



LAW DEPARTMENT

ANNEXATION CASE FILES

(Includes consents, petitions, and other related documents)

Retain Paper: 2 years after close

Disposition: Destroy

Scan to LF: Yes

Retain Scan: Permanent

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)

Retain Paper: 2 years after close

Disposition: Destroy

Scan to LF: Yes

Retain Scan: Permanent

ASSET RECORDS

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

Retain: Until equipment is sold or becomes surplus

Disposition: Destroy

Scan to LF: No

BANKRUPTCY FILES

Retain Paper: Do not retain

Scan to Law Shared Drive/Bankruptcy Folder: Yes

Retain Scan: Permanent

BOND DOCUMENTS

(Includes transcripts and other related information)

Retain Paper: Until bonds mature

Disposition: Destroy after maturity (City Clerk should have permanent retention of Bond Transcript – confirm with Karen S. in writing)

Scan to LF: No

BUDGET PREPARATION FILE

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

Retain Paper: Until close of subsequent budget process

Disposition: Destroy

CITY CODE BOOK

Retain: Until superseded or obsolete
Disposition: Destroy
Scan to LF: No

CITY COUNCIL PACKETS and EXECUTIVE SESSION MOTIONS

Retain Paper: 2 years
Disposition: Destroy
Scan to LF: No

CIVIL LITIGATION FILES

(Includes tort claims, evictions, foreclosures, civil rights, land use, real estate)
Retain Paper: 2 years after close
Disposition: Destroy
Scan to LF: Yes
Retain Scan: 20 years after close

CLAIMS

Retain Paper: 5 years
Disposition: Destroy
Scan to LF: Yes
Retain Scan: 10 Years

COMMITTEE FILES - MISCELLANEOUS

(Includes minutes, agendas, correspondence, rosters, and other related documents from committees that do not originate in the Law Department)
Retain: While useful
Disposition: Destroy
Scan to LF: No

CRIMINAL CASE FILES/DIVERSION CONTRACTS

Retain Paper: While open
Disposition: Destroy
Scan to LF: Yes
Retain Scan: Permanent

DEPARTMENT POLICIES

(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)
Retain Paper: Most recent version
Disposition: Destroy previous versions
Scan to LF: No

DOCKET SHEETS

(Includes synopsis of case, individuals involved, and other pertinent information)
Retain Paper: Until scanned
Disposition: Destroy after scanned
Scan to LF: Yes
Retain Scan: 5 years

EMPLOYEE PERSONNEL FILES

(Includes application and resume when hired, emergency information, evaluations, disciplinary actions, payroll status records, work schedule, leave information, attendance record, overtime hours distribution, current payroll report, performance observations since last evaluation, requests for safety equipment and uniforms; worker's compensation information, training records, and CLE courses)

Retain Paper: Tenure plus 5 years

Disposition: Destroy

Scan to LF: No

INCIDENT/INJURY REPORTS

(Documentation of incidents occurring in the department)

Retain Paper: 3 years

Disposition: Destroy

Scan to LF: Yes

Retain Scan: 5 years

KANSAS OPEN RECORDS REQUESTS (KORA)

Retain Paper: 1 year (Media requests are kept permanently)

Disposition: Destroy

Scan to LF: Yes

Retain Scan: 5 years

PROJECT & RESEARCH GENERAL FILES

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

Retain Paper: Until project or research is complete or longer at direction of attorney

Disposition: Destroy

Scan to LF: No

REFERENCE BOOKS/JOURNALS/SEMINAR NOTEBOOKS/NEWSLETTERS

Retain Paper: Until superseded or obsolete

Disposition: Destroy

Scan to LF: No

TRAVEL DOCUMENTS

Retain: 1 year

Disposition: Destroy

Scan to LF: No

