

CITY CLERK

AGENDAS AND AGENDA REPORTS

(City Council Agendas and supporting documents, petitions, bond documents, contracts, agreements, supplemental documents)

Active: Retain hard copies 5 years; contracts, agreements and petitions are returned to departments which submitted. Electronic copies are scanned in Laserfiche.

Disposition: Destroy

ANNEXATIONS CASE FILES

Active: Permanent

Disposition: Retain

ANNUAL BUDGET

(Operating and Annual Budget for City)

Active: Permanent

Disposition: Retain

ANNUAL REPORTS – CITY AGENCIES

Active: Permanent

Disposition: Retain electronic copy

APPOINTMENT BOOKS AND CALENDARS

Active: Retain calendars only if written notes are included, 2 years

Disposition: Destroy

BOARD OF BIDS

Active: 5 years

Disposition: Destroy

BUDGET PREPARATION FILE

Active: Close of subsequent election process

Disposition: Destroy (hard copies)

CANDIDATE FILING DOCUMENTS/CITY ELECTIONS

Active: Keep hard copies until close of subsequent election process (electronic copies in Laserfiche)

Disposition: Destroy

CAPITAL IMPROVEMENT PLAN

(Plan of City)

Active: Permanent

Disposition: Retain

CATALOGS

Active: Active while current

Disposition: Destroy

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: Destroy

CHARTER ORDINANCES

Active: Permanent

Disposition: Retain hard copies and electronic copies

CITY CODE BOOK

Active: Permanent

Disposition: Retain 1 copy

CITY COUNCIL ITEMS (WITHDRAWN, NOT ADOPTED OR APPROVED)

Active: 5 years

Disposition: Destroy

CITY COUNCIL MINUTES

Active: Permanent

Disposition: Retain electronic/scanned in Laserfiche

CITY COUNCIL ELECTRONIC AGENDA PACKETS

Active: Permanent

Disposition: Retain electronic/scanned in Laserfiche

CITY COUNCIL RECORDINGS

(Audio and video tapes of Council Meetings)

Active: 10 years

Disposition: Destroy

CLAIMS AGAINST THE CITY (ELECTRONIC FORM)

(Originals go to the Law Department)

Active: 10 years

Disposition: Destroy

COMMITTEE FILES

Active: Retain while useful

Disposition: Destroy

COMPREHENSIVE ANNUAL FINANCIAL REPORTS

Active: Permanent

Disposition: Retain

COMMUNITY FILES

(Board minutes of committees)

Active: Permanent

Disposition: Retain electronic copies

CONDEMNATIONS

Active: Paper copies, active 1 year

Disposition: Destroy (electronic permanent)

CONTRACTOR'S LIABILITY INSURANCE/BOND INSURANCE

Active: 5 years after expiration

Disposition: Destroy

CONTRACTS

Active: Paper copy, return to originating department

Disposition: Electronic copy permanent

CORRESPONDENCE (ROUTINE)

(Inquiries, memos, copies, telephone records, etc)

Active: Retain while useful; but not more than 5 years

Disposition: Destroy

DEEDS

(Property owned by the City)

Active: Permanent

Disposition: Retain

EASEMENTS

Active: Permanent

Disposition: Retain

KANSAS GOVERNMENTAL JOURNAL

(See also Reference Books)

Active: Permanent

Disposition: Retain

LEGAL NOTICES

Active: 5 years

Disposition: Destroy

LICENSING FILES

(Applications)

Active: Permanent

Disposition: Retain

OATH OF OFFICE

Active: 6 years

Disposition: Retain electronic copy

OPEN RECORD REQUESTS (KORAS)

Active: 3 years

Disposition: Destroy (Electronic retain)

ORDINANCES

Active: Permanent

Disposition: Retain hard and electronic copies

PETITIONS

Active: 5 years; seek archival approval before destroying

Disposition: Destroy

PETITIONS TO PUT ISSUE ON BALLOT

Active: Permanent

Disposition: Retain

PROOF OF PUBLICATION

Active: Permanent

Disposition: Retain with original ordinances

RECORD MANAGEMENT RECORDS

(Inventories, destruction lists, transfer records and other related documents)

Active: Permanent

Disposition: Retain

REFERENCE BOOKS/JOURNALS

(Also includes newsletters and seminar notebooks)

Active: Until superseded or obsolete

Disposition: Destroy

RESOLUTIONS

Active: Return paper copy to department

Disposition: Electronic copy retain permanently

SCRAPBOOKS AND ALBUMS OF HISTORICAL INFORMATION

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

Active: Permanent

Disposition: Retain

SUMMONS

Active: Paper copy returned to Law Department

Disposition: 5 years electronic copy

SUPERVISOR'S FILES

(Limited to required documents for current oversight of employee; work schedule; leave information; attendance record; overtime hours distribution, current payroll status report; current active disciplinary tract items one year after resolution or per contract; last performance evaluation; performance observations since the last evaluation positive or negative; and worker's compensation)

Active: While employee is under direct supervision

Inactive: 1 year

Disposition: Destroy

TRAINING RECORDS (INDIVIDUAL)

(Record of continuing education course completed, date, and any certificates.)

Active: While individual is employed

Inactive: 5 years

Disposition: Destroy