

ORDINANCE NO. 2115

AN ORDINANCE AMENDING CHAPTER I OF THE MUNICIPAL CODE OF THE CITY OF EDGERTON, KANSAS TO INCLUDE ARTICLE 9, SECTION 1-901 TO ESTABLISH A RECORD RETENTION POLICY AND REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF EDGERTON, KANSAS:

SECTION 1. Chapter I of the City Code of the City of Edgerton, Kansas, is hereby amended to include an Article 9, Section 1-901 which reads as follows:

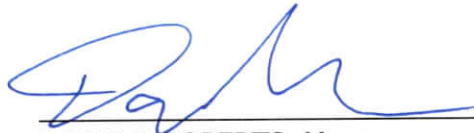
ARTICLE 9. RECORDS RETENTION POLICY

1-901. RECORDS RETENTION POLICY OVERVIEW. There is hereby incorporated by reference for the purpose of establishing the document entitled "City of Edgerton Records Retention Schedule". No fewer than one copy of said document shall be marked or stamped "Official Copy as adopted by the Code of the City of Edgerton" and which there shall be attached a copy of this section. Said official copy shall be filed with the City clerk and shall be open to inspection and available to the public at all reasonable hours. All employees for the City shall be supplied with copies of such policies as may be deemed necessary.

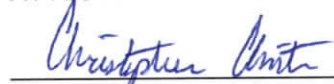
SECTION 2. REPEAL OF CONFLICTING ORDINANCES. All ordinances or sections of ordinances in conflict herewith are hereby repealed.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect and be in force from and after its passage, approval and publication once in the City's official paper.

PASSED by the Council and APPROVED by the Mayor on this 25th day of August, 2022.


DONALD ROBERTS, Mayor

ATTEST:


CHRISTOPHER CLINTON, Deputy City Clerk



APPROVED AS TO FORM:



LEE W. HENDRICKS, City Attorney

2022

Official Copy

RECORDS RETENTION SCHEDULE

CITY OF EDGERTON, KS

Prepared By: Alexandria Clower
CITY CLERK, CITY OF EDGERTON, KS
Approved by the Governing Body: August 25, 2022



Official Copy

CITY OF EDGERTON, KS

RECORD RETENTION GUIDELINES

A Records Retention and Disposition Schedule is a key component when establishing an essential records management program. By regulating the storage of records during all phases of the records life cycle, the schedule allows an agency to manage records more effectively as a valuable resource. It is even more important that the process for this schedule be enacted to provide usefulness to the organization.

The contents of this manual were prepared to assist the City of Edgerton departments and divisions in making educated decisions about the retention, disposition, and destruction of records.

Records reflect activities that are constantly changing, therefore the retention requirements for them will require revision, as needed. Consequently, records retention and disposition schedules, including this general one, often need modification or additions to be effective. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors, and there may be some important common record series not addressed here which may need to be added. The City Clerk's Department welcomes all comments and suggestions concerned with improvement of the general schedule through modifications and additions.

This manual was created with assistance from the Kansas State Historical Society and the City of Topeka, Kansas.

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NATURE OF RECORDS MANAGEMENT

What is a record? "Records" include any type of information received or created during the process of official government business. The form of record can be paper documents consisting of, but not limited to, correspondence, memorandums, ledgers, and other means such as, but not limited to, audio tapes, video recordings, microfilm, photographs, and electronic document storage systems or other materials, regardless of physical form or characteristics. Non-records are the convenience copies that are made of records either created or received that are not evidence of the organization's activities (blank forms, magazines, catalogues, trade journals, federal or state policies or regulations, books, pamphlets, etc.)

Records are considered the institutional memory of an organization. Many of the records document the origin, evolution and operation of the governmental entity and responses to the needs of the community. Officials depend upon records for the day-to-day management and are used to plan, analyze, and track programs and events. Records provide officials with information for essential decision making.

Local records provide evidence for both citizens and the responsibilities of government. Many of the records are important for research – legal, public interest, and historical. Records also help ensure the organization's accountability by documenting its operations and performance.

An excerpt from The Kansas Electronic Records Management Guidelines states:

Records have traditionally been equated with physical objects, even though Kansas statutes define records without regard to their physical characteristics. The Government Records Preservation Act, for example, defines records in terms of their function and their relationship to the transaction of official business. According to K.S.A. 45-402(d):

"Government records" means all volumes, documents, reports, maps, drawings, charts, indexes, plans, memoranda, sound recordings, microfilms, photographic records and other data, information, or documentary material, regardless of physical form or characteristics, storage media or condition of use, made or received by an agency in pursuance of law or in connection with the transaction of official business or bearing upon the official activities and functions of any governmental agency. Published material acquired and preserved solely for reference purposes, extra copies of documents preserved only for convenience of reference and stocks of publications, blank forms and duplicated documents are not included within the definition of government records.
(www.kshs.org)

Basic aspects of record management include:

- Acknowledgement that Records Management is an important administrative function and supported by all levels of staff and elected officials
- Noted responsibility for organization of records
- Employees trained in the basics of records management
- Retained only long enough to meet the needs for administrative, fiscal, legal, historical, mandated, or other purposes

In essence, government functions maintain and create many forms of records. It is the agency's responsibility to maintain the records according to the needs of the organization, following a defined retention schedule.

RECORDS RETENTION

The objective of records management is to “ensure the records serve the purposes for which they were created as effectively as possible.” In addition, it is also the objective to provide a proper disposition, after the records have served those purposes.

It is beneficial to think of records in a life cycle concept. First stage is creation – information which is received or generated brings the record into being. Now that the records enter active life, they are to be filed and reviewed regularly. After a while, and that can vary from record to record, the record has served its intended purpose. It may never be accessed again or very infrequently. At this point, the record enters an inactive phase. After some time in the inactive stage, most records become obsolete, no longer having usefulness for the agency, and no value for historical purpose or other researching needs. This phase of records falls under the period of disposition. Generally, the disposition for these records is destruction, in accordance with legal requirements. Lastly, the small amount, estimated to be approximately five percent (5%) of records are estimated to have enduring value due to the information contained for administrative, fiscal, legal, historical or other viable continuing research. These items are archival records.

To recap; records follow the pattern of (1) creation; (2) active; (3) inactive; (4) disposition; and possibly, (5) archival.

The City of Edgerton minimum Retention Schedule is incorporated within this manual. It should be reviewed bi-annually or earlier, to ensure proper retention guidelines are followed per Kansas Statutes.

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ANNUAL CHICKEN PERMIT APPLICATIONS

Includes applications received from residents under Municipal Code Chapter 2, Article 2, Section 2-201.

Active: 3 years

Disposition: Destroy

ANNUAL DOMESTIC ANIMAL REGISTRATION INFO

Carbon copy of animal's registration form; including City tag number, ownership name & address, animals breed and sex, and owner contact information.

Active: 3 years

Disposition: Destroy

ANNUAL FARM AND FOWL ANIMAL PERMIT APPLICATIONS

Includes applications received from residents under Municipal Code Chapter 2, Article 1, Section 2-206.

Active: 3 years

Disposition: Destroy

**CODE VIOLATION CASES – GENERAL
NON-REGISTRATION, AT LARGE ANIMAL**

Includes, but not limited to, citations, case notes and photos.

Active: 3 years

Disposition: Destroy

**CODE VIOLATION CASES – PUBLIC SAFETY AND NEGLECT
BITES, NEGLECT/BABLUSE, RELINQUISHMENT, TRANSFERS**

Includes, but not limited to, citations, case notes and photos.

Active: 5 years

Disposition: Destroy

KENNEL INSPECTIONS

Includes, but not limited to, inspection reports, notes and any correspondence.

Active: 5 years

Disposition: Destroy

QUARTERLY REPORTS

Includes, but not limited to, department specific violations, complaints, permits issued, inspections completed, etc.

Active: 5 years

Disposition: Destroy

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ABSTRACTS

Disposition: permanent – 1 copy

ADMINISTRATIVE ACTION FORMS

Details actions taken by Administration of the City

Disposition: permanent – 1 copy

ALCOHOL LICENSING FILES

Includes applications and other related documents for City issued licenses

Active: until license is expired or obsolete

Inactive: 5 years

Disposition: destroy

ANNEXATION CASE FILES

Includes consents, petitions, and other related documents

Disposition: permanent – 1 copy

ANNUAL BUDGET

Includes operating and annual budgets for the City. See also Finance Schedule.

Disposition: permanent – 1 copy

ANNUAL REPORTS – CITY AGENCIES

Disposition: permanent – 1 copy

ANNUAL REPORTS – OTHER AGENCIES

Inactive: while useful, but not to exceed 5 years

Disposition: destroy

ASSESSMENTS

Includes public improvement special assessments, code enforcement abatements, and other assessments

Active: until all accounts paid, written off or sent to the County

Inactive: 3 years

Disposition: destroy

BOND DOCUMENTS (Prior to Bond Issuance)

Includes workpapers, correspondence and other misc. related to General Obligation Bonds, Industrial Revenue Bonds, Home Rule Revenue Bonds, etc.

Active: until the applicable bond transcript is received

Disposition: destroy

BOND POST-CLOSING DOCUMENTS

Includes bond requisitions, certifications, etc.

Active: until all obligations are paid

Inactive: 2 years

Disposition: destroy

BOND TRANSCRIPTS

Includes General Obligation Bonds, Industrial Revenue Bonds, Home Rule Revenue Bonds, etc.

Active: until all obligations are paid

Inactive: 5 years

Disposition: destroy; retain 1 copy permanently

BUDGET PREPARATION FILE

Active: until close of subsequent budget process

Inactive: 2 years - scan relevant information to electronic

Disposition: destroy

CAPITAL IMPROVEMENT PLAN

Plan of the City for a 5-year term

Disposition: permanent

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: destroy

CHARTER ORDINANCES

Disposition: permanent – 1 copy

CITY FORMS (Blank)

Active: until superseded or obsolete

Disposition: destroy

CITY LICENSES/PERMITS

Applications, plans, revisions, inspections, and correspondence for City Licenses and Permits.

Including, but not limited to, the following: Business Licenses, Fireworks Permits, Food Truck Permits, Special Event Permits, Solicitors Permits, Block Party Permits, Unconventional Vehicle Permits, etc.

Active: until license is expired or obsolete

Inactive: 5 years

Disposition: destroy

CLAIMS

Claims filed against the City

Active: 10 years

Disposition: destroy

CLASSIFICATION SPECIFICATIONS

Active: retain while current
Disposition: destroy

COMPLAINT FILES

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

CONDEMNATIONS

Disposition: permanent – 1 copy

CONTRACTORS' LIABILITY INSURANCE/BOND RECORDS

Active: 5 years after expiration
Disposition: destroy

CONTRACTS

Contract/Agreements approved by the Governing Body

Active: until contract is expired or canceled
Inactive: 5 years
Disposition: destroy

CORRECTIONS FILE

Corrections to documents that had been previously recorded

Disposition: permanent – 1 copy

CORRESPONDENCE (Routine)

Includes mail, letters, memos, copies, telephone messages, etc.

Active: retain while useful; but not more than 5 years
Disposition: destroy

DEEDS

Original deeds for all property owned by the City

Disposition: permanent – 1 copy

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 organization history of the department

Disposition: permanent – 1 copy

EASEMENTS

Original easement agreements

Disposition: permanent – 1 copy

ELECTRONIC RECORDS

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.

FINAL PLATS

Disposition: permanent – 1 copy

FRANCHISE FILE

Includes cable TV, telephone, internet, gas and electricity

Disposition: permanent – 1 copy

GOVERNING AGENCY REGULATIONS

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

Active: until superseded or obsolete

Disposition: destroy

GOVERNING BODY ITEMS THAT WERE WITHDRAWN OR NOT ADOPTED

Active: 5 years

Disposition: destroy

GOVERNING BODY MINUTES

Record of all governing body actions

Disposition: permanent – 1 copy

GOVERNING BODY PACKETS

Record of all governing body actions including agendas, handouts, zoning cases, project budgets, and other related documents

Disposition: permanent – 1 copy

GRANT FILES

Includes application, award notice, public hearing notices, RFP's, purchase orders, banking records, accounting ledgers, correspondence, reports, and other documents; maintained by project year.

Active: until project year is closed, and audit is completed

Inactive: 5 years or until completion of any action, whichever is later

Disposition: destroy after all grant funds have been expended.

GRIEVANCE FILES

Includes transcripts, exhibits, and other related documents

Active: 5 years after grievance is settled

Disposition: destroy

INSURANCE POLICIES

Active: until cancellation or expiration
Inactive: 5 years
Disposition: destroy

INVENTORIES

Includes equipment, vehicles, and other inventories
Active: until superseded or obsolete
Disposition: destroy

JOB DESCRIPTION (Reference copy)

Active: until superseded or obsolete
Disposition: destroy

LICENSE AND PERMIT SURETY BONDS OR INSURANCE DOCUMENTS

Active: until expired or canceled
Inactive: 5 years
Disposition: destroy

MUNICIPAL CODE BOOK

Includes active supplements. Amendments to the code are kept with the council packet(s) and ordinance(s) approving the amendment.
Disposition: permanent – 1 copy

OPEN MEETING NOTICIES

Recorded dates and times for all committees, boards, and governing body
Active: 2 years
Disposition: destroy

OPEN RECORDS REQUESTS

Active: 3 years
Disposition: destroy

ORDINANCES

Disposition: permanent – 1 copy

PENSION INFORMATION (KPERS)

KPERS Actuarial Report kept within Audit Information. Quarterly KPERS reports are kept within Payroll Accounts Payable. See Payroll Records Schedule.
Disposition: permanent – 1 copy

PETITIONS – MISCELLANEOUS

Active: 5 years; seek archival approval before destroying
Disposition: destroy

PETITIONS TO PUT ISSUE ON BALLOT

Disposition: permanent – 1 copy

PROFESSIONAL ORGANIZATION FILES

Active: 3 years

Disposition: destroy

PROJECT BUDGETS

Includes documents related to CIP Budget.

Disposition: permanent – 1 copy

PROOF OF PUBLICATIONS

Includes documents related to Ordinances, Resolutions, Public Hearings, RFPs, Budget, Treasurer Reports, etc.

Active: 5 years

Disposition: permanent

PUBLIC IMPROVEMENT PROJECT PETITIONS

Active: until consideration from Governing Body, at which time decision is made

Inactive: 5 years

Disposition: destroy

PUBLIC OFFICIAL BONDS

Signed by the governing body, etc.

Active: while in office

Inactive: 10 years

Disposition: destroy

RECEIPTS/DEPOSIT SLIPS

Daily listing of money received, and accounts credited. See Finance Schedule

Active: 3 years

Disposition: destroy

RECORDS MANAGEMENT

Includes completed survey forms, inventories, destruction lists, transfer records, and other related documents

Disposition: permanent – 1 copy

REPORTS – MISCELLANEOUS

Includes City Committees, councils, boards, panels, and advisory bodies

Disposition: permanent

RESOLUTIONS

Dispositions: permanent – 1 copy

SPECIFICATIONS

Related to city projects and purchases

Active: until contract is signed

Inactive: 5 years

Disposition: destroy

STATE REVOLVING LOAN FILES

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

SUPERVISOR'S FILES

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.

Active: while employee is under direct supervision

Inactive: 1 year

Disposition: destroy

SURVEYS AND STUDIES – FINAL REPORT

Includes surveys and studies done by city agencies or paid for by city agencies

Disposition: permanent – 1 copy

SURVEYS AND STUDIES – RELATED DOCUMENTS

Includes surveys and studies done by city agencies or paid for by city agencies

Active: 5 years

Disposition: destroy

TITLE CERTIFICATES

Includes titles for all city-owned vehicles

Active: while vehicle is owned

Disposition: transfer to new owner

WARRANTY FILES

Includes warranties, promises, and other related documents

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

Disposition: destroy

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BROCHURES AND NEWSLETTERS

Includes City newsletter and other items published through Marketing and Communications

Disposition: permanent – 1 copy

PHOTOGRAPHIC AND VIDEO MATERIALS

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

SCRAPBOOKS AND ALBUMS OF HISTORICAL INFO

Collection of miscellaneous documents, newspaper clippings and pictures regarding department history

Disposition: permanent

SOCIAL MEDIA REPORTS

Active: 2 years

Disposition: destroy

STATE OF THE CITY ADDRESS

Active: 7 years

Disposition: retain until no longer useful, then destroy

PRESS RELEASES

Retain press releases about special events permanently. Retain all others as follows:

Active: 2 years

Disposition: destroy

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CITY COUNCIL MEMBER FILES

Copies of correspondence and other information relating to the specific council member

Active: retain while useful

Disposition: destroy

COMMUNITY ISSUES FILE

Community projects, issues, complaints or other items of interest to the community. Includes correspondence, contract copies, annual reports, surveys, studies, emails and other related documents

Active: 5 years

Disposition: destroy

CONSTITUENT SERVICES PROGRAM

Community complaints and/or issues from constituents to inform councilmembers and city departments

Active: retain while useful

Disposition: destroy

RESEARCH FILES

Records of research conducted on subjects in response to council member request

Active: retain while useful

Disposition: destroy

SPECIAL COMMITTEES (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

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CITIZEN COMPLAINT FILE

Correspondence and notes regarding individual citizen issues.

Active: 5 years

Disposition: destroy

COMMUNITY INVOLVEMENT FILES

Documents cooperative relationships as well as community relations

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

Disposition: destroy

COMMUNITY ISSUES FILE

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

CORRESPONDENCE

Includes inquiries, memos, copies, emails, telephone records, etc.

Active: 5 years

Disposition: destroy

PROFESSIONAL ORGANIZATION FILES

Active: 3 years

Disposition: destroy

PROJECT MANAGEMENT FILES

On-going correspondence on status of projects

Active: until project is completed

Inactive: 5 years

Disposition: destroy

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BILLING FILES

Includes bills sent to property owners for abatement costs (remaining open until collections is complete)

Active: 5 years

Disposition: permanent – digital copy

CASE FILES – W/O COURT APPEARANCE

Includes documents related to cases without a court appearance such as, case notes, photos, and any correspondence.

Active: 3 years

Disposition: destroy

CASE FILES – W/COURT APPEARANCE

Includes documents related to cases with court appearance such as, case notes, photos, and any correspondence.

Active: 5 years

Disposition: destroy

CONTRACTOR FILES

Includes copies of contracts. See also City Clerk Schedule

Active: until superseded, plus 1 year

Disposition: destroy

DEMOLITION FILES

City-ordered demolitions of privately owned facilities, including, but not limited to, cost estimates of repair, pictures of property, publicized code compliance notices, mailings, and notifications

Active: 2 years or until bill is paid

Inactive: 10 years

Disposition: permanent – 1 copy

QUARTERLY REPORTS

Includes, but not limited to, department specific violations, complaints, permits issued, inspections completed, etc.

Active: 5 years

Disposition: Destroy

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ADA COMPLAINTS/GRIEVANCES

Documentation of complaints and/or grievance occurring in current division facilities

Active: 3 years after file is closed

Disposition: destroy

APPOINTMENT BOOKS/CALENDARS/FACILITY RESERVATIONS

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

BIDS (Informational)

Office supplies, small office equipment, office services, etc., under \$5,000

Active: 5 years

Disposition: destroy

BIDS AND REQUEST FOR PROPOSALS (successful)

Active: life of contract

Inactive: 5 years

Disposition: destroy

BIDS AND REQUEST FOR PROPOSALS (unsuccessful)

Active: 5 years

Disposition: destroy

BUDGET PREPARATION FILE

Active: close of subsequent budget process

Disposition: destroy

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: destroy

CITY LICENSES/PERMITS

Applications, plans, revisions, inspections, and correspondence for City Licenses and Permits. Including, but not limited to, the following: Business Licenses, Fireworks Permits, Food Truck Permits, Special Event Permits, Solicitors Permits, Block Party Permits, Unconventional Vehicle Permits, etc.

Active: 1 year

Inactive: 3 years, scan to electronic

Disposition: destroy

COMMITTEE FILES – MISCELLANEOUS FILE

Includes minutes, agendas, correspondence, rosters and other related documents from committees

Active: 3 years

Disposition: destroy

COMPLAINT FILES

Correspondence and documentation of action taken. Retain complaints that are directly related to policy change permanently. Retain all others as follows:

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

Disposition: destroy

CONTRACTS

Includes instructors, vendors, contractors, developers, and other contracts. See also City Clerk Schedule

Active: until contract is expired or canceled

Inactive: 5 years

Disposition: destroy

CONTRACTORS LIABILITY INSURANCE/BOND RECORDS

Active: 5 years after expiration

Disposition: destroy

CORRESPONDENCE (Routine)

Includes 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 organization history of the department

Disposition: permanent

ELECTRONIC RECORDS

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

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

GRANT ADMINISTRATIVE AND FINANCIAL FILES

Includes application, award notice, public hearing notices, RFP's, purchase orders, banking records, accounting ledgers, correspondence, reports, and other documents; maintained by project year.

Active: until project year is closed, and audit is completed

Inactive: 5 years or until completion of any action, whichever is later

Disposition: destroy after all grant funds have been expended.

INCIDENT REPORTS

Documentation of incidents occurring in current departments

Active: 5 years

Disposition: destroy

INVENTORIES

Includes equipment, records, vehicles, and other inventories

Active: until superseded or obsolete

Disposition: destroy

JOB DESCRIPTIONS (Reference Copy)

Active: until superseded or obsolete

Disposition: destroy

PROJECT GENERAL FILES

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

PROJECT MASTER FILE

Includes documentation unique to current division for project. See also Project General Files

Disposition: permanent

REFERENCE BOOKS/JOURNALS

Also includes newsletters and seminar notebooks

Active: until superseded or obsolete

Disposition: destroy

VEHICLE OPERATION RECORDS

Includes documents related to the use of City-owned vehicles. See also Fleet Services Schedule

Active: 3 years

Disposition: destroy

VOLUNTEER RECORDS

Includes application, job description, training, recruitment records, recognition, background checks, liability wavier and Emergency Medical Authorization Form, address, and other related documents

Active: while current

Inactive: 2 years

Disposition: destroy

WARRANTY FILES

Includes warranties, promises and other related documents

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

Disposition: destroy

ANNEXATION CASE FILES

Disposition: permanent

BOARD OF ZONING APPEALS FILES

Includes minutes, appeals, correspondence, index and other related documents

Active: until case closed

Inactive: 5 years

Disposition: permanent

BLASTING PERMITS

Includes applications, maps, blast reports and survey reports.

Active: 5 years

Disposition: permanent

BUILDING CODES

Disposition: permanent – 1 copy

BUILDING PERMITS

Includes applications, plans, any revised plans, inspection reports, and plan review comments.

Active: until permit closed

Inactive: 2 years, scan to electronic

Disposition: permanent

BUILDING PERMIT RESPONSES

Responses to permit applications

Active: retain while useful; not more than 4 years

Disposition: destroy

COMPREHENSIVE PLAN

Disposition: permanent

CONDITIONAL USE PERMITS

Includes applications, plans, Planning Commission minutes, and Protest Petitions.

Active: until expiration of Conditional Use Permit

Inactive: 5 years

Disposition: permanent

CORRESPONDENCE (project related)

Active: 5 years

Disposition: permanent if unique to project; otherwise destroy

FLOOD PLAIN DEVELOPMENT

Includes applications, plans, any revised plans, and engineer reports.

Active: 5 years

Disposition: permanent

LAND DISTURBANCE PERMITS

Includes applications, plans, any revised plans, inspection reports, and plan review comments.

Active: 5 years

Disposition: permanent

LOT SPLITS

Includes applications, plats, and review comments.

Active: 2 years

Disposition: permanent digital copies are recorded through the County.

PLANNED UNIT DEVELOPMENT PLANS

Includes applications, plans, plats, and development agreements.

Active: 5 years

Disposition: permanent

PLANNING COMMISSION

Includes agendas, minutes, packets, testimony and applications.

Active: 5 years

Disposition: permanent

PLATS – PRELIMINARY

Includes applications, correspondence, plans, revised plans and plan review comments.

Active: 2 years

Disposition: retain until Final Plat is recorded and Platted, destroy.

PLATS – FINAL

Includes applications, correspondence, plans, revised plans and plan review comments.

Active: 5 years

Disposition: permanent digital copies are recorded through the County.

QUARTERLY REPORTS

Includes, but not limited to, department specific violations, complaints, permits issued, inspections completed, etc.

Active: 5 years

Disposition: Destroy

SIGN PERMITS

Includes applications, cutsheets, any revised cutsheets, renderings, any revised renderings.

Active: 5 years

Disposition: permanent

SITE PLAN – PRELIMINARY

Includes applications, Staff Reports, plans, any revised plans, and Planning Commission minutes.

Active: 5 years or until superseded

Disposition: permanent

SITE PLAN – FINAL

Includes applications, Staff Reports, plans, any revised plans, and Planning Commission minutes.

Active: 5 years or until superseded

Disposition: permanent

TEMPORARY CONSTRUCTION USE

Includes applications, Planning Commission minutes, packets, and testimony.

Active: 5 years

Disposition: permanent

TRADE LICENSE CODE BOOKS

Includes mechanical, plumbing, fire, traffic, electrical, housing, and other codes

Disposition: permanent – 1 copy

UNIFIED DEVELOPMENT CODE BOOK

Includes active supplements. Amendments to the code are kept with the planning commission/council packet(s) and ordinance(s) approving the amendment.

Disposition: permanent – 1 copy

VACATION PETITION FILES

Includes street, alley and easement vacations

Disposition: permanent

ZONING AMENDMENTS (REZONING APPLICATIONS)

Includes applications, Planning Commission and Governing Body minutes, packets, testimony and Protest Petitions.

Active: 5 years

Disposition: permanent

ZONING PETITION FILES

Disposition: permanent

ZONING PETITION RESPONSES

Responses to new cases. See also City of Edgerton Planning Department

Active: retain while useful; but not more than 4 years

Disposition: destroy

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AERIAL PHOTOGRAPHS

Disposition: permanent

AS-BUILT DRAWINGS

Drawings of a final project.

Active: 2 years

Disposition: permanent

BRIDGE INVENTORY

Includes records, load rating calculations, photographs, etc.

Disposition: permanent

CONTRACTS (project related)

Includes engineering firms, instructors, vendors, contractors, developers, service, and other contracts.

Active: until project is completed and accepted for maintenance

Disposition: permanent

CONTRACTORS' LIABILITY INSURANCE/ BOND RECORDS FOR PROJECTS

Active: until project is completed

Disposition: permanent

EASEMENTS

Original easement agreements, including Right-of-Way, Temporary Construction, etc.

Disposition: permanent

INTERSECTION FILES

Water/Sewer main location drawings

Disposition: permanent

PLAT MAPS

Half-sized recorded plats obtained from County

Disposition: permanent

PROFESSIONAL ORGANIZATION FILES

Active: 3 years

Disposition: destroy

PROOF OF PUBLICATION - PROJECTS

Active: 3 years

Disposition: permanent

SUBDIVISION FILES

Disposition: permanent

SURVEY FILE

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

TRAFFIC COUNT BOOKS

Used to perform safety and warrant analysis

Disposition: permanent

TRAFFIC DISRUPTION PERMITS

Active: 3 years

Disposition: destroy

TRAFFIC LOCATION FILES

Consists of all traffic activity at a given location

Disposition: permanent

TRAFFIC SIGNAL PLANS

Disposition: permanent

ZONING PETITION RESPONSES

Responses to new cases. See also Development Services Department.

Active: retain while useful; but not more than 4 years

Disposition: destroy

EQUIPMENT CHECK OUT LOGS

Active: until all equipment is returned

Disposition: destroy

MAPS/PLANS

Includes electrical, plumbing, heating, and other facility plans for various city buildings

Active: while city owns property

Disposition: destroy

WORK ORDERS (internal)

Includes emails or other correspondence for request for service

Active: 1 year

Disposition: destroy

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ABSTRACT OF TAXES

Disposition: permanent

ACCOUNTS PAYABLE DOCUMENTS

Includes check registers, direct deposit registers, wire registers, approved reports, invoices and purchase orders

Active: 5 years

Disposition: destroy

ACCOUNTS RECEIVABLE

Includes amounts owed to the City for services provided such as Infrastructure Inspection Fees, etc.

Active: 1 year after paid in full

Disposition: destroy

ANNUAL BUDGET

Active: 10 years; merge to one central file

Disposition: permanently – 1 copy

ANNUAL LEVY BY TAX UNIT REPORT

Disposition: permanent

APPRAISER ANNUAL REVALUATION REPORT

Disposition: permanent

ASSET RECORDS

Inventory, maintenance records and other related documents for equipment

Active: until equipment is sold or superseded

Disposition: destroy

AUDIT REPORTS

Results of audits conducted by local, state, federal and/or non-governmental auditing agencies

Active: 3 years

Disposition: permanently – 1 copy

BANKING RECORDS

Includes bank statements, bank reconciliation, deposit books and slips, and cancelled checks in any format

Active: 5 years

Disposition: destroy

BOND DOCUMENTS (Prior to Bond Issuance)

Includes workpapers, correspondence and other misc. related to General Obligation Bonds, Industrial Revenue Bonds, Home Rule Revenue Bonds, etc.

Active: until the applicable bond transcript is received

Disposition: destroy

BOND POST-CLOSING DOCUMENTS

Includes bond requisitions, certifications

Active: until all obligations are paid

Inactive: 2 years

Disposition: destroy

BOND TRANSCRIPTS

Includes General Obligation Bonds, Industrial Revenue Bonds, Home Rule Revenue Bonds, etc.

Active: until all obligations are paid

Inactive: 5 years

Disposition: destroy; retain 1 copy permanently

CERTIFICATES OF DEPOSIT

Active: until maturity

Disposition: return to bank

CHECKS UNCLAIMED

Unclaimed checks, including payroll, vendor, and other checks

Active: 2 years from date of issuance

Disposition: destroy

CID DOCUMENTS

(Other than Transcripts)

Active: retain until CID Bond Transcript is received

Disposition: destroy

CID TRANSCRIPTS

Active: retain until CID term ends plus 2 years

Disposition: destroy

CIP BUDGET

Active: 10 years; merge to one central file

Disposition: permanently – 1 copy

DAILY FEES CASHIERING BATCHES

Contains receipt reports, deposit slips and other supporting documents

Active: 5 years

Disposition: destroy

GRANT FILES

Includes application, award notice, public hearing notices, RFP's, purchase orders, banking records, accounting ledgers, correspondence, reports, and other documents; maintained by project year.

Active: until project year is closed, and audit is completed

Inactive: 5 years or until completion of any action, whichever is later

Disposition: destroy after all grant funds have been expended.

INVESTMENT RECORDS

Includes monthly reports generated by Investment Manager and transaction confirmations

Active: 5 years

Disposition: destroy

JOURNAL ENTRIES

Includes budget adjustment entries

Active: 5 years

Disposition: destroy

LIQUOR TAX ENTITIY REPORTS

Active: 10 years

Disposition: destroy

PAYROLL DOCUMENTS

Includes timecards/sheets, leave requests, direct deposit reports, payroll adjustment records, and payroll registers

Active: 5 years

Disposition: destroy

PRELIMINARY ASSESSED VALUE REPORTS

Disposition: permanent

PROOF OF PUBLICATIONS

Includes documents related to RFPs, Budget, Treasurer Reports, etc. See also City Clerk Schedule

Active: 5 years

Disposition: permanent

PURCHASING CARD TRANSACTIONS (P-CARDS)

Monthly transaction reports and or/receipts

Active: 5 years

Disposition: destroy

QUARTERLY FINANCIAL REPORTS

Active: 1 year
Inactive: retain until final audit report is issued
Disposition: destroy

SALES TAX ENTITIY REPORTS

Active: 10 years
Disposition: destroy

SALES TAX DISTRIBUTION REPORTS

Active: 10 years
Disposition: destroy

SURPLUS PROPERTY LIST

Copies of forms and supporting documents used to remove capital equipment from the office inventory

Active: 3 fiscal years
Disposition: destroy

TIF DOCUMENTS

(Other than Transcripts)

Active: retain until TIF Bond Transcripts is received
Disposition: destroy

TIF TRANSCRIPTS

Active: retain until final project plan is terminated plus 2 years
Disposition: destroy

TRANSIENT GUEST TAX ENTITIY REPORTS

Active: 10 years
Disposition: destroy

TREASURER CHECKS & WIRES

Active: 5 years
Disposition: destroy

USE TAX ENTITIY REPORTS

Active: 10 years
Disposition: destroy

USE TAX DISTRIBUTION REPORTS

Active: 10 years
Disposition: destroy

FLEET BILLING RECORDS

Includes charges to other departments, cost analysis and other related documents

Active: 5 years

Disposition: destroy

FUEL RECORDS

Details amount of fuel purchased

Active: 3 years

Disposition: destroy

INVENTORIES

Includes vehicles, equipment, parts, records, and other inventories

Active: until superseded or obsolete

Disposition: destroy

USED OIL MANIFESTS

Details amount of oil generated, date oil transferred

Active: 3 years

Disposition: destroy

VEHICLE AND EQUIPMENT OPERATION RECORDS

Includes documents related to the use of City-owned vehicles and equipment

Active: 3 years

Inactive: 2 years

Disposition: destroy

VEHICLE AND EQUIPMENT PURCHASE RECORDS

Includes title documents, lease information, etc.

Active: ownership of vehicle and equipment

Inactive: release to new owner

VEHICLE AND EQUIPMENT REPAIR RECORDS

Includes preventative and emergency repairs. Also called Work Order Report

Active: ownership of vehicle and equipment

Disposition: destroy

WARRANTY FILES

Includes warranties, promises and other related documents

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

Disposition: destroy

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ACCIDENT REPORTS

Documentation of accidents occurring in current division's facilities including volunteer accident reports

Active: 5 years

Disposition: destroy

COMPLAINT FILES

Active: 5 years

Disposition: shred hard copy, permanent electronic files

CONFIDENTIAL FILES

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

GREIVANCE FILES

Active: 5 years

Disposition: shred hard copy, permanent electronic files

PERSONNEL FILES

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

Inactive: scan electronic – hold for 50 years

Disposition: destroy

PERSONNEL MANUAL

Active: until superseded

Inactive: 3 years

Disposition: destroy

TRAINING RECORDS – INDIVIDUAL

Record of continuing education course completed, date, and any certificates. See Personnel File retention.

Active: while individual is employed

Disposition: destroy

TRAINING RECORDS – OFFICIAL

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

Disposition: permanent – 1 copy

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COMPUTER BACKUPS

Tapes and disks which hold backups for servers 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

QUARTERLY MANAGED SERVICE REPORTS

Active: 5 years
Disposition: destroy

REQUEST FOR SERVICE

E-mail or other correspondence regarding problems and solutions

Active: 1 year
Disposition: destroy

SOFTWARE LICENSING

Active: retain while current
Disposition: destroy

VIDEO SURVEILLANCE AND SECURITY CAMERA SYSTEMS

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: 7 days or 168 hours
Disposition: erased or overwritten

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CLAIMS

Active: 10 years

Disposition: destroy

COMPLAINT FILES

Correspondence and documentation of action taken. 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

CONSUMER PROTECTION CASE FILES

Active: until resolved

Inactive: 5 years

Disposition: destroy

LAWSUITS

Includes outside counsel files and other related documents

Active: until case is closed, and all appeal time has been met

Inactive: 10 years

Disposition: destroy

OPEN MEETING NOTICES

Notices of open meetings throughout city

Active: 1 year

Disposition: destroy

RESEARCH FILES

Includes drafts and research to support ordinances

Active: retain while useful

Disposition: destroy

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ACCOUNTS RECEIVABLE

Includes amounts owed to the City for parking citations, speeding citations, code violations, and all other violations listed within City Ordinances.

Active: 1 year after paid in full

Disposition: destroy

APPEAL FILES ON MUNICIPAL COURT CASES

Records on cases that have been appealed to District Court

Active: until case is closed, and all appeal time has been met

Inactive: 7 years

Disposition: destroy

COMMUNITY SERVICE RECORDS

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

COURT BOND DOCUMENTS

Active: until expired or paid

Inactive: 5 years

Disposition: destroy

DOCKETS

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

DUI CASE FILES

Maintain original diversion agreements and Waivers of Right to Counsel permanently. Dispose of other documents as follows:

Active: until case is closed with no further activity

Inactive: 7 years

Disposition: destroy

MUNICIPAL COURT CASE FILES

Does not include DUI or Criminal Weapon Violations

Active: until case is closed with no further activity

Inactive: 7 years

Disposition: destroy

PROBATION RECORDS

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

TICKETS -- DISMISSED OR VOID

Retained to show identity of individual who dismissed or voided the ticket

Active: 2 years
Disposition: destroy

TICKETS - OFFENSE EQUIVALENT TO AN (A) OR (B) MISDEMEANOR

Active: 50 years
Disposition: destroy

TICKETS-TRAFFIC OR PARKING

Active: 3 years
Disposition: destroy

WARRANT RECORDS

Active: until served or expired
Inactive: 5 years
Disposition: destroy

COMPENSATION ADJUSTMENT FORM

Active: retain until entered in computer; file in personnel

Disposition: destroy along with personnel file, follow personnel retention schedule

COURT-ORDERED PAYMENTS

Includes child support, garnishments, and bankruptcy orders, answers, and receipts. Held within personnel file.

Active: 5 years after release of wages

Disposition: destroy

DIRECT DEPOSIT AUTHORIZATION RECORDS

Active: until superseded or no longer in effect

Disposition: destroy active along with personnel file; follow personnel retention schedule

EMPLOYEE STATUS CHANGE FORM

Active: retain until entered in computer; file in personnel

Disposition: destroy along with personnel file, follow personnel retention schedule

KPERS REPORT

Details employee name, social security number, and annual contribution amounts (no longer receive annual report, reports are from previous years until 2015). Reports are now held on same schedule as Payroll Accounts Payable Records.

Disposition: permanent (for previous years until 2015)

PAYROLL ACCOUNTS PAYABLE RECORDS

Accounts payable related to payroll and benefits. Includes check registers, wire registers, direct deposit registers, approval reports and invoices.

Active: 5 years

Disposition: destroy

PAYROLL DEDUCTION AUTHORIZATION FORMS

Includes health and benefit enrollments and other voluntary deductions; does not include Direct Deposit Authorizations

Active: retain until entered in computer; file in personnel

Disposition: destroy along with personnel file, follow personnel retention schedule

PAYROLL DOCUMENTS

Includes time sheets, time entry reports, payroll registers and direct deposit reports.

Active: 5 fiscal years

Disposition: destroy

TAX REPORTS

Includes but is not limited to, 1099 Forms, W-2 Forms, 941 Forms, K-3 Forms, and undelivered W-2 Forms

Active: 5 years

Disposition: destroy

UNEMPLOYMENT INSURANCE QUARTERLY REPORTS

Active: 2 years

Disposition: destroy

Official Copy

ASSET RECORDS

Includes installation plans, operation brochures, manufacturing information, or any list of components for items related to sidewalks, valves, hydrants, etc.

Active: while structure exists and in service, product is installed or able to be installed.

Inactive: documents pertaining to install, maintenance and operation, held for 3 years while product is still active.

Disposition: destroy

CAPITAL IMPROVEMENT PLAN

Active: until CIP is completed

Inactive: 1 year, final CIP is held under City Clerk Schedule terms.

Disposition: destroy

COMMUNITY ISSUES FILE

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

CONTRACTORS' LIABILITY INSURANCE/ BOND RECORDS:

Active: 5 years after expiration

Disposition: destroy

FINANCIAL REPORTS

Includes Financial Reports, budgets for Public Works accounts, and other computer-generated financial documents

Active: 5 years

Disposition: destroy

PRESENTATION FILES

Final versions of handouts, speeches, and presentations given at seminars and meetings

Active: 10 years

Disposition: destroy

PROJECT BUDGETS

Includes documents related to CIP Budget.

Disposition: permanent – 1 copy

PROJECT FILES – MAJOR STRUCTURES

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

PROJECT FILES – MISCELLANEOUS

Comprehensive records, including plans, of projects not listed above. See also related documents in this schedule as well as Public Works Schedule.

Active: until accepted for maintenance

Inactive: 5 years

Disposition: destroy

PUBLIC WORKS ADMINISTRATIVE ACTION AGENDAS

Tracking system for documents

Disposition: 5 years

RIGHT OF WAY PERMITS

Application and permit for excavation, street cut, and curb cut under the City of Edgerton Municipal Code Chapter XII, Article 3

Active: until completion of project

Inactive: 5 years

Disposition: permanent

STATE REVOLVING LOAN FILES

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

TOUR AND PRESENTATION SCHEDULES

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

BLOOD-BORNE PATHOGEN FILES

Includes claims files and program monitor files

Active: 30 years

Disposition: destroy

CLAIM FILES

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

INSURANCE POLICIES

Policies which the City of Edgerton has purchased

Active: until expired or cancelled

Inactive: 5 years

Disposition: destroy

MOTOR VEHICLE RECORDS

Includes one record for each person who drives a city-owned vehicle

Active: 5 years

Disposition: destroy

PROFESSIONAL ORGANIZATION FILES

Includes Policy and Procedure Drafts/Final Copies

Active: until superseded

Inactive: 2 years

Disposition: destroy

SAFETY COMMITTEE FILE

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

SAFETY INSPECTION FILES - CITY

Conducted by Safety Director and KMIT(IMA). Includes all correspondence and follow-up.

Active: until completion of subsequent inspection

Inactive: 5 years

Disposition: destroy

SAFETY INSPECTION FILES STATE

Conducted by Kansas Department of Labor

Active: until completion of subsequent inspection

Inactive: 5 years

Disposition: destroy

SAFETY MANUAL

Active: until superseded
Inactive: 3 years
Disposition: destroy

SAFETY RECORDS

Includes documented safety management processes and procedures, such as: Incident investigation reports, safety recommendations, related remedial actions and their follow-up. Safety assessment reports and supporting material.

Active: until superseded or obsolete
Disposition: destroy

SELF-INSURANCE CLAIM FILES

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

STATISTICAL REPORTS

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

WORKERS COMPENSATION CLAIM FILES

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

WORKERS COMPENSATION DIRECT PAYMENT REQUESTS

This series does NOT include all other purchasing documents

Active: 5 years
Disposition: destroy

WORKERS COMPENSATION SELF-INSURANCE PERMIT FILES

Includes application, permit and supporting documents

Active: until expired or cancelled
Inactive: 5 years
Disposition: destroy

WORKER'S COMPENSATION QUARTERLY REPORTS

List of paid-to-date and summary report

Active: 1 year
Disposition: destroy

ABANDONED WATER SERVICE INFORMATION

Includes address, index, etc., to old water services

Disposition: permanent

BIOSOLIDS APPLICATION SITE RECORDS

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

CORPS OF ENGINEERS EXCAVATION PERMITS

Documents regarding building permits within 500 feet of the levee

Disposition: permanent

CONSUMER CONFIDENCE REPORT

Active: 10 years

Disposition: destroy

DAILY OPERATIONS LOG

Includes readings on flow, pump age, chemicals, special notes, etc. as well as identity of employee doing the reading

Active: 10 years

Disposition: destroy

EASEMENTS

Original easement agreements

Disposition: permanent

FINANCIAL STATEMENTS AND WORK PAPERS

Active: 3 years

Disposition: destroy

GREASE INTERCEPTOR INSPECTION REPORT FORMS

Active: 5 years

Disposition: destroy

GREASE TRAP PROGRAM AGENDAS/LETTERS/REPORTS

Active: 5 years

Disposition: destroy

GREASE TRAP QUARTERLY REPORT FORMS

Active: 5 years

Disposition: destroy

LABORATORY RECORDS

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

LEGISLATIVE RECORDS

Includes current action in the Kansas State Legislature regarding water

Active: until close of subsequent legislative term

Disposition: destroy

NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM

Includes all documents required to sustain City of Edgerton's permits

Active: 5 years

Disposition: destroy

REVENUE ANALYSIS

Study used as basis for rate increases

Active: 15 years

Disposition: destroy

SCADA DATA

Operational data on the plants, pumps and towers gathered by and stored by the control system

Active: 10 years

Disposition: permanent Digital Media

SANITARY SEWER CONNECTIONS/INSPECTIONS

Disposition: permanent

SANITARY SEWER EASEMENTS

Disposition: permanent

SERVICE WORK ORDERS – EXTERNAL

Includes accounting codes, items used, selling costs, labor costs, etc.

Active: 5 years

Disposition: destroy

SERVICE WORK ORDERS – INTERNAL

Completed by field workers

Active: 5 years

Disposition: destroy

STORM SEWER CONNECTIONS/INSPECTIONS

Disposition: permanent

STORM SEWER EASEMENTS

Disposition: permanent

STUDIES OF UTILITY SYSTEMS

Retain permanently if directly related to city and city policy. Retain others as follows:

Active: while useful

Disposition: destroy

TANK PERMITS

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

UTILITY CONTRACTS

Active: life of contract

Inactive: until account is paid off

Disposition: scan to electronic - destroy hard copy, retain 1 copy permanently

WASTEWATER INFRASTRUCTURE CONTRACTS

Active: life of contract

Inactive: 3 years

Disposition: destroy

WATER CONNECTION AGREEMENTS

Disposition: permanent

WATER DISTRIBUTION SYSTEM REPORT

Disposition: permanent

WATER INFRASTRUCTURE CONTRACTS

Active: life of contract

Disposition: destroy

WORK ORDERS

Record of work completed as preventative maintenance

Active: 5 years

Disposition: destroy

WORK REQUESTS

Record of work performed on an emergency basis; also called Emergency Calls or Service Requests

Active: 5 years

Disposition: destroy

WATER DIVISION EASEMENTS

Includes property descriptions

Active: life of easement

Disposition: permanent

WATER RATE STUDY

Study completed by outside consulting firm

Active: 15 years

Disposition: destroy

WATER RIGHTS FILES

Includes annual water use reports

Disposition: permanent

DISPOSING OF RECORDS

Keeping records forever is neither cost-effective nor practical. When minimum retention periods have been met, and it is determined the documents will be disposed of, there are several ways to fulfill this act. If the record is in a paper or other format in physical storage, the item may be shred and/or sold for recycling. However, any documents containing confidential information must be shred under supervision.

Items stored through electronic means should be deleted and destroyed in the most efficient manner according to the storage system.

Retention schedules do not preempt sound judgment. If records are needed for legal or audit purposes beyond the recommended retention period, check with the proper department before destroying.

Documents and/or records series which are destroyed should be noted on the destruction certificate and signed off on by the Records Manager.

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RECORD DESTRUCTION CERTIFICATE

The Records Destruction Certificate form should be used by records staff to document destruction of records. A printed copy of the completed and signed document should be retained, permanently.

Fill in the data on the Record Destruction Certificate as follows:

- **Date:** Enter the month, day, year the Certificate is prepared.
- **Department/Division:** Enter the name of the department and or division which is responsible for the record.
- **Destruction Date:** Enter the date the records are destroyed and acknowledged by Record Custodian.
- **Record Series:** Enter the series or items for the records being destroyed; multiple series may be recorded on the Certificate.
- **Inclusive Dates:** Enter the oldest and most recent dates of the records being destroyed.
- **Retention Period:** Enter the length of minimum retention required for the series of documents.
- **Volume:** Enter the amount of each series of records being destroyed. This may be identified in cubic feet, number of boxes, megabytes, or in some other unit of measure – explain, if necessary.
- **Records Manager:** Enter the name and signature of the Records Manager responsible for the records.

Official Copy