ADA Administration

ADA ADVISORY COUNCIL

Meeting minutes and actions

Disposition: Permanent

ADA COORDINATOR GRIEVANCE FILES

Documents relating to the ADA Coordinator's investigations of complaints or grievances filed by employees or other individuals regarding possible violations of the ADA requirements.

Active: 3 years after case is closed
Disposition: Destroy

ADMINISTRATIVE FILES –ADA COORDINATOR

Standard Office Procedures manuals, Correspondence, annual reports, budget materials, etc relating to the policies and activities of the ADA Coordinator program.

Active: Retain until no longer useful
Disposition: Destroy

AGENCY SELF-EVALUATION & TRANSITION PLANS

Correspondence, status reports, ADA Barrier Reports, training material, self-evaluations, etc. submitted by state agencies to the ADA Coordinator documenting access barriers and demonstrating agency accomplishments, progress and compliance with ADA requirements.

Active: 10 years
Disposition: Permanent

GRANTEE FILES/ CONTRACTS

Non-profit agencies that receive funds from the City of Topeka.

Active: 3 years after case is closed
Disposition: Destroy

SUBJECT FILES –ADA COORDINATOR

Variety of documents relating to conferences, interests and published material and maintained for convenience of reference.

Active: Retain until no longer useful
Disposition: Destroy

WEB ACCESSIBILITY SUBCOMMITTEE FILES

Documents relating to the on-going state agency-wide subcommittee created to ensure web accessibility compliance with ADA requirements.

Active: 3 years
Disposition: Destroy