

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

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

PROCLAMATIONS

Disposition: permanent - 1 copy

PROFESSIONAL ORGANIZATION FILES

Active: 3 years

Disposition: destroy

PROJECT MANAGEMENT FILES

On-going correspondence on status of projects

Active: until project is completed

Inactive: 5 years

Disposition: destroy

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/DEPOSIT SLIPS

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

Active: 3 years
Disposition: destroy

RECRUITMENT FILES

Documentation used in assisting Police and Fire Departments in recruiting

Active: retain while useful; but not more than 5 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