



# ARTS & CULTURAL SERVICE

## **ACCOUNTS RECEIVABLE**

Active: 3 years

Disposition: Destroy

## **COMMUNITY EVENT APPLICATIONS**

Active: 2 years

Disposition: Destroy

## **MAPS, PLANS, SPECS, CIP PROJECTS**

Active: Until no longer useful

Disposition: Destroy

## **ARTS COUNCIL FINANCIALS**

Active: 7 years

Disposition: Destroy

## **CENTURY II PAYABLES/RECEIVABLES**

Active: 3 years

Disposition: Destroy

## **CENTURY II CONTRACTS**

Active: Number of years contract is active plus 5 years

Disposition: Destroy

## **CULTURAL FUNDING OPERATIONAL AGREEMENTS**

Active: Number of years contract is active plus 5 years

Disposition: Destroy

## **OPERATIONAL AGREEMENTS**

Active: 3 years plus 5 years

Disposition: Destroy

## **FLIGHT FESTIVAL PERFORMERS**

Active: Current year plus 5 years

Disposition: Destroy

**FLIGHT FESTIVAL GROUND OPERATIONS**

Active: Current year plus 5 years

Disposition: Destroy

**COWTOWN FINANCIALS**

Active: Not board related, 3 years if scanned, 7 years if not scanned

Disposition: Destroy

**BOARD FINANCIALS**

Active: 7 years

Disposition: Destroy

**DIVISION BUDGET INFORMATION**

Active: 3 years

Disposition: Destroy

**EMPLOYEE RECORDS**

Active: Length of employee tenure

Disposition: Permanent

**GRANT APPLICATIONS**

Active: Current plus 5 years

Disposition: Destroy

**GWCVB (GREATER WICHITA CONVENTION & VISITORS BUREAU)**

Active: Current plus 5 years

Disposition: Destroy

**INVOICES, PAYABLES, RECEIVABLES**

Active: 3 years if scanned, 7 years if not scanned

Disposition: Destroy

**MEMORABILIA, SCRAPBOOKS, PROGRAMS, PHOTOGRAPHS**

Active: Retain one copy permanently

Disposition: Permanent

**MEMORANDUM OF UNDERSTANDING**

Active: Current year plus 5 years

Disposition: Destroy

**MINUTES, AGENDAS, BOARD OF DIRECTORS**

Active: Retain until no longer useful

Disposition: Destroy

**PAYROLL RECORDS**

Active: 3 years

Disposition: Destroy

**REPORTS**

Active: Retain until no longer useful

Disposition: Destroy

**UTILITY FORMS**

Active: 3 years

Disposition: Destroy

**WICHITA TIX PAYABLES**

Active: 3 years

Disposition: Destroy