

# LAW DEPARTMENT

## **ABSTRACTS**

Active: Permanent

Disposition: Retain

## **ANNEXATION CASE FILES**

(Includes consents, petitions, and other related documents)

Active: Permanent

Disposition: Retain

## **ANNUAL REPORTS**

(Activity of Division throughout year)

Active: Permanent

Disposition: Retain

## **ANTITRUST-LITIGATION AND COUNSELING**

Active: 10 years after close

Disposition: Destroy

## **APPEAL FILES ON MUNICIPAL COURT CASES**

(Records on cases that have been appealed to District Court. May include affidavits, agreements, answers, bail bonds, bills, briefs, citations, commitments, complaints, confessions, discharges, indictments, motions, memos, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, writs, and copies of investigation reports)

Active: Permanent

Disposition: Retain

## **APPOINTMENT BOOKS/CALENDARS**

Active: 2 years

Disposition: Retain calendars only if written notes are included, otherwise destroy

## **ASSET RECORDS**

(Inventory, maintenance records and other related documents for equipment)

Active: Until equipment is sold or becomes surplus

Disposition: Destroy

## **ATTORNEY GENERAL OPINIONS**

(Opinions, letters of advice, copies of legislative bills, correspondence, etc, relating to the legal interpretations, written at the request of the City seeking guidance in enforcing, obeying or interpreting the law)

Active: Permanent

Disposition: Retain

**BANKING AND COMMERCIAL FINANCE FILES**

Active: 10 years after close. For long-term debt agreement, 10 years after expiration

Disposition: Destroy

**BANKRUPTCY FILES**

Active: 7 years after close

Disposition: Destroy

**BOND DOCUMENTS**

(Includes transcripts and other related information)

Active: Until bonds mature

Disposition: Destroy (City Clerk should have permanent retention of Bond Transcript)

**BUDGET PREPARATION FILE**

(Includes correspondence, draft budget requests, computer reports, notes and other miscellaneous materials)

Active: Retain until close of subsequent budget process

Disposition: Destroy

**CAPITAL IMPROVEMENT PLAN**

Active: Permanent

Disposition: Retain

**CATALOGS**

Active: Retain while current

Disposition: Destroy

**CERTIFIED MAIL RECEIPTS**

Active: 1 year

Disposition: Destroy

**CITY CODE BOOK**

Active: Until superseded or obsolete

Disposition: Destroy

**CITY COUNCIL PACKETS**

(Includes minutes, agendas, and other related documents)

Active: 5 years

Disposition: Destroy

**CLAIMS**

Active: 10 years

Disposition: Destroy

## **CLASSIFICATION SPECIFICATIONS**

Active: Retain while current

Disposition: Destroy

## **COLLECTIONS**

Active: 5 years after close

Disposition: Destroy

## **COMMODITIES**

Active: 10 years after close

Disposition: Destroy

## **COMMITTEE FILES-MISCELLANEOUS**

(Includes minutes, agendas, correspondence, rosters, and other related documents from committees that do not originate in the Law Department)

Active: Retain while useful

Disposition: Destroy

## **COMMITTEE FILES- TRANSCRIPT FILES**

(Includes microfilmed or imaged documents. Use the retention schedule of the record series listed herein)

Active: Hard copy of a document can be destroyed after a document has been filmed or scanned, so long as the image has been verified for accuracy.

Disposition: Destroy after imaged (scanned)

## **COMPLAINT FILES**

(Correspondence and documentation of action taken, if any. Retain complaints that are directly related to policy change, permanently)

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

Disposition: Destroy

## **COMMUNICATIONS**

Active: 5 years after close

Disposition: Destroy

## **CONSUMER PROTECTION CASE FILES**

Active: Until resolved, then retain 5 years

Disposition: Destroy

## **CONTRACTS**

(Legal agreements with individuals and organizations. Includes all associated documents)

Active: Until contract (includes drafts) expires or cancelled or conclusion of court case litigation-5 years

Disposition: Destroy

### **CORRESPONDENCE-POLICY RELATED**

(Includes incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the office)

Active: Retain while useful, but not more than 5 years

Disposition: Destroy

### **CORRESPONDENCE-ROUTINE**

(Includes suspense list, inquiries, memos, copies, telephone records, etc)

Active: Retain while useful, but not more than 5 years

Disposition: Destroy

### **CORPORATE**

Active: 10 years offsite

Disposition: Review annually matters that remain open and send files not referenced in the past year off-site; use the "sent-off site" date as the retention period trigger)

### **COUNCIL MEETING CHECKLISTS**

Active: 2 years

Disposition: Destroy

### **CRIMINAL**

Active: Perform annual review after matter closes

Disposition: Destroy

### **CRIMINAL WEAPON VIOLATION CASE FILES**

(Includes diversion agreements and waiver of right to counsel)

Active: Permanent

Disposition: Retain

### **DAILY FEES ACCOUNTING REPORT-VENDOR INFORMATION**

(Contains payee name, permit number and type (if applicable) and amount paid)

Active: 3 years

Disposition: Destroy

### **DEPARTMENT POLICES**

(Department policies as well as incoming and outgoing letters and memoranda that state or form the basis of policy, set precedent, or record important events in the operational and organizational history of the department)

Active: Permanent

Disposition: Retain

### **DIVISION POLICIES**

(As well as incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the department)

Active: Permanent

Disposition: Retain

### **DOCKET SHEETS**

(Includes synopsis of case, individuals involved, and other pertinent information)

Active: Permanent

Disposition: Retain

### **DOMESTIC VIOLENCE CASE FILES**

(Includes diversion agreements and waiver of rights to counsel)

Active: Permanent

Disposition: Retain

### **DUI CASE FILES**

Active: Retain

Disposition: Permanent

### **E-MAIL**

Active: (Decision Pending per Law)

Disposition: (Decision Pending per Law)

### **EMPLOYEE BENEFITS**

Active: 10 years after matter closes

Disposition: Destroy

### **EMPLOYEE PERSONNEL FILES**

(Includes application when hired, evaluations, disciplinary actions, payroll status records and other personnel matters)

Active: Tenure plus 5 years

Disposition: Destroy

### **EVICITION FILES**

Active: 5 years

Disposition: Destroy

### **EXECUTIVE SESSION MOTIONS**

Active: Permanent

Disposition: Retain

**GOVERNING AGENCY REGULATIONS**

(Includes city, state, and federal governing agencies' manuals and requirements)

Active: 5 years

Disposition: Destroy

**HOLD HARMLESS AGREEMENTS**

(Includes ride along agreements, release or liability, and other such agreements)

Active: 5 years

Disposition: Destroy

**HOUSING AUTHORITY EVICTION FILES**

(Includes correspondence and other related documents)

Active: 5 years

Disposition: Destroy

**INCIDENT REPORTS**

(Documentation of incidents occurring in the department)

Active: 5 years

Disposition: Destroy

**MUNICIPAL COURT CASE FILES**

Active: Permanent

Disposition: Retain

**OPEN MEETING NOTICES-KOMA**

(Notices of open meetings throughout the City)

Active: 1 year

Disposition: Destroy

**OPEN RECORDS REQUESTS-KORA**

(Documents related to requests for access to office records and office responses prepared pursuant to the Kansas Open Records Act)

Active: Send copy of request to City Clerk after providing record, and then retain 3 years

Disposition: Destroy

**ORDINANCES-REFERENCE COPY**

Active: 5 years

Disposition: Destroy

**PAYROLL DOCUMENTS**

(Includes time sheets, exception sheets, leave requests, and time away from work requests)

Active: 5years

Disposition: Destroy

### **PERSONAL INJURY**

Active: 15 years after matter closes

Disposition: Destroy

### **PROFESSIONAL ORGANIZATION FILES**

Active: 3 years

Disposition: Destroy

### **PROJECT GENERAL FILES**

(Includes ordinances, resolutions, contracts, specifications, and other documents for projects that are duplicated elsewhere)

Active: 1 year

Disposition: Destroy

### **PROJECT MASTER FILES**

(Includes documentation unique to current department for projects)

Active: Permanent

Disposition: Retain

### **PUBLICATIONS**

(Internally produced newsletters, pamphlets, leaflets and brochures)

Active: 1 year

Disposition: Destroy

### **PURCHASING DOCUMENTS**

(Includes limited purchase orders, purchase orders, direct payment requests and other related documents from all internal and external sources)

Active: 3 years

Disposition: Destroy

### **REAL ESTATE**

Active: 5 years after matter closes

Disposition: Destroy

### **REAL ESTATE DEEDS**

(Includes legal documents pertaining to the ownership of real property)

Active: Permanent

Disposition: Retain

### **REFERENCE BOOKS/JOURNALS**

(Also includes newsletters and seminar notebooks)

Active: Until superseded or obsolete

Disposition: Destroy

**REGULATORY**

Active: 10 years after matter closes

Disposition: Destroy

**RESEARCH FILES**

(Includes drafts and research to support ordinances)

Active: Until superseded or obsolete

Disposition: Destroy

**SPEEDING CASE FILES**

(Includes diversion agreements and waiver of rights to counsel)

Active: Permanent

Disposition: Retain

**STAFF MEETING AGENDAS**

Active: 1 year

Disposition: Destroy

**SUPERVISOR'S FILES**

(Limited to required documents for current oversight of employee; work schedule; leave information; attendance record; overtime hours distribution; current payroll report; current active disciplinary items; last performance evaluation; performance observations since last evaluation; requests for safety equipment and uniforms; worker's compensation information. Purge after every evaluation)

Active: 1 year

Disposition: Destroy

**SUPPLY REQUESTS-INTERNAL**

Active: 3 years

Disposition: Destroy

**TRAINING RECORDS-INDIVIDUAL**

(Record of continuing education course completed, date, and any training certificates)

Active: While individual employee not longer than 5 years after separation

Disposition: Destroy

**TRAVEL DOCUMENTS**

Active: 1 year

Disposition: Destroy

**UNION CONTRACTS**

Active: Until superseded or obsolete, until three successive contracts are approved

Disposition: Destroy

**UTILITIES**

Active: 10 years after matter closes

Disposition: Destroy

**VENDOR FILES**

(Purchases from specific vendors, invoices, correspondence, vouchers, etc.)

Active: 3 years

Disposition: Destroy

**WARRANTY FILES**

(Includes warranties, promises, and other related documents)

Active: 5 years or life of warranty, whichever is longer

Disposition: Destroy

**WORKER'S COMPENSATION PROGRAM RECORDS**

(Includes assessment reports, worker's compensation billings/allocation, experience ratings, loss data, risk and benefits)

Active: 10 years after matter closes

Disposition: Destroy