



PARKS AND RECREATION

ACCOUNTING OFFICE

CASH REPORTS, RECEIPTS, TELLER/MAIL IN REPORTS, & SUPPORTING DOCUMENTS

Active: 3 years

Disposition: Destroy

CLASSIFICATION SPECIFICATIONS

Active: Retain while useful

Disposition: Destroy

ADMINISTRATION

ACCIDENT REPORTS/CLAIMS

Active: 5 years

Disposition: Destroy

ANNUAL REPORTS

Active: 3 years

Disposition: Retain, send to Historical Authority

BUDGET FILES

Active: Retain while useful

Disposition: Retain

CAPITAL IMPROVEMENT PLAN (CIP)

Active: Retain while useful

Disposition: Retain

CATALOGS

Active: Retain while useful

Disposition: Destroy

CEMETERY RECORDS

Active: 1 year

Disposition: Destroy

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: Destroy

CLAIMS

Active: Retain while useful, not more than 5 years pending litigation

Disposition: Retain

COMMITTEE FILES

(Minutes, agendas and related documents for committees that are not Park Dept. related)

Active: Retain while useful

Disposition: Destroy

COMMITTEE FILES

(Minutes, annual rosters, transcripts)

Active: 1 year

Disposition: Destroy

COMPARISON FILES

(Weekly, monthly reports showing receipts)

Active: 1 year

Disposition: Destroy

COMPLAINT FILES

(Correspondence and documentation of action taken)

Active: 5 years

Disposition: Retain

CONTRACTS

(Vendor agreements, labor unions, contractors)

Active: 5 years

Disposition: Retain

CORRESPONDENCE

(Telephone records, routine correspondence)

Active: Retain while useful

Disposition: Destroy

DAILY ASSIGNMENT SHEET

(Employee daily assignments)

Active: 1 year

Disposition: Destroy

DEEDS

(Park land deeds)

Active: Permanent

Disposition: Permanent

DIVISION POLICIES

(All documents that state the basis for policy, set precedent or record important events in the operations and organizational history of the dept.)

Active: Until obsolete

Disposition: Destroy

DIVISION RECORDS

(memos, letters)

Active: 1 year

Disposition: Destroy

FORMS

(Departmental form supply)

Active: Until obsolete

Disposition: Destroy

GOLF COURSE RECORDS

(All documentation, contracts and agreements pertaining to the City golf courses)

Active: Permanent

Disposition: Retain

GOVERNING AGENCY REGULATIONS

(City, State, Federal manuals)

Active: Retain while useful

Disposition: Destroy

GRANT ADMINISTRATIVE & FINANCIAL FILES

(Applications, award notices, public hearing notices, RFPs, purchase orders, etc)

Active: 5 years

Disposition: Retain

HOLD HARMLESS AGREEMENT

(Ride along agreements, release of liability, etc.)

Active: 5 years

Disposition: Destroy

INCIDENT REPORTS

(On the job injuries)

Active: 5 years

Disposition: Destroy

INVENTORIES

(Trees, equipment, uniforms, records, vehicles and other accountable items)

Active: As long as asset exists or until obsolete

Disposition: Destroy

NEWSPAPER FILES

Active: 5 years

Disposition: Retain, send to Historical Authority

OPEN RECORDS REQUESTS

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

Active: Retain while useful
Disposition: Destroy

ORDINANCES

(Reference copy)
Active: Retain while useful
Disposition: Destroy

PARK BOARD GENERAL FILES

(Handouts, minutes, agendas and annual rosters)
Active: Permanent
Disposition: Permanent

PARK DEVELOPMENT PLANS

(Specifications and drawings of park facilities and land)
Active: Retain while useful
Disposition: Destroy

PAYROLL DOCUMENTS

(Time sheets, leave requests, time away from work requests, payroll adjustment records and payroll warrants registers)
Active: Length of employment plus 5 years
Disposition: Destroy

PROJECT MASTER FILES

(Documentation unique to current division for projects)
Active: Permanent
Disposition: Permanent

PURCHASING DOCUMENTS

(Limited purchase orders, purchase orders, direct payment requests, inter-fund transfers and other related documents from all internal and external sources)
Active: 1 year
Disposition: Destroy

RECEIPTS/TICKET STUBS/DEPOSIT SLIPS

(Daily listing of monies received and accounts credited)
Active: 3 years
Disposition: Destroy

REFERENCE BOOKS AND JOURNALS

(Newsletters and seminar notebooks)
Active: Retain while useful
Disposition: Destroy

SCHOLARSHIP INFORMATION

(Application for current catalogs)
Active: 2 days
Disposition: Destroy

SCRAPBOOKS AND ALBUMS OF HISTORICAL INFORMATION

(Collection of misc. documents, newspaper clippings and pictures regarding department's history)

Active: Permanent

Disposition: Send to Historical Authority

STRATEGIC PLANNING DOCUMENTS

(Files used in preparation of City and department strategic plan)

Active: Retain while useful

Disposition: Destroy

TRAINING RECORDS

(Training manuals, course outlines and listing of all courses offered with dates)

Active: 2 years

Disposition: Destroy

VEHICLE OPERATION RECORDS

(Documents related to the use of City owned vehicles)

Active: 3 years

Disposition: Destroy

VOLUNTEER RECORDS

(Application, job description, training, recruitment records, recognition, KBI background checks, liability waiver and emergency medical authorization form, schedule accomplishments, health screening, address and related documents)

Active: Retain while useful

Disposition: Destroy

WARRANTY FILES

(Warranties, promises and other related)

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

Disposition: Destroy