

# **CITY ATTORNEY**

## **APPEAL FILES ON MUNICIPAL COURT CASES**

Records on cases that have been appealed to District Court

Active: until case is closed and all appeal time has run  
Inactive: 7 years  
Disposition: destroy

## **BOND DOCUMENTS**

Includes transcripts and other related information

Active: until bonds mature  
Inactive: 6 months  
Disposition: destroy

## **CLAIMS**

Active: 10 years  
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

## **CONSUMER PROTECTION CASE FILES**

Active: until resolved  
Inactive: 5 years  
Disposition: destroy

## **CRIMINAL WEAPON VIOLATION CASE FILES**

Maintain original diversion agreements and Waivers of Right to Counsel permanently. Dispose of other documents as follows:

Active: until case is closed with no further activity  
Inactive: 7 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

## **DOCKET SHEETS**

Includes synopsis of case, individuals involved, and other pertinent information

Disposition: permanent

### **DUI CASE FILES**

Maintain original diversion agreements and Waivers of Right to Counsel permanently. Dispose of other documents as follows:

Active: until case is closed with no further activity  
Inactive: 7 years  
Disposition: destroy

### **INDUSTRIAL REVENUE BONDS - RELATED DOCUMENTS**

Active: until all bonds sold  
Inactive: 5 years  
Disposition: destroy

### **INDUSTRIAL REVENUE BONDS - TRANSCRIPTS**

Active: until all obligations are paid  
Inactive: 5 years  
Disposition: destroy

### **LAWSUITS**

Includes outside counsel files and other related documents

Active: until case is closed and all appeal time and run  
Inactive: 10 years  
Disposition: destroy

### **MUNICIPAL COURT CASE FILES**

Does not include DUI or Criminal Weapon Violations

Active: until case is closed with no further activity  
Inactive: 7 years  
Disposition: destroy

### **OPEN MEETING NOTICES**

Notices of open meetings throughout city

Active: 1 year  
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

### **RESEARCH FILES**

Includes drafts and research to support ordinances

Active: retain while useful  
Disposition: destroy

**TAXI INSPECTION RECORDS**

Active: 2 years  
Disposition: destroy

**TOPEKA HOUSING AUTHORITY EVICTION FILES**

Includes correspondence and other related documents

Active: until move-out  
Inactive: 5 years  
Disposition: destroy

**UNION CONTRACTS**

Active: until superceded or obsolete  
Inactive: until three successive contracts are approved  
Disposition: destroy