

ENGINEERING DEPARTMENT

ACCIDENT DIAGRAM BOOKS

Active: 3 years
Disposition: permanent

AERIAL PHOTOGRAPHS

Disposition: permanent

AS-BUILT DRAWINGS (FINAL)

Active: 2 years
Disposition: permanent

BRIDGE INVENTORY

Includes records, load rating calculations, photographs, etc.
Disposition: permanent

CONTRACTS

Includes engineering firms, instructors, vendors, labor unions, Kansas Department of Transportation, contractors, developers, service, and other contracts. See also City Clerk schedule

Active: until project is completed and accepted for maintenance
Disposition: permanent

CONTRACTORS' LIABILITY INSURANCE/ BOND RECORDS FOR PROJECTS:

Active: until project is completed and accept for maintenance
Disposition: permanent

INTERSECTION FILES

Water main location drawings
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

PLAT MAPS

Half-sized recorded plats obtained from County
Disposition: permanent

PROFESSIONAL ORGANIZATION FILES

Active: 3 years
Disposition: destroy

PROOF OF PUBLICATION - PROJECTS

Active: 3 years
Disposition: permanent

SANITARY SEWER PLANS

Disposition: permanent

STORM SEWER PLANS

Disposition: permanent

SUBDIVISION FILES

Disposition: permanent

SURVEY FILE

Includes horizontal and vertical control data land survey research and evaluation documents, field survey data and construction staking records, land survey plats and documents

Disposition: permanent

TRAFFIC COUNT BOOKS

Used to perform safety and warrant analysis

Disposition: permanent

TRAFFIC DISRUPTION PERMITS

Active: 3 years
Disposition: destroy

TRAFFIC LOCATION FILES

Consists of all traffic activity at a given location

Disposition: permanent

TRAFFIC SIGNAL PLANS

Disposition: permanent

WATER DIVISION EASEMENTS

Includes property descriptions

Active: life of easement
Disposition: permanent

WEEKLY TIMESHEET

Record of employee's daily assignments

Active: 2 years
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