

PUBLIC WORKS AND UTILITIES

ENGINEERING

AERIAL PHOTOGRAPHS

Active: Permanent

Disposition: Retain

AS-BUILT DRAWINGS

Active: Permanent

Disposition: Retain

BRIDGE INSPECTIONS

(Files)

Active: Permanent

Disposition: Retain

CATALOG CUTS OF SIGNAL EQUIPMENT

Active: As long as asset exists

Disposition: Retain

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: Destroy

CONTRACTS

(Includes instructors, vendors, labor unions, Kansas Dept of Transportation, contractors, developers, service and other contracts)

Active: Until contract expired or cancelled

Inactive: 5 years

Disposition: Destroy

CORRESPONDENCE (ROUTINE)

(Includes suspense list, inquiries, memos, copies, telephone records, etc.)

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

Disposition: Destroy

DIVISION POLICIES

(Division policies as well as incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the department)

Active: Until superseded or obsolete

Disposition: Destroy

FORMS (BLANK)

Active: Until superseded or obsolete

Disposition: Destroy

GOVERNING AGENCY REGULATIONS

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

Active: Until superseded or obsolete

Disposition: Destroy

HOLD HARMLESS AGREEMENTS

(Includes ride along agreements, release of liability, and other such agreements)

Active: 5 years

Disposition: Destroy

INTERSECTION DRAWINGS

Active: Permanent

Disposition: Retain; original document imaged

PLAT MAPS

(Recorded plats obtained from County)

Active: Permanent

Disposition: Retain

RAILROAD HISTORY FILES

Active: 10 years

Disposition: Destroy

SIGNAL TIMING SHEETS

Active: 5 years

Disposition: Destroy

STREET LIGHT MAPS, INSTALLATION AND REMOVAL

Active: 3 years

Disposition: Destroy

SUBDIVISION FILES

Active: Permanent

Disposition: Retain

SURVEY FILE

Active: Permanent

Disposition: Retain

TRAFFIC COUNT BOOKS

Active: Permanent

Disposition: Retain; original document imaged

TRAFFIC FLOW MAPS

Active: Permanent, document imaged

Disposition: Retain

TRAFFIC SIGNAL PLANS

Active: Permanent

Disposition: Retain

TRAVEL DOCUMENTS

Active: 3 years

Disposition: Destroy

ENVIRONMENTAL SERVICES

ADMINISTRATION

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

AIR QUALITY

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

CHILD CARE

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

EAR/NIC

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

SEWAGE TREATMENT

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

STORMWATER UTILITY AND FLOOD CONTROL

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

SWIMMING POOLS

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

WATER PRODUCTION AND PUMPING

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

WATER QUALITY

Active: Retain originals while useful

Disposition: Permanently retained in Laserfiche

INTERNAL OFFICE DOCUMENTS

ACCIDENT REVIEW NOTES AND MINUTES

Active: 5 years

Disposition: Destroy

CASHIER PAYMENT RECORDS OR PARKING METER DEPOSIT SLIPS

Active: 1 year

Disposition: Destroy

MATERIAL REVIEW APPLICATIONS, MINUTES, NOTES, DECISIONS

Active: Permanent

Disposition: Retain

PETITIONS (SPECIAL ASSESSMENT PETITIONS)

(Special assessment petitions waiting to be imitated)

Active: Permanent

Disposition: Retain indefinitely

PROJECT BONDING DOCUMENT

(Statements of cost and backup information)

Active: Permanent, original document imaged

Disposition: Retain while useful

PROJECT BONDING DOCUMENT

(Bonds plats for SA projects)

Active: Permanent, original document imaged

Disposition: Retain

PROJECT CONSTRUCTION DOCUMENTS

AFFIDAVIT OF CLAIMS AND LIENS OF THE CONTRACTOR

Active: Permanent

Disposition: Retain

AGGREGATE TESTS FOR CONCRETE AND ASPHALT

Active: Permanent, 1 copy of imaged document

Disposition: Retain

ASPHALT TEST

Active: Permanent, 1 copy of imaged document

Disposition: Retain

BENEFIT DISTRICT MAPS

Active: Permanent, original document imaged

Disposition: Retain

BEST MANAGEMENT PRACTICES - RELEASE FORM

Active: Permanent, 1 copy of imaged document

Disposition: Retain

CEMENT CONTRACTOR BONDS

Active: Permanent

Disposition: Retain; 1 copy of imaged document

CHANGE ORDERS AND QUANTITY ADJUSTMENTS

Active: Permanent, 1 copy imaged document

Disposition: Retain

CITY OF WICHITA CONSTRUCTION SUMMARY DOCUMENT

Active: Permanent, 1 copy imaged document

Disposition: Retain

CITY OF WICHITA LETTING SUMMARY

Active: Permanent, 1 copy imaged document

Disposition: Retain

CITY OF WICHITA/KDOT AUTHORITY TO AWARD

Active: Permanent, 1 copy imaged document

Disposition: Retain

CONCEPT PLANS

(Office check, field check, ULCC plans)

Active: Permanent, 1 copy imaged document

Disposition: Retain

CONSULTANT PLAN REVIEW

Active: Permanent, 1 copy imaged document

Disposition: Retain

CONTRACTS FOR DESIGN OF PROJECTS AND SUPPLEMENTAL AND PAYMENT DOCUMENTS

Active: Permanent, 1 copy imaged document

Disposition: Retain

CONTRACTS FOR SUPPLEMENTAL STAKING, SURVEY, ETC AND PAYMENT DOCUMENTS

Active: Permanent, 1 copy imaged document

Disposition: Retain

CONTRACTS WITH PROJECT CONTRACTORS

Active: Permanent, original document imaged

Disposition: Retain

CORE SAMPLES FOR DENSITY AND THICKNESS FOR IN-PLACE PAVEMENT

Active: Permanent, 1 copy imaged document

Disposition: Retain

DEFECT LETTERS

Active: Permanent

Disposition: Retain; 1 copy imaged document

DETAILED DAILY RECORD FOR THE WORK

Active: Permanent, 1 copy imaged document

Disposition: Retain

DRY CONCRETE TESTS - COMPRESSION AND FLEXURAL TEST

Active: Permanent, 1 copy imaged document

Disposition: Retain

ENGINEERING ESTIMATES, PRELIM ESTIMATES AND BID DOCUMENT INCL. ADDENDUMS, SPECIAL PROVISIONS

Active: Permanent, 1 copy imaged document

Disposition: Retain

EROSION CONTROL FORM

Active: Permanent, 1 copy imaged document

Disposition: Retain

FEDERAL AND STATE AUDIT FORMS

(Certified payroll payments to contractor's compliance statements)

Active: 5 years

Disposition: Destroy

FIELD FORMS/PARTIAL PAYMENTS

Active: Permanent, 1 copy imaged document

Disposition: Retain

FINAL SUMMARY FOR CONTRACTOR PAYMENTS

Active: Permanent, 1 copy imaged document

Disposition: Retain

GRADATION TESTS

Active: Permanent, original document imaged

Disposition: Retain

KDOT/CITY OF WICHITA AGREEMENT

Active: Permanent, 1 copy imaged document

Disposition: Retain

KDOT CONSTRUCTION SUMMARY DOCUMENT

Active: Permanent, 1 copy imaged document

Disposition: Retain

KDOT FORM 1302

Active: Permanent, 1 copy imaged document

Disposition: Retain

KDOT PLAN SPECIFICATION AND ESTIMATE LETTER

Active: Permanent, 1 copy imaged document

Disposition: Retain

LOG OF PILE DRIVING

Active: Permanent, 1 copy imaged document

Disposition: Retain

MANHOLE LETTER OF CERTIFICATION

Active: Permanent, 1 copy imaged document

Disposition: Retain

NEIGHBOR SIGN-OFFS, CERTIFIED MAIL RECEIPTS

Active: Permanent, 1 copy imaged document

Disposition: Retain

NOTICE OF COMPLETION TO STATE WATER RESOURCE MANAGEMENT

Active: Permanent, 1 copy imaged document

Disposition: Retain

NOTICE TO PROCEED, WORK ORDER

Active: Permanent, 1 copy imaged document

Disposition: Retain

PERFORMANCE BOND

Active: Permanent, 1 copy imaged document

Disposition: Retain

PERMITS

(409 Division of Water Resources, NOI, environmental reviews)

Active: Permanent, 1 copy imaged document

Disposition: Retain

PETITIONS

Active: Permanent, 1 copy imaged document

Disposition: Retain

PIPE LETTER OF CERTIFICATION

Active: Permanent, 1 copy imaged document

Disposition: Retain

PLASTICITY INDEX ON PONDS SOIL

Active: Permanent, 1 copy imaged document

Disposition: Retain

PRIVATE PROJECT CONSTRUCTION FOLDERS

Active: 5 years

Disposition: Destroy

PRIVATE PROJECT PLANS-AS BUILT

Active: Permanent, 1 copy imaged document

Disposition: Retain

PROJECT CORRESPONDENCE NOTES AND SUBMITTALS

Active: Permanent, 1 copy imaged document

Disposition: Retain

PROJECT FINAL PLANS-AS BUILT

Active: Permanent, 1 copy imaged document

Disposition: Retain

PROJECT SUMMARY SHEET

Active: Permanent, 1 copy imaged document (certificate of completion from engineering)

Disposition: Retain

PROOF OF PUBLICATION

Active: Permanent, 1 copy imaged document

Disposition: Retain

QUANTITY SHEET

Active: Permanent, 1 copy imaged document

Disposition: Retain

SALES TAX FORM

Active: Permanent, 1 copy imaged document

Disposition: Retain

SEDGWICK COUNTY SUMMARY DOCUMENT

Active: Permanent, 1 copy imaged document

Disposition: Retain

SOIL CLASSIFICATION INFORMATION, PROCTOR TEST

Active: Permanent, 1 copy imaged document

Disposition: Retain

SOIL DENSITY AND MOISTURE TEST

Active: Permanent, 1 copy imaged document

Disposition: Retain

SPRINKLER MINOR STREET PERMITS

Active: Permanent, 1 copy imaged document

Disposition: Retain

STATUTORY BOND

Active: Permanent, 1 copy imaged document

Disposition: Retain

SUBCONTRACTOR LIST FOR CONSTRUCTION OF PROJECTS

Active: Permanent, 1 copy imaged document

Disposition: Retain

SUPPLEMENTAL AGREEMENTS

Active: Permanent, 1 copy imaged document

Disposition: Retain

TESTING REPORTS TO ACCEPT PROJECT

Active: Permanent, 1 copy imaged document

Disposition: Retain

WET CONCRETE TEST - UNIT WEIGHT, SLUMP, YIELD AND AIR CONTENT

Active: Permanent, 1 copy imaged document

Disposition: Retain

WET DENSITY CONCRETE TEST

Active: Permanent, 1 copy imaged document

Disposition: Retain

WHITE CARD AS-BUILT NOTATIONS

Active: Permanent, 1 copy imaged document

Disposition: Retain

WORKING DAY REPORTS

Active: Permanent, 1 copy imaged document

Disposition: Retain

RIGHT OF WAY PERMITTING DOCUMENT

CEMENT CONTRACTOR LICENSE

Active: 5 years

Disposition: Destroy

CURB CUT PERMITS

Active: 10 years

Disposition: Destroy

DIRT CUT PERMITS

Active: 10 years

Disposition: Destroy

MINOR STREET PERMITS-GENERAL

Active: Retain while useful

Disposition: Destroy

MINOR STREET PERMITS-OUTSIDE CAFES

Active: Retain while useful

Disposition: Destroy

PAVE CUT PERMITS

Active: 10 years

Disposition: Destroy

MAINTENANCE GROUP - STORMWATER DOCUMENTS

CORP OF ENGINEERS INSPECTION REPORTS AND PLANS FOR WICHITA/VALLEY CENTER FLOOD CONTROL

Active: Permanent, 1 copy imaged document

Disposition: Retain

CORRESPONDENCE RELATED TO SUBDIVISION PROJECTS

Active: Permanent, 1 copy imaged document

Disposition: Retain

DIVISION OF WATER RESOURCES PERMITS

Active: 5 years

Disposition: Destroy

EQUIVALENT RESIDENTIAL UNIT (ERU) CALCULATION SHEETS

Active: Permanent, 1 copy imaged document

Disposition: Retain

FEMA, LOMA AND LOMR

Active: Permanent, 1 copy imaged document

Disposition: Retain

INTERNAL OFFICE DOCUMENT

(Employee time sheets)

Active: 5 years

Disposition: Destroy

SUBDIVISION DRAINAGE REPORTS

Active: Permanent, 1 copy imaged document

Disposition: Retain

SUBDIVISION FOUR CORNER LOT GRADING PLAN

Active: Permanent, 1 copy imaged document

Disposition: Retain

SUBDIVISION PRELIMINARY PLAT

Active: Permanent, 1 copy imaged document

Disposition: Retain

SUBDIVISION PROPOSED UTILITY LAYOUT PLAN

Active: Permanent, 1 copy imaged document

Disposition: Retain

TOPOGRAPHIC MAPPING FOR STORMWATER DRAINAGE STUDIES

Active: Permanent, 1 copy imaged document

Disposition: Retain

TRACT MAPS OR CITY ACQUIRED PROPERTIES

Active: Permanent, 1 copy imaged document

Disposition: Retain

TRAFFIC ENGINEERING DOCUMENT

(Location files (alpha) and school files, work orders, traffic)

Active: 10 years

Disposition: Destroy

WATER SHED DRAINAGE STUDIES

Active: Permanent, 1 copy imaged document

Disposition: Retain

WATER/SEWER UTILITIES

ACCIDENT REPORTS/CLAIMS

(Documentation of accidents occurring in department facilities)

Active: 5 years

Disposition: Destroy

ACCOUNTS PAYABLE

(Credit card statements, JV Stock E, indirect labor, AV, DV, PO, DPOIVIT JS and JV)

Active: 3 years

Disposition: Destroy

ANNUAL AND MONTHLY REPORTS

(Activity of department throughout the period of time)

Active: Permanent

Disposition: Retain

APPOINTMENT BOOKS/CALENDARS

(Retain calendars only if written notices are included)

Active: 2 years

Disposition: Destroy

ASSET RECORDS

(Inventory, maintenance records, and other related documents for equipment including lawnmowers, pumps, electronic equipment, filters, any and all equipment)

Active: As long as asset exists

Disposition: Destroy

BACKFLOW PREVENTER AND TANK FILL INSPECTION

Active: 1 year

Disposition: Destroy

BIO-SOLIDS APPLICATION RECORDS

Active: 6 years

Disposition: Destroy

BUDGET PREPARATION FILES

Active: 1 year

Disposition: Destroy

BUDGET REQUESTS AND FINAL LOADED BUDGETS

Active: Permanent

Disposition: Retain

SYSTEM PLANNING AND DEVELOPMENT - (PROJECT CONSTRUCTION DOCUMENTS)

ABSENTEE REPORTS

Active: 5 years

Disposition: Destroy

ACCOUNT RECERT TO OWN FILE

Active: Retain

Disposition: Retain until customer cancels agreement

ACCOUNTS TURNED FOR TAX ASSESSMENT

Active: Permanent

Disposition: Retain indefinitely

ACCOUNTS TURNED TO COLLECTIONS

Active: 5 years

Disposition: Destroy

AIR RELEASE DETAILS

Active: Permanent

Disposition: Retain

BAD DEBT PAYMENTS

Active: 5 years

Disposition: Destroy

BANK DRAFT APPLICATIONS, VOIDED CHECKS, OTHER DETAILS

Active: Retain

Disposition: Retain until the account is closed or 7 years after the customer ceases to be drafted

BANKRUPTCY RECORDS

Active: 7 years

Disposition: Destroy

CAPITALIZED INTEREST

Active: 10 years

Disposition: Destroy

CATALOGS

(Vendor and material information and cut sheets)

Active: Retain while useful

Disposition: Destroy

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: Destroy

CITY CODE BOOK

(Governing documents of City)

Active: Until obsolete

Disposition: Destroy

CLAIMS

(Correspondence related to claims for damage involving department)

Active: 5 years

Disposition: Destroy

COMMITTEE FILES

(Minutes, agendas, correspondence, rosters and other documents from committees within or involving the department)

Active: Retain while useful

Disposition: Destroy

COMPLAINT FILES

(Correspondence and documentation of complaints and action taken in any. Retain complaints that are directly related to policy change permanently, retain others as follows)

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

Disposition: Destroy

CONSTRUCTION RECORDS

Active: Permanent

Disposition: Retain

CONTRACTS

(Instructors, vendors, labor unions, KDOT, contractors, developers, service, paving repairs and other contracts.)

Active: Until contract expired or cancelled

Inactive: 5 years

Disposition: Destroy

CORRESPONDENCE DIRECTLY RELATED TO A PREMISE OR INFRASTRUCTURE

ASSET

Active: Permanent

Disposition: Retain

CORRESPONDENCE, ROUTINE

(Lists, notes, inquiries, memos, copies telephone records, etc)

Active: Retain while useful

Disposition: Destroy

CREDIT CARD RECEIPT FILE

Active: 3 years

Disposition: Destroy

DAILY ASSIGNMENT SHEET

(Supervisor's records of daily assignments)

Active: 5 years

Disposition: Destroy

DAILY FREE PAYMENT REPORTS

(May contain payee name, permit or account number, amount paid, & copies of receipts)

Active: 3 years

Disposition: Destroy

DAILY OPERATIONS LOGS

(Readings, flow, pumpage, chemicals and other notes of recording)

Active: 10 years

Disposition: Destroy

DEPARTMENT AND DIVISION POLICIES

(Documentation of policies or procedures set by the department or a division)

Active: Permanent

Disposition: Retain

DISPATCH AND OTHER PHONE/RADIO LOGS

Active: 3 years

Disposition: Destroy

FARM OPERATOR/OWNER AGREEMENTS

(Used in conjunction with Bio-solids application)

Active: 10 years

Disposition: Destroy

FINANCIAL STATEMENTS AND WORK PAPERS

Active: 5 years

Disposition: Destroy

FIRE HYDRANT DETAILS

Active: Permanent

Disposition: Retain

GENERAL LEDGER FEED

Active: Retain

Disposition: Retain 1 year after audited

GOVERNING AGENCY REGULATIONS

(City, State, Federal and other regulatory agencies manuals, documentation, and requirements)

Active: Until obsolete

Disposition: Destroy

HOLD HARMLESS AGREEMENTS

(Agreements between department and property owner regarding easements and/or department owned or maintained facilities)

Active: As long as asset exists

Disposition: Retain

INFRASTRUCTURE RECORDS

(Water distribution, raw water, sanitary sewer collection, and other system assets such as pipes, manholes, valves, hydrants, air releases, etc.)

Active: As long as asset exists

Disposition: Retain

INSPECTIONS

(Facility and other equipment inspections by other parties or regulatory agencies)

Active: Until obsolete

Disposition: Destroy

INVENTORY RECORDS

(Includes equipment, uniforms, materials, and other inventories)

Active: Until obsolete

Disposition: Destroy

KANSAS ONE CALL RECORDS

Active: 5 years

Disposition: Destroy

KANSAS WATER PLAN RETURNS

Active: Permanent

Disposition: Retain

LABORATORY/OPERATIONS RECORDS

Active: Permanent

Disposition: Retain

LEGISLATIVE RECORDS

(Current action in Kansas Legislature regarding water or wastewater operations)

Active: Until close of subsequent legislative term, or retain while useful

Disposition: Destroy

METER CHANGES

Active: 3 months

Disposition: Destroy

METER READING FROM HOST RECORDS

Active: 1 month

Disposition: Destroy

MONTHLY REPORTS

(Documentation for budget tracking, performance measurement, work completed, etc)

Active: 5 years

Disposition: Destroy

NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM

(All documents required to meet the requirements of permitting)

Active: 10 years

Disposition: Destroy

PAYMENT DETAIL REPORTS/EXCEPTIONS/SUPPORT

Active: 3 years

Disposition: Destroy

PAYROLL DOCUMENTS

(Time sheets leave requests, payroll adjustments, etc)

Active: 5 years

Disposition: Destroy

PLUMBING OR FOUNDATION RELEASES

Active: 1 year

Disposition: Destroy

PRESENTATION FILES

(Final versions of handouts, speeches, and presentations)

Active: Retain while useful

Disposition: Retain one copy permanently

PROJECT PLANS

Active: Permanent

Disposition: Retain

PURCHASING DOCUMENTS

(Proposals, specs, bids, quotes, payment requests and related documents)

Active: 5 years

Disposition: Destroy

RECEIPTS/DEPOSIT SLIPS

(Daily listing of monies received and accounts credited)

Active: 3 years

Disposition: Destroy

RECORD OF CHECK RETURNED ON CUSTOMER ACCOUNTS

Active: 3 years

Disposition: Destroy

REVENUE ANALYSIS

(Studies used as basis for setting rates)

Active: Permanent

Disposition: Retain

SALES TAX EXEMPTION FORMS

Active: Permanent

Disposition: Retain

SALES TAX RETURNS

Active: Permanent

Disposition: Retain

SANITARY SEWER AS-BUILTS

Active: Permanent

Disposition: Retain

SANITARY SEWER REHAB/RECONSTRUCTION PLANS

Active: Permanent

Disposition: Retain

SCRAPBOOKS, ALBUMS, OTHER DOCUMENTS OF HISTORICAL INFORMATION

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

Active: Permanent

Disposition: Retain

SUBDIVISION RECORDS, PLATS, RELATED

Active: 2 years

Disposition: Retain until two years after additional construction is complete or all related projects are built.

SUPERVISORY FILES

(Documentation for direct oversight of employee...work schedule, leave information, attendance, overtime, payroll status, active discipline items, performance evaluations, issued equipment and uniforms)

Active: While employee is under direct supervision

Disposition: Retain 5 years after employee leaves service of City

TRAFFIC SIGNALIZATION MAPS

Active: Permanent

Disposition: Retain

TRAINING RECORDS

(Records of training and certifications)

Active: Retain

Disposition: Retain 5 years after employee leaves service of City

TRAVEL DOCUMENTS

Active: 1 year

Disposition: Destroy

UTILITY SITE PLANS

Active: As long as asset exists

Disposition: Retain

VEHICLE OPERATION RECORDS

Active: Retain

Disposition: Retain until vehicle is submitted for disposal auction

VIDEOS OF SEWER CCTV

Active: Retain

Disposition: Retain until replaced with new video of same asset or asset no longer exists

WARRANTY FILES

Active: Retain

Disposition: Retain for 5 years or life of warranty whichever is longer

WATER SERVICE RECORDS

(Electronically maintained by water dist. sys. plan and customer service, also paper copies at dispatch for after hour reference. Provides locations and other service information for service to each property)

Active: As long as asset exists

Disposition: Retain

WORK ORDERS

(Electronic format in facility management database)

Active: Permanent

Disposition: Retain

WORK ORDERS

(Image scan of field paper orders)

Active: 5 years

Disposition: Destroy

WORK REQUESTS

(Record of contact for work performed on an emergency basis)

Active: Permanent

Disposition: Retain