

FINANCE DEPARTMENT

CONTROLLER'S OFFICE

CHECK REGISTERS

Active: Permanent

Disposition: Retain

FINANCIAL REPORTS

Active: Permanent

Disposition: Retain

FIXED ASSET RECORDS

Active: Permanent

Disposition: Retain

INVOICES/PAYMENT DOCS

Active: 5 years

Disposition: Destroy

JOURNAL VOUCHERS

Active: Permanent

Disposition: Retain

MISC. REVENUE RECEIPTS

Active: 5 years

Disposition: Destroy

SALES TAX EXEMPTIONS

Active: 7 years

Disposition: Destroy

TAX FILING AND DEDUCTION PAYROLL REPORTS

Active: Permanent

Disposition: Retain

TRAVEL DOCUMENTS

Active: 10 years

Disposition: Destroy

DEBT MANAGEMENT

PROJECT FILE (PETITION, RESOLUTION, OWNERSHIP LIST, BOND PLAT, WORKING DOCS)

Active: 15 years/until bonds pay out

Disposition: Destroy 10 years past bond maturity or 25 years from date bonds sold

EXPRESS OFFICE

PAYMENTS AND BILL STUBS PROCESSED THROUGH REMITTANCE PROCESSOR ARE BURNED TO A CD

Active: 3 years

Disposition: Destroy

PAYMENTS MANUALLY ENTERED INTO WATER SYSTEM CANNOT BE BURNED TO A CD

Active: 3 years

Disposition: Destroy

WATER PAYMENT INFORMATION

Active: 3 years

Disposition: Destroy

PENSION MANAGEMENT

1099 REPORTS

Active: Permanent

Disposition: Retain

ACCOUNT REPORTS

Active: Permanent

Disposition: Retain

AGENDA PACKETS

Active: 5 years

Disposition: Destroy

AIRPORT PERSONAL TRANSFER TO P AND F

Active: Permanent

Disposition: Retain

ANNUAL REPORTS-OTHER SYSTEM

Active: 2 years

Disposition: Destroy

ANNUAL REPORTS-WER SYSTEM

Active: Permanent

Disposition: Retain

AUDIT FILE

Active: Permanent

Disposition: Retain

BENEFIT ENHANCEMENTS

Active: Permanent

Disposition: Retain

BOARD CONSOLIDATION MISCELLANEOUS

Active: Permanent

Disposition: Retain

BUDGET INFORMATION – IDTS

Active: 5 years

Disposition: Destroy

BUYOUT/BUYBACK MISCELLANEOUS

Active: Permanent

Disposition: Retain

BYLAWS

Active: Permanent

Disposition: Retain

CAFR MISCELLANEOUS

Active: Permanent

Disposition: Retain

CIG HOUSING

Active: Permanent

Disposition: Retain

CITY COUNCIL WER ELIGIBILITY

Active: Permanent

Disposition: Retain

CITY TRANSFER-HEALTH DEPARTMENT

Active: Permanent

Disposition: Retain

CODE OF ETHICS

Active: Permanent

Disposition: Retain

CONSOLIDATION-FIRE MAINTENANCE

Active: Permanent

Disposition: Retain

CONTRACTS

Active: Permanent

Disposition: Retain

CORRESPONDENCE

(Manager, actuary, FA vital)

Active: Permanent

Disposition: Retain

DEFERRED COMPENSATION PROGRAM MANUAL

Active: Permanent

Disposition: Retain

DISABILITY RETIREE TAX RETURNS

Active: Permanent

Disposition: Retain

FINANCIAL REPORTS-WER

Active: Permanent

Disposition: Retain

HARDSHIP FILES

Active: 5 years

Disposition: Retain

HEALTH INS MISC FOR RETIREES

Active: Permanent

Disposition: Retain

INVESTMENT CONSTRAINTS

Active: Permanent

Disposition: Retain

INVESTMENT POLICY

Active: Permanent

Disposition: Retain

INVESTMENT REPORTS

Active: 2 years

Disposition: Destroy

KPERS-MISELLANEOUS

Active: Permanent

Disposition: Retain

LEGAL ISSUES

Active: Permanent

Disposition: Retain

LEGAL OPINIONS

Active: Permanent

Disposition: Retain

MEETING AGENDA PACKETS JOINT INVESTMENT COMMITTEE

Active: 2 years

Disposition: Destroy

MEETING AGENDA PACKETS P AND F

Active: 2 years

Disposition: Destroy

MEETING AGENDA PACKETS-WER

Active: 2 years

Disposition: Destroy

MINUTES

Active: Permanent

Disposition: Retain

MINUTES-WER

Active: Permanent

Disposition: Retain

MISCELLANEOUS CORRESPONDENCE

Active: 2 years

Disposition: Destroy

MONEY MGR MISCELLANEOUS CORRESPONDENCE

Active: 2 years

Disposition: Destroy

NEWSLETTERS

Active: 1 year

Disposition: Destroy

NNCTR, NCPERS AND NAGDCA REPORTS

Active: 5 years

Disposition: Destroy

ORDINANCE AMENDMENTS

Active: Permanent

Disposition: Retain

OFFICE PROCEDURES

Active: Permanent

Disposition: Retain

OPEN RECORDS LAW

Active: Permanent

Disposition: Retain

ORDINANCE REVISIONS

Active: Permanent

Disposition: Retain

PENSION AWARDS CORRESPONDENCE

Active: Permanent

Disposition: Retain

PENSION COUNCIL AGENDA ITEMS

Active: Permanent

Disposition: Retain

PENSION EXPENSE RESEARCH

Active: Permanent

Disposition: Retain

PENSION INTEREST-VARIOUS

Active: Permanent

Disposition: Retain

P AND F 20 YEAR AMORTIZATION

Active: Permanent

Disposition: Retain

P AND F GROWTH MR SEARCH '94

Active: Permanent

Disposition: Retain

PLAN COMPARISONS-MISCELLANEOUS

Active: Permanent

Disposition: Retain

PLAN 2 BETTERMENTS "88/'89

Active: Permanent

Disposition: Retain

PLAN 2 IMPROVEMENT SURVEYS 1995

Active: Permanent

Disposition: Retain

PLAN 3 IMPLEMENT/CORRESPONDENCE

Active: Permanent

Disposition: Retain

PLAN 3 PARTICIPANT REPORTS

Active: Permanent

Disposition: Retain

PLAN QUALIFICATION MISCELLANEOUS

Active: Permanent

Disposition: Retain

POTENTIAL PENSIONER/SPECIAL CASE FILES

Active: Until Death

Disposition: Until Death

QUARTER AND CUTOFF BANK ACTUARIAL REPORTS

Active: Permanent

Disposition: Retain

REFUND/WITHDRAWAL

(Files/Reports)

Active: Permanent

Disposition: Retain

REQUEST FOR PROPOSALS

Active: 2 years

Disposition: Destroy

RETIREE PAYROLL REGISTER/CHARGES

Active: Permanent

Disposition: Retain

RETIREMENT REFUND CONVERSION PLAN 1 TO PLAN 2

Active: Permanent

Disposition: Retain

TAX TREATMENT

Active: Permanent

Disposition: Retain

TRAINING INFORMATION-VARIOUS

Active: Permanent

Disposition: Retain

WEBSITE INFORMATION

Active: Permanent

Disposition: Retain

WER AND P AND F MANUALS

Active: Permanent

Disposition: Retain

WER AND P AND F PLAN BOOKLETS

Active: Permanent

Disposition: Retain

PURCHASING

AGREEMENTS

(Vendor agreements for services or commodities)

Active: 5 years

Disposition: Destroy

Restrictions: Life of Contract plus 5 years

CONTRACTS

(Vendor contracts for services or commodities)

Active: 5 years

Disposition: Destroy

Restrictions: Life of Contract plus 5 years

ESTIMATES

(Basis for purchase orders or contracts)

Active: 5 years

Disposition: Destroy

KANSAS OPEN RECORDS ACT (KORA)

(Request for access to open records)

Active: Retain until no longer useful

Disposition: Destroy

PURCHASE ORDERS

(Documents related to the purchase of goods and services)

Active: 3 years

Disposition: Destroy

REQUEST FOR PROPOSALS

(Basis for purchase orders or contracts)

Active: 5 years

Disposition: Destroy

REQUISITIONS

(Documents related to the purchase of goods and services)

Active: 3 years

Disposition: Destroy

SURPLUS PROPERTY LISTS

(Supporting documents used to remove Capital Equipment from Office Inventory)

Active: 3 years

Disposition: Destroy

RISK MANAGEMENT

ACTUARIAL STUDY

Active: Permanent

Disposition: Retain

AGENDA PACKETS

Active: 5 years

Disposition: Destroy

ANNUAL/MINI ANN REP

Active: Permanent

Disposition: Retain

BLOOD-BORNE PATHOGEN FILES

Active: 30 years

Disposition: Destroy

BOARD MISCELLANEOUS

Active: Permanent

Disposition: Retain

CLAIM FILES

(Includes real and personal property)

Active: 5 years or until all statute of limitations have expired, whichever is longer

Disposition: Destroy

ESTIMATE FILES

Active: Retain

Disposition: Until retired

FORMS

Active: Permanent

Disposition: Retain

HEALTH INSURANCE AND EMPLOYEE BENEFIT DOCUMENTS

(Includes rate history, program design, consultant recommendations specific to design)

Active: Program or policy term

Inactive: 15 years

Disposition: Destroy

HED REGISTERS

Active: Permanent

Disposition: Retain

ICMA

(Enrollment forms, individual files, ordinance/contracts & remittance confirmation)

Active: Permanent

Disposition: Retain

ICMA-MISC CORRESPONDENCE

Active: 5 years

Disposition: Destroy

INCIDENT REPORTS

(Documentation of incidents occurring in current division's facilities)

Active: 5 years

Disposition: Destroy

INDIVIDUAL PAYOUTS

Active: Permanent

Disposition: Retain

INSURANCE POLICIES

Active: 10 years unless an issue is in litigation

Disposition: Destroy

MANUAL QUARTERLY BILLING DATA

Active: Permanent

Disposition: Retain

MOTOR VEHICLE RECORDS

Active: 5 years

Disposition: Destroy

OFFICE SUPPLIES ORDERED

Active: 2 years

Disposition: Destroy

ORDINANCE AND HISTORY

Active: Permanent

Disposition: Retain

PAYMENTS CORRESPONDENCE MGS/MISCELLANEOUS

Active: Permanent

Disposition: Retain

PENDING RETIREMENT CONTRIB WITHDRAWALS

Active: Permanent (Until paid)

Disposition: Retain (Until paid)

PROFESSIONAL ORGANIZATION FILES

Active: 3 years

Disposition: Destroy

PURCHASING MANUAL

Active: Permanent

Disposition: Retain

REFUND RECORDS

Active: Permanent

Disposition: Retain

REQUEST FOR PROPOSALS

Active: Permanent

Disposition: Retain

RETIREE FOLDERS-TERM. DEATH, ETC.

Active: 5 years

Disposition: Destroy

SAFETY COMMITTEE FILES

Active: 5 years

Disposition: Destroy

SAFETY INSPECTION FILES

Active: 5 years

Disposition: Destroy

SELF-INSURANCE CLAIM FILES

(Includes auto physical damage and other self-insured items)

Active: 5 years or until all statute of limitations have expired, whichever is longer

Disposition: Destroy

STATISTICAL REPORTS

Active: Until completed audit

Inactive: 1 year

Disposition: Destroy

TRAVEL CORRESPONDENCE

Active: 5 years

Disposition: Destroy

VAD AND D CONVERS SETUP

Active: Permanent

Disposition: Retain

WC, GL AND PROPERTY ACTUARIAL REPORTS

Active: 5 years

Disposition: Destroy

WORKERS COMPENSATION CLAIM FILES

Retain computerized history for 30 years unless a running Award is active. Retain hard copy files as follows:

Active: 5 years or until all statute of limitations have expired, whichever is longer

Disposition: Destroy

WORKERS COMPENSATION DIRECT PAYMENT REQUESTS

(This does not include all other purchasing documents)

Active: 5 years

Disposition: Destroy

WORKERS COMPENSATION SELF-INSURANCE PERMIT APPLICATIONS AND SUPPORTING DOCUMENTS

Active: Until expired or cancelled

Inactive: 5 years

Disposition: Destroy

TREASURY/EXPRESS RECORDS

ACCOUNT ANALYSIS

Active: 3 years
Disposition: Destroy

ANNUAL REPORTS

Active: 10 years
Disposition: Destroy

AR'S AND AG'S

Active: 3 years
Disposition: Destroy

BANKRUPTCIES

Active: 3 years
Disposition: Destroy

BANK STATEMENTS/RECONCILIATION REPORTS

Active: 3 years
Disposition: Destroy

BANK STATEMENTS

Active: 3 years
Disposition: Destroy

BUSINESS LICENSE APPLICATIONS

Active: 5 years
Disposition: Destroy

CANCELED CHECKS

Active: 3 years
Disposition: Destroy

CASH REPORTS, RECEIPTS AND TELLER RECEIPTS

Active: 3years
Disposition: Destroy

CHECK REGISTERS

Active: 3 years
Disposition: Destroy

COLLECTION LETTERS

Active: 5 years
Disposition: Destroy

COMMERCE ANALYSIS REPORTS

Active: 3 years

Disposition: Destroy

COMMERCE CREDIT CARD REPORT

Active: 3 years

Disposition: Destroy

COMMERCE REPO CONFIRMATION

Active: 3 years

Disposition: Destroy

CORPORATE TRADE REPORTS

Active: 3 years

Disposition: Destroy

DOG PERMITS

Active: 5 years

Disposition: Destroy hard copy, retain imaged document

EXCISE TAX REPORTS

Active: 5 years

Disposition: Destroy

FALSE ALARM FILES

Active: 3 years

Disposition: Destroy

GARAGE SALE PERMITS

Active: 5 years

Disposition: Destroy

IDLE FUNDS REPORTS

Active: 3 years

Disposition: Destroy

INTEREST DISTRIBUTION REPORTS

Active: 3 years

Disposition: Destroy

INVESTMENT PURCHASES AND MATURITIES

Active: 3 years

Disposition: Destroy

LICENSE APPLICATIONS

Active: 3 years (10 years microfilm)

Disposition: Destroy

MANUAL CHECKS

Active: 3 years

Disposition: Destroy

NON-SUFFICIENT FUNDS CHECKS REPORTS/DATA

Active: 3 years

Disposition: Destroy

PAYMENT CANCELLATION (VOIDS)

Active: 3 years

Disposition: Destroy

POS PACKETS

Active: 3 years

Disposition: Destroy

RFP ANALYSIS

(Collection services, bank services, parking meters, investment accts, request for information, credit cards, computer services, & false alarms)

Active: 5 years

Disposition: Destroy

SYMPRO MONTHLY INVEST REPORT

Active: 3 years

Disposition: Destroy

STOP PAYMENT BACK-UP

Active: 3 years

Disposition: Destroy

TR-CC-WT

Active: 3 years

Disposition: Destroy

TREASURY DEPOSITS

Active: 3 years

Disposition: Destroy

TREASURY MEDIA

Active: 3 years

Disposition: Destroy

UNCLAIMED PROPERTY

Active: 3 years

Disposition: Destroy

VENDOR GARNISHMENTS

Active: 3 years

Disposition: Destroy