

RESOLUTION NO.050911-1

A RESOLUTION ADOPTING BY REFERENCE THE CITY OF ABILENE KANSAS
RECORDS RETENTION SCHEDULE AND POLICY

WHEREAS, the City of Abilene, Kansas (hereinafter the "City"), wishes to improve its records management practices through the adoption of a Records Retention Schedule and Policy; and

WHEREAS, the City recognizes the value of adopting a records retention schedule to provide legal authority for the destruction of nonpermanent municipal records when they are no longer needed and the permanent retention of municipal records that have enduring value; and

WHEREAS, local adoption of the City Municipal Records Retention Schedule and Policy will benefit the City, its residents and taxpayers by providing minimum retention periods for City records; and

WHEREAS; the City wishes to recognize and follow the State of Kansas Public Records Act K.S.A 75-3501 through 75-3518 and the State of Kansas Government Records Preservation Act K.S.A 45-401 through 45-413;

NOW THEREFORE BE IT RESOLVED, by the City Commission of the City of Abilene, as follows:

Section 1. That the City of Abilene Records Retention Schedule and Policy is hereby adopted by reference by the City of Abilene and it may be revised and amended by from time to time in the future.

Section 2. Adoption of this Resolution supersedes all previous Records Retention and Destruction Schedules and Policies adopted by the City of Abilene, Kansas.

Section 3. Effective Date. That this Resolution shall be in full force after its adoption on May 9th, 2011.

Adopted by the Governing Body THIS 9th DAY OF MAY, 2011.



ATTEST:


Lynn Peterson, Mayor


Penny L. Soukup, CMC
City Clerk



City of Abilene Kansas Records Retention Schedule and Policy

Records Policy

The Public Records Act (K.S.A. 75-3501 through 75-3518) and the Government Records Preservation Act (K.S.A. 45-401 through 45-413) define the responsibilities of state and local government agencies to organize, protect, provide access to, and properly dispose of their records. The agency records officer has the responsibility for overseeing the disposition of agency records, for protecting records with enduring value, and for ensuring that records are not destroyed without authorization. The legislature declares that state and local government records with enduring value should be stored in conditions which are not adverse to their permanent preservation and should be properly arranged so that appropriate public access to such records is possible.

Scope of records retention schedule

It is the responsibility of local government to effectively maintain and manage records and to ensure the continued preservation of those records that have enduring and permanent value. The City of Abilene Record Retention and Destruction Policy is adopted to help each Department maintain records and follow a record's retention and destruction schedule.

This policy covers all records and documents, regardless of the physical form or characteristics, which have been made or received by the City of Abilene.

Electronic Records

You must determine the value of an electronic record. If the record has an enduring value which merits preservation for historical, legal, fiscal or administrative reasons or for research, the record should be treated the same as a record of other means. You should follow the same retention schedule below for electronic records of local government.



City of Abilene Kansas Records Retention Schedule and Policy

Disposition of public records

The City of Abilene Records Retention and Destruction Schedule sets the minimum retention requirements of records commonly found in the City of Abilene. The retention periods established in this schedule are not intended to prevent departments from establishing longer retention periods for any of their records. Regardless of the minimum retention periods stated in this schedule any department may determine that any of its records may be of permanent value to the operations of that department or may be useful for the study of history. Should any differences in retention periods be found between this schedule and state or federal law, the applicable law will take precedence over this schedule.

The retention periods in this schedule apply only to the official version of the record. Duplicates of the official version have no retention requirements under the schedule.

Some records, because of their administrative, fiscal, legal or historical value, should be permanently retained. These records require special care and consideration to be given to their storage conditions. Records that do not have values that warrant permanent preservation should be destroyed upon reaching their retention period.

The disposition of records should be approved by the City Manager and City Clerk and recorded in a document provided by the department director over the records being disposed of. This should include the description of the records, the quantity of the records disposed of, the manner of destruction, the inclusive dates covered and the date the destruction occurred. Records should be destroyed in a manner that ensures that no records shall fall into unauthorized hands and so that the data cannot be reconstructed.

Revocation of previously issued records retention schedules

This policy supersedes all previous record retention and destruction policies issued by the City of Abilene.



**City of Abilene Kansas Records Retention
Schedule and Policy**

Authority

This records retention schedule was approved by the City Commission by Resolution 050911-1 on May 9, 2011.

X 
Lynn Peterson
Mayor

X 
David Dillner
City Manager

X 
Penny L. Soukup, CMC
City Clerk





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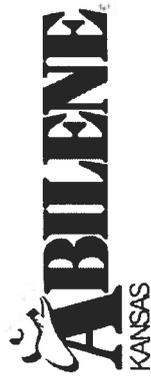


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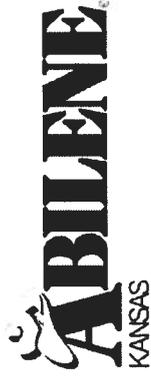
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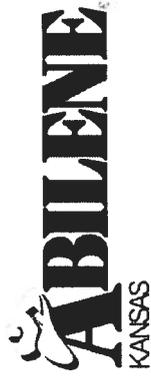


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City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

The Department of Administration includes the City Manager, City Clerk, Water Department, Finance Department and the Human Resource Department.

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Abstracts	Deeds, Record of property history	Disposition: Permanent
Accident reports/Claims (settled cases)	Includes claims filed against the City.	Active: 10 Years Disposition: Destroy 10 Years after claim settled.
Accounts payable check registers and ledgers	Identifies balances, cash income, cash disbursements and balance on hand.	Active: 3 Years Disposition: Destroy after 3 Years
Accounts receivable ledgers (Cash receipts)	Daily list of monies received and accounts credited.	Active: 3 Years Disposition: Destroy after 3 Years
Agreements	Includes agreements for services	Active: 7 Years Disposition: Destroy 7 years after no longer valid.



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Annexations	Includes Consents, petitions and other related documents.	Disposition: Permanent
Annual Budget	Includes operating and annual budgets for the City	Active: 10 years; move to storage Disposition: One copy permanent
Annual Reports - City Agencies	City Agencies (includes payroll, financial and utility)	Disposition: Permanent
Annual Reports -- Other Agencies	Annual Reports of Agencies doing business with the City.	Inactive: While useful, but not to exceed 5 years Disposition: Destroy
Asset Records	Inventory, maintenance records and other related documents for equipment	Active: Until sold or surplusd Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Assessments	Includes public improvement, code enforcement and other assessments	Active: Until all accounts paid or written off Inactive: 3 years Disposition: Destroy
Appointment Books	Retain Calendars only if written notes are included.	Active: 2 Years Disposition: Destroy
Audit Reports	Results of audits conducted by local, state, federal and/or non-governmental auditing agencies.	Active: 3 Years; move to storage Disposition: One copy Permanent
Bank Reconciliation	Bank statements, deposit books and slips, check registers, and canceled checks	Active: 1 Year Disposition: Destroy After 5 Years



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Bond Documents	Includes coupons and other related documents	Active: Until all obligations are paid Inactive: 5 years Disposition: Destroy; retain 1 bond of each series permanently
Bond Transcripts	Includes industrial revenue bonds, no-fund warrants and general obligation bonds	Disposition: Permanent
Budget Preparation Documents	All Documents pertaining to the budget preparation	Active: Until Close of subsequent budget process. Disposition: Destroy after Audit
Budget Requests and Appeals – Annual	Copies of budgets submitted yearly for approval and subsequent appeals	Disposition: Permanent



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Candidate Filing Documents	Documents containing information of candidates filing to run for City Commission.	Active: Until close of subsequent election process Disposition: Destroy
Capital Improvement Plan	Plan of City for 5 Year term	Disposition: Permanent
Certified Mail Receipts	Certified mailings mailed for City business.	Active: 1 Year Disposition: Destroy
Charter Ordinances	Charter Ordinances passed by the City Commission.	Disposition: Permanent
Checks (Canceled)	Cancelled checks for City agencies.	Active: 1 Year Disposition: Destroy after 7 Years.
City Code Book	City Code of all Ordinances passed for the City.	Active: Until superseded or obsolete. Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
City Commission Committee Items	Ordinances, Resolutions and other documents that were referred to committee and removed from further consideration	Active: 1 years after removal from consideration Disposition: Destroy
City Commission Committee Reports	Reports regarding City Commission Committees	Disposition: Permanent
City Commission records	Includes Minutes and Packet documents.	Disposition: Permanent
City Commission Items that were Withdrawn or Not Adopted	Items on agendas that were not acted upon.	Active: 5 years Disposition: Destroy
City Directories	Records of land owners and usage	Disposition: Permanent



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Civil Service Files (for applicants who are hired)	Reports regarding Civil Service.	Active: Tenure plus 5 years Disposition: Destroy
Claims	Information about claims involving the City.	Active: retain while useful, 10 years after litigation. Disposition: Destroy
Committee Files	Includes Minutes, Agenda, correspondence and rosters.	Disposition: Permanent
Community Development Proposals	Proposals regarding Community Development within the City.	Disposition: Permanent
Complaint Files	Correspondence and documentation of action taken, if any or related to policy change.	Retain complaints related to policy change permanently. Retain other as follows: Active: retain while useful, not more than 5 years Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Comprehensive Annual Financial Reports	Detailed reports of annual financial records	Disposition: Permanent-1 copy
Computerized Records	Includes microfilmed or imaged documents	Disposition: Hard copy can be destroyed after document has been microfilmed or scanned, provided the image has been verified for accuracy
Condemnations	Condemnations declared by City Commission.	Disposition: Permanent
Contracts	All contracts signed by the City, includes specifications, change orders and addendum.	Disposition: Permanent
Correspondence - Routine	Incoming and outgoing letters and memos which pertain only to routine matters	Retain until no longer useful Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Correspondence- Substantive	Correspondence that has significant administrative value & pertains to the agencies operations, rules or policies and procedures.	Active: retain while useful. Disposition: Destroy
Deeds	Original deeds for all property owned by City	Disposition: Permanent
Department Policies	Department policies as well as incoming and outgoing letters and memoranda that state or form the basis of policy, set precedent, or record important events in the operational and organization history of the department	Disposition: Permanent



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Dog Registration Records	Records of dogs with City registrations.	Active: 3 Years Disposition: Destroy
Employment Applications (not hired recruitment only)	Includes notes from interviews, rejection letters	Active: 3 Years after vacancy filled. Disposition: Destroy
Employee Personnel File	Application, evaluations, disciplinary actions, payroll status and all other personnel forms	Active: tenure Plus 5 years Inactive: 62 Years Disposition: Destroy
Employee Position Description	Formal Descriptions of duties & other characteristics of particular employment positions, including supporting documents	Retain until superseded plus 3 years Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Equipment Maintenance & Ownership Records	Documents related to the legal ownership and maintenance of office equipment	Retain for the life of the equipment Disposition: Destroy
Governing Agency Regulations	Includes City, State and Federal Governing Agencies' manuals and requirements	Active: Until superseded or obsolete Disposition: Destroy
Grievance Files	Any Grievance filed within City	Active: 5 Years after grievance settled. Disposition: Destroy
Incident Reports	Documentation of incidents occurring on City Property	Active: 5 Years Disposition: Destroy
Insurance Policies	Insurance Policy information for all City owned property.	Active: Until cancellation or expiration. Inactive: 5 Years Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Inventories	Equipment, Uniforms, Records, Vehicles	Active: Until superseded or obsolete. Disposition: Destroy
Job Descriptions	Includes supporting documentation.	Disposition: 1 Copy Permanent.
KPERS & KPF	Includes Annual Reports	Disposition: Permanent
Key Files	Includes recruitment process files, Personnel Adjustment Form, applications for employment (not hired), interview forms and notes, advertising documentation, sample copy of rejection letter sent	Active: 4 years after vacancy filled Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Lawsuits	Related documents of legal cases involving the City.	Disposition: Permanent
Leases – Real Estate Property & Capital Equipment	Documents related to the leasing of real estate and equipment	Active: Until superseded or inactive plus 5 calendar years Disposition: Destroy
Licensing Files	Includes applications and other related documents	Active: Until expired or obsolete Inactive: 5 Years Disposition: Destroy
Medical Information Files (HR)	All related documents (FMLA, Work Comp)	Active: Tenure. Inactive: 10 years Disposition: Destroy
Memoranda of Understanding or Agreement – Interoffice	Formal agreements reached between state, local and/or federal agencies	Active: Until agreement becomes inactive plus 5 years Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Open Records Requests	Documents related to requests for access to office records pursuant to KORA.	Active: 3 Years Disposition: Destroy
Ordinances	All Ordinances passed by the City Commission, includes Proof of Publication	Disposition: Permanent
Organizational Charts and Reorganization Studies	Records documenting planned and actual changes in an office's organizational structure	Retain records relating to major organizational changes permanently Disposition: Destroy other records when no longer useful
Payroll Deduction Authorizations	Includes Health & Benefit enrollments and other payroll deductions	Active: Until superseded or no longer in effect plus 1 year. Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Payroll Direct Deposit Authorizations	Completed forms used to authorize direct deposits of payroll checks	Active: Until no longer useful plus 2 years Disposition: Destroy
Payroll Documents	Includes timecards/sheets, leave requests, adjustments	Active: 5 Years Disposition: Destroy
Payroll Records	All records pertaining to payroll, includes Registers	Active: 5 Years Move to storage Disposition: Destroy 10 Years.
Payroll End of Year	End of year payroll reports regarding all City agencies.	Disposition: Permanent
Petitions	All types regarding City issues.	Active: 5 Years Disposition: Permanent



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Petty Cash Records	Documents related to petty cash accounting	Active: 3 years Disposition: Destroy
Policies (City)	Includes adopted policies of the City.	Active: Until superseded Disposition: Destroy
Postal Records	Records concerning the use of the US Postal Service and express companies	Active: 1 year Disposition: Destroy
Press Releases	Public information issued to the news media	Disposition: 1 copy permanently
Project Files	Includes plans, change orders, insurance documents	Active: During Project Inactive: 5 Years Disposition: Permanent
Proof of Publication	Records of publication of all documents requiring publication.	Active: 5 years Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Property Disposition Records – Non-Expendable	Copies of forms and supporting documents used to remove capital equipment from office inventory	Active: 3 years Disposition: Destroy
Purchasing Documents	Includes purchase orders, direct payment requests, inter-fund transfers and other related documents	Active: 1 Year Inactive: 3 Years Disposition: Destroy
Receipts/Deposit Slips	Daily listing of monies received and accounts credited	Active: 3 years Disposition: Destroy
Records Management Records	Documents related to the management of office records including completed survey forms, inventories, disposition and transfer records	Disposition: Permanent
Reference Books/Journals	Also includes newsletters and seminar notebooks	Active: Until superseded or obsolete Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Residence Status Forms (Form I-9)	Form required to be filled out to prove residency.	Active: Tenure plus 5 years Disposition: Destroy
Sales Tax Reports	All sales tax reports pertaining to City agencies.	Active: 1 Year Inactive: 14 Years Disposition: Destroy
Scrapbooks and memorabilia	News clippings, photo albums, etc. documenting office activities	Disposition: Permanent
Tax Reports	Includes 1099 Forms, W-2 Forms, 941 Forms, K-3 Forms, Quarterly Reports	Active: 5 Years Disposition: Destroy
Training Records (Individual)	Includes records of continuing education course completed, date and any certificates.	Active: While employed Inactive: 5 Years Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Training Records (Official)	Training manuals, course outlines, and listing of all courses offered with dates	Disposition: permanent 1 copy
Utility Billing Records (monthly)	Includes Adjustments, Closed Accounts, Bank Debits, Registers, Receipts, Delinquent Notices, End of year, Monthly files, Service Orders, Applications	Active: 5 Years Disposition: Destroy Keep End of year Reports Permanently.
Utility Billing Records (Annual)	Annual reports of all utility functions	Disposition: Permanent
Vehicle Operation Records	Includes documents related to the use of City owned vehicles.	Active: 3 Years Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

1. ADMINISTRATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Vendor Files	Records concerning purchases from specific vendors: invoices, correspondence, vouchers, ledger books and cards	Active: 5 years Disposition: Destroy
Warranty Files	Includes warranties, promises and other related documents	Active: 5 years or life of warranty, whichever is longer Disposition: Destroy
Withholding Allowance Certificates	Internal Revenue Service W-4 forms completed by employees to establish rate of tax to be withheld from paychecks	Retain until no longer in effect, then Disposition: Destroy provided 4 years have passed since date tax was due or paid



City of Abilene Kansas Records Retention Schedule and Policy

2. POLICE DEPARTMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Accident Reports	Includes interstate accidents, intersection and midblock books, fatalities, pedestrian and highway accidents	Active: 10 years Disposition: Destroy
Animal Control Documents	Documentation pertaining to animal control	Active: 1 year Disposition: Destroy
Asset Records	Inventory, maintenance records and other related documents for equipment	Active: Until equipment sold or surplus Disposition: Destroy
Case Files – Homicide	Includes Offense Reports, Arrest Reports, Evidence Cards, Disposition Cards and other related documents	Disposition: Permanent
City Code Book	City Code of all Ordinances passed for the City.	Active: Until superseded or obsolete Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

2. POLICE DEPARTMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Complaint Files – Official	May include Citizen Complaint Form, Complainant’s letter, notification of investigation, related interviews and tapes, witness statements, photographs, test and examination results, disposition and any other related materials or evidence	Retain: sustained and not sustained complaints 5 years after involved employee leaves the police department Active: 10 years Disposition: Destroy
Equipment Certifications and Maintenance Records	Includes standard solution certifications, radar certifications, tint meter certifications, tuning fork certifications and other related documentation	Active: While own equipment Disposition: Destroy
Evidence Files	Includes Physical Evidence Custody Receipt and Supplement, Physical Evidence Custody Receipt Tracker Sheet, and Disposition of Property Cards	Active: Retained in Property until final disposition of evidence Disposition: originals sent to Records and copies destroyed



City of Abilene Kansas Records Retention Schedule and Policy

2. POLICE DEPARTMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Expungement Records	Records that are expunged.	Active: 50 years Disposition: Destroy
Firearm Qualification Records	Detailed records of individual employee performance	Disposition: Permanent
Five Year Plan	Five year plan for Abilene Police Department created by the Police Chief.	Retain: One copy permanently Active: Until Adoption of new 5-year plan Disposition: Destroy
General Orders/Standard Operating Procedures/Special Orders	Issued by Chief of Police or his designee. Includes policies, regulations and procedures as well as research behind them	Retain: One copy permanently 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



City of Abilene Kansas Records Retention Schedule and Policy

2. POLICE DEPARTMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
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 complete Inactive: 5 years or until completion of any action, whichever is later Disposition: Destroy
Hold Harmless Agreements	Includes ride along agreements, release of liability and other such agreements	Active: 5 years Disposition: Destroy
Inventories	Includes equipment, uniforms, records, vehicles and other inventories	Active: Until superseded or obsolete Disposition: Destroy
NCIC Computerized Records	Includes Stolen Articles as well as Missing and Wanted Persons	Active: according to applicable NCIC Operating Manual
Ordinances (reference copy)	All Ordinances passed by the City Commission.	Active: While Useful Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

2. POLICE DEPARTMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Training Records - Individual	Record of continuing education course completed, date and any training certificates	Active: While individual is employed Disposition: Permanent



**City of Abilene Kansas Records Retention
Schedule and Policy**

3. MUNICIPAL COURT

RECORD TITLE	DESCRIPTION	DISPOSITION
Annual Reports	Activity of division throughout the year	Disposition: Permanent
Asset Records	Inventory, maintenance records, and other related documents for equipment	Active: Until equipment sold or surplus Disposition: Destroy
Budget Preparation File	All documents pertaining to the budget preparation	Active: Close of subsequent budget process Disposition: Destroy
Certified Mail Receipts	Placed with corresponding court documents	Active: 1 year Disposition: Destroy
City Code Book	City Code of all Ordinances passed for the City.	Active: Until superseded or obsolete Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

3. MUNICIPAL COURT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Community Service Records	Notes made in MCRS but usually nothing "of record"	No paper record in general.
Complaint Files	Correspondence and documentation of action taken, if any.	<p>Retain: Complaints that are directly related to policy change permanently. Retain all others as follows:</p> <p>Active: Retain while useful; but not more than 5 years</p> <p>Disposition: Destroy</p>
Computerized Records	Includes microfilmed or imaged documents.	<p>Disposition: Hard copy can be destroyed after document has been microfilmed or scanned, provided the image has been verified for accuracy</p>



**City of Abilene Kansas Records Retention
Schedule and Policy**

3. MUNICIPAL COURT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Contracts	Includes instructors, vendors, labor unions, Kansas Department of Transportation, contractors, developers, service and other contracts	Active: Until contract expired or cancelled Inactive: 5 years Disposition: destroy
Correspondence (Routine)	Includes suspense list, inquiries, memos, copies, telephone records, etc.	Active: Retain while useful; but not more than 5 years Disposition: Destroy
Daily Fees Accounting Report	Contains payee name, docket and case number (if applicable), amount paid and copies of deposit receipts	Active: 3 years Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

3. MUNICIPAL COURT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Department Policies	Department 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
Dockets	Official court record of conviction.	Retain: Any dockets that can 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



City of Abilene Kansas Records Retention Schedule and Policy

3. MUNICIPAL COURT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Governing Agency Regulations	Includes City, State and Federal governing agencies' manuals and requirements	Active: Until superseded or obsolete Disposition: Destroy
Ordinances (Reference Copy)	All Ordinances passed by the City Commission.	Active: While useful 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: 10 years Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

3. MUNICIPAL COURT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Purchasing Documents	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
Receipts/Ticket Stubs/Deposit Slips/Restitution	Daily listing of monies received and accounts credited	Active: 3 years Disposition: destroy
Standard Traffic Ordinances	Changes each year	Active: 1 year Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

3. MUNICIPAL COURT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
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	Active: While employee is under direct supervision Inactive: 1 year Disposition: destroy
Tickets	Dismissed.	Active: 2 years Disposition: Destroy
Tickets (Voided)	Tickets written in error.	Disposition: Destroy



**City of Abilene Kansas Records Retention
Schedule and Policy**

3. MUNICIPAL COURT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Tickets	Class C and below Misdemeanors and traffic violations.	Active: 5 years Disposition: destroy
Tickets	Offense equivalent to an A or B Misdemeanor.	Active: 50 years Disposition: destroy
Training Records – Individual	Record of continuing education course completed, date and any training certificates	Active: while individual is employed Inactive: 5 years Disposition: destroy
Warrant Records	Failure to Appear, Failure to Comply and Bench Warrants.	Active: until served or expired Disposition: destroy



**City of Abilene Kansas Records Retention
Schedule and Policy**

4. FIRE DEPARTMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Annual Reports	Activity of department throughout the year	Disposition: Permanent
Asset Records	Inventory, maintenance records and other related documents for equipment	Active: Until equipment sold or surplus Disposition: Destroy
Budget Preparation File	All documents pertaining to the budget preparation	Active: Close of subsequent budget process Disposition: Destroy
Building Plans	Includes every building in Abilene with an alarm or fire sprinkler system	Active: while building exists Disposition: Destroy
Call Back List	Roster of Volunteers for overtime	Active: Until superseded Disposition: destroy



**City of Abilene Kansas Records Retention
Schedule and Policy**

4. FIRE DEPARTMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Claims	Correspondence about claims involving current department	Active: Retain while useful but not more than 5 years, pending litigation Disposition: Destroy
Committee Files/Misc. Files	Includes minutes, agendas, correspondence, rosters & other related documents from committees	Active: Retain while useful Disposition: Destroy
Daily Assignment Sheet	Record of employees daily assignments	Active: 5 years Disposition: Destroy
Department Policies	Department 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



City of Abilene Kansas Records Retention Schedule and Policy

4. FIRE DEPARTMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Equipment Tests	Records of pump checks, ladder tests, hose tests, aerial apparatus tests, and self contained breathing apparatus tests	Active: Life of equipment Disposition: Destroy
Fire Hydrant Maps	Displays location of all hydrants	Active: Until superseded Disposition: Destroy
Fire Inspection Street File	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
Fire Station Log	Daily journal of activity at fire station	Disposition: permanent
Forms (Blank)	Forms created for daily operating.	Active: until superseded or obsolete Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

4. FIRE DEPARTMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Incident Reports	Documentation of incidents occurring in current department's facilities	Active: 5 years Disposition: Destroy
Indexes	Guides detailing where information can be found.	Retain as long as records to which they refer
Inventories	Includes trees, equipment, uniforms, records, vehicles and other inventories	Active: until superseded or obsolete Disposition: Destroy
Job Descriptions (Reference Copy)	Detailed job descriptions for all positions within the department.	Active: Until superseded or obsolete Disposition: Destroy
Kansas Fire Incident Report	Electronic reports sent to the State Fire Marshall. Includes fire, civilian casualty and firefighter casualty reports; includes KFIRS daily check sheet	Active: 10 years Disposition: Destroy



**City of Abilene Kansas Records Retention
Schedule and Policy**

4. FIRE DEPARTMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Knox Box Index	Listing of all key boxes and the holders of the keys	Active: Until superseded Disposition: Destroy
Monthly Reports	Internal document to provide Chief with progress on budget goals	Active: Until close of subsequent budget process Disposition: Destroy
Ordinances (Reference copy)	All Ordinances passed by the City Commission.	Active: While useful Disposition: Destroy
Patient Reports	Includes first response medical records, patient's refusal of treatment, and other related documents	Active: 5 years Disposition: Destroy
Payroll Documents	Includes time cards/sheets, leave requests, time away from work requests, payroll adjustment records, and payroll warrants registers	Active: 5 years Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

4. FIRE DEPARTMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Personnel Database	Perpetual file of status, address and other related information. This series includes the Retirees list	Active: Until Superseded Disposition: Destroy
Pre-Fire Plans	Fire escape routes, locations of residents, sprinkler systems, and other related documents provided for organization's use	Active: Until superseded or obsolete Disposition: Destroy
Purchasing Documents	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
Receipts/Deposit Slips	Daily listing of monies received and accounts credited	Active: 3 years Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

4. FIRE DEPARTMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Scrapbooks and Albums of Historical Info	Collection of miscellaneous documents, newspaper clippings and pictures regarding department's history	Disposition: Permanent
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 & negative); I) requests for safety equipment & uniforms; and J) worker's compensation information.	Active: While employee is under direct supervision Inactive: 1 year Disposition: Destroy



**City of Abilene Kansas Records Retention
Schedule and Policy**

4. FIRE DEPARTMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Training Committee File	Includes minutes of meeting	Disposition: Permanent-1 copy
Training Records – Individual	Record of continuing education courses completed, date and any training certificates	Active: While individual is employed Inactive: 5 years Disposition: Destroy
Training Records – Official	Training manuals, course outlines and listing of all courses offered with dates	Disposition: Permanent – 1 copy
Uniform Order Forms	Used by employees to request replacement uniform parts	Active: While employee is under direct supervision Inactive: 1 year Disposition: Destroy
Vehicle Operation Records	Includes documents related to the use of City-owned vehicles	Active: 3 years Disposition: Destroy



**City of Abilene Kansas Records Retention
Schedule and Policy**

4. FIRE DEPARTMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Volunteer Records	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
Volunteer Time Sheets and Accident Reports	Time sheets and accident reports for all volunteers of the department.	Active: 5 years Disposition: Destroy
Warranty Files	Includes warranties, promises and other related documents	Active: 5 years or life of warranty, whichever is longer Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

5. COMMUNITY DEVELOPMENT

The Community Development includes Economic Development, Zoning, Inspection and Code Enforcement.

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Annual Statistical Reports	Used in other department's annual financial reports	Active: 3 years Disposition: Destroy
Appointment Books/Calendars	Retain calendars only if written notes are included	Active: 2 years Disposition: Destroy
Backflow Device Test Forms	Forms use for backflow testing.	Active: 5 years Disposition: Destroy
Board of Zoning Appeals Files	Includes minutes, appeals, correspondence, index and other related documents	Active: Until case closed Disposition: Permanent
Building Codes	Adopted building code which is purchased in book form.	Disposition: 1 copy permanently



City of Abilene Kansas Records Retention Schedule and Policy

5. COMMUNITY DEVELOPMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Building Permit Applications and Responses (denied)	Permits for building projects which are reviewed for compliance.	Active: 3 years Disposition: Permanently in the property address file
Catalogs	Items for purchase to improve City services.	Active: Retain while current Disposition: Destroy
Certified Mail Receipts	Certified mailings mailed for City business.	Active: 1 year Disposition: Destroy
City Code Book	City Code of all Ordinances passed for the City.	Active: Until superseded or obsolete Disposition: Destroy
Committee Files – Miscellaneous File	Includes minutes, agendas, correspondence, rosters and other related documents from committees that do not originate in the current department.	Active: Retain while useful Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

5. COMMUNITY DEVELOPMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Committee Files – Transcript File	Includes minutes, annual roster, and related documents for committee or task force that originate in the current division	Disposition: Permanent
Complaint Files	Correspondence and documentation of action taken, if any.	<p>Retain complaints that are directly related to policy change permanently. Retain others as follows:</p> <p>Active: Retain while useful; but not more than 5 years</p> <p>Disposition: Destroy</p>
Computerized Records	Includes microfilmed or imaged documents.	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.



City of Abilene Kansas Records Retention Schedule and Policy

5. COMMUNITY DEVELOPMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Correspondence (project related)	Letters, e-mails and other correspondence relevant to actions, agreements or decisions regarding a project.	Active: 5 years Disposition: Permanent if unique to project; otherwise destroy
Correspondence (routine)	Includes suspense list, inquiries, memos, copies, telephone records, etc.	Active: Retain while useful; but not more than 5 years Disposition: Destroy
Driveway Permits	Includes associated site development plans	Disposition: Permanent in property address file.
Excavation Permits	For utility right-of-ways; Includes associated site plans	Disposition: Permanent in property address file.
Forms (Blank)	Forms created for daily operating.	Active: Until superseded or obsolete Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

5. COMMUNITY DEVELOPMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Governing Agency Regulations	Includes City, State and Federal governing agencies manuals and requirements	Active: Until superseded or obsolete Disposition: Destroy
Home Occupation Documents	Includes applications, licenses, current renewal notices and any other unique correspondence	Active: 3 years after denial or expiration of license Disposition: Permanent in property address file.
Indexes	Guides detailing where information can be found.	Retain as long as records to which they refer
Monthly Reports	Includes Fee Summary Report, New Permit Report and Department of Commerce Report	Active: 5 years Disposition: Destroy
Ordinances (Reference Copy)	All Ordinances passed by the City Commission.	Active: While useful Disposition: Destroy



**City of Abilene Kansas Records Retention
Schedule and Policy**

5. COMMUNITY DEVELOPMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Planned Unit Development Plans	Planning Commission action file.	Active: Hard copy retained until build out. Disposition: Electronic copy maintained as PC files.
Plats for Quarter Sections, Sanitary Sewers, Paving and Storm Sewer	Improvement plans.	Active: Until superseded or obsolete Disposition: Destroy
Plats for Subdivisions	Subdivision plats approved by the City Commission legally establishing easements, ROW and property legal descriptions	Disposition: Permanent with Register of Deeds Office.
Professional Organization Files	Documents and correspondences relating to organization and associations relevant to Community Development.	Active: 3 years Disposition: Destroy



**City of Abilene Kansas Records Retention
Schedule and Policy**

5. COMMUNITY DEVELOPMENT

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Project General Files	Includes ordinances, resolutions, contracts, specifications and other documents for projects that are duplicated elsewhere.	Active: Until accepted for maintenance Inactive: 1 year Disposition: Destroy after noting related document numbers on cover sheet
Property Files	Records to include violation notices, building permits, certificates of occupancy and other relevant actions ascribed to a specific property.	Disposition: Permanent in address property file.
Receipts/Deposit Slips	Daily listing of monies received and accounts credited	Active: 3 years Disposition: Destroy
Reference Books/Journals	Also includes newsletters and seminar notebooks	Active: Until superseded or obsolete Disposition: Destroy
Sidewalk Permits	Includes associated site development plans	Disposition: Permanent in address property file.



City of Abilene Kansas Records Retention Schedule and Policy

6. PARKS AND RECREATION

The Parks and Recreation Department includes the Parks Department, Recreation Department, Senior Citizens Center and Public Transportation Van.

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Appointment Books/Calendars/ Facility Reservation Book/ Reservation Book	Retain calendars only if written notes are included	Active: 2 years Disposition: Destroy
Asset Records	Inventory, maintenance records and other related documents for equipment	Active: Until equipment sold or surplus Disposition: Destroy
Community Involvement Files	Records of non-city agencies in which employees participate including, but not limited to committee documents, publicity and related information	Active: 3 years Disposition: Destroy
Contracts	Includes instructors, vendors, labor unions, Kansas Department of Transportation, contractors, developers, service and other contracts	Active: Until contract expired or cancelled Inactive: 5 years Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

6. PARKS AND RECREATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Grant Administration 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
Inventory Computation For Concessions	Used to reconcile concession sales	Active: 3 years Disposition: Destroy
Job Descriptions (Reference Copy)	Detailed job descriptions for all positions within the department.	Active: Until superseded or obsolete Disposition: Destroy
Park Plans	Includes specifications and drawings of park facilities and land	Active: While City owns park Disposition: Destroy
Print Projects	Includes specifications and bid information	Active: 5 years Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

6. PARKS AND RECREATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Professional Organization Files	All pertinent information involving KRPA, NRPA, USTA, etc.	Active: 3 years Disposition: Destroy
Receipts/Ticket Stubs/Deposit Slips	Daily listing of monies received and accounts credited	Active: 3 years Disposition: Destroy
Scholarship Information	Application for current catalog	Active: 2 years Disposition: Destroy
Scrapbooks and Albums of Historical Info	Collection of miscellaneous documents, newspaper clippings and pictures regarding department's history	Disposition: Permanent
Training Records – Individual	Record of continuing education course completed, date and any training certificates	Active: While individual is employed Inactive: 5 years Disposition: Destroy



**City of Abilene Kansas Records Retention
Schedule and Policy**

6. PARKS AND RECREATION

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Volunteer Records	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
Volunteer Time Sheets and Accident Reports	Time sheets and accident reports for all volunteers of the department.	Active: 5 years Disposition: Destroy
Warranty Files	Includes warranties, promises and other related documents	Active: 5 years or life of warranty, whichever is longer Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

7. PUBLIC WORKS

The Public Works Department includes the Water Department, Wastewater Department, Water Treatment Department and Street Department.

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Annual Reports	Activity of department throughout the year	Disposition: Permanent
Appointment Books/Calendars	Retain calendars only if written notes are included	Active: 5 years Disposition: Destroy
Asset Records	Inventory, maintenance records, and other related documents for equipment	Active: Until equipment sold or surplus Disposition: Destroy
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
Budget Preparation File	All documents pertaining to budget preparation	Active: Close of subsequent budget process Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

7. PUBLIC WORKS

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Capital Improvement Plan	Plan of City for 5 year term	Active: Until CIP is implemented Inactive: 1 year Disposition: Destroy
Catalogs	Items for purchase to improve City services.	Retain: While current Disposition: Destroy
Certified Mail Receipts	Certified mailings mailed for City business.	Active: 1 year Disposition: Destroy
City Code Book	City Code of all Ordinances passed for the City.	Active: Until superseded or obsolete Disposition: Destroy
Claims	Correspondence about claims involving current department.	Active: Retain while useful, but not more than 5 years, pending litigation Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

7. PUBLIC WORKS

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Classification Specifications	KDHE, Operators requirements	Active: Retain while current Disposition: Destroy
Community Issues Files	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
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



**City of Abilene Kansas Records Retention
Schedule and Policy**

7. PUBLIC WORKS

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Computerized Records	Includes microfilmed or imaged documents.	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.
Contracts	Includes instructors, vendors, labor unions, Kansas Department of Transportation, contractors, developers, service and other contracts.	Active: Until contract expired or cancelled Inactive: 5 years Disposition: Destroy
Daily Assignment Sheet	Record of employees' daily assignments	Active: 5 years Disposition: Destroy
Daily Operations Log	Includes readings on flow, pumpage, chemicals, and special notes as well as identity of employee doing the reading	Active: 10 years Disposition: Destroy



**City of Abilene Kansas Records Retention
Schedule and Policy**

7. PUBLIC WORKS

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Department Policies	Department policies as well as incoming and outgoing letters and memoranda that state or form basis for policy, set precedent, or record important events in the operational and organization history of the department	Disposition: Permanent
Farm Operator/Owner Agreement	Used in conjunction with Biosolids application	Active: 10 Years Disposition: Destroy
Financial Reports-Monthly	Includes Utility Financial Reports, budgets for Public Works accounts, and other computer-generated financial documents	Active: 1 year Disposition: Destroy
Financial Reports -- Year End	Summary of line items	Active: 5 years Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

7. PUBLIC WORKS

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Forms (Blank)	Forms created for daily operating.	Active: Until superseded or obsolete Disposition: Destroy
Governing Agency Regulations	Includes City, State and Federal governing agencies' manuals and requirements	Active: Until superseded or obsolete Disposition: Destroy
Hold Harmless Agreements	Includes rid along agreements, release of liability, and other such agreements	Active: 5 years Disposition: Destroy
Incident Reports	Documentation of incidents occurring in current department's facilities	Active: 5 years Disposition: Destroy
Inventories	Includes trees, equipment, uniforms, vehicles and other inventories	Active: Until superseded or obsolete Disposition: Destroy
Job Descriptions (Reference Copy)	Detailed job descriptions for all positions within the department.	Active: Until superseded or obsolete Disposition: Destroy



City of Abilene Kansas Records Retention Schedule and Policy

7. PUBLIC WORKS

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Laboratory/Operations Report	Includes daily readings on flow, pumpage, chemicals, etc.	Disposition: Permanent
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
Levee Inspection Records	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: 1 copy permanent Second copy retained at different site



City of Abilene Kansas Records Retention Schedule and Policy

7. PUBLIC WORKS

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Monthly Reports	Documents given to Public Works Administration as a budget-tracking device	Active: Until close of subsequent year Disposition: Destroy
National Pollution Discharge Elimination System	Included all documents required to sustain City of Abilene's permit	Active: 10 years Disposition: Destroy
Project General Files	Includes ordinances, resolutions, contracts, specifications, and other documents for projects which Public Works Departments are doing	Active: Until accepted for maintenance Inactive: 1 year Disposition: Destroy after noting to current departments projects
Project Master Files	Includes documentation unique to current department for projects	Disposition: Permanent



City of Abilene Kansas Records Retention Schedule and Policy

7. PUBLIC WORKS

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Purchasing Documents	Includes limited purchase orders, purchase orders, direct payment requests, inter-fund transfers, and other related documents for all internal and external sources	Active: 1 year Disposition: Destroy
Reference Books/Journals	Also includes newsletters and seminar notebooks	Active: Until superseded or obsolete Disposition: Destroy
Service Cards	Maintained by Water Distribution and Customer Service. Indicates location of service and property owner	Active: While service active Inactive: 10 years Disposition: Destroy
Site Plans	Includes Water Pollution Control Division property as well as maps of sewer lines	Active: While structure exists Disposition: Destroy



**City of Abilene Kansas Records Retention
Schedule and Policy**

7. PUBLIC WORKS

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Studies of Utility Systems	Capacity studies, projected improvements	<p>Retain permanently if directly related to city and city policy. Retain others as follows: Active: while useful Disposition: Destroy</p>
Supervisor's Files	<p>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 last evaluation (positive and negative); I) requests for safety equipment and uniforms; and J) worker's compensation information.</p>	<p>Active: While employee is under direct supervision Inactive: 1 year Disposition: Destroy</p>



City of Abilene Kansas Records Retention Schedule and Policy

7. PUBLIC WORKS

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Total Quality Management Transcript File	Includes training schedules, class rosters, course outlines, handouts, committee minutes and presentation booklets	Disposition: Permanent
Training Records – Individual	Record of continuing education course completed, date and any training certificates	Active: while individual is employed Inactive: 5 years Disposition: Destroy
Training Records – Official	Training manuals, course outlines, and listing of all courses offered with dates	Disposition: permanent 1 copy
Vehicle Operation Records	Includes vehicle inspection reports and other documents related to the use of City-owned vehicles	Active: 3 years Disposition: Destroy
Warranty Files	Includes warranties, promises, and other related documents	Active: 5 years or life of warranty, whichever is longer Disposition: Destroy



**City of Abilene Kansas Records Retention
Schedule and Policy**

7. PUBLIC WORKS

RECORD TITLE	DESCRIPTION	RETENTION PERIOD
Water Main Contracts	Dimensions, costs of installation	Active: Life of contract Disposition: Destroy
Water Production Equipment Files	Parts manuals, operation manuals, repairs done	Active: Life of equipment Disposition: Destroy
Water Rate Study	Informal study that compares other cities of like size	Active: 5 years Disposition: Destroy
Water Rights Files	Includes annual water use reports	Disposition: Permanent
Work Orders	Record of work completed as preventative maintenance	Active: 5 years Disposition: Destroy
Work Requests	Record of work performed on an emergency basis	Active: 5 years Disposition: Destroy