

## CITY COMMISSION POLICY

**Policy 17**  
**March 13, 1975**

### **Subject: Acceptance, Display and Disposition of Gifts and Other Memorabilia by the City**

When, from time to time, the City of Wichita or the Board of City Commissioners receives gestures of friendship or appreciation of thanks in the form of tangible gifts, such as plaques and other memorabilia, these gifts normally are considered as property of all the citizens of Wichita. As such they are to be kept under the control of the City of Wichita. Exceptions to this norm, however, do occur when gifts are presented to Commissioners and/or employees of the City of Wichita by name and are intended as a personal gesture. Whether such a gift is intended to be personal or not is generally indicated by the giver. If no indication is made, that decision must be directed by the good conscience of the receiver.

#### Personal Gestures

When memorabilia are presented to individuals by name and are intended as a personal gift, the disposition of such gifts shall be at the discretion of the individual involved.

#### Presentations to the City and to the City Commission

Gifts and memorabilia which are presented to the City of Wichita and to the City Commission, or staff and members thereof, shall be displayed in an appropriate public location in City Hall, 455 N. Main.

At City Hall these public locations shall be:

1. Inside the Mayor's and the City Commission's suite of offices.
2. Inside the Commission Conference Room.
3. Areaways leading to the City Commission Meeting Room.
4. In display cases which may be provided for such purpose.

None of these articles is to be hung on the brick façade walls of City Hall.

Articles presented to the City of Wichita and to the City Commission shall be placed on display within five working days following the date of presentation and in the case of wall hangings, a work order requesting the installation of the proper hanging device shall be entered, in writing, with Building Services within five working days following the date of presentation. In the case of presentations to City employees, the responsibility for causing the article to be displayed shall be the employee's department director, working with the Mayor's Office to obtain the proper display location. In the case of presentations to the City of Wichita, the City Commission, or individual City Commissioners, the responsibility for causing the article to be displayed shall rest with the Mayor's Office staff.

## CITY COMMISSION POLICY

### Disposition of Memorabilia

Each year, within the first month after the election of a new mayor, the Mayor's Office staff shall make an inventory of articles and memorabilia on display. This inventory shall contain recommendations concerning which articles are to be retained on display in City Hall and which are to be removed. The inventory shall be in the form of a written memorandum to the Mayor and a copy of this memorandum shall be sent to the City Manager.

With the written concurrence of the Mayor and the City Manager, the Mayor's Office staff shall then dispose of the articles in the following manner:

1. A meeting shall be arranged with the director of the Art Museum, the Historical from the Wichita City Library, and the Director of the Wichita Historical Museum
2. The articles which the City wishes to dispose of shall be offered to the above organizations on a permanent "loan" basis. A record of where these articles are located shall be kept in an inventory by the Mayor's Office.
3. Articles not chosen by any of the three above-mentioned organizations shall be listed in the inventory kept by the Mayor's Office and the actual article shall be placed in permanent underground storage with the City's inactive files.

The intent of this Policy is to retain items for the City, which at present may seem unimportant, but in the future may be of value to historians