

## **RESOLUTION NO. 151-2026**

A RESOLUTION IDENTIFYING CITY PUBLIC RECORDS, DEFINING THE PERIOD OF TIME WHICH RECORDS ARE RETAINED, AND AUTHORIZING THE DISPOSITION OF THOSE RECORDS AT THE END OF THE RETENTION PERIOD.

WHEREAS, the Kansas Government Records Preservation Act, K.S.A. 45-401 et seq. (“the Act”) and other state and federal requirements regulate the City’s retention and disposition of City records. The Act declares that City “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.” K.S.A. 45-401. The Act permits the disposition of “noncurrent records which do not merit preservation [to] promote economy and efficiency in the day-to-day activities” of the City. Although the Act defines “government record,” it can be generally described as any data or information made, maintained, kept by or received by the City in pursuance of law or in connection with City business. A record includes City data or information regardless of its form, including but not limited to all electronic data and paper documents, as well as photographs and sound or video recordings.

WHEREAS, City records are public property and should not be destroyed, damaged, or disposed of except as provided by law or in accordance with the City’s record retention and disposition schedule. City records should be stored for a minimum period of time to facilitate access and disclosure in accordance with the Kansas Open Records Act, K.S.A. 45-215 et seq. However, as the Act indicates, record retention and disposition policies and practices should also consider practical impacts upon daily operations and resources, given limited physical and electronic storage space.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:**

**PURPOSE:** The purpose is to provide for the adoption of a city record retention and disposition schedule to improve record retention and management practices and to provide legal authority for the destruction of certain City records.

**AUTHORIZATION:** The City Council authorizes the City Administrator, or designee, to adopt, periodically review, and amend a City record retention and disposition schedule that (1) complies with the Act and applicable state and federal laws; (2) establishes minimum retention periods for City records; and (3) recommends best practices for retention and disposition based upon available resources. The City Council further authorizes the destruction of City records in accordance with the Record Retention and Disposition Schedule as reviewed and approved by the City Administrator.

ADOPTED by the Governing Body of the City of Westwood, Kansas, this 12th day of February 2026.

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David E. Waters, Mayor

ATTEST

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Abby Schneweis, City Clerk

**APPROVED AS TO FORM:**

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Ryan B. Denk, City Attorney