



CITY COUNCIL OFFICE

COUNCIL MEMBER FILES

Active: Retain while useful

Disposition: Destroy

CITY OF WICHITA SERVICE AWARDS

Active: 8 years

Disposition: Destroy

COMMITTEE FILES

Active: Retain while useful

Disposition: Destroy

COMPLAINT FILES

Active: Retain while useful, not more than 5 years

Disposition: Destroy

CORRESPONDENCE

Active: Retain while useful, not more than 5 years

Disposition: Destroy

HISTORY FILES ON CITY COUNCIL

Active: Permanent

Disposition: Permanent

MAYOR/COUNCIL MEMBER FILES

Active: Retain while useful

Disposition: Destroy

MISC. DOCUMENTS PRIOR TO 2007

Active: Retain while useful

Disposition: Destroy

PRESENTATION LISTS

Active: 8 years

Disposition: Destroy

PHONE MESSAGES

Active: 2 years

Disposition: Destroy

PROCLAMATION REQUEST WITH COUNCIL SIGNATURE SHEETS

Active: 8 years

Disposition: Destroy

RESEARCH FILES

Active: Retain while useful

Disposition: Destroy

TRAVEL AND EXPENDITURES

Active: 1 year

Disposition: Destroy

WICHITA AREA SISTER CITIES FILES

Active: Permanent

Disposition: Permanent