



CITY CLERK'S OFFICE

AGENDAS & AGENDA REPORTS

Active: Retain hard copies for 5 years; retain digital copy permanently

Disposition: Permanent

ANNEXATIONS

Active: Permanent

Disposition: Permanent

ANNUAL BUDGET

Active: Permanent

Disposition: Permanent

ANNUAL REPORTS – CITY AGENCIES

Active: Permanent

Disposition: Permanent

ANNUAL REPORTS – OTHER AGENCIES

Active: Retain while useful, not to exceed 5 years

Disposition: Destroy

BOARD OF BIDS

Active: 5 years

Disposition: Destroy hard copies

BOND DOCUMENTS

Active: Until all obligations are paid; inactive 5 years

Disposition: Destroy; retain 1 bond of each series permanently

BOND TRANSCRIPTS OF PROCEEDINGS

Active: Permanent

Disposition: Permanent

BUDGET PREPERATION FILE

Active: Close of subsequent budget process

Disposition: Destroy

CAPITAL IMPROVEMENT PLAN

Active: Permanent

Disposition: Permanent

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: Destroy

CHARTER ORDINANCES

Active: Permanent

Disposition: Permanent

COUNCIL ITEMS

(withdrawn, not adopted or approved)

Active: 5 years

Disposition: Destroy

CITY COUNCIL MINUTES

Active: Permanent

Disposition: Retain electronic copy, destroy hard copy after 5 years

CITY COUNCIL PACKETS

Active: Permanent

Disposition: Retain electronic copy, destroy hard copy after 5 years

CITY COUNCIL RECORDINGS

Active: 7 years

Disposition: Destroy

CLAIMS AGAINST THE CITY

Active: 10 years

Disposition: Destroy

COMMUNITY FILES

Active: 5 years

Disposition: Permanent electronic files, destroy hard copies

CONDEMNATIONS

Active: 5 years

Disposition: Permanent electronic files, destroy hard copies

CONTRACTOR'S LIABILITY INSURANCE/BOND INSURANCE

Active: 5 years after expiration

Disposition: Destroy

CONTRACTS

Active: Permanent electronic files

Disposition: Permanent electronic files

CORRESPONDENCE - ROUTINE

Active: Retain while useful, not to exceed 5 years

Disposition: Destroy

DEEDS

Active: Permanent

Disposition: Permanent

EASEMENTS

Active: Permanent

Disposition: Permanent

FORMS (BLANK)

Active: Until superseded or obsolete

Disposition: Destroy

JOB DESCRIPTIONS

Active: Until superseded or obsolete

Disposition: Destroy

KANSAS GOVERNMENTAL JOURNAL

Active: Retain while useful

Disposition: Destroy

LEGAL NOTICES

Active: 5 years

Disposition: Permanent electronic copy

LICENSING FILES

Active: Until license is expired or obsolete, inactive 5 years

Disposition: Destroy

OATHS OF OFFICE

Active: 6 years

Disposition: Destroy

OPEN RECORDS REQUEST

Active: 3 years

Disposition: Permanent electronic copy, destroy hard copy

ORDINANCES

Active: Permanent

Disposition: Permanent

PETITIONS

Active: 5 years

Disposition: Destroy

PETITIONS FOR BALLOT

Active: Permanent

Disposition: Permanent

PROOF OF PUBLICATION

Active: Permanent

Disposition: Permanent, retain hard copy with original ordinance

REFERENCE BOOKS/JOURNALS

Active: Until superseded or obsolete

Disposition: Destroy

RESOLUTIONS

Active: Permanent

Disposition: Permanent

SCRAPBOOKS OF HISTORICAL INFORMATION

Active: Permanent

Disposition: Permanent

SUMMONS

Active: Permanent

Disposition: Permanent

SUPERVISOR'S FILES

Active: Active while employee is under director supervision; inactive 1 year

Disposition: Destroy

SURVEYS AND STUDIES

Active: 5 years

Disposition: Destroy

TRAINING RECORDS

Active: While individual is employed; inactive 5 years

Disposition: Destroy