



TRANSIT

ACCESS TO JOB FILES

(Grant application forms, labor union letters, legal publication notices, quarterly reports to FTA)

Active: Until grand ends

Disposition: Destroy

ACCOUNTS PAYABLE, CHARTERS, JVS, REQUISITIONS, PURCHASE ORDERS

Active: 3 years

Disposition: Destroy

APPEAL FORM AND GUIDELINES

Active: 3 years

Disposition: Destroy

CITY INTEGRATED EMERGENCY RESPONSE PLAN

Active: 3 years

Disposition: Destroy

CONTRACTS

Active: 3 years

Disposition: Destroy

DISADVANTAGE BUSINESS ENTERPRISE (DBE) CERTIFICATION

Active: 3 years

Disposition: Destroy

DISASTER CONTINGENCY PLAN

Active: 3 years

Disposition: Destroy

EQUAL EMPLOYMENT OPPORTUNITIES (EEO) MANUAL

Active: 3 years

Disposition: Destroy

MAINTENANCE RECORDS

(Equipment, building and vehicle (preventive maintenance, repairs, and other related documents)

Active: Permanent

Disposition: Permanent

PUBLIC HEARINGS

Active: 3 years
Disposition: Destroy

QUARTERLY REPORTS TO FTA FOR ACCESS TO JOBS

Active: 3 years
Disposition: Destroy

REFERRAL FORMS FOR CLIENTS

Active: Until grant ends
Disposition: Destroy

RENEWAL FORMS FROM VENDORS

Active: Until grant ends
Disposition: Destroy

TRAVEL EXPENSE REPORTS

Active: 3 years
Disposition: Destroy

ACCOUNTS RECEIVABLE FILES

Active: 3 years
Disposition: Destroy

AMERICANS DISABILITY ACT

Active: 3 years
Disposition: Destroy

CERTIFICATIONS AND ASSURANCES, GRANTS, TITLE VI, DBE GOALS AND REPORTS, TRIENNIAL REVIEWS

Active: 3 years
Disposition: Destroy

CITY BUDGET FILES

Active: 3 years
Disposition: Destroy

CITY OF WICHITA – PUBLIC IMPROVEMENT PLAN (PIP)

Active: 1 year
Disposition: Destroy

CITY OF WICHITA – STATE TRANSPORTATION IMPROVEMENT PLAN (STIP)

Active: Every other year
Disposition: Retain

CITY OF WICHITA – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Active: Every 3rd year

Disposition: Retain

CITY OF WICHITA - UPWP

Active: 1 year

Disposition: Destroy

DRUG AND ALCOHOL TESTING

Active: 1 month

Disposition: Destroy

FEDERAL PLANNING

Active: 3 years

Disposition: Destroy

FEDERAL AND STATE GRANTS

Active: 3 years after grant closed

Disposition: Destroy

FINANCIAL AUDIT FILES

Active: 3 years

Disposition: Destroy

ADA APPEALS

Active: 3 years

Disposition: Destroy

HISTORIC DATA

Active: Permanent

Disposition: Permanent

MOBILITY PLANNING PROJECT

Active: Permanent

Disposition: Permanent

PARATRANSIT (ADA)

(Wide assortment of files; approved eligibility applications, eligibility and service suspension appeals, returned eligibility applications, letters to clients, FTA service capacity assessment, PAC related, reports, RFPs)

Active: 3 years

Disposition: Destroy

PERCH MOS

(Tracking information submitted by human service agencies relative to the reporting requirement outlined in the purchased ride agreement)

Active: Permanent

Disposition: Permanent

PERSONNEL FILES

Active: Permanent

Disposition: Permanent

PROCUREMENT FILES

Active: 3 years after contract ends

Disposition: Destroy

SAFETY AND SECURITY

Active: 3 years

Disposition: Destroy

TRANSIT POLICIES AND PROCEDURES

Active: Permanent

Disposition: Permanent

TRANSPORTATION IMPROVEMENT PROGRAMS

Active: 3 years

Disposition: Destroy

UNIFIED WORK PROGRAMS

Active: 3 years

Disposition: 3 years