

# **WATER DIVISION**

## **ABANDONED WATER SERVICE INFORMATION**

Includes address, index, etc., to old water services

Disposition: permanent

## **BACKFLOW DEVICE TEST FORMS**

Active: 5 years

Disposition: destroy

## **FINANCIAL STATEMENTS AND WORK PAPERS**

Active: 3 years

Disposition: destroy

## **FIRE SERVICE CONTRACT BILLING**

Active: 3 years

Disposition: destroy

## **LABORATORY/OPERATIONS REPORT**

Includes daily readings on flow, pumpage, chemicals, etc.

Disposition: permanent

## **LEGISLATIVE RECORDS**

Includes current action in the Kansas State Legislature regarding water

Active: until close of subsequent legislative term

Disposition: destroy

## **MONTHLY REPORTS**

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

Active: until close of subsequent year

Disposition: destroy

## **REVENUE ANALYSIS**

Study used as basis for rate increases

Disposition: permanent

## **REVENUE BOND PAYMENT SCHEDULE**

Active: until maturity and all obligations sold

Disposition: destroy

## **REVENUE BONDS**

Includes all related documents not listed below

Active: until bonds sold  
Disposition: destroy

## **SERVICE CARDS**

Maintained by Water Distribution. Indicates location of service and property owner.

Active: while service active  
Inactive: 10 years  
Disposition: destroy

## **SERVICE WORK ORDERS (large)**

Includes accounting codes, costing, items used, selling costs, labor costs, etc.

Disposition: permanent

## **SERVICE WORK ORDERS (small)**

Completed by field workers

Active: 5 years  
Disposition: destroy

## **SITE PLANS**

Disposition: permanent

## **UTILITY ACCOUNTS ADJUSTMENT AUTHORIZATIONS**

All Adjustment Types

Active: 5 years  
Disposition: destroy

## **UTILITY BILL PAYMENT STUBS**

Active: 3 years  
Disposition: destroy

## **WATER DISTRIBUTION SYSTEM REPORT**

Disposition: permanent

## **WATER MAIN CONTRACTS**

Active: life of contract  
Disposition: destroy

## **WATER PRODUCTION EQUIPMENT FILES**

Active: life of equipment  
Disposition: destroy

**WATER RATE STUDY**

Study completed by outside consulting firm

Active: 15 years

Disposition: destroy

**WATER RIGHTS FILES**

Includes annual water use reports

Disposition: permanent