

TRANSPORTATION OPERATIONS

EMPLOYEE HANG TAG FILES

Record of tag number and authorized parking lot

Active: until superceded or obsolete

Disposition: destroy

INTERSECTION FILES

Includes plans, timing printouts, maintenance, permits, and other records; retained by location

Disposition: permanent

MATERIALS FILE

List of quantities purchased and vendor information for division

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

Disposition: destroy

METER MAINTENANCE REPORTS

Recorded maintenance on equipment

Active: until equipment is replaced or discarded

Disposition: destroy

MONTHLY REPORTS

Documents given to Public Works Administration as a budget-tracking device

Active: until close of subsequent year

Disposition: destroy

PARKING GARAGE PLANS

Active: life of garage

Disposition: destroy

PLAN SPECIFICATIONS

Specifications for projects available for contractors to purchase

Active: until contract is awarded

Disposition: destroy

PLAN SPECIFICATIONS LIST

List of contractors who purchased a plan book

Active: until bid is opened

Inactive: 3 years

Disposition: destroy

PROJECT SUMMARY REPORTS

Updates on current projects

Active: until each project listed is accepted for maintenance

Disposition: destroy

SCHEDULED STREET MAINTENANCE FILES

Planning document showing maintenance performed and scheduled to be done

Active: until superseded or obsolete

Disposition: destroy

SERVICE REQUESTS

See also Complaints

Active: until repairs or determination not to make repairs is made

Inactive: 2 years

Disposition: destroy

SNOW REMOVAL ROUTE SHEETS

Includes documentation of precipitation, accumulation, snow removal workers, hours worked, and other related documents

Active: 5 years

Disposition: destroy

STREET LIGHTING -- ORNAMENTAL

Inventory, maintenance, and other related documents regarding ornamental lighting

Disposition: permanent

STREET LIGHTING APPLICATIONS

Includes installation or denial information

Disposition: permanent

STREET LIGHTING BILLING FILES

Includes list of numbers and types of lights as well as fees

Active: 5 years

Disposition: destroy

STREET LIGHTING TROUBLE CALLS

Notification to KPL of repairs needed and records documenting response times

Active: 5 years

Disposition: destroy

TRAFFIC SIGNAL MAINTENANCE FILES

Includes scheduled and emergency signal maintenance

Active: 5 years

Disposition: destroy

TRAFFIC SIGNAL TIMING PROJECTS

Electronic record of signals and timing

Active: until superceded or obsolete

Disposition: destroy

WORK ORDERS

Requests for signs and markings

Active: 5 years

Disposition: destroy