

City of Sedgwick
City Council Meeting
May 21, 2025

TO: Mayor and City Council

SUBJECT: Records Retention Policy

INITIATED BY: Administration

AGENDA: New Business

Background: A formal Records Retention Policy has not been adopted making it difficult to decide what to keep and what to shred. Therefore, staff researched records retention policies from Halstead, Newton, Wichita, Topeka, and Harvey County to determine how best to set our own policy. Once established, the policy was reviewed by McDonald Tinker to verify that all timeframes were within state statutes. No issues or concerns were identified.

Financial Considerations: None

Recommendations/Actions: It is recommended that the City Council approve the Records Retention Policy as presented.

Attachments: City of Sedgwick Records Retention Policy

City of Sedgwick Records Retention Policy

It shall be the responsibility of the City Administrator/City Clerk to oversee the application of this policy. In the absence of both, the deputy City Clerk shall assume these responsibilities.

	1 Year	2 Years	3 Years	5 years	10 years	12 years	40 years	50 years	Permanent	As Needed	Notes
Accident Reports					X						
Annexations									X		
AP & AR Records (invoices, receipts, correspondence, 1099's, W9's)				X							
Auction Records (items sold, price received, commission paid to auctioneer)				X							
Backflow Device Test Forms				X							
Banking Records (Bank Statements, Bank Reconciliations, Deposit slips/reports, Cancelled checks)				X							
Bonds (1 copy of each including transcript)									X		
Budget Preparation Files (after budget year ends)				X							
Building Permits			X								
BZA Files									X		
Capital Improvement Plan									X		
Certificates of Deposit CD's (after maturity)	X										
Certified Mail Receipts										X	
Code Book (updated copy permanent, outdated destroy)									X		
Code Violation Letters		X									
Committee Files (minutes, agendas, correspondence, rosters)									X		
Community Development Proposals									X		
Condemnations (including proceedings docs)									X		
Construction project records (correspondence, bids, specifications, plans, drawings, reports, and notes)									X		
Contracts including associated documents									X		
Council Meeting Recordings										X	
Council Minutes & Packets									X		
Court Records (Case Files/Tickets for Dismissed without Prejudice or Declined to Prosecute)			X								
Court Records (Case Files/Tickets for Infractions/Code Violations)				X							
Court Records (Dockets, Tickets, & Case Files for Misdemeanors)									X		
Court STO/UPOC Books (Permanent most current book)									X		
Deeds (City Property and original easement agreements)									X		
Employment Applications (not hired)			X								
EMS Billings & Medical Records											Each medical record shall be maintained in a retrievable form for 10 years after the date of last discharge of the patient, or one year after the date that the minor patient reaches the age of 18, whichever is greater.
Final Plans					X				X		
Fire/EMS-Building Plans/Equipment Tests (life of bldg/equipment)										X	
Fire/EMS-Contract Billing, Dispatch Records, Investigative Case Files, Medical Information files, Patient Reports				X							For investigative case files 5 years after appeal time has run; for medical files retain while individual is alive if active, 5 years after inactive.
Fire/EMS-Ks Fire Incident Reports					X						
Fire/EMS-FRA Reports									X		
Franchise Agreements									X		
General Ledger (Financial Statements, Budgets, & Audit Reports)									X		

Retain until no longer useful then destroy.

Each medical record shall be maintained in a retrievable form for 10 years after the date of last discharge of the patient, or one year after the date that the minor patient reaches the age of 18, whichever is greater.

For investigative case files 5 years after appeal time has run; for medical files retain while individual is alive if active, 5 years after inactive.

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Grant Files (after project and audit complete, unless longer term required by grantor)				X							Retain 5 years after the end of the grant period, transfer original applications, contracts, agreements, and annual and final performance reports to permanent storage and destroy remaining documents.
Grant Files Rejected/Not Accepted		X									
Grant Index (list of grants received and purposed for each including performance report)									X		
Insurance Policies (City Property, liability & docs concerning)				X							Retain until canceled or expired plus 5 calendar years. Retain reinsurance policy and carrier information until all claims have been settled.
Journal Entries/Adjusting Entries/Transfers Entries				X							
Lawsuits (Legal cases involving City)					X						
Legal Notice Proofs				X							
Licenses (CMB/Liquor, dog, sales, Fireworks) Including background checks				X							
Loan documents (financial reports, capital projects, debt service reports, etc.) 1 copy									X		
Open Records Request			X								
Ordinances & Resolutions									X		
Park Maps/Plans (Including parks, pools) While city owns									X		Retain until no longer useful, then transfer one copy to permanent storage and contact the local historical society for interest in retaining an extra copy.
Payroll Timesheets				X							
Payroll Direct Deposit Authorization Records		X									Retain until no longer in effect plus 2 years, then destroy.
Payroll Garnishments	X										Retain for length of stop order plus 1 year, then destroy.
Payroll Tax Reports (W2's, Kpers, KS WH, EFTPS, Unemp, Final YTD Payroll Register)									X		
PD Evidence and files (Destroy upon evidence order from County)										X	
PD Firearm Maintenance Records (after use terminated)		X									
PD Firearm Qualification Records (after employee terminated)				X							
PD Records (felonies, misdemeanors, juvenile reports, fingerprint files)								X			
PD Records (infractions)				X							
Personnel: Full personnel file			X	X							Employee evaluation forms, applications of employment, background checks, and other personnel materials; length of employee's tenure plus 3 years (5 for contract employees)
Personnel: Abstracted work history						X					Abstracted work history (appointment data and change of status information, consistent with sound HR practice and legal counsel advice of meeting regulatory needs), a summary log of background checks, employment start date, employment end date, position titles and dates in each position; retain for an additional 12 calendar years, then destroy and/or delete.
Personnel: Abstracted payroll history							X				Abstracted payroll history (name, title, year, hours, and pay rate); retain for 40 calendar years, then destroy and/or delete.
Personnel Records: Grievance Files									X		Retain 5 years after grievance is settled, then transfer to permanent storage.
Personnel Records: Job Descriptions			X								Retain until superseded, plus 3 years.
Removal of capital equipment from inventory			X								Retain until superseded by new inventory plus 3 years, then destroy

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Requisitions Successful (Documents related to request for proposals, bids, quotations, or estimates)				X							
Requisitions Unsuccessful (Documents related to request for proposals, bids, quotations, or estimates)				X							
Revenue Reports				X							
Routine Correspondence, Direct Deposit Authorization										X	
Site Development Plans											
Surety Bonds on Employees/Officers (after termination of the bond)					X				X		Retain until no longer useful, then transfer one copy to permanent storage and contact the local historical society for interest in retaining an extra copy.
Surveys Final Report (done by City or paid for by City)									X		
Utility Reports				X							
Vehicle Operation Records (includes vehicle inspection reports)											
Vehicle Titles (while vehicle is owned-pass to new owner)			X							X	

PASSED AND ADOPTED BY THE GOVERNING BODY OF THE CITY OF SEDGWICK, KANSAS THIS 21ST DAY OF MAY 2025.

ATTEST:

Bryan Chapman, Mayor

Shelia Agee, City Clerk