

CITY COUNCIL OFFICE

APPOINTMENT BOOKS/CALENDARS

(Retain calendars only if written notes are included)

Active: 2 years

Disposition: Destroy

CATALOGS

Active: Retain while current

Disposition: Destroy

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: Destroy

CITY CODE BOOK

Active: Until supersedes or obsolete

Disposition: Destroy

CITY COUNCIL COMMITTEE MINUTES

Active: Permanent

Disposition: Retain 1 copy

CITY COUNCIL MEMBER FILES

Active: Retain while useful

Disposition: Destroy

CITY COUNCIL PACKETS

Active: 1 year

Disposition: Destroy

CITY OF WICHITA SERVICE AWARDS A/K/A RETIREMENT CERTIFICATES

Active: 8 years

Disposition: Destroy

COMMITTEE FILES (MISCELLANEOUS)

Active: Retain while useful

Disposition: Destroy

COMPLAINT FILES

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

Disposition: Destroy

CONTRACTS

Active: Until contract expires or cancelled

Inactive: 5years

Disposition: Destroy

CORRESPONDENCE-ROUTINE

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

Disposition: Destroy

COUNCIL MEMBERS MISCELLANEOUS CORRESPONDENCE/PROTESTS

Active: Permanent

Disposition: Retain

GOVERNING AGENCY REGULATIONS

(Includes City, State, and Federal governing agencies' manuals and requirements)

Active: Until supersedes or obsolete

Disposition: Destroy

HISTORY FILES ON CITY COUNCIL

Active: On-going

Disposition: Permanent

MAYOR AND CITY COUNCIL MEMBERS FILES

(Copies of correspondence, resolutions, ordinances and other information relating to the specific Council Member)

Active: Retain while useful

Disposition: Destroy

MISCELLANEOUS DOCUMENTS PRIOR TO 2007

Active: Retain while useful

Disposition: Destroy

PRESENTATION LISTS FOR CITY COUNCIL MEETINGS

Active: 8 years

Disposition: Destroy

PHONE MESSAGES

Active: 2 years

Disposition: Destroy

PROCLAMATION REQUESTS WITH COUNCIL SIGNATURE SHEETS

(Letter size paper with blue memo signatures sheets)

Active: 8 years

Disposition: Destroy

RESEARCH FILES

(Records of research conducted on subjects in response to Council Member request)

Active: Retain while useful

Disposition: Destroy

TRAVEL AND EXPENDITURES

Active: 1 year

Disposition: Destroy

WICHITA AREA SISTER CITIES FILES

Active: Permanent

Disposition: Retain