

<p><b><u>ABANDONED WATER SERVICE INFORMATION</u></b> Includes address, index, etc., to old water services Disposition: permanent</p>	Utilities
<p><b><u>ABSTRACTS</u></b> Disposition: permanent</p>	City Clerk
<p><b><u>ACCIDENT DIAGRAM BOOKS</u></b> Active: 3 years Disposition: permanent</p>	Engineering
<p><b><u>ACCIDENT REPORTS</u></b> Documentation of accidents occurring in current division's facilities including volunteer accident reports Active: 5 years Disposition: destroy</p>	Common Records
<p><b><u>ACCOUNTS PAYABLE CHECK REGISTERS</u></b> Active: 5 years Disposition: destroy</p>	Central Accounting
<p><b><u>ACCOUNTS PAYABLE SUPPORTING JOURNALS</u></b> Includes Revenue Receipt Journal and Appropriations-Expenditure Journals Active: retain while useful Disposition: destroy</p>	Central Accounting
<p><b><u>ACCOUNTS RECEIVABLE</u></b> Includes amounts owed to the City for services provided such as parking, speeding tickets or Code Compliance violations. Active: 1 year after paid in full Disposition: destroy</p>	Central Accounting
<p><b><u>ACCOUNTS RECEIVABLE FOR CONTRACTORS</u></b> Active: 3 years after paid Disposition: destroy</p>	Development Services Division
<p><b><u>ACCREDITATION FILE</u></b> Includes application, approvals, and other related documentation Disposition: permanent - 1 copy</p>	Zoo
<p><b><u>ADA ADVISORY COUNCIL</u></b> Meeting minutes and actions Disposition: Permanent</p>	ADA
<p><b><u>ADA COMPLAINTS/ GRIEVANCES</u></b> Documentation of complaints and/or grievance occurring in current division facilities. Active: 3 years after file is closed Disposition: destroy</p>	Common Records

<p><b><u>ADA COORDINATOR GRIEVANCE FILES</u></b>  Documents relating to the ADA Coordinator’s investigations of complaints or grievances filed by employees or other individuals regarding possible violations of the ADA requirements.  Active: 3 years after case is closed  Disposition: Destroy</p>	<p>ADA</p>
<p><b><u>ADA STANDARD OFFICE PROCEDURES (SOP)</u></b>  Standard Office Procedures handbook including: Complaint forms, ADA Resource Guide, Customer Request for Program Materials Alternative Formats or Auxiliary Aids Forms and Emergency Evacuation procedures.  Active: Retain until updated  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>ADMINISTRATIVE ACTION FORMS</u></b>  Details action taken by administration of City  Disposition: permanent</p>	<p>City Clerk</p>
<p><b><u>ADMINISTRATIVE FILES –ADA COORDINATOR</u></b>  Standard Office Procedures manuals, correspondence, annual reports, budget materials, etc., relating to the policies and activities of the ADA Coordinator program.  Active: Retain until no longer useful  Disposition: Destroy</p>	<p>ADA</p>
<p><b><u>AERIAL PHOTOGRAPHS</u></b>  Includes Topeka and Shawnee County  Disposition: permanent</p>	<p>Planning Department.  Engineering</p>
<p><b><u>AFFIRMATIVE ACTION PLANS</u></b>  Active: 5 years  Disposition: destroy</p>	<p>Contracts and Procurement</p>
<p><b><u>AGENCY SELF-EVALUATION &amp; TRANSITION PLANS</u></b>  Correspondence, status reports, ADA Barrier Reports, training material, self-evaluations, etc., submitted by State agencies to the ADA Coordinator documenting access barriers and demonstrating agency accomplishments, progress and compliance with ADA requirements.  Active: 10 years  Disposition: Permanent</p>	<p>ADA</p>
<p><b><u>AMENDMENT FILES</u></b>  Includes amendments to zoning and subdivision regulations, as well as the transportation, neighborhood, and comprehensive plans  Disposition: permanent</p>	<p>Planning Department</p>
<p><b><u>ANIMAL MANAGEMENT RECORDS</u></b>  Documentation of acquisition, release, names, housing and other general information on animals. Includes Species 360/Zoological Information Management System (ZIMS)  Disposition: permanent</p>	<p>Zoo</p>

<p><b><u>ANIMAL RANGE CHECKLISTS</u></b>  Instructions for employees who are working with animals  Active: 5 years  Disposition: destroy</p>	Zoo
<p><b><u>ANIMAL RANGE LOGS</u></b>  Notes of animal activities in a certain area for each day  Disposition: permanent</p>	Zoo
<p><b><u>ANIMAL SHIPPING INFORMATION</u></b>  This series refers to general information about vendors, crate dimensions, overseas requirements, etc. See also Animal Management Records  Active: until superseded or obsolete  Disposition: destroy</p>	Zoo
<p><b><u>ANNEXATION CASE FILES</u></b>  Includes consents, petitions, and other related documents  Disposition: permanent</p>	City Clerk, Planning Department
<p><b><u>ANNUAL BUDGET</u></b>  Active: 10 years; merge to one central file  Disposition: 1 copy permanently</p>	Central Accounting
<p><b><u>ANNUAL BUDGET</u></b>  Includes operating and annual budgets for City  Disposition: permanent</p>	City Clerk
<p><b><u>ANNUAL REPORTS - CITY DEPARTMENTS, DIVISIONS &amp; AGENCIES</u></b>  Disposition: permanent</p>	Common Records
<p><b><u>ANNUAL REPORTS - OTHER AGENCIES</u></b>  Inactive: while useful, but not to exceed 5 years  Disposition: destroy</p>	City Clerk
<p><b><u>ANNUAL STATISTICAL REPORTS</u></b>  Used in other department annual financial reports  Active: 3 years  Disposition: destroy</p>	Development Services Division
<p><b><u>APPEAL FILES ON MUNICIPAL COURT CASES</u></b>  Records on cases that have been appealed to District Court  Active: until case is closed and all appeal time has run  Inactive: 7 years  Disposition: destroy</p>	Legal Department

<p><b><u>APPOINTMENT BOOKS/CALENDARS/FACILITY RESERVATION/RESERVATION BOOK</u></b>  Internal forms, appointment books, paper and electronic calendars used to schedule employees, office activities, vehicles, meeting rooms, etc.  Active: Retain until no longer useful  Disposition: delete/destroy</p>	<p>Common Records</p>
<p><b><u>AS-BUILT DRAWINGS (FINAL)</u></b>  Drawings of a final project.  Active: 2 years  Disposition: permanent</p>	<p>Engineering</p>
<p><b><u>ASSESSMENTS</u></b>  Includes public improvement, code enforcement, and other assessments  Active: until all accounts paid or written off  Inactive: 3 years  Disposition: destroy</p>	<p>City Clerk</p>
<p><b><u>ASSET RECORDS</u></b>  Inventory, maintenance records and other related documents for equipment  Active: until equipment sold or surplusd  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>ASSET RECORDS (Neighborhood Relations)</u></b>  Inventories, maintenance records and other related documents for equipment  Active: 5 years from grant year close out  Disposition: destroy</p>	<p>Neighborhood Relations</p>
<p><b><u>AUDIT REPORTS</u></b>  Results of audits conducted by local, state, federal and/or non-governmental auditing agencies  Active: 3 years  Disposition: permanent</p>	<p>Central Accounting</p>
<p><b><u>BANKING RECORDS</u></b>  Includes bank statements, bank reconciliation, deposit books and slips, and cancelled checks in any format  Active: 5 years  Disposition: destroy</p>	<p>Cash Mgmt</p>
<p><b><u>BANKRUPTCY COURT FILES</u></b>  Documentation of debtors' claims for purposes of issuing warrants  Active: until case is closed or dismissed  Disposition: destroy</p>	<p>Municipal Court</p>
<p><b><u>BID BOARD REPORTS</u></b>  Active: 5 years  Disposition: destroy</p>	<p>Contracts and Procurement</p>

<p><b><u>BIDS (Informal)</u></b> Office supplies, small office equipment, office services, etc., under \$5,000. Active: 5 years Disposition: destroy</p>	Common Records
<p><b><u>BIDS AND REQUEST FOR PROPOSALS (successful)</u></b> Active: life of contract Inactive: 5 years Disposition: destroy</p>	Contracts and Procurement
<p><b><u>BIDS AND REQUEST FOR PROPOSALS (unsuccessful)</u></b> Active: 5 years Disposition: destroy</p>	Contracts and Procurement
<p><b><u>BILLING FILES – GRAFFITI, SANITATION, VACANT REGISTRY, WEEDS</u></b> A case is considered “Inactive” once it is sent to collections and/or assessed to property taxes. Active: Until resolved Inactive: 10 years Disposition: Destroy</p>	Property Maintenance Division
<p><b><u>BIOSOLIDS APPLICATION SITE RECORDS</u></b> Includes Biosolids Application Rate Worksheets, Soil Samples Data, Yearly Biosolids Reports, and Bi-monthly Biosolids Analysis. Reported to Kansas Department of Health and Environment annually. Retain annual report permanently. Retain all other information as follows: Active: 5 years Disposition: destroy</p>	Utilities
<p><b><u>BLOOD-BORNE PATHOGEN FILES</u></b> Includes claims files and program monitor files Active: 30 years Disposition: destroy</p>	Risk Management
<p><b><u>BOARD OF BUILDING AND FIRE APPEALS FILES</u></b> Includes minutes, appeals, correspondence, index and other related documents Active: until case closed Disposition: permanent</p>	Development Services Division
<p><b><u>BOARD OF ZONING APPEALS CASES</u></b> Appeals, variances and exceptions. File contains applications, staff reports, agendas, minutes and some may have back-up material from the applicant with the application. The agendas and minutes are kept electronically. Disposition: permanent</p>	Planning Department
<p><b><u>BOARDS &amp; COMMISSIONS</u></b> Correspondence, Applications, Resumes, Nominations Forms and Checklist Active: while in office Disposition: retain 3 years after leaving office, destroy</p>	Mayor

<p><b><u>BOND CHART</u></b>  Records municipal bonds and revenue bonds  Disposition: permanent</p>	<p>Neighborhood Relations</p>
<p><b><u>BOND DOCUMENTS</u></b>  Includes annual financial reports, capital projects, debt service fund reports, bond transcript, and all supporting documents  Active: 1 year after sale of bonds; merge to one central file until repayment complete  Disposition: destroy</p>	<p>Central Accounting</p>
<p><b><u>BOND DOCUMENTS</u></b>  Includes coupons and other related documents. See also Bond Transcripts  Active: until all obligations are paid  Inactive: 5 years  Disposition: destroy; retain 1 bond of each series permanently</p>	<p>City Clerk</p>
<p><b><u>BOND TRANSCRIPTS OF PROCEEDINGS</u></b>  Includes industrial revenue bonds, no-fund warrants, and general obligation bonds  Disposition: permanent</p>	<p>City Clerk</p>
<p><b><u>BROCHURES AND NEWSLETTERS</u></b>  Includes City Connections newsletter and other items published through Public Affairs  Disposition: permanent - 1 copy</p>	<p>City Communications</p>
<p><b><u>BUDGET PREPARATION FILE</u></b>  Active: close of subsequent budget process  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>BUILDING CODES</u></b>  Disposition: 1 copy permanently</p>	<p>Development Services Division</p>
<p><b><u>BUILDING PERMIT APPLICATIONS AND RESPONSES (denied)</u></b>  Active: 3 years  Disposition: destroy</p>	<p>Development Services Division</p>
<p><b><u>BUILDING PERMIT RESPONSES</u></b>  Responses to permit applications.  Active: retain while useful; not more than 4 years  Disposition: destroy</p>	<p>Common Records, Fire Department</p>
<p><b><u>BUILDING PLANS</u></b>  Includes every building in Topeka with an alarm or fire sprinkler system  Active: while building exists  Disposition: destroy</p>	<p>Fire Department</p>

<p><b><u>CABLE TV FILES</u></b>  Correspondence and other related documents concerning cable TV franchise and daily operation of cable channel  Active: retain while useful; but not more than 5 years  Disposition: destroy</p>	<p>City  Communications</p>
<p><b><u>CALL BACK LIST</u></b>  Roster of volunteers for overtime  Active: until superseded  Disposition: destroy</p>	<p>Fire Department</p>
<p><b><u>CANDIDATE FILING DOCUMENTS</u></b>  Active: until close of subsequent election process  Disposition: destroy</p>	<p>City Clerk</p>
<p><b><u>CAPITAL IMPROVEMENT PLAN</u></b>  Disposition: permanent</p>	<p>City Clerk</p>
<p><b><u>CAPITAL IMPROVEMENT PLAN PREP FILES</u></b>  Active: until CIP is completed  Inactive: 1 year  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>CARBON MONOXIDE FILES</u></b>  Includes Notice of Findings and Checklist for Carbon Monoxide Investigations  Active: 5 years  Disposition: destroy</p>	<p>Fire Department</p>
<p><b><u>CASE FILES – GRAFFITI, HOUSING, SANITATION, UNSAFE STRUCTURES, VEHICLE, VACANT REGISTRY, WEEDS</u></b>  These files are not in the billing process. For cases that are in billing refer to “Billing Files”. These files do include cases in Municipal Court. For cases that are in court refer to “Municipal Court Case Files”.   Active: Until resolved  Inactive: 2 years  Disposition: Destroy</p>	<p>Property  Maintenance  Division</p>
<p><b><u>CATALOGS</u></b>  Active: retain while current  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>CERTIFICATE OF LIABILITY/ WORKERS’ COMPENSATION</u></b>  Active: 5 years  Disposition: destroy</p>	<p>Development  Services Division</p>
<p><b><u>CERTIFICATES OF DEPOSIT</u></b>  Active: until maturity  Disposition: return to bank</p>	<p>Cash Mgmt</p>

<p><b><u>CERTIFIED MAIL RECEIPTS</u></b>  Active: 1 year  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>CHARTER ORDINANCES</u></b>  Disposition: permanent</p>	<p>City Clerk</p>
<p><b><u>CHECKS AND WARRANTS; UNCLAIMED</u></b>  Unclaimed checks and warrants, including payroll, vendor, and other checks/warrants  Active: 2 years from date of issuance  Disposition: Destroy</p>	<p>Central Accounting</p>
<p><b><u>CITIZEN COMPLAINT FILE</u></b>  Correspondence and notes regarding individual citizen issues. See also Community Issues Files  Active: retain routine problem files 5 years  Disposition: destroy</p>	<p>City Manager, Mayor</p>
<p><b><u>CITIZENS ADVISORY COUNCIL (CAC) ADMINISTRATIVE FILE</u></b>  Includes correspondence, handouts and other documents not included in minutes  Active: 5 years from grant year close out  Disposition: destroy</p>	<p>Neighborhood Relations</p>
<p><b><u>CITIZENS ADVISORY COUNCIL (CAC) TRANSCRIPT FILE</u></b>  Includes minutes, annual roster and bylaws  Active: 5 years from grant year close out  Disposition: permanent</p>	<p>Neighborhood Relations</p>
<p><b><u>CITY CODE BOOK</u></b>  Includes supplements  Disposition: permanent - 1 copy</p>	<p>City Clerk</p>
<p><b><u>CITY COUNCIL COMMITTEE ITEMS</u></b>  Ordinances, resolutions, and other documents that were referred to committee and removed from further consideration pursuant to applicable Topeka Governing Body Rules and Regulations  Active: 1 year after removal from further consideration  Disposition: destroy</p> <p><b>City Council Committee Recordings (see City Council Retention Schedule)</b></p>	<p>City Clerk</p>
<p><b><u>CITY COUNCIL COMMITTEE MEETING REFERRAL SHEET</u></b>  Disposition: permanent - 1 copy</p>	<p>City Council Office</p>
<p><b><u>CITY COUNCIL COMMITTEE RECORDINGS – Audio</u></b>  Active: 3 years  Disposition: destroy</p>	<p>City Council Office</p>



<p><b><u>CITY COUNCIL MEMBER FILES</u></b>  Copies of correspondence, resolutions, ordinances, and other information relating to the specific council member  Active: retain while useful  Disposition: destroy</p>	<p>City Council Office</p>
<p><b><u>CLAIM FILES</u></b>  Includes real and personal property for which insurance has been purchased  Active: 5 years or until all statute of limitations have expired, whichever is longer  Disposition: destroy</p>	<p>Risk Management</p>
<p><b><u>CLAIMS</u></b>  Claims filed against the City  Active: 10 years  Disposition: destroy</p>	<p>City Clerk, Legal Department</p>
<p><b><u>COMMITTEE FILES – MISCELLANEOUS FILE</u></b>  Includes minutes, agendas, correspondence, rosters and other related documents from committees.  Active: 3 years  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>COMMUNITY DEVELOPMENT PROPOSALS</u></b>  Disposition: permanent</p>	<p>City Clerk</p>
<p><b><u>COMMUNITY INVOLVEMENT FILES</u></b>  Documents cooperative relationships as well as community relations  Active: retain while useful; but not more than 5 years  Disposition: destroy</p>	<p>City Manager, Mayor</p>
<p><b><u>COMMUNITY ISSUES FILE</u></b>  Community projects, issues, complaints about major problems, or other items of interest to the community. Includes correspondence, contract copies, annual reports, surveys, studies, and other related documents  Active: 5 years  Disposition: destroy</p>	<p>City Council Office, City Manager, Mayor</p>
<p><b><u>COMMUNITY ISSUES FILE (Public Works)</u></b>  Working files of special issues, complaints about major problems, or other items of interest to the community; includes correspondence, contract copies, annual reports, surveys, studies, and other related documents  Active: retain while useful; but not more than 10 years  Disposition: destroy</p>	<p>Public Works</p>

<p><b><u>COMMUNITY SERVICE RECORDS</u></b>  Retain a summary of community service performed by an individual permanently.  Retain all supporting documents as follows:  Active: until service is completed and case is closed  Inactive: 5 years  Disposition: destroy</p>	<p>Municipal Court</p>
<p><b><u>COMPARISON REPORTS</u></b>  Weekly or monthly reports showing receipts, activity, and other statistical information.  Retain final report each year permanently. Retain others as follows:  Active: 3 years  Disposition: destroy</p>	<p>Forestry</p>
<p><b><u>COMPLAINT FILES</u></b>  Correspondence and documentation of action taken, if 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</p>	<p>Common Records,  City Clerk, Legal  Department</p>
<p><b><u>COMPLAINT FILES (Personnel)</u></b>  Active: 5 years  Disposition: permanent electronic files</p>	<p>Human Resources  Department</p>
<p><b><u>COMPREHENSIVE ANNUAL FINANCIAL REPORTS</u></b>  Active: 10 years  Disposition: permanently – 1 copy</p>	<p>Central  Accounting, City  Clerk</p>
<p><b><u>COMPREHENSIVE PLAN</u></b>  Disposition: permanent</p>	<p>Planning  Department</p>
<p><b><u>COMPUTER BACKUPS</u></b>  Tapes and disks which hold backups for AS400 and networks. Retain the annual backup while city owns the computer system that reads the information. Retain all others as follows:  Active: 1 year  Disposition: destroy</p>	<p>Information  Technology</p>
<p><b><u>CONDEMNATIONS</u></b>  Disposition: permanent</p>	<p>City Clerk</p>
<p><b><u>CONDITIONAL USE PERMIT PETITION FILES</u></b>  Previously called special use permit petition files  Disposition: permanent</p>	<p>Planning  Department</p>

<p><b><u>CONFIDENTIAL FILES</u></b>  Includes: physician records of examination, diagnostic records, laboratory test records, drug screening records, health plan application forms, KPERS, FMLA, accident reports, workers' compensation reports, detailed background checks, etc.  Active: tenure plus 2 years  Disposition: shred hard copy, permanent electronic files kept for 65 years</p>	<p>Human Resources Department</p>
<p><b><u>CONSTITUENT SERVICES PROGRAM</u></b>  Community complaints and/or issues from constituents to inform councilmembers and city departments.  Active: retain while useful  Disposition: permanent</p>	<p>City Council Office</p>
<p><b><u>CONSUMER PROTECTION CASE FILES</u></b>  Active: until resolved  Inactive: 5 years  Disposition: destroy</p>	<p>Legal Department</p>
<p><b><u>CONTRACT COMPLIANCE FILES</u></b>  Active: 5 years after contract closeout  Disposition: destroy</p>	<p>Contracts and Procurement</p>
<p><b><u>CONTRACTORS' LIABILITY INSURANCE/ BOND RECORDS</u></b>  Active: 5 years after expiration  Disposition: destroy</p>	<p>Common Records, City Clerk, Development Services Division, Public Works</p>
<p><b><u>CONTRACTS</u></b>  All contracts including labor contracts signed by City including change orders, accept for maintenance and addendums  Disposition: permanent</p>	<p>City Clerk</p>
<p><b><u>CONTRACTS (Contracts and Procurement)</u></b>  Includes contract, specifications, request for proposal, bid board report, change orders and tax exempt status certificates  Active: life of contract  Disposition: destroy</p>	<p>Contracts and Procurement</p>
<p><b><u>CORPS OF ENGINEERS EXCAVATION PERMITS</u></b>  Documents regarding building permits within 500 feet of the levee  Disposition: permanent</p>	<p>Utilities</p>
<p><b><u>CORRECTIONS FILE</u></b>  Corrections to documents that had been previously microfilmed  Disposition: permanent</p>	<p>City Clerk</p>

<p><b><u>CORRESPONDENCE (project related)</u></b>  Active: 5 years  Disposition: permanent if unique to project; otherwise destroy</p>	<p>Development Services Division</p>
<p><b><u>CORRESPONDENCE (Routine)</u></b>  Includes inquiries, memos, copies, telephone records, emails, etc.  Active: 5 years  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>CORRESPONDENCE INDEX</u></b>  Active: until superseded or obsolete  Disposition: destroy</p>	<p>Mayor</p>
<p><b><u>COURT-ORDERED PAYMENTS</u></b>  Includes child support, garnishments, and bankruptcy orders, answers, and receipts  Active: 5 years after release of wages  Disposition: destroy</p>	<p>Central Accounting</p>
<p><b><u>CRIMINAL WEAPON VIOLATION CASE FILES</u></b>  Maintain original diversion agreements and Waivers of Right to Counsel permanently. Destroy of other documents as follows:  Active: until case is closed with no further activity  Inactive: 7 years  Disposition: destroy</p>	<p>Legal Department</p>
<p><b><u>DAILY ASSIGNMENT SHEET</u></b>  Record of employee's daily assignments  Active: 5 years  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>DAILY FEES ACCOUNTING REPORT</u></b>  Contains payee name, license number and type (if applicable), amount paid, and copies of deposit receipts  Active: 3 years  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>DAILY FEES ACCOUNTING REPORT (Cash Management)</u></b>  Contains payee name, permit number and type (if applicable), amount paid, and copies of deposit receipts  Active: 5 years  Disposition: destroy</p>	<p>Cash Mgmt</p>
<p><b><u>DAILY OPERATIONS LOG</u></b>  Includes readings on flow, pumpage, chemicals, and special notes as well as identity of employee doing the reading  Active: 10 years  Disposition: destroy</p>	<p>Utilities</p>

<p><b><u>DAILY REPORTS</u></b> Notes of animal activities for entire zoo for each day Disposition: permanent</p>	Zoo
<p><b><u>DEEDS</u></b> Original deeds for all property owned by City Disposition: permanent</p>	City Clerk
<p><b><u>DEMOLITION FILES</u></b> City-ordered demolitions of privately owned facilities, including, but not limited to, cost estimates of repair, pictures of property, publicized property maintenance notices, mailings and notifications Active: Until resolved Inactive: 10 years Disposition: Destroy</p>	Property Maintenance Division
<p><b><u>DIRECT DEPOSIT AUTHORIZATION RECORDS</u></b> Active: until superseded or no longer in effect Inactive: 2 years Disposition: destroy</p>	Central Accounting
<p><b><u>DISPATCH RECORDS (obsolete record)</u></b> Active: 5 years Disposition: destroy</p>	Fire Department
<p><b><u>DIVISION POLICIES</u></b> 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 organization history of the department Disposition: permanent</p>	Common Records
<p><b><u>DOCKET SHEETS</u></b> Includes synopsis of case, individuals involved, and other pertinent information Disposition: permanent</p>	Legal Department
<p><b><u>DOCKETS</u></b> Retain any dockets that could be used to establish criminal history on all offenses equivalent to an A or B misdemeanor for 50 years. Retain all others as follows: Active: 5 years Disposition: destroy</p>	Municipal Court
<p><b><u>DRAINAGE AGREEMENTS</u></b> Disposition: permanent</p>	Development Services Division
<p><b><u>DRIVEWAY PERMITS</u></b> Includes associated site development plans Disposition: permanent</p>	Development Services Division

<p><b><u>DUI CASE FILES</u></b>  Maintain original diversion agreements and Waivers of Right to Counsel permanently. Destroy other documents as follows:  Active: until case is closed with no further activity  Inactive: 7 years  Disposition: destroy</p>	<p>Legal Department</p>
<p><b><u>EASEMENTS</u></b>  Original easement agreements  Disposition: permanent</p>	<p>City Clerk</p>
<p><b><u>EDUCATION CAMP REGISTRATION</u></b>  Information on camp attendees  Active: 2 years  Disposition: destroy</p>	<p>Zoo</p>
<p><b><u>EDUCATIONAL MATERIALS</u></b>  Information retained for the purpose of teaching zoo visitors about zoo operations/animals  Active: until obsolete  Disposition: destroy</p>	<p>Zoo</p>
<p><b><u>ELECTRONIC RECORDS</u></b>  Includes microfilmed or imaged documents. Use the retention schedule of the record series listed herein. The hard copy of a document can be destroyed after a document has been microfilmed or scanned, provided the image has been verified for accuracy. Any exception to this rule will be listed with that record series.</p>	<p>Common Records</p>
<p><b><u>ELEVATOR FILES</u></b>  Permanently includes application, permits, drawings, and contracts. Additionally includes current accident reports, violation notices, renewals and other documents since last five year inspection. Purge file of current records after every five-year inspection.  Active: 5 years; purge file  Disposition: permanent</p>	<p>Development Services Division</p>
<p><b><u>EMPLOYEE HANG TAG FILES</u></b>  Record of tag number and authorized parking lot  Active: until superseded or obsolete  Disposition: destroy</p>	<p>Transportation Operations</p>
<p><b><u>EMPLOYEE PHYSICAL PROGRAM</u></b>  Employee Physical Guidelines, City of Topeka Occupational Physical Waiver forms (blank), Physical Examination form (blank)  Active: 3 years  Disposition: destroy</p>	<p>Public Works</p>

<p><b><u>ENGINEER ESTIMATES</u></b>  Provides basis for purchase orders and contracts  Active: 5 years  Disposition: destroy</p>	<p>Contracts and Procurement</p>
<p><b><u>EQUIPMENT CHECK OUT LOGS</u></b>  Active: until all equipment is returned  Disposition: destroy</p>	<p>Facility Operations</p>
<p><b><u>EQUIPMENT TESTS</u></b>  Records of pump checks, ladder tests, hose tests, aerial apparatus tests and self-contained breathing apparatus tests  Active: life of equipment  Disposition: destroy</p>	<p>Fire Department</p>
<p><b><u>EXAMS - ENTRANCE</u></b>  Retain exams in employee personnel file if hired. Retain all others as follows:  Active: until vacancy is filled  Inactive: 6 years  Disposition: destroy</p>	<p>Fire Department</p>
<p><b><u>EXAMS - PROMOTIONAL AND PERIODIC</u></b>  Examinations given to current employees. K.S.A. 60-511  Active: while individual is employed  Inactive: 5 years  Disposition: destroy</p>	<p>Fire Department</p>
<p><b><u>EXCAVATION PERMITS</u></b>  For utility right-of-ways and includes associated site plans  Disposition: permanent</p>	<p>Development Services Division</p>
<p><b><u>EXHIBIT FILES</u></b>  Includes written plans, maps, and other related documents  Active: while zoo exists  Disposition: destroy</p>	<p>Zoo</p>
<p><b><u>FARM OPERATOR/OWNER AGREEMENT</u></b>  Used in conjunction with biosolids application  Active: 10 years  Disposition: destroy</p>	<p>Utilities</p>
<p><b><u>FEEDING RECORDS</u></b>  Includes diet cards and consumption records. Documents eating habits over a period of time  Disposition: permanent</p>	<p>Zoo</p>
<p><b><u>FINAL PLATS</u></b>  Disposition: permanent</p>	<p>City Clerk</p>

<p><b><u>FINANCIAL REPORTS - MONTHLY</u></b>  Includes Utility Financial Reports, budgets for Public Works accounts, and other computer-generated financial documents  Active: 1 year  Disposition: destroy</p>	Public Works
<p><b><u>FINANCIAL REPORTS - YEAR END</u></b>  Active: 5 years  Disposition: destroy</p>	Public Works
<p><b><u>FINANCIAL REPORTS –INTERIM</u></b>  Active: 2 years  Disposition: destroy</p>	Public Works
<p><b><u>FINANCIAL STATEMENTS AND WORK PAPERS</u></b>  Active: 3 years  Disposition: destroy</p>	Utilities
<p><b><u>FIRE HYDRANT MAPS</u></b>  Displays locations of all hydrants  Active: until superseded  Disposition: destroy</p>	Fire Department
<p><b><u>FIRE INSPECTION STREET FILE</u></b>  Documentation regarding inspections performed by fire department and any related citations. Retain underground tank records permanently. Retain other documents as follows:  Active: while structure exists  Disposition: destroy</p>	Fire Department
<p><b><u>FIRE SERVICE CONTRACT BILLING (Fire Department)</u></b>  Annual accounting for fire service contracts  Active: 5 years  Disposition: destroy</p>	Fire Department
<p><b><u>FIRE SERVICE CONTRACT BILLING (Utilities)</u></b>  Active: 3 years  Disposition: destroy</p>	Utilities
<p><b><u>FIRE STATION LOG</u></b>  Daily journal of activity at a fire station  Disposition: permanent</p>	Fire Department
<p><b><u>FIREFIGHTER’S RELIEF ASSOCIATION STATEMENTS/FORMS</u></b>  Active: 5 years  Disposition: destroy</p>	Fire Department



<p><b><u>FIXED ASSET INVENTORIES</u></b>  Active: life of equipment  Inactive: 5 years from grant year close out  Disposition: destroy</p>	<p>Neighborhood Relations</p>
<p><b><u>FLEET ADVISORY BOARD TRANSCRIPT FILE</u></b>  Includes minutes, agendas and annual roster for Board that was active prior to 2010  Disposition: permanent</p>	<p>Fleet Services</p>
<p><b><u>FLEET BILLING RECORDS</u></b>  Includes charges to other departments, cost analysis and other related documents  Active: 5 years  Disposition: destroy</p>	<p>Fleet Services</p>
<p><b><u>FORESTRY RECORDS -- TREES</u></b>  Active: 2 years after removal, if no litigation  Disposition: destroy</p>	<p>Forestry</p>
<p><b><u>FORMS (Blank)</u></b>  Active: until superseded or obsolete  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>FRANCHISE FILE</u></b>  Includes ambulance, cable TV, telephone, gas and electricity  Disposition: permanent</p>	<p>City Clerk</p>
<p><b><u>FUEL RECORDS</u></b>  Details amount of fuel purchased  Active: 3 years  Disposition: destroy</p>	<p>Fleet Services</p>
<p><b><u>GENERAL ZOO INFORMATION</u></b>  Includes annual attendance figures, zoo admission charge, tour information, and other related documents  Active: 5 years  Disposition: destroy</p>	<p>Zoo</p>
<p><b><u>GOVERNING AGENCY REGULATIONS</u></b>  Includes City, State, and Federal governing agencies' manuals and requirements  Active: until superseded or obsolete  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>GOVERNING BODY ITEMS THAT WERE WITHDRAWN OR NOT ADOPTED</u></b>  Active: 5 years  Disposition: destroy</p>	<p>City Clerk</p>

<p><b><u>GOVERNING BODY MINUTES</u></b>  Record of all governing body actions  Disposition: permanent</p>	<p>City Clerk</p>
<p><b><u>GOVERNING BODY PACKETS</u></b>  Record of all governing body actions including agendas, handouts, zoning cases, project budgets, and other related documents  Disposition: permanent</p>	<p>City Clerk</p>
<p><b><u>GOVERNING BODY RECORDINGS</u></b>  Includes DVDs of governing body meetings  Active: 7 years  Disposition: destroy</p>	<p>City Clerk</p>
<p><b><u>GRANT ADMINISTRATIVE AND FINANCIAL FILES</u></b>  Includes application, award notice, public hearing notices, RFP's, purchase orders, banking records, accounting ledgers, correspondence, certified mail receipts, reports, and other documents; maintained by project year. See also Grant Performance Report.  Active: until project year is closed and audit is completed  Inactive: 5 years or until completion of any action, whichever is later  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>GRANT INDEX</u></b>  List of grants received and purpose for each  Disposition: permanent</p>	<p>Common Records</p>
<p><b><u>GRANT PERFORMANCE REPORT</u></b>  Disposition: permanent</p>	<p>Common Records</p>
<p><b><u>GREASE INTERCEPTOR INSPECTION REPORT FORMS</u></b>  Active: 5 years  Disposition: destroy</p>	<p>Utilities</p>
<p><b><u>GREASE TRAP PROGRAM AGENDAS/LETTERS/REPORTS</u></b>  Active: 5 years  Disposition: destroy</p>	<p>Utilities</p>
<p><b><u>GREASE TRAP QUARTERLY REPORT FORMS</u></b>  Active: 5 years  Disposition: destroy</p>	<p>Utilities</p>
<p><b><u>GRIEVANCE FILES</u></b>  Active: 5 years  Disposition: shred hard copy, permanent electronic files</p>	<p>Human Resources Department</p>
<p><b><u>HAZARDOUS MATERIALS EXPOSURE REPORTS</u></b>  Firefighter medical records, accident and injury reports, exposure reports.  Active: while employed  Inactive: 30 years beyond termination or retirement of employee</p>	<p>Fire Department</p>

<p><b><u>HISTORIC STRUCTURE FILES</u></b> Disposition: permanent</p>	<p>Planning Department</p>
<p><b><u>HOLD HARMLESS AGREEMENTS</u></b> Includes ride-along agreements, release of liability, and other such agreements Active: 5 years Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>HOME OCCUPATION FILES</u></b> Includes applications, licenses, current renewal notices, and any other unique correspondence Active: 3 years after denial or expiration of license Disposition: permanent</p>	<p>Planning Department</p>
<p><b><u>HOUSING PROGRAM CLIENT/ WORKING FILE</u></b> Includes, but not limited to, application, income verification, inspection reports, mortgage, deferred loan agreement, specifications, change orders, correspondence, project completion report, deed, contract, complaints/claims, resolution reports and case narrative Active: until file is closed and audit is completed Disposition: permanent Rationale: administrative value  <u>Client Permanent File</u>: Limited to project completion report, deeds, complaints/claims, resolution report, contract specifications and case narrative</p>	<p>Neighborhood Relations</p>
<p><b><u>HUMAN RELATIONS COMMISSION BOARD MINUTES</u></b> Active: retain while current Disposition: permanent – 1 copy</p>	<p>City Manager</p>
<p><b><u>INCIDENT REPORTS</u></b> Documentation of incidents occurring in current division's facilities Active: 5 years Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>INDEXES</u></b> Retain as long as records to which they refer</p>	<p>Common Records</p>
<p><b><u>INDUSTRIAL REVENUE BONDS - RELATED DOCUMENTS</u></b> Active: until all bonds sold Inactive: 5 years Disposition: destroy</p>	<p>Central Accounting (Finance)</p>
<p><b><u>INDUSTRIAL REVENUE BONDS - TRANSCRIPTS</u></b> Active: until all obligations are paid Inactive: 5 years Disposition: destroy</p>	<p>Central Accounting (Finance)</p>

<p><b><u>INSTANT MESSAGING SERVICES</u></b>  Teams, Skype, etc  Active: retain while useful, but not more than 7 days  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>INSURANCE POLICIES</u></b>  Policies which the City of Topeka has purchased  Active: until expired or cancelled  Inactive: 5 years  Disposition: destroy</p>	<p>City Clerk, Risk Management</p>
<p><b><u>INTERSECTION FILES (Engineering)</u></b>  Water main location drawings  Disposition: permanent</p>	<p>Engineering</p>
<p><b><u>INTERSECTION FILES (Transportation Operations)</u></b>  Includes plans, timing printouts, maintenance, permits and other records retained by location  Disposition: permanent</p>	<p>Transportation Operations</p>
<p><b><u>INVENTORIES</u></b>  Includes trees, equipment, uniforms, records, vehicles, and other inventories  Active: until superseded or obsolete  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>INVENTORIES (Fleet Services)</u></b>  Includes vehicles, equipment, parts, records and other inventories  Active: until superseded or obsolete  Disposition: destroy</p>	<p>Fleet Services</p>
<p><b><u>INVESTIGATIVE CASE FILES</u></b>  Retain photographic evidence, pertinent court pleadings, investigator's notes, interviews and other related documents permanently. Retain physical evidence and copies of documents as follows:  Active: 5 years, if appeal time has run  Disposition: destroy</p>	<p>Fire Department</p>
<p><b><u>INVESTMENT RECORDS - DAILY</u></b>  Daily accounting of transactions  Active: 5 years  Disposition: destroy</p>	<p>Cash Mgmt</p>
<p><b><u>INVESTMENT RECORDS - GENERAL</u></b>  Includes weekly reports generated by City Treasurer, transaction confirmations, monthly reports generated by brokers, and maturity confirmations  Active: 5 years  Disposition: destroy</p>	<p>Cash Mgmt</p>

<p><b><u>JOB DESCRIPTIONS (Reference copy)</u></b>Active: until superseded or obsolete Disposition: destroy</p>	<p>Common Records, Human Resources</p>
<p><b><u>KANSAS FIRE INCIDENT REPORT</u></b> Electronic reports sent to the State Fire Marshal. Includes fire, civilian casualty and firefighter casualty reports includes KFIRs daily checksheet Active: 10 years Disposition: destroy</p>	<p>Fire Department</p>
<p><b><u>KEY FILES</u></b> Includes applications, background checks (not hired), interview questions and employment testing (excludes medical testing (not hired)). Active: 5 years Disposition: destroy</p>	<p>Human Resources Department</p>
<p><b><u>KNOX BOX INDEX</u></b> Listing of all keyboxes and the holders of the keys Active: until superseded Disposition: destroy</p>	<p>Fire Department</p>
<p><b><u>KPERS ANNUAL REPORT</u></b> Details employee name, social security number, and annual contribution amounts Disposition: permanent</p>	<p>Central Accounting</p>
<p><b><u>LABORATORY RECORDS</u></b> Includes analyst data and lab reports; also used in conjunction with reports to Kansas Department of Health and Environment which are retained permanently Active: 10 years Disposition: destroy</p>	<p>Utilities</p>
<p><b><u>LABORATORY/OPERATIONS REPORT</u></b> Includes daily readings on flow, pumpage, chemicals, etc. Disposition: permanent</p>	<p>Utilities</p>
<p><b><u>LANDMARKS COMMISSION</u></b> Includes applications, staff reports, agendas, minutes and back-up material from the applicant. The agendas and minutes are kept electronically. Disposition: permanent</p>	<p>Planning Department</p>
<p><b><u>LAWSUITS</u></b> Includes outside counsel files and other related documents Active: until case is closed and all appeal time has run Inactive: 10 years Disposition: destroy</p>	<p>Legal Department</p>
<p><b><u>LEAD PAINT CERTIFICATION</u></b> Filed by license year. Active: 10 years Disposition: destroy</p>	<p>Development Services Division</p>

<p><b><u>LEGAL NOTICES (Proof of Publications)</u></b>  Active: 5 years  Disposition: destroy</p>	<p>City Clerk</p>
<p><b><u>LETTERS OF UNDERSTANDING</u></b>  Written acknowledgements of broker responsibilities and promises  Active: 5 years  Disposition: destroy</p>	<p>Cash Mgmt</p>
<p><b><u>LEVEE INSPECTION REPORTS</u></b>  Includes pumping station, lifting bridge, in-house, and other inspections done on an annual basis by the Corps of Engineers and reported to the Federal Emergency Management Agency  Disposition: permanent -- 1 copy</p>	<p>Utilities</p>
<p><b><u>LICENSE AND PERMIT SURETY BONDS OR INSURANCE DOCUMENTS</u></b>  Active: until expired or cancelled  Inactive: 5 years  Disposition: destroy</p>	<p>City Clerk</p>
<p><b><u>LICENSING FILES</u></b>  Includes application and other related documents  Active: until license is expired or obsolete  Inactive: 5 years  Disposition: destroy</p>	<p>City Clerk</p>
<p><b><u>LICENSING FILES (Planning)</u></b>  Verifications for salvage yards, Kansas Alcohol Beverage Control licensed establishments and vehicle sales lots  Active: 2 years  Disposition: destroy</p>	<p>Planning Department</p>
<p><b><u>LOSS/DAMAGE REPORT</u></b>  Record of tool, equipment or gear destroyed  Active: until item replaced  Inactive: 3 years  Disposition: destroy</p>	<p>Fire Department</p>
<p><b><u>MAPS/PLANS</u></b>  Includes electrical, plumbing, heating, and other facility plans for various city buildings  Active: while city owns property  Disposition: destroy</p>	<p>Facility Operations</p>
<p><b><u>MATERIALS FILE</u></b>  List of quantities purchased and vendor information for division  Active: retain while useful; but not more than 5 years  Disposition: destroy</p>	<p>Transportation Operations</p>

<p><b><u>MEDICAL INFORMATION FILES</u></b>  Includes Exposure Form, Infectious Disease Report, workman’s compensation, follow-up medical information and other related documents must be retained separately from supervisor’s file  Active: while individual is alive  Inactive: 5 years  Disposition: destroy</p>	<p>Fire Department</p>
<p><b><u>METER MAINTENANCE REPORTS</u></b>  Recorded maintenance on equipment  Active: until equipment is replaced or discarded  Disposition: destroy</p>	<p>Transportation Operations</p>
<p><b><u>METROPOLITAN TOPEKA PLANNING ORGANIZATION DOCUMENTS</u></b>  Includes rosters, handouts and other documents not included in transcript file  Active: 5 years  Disposition: destroy</p>	<p>Planning Department</p>
<p><b><u>METROPOLITAN TOPEKA PLANNING ORGANIZATION TRANSCRIPT FILES (non-current council)</u></b>  Includes minutes, agendas, and other documents showing history of organization.  These items are kept electronically.  Disposition: permanent</p>	<p>Planning Department</p>
<p><b><u>MONTHLY REPORTS</u></b>  Active: until close of subsequent year  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>MOTOR FUEL TAX REPORTS</u></b>  Includes invoices, spreadsheets and related documents  Active: 5 years  Disposition: destroy</p>	<p>Fleet Services</p>
<p><b><u>MOTOR VEHICLE RECORDS</u></b>  Includes one record for each person who drives a city-owned vehicle  Active: 5 years  Disposition: destroy</p>	<p>Risk Management</p>
<p><b><u>MOWING EVALUATION FORMS</u></b>  Active: 5 years  Disposition: destroy</p>	<p>Utilities</p>
<p><b><u>MUNICIPAL COURT BOND DOCUMENTS</u></b>  Retain Cash Bond List permanently. Retain all others as follows:  Active: until expired or paid  Inactive: 5 years  Disposition: destroy</p>	<p>Municipal Court</p>

<p><b><u>MUNICIPAL COURT CASE FILES</u></b>  Does not include DUI or Criminal Weapon Violations  Active: until case is closed with no further activity  Inactive: 7 years  Disposition: destroy</p>	Legal Department
<p><b><u>NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM</u></b>  Includes all documents required to sustain City of Topeka's permits  Active: 10 years  Disposition: destroy</p>	Utilities
<p><b><u>NATIONAL PUBLIC WORKS WEEK</u></b>  Files documenting celebration and events  Disposition: permanent - 1 copy</p>	Public Works
<p><b><u>NEIGHBORHOOD PLAN</u></b>  Disposition: permanent</p>	Planning Department
<p><b><u>NIA ADMINISTRATIVE FILES</u></b>  Includes newsletters, fliers, correspondence and other documents  Active: 5 years from grant year close out  Disposition: destroy; possible shredding required, depending on contents</p>	Neighborhood Relations
<p><b><u>NIA TRANSCRIPT FILES</u></b>  Includes minutes, annual rosters and bylaws  Disposition: 5 years from grant year close out</p>	Neighborhood Relations
<p><b><u>OFFENSE REPORTS</u></b>  Reports sent to Kansas Bureau of Investigations  Disposition: permanent</p>	Fire Department
<p><b><u>OPEN MEETING NOTICES</u></b>  Recorded dates and times for all committees, boards, and governing body  Active: 2 years  Disposition: destroy</p>	City Clerk
<p><b><u>OPEN RECORD REQUESTS</u></b>  Active: 3 years  Disposition: destroy</p>	City Clerk
<p><b><u>ORDINANCES</u></b>  Disposition: permanent</p>	City Clerk
<p><b><u>PARKING GARAGE PLANS</u></b>  Active: Life of garage  Disposition: destroy</p>	Transportation Operations
<p><b><u>PARKING LOT PERMITS</u></b>  Includes associated site development plans  Disposition: permanent</p>	Development Services Division



<p><b><u>PATIENT REPORTS</u></b>  Includes first response medical records, patient's refusal of treatment and other related documents  Active: 5 years  Disposition: destroy</p>	<p>Fire Department</p>
<p><b><u>PAYROLL DEDUCTION AUTHORIZATION FORMS</u></b>  Includes health and benefit enrollments and other voluntary deductions; does not include Direct Deposit Authorizations; held in Human Resources Department  Active: retain until entered into computer  Disposition: send to Human Resources</p>	<p>Central Accounting</p>
<p><b><u>PAYROLL DOCUMENTS</u></b>  Includes time cards/sheets, leave requests, time away from work requests, payroll adjustment records, and payroll warrants registers. See also Central Accounting  Active: 5 years  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>PAYROLL DOCUMENTS (Central Accounting)</u></b>  Includes year to date cumulative register, distribution register, warrant register, payroll certification form, hours-to-gross register, and accrual register; does NOT include year-end year to date cumulative register  Active: 5 fiscal years  Disposition: destroy</p>	<p>Central Accounting</p>
<p><b><u>PAYROLL STATUS CARD (voluntary changes)</u></b>  Active: 2 years  Disposition: destroy</p>	<p>Central Accounting</p>
<p><b><u>PAYROLL STATUS CARD (with change of status)</u></b>  Held for reference convenience only  Active: until superseded or employee terminates employment  Disposition: destroy</p>	<p>Central Accounting</p>
<p><b><u>PERMIT FILES</u></b>  Annually renewable permits to maintain certain animals as well as reports on permits  Disposition: permanent</p>	<p>Zoo</p>
<p><b><u>PERMITS - FLAMMABLE &amp; COMBUSTIBLE LIQUID TANK</u></b>  Includes above or below ground tanks. Retain removal documentation permanently. Retain all other documents as follows:  Active: until tank removed  Inactive: 2 years  Disposition: destroy</p>	<p>Fire Department</p>

<p><b><u>PERMITS - GENERAL</u></b>  Includes propane/liquid propane gas, salvage yard, boxing/wrestling, fireworks, tents and burning  Active:           until expired  Inactive:        2 years  Disposition:    destroy</p>	<p>Fire Department</p>
<p><b><u>PERSONAL USE OF CITY WIRELESS EQUIPMENT</u></b>  Includes wireless phone bills  Active:           5 years  Disposition:    destroy</p>	<p>Cash Mgmt</p>
<p><b><u>PERSONNEL DATABASE</u></b>  Perpetual file of status, address, and other related information. This series includes the Retirees List  Active:           until superseded  Disposition:    destroy</p>	<p>Fire Department</p>
<p><b><u>PERSONNEL FILES</u></b>  Includes: employment application, background check, policy signatures, tax forms, payroll actions, discipline actions, awards, training, performance appraisals, exit interview form, tuition reimbursement, position description, etc.  Active:           tenure plus 2 years  Disposition:    shred hard copy, permanent electronic files kept for 65 years</p>	<p>Human Resources Department</p>
<p><b><u>PETITIONS - MISCELLANEOUS</u></b>  Active:           5 years; seek archival approval before destroying  Disposition:    destroy</p>	<p>City Clerk</p>
<p><b><u>PETITIONS TO PUT ISSUE ON BALLOT</u></b>  Disposition:    permanent</p>	<p>City Clerk</p>
<p><b><u>PHOTOGRAPHIC AND VIDEO MATERIALS</u></b>  Negatives, photo-prints, slides, films, digital prints, and videotapes that were used in official publications; return others to appropriate department  Active:           1 year  Disposition:    destroy</p> <p><b><u>State of the City Address Video</u></b>  Active:           7 years  Disposition:    Retain until no longer useful, then contact the archives for appraisal, if not accepted for transfer to the archives then destroy</p>	<p>City Communications</p>
<p><b><u>PLAN SPECIFICATIONS</u></b>  Specifications for projects available for contractors to purchase  Active:           until contract is awarded  Disposition:    destroy</p>	<p>Transportation Operations</p>

<p><b><u>PLAN SPECIFICATIONS LIST</u></b>  List of contractors who purchased a plan book  Active: until bid is opened  Inactive: 3 years  Disposition: destroy</p>	<p>Transportation Operations</p>
<p><b><u>PLANNED UNIT DEVELOPMENT PLANS</u></b>  Active: until superseded  Disposition: destroy</p>	<p>Development Services Division</p>
<p><b><u>PLANNING COMMISSION ASSOCIATED DOCUMENTS</u></b>  Includes handouts and other documents not included in transcript file  Active: 5 years  Disposition: destroy</p>	<p>Planning Department</p>
<p><b><u>PLANNING COMMISSION RECORDINGS (includes Landmarks Commission and Board of Zoning Appeals meetings)</u></b>  Includes audio, videotapes and DVDs of planning commission meetings  Active: 7 years  Disposition: destroy</p>	<p>Planning Department</p>
<p><b><u>PLANNING COMMISSION TRANSCRIPT FILE</u></b>  Includes minutes, agendas, annual roster and other historical documents  Disposition: permanent</p>	<p>Planning Department</p>
<p><b><u>PLAT MAPS</u></b>  Half-sized recorded plats obtained from County  Disposition: permanent</p>	<p>Engineering</p>
<p><b><u>PLAT OF SUBDIVISION FILES</u></b>  Includes drainage reports, analyses, staff reports, plats of survey, and other documents  Disposition: permanent</p>	<p>Planning Department</p>
<p><b><u>PLATS FOR QUARTER SECTIONS, SANITARY SEWER, PAVING, AND STORM SEWER</u></b>  Active: until superseded or obsolete  Disposition: destroy</p>	<p>Development Services Division</p>
<p><b><u>PLATS OF SUBDIVISIONS</u></b>  Disposition: permanent</p>	<p>Development Services Division</p>
<p><b><u>POPULATION DATA (Obsolete Data)</u></b>  Disposition: permanent</p>	<p>City Clerk</p>

<p><b><u>PRE-FIRE PLANS</u></b>  Fire escape routes, locations of residents, sprinkler systems and other related documents provided for organization's use  Active: until superseded or obsolete  Disposition: destroy</p>	<p>Fire Department</p>
<p><b><u>PRESENTATION FILE</u></b>  Final versions of handouts, speeches, and presentations  Disposition: permanent - 1 copy</p>	<p>Public Works,  Utilities</p>
<p><b><u>PRESS RELEASES</u></b>  Retain press releases about special events permanently. Retain all others as follows:  Active: 2 years  Disposition: destroy</p>	<p>City  Communications</p>
<p><b><u>PROBATION RECORDS</u></b>  Includes client files, intoxication reports, shoplifting reports, house arrest reports and other related documents. Retain Waivers of Right to Counsel for 50 years. Retain all others as follows:  Active: until individual has completed program  Inactive: 5 years  Disposition: destroy</p>	<p>Municipal Court</p>
<p><b><u>PROCLAMATIONS</u></b>  Disposition: permanent - 1 copy</p>	<p>Mayor</p>
<p><b><u>PROFESSIONAL ORGANIZATION FILES</u></b>  Active: 3 years  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>PROJECT BUDGETS</u></b>  Disposition: permanent</p>	<p>City Clerk</p>
<p><b><u>PROJECT FILES - MAJOR STRUCTURES</u></b>  Comprehensive records and plans of all major structure projects. Includes buildings, bridges, parks, treatment plants and other major structures  Active: while structure exists  Inactive: 5 years  Disposition: destroy</p>	<p>City Clerk</p>
<p><b><u>PROJECT FILES - MISCELLANEOUS</u></b>  Comprehensive records, including plans, of projects not listed above. See also related documents in this schedule as well as Engineering schedule  Active: until accepted for maintenance  Inactive: 5 years  Disposition: destroy</p>	<p>City Clerk</p>

<p><b><u>PROJECT GENERAL FILES</u></b>  Includes ordinances, resolutions, contracts, specifications and other documents for projects which are duplicated elsewhere. See also Project Master File and City Clerk schedule.  Active: until accepted for maintenance  Inactive: 1 year  Disposition: destroy after noting related document numbers on cover sheet</p>	Common Records
<p><b><u>PROJECT GENERAL/ MASTER FILES</u></b>  Includes ordinances, resolutions, contracts, specifications and other documents for projects that are duplicated elsewhere.  Active: 5 years from grant year close out  Disposition: destroy</p>	Neighborhood Relations
<p><b><u>PROJECT MANAGEMENT FILES</u></b>  On-going correspondence on status of projects  Active: until project is completed  Inactive: 5 years  Disposition: destroy</p>	City Manager
<p><b><u>PROJECT MASTER FILE</u></b>  Includes documentation unique to current division for projects. See also Project General Files.  Disposition: permanent</p>	Common Records
<p><b><u>PROJECT SUMMARY REPORTS</u></b>  Updates on current projects  Active: until each project listed is accepted for maintenance  Disposition: destroy</p>	Transportation Operations
<p><b><u>PROOF OF PUBLICATION</u></b>  Active: 5 years  Disposition: destroy</p>	Common Records
<p><b><u>PROPERTY DAMAGE REPORTS</u></b>  Accidents involving city-owned vehicles or apparatus  Active: 5 years  Disposition: destroy</p>	Fire Department
<p><b><u>PUBLIC OFFICIAL BONDS</u></b>  Signed by the governing body, etc.  Active: while in office  Inactive: 10 years  Disposition: destroy</p>	City Clerk
<p><b><u>PUBLIC WORKS ADMINISTRATIVE ACTION AGENDAS</u></b>  Tracking system for documents  Disposition: 5 years</p>	Public Works

<p><b><u>PUBLICATIONS</u></b>  Includes brochures, booklets, Zoo Life Magazine, WFTZ logos and labels, and other publications created by Topeka Zoo  Disposition: permanent - 1 copy</p>	<p>Zoo</p>
<p><b><u>PURCHASING CARD TRANSACTIONS (P-CARDS)</u></b>  Monthly transaction reports and/or receipts.  Active: 5 years  Disposition: destroy</p>	<p>Common Records,  Contracts and  Procurement</p>
<p><b><u>PURCHASING DOCUMENTS</u></b>  Includes 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</p>	<p>Common Records</p>
<p><b><u>RECEIPTS</u></b>  Includes daily reconciliation report as well as deposit records from all departments  Active: 5 years  Disposition: destroy</p>	<p>Cash Mgmt</p>
<p><b><u>RECEIPTS/ TICKET STUBS/ DEPOSIT SLIPS</u></b>  Daily listing of monies received and accounts credited. See also Common Records schedule  Active: 5 years from grant year close out  Disposition: destroy</p>	<p>Neighborhood  Relations</p>
<p><b><u>RECEIPTS/TICKET STUBS/DEPOSIT SLIPS/RESTITUTION</u></b>  Daily listing of monies received and accounts credited. See also Cash Management schedule  Active: 3 years  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>RECLASSIFICATION</u></b>  Reclassification of an individual position in a City Division and/or Department. Retain a copy, the original is sent to HR to keep with employee payroll file.  Disposition: Retain while useful, destroy</p>	<p>Common Records</p>
<p><b><u>RECORD DESTRUCTION LISTS</u></b>  See City Clerk Schedule.  Active: 1 year  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>RECORDS MANAGEMENT</u></b>  Includes completed survey forms, inventories, destruction lists, transfer records, and other related documents  Disposition: permanent</p>	<p>City Clerk</p>

<p><b><u>REFERENCE BOOKS/JOURNALS</u></b>  Also includes newsletters and seminar notebooks  Active: until superseded or obsolete  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>REPORTS - MISCELLANEOUS</u></b>  Includes City committees, councils, boards, panels, and advisory bodies  Disposition: permanent</p>	<p>City Clerk</p>
<p><b><u>REQUEST FOR SERVICE</u></b>  E-mail or other correspondence regarding problems and solutions  Active: 1 year  Disposition: destroy</p>	<p>Information Technology</p>
<p><b><u>RESEARCH FILES (Council)</u></b>  Records of research conducted on subjects in response to council member request  Active: retain while useful  Disposition: destroy</p>	<p>City Council Office</p>
<p><b><u>RESEARCH FILES (Legal)</u></b>  Includes drafts and research to support ordinances and other matters  Active: retain while useful  Disposition: destroy</p>	<p>Legal Department</p>
<p><b><u>RESIDENTIAL CARE OCCUPANCY FILES</u></b>  Includes certificates and licenses which are regulated by Kansas Department of Health and Environment  Active: until certificate is expired  Inactive: 5 years  Disposition: destroy</p>	<p>Fire Department</p>
<p><b><u>RESOLUTIONS</u></b>  Disposition: permanent</p>	<p>City Clerk</p>
<p><b><u>REVENUE ANALYSIS</u></b>  Study used as basis for rate increases  Disposition: permanent</p>	<p>Utilities</p>
<p><b><u>REVENUE BOND PAYMENT SCHEDULE</u></b>  Active: until maturity and all obligations sold  Disposition: destroy</p>	<p>Utilities</p>
<p><b><u>REVENUE BONDS</u></b>  Includes all related documents not specifically listed in this schedule  Active: until bonds sold  Disposition: destroy</p>	<p>Utilities</p>

<p><b><u>SAFETY COMMITTEE FILE</u></b>  Includes notes, minutes and other documents from division or department meetings which are used as a reference tool for policy-making bodies  Active: 5 years  Disposition: destroy</p>	Risk Management
<p><b><u>SAFETY INSPECTION FILES -- CITY</u></b>  Conducted by Safety Director. Includes all correspondence and follow-up  Active: 5 years  Disposition: destroy</p>	Risk Management
<p><b><u>SAFETY INSPECTION FILES -- STATE</u></b>  Conducted by Kansas Department of Human Resources  Active: until completion of subsequent inspection  Disposition: destroy</p>	Risk Management
<p><b><u>SANITARY SEWER PLANS</u></b>  Disposition: permanent</p>	Engineering
<p><b><u>SCADA DATA</u></b>  Operational data on the plants, pumps and towers gathered by and stored by the control system  Active: 10 years  Disposition: Permanent Digital Media</p>	Utilities
<p><b><u>SCHEDULED STREET MAINTENANCE FILES</u></b>  Planning document showing maintenance performed and scheduled to be done  Active: until superseded or obsolete  Disposition: destroy</p>	Transportation Operations
<p><b><u>SCRAPBOOKS AND ALBUMS OF HISTORICAL INFO</u></b>  Collection of miscellaneous documents, newspaper clippings and pictures regarding department history  Disposition: permanent</p>	Common Records
<p><b><u>SECURITY FILES</u></b>  Includes incident reports, guard logs, and key files. Retain documents relating to class A or B misdemeanor or felony while needed by City Attorney. Retain all others as follows:  Active: 5 years  Disposition: destroy</p>	Zoo
<p><b><u>SELF-INSURANCE CLAIM FILES</u></b>  Includes automobile physical damage fund and other items self-insured by the City  Active: 5 years or until all statute of limitations have expired, whichever is longer  Disposition: destroy</p>	Risk Management



<p><b><u>SENIORITY LIST</u></b>  Electronic list of all active staff and their respective ranking  Disposition: permanent</p>	<p>Fire Department</p>
<p><b><u>SEPTAGE AND GREASE BILLING</u></b>  Active: 5 years  Disposition: Destroy</p>	<p>Utilities</p>
<p><b><u>SEPTAGE MANIFESTS</u></b>  Active: 5 years  Disposition: Destroy</p>	<p>Utilities</p>
<p><b><u>SERVICE CARDS</u></b>  Maintained by Water Distribution. Indicates location of service and property owner  Active: while service active  Inactive: 10 years  Disposition: destroy</p>	<p>Utilities</p>
<p><b><u>SERVICE REQUESTS</u></b>  See also Complaints  Active: until repairs or determination not to make repairs is made  Inactive: 2 years  Disposition: destroy</p>	<p>Transportation Operations</p>
<p><b><u>SERVICE WORK ORDERS</u></b>  Includes accounting codes, items used, selling costs, labor costs, etc.  Disposition: permanent</p>	<p>Utilities</p>
<p><b><u>SERVICE WORK ORDERS (Field Workers)</u></b>  Completed by field workers  Active: 5 years  Disposition: destroy</p>	<p>Utilities</p>
<p><b><u>SHAWNEE COUNTY EMERGENCY PREPAREDNESS PLAN</u></b>  Active: until superseded  Disposition: destroy</p>	<p>Fire Department</p>
<p><b><u>SIDEWALK PERMITS</u></b>  Includes associated site development plans  Disposition: permanent</p>	<p>Development Services Division</p>
<p><b><u>SITE PLANS</u></b>  Includes Water Pollution Control Division property as well as maps of sewer lines  Active: while structure exists  Disposition: destroy</p>	<p>Utilities</p>

<p><b><u>SNOW REMOVAL ROUTE SHEETS</u></b>  Includes documentation of precipitation, accumulation, snow removal workers, hours worked and other related documents  Active: 5 years  Disposition: destroy</p>	<p>Transportation Operations</p>
<p><b><u>SOFTWARE LICENSING</u></b>  Active: retain while current  Disposition: destroy</p>	<p>Information Technology</p>
<p><b><u>SPECIAL COMMITTEES</u></b> (Special committees may be established when there is an issue which needs special focus and would be better handled outside standing committees. This committee would be created by a majority of the Council.) All documentation that supports recommendation by the Committee including but not limited to; presentations, notes, minutes, handouts, reports, studies.  Disposition: permanent</p>	<p>City Council Office</p>
<p><b><u>SPECIAL EVENT PERMITS</u></b>  Applications and Certificates of Insurance (where applicable) for community parades, block parties, etc.  Active: 5 years  Disposition: destroy</p>	<p>City Clerk</p>
<p><b><u>SPECIAL EVENT/FUNDRAISING INFORMATION</u></b>  Includes brochures, planning information, press releases, and other related information. Retain one copy of publicity permanently. Retain other documents as follows:  Active: while current  Inactive: 5 years  Disposition: destroy</p>	<p>Zoo</p>
<p><b><u>SPECIFICATIONS</u></b>  For City projects and purchases  Active: until contract signed  Inactive: 5 years  Disposition: destroy</p>	<p>City Clerk</p>
<p><b><u>STAFF MEETING MINUTES</u></b>  Minutes of weekly meetings containing an overview of activities. Additionally includes strategic planning/staff retreat documents.  Active: 5 years - 1 copy  Disposition: destroy</p>	<p>Forestry</p>
<p><b><u>STATE AND LOCAL GOVERNMENT INFORMATION REPORT EEO-4</u></b>  Active: 3 years  Disposition: destroy</p>	<p>Human Resources Department</p>

<p><b><u>STATE REVOLVING LOAN FILES</u></b>  Includes application, award notice, public hearing notices, RFP's, correspondence, reports, purchase orders, banking records, accounting ledgers and other reports maintained by grant year  Active: until final audit is closed  Inactive: 5 years  Disposition: destroy</p>	<p>Public Works</p>
<p><b><u>STATEMENT OF SUBSTANTIAL INTEREST FORMS</u></b>  For Governing Body members  Active: retained until 5 years after leaving office  Disposition: destroy</p>	<p>City Clerk</p>
<p><b><u>STATISTICAL REPORTS</u></b>  Includes monthly, quarterly and annual city and county workers compensation reports and reports of vehicle claims. Retain annual (or December) report permanently. Retain all others as follows:  Active: until audit completed  Inactive: 1 year  Disposition: destroy</p>	<p>Risk Management</p>
<p><b><u>STORM SEWER PLANS</u></b>  Disposition: permanent</p>	<p>Engineering</p>
<p><b><u>STRATEGIC PLANNING DOCUMENTS</u></b>  Files used in preparation of strategic plan  Active: until adoption of subsequent strategic plan  Disposition: destroy</p>	<p>Zoo</p>
<p><b><u>STREET FILE</u></b>  Includes building, demolition, electrical, elevator, fence, home occupation, gas, mobile home, moving structure, plumbing, sign, swimming pool, temporary use of street right-of-way, and underground tank permits; inspection reports; violation notices; certificate of occupancy; drainage and hold harmless agreements; BBFA/BZA minutes and associated site plans and drawings  Disposition: permanent</p>	<p>Development Services Division</p>
<p><b><u>STREET LIGHTING -- ORNAMENTAL</u></b>  Inventory, maintenance and other related documents regarding ornamental lighting  Disposition: permanent</p>	<p>Transportation Operations</p>
<p><b><u>STREET LIGHTING APPLICATIONS</u></b>  Includes installation or denial information  Disposition: permanent</p>	<p>Transportation Operations</p>
<p><b><u>STREET LIGHTING BILLING FILES</u></b>  Includes list of numbers and types of lights as well as fees  Active: 5 years  Disposition: destroy</p>	<p>Transportation Operations</p>

<p><b><u>STREET LIGHTING TROUBLE CALLS</u></b>  Notification to Westar Energy of repairs needed and records documenting response times  Active: 5 years  Disposition: destroy</p>	<p>Transportation Operations</p>
<p><b><u>STREET NAME FILES</u></b>  Disposition: permanent</p>	<p>Planning Department</p>
<p><b><u>STUDBOOK FILES</u></b>  Includes Species Survival Plan, Studbook, correspondence, and other related documents  Disposition: permanent</p>	<p>Zoo</p>
<p><b><u>STUDIES OF UTILITY SYSTEMS</u></b>  Retain permanently if directly related to city and city policy. Retain others as follows:  Active: while useful  Disposition: destroy</p>	<p>Utilities</p>
<p><b><u>SUBDIVISION FILES</u></b>  Disposition: permanent</p>	<p>Engineering</p>
<p><b><u>SUBJECT FILES –ADA COORDINATOR</u></b>  Variety of documents relating to conferences, interests and published material maintained for convenience of reference.  Active: Retain until no longer useful  Disposition: Destroy</p>	<p>ADA</p>
<p><b><u>SUMMONS INDEX LOG</u></b>  Presented to City Clerk on behalf of City department  Active: until case is closed  Inactive: 5 years  Disposition: destroy</p>	<p>City Clerk</p>
<p><b><u>SUPERVISOR'S FILES</u></b>  Limited to required documents for current oversight of employee: A) work schedule; B) leave information; C) attendance record; D) overtime hours distribution; E) current payroll status report; F) current active disciplinary track items (1 year after resolution or per contract); G) last performance evaluation; H) performance observations since the last evaluation (positive and negative); I) requests for safety equipment and uniforms; and J) worker's compensation information. Purge after every evaluation. See also Human Resources schedule  Active: while employee is under direct supervision  Inactive: 1 year  Disposition: destroy</p>	<p>Common Records</p>

<p><b><u>SURPLUS PROPERTY LIST</u></b>  Copies of forms and supporting documents used to remove capital equipment from the office inventory  Active: 3 fiscal years  Disposition: destroy</p>	<p>Contracts and Procurement</p>
<p><b><u>SURVEY FILE</u></b>  Includes horizontal and vertical control data land survey research and evaluation documents, field survey data and construction staking records, land survey plats and documents  Disposition: permanent</p>	<p>Engineering</p>
<p><b><u>SURVEYS AND STUDIES - FINAL REPORT</u></b>  Includes surveys and studies done by city agencies or paid for by city agencies  Disposition: permanent - 1 copy</p>	<p>City Clerk</p>
<p><b><u>SURVEYS AND STUDIES - RELATED DOCUMENTS</u></b>  Includes surveys and studies done by city agencies or paid for by city agencies  Active: 5 years  Disposition: destroy</p>	<p>City Clerk</p>
<p><b><u>SUSPENSE REPORT</u></b>  Used as a tracking tool for requests for service or information  Active: retain while useful; but not more than 5 years  Disposition: destroy</p>	<p>Public Works</p>
<p><b><u>TANK PERMITS</u></b>  Includes above or below ground tanks. Retain removal certification permanently. Retain all other documents as follows:  Active: until tank is removed  Inactive: 2 years  Disposition: destroy</p>	<p>Fleet Services</p>
<p><b><u>TAX REPORTS</u></b>  Includes but is not limited to, 1099 Forms, W-2 Forms, 941 Forms, K-3 Forms, undelivered W-2 Forms and Unemployment Insurance Quarterly Reports  Active: 5 years  Disposition: destroy</p>	<p>Central Accounting</p>
<p><b><u>TELEPHONE LOG</u></b>  Listing of telephone calls by council district.  Active: 2 years  Disposition: destroy</p>	<p>City Council Office</p>
<p><b><u>TEMPORARY NOTES REGISTERS</u></b>  Disposition: permanent</p>	<p>City Clerk</p>

<p><b><u>TEXT MESSAGES ON CITY ISSUED WIRELESS DEVICES</u></b>  Active: retain while useful, but not more than 30 days  Disposition: destroy</p>	Common Records
<p><b><u>TICKETS -- DISMISSED OR VOID</u></b>  Retained to show identity of individual who dismissed or voided the ticket  Active: 2 years  Disposition: destroy</p>	Municipal Court
<p><b><u>TICKETS – OFFENSE EQUIVALENT TO AN A OR B MISDEMEANOR</u></b>  Active: 50 years  Disposition: destroy</p>	Municipal Court
<p><b><u>TICKETS -- TRAFFIC OR PARKING</u></b>  Active: 3 years  Disposition: destroy</p>	Municipal Court
<p><b><u>TITLE CERTIFICATES</u></b>  Includes titles for all City-owned vehicles  Active: while vehicle is owned  Disposition: transfer to new owner</p>	Fleet Services
<p><b><u>TOPEKA/SHAWNEE COUNTY DEVELOPMENT CORPORATION (T/SCDC) BANKING RECORDS</u></b>  Active: 5 years from grant year close out  Disposition: destroy</p>	Neighborhood Relations
<p><b><u>TOPEKA/SHAWNEE COUNTY DEVELOPMENT CORPORATION (T/SCDC) CERTIFICATE OF DEPOSIT RECORDS</u></b>  Active: until certificate of deposit matures  Inactive: 5 years from grant year close out  Disposition: destroy</p>	Neighborhood Relations
<p><b><u>TOPEKA/SHAWNEE COUNTY DEVELOPMENT CORPORATION (T/SCDC) CLIENT FILES</u></b>  Active: until final audit is closed  Inactive: 5 years from grant year close out  Disposition: destroy</p>	Neighborhood Relations
<p><b><u>TOPEKA/SHAWNEE COUNTY DEVELOPMENT CORPORATION (T/SCDC) TRANSCRIPT FILE</u></b>  Includes Articles of Incorporation, Bylaws and Minute Books  Active: 5 years from grant year close out  Disposition: destroy</p>	Neighborhood Relations
<p><b><u>TOTAL QUALITY MANAGEMENT GENERAL FILE</u></b>  Includes miscellaneous correspondence, diagrams of training site, etc.  Active: retain while useful; but not more than 5 years  Disposition: destroy</p>	Public Works

<p><b><u>TOTAL QUALITY MANAGEMENT TRANSCRIPT FILE</u></b>  Includes training schedules, class rosters, course outlines, handouts, committee minutes and presentation booklets  Disposition: permanent</p>	Public Works
<p><b><u>TOUR AND PRESENTATION SCHEDULES</u></b>  Correspondence and documentation about group tours of facilities or staff visits to other locations  Active: retain while useful; but not more than 5 years  Disposition: destroy</p>	Public Works
<p><b><u>TRADE LICENSE CODE BOOKS</u></b>  Includes mechanical, plumbing, fire, traffic, electrical, housing, and other codes  Disposition: permanent – 1 copy</p>	City Clerk
<p><b><u>TRADE LICENSE FILES</u></b>  Includes electrician, plumber, mechanical, home occupations, cross-connection, gas fitting trades  Disposition: permanent</p>	Development Services Division
<p><b><u>TRAFFIC COUNT BOOKS</u></b>  Used to perform safety and warrant analysis  Disposition: permanent</p>	Engineering
<p><b><u>TRAFFIC DISRUPTION PERMITS</u></b>  Active: 3 years  Disposition: destroy</p>	Engineering
<p><b><u>TRAFFIC LOCATION FILES</u></b>  Consists of all traffic activity at a given location  Disposition: permanent</p>	Engineering
<p><b><u>TRAFFIC SIGNAL MAINTENANCE FILES</u></b>  Includes scheduled and emergency signal maintenance  Active: 5 years  Disposition: destroy</p>	Transportation Operations
<p><b><u>TRAFFIC SIGNAL PLANS</u></b>  Disposition: permanent</p>	Engineering
<p><b><u>TRAFFIC SIGNAL TIMING PROJECTS</u></b>  Electronic record of signals and timing  Active: until superseded or obsolete  Disposition: destroy</p>	Transportation Operations
<p><b><u>TRAINING COMMITTEE FILE</u></b>  Includes minutes of meetings  Disposition: permanent - 1 copy</p>	Fire Department

<p><b><u>TRAINING RECORDS - INDIVIDUAL</u></b>  Record of continuing education course completed, date, and any certificates  Active: while individual is employed  Inactive: 5 years  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>TRAINING RECORDS - OFFICIAL</u></b>  Training manuals, course outlines, and listing of all courses offered with dates  Disposition: permanent – 1 copy</p>	<p>Common Records</p>
<p><b><u>TRAINING RECORDS (Fire and EMS)</u></b>  Board of Emergency Medical Services Transition Courses  Active: 5 years  Disposition: Destroy</p> <p>All other Board of Emergency Medical Service approved Courses  Active: 5 years  Disposition: Destroy</p> <p>Daily Company Drill Sheets  Active: 5 years  Disposition: Destroy</p> <p>Training Division Class Drill Sheets  Active: 5 years  Disposition: Destroy</p> <p>Specialty Training Records (Water Rescue, Haz-Mat, Ice Rescue, etc.)  Active: 7 years  Disposition: Destroy</p>	<p>Fire Department</p>
<p><b><u>TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</u></b>  Disposition: permanent</p>	<p>Planning Department</p>
<p><b><u>TRAVEL DOCUMENTS</u></b>  Active: 1 year  Disposition: destroy</p>	<p>Common Records</p>
<p><b><u>UNEMPLOYMENT INSURANCE MONTHLY REPORTS</u></b>  Active: until two quarterly reports have been filed  Disposition: destroy</p>	<p>Central Accounting</p>
<p><b><u>UNIFIED PLANNING WORK PROGRAM (UPWP)</u></b>  Disposition: permanent</p>	<p>Planning Department</p>
<p><b><u>UNIFORM ORDER FORMS</u></b>  Used by employees to request replacement uniform parts. See Supervisor's File</p>	<p>Fire Department</p>



<p><b><u>UNION CONTRACTS</u></b>  Active: until superseded or obsolete  Inactive: until three successive contracts are approved  Disposition: destroy</p>	<p>Legal Department</p>
<p><b><u>URBAN RENEWAL FILES</u></b>  Disposition: permanent</p>	<p>City Clerk</p>
<p><b><u>USED OIL MANIFESTS</u></b>  Details amount of oil generated, date oil transferred  Active: 3 years  Disposition: destroy</p>	<p>Fleet Services</p>
<p><b><u>UTILITY ACCOUNTS ADJUSTMENT AUTHORIZATIONS</u></b>  All Adjustment Types  Active: 5 years  Disposition: destroy</p>	<p>Utilities</p>
<p><b><u>UTILITY BILL PAYMENT STUBS</u></b>  Active: 3 years  Disposition: destroy</p>	<p>Utilities</p>
<p><b><u>VACATION PETITION FILES</u></b>  Includes street, alley and easement vacations  Disposition: permanent</p>	<p>Planning Department</p>
<p><b><u>VEHICLE AND EQUIPMENT OPERATION RECORDS</u></b>  Includes documents related to the use of City-owned vehicles and equipment  Active: 3 years  Inactive: 2 years  Disposition: destroy</p>	<p>Fleet Services, Common Records</p>
<p><b><u>VEHICLE AND EQUIPMENT REPAIR RECORDS</u></b>  Includes preventative and emergency repairs. Also called Work Order Report  Active: ownership of vehicle and equipment  Disposition: destroy</p>	<p>Fleet Services</p>
<p><b><u>VEHICLE OPERATION RECORDS (Utilities)</u></b>  Includes vehicle inspection reports and other documents related to the use of City-owned vehicles. Also called Operator's Inspection Guide &amp; Trouble Report  Active: 3 years  Disposition: destroy</p>	<p>Utilities</p>
<p><b><u>VETERINARY RECORDS</u></b>  Includes Health Certificates, Necropsy Reports, Euthanasia Reports, Lab Reports, Medical Service Reports, and other related documents. Retained to track disease  Disposition: permanent</p>	<p>Zoo</p>

<p><b><u>VIDEO SURVEILLANCE AND SECURITY CAMERA SYSTEMS</u></b>  Device memory, hardware storage devices, tape and optical media (does not include traffic detection video systems, sewer camera inspection video systems, process and control camera systems, law enforcement video systems, court video systems and still frames captured from digital cameras.)  Active: 30 days  Disposition: erase, override or destroy</p>	<p>Information Technology</p>
<p><b><u>VIDEOS, SECURITY CAMERA</u></b>  Active: 30 days  Disposition: erase, override or destroy</p>	<p>Utilities, Facilities, Police</p>
<p><b><u>VISITOR LOGS</u></b>  Sign in sheets, logs for all City buildings  Active: 90 days, unless relevant for another purpose  Disposition: destroy</p>	<p>Common Records, Facilities, Police</p>
<p><b><u>VITAL STATISTICS (obsolete record)</u></b>  Includes birth, death, marriage, and infectious disease registers  Disposition: permanent</p>	<p>City Clerk</p>
<p><b><u>VOLUNTEER RECORDS</u></b>  Includes application, job description, training, recruitment records, recognition, KBI background check, Liability Waiver and Emergency Medical Authorization Form, schedule, accomplishments, health screening, address and related documents  Active: while current  Inactive: 2 years  Disposition: destroy</p>	<p>Common Records, Fire Department, Zoo</p>
<p><b><u>VOLUNTEER RECORDS (Neighborhood Relations)</u></b>  Includes application, job description, training, recruitment records, recognition, KBI background check, Liability Waiver and Emergency Medical Authorization Form, schedule, accomplishments, health screening, address and related documents  Active: while current  Inactive: 5 years from grant year close out  Disposition: destroy</p>	<p>Neighborhood Relations</p>
<p><b><u>VOLUNTEER TIME SHEETS</u></b>  Active: 5 years  Disposition: destroy</p>	<p>Fire Department</p>
<p><b><u>VOLUNTEER TIME SHEETS (Neighborhood Relations)</u></b>  Active: 5 years from grant year close out  Disposition: destroy</p>	<p>Neighborhood Relations</p>
<p><b><u>WARRANT RECORDS</u></b>  Active: until served or expired  Inactive: 5 years  Disposition: destroy</p>	<p>Municipal Court</p>

<p><b><u>WARRANTY FILES</u></b>  Includes warranties, promises, and other related documents  Active: 5 years or life of warranty, whichever is longer  Disposition: destroy</p>	Common Records
<p><b><u>WASTEWATER MANAGEMENT PLAN WAIVERS</u></b>  Disposition: permanent</p>	Planning Department
<p><b><u>WATER DISTRIBUTION SYSTEM REPORT</u></b>  Disposition: permanent</p>	Utilities
<p><b><u>WATER DIVISION EASEMENTS</u></b>  Includes property descriptions  Active: life of easement  Disposition: permanent</p>	Engineering
<p><b><u>WATER MAIN CONTRACTS</u></b>  Active: life of contract  Disposition: destroy</p>	Utilities
<p><b><u>WATER PRODUCTION EQUIPMENT FILES</u></b>  Active: life of equipment  Disposition: destroy</p>	Utilities
<p><b><u>WATER RATE STUDY</u></b>  Study completed by outside consulting firm  Active: 15 years  Disposition: destroy</p>	Utilities
<p><b><u>WATER RIGHTS FILES</u></b>  Includes annual water use reports  Disposition: permanent</p>	Utilities
<p><b><u>WEB ACCESSIBILITY SUBCOMMITTEE FILES</u></b>  Documents relating to the on-going State Agency-wide Subcommittee created to ensure web accessibility compliance with ADA requirements.  Active: 3 years  Disposition: Destroy</p>	ADA
<p><b><u>WEEKLY TIMESHEET</u></b>  Record of employee's daily assignments  Active: 2 years  Disposition: destroy</p>	Engineering
<p><b><u>WORK ORDERS</u></b>  Requests for signs and markings  Active: 5 years  Disposition: destroy</p>	Transportation Operations

<p><b><u>WORK ORDERS</u></b>  Record of work completed as preventative maintenance  Active: 5 years  Disposition: destroy</p>	<p>Utilities</p>
<p><b><u>WORK ORDERS (internal)</u></b>  Includes emails or other correspondence for request for service  Active: 1 year  Disposition: destroy</p>	<p>Facility Operations</p>
<p><b><u>WORK ORDERS (internal, equipment with warranty)</u></b>  Includes Magic tickets, emails or other correspondence for request for service  Active: life of equipment or 20 years  Disposition: destroy</p>	<p>Facility Operations</p>
<p><b><u>WORK PLAN</u></b>  Projected scheduling for department  Active: 1 year after new plan is developed  Disposition: destroy</p>	<p>Information Technology</p>
<p><b><u>WORK REQUESTS</u></b>  Record of work performed on an emergency basis; also called Emergency Calls or Service Requests  Active: 5 years  Disposition: destroy</p>	<p>Utilities</p>
<p><b><u>WORKER'S COMPENSATION QUARTERLY REPORTS</u></b>  List of paid-to-date and summary of department report.  Active: 1 year  Disposition: destroy</p>	<p>Public Works</p>
<p><b><u>WORKERS COMPENSATION CLAIM FILES</u></b>  Retain computerized history 30 years. Retain hard copy files as follows:  Active: 5 years or until all statute of limitations have expired, whichever is longer  Disposition: destroy</p>	<p>Risk Management</p>
<p><b><u>WORKERS COMPENSATION DIRECT PAYMENT REQUESTS</u></b>  This series does NOT include all other purchasing documents  Active: 5 years  Disposition: destroy</p>	<p>Risk Management</p>
<p><b><u>WORKERS COMPENSATION SELF-INSURANCE PERMIT FILES</u></b>  Includes application, permit and supporting documents for permits issued by Kansas Department of Human Resources, Workers Compensation Division  Active: until expired or cancelled  Inactive: 5 years  Disposition: destroy</p>	<p>Risk Management</p>

<p><b><u>YEAR-END CLOSEOUT REPORT</u></b>  Original sent to Controller  Active: retain copy until close of City audit  Inactive: 5 years  Disposition: destroy</p>	<p>Cash Mgmt</p>
<p><b><u>YEAR-END YEAR-TO-DATE CUMULATIVE PAYROLL REGISTER</u></b>  Disposition: permanent</p>	<p>Central Accounting</p>
<p><b><u>ZONING PETITION FILES</u></b>  Active: 1 copy  Disposition: permanent</p>	<p>Planning Department</p>
<p><b><u>ZONING PETITION RESPONSES</u></b>  Responses to new cases. See also Topeka Planning Department.  Active: retain while useful; but not more than 4 years  Disposition: destroy</p>	<p>Common Records, Fire Department, Engineering</p>
<p><b><u>ZOO LICENSING FILES</u></b>  Includes all applications, licenses, and other related documents. Maintained in separate folders by license type.  Active: until license expires  Inactive: 5 years  Disposition: destroy</p>	<p>Zoo</p>
<p><b><u>ZOO MAINTENANCE RECORDS</u></b>  Includes Maintenance Requests, Maintenance Checklists, Work Orders and Maintenance Project Completion Certificates  Active: 5 years  Disposition: destroy</p>	<p>Zoo</p>
<p><b><u>ZOO MONTHLY FINANCIAL REPORTS</u></b>  Shows year-to-date attendance and revenue. Keep December report permanently for historical record. Keep all others as follows:  Active: 3 years  Disposition: destroy</p>	<p>Zoo</p>
<p><b><u>ZOO RESEARCH PROJECTS</u></b>  Includes animal behavior modification and other projects done for Topeka Zoo  Disposition: permanent</p>	<p>Zoo</p>
<p><b><u>ZOO STAFF MEETING MINUTES</u></b>  Maintained as a history of the Zoo  Disposition: permanent</p>	<p>Zoo</p>
<p><b><u>ZOO VOLUNTEER TIME SHEETS &amp; ACCIDENT REPORTS</u></b>  Active: 5 years  Disposition: destroy</p>	<p>Zoo</p>