

COMMON RECORDS

(Records found in multiple departments)

ACCIDENT REPORTS

Documentation of accidents occurring in current division's facilities including volunteer accident reports

Active: 5 years

Disposition: destroy

ADA STANDARD OFFICE PROCEDURES (SOP)

Standard Office Procedures handbook including: Complaint forms, ADA Resource Guide, Customer Request for Program Materials Alternative Formats or Auxiliary Aids Forms and Emergency Evacuation procedures.

Active: Retain until updated

Disposition: destroy

ADA COMPLAINTS/ GRIEVANCES

Documentation of complaints and/or grievance occurring in current division's facilities.

Active: 3 years after file is closed

Disposition: destroy

ANNUAL REPORTS

Activity of division throughout year

Disposition: permanent

APPOINTMENT BOOKS/CALENDARS/FACILITY RESERVATION/RESERVATION BOOK

Internal forms, appointment books, paper and electronic calendars used to schedule employees, office activities, vehicles, meeting rooms, etc.

Active: Retain until no longer useful

Disposition: delete/destroy

ASSET RECORDS

Inventory, maintenance records, and other related documents for equipment

Active: until equipment sold or surplus

Disposition: destroy

BIDS (Informal)

Office supplies, small office equipment, office services, etc., under \$5000.

Active: 5 years

Disposition: destroy

BUDGET PREPARATION FILE

Active: close of subsequent budget process
Disposition: destroy

BUILDING PERMIT RESPONSES

Responses to permit applications.

Active: retain while useful; not more than 4 years
Disposition: destroy

CATALOGS

Active: retain while current
Disposition: destroy

CERTIFIED MAIL RECEIPTS

Active: 1 year
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.

Active: 3 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

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

CONTRACTOR’S LIABILITY INSURANCE/ BOND RECORDS

Active: 5 years after expiration
Disposition: destroy

CORRESPONDENCE (Routine)

Includes 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, license 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

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.

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

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

HOLD HARMLESS AGREEMENTS

Includes ride-along agreements, release of liability, and other such 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

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

PROJECT GENERAL FILES

Includes ordinances, resolutions, contracts, specifications, and other documents for projects which are duplicated elsewhere. See also Project Master File and City Clerk schedule.

Active: until accepted for maintenance

Inactive: 1 year

Disposition: destroy after noting related document numbers on cover sheet

PROJECT MASTER FILE

Includes documentation unique to current division for projects. See also Project General Files.

Disposition: permanent

PURCHASING CARD TRANSACTIONS (P-CARDS)

Monthly transaction reports and/or receipts.

Active: 5 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/TICKET STUBS/DEPOSIT SLIPS/RESTITUTION

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

Active: 3 years

Disposition: destroy

RECORD DESTRUCTION LISTS

See City Clerk Schedule.

Active: 1 year

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 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

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

ZONING PETITION RESPONSES

Responses to new cases. See also Topeka Planning Department.

Active: retain while useful; but not more than 4 years

Disposition: destroy