

TOPEKA ZOO

ACCREDITATION FILE

Includes application, approvals, and other related documentation

Disposition: permanent - 1 copy

ANIMAL MANAGEMENT RECORDS

Documentation of acquisition, release, names, housing, and other general information on animals. Includes International Species Inventory System/Animal Record Keeping System

Disposition: permanent

ANIMAL RANGE CHECKLISTS

Instructions for employees who are working with animals

Active: 5 years

Disposition: destroy

ANIMAL RANGE LOGS

Notes of animal activities in a certain area for each day

Disposition: permanent

ANIMAL SHIPPING INFORMATION

This series refers to general information about vendors, crate dimensions, overseas requirements, etc. See also Animal Management Records

Active: until superceded or obsolete

Disposition: destroy

DAILY REPORTS

Notes of animal activities for entire zoo for each day

Disposition: permanent

EDUCATIONAL MATERIALS

Information retained for the purpose of teaching zoo visitors about zoo operations/animals

Active: until obsolete

Disposition: destroy

EXHIBIT FILES

Includes written plans, maps, and other related documents

Active: while zoo exists

Disposition: destroy

FEEDING RECORDS

Includes diet cards and consumption records. Documents eating habits over a period of time

Disposition: permanent

GENERAL ZOO INFORMATION

Includes annual attendance figures, zoo admission charge, tour information, and other related documents

Active: 5 years

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

LICENSING FILES

Includes all applications, licenses, and other related documents. Maintained in separate folders by license type.

Active: until license expires

Inactive: 5 years

Disposition: destroy

MAINTENANCE RECORDS

Includes Maintenance Requests, Maintenance Checklists, Work Orders and Maintenance Project Completion Certificates

Active: 5 years

Disposition: destroy

MONTHLY FINANCIAL REPORTS

Shows year-to-date attendance and revenue. Keep December report permanently for historical record. Keep all others as follows:

Active: 3 years

Disposition: destroy

PERMIT FILES

Annually renewable permits to maintain certain animals as well as reports on permits

Active: until permit expires

Inactive: 5 years

Disposition: destroy

PUBLICATIONS

Includes brochures, booklets, Zoo Life Magazine, WFTZ logos and labels, and other publications created by Topeka Zoo

Disposition: permanent - 1 copy

RESEARCH PROJECTS

Includes animal behavior modification and other projects done for Topeka Zoo

Disposition: permanent

SECURITY FILES

Includes incident reports, guard logs, and key files. Retain documents relating to class A or B misdemeanor or felony while needed by City Attorney. Retain all others as follows:

Active: 5 years

Disposition: destroy

SPECIAL EVENT/FUNDRAISING INFORMATION

Includes brochures, planning information, press releases, and other related information. Retain one copy of publicity permanently. Retain other documents as follows:

Active: while current

Inactive: 5 years

Disposition: destroy

STAFF MEETING MINUTES

Maintained as a history of the Zoo

Disposition: permanent

STRATEGIC PLANNING DOCUMENTS

Files used in preparation of strategic plan

Active: until adoption of subsequent strategic plan

Disposition: destroy

STUDBOOK FILES

Includes Species Survival Plan, Studbook, correspondence, and other related documents

Disposition: permanent

VETERINARY RECORDS

Includes Health Certificates, Necropsy Reports, Euthanasia Reports, Lab Reports, Medical Service Reports, and other related documents. Retained to track disease

Disposition: permanent

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 AND ACCIDENT REPORTS

Active: 5 years

Disposition: destroy