

# **PARKS AND RECREATION**

## **ACCOUNTING OFFICE**

### **CASH REPORTS, RECEIPTS AND TELLER/MAIL-IN-REPORTS AND SUPPORTING DOCUMENTS**

Active: 3 years

Disposition: Destroy in current area

### **CLASSIFICATION SPECIFICATIONS**

Active: Retain while useful

Disposition: Destroy

## **ADMINISTRATION**

### **ACCIDENT REPORTS/CLAIMS**

Active: 5 years

Disposition: Retain

### **ANNUAL REPORTS**

Active: 3 years

Disposition: Retain; send to Historical Authority

### **ASSET RECORDS**

Active: As long as asset exists

Disposition: Destroy

### **BUDGET FILES**

Active: Retain while useful

Disposition: Retain

### **CAPITAL IMPROVEMENT PLAN (CIP)**

Active: Retain while useful

Disposition: Retain

### **CATALOGS**

Active: Retain while useful

Disposition: Destroy

### **CEMETERY RECORDS**

Active: 1 year

Disposition: Destroy

**CERTIFIED MAIL RECEIPTS**

Active: 1 year

Disposition: Destroy

**CLAIMS**

Active: Retain while useful, but not more than 5 years, pending litigation

Disposition: Retain

**COMMITTEE FILES**

(Minutes, agendas and related documents for committees that are not Park Dept. related)

Active: Retain while useful

Disposition: Destroy

**COMMITTEE FILES**

(Minutes, annual rosters, transcripts)

Active: 1 year

Disposition: Destroy

**COMPARISON FILES**

(Weekly, monthly reports showing receipts)

Active: 1 year

Disposition: Destroy

**COMPLAINT FILES**

(Correspondence and documentation of action taken)

Active: 5 years

Disposition: Retain

**CONTRACTS**

(Vendor agreements, labor unions, contractors)

Active: 5 years

Disposition: Retain

**CORRESPONDENCE**

(Telephone records, routine correspondence)

Active: Retain while useful

Disposition: Destroy

**DAILY ASSIGNMENT SHEET**

(Employee daily assignments)

Active: 1 year

Disposition: Destroy

### **DEEDS**

(Park land deeds)

Active: Permanent

Disposition: Retain

### **DIVISION POLICIES**

(All documents that state the basis for policy, set precedent or record important events in the operations and organizational history of the dept.)

Active: Until obsolete

Disposition: Destroy

### **DIVISION RECORDS**

(Memos, letters)

Active: 1 year

Disposition: Destroy

### **FORMS**

(Departmental form supply)

Active: Until obsolete

Disposition: Destroy

### **GOLF COURSE RECORDS**

(All documentation, contracts and agreements pertaining to the City golf courses)

Active: Permanent

Destroy: Retain

### **GOVERNING AGENCY REGULATIONS**

(City, State, Federal manuals)

Active: Retain while useful

Disposition: Destroy

### **GRANT ADMINISTRATIVE AND FINANCIAL FILES**

(Applications, award notices, public hearing notices, RFPs, purchase orders, etc)

Active: 5 years

Disposition: Retain

### **HOLD HARMLESS AGREEMENTS**

(Ride along agreements, release of liability, etc)

Active: 5 years

Disposition: Destroy

### **INCIDENT REPORTS**

(On the job injuries)

Active: 5 years

Disposition: Destroy

### **INVENTORIES**

(Trees, equipment, uniforms, records, vehicles and other accountable items)

Active: As long as asset exists or until obsolete

Disposition: Destroy

### **JOB DESCRIPTIONS**

Active: Until Superseded or Obsolete

Disposition: Destroy

### **NEWSPAPER FILES**

Active: 5 years

Disposition: Retain; send to Historical Authority

### **OPEN RECORD REQUESTS**

(Requests for access to office records and responses prepared pursuant to the Kansas Open Records Act)

Active: Retain while useful

Disposition: Destroy

### **ORDINANCES (REFERENCE COPY)**

Active: Retain while useful

Disposition: Destroy

### **PARK BOARD GENERAL FILES**

(Handouts, minutes, agendas and annual rosters)

Active: Permanent

Disposition: Retain

### **PARK DEVELOPMENT PLANS**

(Specifications and drawings of park facilities and land)

Active: Retain while useful

Disposition: Destroy

### **PAYROLL DOCUMENTS**

(Time sheets leave requests, time away from work requests, payroll adjustment records and payroll warrants registers)

Active: Length of employment plus 5 years

Disposition: Destroy

### **PROJECT MASTER FILES**

(Documentation unique to current division for projects)

Active: Permanent

Disposition: Retain

### **PURCHASING DOCUMENTS**

(Limited purchase orders, purchase orders, direct payment requests, inter-fund transfers and other related documents from all internal and external sources)

Active: 1 year

Disposition: Destroy

### **RECEIPTS/TICKET STUBS/DEPOSIT SLIPS**

(Daily listing of monies received and accounts credited)

Active: 3 years

Disposition: Destroy

### **REFERENCE BOOKS AND JOURNALS**

(Newsletters and seminar notebooks)

Active: Retain while useful

Disposition: Destroy

### **SCHOLARSHIP INFORMATION**

(Application for current catalogs)

Active: 2 days

Disposition: Destroy

### **SCRAPBOOKS AND ALBUMS OF HISTORICAL INFORMATION**

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

Active: Permanent

Disposition: Send to historical authority

### **STRATEGIC PLANNING DOCUMENTS**

(Files used in preparation of City and department strategic plan)

Active: Retain while useful

Disposition: Destroy

### **TRAINING RECORDS**

(Training manuals, course outlines and listing of all courses offered with dates)

Active: 2 years

Disposition: Destroy

**VEHICLE OPERATION RECORDS**

(Documents related to the use of City owned vehicles)

Active: 3 years

Disposition: Destroy

**VOLUNTEER RECORDS**

(Application, job description, training, recruitment records, recognition, KBI background checks, liability waiver and emergency medical authorization form, schedule accomplishments, health screening, address and related documents)

Active: Retain while useful

Disposition: Destroy

**WARRANTY FILES**

(Warranties, promises and other related)

Active: 5 years or life of warranty, whichever is longer

Disposition: Destroy