

WATER DIVISION

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 PREPARATION FILE

See also Mayor/CAO schedule

Active: close of subsequent budget process

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Active: until superceded or obsolete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

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

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

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

FINANCIAL STATEMENTS AND WORK PAPERS

Active: 3 years

Disposition: destroy

FIRE SERVICE CONTRACT BILLING

Active: 3 years

Disposition: destroy

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

HOLD HARMLESS 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

LABORATORY/OPERATIONS REPORT

Includes daily readings on flow, pumpage, chemicals, etc.

Disposition: permanent

LEGISLATIVE RECORDS

Includes current action in the Kansas State Legislature regarding water

Active: until close of subsequent legislative term

Disposition: destroy

MONTHLY REPORTS

Documents given to Public Works Administration as a budget-tracking device

Active: until close of subsequent year

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

PROJECT GENERAL FILES

Includes ordinances, resolutions, contracts, specifications, and other documents for projects that 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/DEPOSIT SLIPS

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

REVENUE ANALYSIS

Study used as basis for rate increases

Disposition: permanent

REVENUE BOND PAYMENT SCHEDULE

Active: until maturity and all obligations sold
Disposition: destroy

REVENUE BONDS

Includes all related documents not listed below

Active: until bonds sold
Disposition: destroy

SCRAPBOOKS AND ALBUMS OF HISTORICAL INFO

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

Disposition: permanent

SERVICE CARDS

Maintained by Water Distribution and Customer Service. Indicates location of service and property owner

Active: while service active
Inactive: 10 years
Disposition: destroy

SERVICE WORK ORDERS (large)

Includes accounting codes, costing, items used, selling costs, labor costs, etc.

Disposition: permanent

SERVICE WORK ORDERS (small)

Completed by field workers

Active: 5 years

Disposition: destroy

SITE PLANS

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

UTILITY ACCOUNTS ADJUSTMENT AUTHORIZATIONS (Billing Supervisor):

All Adjustment Types

Active: 5 years

Disposition: destroy

UTILITY BILL PAYMENT STUBS

Active: 3 years
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

WARRANTY FILES

Includes warranties, promises, and other related documents

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

WATER DEPOSIT CARD FILES

Active: while account open
Inactive: 3 years
Disposition: destroy

WATER MAIN CONTRACTS

Active: life of contract
Disposition: destroy

WATER PRODUCTION EQUIPMENT FILES

Active: life of equipment
Disposition: destroy

WATER RATE STUDY

Informal study that compares other cities of like size

Active: 5 years
Disposition: destroy

WATER RIGHTS FILES

Includes annual water use reports

Disposition: permanent