

PUBLIC WORKS ADMINISTRATION

CAPITAL IMPROVEMENT PLAN

Active: until CIP is completed
Inactive: 1 year
Disposition: destroy

COMMUNITY ISSUES FILE

Working files of special issues, complaints about major problems, or other items of interest to the community; includes correspondence, contract copies, annual reports, surveys, studies, and other related documents

Active: retain while useful; but not more than 10 years
Disposition: destroy

CONTRACTORS' LIABILITY INSURANCE/ BOND RECORDS:

Active: 5 year after expiration
Disposition: destroy

EMPLOYEE PHYSICAL PROGRAM

Employee Physical Guidelines, City of Topeka Occupational Physical Waiver forms (blank), Physical Examination form (blank)

Active: 3 years
Disposition: destroy

FINANCIAL REPORTS –INTERIM

Active: 2 years
Disposition: destroy

FINANCIAL REPORTS - MONTHLY

Includes Utility Financial Reports, budgets for Public Works accounts, and other computer-generated financial documents

Active: 1 year
Disposition: destroy

FINANCIAL REPORTS - YEAR END

Active: 5 years
Disposition: destroy

GREIVANCE FILES – PERMANENT

Public Works Administration retains a copy and sends original to Human Resources to be kept with files.

Active: 5 years
Disposition: destroy

GRIEVANCE STATUS REPORT

Active: 5 years
Disposition: destroy

MONTHLY REPORTS

Documents given to Public Works Administration as a budget-tracking device
Active: 3 years
Disposition: destroy

NATIONAL PUBLIC WORKS WEEK

Files documenting celebration and events
Disposition: permanent - 1 copy

PRESENTATION FILE

Final versions of handouts, speeches, and presentations given at seminars and meetings
Disposition: permanent - 1 copy

PUBLIC WORKS ADMINISTRATIVE ACTION AGENDAS

Tracking system for documents
Disposition: 5 years

PURCHASE ORDERS FOR PERSONAL COMPUTERS

See City Clerk schedule for Contracts.
Active: 3 years
Disposition: destroy

RECLASSIFICATION

Reclassification of an individual position in the Public Works Department. PWA retains a copy, the original is sent to HR to keep with employee payroll file.
Disposition: Retain while useful, destroy

STATE REVOLVING LOAN FILES

Includes application, award notice, public hearing notices, RFP's, correspondence, reports, purchase orders, banking records, accounting ledgers, and other reports; maintained by grant year
Active: until final audit is closed
Inactive: 5 years
Disposition: destroy

SUSPENSE REPORT

Used as a tracking tool for requests for service or information from the Public Works department
Active: retain while useful; but not more than 5 years
Disposition: destroy

TOTAL QUALITY MANAGEMENT GENERAL FILE

Includes miscellaneous correspondence, diagrams of training site, etc.

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

Disposition: destroy

TOTAL QUALITY MANAGEMENT TRANSCRIPT FILE

Includes training schedules, class rosters, course outlines, handouts, committee minutes, and presentation booklets

Disposition: permanent

TOUR AND PRESENTATION SCHEDULES

Correspondence and documentation about group tours of facilities or staff visits to other locations

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

Disposition: destroy

WORKER'S COMPENSATION QUARTERLY REPORTS

List of paid-to-date and summary of department report.

Active: 1 year

Disposition: destroy