

HUMAN RESOURCES

ADMINISTRATION/CLASSIFICATION/COMPENSATION

ACCIDENT REPORTS

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

Active: 5 years

Disposition: Destroy

ACCOUNTS PAYABLE RECORDS

Active: Retain 3 fiscal years

Disposition: Destroy

ASSESSMENT CENTER DOCUMENTATION

Active: Retain 4 years

Disposition: Destroy

BUDGET PREPARATION FILES

(Annual)

Active: Retain until audit completed (5 years for reference)

Disposition: Destroy

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: Destroy

CIVIL RIGHTS FILES

Active: 2 years after file is closed

Disposition: Destroy

CLASSIFICATION REQUEST FILES

Active: Retain 1 copy in Laserfiche

Disposition: Permanent

COMPENSATION HISTORY-YEARLY CHANGES FROM 1980

Active: Retain 1 copy in Laserfiche

Disposition: Permanent

COMPLAINT FILES

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

Disposition: Destroy

CONTRACTS

(Services Used by HR)

Active: Expiration of contract plus 5 years

Disposition: Destroy

CORRESPONDENCE –POLICY RELATED

Active: 5 years

Disposition: Laserfiche/permanent storage

CORRESPONDENCE - ROUTINE

Active: Until no longer useful

Disposition: Destroy

DIVISION POLICIES

Active: Retain

Disposition: Permanent

EEO GRIEVANCES/COMPLAINTS

(Complaint Investigation Files)

Active: Length of employment plus 5 years

Disposition: Permanent

EEO PLANS

(Compliance with Laws and Regulations)

Active: Retain

Disposition: Permanent

EXEMPT POSITION STUDY 2005-06 APPEALS

Active: Retain until superseded

Disposition: Destroy

EXEMPT POSITIONS STUDY 2005-06 DEPARTMENT FILES

Active: Retain until superseded

Disposition: Destroy

EXEMPT POSITION STUDY 2005-06 FOX LAWSON PROPOSAL

Active: Indefinite

Disposition: Retain copy in Laserfiche

EXEMPT POSITION STUDY 2005-06 POSITION DESCRIPTION QUESTIONNAIRES

Active: Until superseded plus 3 years

Disposition: Destroy

EMPLOYEE APPLICATIONS-NOT HIRED

(Electronic Copies of Applications for Employment)

Active: Prior to 10/06 all paper applications were retained 4 years then destroyed. After 10/06, online applications are stored electronically.

Disposition: Destroy paper/retain electronic

EMPLOYMENT ELIGIBILITY FORMS (I-9'S)

Active: Retain for length of employee tenure plus 3years, and then destroy

Disposition: Destroy

HANDBOOK, DECISION BAND METHOD OF JOB EVALUATION-EXEMPT EMPLOYEES

Active: Until superseded plus 3 years

Disposition: Destroy

HISTORIC JOB DESCRIPTION NOTEBOOKS

Active: Indefinitely

Disposition: Retain copy in Laserfiche

HUMAN RESOURCE DEPARTMENT

(Revision History Files)

Active: Indefinitely

Disposition: Retain copy in Laserfiche

HUMAN RESOURCES (HR) DEPARTMENT

(Terminated Employees-Confidential Employee Files, Medical and Dependent Documentation)

Active: Length of employment plus 3 years

Disposition: Retain copy in Laserfiche

JOB ANALYSIS QUESTIONNAIRES/DESCRIPTIONS

(Includes supporting documents)

Active: Retain

Disposition: Permanent

JOB DESCRIPTIONS (REFERENCE COPY)

Active: Until superseded or obsolete

Disposition: Destroy

LANGUAGE ASSESSMENTS

(Request for Compensation and Assessment)

Active: Length of employment plus 5 years

Disposition: Retain copy in Laserfiche

LEARNING AND DEVELOPMENT

(Training Manuals, Syllabi, Textbooks, and Materials)

Active: Until no longer useful or superseded

Disposition: Destroy

LEARNING AND DEVELOPMENT

(Training Records, Enrollment Forms, Sign-in Rosters, and Employee Transcripts)

Active: Length of employment plus 5 years

Disposition: Destroy

MAILING LIST FOR JOB OPPORTUNITIES

(Weekly Job Opportunity List)

Active: Retain until updated, and then destroy

Disposition: Destroy

MEDIATION FILES

(Request and Agreement)

Active: Indefinite

Disposition: Retain copy in Laserfiche

MEDICAL INFORMATION FILES

Active: Tenure; archive boxes

Inactive: 10 years

Disposition: Destroy

NOTARY FILES FOR HR

(Notary Certifications for Staff)

Active: Retain until certifications expire

Disposition: Destroy

PAYROLL DOCUMENTS

Active: 5 years

Disposition: Destroy

PROCUREMENT RECORDS

(RFP, Proposals and Selection)

Active: Expiration of contract plus 5 years

Disposition: Destroy

REQUESTS FOR ACCESS TO PUBLIC RECORDS

(KORA)

Active: Until no longer useful

Disposition: Destroy

WORK RESTRICTION RECORDS

(Minutes, Notes)

Active: Length of employment plus 5 years

Disposition: Retain copy in Laserfiche

WORKPLACE THREAT REPORTS

(Reports and Investigation Notes)

Active: Length of employment plus 5 years

Disposition: Retain copy in Laserfiche

ADMINISTRATION/EMPLOYEE EMERGENCY ASSIST FUND

AGENDAS

Active: 5 years then transfer to permanent storage

Disposition: Permanent

APPLICATION

Active: 5 years

Disposition: Permanent storage

MINUTES

Active: 5 years then transfer to permanent storage

Disposition: Permanent retain 1 copy

TAX DOCUMENTS

Active: 5 years then transfer to permanent storage

Disposition: Permanent

ADMINISTRATION/EMPLOYMENT

CITY OF WICHITA MEDICAL STANDARDS

Active: Until the standards are updated

Disposition: Destroy

COMPLETED SELECTIONS FOR CURRENT YEAR

(Interview notes, selection memos, applicant rankings, interview questions, scoring information)

Active: Length of employment plus 5 years

Disposition: Destroy

CRIMINAL RECORDS CHECK

(Sent to confidential file)

Active: Until 3 years after employee terminates; then send to permanent storage

Disposition: Permanent

CURRENT JOB OPENING INFORMATION

Active: Length of employment plus 5 years

Disposition: Destroy

DEPARTMENT DIRECTOR SELECTIONS

(Interview notes, interview questions for HR Director 2005, 2006, 2007; Airport Director 2005)

Active: Length of employment plus 5 years

Disposition: Destroy

ELECTRONIC COPIES OF APPLICATIONS FOR EMPLOYMENT

Active: Prior to October 2006, all paper applications were retained 4 years then destroyed. After October 2006, online applications have been stored electronically

Disposition: Retain copy in Laserfiche

NOTARY CERTIFICATIONS FOR STAFF

Active: Maintain copies of HR staff notary certificates and bonds until end of notary certificate period

Disposition: Destroy

PRE-EMPLOYMENT TESTING RESULTS

(Sent to confidential file)

Active: Until 3 years after employee terminates; then send to permanent storage

Disposition: Permanent

WEEKLY JOB OPPORTUNITY LIST

Active: Retain until updated, and then destroy

Disposition: Destroy

ADMINISTRATION/SHARED LEAVE

AGENDAS

Active: 5 years then transfer to permanent storage

Disposition: Permanent

APPLICATIONS

Active: 5 years then transfer to permanent storage

Disposition: Permanent

DONATION AWARD BALANCE SHEET

Active: 5 years then transfer to permanent storage

Disposition: Permanent

DONATIONS

Active: 5 years then transfer to permanent storage

Disposition: Permanent

GRIEVANCE FILES

Active: 5 years

Disposition: Permanent

LABOR CONTRACTS

(Memorandums of Agreement)

Active: 5 years

Disposition: Retain copy in Laserfiche

LABOR MANAGEMENT AGENDAS

Active: 5 years

Disposition: Destroy

MINUTES

Active: 5 years then transfer to permanent storage

Disposition: Permanent 1 copy

NEGOTIATIONS FILE

Active: 5 years

Disposition: Retain copy in Laserfiche

UNEMPLOYMENT APPEALS

(Appeals to UI Approvals)

Active: 5 years

Disposition: Destroy

BENEFICIARY DESIGNATION

COMPUTER SYSTEM DOCUMENTATION

(Records related to the development and use of Cyborg System)

Active: If data is not migrated to a new system, retain as long as access is necessary

Disposition: Until no longer useful

LIFE INSURANCE ENROLLMENT FORM

Active: Length of employment

Disposition: Laserfiche upon termination

RETIREMENT

Active: Length of employment

Disposition: Laserfiche upon termination

SUPPLEMENTAL LIFE INSURANCE

Active: Length of employment

Disposition: Laserfiche upon termination

VAD & D ENROLLMENT FORM

Active: Length of employment

Disposition: Laserfiche upon termination

CLASSIFICATION/COMPENSATION

ASSESSMENT CENTERS CONDUCTED

Active: Length of employment plus five years

Disposition: Retain

CITY COMPENSATION HISTORY-YEARLY CHANGES FROM 1980

Active: Indefinite – ongoing

Disposition: Retain

CLASSIFICATION REQUEST FILES

Active: Until superseded plus 3 years

Disposition: Destroy

EXEMPT POSITION STUDY 2005-2006, DEPARTMENT FILES AND APPEALS FILES

Active: Until superseded plus 3 years

Disposition: Destroy

EXEMPT POSITION STUDY 2005-2006, FOX LAWSON PROPOSAL

Active: Until superseded plus 3 years

Disposition: Destroy

**EXEMPT POSITION STUDY 2005-2006, POSITION DESCRIPTION, QUESTIONNAIRES,
ORIGINALS & COPIES**

Active: Until superseded plus 3 years

Disposition: Destroy

HANDBOOK – DECISION BAND METHOD OF JOB EVALUATION – EXEMPT POSITIONS

Active: Permanent Retention 1 copy

Disposition: Destroy

HISTORIC JOB DESCRIPTION NOTEBOOKS

Active: Retain

Disposition: Permanent

JOB ANALYSIS QUESTIONNAIRES

Active: Length of employment plus five years

Disposition: Destroy

REVISION HISTORY FILES

(HR Personnel Manual)

Active: Retain

Disposition: Permanent

TRAINING ENROLLMENT FORMS, SIGN IN ROSTERS AND EMPLOYEE TRANSCRIPTS

Active: Retain 5 calendar years or until superseded, then destroy

Disposition: Destroy

TRAINING MANUALS, SYLLABI, TEXTBOOKS AND MATERIALS

Active: Retain one copy permanently

Disposition: Permanent 1 copy

COMPUTER SYSTEM DOCUMENTATION

RECORDS RELATED TO THE DEVELOPMENT AND USE OF CYBORG SYSTEM

Active: If data is not migrated to a new system, retain as long as access is necessary

Disposition: Destroy

EMPLOYEE EMERGENCY ASSISTANCE FUND

AGENDAS

Active: 5 years then transfer to permanent storage

Disposition: Permanent

APPLICATION

Active: 5 years then transfer to permanent storage

Disposition: Permanent

ENROLLMENT FORM-DENTAL INSURANCE

Active: Length of employment

Disposition: Laserfiche upon termination

ENROLLMENT FORM-HEALTH INSURANCE

Active: Length of employment

Disposition: Laserfiche upon termination

ENROLLMENT FORM-KS LEARNING QUEST

Active: Length of employment

Disposition: Laserfiche upon termination

ENROLLMENT FORM-LIFE INSURANCE

Active: Length of employment

Disposition: Laserfiche upon termination

ENROLLMENT FORM-LONG TERM CARE

Active: Length of employment

Disposition: Laserfiche upon termination

ENROLLMENT FORM- LONG TERM DISABILITY

Active: Length of employment

Disposition: Laserfiche upon termination

ENROLLMENT FORM-SUPPLEMENTAL LIFE INSURANCE

Active: Length of employment

Disposition: Laserfiche upon termination

ENROLLMENT FORM-VAD AND D

Active: Length of employment

Disposition: Laserfiche upon termination

MINUTES

Active: 5 years then transfer to permanent storage

Disposition: Permanent

TAX DOCUMENTS

Active: 5 years then transfer to permanent storage

Disposition: Permanent

EMPLOYMENT

CITY OF WICHITA MEDICAL STANDARDS

Active: Until the standards are updated

Disposition: Destroy

CRIMINAL RECORD CHECK INFORMATION

(Sent to confidential file)

Active: Until 3 years after employee terminates; then send to permanent storage

Disposition: Permanent

CURRENT JOB OPENING INFORMATION

Active: 4 years

Disposition: Destroy

COMPLETED SELECTIONS FOR CURRENT YEAR

(Including interview notes, selection memos, applicant rankings, interview notes, interview questions for HR Director 2005, 2006, 2007; Airport Director 2005)

Active: 4 years

Disposition: Destroy

DEPARTMENT DIRECTOR SELECTIONS

(Including interview notes, interview questions for HR Director 2005, 2006, 2007; Airport Director 2005)

Active: 4 years

Disposition: Destroy

EMPLOYEE PERSONNEL, CONFIDENTIAL, MEDICAL AND DEPENDENT DOCUMENTATION FILES OF CURRENT EMPLOYEES

Active: Length of employment plus five years

Disposition: Retain copy in Laserfiche

LABOR CONTRACTS

(Memorandums of Agreement)

Active: Retain 1 copy indefinitely

Disposition: Retain copy in Laserfiche

PRE-EMPLOYMENT TESTING RESULTS

(Sent to confidential file)

Active: Until 3 years after employee terminates; then send to permanent storage

Disposition: Permanent

TERMINATED EMPLOYEE FILES

(Personnel, confidential, medical files & dependent documentation)

Active: Permanent

Disposition: Retain copy in Laserfiche

UNEMPLOYMENT APPEALS

(Appeals to UI approvals)

Active: 5 years

Disposition: Destroy

OPERATIONS/PAYROLL - EDUCATION PAY AUTHORIZATION FORM

BILINGUAL PAY AUTHORIZATION

Active: Permanent

Disposition: Laserfiche upon termination

TUITION REIMBURSEMENTS PAY AUTHORIZATION

Active: Permanent

Disposition: Laserfiche upon termination

OPERATIONS/PAYROLL

AUTHORIZATION FOR VOLUNTARY DEDUCTIONS FROM PAY

Active: Permanent

Disposition: Laserfiche upon termination

BONUS AND AWARD DOCUMENTATION

Active: Permanent

Disposition: Laserfiche upon termination

COMBINED PAYROLL REGISTER

Active: Retain in Laserfiche

Disposition: Permanent

COURT ORDER

(Court-mandated withholdings/stops)

Active: 6 years

Disposition: Destroy

DENTAL INSURANCE ENROLLMENT FORM

Active: Retain in Laserfiche upon termination

Disposition: Permanent

DIRECT DEPOSIT AUTHORIZATION

Active: Laserfiche upon termination

Disposition: Permanent

EARNINGS AND DEDUCTION REPORT

Active: Laserfiche upon termination

Disposition: Permanent

EXCEPTION PAYMENT RECORDS

Active: Retain copy in Laserfiche

Disposition: Permanent

GENERAL PAYROLL REPORTS

Active: Retain copy in Laserfiche

Disposition: Permanent

IRS W-4 FEDERAL WITHHOLDING FORMS

Active: Laserfiche upon termination

Disposition: Permanent

KS W-4 STATE TAX WITHHOLDING

Active: Laserfiche upon termination

Disposition: Permanent

MILEAGE SHEETS

Active: Retain copy in Laserfiche

Disposition: Permanent

PAYROLL ADJUSTMENT FILES

Active: 3 years

Disposition: Destroy

RETURNED W2S/1099S

Active: 4 years

Disposition: Destroy

SAFETY BOOT RECEIPTS

Active: Laserfiche upon termination

Disposition: Permanent

TIMESHEETS

Active: Laserfiche, destroy originals at direction of City Clerk

Disposition: Permanent

W2'S AND RETURNED W2'S

Active: 4 years

Disposition: Destroy

1099R'S – DECEASED PERSONS

Active: 4 years

Disposition: Destroy

OPERATIONS/VOLUNTARY DEDUCTION FORMS

BILINGUAL PAY AUTHORIZATIONS

Active: Laserfiche upon termination

Disposition: Permanent

CAFETERIA ELECTION FOR HEALTH/DENTAL

Active: Permanent

Disposition: Laserfiche upon termination

CITY COUNCIL DEFERRED COMPENSATION ELECTION FORM

Active: Laserfiche upon termination

Disposition: Permanent

CREDIT UNION DEDUCTION FORM

Active: Laserfiche upon termination

Disposition: Permanent

DEFERRED COMPENSATION ELECTION FORM

Active: Laserfiche upon termination

Disposition: Permanent

DENTAL INSURANCE ENROLLMENT FORM

Active: Laserfiche upon termination

Disposition: Permanent

DEPENDENT CARE FLEX SPENDING FORM

Active: Laserfiche upon termination

Disposition: Permanent

EDUCATION PAY AUTHORIZATIONS

Active: Laserfiche upon termination

Disposition: Permanent

FRIENDSHIP FUND DEDUCTION FORM

Active: Laserfiche upon termination

Disposition: Permanent

HEALTH INSURANCE ENROLLMENT FORM

Active: Laserfiche upon termination

Disposition: Permanent

KANSAS LEARNING QUEST FORM

Active: Laserfiche upon termination

Disposition: Permanent

LIFE INSURANCE ENROLLMENT FORM

Active: Laserfiche upon termination

Disposition: Permanent

LONG-TERM CARE ENROLLMENT FORM

Active: Laserfiche upon termination

Disposition: Permanent

LONG-TERM DISABILITY ENROLLMENT FORM

Active: Laserfiche upon termination

Disposition: Permanent

MEDICAL FLEX-SPENDING FORM

Active: Laserfiche upon termination

Disposition: Permanent

MINUTES

Active: 5 years then transfer to permanent storage

Disposition: Permanent 1 copy

PARKING GARAGE DEDUCTION FORM

Active: Laserfiche upon termination

Disposition: Permanent

SUPPLEMENTAL LIFE INSURANCE FORM

Active: Laserfiche upon termination

Disposition: Permanent

TAX DOCUMENTS

Active: 5 years then transfer to permanent storage

Disposition: Permanent

TUITION REIMBURSEMENT PAY REQUEST

Active: Laserfiche upon termination

Disposition: Permanent

UNION DUES DEDUCTION FORM

Active: Laserfiche upon termination

Disposition: Permanent

UNITED WAY ELECTION FORM

Active: Laserfiche upon termination

Disposition: Permanent

VAD&D ENROLLMENT FORM

Active: Laserfiche upon termination

Disposition: Permanent

WICHITA EMPLOYEES ASSOCIATION FORM

Active: Laserfiche upon termination

Disposition: Permanent