

# COUNCIL ACTION FORM

Meeting Date: February 12, 2026

Staff Contact: Abby Schneweis

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**Agenda Item:** Consider Resolution No. 151-2026 adopting the Records Retention Schedule

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**Background / Description of Item:** A records retention and disposition schedule (records retention schedule) is an essential tool in establishing a solid records management program. Establishing and implementing an approved schedule ensures that an agency complies with all applicable statutes and regulations concerning the management, preservation, and disposition of government records. By regulating the storage and treatment of records during all phases of the records life cycle, the schedule also allows an agency to manage records as a valuable resource.

The objectives of the Retention and Disposition Schedule are as follows:

- To ensure the identification and protection of vital records.
- To ensure compliance with the Kansas Open Records Act.
- To provide clear guidance on the length of time to retain records.
- To identify the appropriate disposition for all records.
- To destroy records that no longer have administrative, fiscal, legal, or historical value.
- To transfer to the State Archives records that have enduring value and have met their minimum retention period.

**Staff Comments:** The purpose of this policy is to provide for the adoption of a city record retention and disposition policy and schedule to improve record retention and management practices and to provide legal authority for the destruction of certain City records. The City does not currently have a records retention schedule. Staff have been researching the records retention schedules for neighboring cities, the Kansas Historical Society, and KS State Statutes. The retention schedule has been reviewed and approved by the appropriate staff.

The schedule identifies record types that exceed those presently held or administered by Westwood and is intended to serve as a comprehensive framework to provide local direction in the event that additional categories of records come under Westwood's custody or control.

Upon formal adoption of the policy, staff shall administer and manage records in accordance with their provisions. Responsibility for records management functions will be assumed internally, subject to operational capacity and resource availability.

**Staff Recommendation:** Consider approving Resolution 151-2026 with the attached Records Retention Schedule.

*Suggested Motion: I move to approve Resolution No. 151-2026 adopting the Records Retention Schedule for the City of Westwood, Kansas..*