

# **RISK MANAGEMENT**

## **BLOOD-BORNE PATHOGEN FILES**

Includes claims files and program monitor files

Active: 30 years

Disposition: destroy

## **CLAIM FILES**

Includes real and personal property for which insurance has been purchased

Active: 5 years or until all statutes of limitation have run, whichever is longer

Disposition: destroy

## **INSURANCE POLICIES**

Policies which the City of Topeka has purchased

Active: until expired or cancelled

Inactive: 5 years

Disposition: destroy

## **MOTOR VEHICLE RECORDS**

Includes one record for each person who drives a city-owned vehicle

Active: 5 years

Disposition: destroy

## **PROFESSIONAL ORGANIZATION FILES**

Active: 3 years

Disposition: destroy

## **SAFETY COMMITTEE FILE**

Includes notes, minutes, and other documents from division or department meetings which are used as a reference tool for policy making bodies

Active: 5 years

Disposition: destroy

## **SAFETY INSPECTION FILES -- CITY**

Conducted by Safety Director. Includes all correspondence and follow-up

Active: 5 years

Disposition: destroy

## **SAFETY INSPECTION FILES -- STATE**

Conducted by Kansas Department of Human Resources

Active: until completion of subsequent inspection

Disposition: destroy

### **SELF-INSURANCE CLAIM FILES**

Includes automobile physical damage fund and other items self-insured by the City

Active: 5 years or until all statutes of limitation have run, whichever is longer  
Disposition: destroy

### **STATISTICAL REPORTS**

Includes monthly, quarterly, and annual city and county workers compensation reports and reports of vehicle claims. Retain annual (or December) report permanently. Retain all others as follows:

Active: until completed audit  
Inactive: 1 year  
Disposition: destroy

### **WORKERS COMPENSATION CLAIM FILES**

Retain computerized history 30 years. Retain hard copy files as follows:

Active: 5 years or until all statutes of limitation have run, whichever is longer  
Disposition: destroy

### **WORKERS COMPENSATION DIRECT PAYMENT REQUESTS**

This series does NOT include all other purchasing documents

Active: 5 years  
Disposition: destroy

### **WORKERS COMPENSATION SELF-INSURANCE PERMIT FILES**

Includes application, permit, and supporting documents for permit issued by Kansas Department of Human Resources, Workers Compensation Division

Active: until expired or cancelled  
Inactive: 5 years  
Disposition: destroy