

# **CITY CLERK**

## **ABSTRACTS**

Disposition: permanent

## **ADMINISTRATIVE ACTION FORMS**

Details action taken by administration of City

Disposition: permanent

## **ANNEXATION CASE FILES**

Includes consents, petitions, and other related documents

Disposition: permanent

## **ANNUAL BUDGET**

Includes operating and annual budgets for City

Disposition: permanent

## **ANNUAL REPORTS - CITY AGENCIES**

Disposition: permanent

## **ANNUAL REPORTS - OTHER AGENCIES**

Inactive: while useful, but not to exceed 5 years

Disposition: destroy

## **ASSESSMENTS**

Includes public improvement, code enforcement, and other assessments

Active: until all accounts paid or written off

Inactive: 3 years

Disposition: destroy

## **BOND DOCUMENTS**

Includes coupons and other related documents. See also Bond Transcripts

Active: until all obligations are paid

Inactive: 5 years

Disposition: destroy; retain 1 bond of each series permanently

## **BOND TRANSCRIPTS OF PROCEEDINGS**

Includes industrial revenue bonds, no-fund warrants, and general obligation bonds

Disposition: permanent

## **BUDGET PREPARATION FILE**

See also Mayor/ City Manager schedule

Active: close of subsequent budget process

Disposition: destroy

**CANDIDATE FILING DOCUMENTS**

Active: until close of subsequent election process  
Disposition: destroy

**CAPITAL IMPROVEMENT PLAN**

Plan of City for 5-year term  
Disposition: permanent

**CERTIFIED MAIL RECEIPTS**

Active: 1 year  
Disposition: destroy

**CHARTER ORDINANCES**

Disposition: permanent

**CITY CODE BOOK**

Includes supplements  
Disposition: permanent - 1 copy

**CITY COUNCIL COMMITTEE ITEMS**

Ordinances, resolutions, and other documents that were referred to committee and removed from further consideration pursuant to applicable Topeka City Council Rules and Regulations  
Active: 1 year after removal from further consideration  
Disposition: destroy

**City Council Committee Recordings (see City Council Retention Schedule)**

**CITY COUNCIL ITEMS THAT WERE WITHDRAWN OR NOT ADOPTED**

Active: 5 years  
Disposition: destroy

**CITY COUNCIL MINUTES**

Record of all council and commission actions  
Disposition: permanent

**CITY COUNCIL PACKETS**

Record of all council actions, including agendas, handouts, zoning cases, project budgets, and other related documents  
Disposition: permanent

**CITY COUNCIL RECORDINGS**

Includes audio and video tapes of council meetings  
Active: 7 years  
Disposition: destroy

**CLAIMS**

Claims filed against the City

Active: 10 years

Disposition: destroy

**CLASSIFICATION SPECIFICATIONS**

See also Human Resources schedule

Active: retain while current

Disposition: destroy

**COMMUNITY DEVELOPMENT PROPOSALS**

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

**COMPREHENSIVE ANNUAL FINANCIAL REPORTS**

Disposition: permanent - 1 copy

**CONDEMNATIONS**

Disposition: permanent

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

Active: 5 years after expiration

Disposition: destroy

**CONTRACTS**

All contracts, including labor contracts, signed by City; includes specifications, change orders, and addendum

Disposition: permanent

**Parks and Recreation Annual Employee Contracts (Obsolete Record)**

All contracts signed for Parks and Recreation Department program employees

Active: 7 years

Disposition: destroy

**CORRECTIONS FILE**

Corrections to documents that had been previously microfilmed

Disposition: permanent

**CORRESPONDENCE (Routine)**

Includes mail, letters, memos, copies, telephone messages, etc.

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

Disposition: destroy

**DAILY FEES ACCOUNTING REPORT**

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

Active: 3 years

Disposition: destroy

**DEEDS**

Original deeds for all property owned by City

Disposition: permanent

**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

**EASEMENTS**

Original easement agreements

Disposition: permanent

**ELECTRONIC 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.

**FINAL PLATS**

Disposition: permanent

**FIREFIGHTER'S RELIEF ASSOCIATION REPORTS**

Disposition: permanent

**FORMS (Blank)**

Active: until superceded or obsolete

Disposition: destroy

**FRANCHISE FILE**

Includes ambulance, cable TV, telephone, gas, and electricity

Disposition: permanent

## **GOVERNING AGENCY REGULATIONS**

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

Active: until superceded or obsolete

Disposition: destroy

## **GRIEVANCE FILES**

Includes transcripts, exhibits, and other related documents

Active: 62 years

Disposition: destroy

## **INDEXES**

Retain as long as records to which they refer

## **INSURANCE POLICIES**

Active: until cancellation or expiration

Inactive: 5 years

Disposition: destroy

## **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

## **LEGAL NOTICES (Proof of Publications)**

Active: 5 years

Disposition: destroy

## **LICENSE AND PERMIT SURETY BONDS OR INSURANCE DOCUMENTS**

Active: until expired or cancelled

Inactive: 5 years

Disposition: destroy

## **LICENSING FILES**

Includes application and other related documents

Active: until license is expired or obsolete

Inactive: 5 years

Disposition: destroy

## **OPEN MEETING NOTICES**

Recorded dates and times for all committees, boards, and council

Active: 2 years

Disposition: destroy

**OPEN RECORD REQUESTS**

Active: 3 years  
Disposition: destroy

**ORDINANCE COVER SHEETS**

Active: 3 years  
Disposition: destroy

**ORDINANCES**

Disposition: permanent

**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

**PENSION INFORMATION**

Annual report sent to Insurance Commissioner. Includes firemen's relief, police pension, and other employee pension reports

Disposition: permanent

**PETITIONS - MISCELLANEOUS**

Active: 5 years; seek archival approval before destroying  
Disposition: destroy

**PETITIONS TO PUT ISSUE ON BALLOT**

Disposition: permanent

**POPULATION DATA (Obsolete Data)**

Disposition: permanent

**PROFESSIONAL ORGANIZATION FILES**

Active: 3 years  
Disposition: destroy

**PROJECT BUDGETS**

Disposition: permanent

**PROJECT FILES - MAJOR STRUCTURES**

Comprehensive records, including plans, of all major structure projects. Includes buildings, bridges, parks, treatment plants, and other major structures

Active: while structure exists  
Inactive: 5 years  
Disposition: destroy

### **PROJECT FILES - MISCELLANEOUS**

Comprehensive records, including plans, of projects not listed above. See also related documents in this schedule as well as Engineering schedule

Active: until accepted for maintenance  
Inactive: 5 years  
Disposition: destroy

### **PUBLIC IMPROVEMENT PROJECT PETITIONS**

Active: until accepted for maintenance  
Inactive: 5 years  
Disposition: destroy

### **PUBLIC OFFICIAL BONDS**

Signed by mayors, commissioners, etc.

Active: while in office  
Inactive: 10 years  
Disposition: destroy

### **PURCHASING DOCUMENTS**

Includes 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

### **RECORDS MANAGEMENT**

Includes completed survey forms, inventories, destruction lists, transfer records, and other related documents

Disposition: permanent

### **REFERENCE BOOKS/JOURNALS**

Also includes newsletters and seminar notebooks

Active: until superceded or obsolete  
Disposition: destroy

### **REPORTS - MISCELLANEOUS**

Includes City committees, councils, boards, panels, and advisory bodies

Disposition: permanent

## **RESOLUTION COVER SHEETS**

Active: 3 years  
Disposition: destroy

## **RESOLUTIONS**

Disposition: permanent

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

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

## **SPECIAL EVENT PERMITS**

Applications and Certificates of Insurance (where applicable) for community parades, block parties, etc.

Active: 5 year  
Disposition: destroy

## **SPECIFICATIONS**

For City projects and purchases

Active: until contract signed  
Inactive: 5 years  
Disposition: destroy

## **STATEMENT OF SUBSTANTIAL INTEREST FORMS**

For Governing Body members

Active: retained until 5 years after leaving office  
Disposition: destroy

## **SUMMONS INDEX LOG**

Presented to City Clerk on behalf of City department

Active: until case is closed  
Inactive: 5 years  
Disposition: destroy

## **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

### **SURVEYS AND STUDIES - FINAL REPORT**

Includes surveys and studies done by city agencies or paid for by city agencies

Disposition: permanent - 1 copy

### **SURVEYS AND STUDIES - RELATED DOCUMENTS**

Includes surveys and studies done by city agencies or paid for by city agencies

Active: 5 years

Disposition: destroy

### **TEMPORARY NOTES REGISTERS**

Disposition: permanent

### **TITLE CERTIFICATES**

Includes titles for all City-owned vehicles

Active: while vehicle is owned

Disposition: pass to new owner

### **TRADE LICENSE CODE BOOKS**

Includes mechanical, plumbing, fire, traffic, electrical, housing, and other codes

Disposition: permanent – 1 copy

### **TRAINING RECORDS - INDIVIDUAL**

Record of continuing education course completed, date, and any 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

### **URBAN RENEWAL FILES**

Disposition: permanent

### **VITAL STATISTICS (obsolete record)**

Includes birth, death, marriage, and infectious disease registers

Disposition: permanent

### **WARRANTY FILES**

Includes warranties, promises, and other related documents

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

Disposition: destroy