

ARTS AND CULTURE

ACCOUNTS RECEIVABLE – CENTURY II

Active: 3 years

Disposition: Destroy

APPLICATIONS – COMMUNITY EVENTS

Active: 2 years

Disposition: Destroy

ARCHITECTURAL, MAPS, PLANS, SPECIFICATIONS, CIP PROJECTS

Active: Until no longer useful

Disposition: Permanent

ARTS COUNCIL FINANCIALS

(Invoices, payables, receivables, budget)

Active: 7 years

Disposition: Destroy

CENTURY II PAYABLES, RECEIVABLES

Active: 3 years

Disposition: Destroy

CONTRACTS – CENTURY II

Active: Number of year's contract is active plus 9 years

Disposition: Destroy

CONTRACTS – CULTURAL FUNDING OPERATIONAL AGREEMENTS, FLIGHT FESTIVAL/PERFORMERS

Active: Number of year's contract is active plus 5 years so Operational Agreements are 5 years plus five years; Flight Festival performers are current year plus 5 years

Disposition: Destroy

CONTRACTS – FLIGHT FESTIVAL GROUND OPERATIONS

Active: Current year plus 5 years

Disposition: Destroy

COWTOWN FINANCIALS

(Invoices, payables, receivables, budgets)

Active: Financials not board related-3 years if scanned to Laserfiche, 7 years if not scanned to Laserfiche;

Board financials-7 years.

Disposition: Destroy

DIVISION BUDGET INFORMATION

Active: 3 years

Disposition: Destroy

EMPLOYEE RECORDS

(Century II, City Arts, Cowtown, and Indian Center/Board of Trustees)

Active: Length of employee tenure

Disposition: Permanent storage

GRANT APPLICATIONS

Active: Current year plus 5 years

Disposition: Destroy

GREATER WICHITA CONVENTION & VISITORS BUREAU (GWCVB)

Active: Current year plus 5 years

Disposition: Destroy

INVOICES, PAYABLES AND RECEIVABLES

Active: 3 years if scanned to Laserfiche; 7 years if not scanned

Disposition: Destroy

MEMORABILIA, SCRAPBOOKS, PROGRAMS, PHOTOGRAPHS

Active: Retain one copy permanently. Retain one copy of programs/posters/playbills permanently

Disposition: Permanent until deemed no longer viable for archive.

MEMORANDUM OF UNDERSTANDING (MOU'S)

Active: Current year plus 5 years

Disposition: Destroy

MINUTES, AGENDAS, BOARD OF DIRECTORS

(Arts Council and Design Council)

Active: Retain until no longer useful

Disposition: Permanent storage

PAYROLL RECORDS

Active: 3 years

Disposition: Destroy

RENTAL AGREEMENTS – COWTOWN

Active: Current year plus 5 years

Disposition: Destroy

REPORTS

Active: Retain until no longer useful

Disposition: Permanent storage

UTILITY FORMS

Active: 3 years

Disposition: Destroy

WICHITA TIX PAYABLES

Active: 3 years

Disposition: Destroy