

CITY MANAGER'S OFFICE (CMO)

ACCOUNTS PAYABLE

(Original invoices, requisitions, purchase orders, backup materials for billing)

Active: 3 years

Disposition: Destroy

ADMINISTRATIVE REGULATIONS

(All original signed documents)

Active: Permanent

Disposition: Retain on CMO portal and original hard copy

CITY MANAGER'S REVIEW BOARD FILES

(Disposition of formal complaints heard by Review Board)

Active: 5 years pending litigation

Disposition: Permanent

CITY NEWSLETTERS

(Newsletters sent to employees)

Active: 1 year

Disposition: Destroy

CITY WIDE NOTICES

(Information sent to employees)

Active: 1 year

Disposition: Destroy

CORPORATE FILES

(Files regarding the overall governing body and its components; the establishment and expansion of it and its components; and the duties and responsibilities of each unit, etc)

Active: Permanent

Disposition: Retain

CORRESPONDENCE (CITY MANAGER)

(Letters/memos from City Manager(s), staff minutes, special committee and task force information, personnel files, special projects and reports in the City Manager's private office)

Active: 5years

Disposition: Permanent

CORRESPONDENCE (OTHER)

(Sister City files, League of Kansas Municipality files, Excellence in Public Service files, administrative professionals seminar files)

Active: Retain while useful, but no more than 5 years

Disposition: Destroy

COUNCIL MEETINGS

(Recording of Council Meetings/DVDs)

Active: Permanent, retain one copy

Disposition: Destroy

COUNCIL WORKSHOP PRESENTATIONS

(PowerPoint presentations given by City staff to City Council in a Council workshop setting, 2003-present)

Active: 10 years

Disposition: Destroy

EMPLOYEE DOCUMENTATION

Active: Tenure + 5 years

Disposition: Destroy

FINANCE FILES

(Files regarding the administration of and accounting for funds. Includes instructions, procedures, records, reports with all supporting correspondence and working papers)

Active: 5 years

Disposition: Destroy (If records originate in CMO, the disposition is permanent)

KANSAS OPEN RECORDS

Active: Original documentation kept in the Law Department/copy kept in City Clerk's office and CMO

Disposition: Copies 3 years then destroy

MONTHLY CREDIT CARD STATEMENTS

Active: 3 years

Disposition: Destroy

NEIGHBORHOOD REVITALIZATION ASSISTANCE RECORDS

(Applications and correspondence)

Active: Rebate term plus 5 years plus an additional 5 years

Disposition: Destroy

OPERATING FILES

(Files regarding the physical facilities and operations serving the City and departments including methods and procedures, records, statistics, supporting correspondence, documents and working papers)

Active: Retain while useful, not to exceed 5years

Disposition: Destroy

PRESS RELEASES

(Hard copies of press releases)

Active: 2 years

Disposition: Destroy

PROJECT FILES

(Files regarding original construction both proposed and works of major capital improvements)

Active: 5 year

Disposition: Destroy

SERVICE FILES

(Files regarding services provided and conducted by the City to the public)

Active: 5 years

Disposition: Destroy

TAX INCREMENT FINANCING DOCUMENTS

Active: Permanent

Disposition: Retain

TIMESHEETS/PAYROLL RECORDS

Active: Length of employment plus 5 years

Disposition: Destroy when notified by the Payroll Department

TRAVEL PAPERWORK

Active: 1 year

Disposition: Destroy