

DEPARTMENT: CITY CLERK			
Item	Minimum Retention in Years	Disposition	Restrictions
Administration (Mayor & Council)			
Agendas	2 years	Destroy	
Appointments	Term + 3 years	Destroy	
Committee Listings	2 years	Destroy	
Committee Listing Master	Permanent	Permanent	
Committee/Council Minutes	Permanent	Permanent	
Council Records			
Council Packets	2 years	Destroy	
Council Personnel Files	Term+ 1	Destroy	
Council Pictures	Current	Permanent	
Council Work Sessions	2 years	Permanent	
City Awards	Permanent	Permanent	
Correspondence, Mayor's	4 years	Destroy	
City Policies (Administrative, Council, Personnel)	Current	Destroy	
Council & Personnel Policy Master File	Permanent	Permanent	
Hearing and Meeting Transcripts and Electronic Media Recordings	Retain until no longer useful, then destroy. Tapes can be reused.	Destroy	
Kansas Public Disclosure Commission Statements of Substantial Interest	1 calendar year, then destroy.	Destroy	
CITY CLERK CONTINUED - Non Council Records			
Abstract of Assessments	Permanent	Permanent	
Accident Reports involving City facilities, vehicles and/or Personnel	5 years	Destroy	
ADA Records	6 years after completion or denial	Destroy	K.S.A. 45-221(a)(3)(4) & HIPAA Privacy Rule, 45 CFR Parts 160 and 164
Agreements/Contracts	Term + 5 years	Destroy	
Animal Records			
Licenses	2 years	Destroy	
License Reports/Enumeration Summary	Permanent	Permanent	
Leash/Law Violations	2 years	Destroy	
Tag information	Permanent	Permanent	
Annexation Records	Permanent	Permanent	
Annual Reports	Permanent	Permanent	
Architectural Plans, Drawings, Maps, and Specifications (offices and/or buildings owned or occupied by the local government).	Permanent	Permanent	Portions per K.S.A 45-221(a)(12)
Bad Check Correspondence	2 years	Destroy	
Bid Records	5 years	Destroy	
Bond Documents	3 years after maturity	Destroy	KSA 12-120
Budget			
Final Document	Permanent	Permanent	Permanent
Notice to County	5 years	Destroy	

Item	Minimum Retention in Years	Disposition	Restrictions
Budget Preparation Materials	Until audit	Destroy	
Budget Requests and Appeals - Annual	Permanent	Permanent	
Capital Improvement Projects			
Contract/Change Orders/Final Reports	Permanent	Permanent	
Project corres, pay estimates, inspections, etc.	5 years	Destroy	
Celebrations/Dedications	Permanent	Permanent	
Census Information	10 years	Destroy	
Citizen Surveys	Permanent	Permanent	
City Directories	Current	Destroy	
Claims Against the City (insurance)	5 years	Destroy	
Comprehensive Plan	Current	Permanent	
Computer System Documentation	Retain and dispose of computer programs and systems. If data is not migrated to new system, retain as long as access to data is necessary	Mixed	Life of equipment
Computer Software Licensing Files	Retain 5 calendar years after the contract or end user license agreement has expired or 5 calendar years after the software is no longer installed.	Destroy	
Correspondence – Policy Related	Permanent	Permanent	
Correspondences - Routine	5 years	Destroy	
Drug & Alcoholism Council Information	2 years	Destroy	
Election Records			
Candidate filing documents	2 years	Destroy	
Disclosure of Substantial Interests	2 years	Destroy	
Election Voting Abstracts	Permanent	Permanent	
Emergency Preparedness Records	Current	Permanent	
Employee Events, i.e., appreciation dinner, holiday lunch, etc.	3 years	Destroy	
Equal Employment Opportunity Records	Permanent	Permanent	KSA 45-221(a)(11) & (25)
Equipment Records - Service manuals, maintenance records, etc.	Life of equip	Destroy	
Expendable Items Supply Requests - Internal	Retain one fiscal year after audit	Destroy	
Facility Reservation Records	2 years	Destroy	
Fax Confirmation Records	Current	Destroy	
Franchise Records	Permanent	Permanent	
Grant Files			
Federal, State & Private	Permanent	Permanent	
CDBG	5 years	Destroy	
Unfunded	Until no longer useful	Destroy	
History of the City	Permanent	Permanent	
Incorporation Documents	Permanent	Permanent	
Internal Memos - Policy Related	Retain in office 5 calendar years, then transfer to Permanent storage.	Permanent	
Internal Memos - Routine	Retain until no longer useful, then destroy.	Destroy	
Insurance Certificates	Term of Agreement	Destroy	Term of Agreement
Insurance Policies	Retain until canceled or expired, plus 5 calendar years. Retain reinsurance policy and carrier information until all claims have been settled.	Mixed	KSA 12-120
Kansas Open Records Request	3 years	Destroy	45-216 (a)(b)

Item	Minimum Retention in Years	Disposition	Restrictions
League of Kansas Municipalities Information	2 years	Destroy	
Legal Documents			
Lawsuits pending	Current		
Lawsuits closed	Permanent	Permanent	
Legal Opinions	Permanent	Permanent	
Legal Notices of Publication	5 years	Destroy	
Legislation Records; Legislative Breakfast, Programs, etc.	3 years	Destroy	
Legislation Reference Files	Retain in office 3 calendar years, then transfer to Permanent storage.	Permanent	
Leases	Retain until superseded or inactive plus 5 calendar years then destroy.	Destroy	
Licenses			
Applications	3 years	Destroy	
Reports	2 years	Permanent	
Licenses, Duplicate	3 years	Destroy	K.S.A. 12-120 and K.S.A. 12-121
Mailing Lists	Until superseded	Destroy	
Maps	Permanent	Permanent	
Memoranda of Understanding or Agreement - Interoffice	Retain until agreement becomes inactive plus five calendar years, then destroy.	Destroy	
Motor Vehicle Titles	Current	Destroy	
Newsletters – Westwood Quarterly	3 years	Permanent	
Newspaper Clippings			
Having Historical City Value	2 years	Permanent	
Having local interest value	2 years	Destroy	
Open Record Requests	5 years	3 years	
Ordinances	2 years	Permanent	
Organizational Charts and Reorganization Studies	Retain records documenting the office's current organizational structure for 3 calendar years, then transfer to Permanent storage.	Permanent	
Parade & Street Race Permits	3 years	Destroy	
Park - Historical Information	Permanent	Permanent	
Pension Records (Non-personnel)	2 years	Permanent	
Petitions – General	5 years	Destroy	
Petitions - Placed on the ballot	Permanent	Permanent	
Photographic and Video Materials	Retain permanently materials that document governmental programs and services. Other items may be offered to local historical societies or destroyed.	Mixed	
Policy Manuals - Council Policy; Personnel Policy; Administrative	One copy Permanent, Dispose of others	Mixed	
Press Releases	One copy Permanent, dispose of others	Mixed	
Proclamations	2 years	Destroy	
Procedure Manuals	Retain until superseded or no longer in effect, then retain one copy Permanently destroy the remainder	Mixed	
Promotional Catalogs	Current	Destroy	
Property Files			
Deeds (real estate)	Permanent	Permanent	
Easements	Permanent	Permanent	

Item	Minimum Retention in Years	Disposition	Restrictions
Right-of-way acquisition	Permanent	Permanent	
Vehicle titles	Ownership	Permanent	
Warranty Deeds	Permanent	Permanent	
Programs and Invitations	Retain Permanently one copy of documents related to official functions, dispose of others	Mixed	
Publications	Retain in office for 1 year, then transfer 1 copy to Permanent storage and destroy the remainder	Mixed	
Redevelopment Audit Final Reports	Until no longer useful	Permanent	
Resolutions	Permanent	Permanent	
Schedules - Office Activities	Retain until no longer useful then destroy	Destroy	
Scrapbooks, Memorabilia, and Photographic Albums	Retain until no longer useful, then contact the archives for appraisal; if not accepted for transfer to the archives, destroy.	Mixed	
Short-term Special Use Permits	2 years	Destroy	
Solid Waste Program Records			
Policy	Permanent	Permanent	
Contracts for Service	Term +5 years	Destroy	
Assessments to the County	10 years	Destroy	
Speeches and Writings	Retain one copy of final version Permanently, destroy all others	Mixed	
System Users Access Records - Information Technology	Retain until no longer of administrative value to the agency, then destroy.	Destroy	
Strategic Plan Records	Current	Permanent	
Surveys – City	Permanent	Permanent	
Surveys - Other	5 years	Destroy	
Tax Records	3 years	Destroy	
Board of Tax Appeals	5 appraisal years	Destroy	
City Property Tax Records	4 years	Destroy	
Reports from the County	4 years	Destroy	
Sales and Use Tax Records	3 tax years	Destroy	KSA 79-3609
Technical Reference Files	Retain until no longer useful then destroy	Destroy	
Telecommunications Logs	6 months	Destroy	
Tree City Information	Permanent	Permanent	
Traffic Safety Study	Current	Permanent	
United Community Services Information	2 years	Destroy	
Unsafe Structure Files	5 years	Destroy	
Voicemail Messages	Until no longer useful	Destroy	
Word Processing Files	When electronic documents are the only copy, disposition must be in accordance with an approved schedule entry for the specific record series. When used to produce a hard copy that is maintained according to approved schedule - delete when no longer useful	Mixed	
Note: Kansas Statute of Limitations - General Contracts 5 years; Sales Contracts 4 years; Improvements to real property 2 years.			

DEPARTMENT: CODES ADMINISTRATION			
Item	Minimum Retention in Years	Disposition	Restrictions
Annual Statistical Reports	2 years	Permanent	
Building Permits	2 years	Permanent	
Building Codes	Current	Permanent	
Building Permit Reports	Permanent	Permanent	
Certificates of Occupancy	2 years	Permanent	
Construction Plans – City Property	Current	Permanent	
Contractor Licensing	3 years	Permanent	
Correspondence	5 years	Destroy	
Demolition Files	2 years	Permanent	
Flood Insurance Maps	Current	Destroy	
Informational Bulletins	Current	Destroy	
Inspection Reports	2 years	Permanent	
Inspection Schedules	1 year	Destroy	
Maps	Permanent	Permanent	
AIMS	Current	Destroy	
Address, Plat & Zoning	Current	Permanent	
Monthly Reports	2 years	Permanent	
Plan Review Comments	2 years	Permanent	
*Plans – Commercial	Term + 180 days	Destroy	
*Plans – Residential	Term + 180 days	Destroy	
Subdivision Plats	Permanent	Permanent	
CODE ENFORCEMENT RECORDS			
Abatement Notices	3 years	Destroy	
Assessment Notices	5 years	Destroy	
Code Enforcement Correspondances/Notes/Photos	5 years	Destroy	
Code Enforcement Complaints – Substantiated	5 years	Destroy	
Code Enforcement Complaints – Unsubstantiated	5 years	Destroy	
Code Enforcement Inspection Reports	5 years	Destroy	
Code Enforcement Inspection Schedules	1 year	Destroy	
Hot Docket – Agendas/Minutes/Findings/Orders	3 years	Permanent	
Rental Property Inspections (maintained by City Clerk)	3 years	Destroy	
*ICBO Section 106.5			

DEPARTMENT: FINANCE & ACCOUNTING			
Item	Minimum Retention in Years	Disposition	Restrictions
Accounts Payable Records	3 years	Destroy	
Vouchers, Invoices, Ledgers, Correspondence			
Accounts Receivable Records	3 years after the last payment	Destroy	
Invoices, Correspondence			
Annual & Special Reports	2 years	Permanent	
Audit Reports	Until no longer useful	Permanent	
Audit Proposals and Contracts	Until no longer useful	Destroy	
Banking Records	5 fiscal years	Destroy	
Bank Statements; Deposit records, Check Register, cancelled checks			
Bonds and coupons, if any, stamped paid or canceled and returned by the local fiscal agent.	5 years, the period beginning at the date of maturity of the bond or coupon.	Destroy	K.S.A. 12-120 and K.S.A. 12-121
Certificates of Deposit	Maturity + 5 years	Destroy	
Check Logs	3 years	Destroy	
City Budget	3 years	Permanent	
Claims Ordinances	2 years	Permanent	
Employee Time Records	5 years	Destroy	KSA 45-221 (a)(4)
Time Cards, Time Sheets, Attendance reports			
Fixed Asset Records	5 years	Destroy	
General Ledgers – Internal Documents Only	Permanent	Permanent	
Imprest Fund	3 years	Destroy	
Investment Records	2 years	3 years	5 years
Payroll Reports	2 years	5 years	7 years
Payroll Adjustment Records	3 fiscal years. See also payroll deduction authorization records	Destroy	
Payroll Deduction Authorization Records	Retain until superseded or no longer in effect plus 1 calendar year, then destroy. This schedule does not apply to W-4 forms or payroll direct deposit authorization record.	Destroy	K.S.A. 45-221 (a)(4)

Item	Minimum Retention in Years	Disposition	Restrictions
Payroll Direct Deposit Authorization Records	Retain until no longer in effect plus 2 years then destroy	Destroy	KSA 45-221(a)(4)
Payroll Warrant Registers	3 fiscal years	Destroy	
Petty Cash Records	3 fiscal years	Destroy	
Internal Revenue Service W-2 Tax files	4 years	Destroy	Portions may be restricted
Purchase Orders - Requisition and Duplicate	3 years, then destroy	Destroy	K.S.A. 12-120 and K.S.A. 12-121
Purchasing Records, Purchase Orders	5 years	Destroy	K.S.A. 12-120 and K.S.A. 12-121
Purchase Requests - Internal	1 year	Destroy	
Records Management Records	Permanent	Permanent	
Records of Unusual Importance or Exceptional Historical Interest	Permanent	Permanent	
Statements of Lost Warrants	Current Fiscal Year	Destroy	
Receipt Records	3 years	Destroy	
Receipt slips/books/ledgers			
Receipts, Duplicate	3 years	Destroy	K.S.A. 12-120 and K.S.A. 12-121
Income Tax Monitoring	Retain 4 calendar years after date tax was due or paid, then destroy.	Destroy	K.S.A. 45-221(a)(4) and 5 USC 552 (a)
Inventory Records - Expendable Property	3 fiscal years. Then destroy.	Destroy	
Inventory Records - Non-Expendable Property	Retain until superseded by new inventory plus 3 fiscal years, then destroy	Destroy	
Tax Records	2 years	Permanent	
Travel Request and Authorization Records	3 fiscal years. See also travel vouchers and vehicle operation records	Destroy	
Telephone Billing Records	3 fiscal years	Destroy	
Treasurer's Reports	5 years	Destroy	
Treasury Bills & related correspondence	Maturity + 5 years	Destroy	
Vouchers and Requisitions - Purchase	3 fiscal years	Destroy	
Vouchers - Journal	3 fiscal years	Destroy	
Vouchers - Receipts	3 fiscal years	Destroy	
Vouchers - Travel	3 fiscal years	Destroy	

Item	Minimum Retention in Years	Disposition	Restrictions
Vendor files	5 fiscal years. See also vouchers and requisitions, purchasing records, bid records, contracts and accounts payable records	Destroy	
Warrants or Warrant Checks, Paid	5 years	Destroy	K.S.A. 12-120 and K.S.A. 12-121
1099's	5 years	Destroy	5 years
Labor and Statistics Reports	5 years	Destroy	
Journal Entries	5 years	Destroy	
Budget Preparation Files	Until audit	Destroy	
CID Accounts Payable Documentation	Life of CID	Destroy	5 years after expiration

DEPARTMENT: HUMAN RESOURCES			
Item	Minimum Retention in Years	Disposition	Restrictions
Employment			
Job Recruitment	3 years	Destroy	Portions per K.S.A. 45-221 (a)(4)
Equal Opportunity Employment Program	Permanent	Permanent	
Affirmative Action Records	3 years	Destroy	3 years
EEO-4 Employer Information Report	3 years	Destroy	3 years
Employee Leave Requests (see also employee time records)	5 years	Destroy	KSA 45-221(a)(4)
Employee Notary Files	Notary certification files compiled for employees. Retain until superseded, or 3 calendar years.	Destroy	
Employee Personnel Files	See Employee Personnel Files for details.	Destroy	KSA 45-221(a)(4)
Full personnel file:	retain for the length of the employee's tenure plus three calendar years (5 calendar years for contract employees). Abstracted work history (appointment data and change of status information, consistent with sound HR practice and 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. Abstracted payroll history (name, title, year, hours, and pay rate): retain for 40 calendar years, then destroy and/or delete	Mixed	
Employee Personnel Manual/Handbook	Current	Destroy	
(City Clerk maintains Permanent master copy of manual)			
Employee Applications/Resumes (Not Hired)	3 calendar years. If a background check was performed, retain for 6 years, then destroy.	Destroy	KSA 45-221(a)(4)(30), KSA 22-4701
Physicals/Drug Test Results & Correspondence - Hired	Permanent	Permanent	
Physicals/Drug Test Results & Correspondence - Not Hired	1 year	Destroy	
Employee Records Personnel Files	Permanent	Permanent	
Employee Grievances	Permanent	Permanent	KSA 45-221(a)(11)&(25)
Employment Eligibility Verification I-9	Term + 3 years	Destroy	KSA 45-221(a)(4)
Employee Training Course Materials	Retain one copy Permanently and destroy the remainder. See also employee training records	Mixed	
Employee Training Records	Retain 5 calendar years or until superseded, whichever is sooner, then destroy. See also employee training course materials.	Destroy	
Employee Withholding Allowance Certificates	Retain until no longer effective, then destroy, provided four years have passed since the date the tax was last due or paid (whichever is later).	Destroy	
Equal Opportunity Employment Program	Permanent	Permanent	
Employee Position Description	Until superseded + 3 years	Destroy	
Bonds of Officers of Employees	10 years	Destroy	K.S.A. 12-120 and K.S.A. 12-121
Compensation & Benefit Plans			
Compensation Plans	Permanent	Permanent	
Benefit Plans	Permanent	Permanent	
Deferred Compensation Access Reports	5 years	Destroy	
Deferred Compensation Records – General	5 years	Destroy	
Insurance Information – General	5 years	Destroy	
Employee Classification Plans	Permanent	Permanent	
KPERS Accounting Records & Annual Reports	5 years	Destroy	
Pension Plan Actuarial Reports	Permanent	Permanent	
Family and Medical Leave Act (FMLA) Records	3 calendar years after completion or denial.	Destroy	K.S.A. 45-221(a)(1)(3) and 29 CFR 825.500 (g)
Workers Compensation			
Workers Compensation Records	Permanent	Permanent	
Worker's Compensation Files	Retain full and final settlement (closed) files for five calendar years, then destroy. Retain future medical or benefit payments files (open) until closed, plus five calendar years, then destroy.	Destroy	Exempt from the HIPAA Act. Sec. 164.512 (l); 5 USC 552 (a); K.S.A. 44-515(d)
Worker's Compensation - Self-Insurance Permit Files	Retain until canceled or expired, plus five calendar years, then destroy.	Destroy	
Payroll Related Records			
W-4	5 years	Destroy	
Employee Court-Ordered Withholding Files	Retain for the length of the stop order plus one calendar year.	Destroy	
Direct deposit authorization, Payroll deduction authorizations	5 years	Destroy	

DEPARTMENT: MUNICIPAL COURT			
Item	Minimum Retention in Years	Disposition	Restrictions
Abstract List	1 year	Destroy	
Bank Records	5 years	Destroy	
Cash Bond Receipts	5 years	Destroy	
Cash Receipts	1 year	Destroy	After Audit
Closed Case Files – Minor	5 years	Destroy	
Closed Case Files – A & B Misdemeanor/C Assault	49 years	Destroy	
Court Disposition Dockets	Permanent	Permanent	
Expungements	Permanent	Permanent	
Monthly Reports	5 years	Destroy	
Municipal Court Procedure Manual	Permanent	Permanent	
Tickets – Dismissed or Void	5 years	Permanent	
Tickets – Voided	1 year	Destroy	DAA
Tickets	5 years	Destroy	

DEPARTMENT: PUBLIC WORKS	DEPARTMENT: PUBLIC WORKS		
Item	Minimum Retention in Years	Disposition	Restrictions
Accident Reports – personal injury (copy)*	Term + 1 year	Destroy	
Accident Reports – property damage (copy)*	Term + 1 year	Destroy	
ADA Records			
Complaints/Correspondence	6 years after completion or denial	Destroy	K.S.A. 45-221(a)(3)(4) & HIPAA Privacy Rule, 45 CFR Parts 160 and 164
Annual Reports (copy)*	5 years	Destroy	
Assets less than \$1,000 value	Term + 1 year	Destroy	
Assets value at \$1,000 or greater (copy)**	Term + 1 year	Destroy	
Bids – Materials (copy)*	Term + 1 year	Destroy	
Bonds – Maintenance (copy)*	Term + 1 year	Destroy	
Bonds – Bid (copy)*	Term + 1 year	Destroy	
Bonds – Performance (copy)*	Term + 1 year	Destroy	
Budget Preparation Documents	Retain until audit is completed	Destroy	
Budget (copy)*	5 years	Destroy	
Calendar and Appointment Books	Term + 1 year	Destroy	
Call Log Books	Term + 1 year	Destroy	
Committee Agendas (copy)*	2 years	Destroy	
Committee listings (copy)*	Current	Destroy	
Committee Minutes (copy)*	2 years	Destroy	
Correspondence	5 years	Destroy	
Department Training Records	5 years	Destroy	
Drawings – Construction	Current	Destroy	Superseded
Driver’s Licenses Copies*	Current	Destroy	Termination
Employee Application (copy)***	Term + 1 year	Destroy	
Employee Records (copy)***	Term + 1 year	Destroy	
Estimates for Purchases (copy)**	Current	Destroy	
Financial Statements (copy)**	Current	Destroy	
Invoices (copy)**	Current	Destroy	
Leave Requests	Current	Destroy	
Legal Notices (copy)*	Current	Destroy	
Manuals	Current	Destroy	Superseded

Item	Minimum Retention in Years	Disposition	Restrictions
Material Safety Data Sheets	Retain until superseded or hazardous chemical is no longer on site, then destroy as required.	Destroy	
Ordinances (copy)*	Current	Destroy	
Packing Slips	2 years	Destroy	
Pay Estimates (copy)***	2 years	Destroy	
Petitions (copy)*	1 year	Destroy	
Photos	Permanent	Permanent	
Plat Map (Copy)	Current	Destroy	
Policies (copy)*	Current	Destroy	Superseded
Publication Notices & Affidavits (copy)*	2 years	Destroy	
Purchase Orders (copy)**	2 years	Destroy	
Quotes (copy)**	2 years	Destroy	
Software, Public Works	Current	Destroy	Superseded
Timecards/sheets (copy)**	2 years	Destroy	
Training Certificates	Current	Destroy	
Vandalism Reports	5 years	Destroy	
Vendor files - See also vouchers and requisitions, purchasing records, bid records, contracts, and accounts payable records	5 years	Destroy	
Agreements			
Annual Service Agreements (copy)*	Term +1 year	Destroy	
Engineering Agreements (copy)*	Term +1 year	Destroy	
Interlocal Agreements (copy)*	Current	Destroy	
Rental Agreements (copy)*	Term +1 year	Destroy	
Capital Improvement Projects			
Agreements*	Current	Permanent	
Bid Records*	Current	Permanent	
Bid Bond*	Current	Permanent	
Correspondence	Current	Permanent	
Drawings	Current	Permanent	
Maintenance Bond*	Current	Permanent	
Pay Estimates**	Current	Permanent	

Item	Minimum Retention in Years	Disposition	Restrictions
Performance Bond*	Current	Permanent	
Reports/Studies	Current	Permanent	
Specifications	Current	Permanent	
Change Orders*	Term+1 year	Permanent	
Easement and land taking documents (copy)*	5 years	Permanent	
Citizen Requests			
Complaints about Service	5 years	Destroy	
Service Requests & Request Surveys	5 years	Destroy	
Street light – installation (copy)*	5 years	Destroy	
Street light – requests & work orders	5 years	Destroy	
Work Requests	5 years	Destroy	
Facilities			
Building Maintenance & Repair Records	Retain records of minor maintenance for three fiscal years, then destroy. Retain records of major maintenance activities Permanently.	Mixed	
Chemical Use Records	Permanent	Permanent	
Equipment Warranties	Current	Destroy	Termination
Inspection Reports	3 years	Destroy	
Maintenance Reports	5 years	Destroy	
Pool Water Quality Tests	2 years	Destroy	
Sidewalk Inventory	Current	Destroy	
Tree Planting/Trimming/Inspection/Removal	3 years	Destroy	
Maps			
Aerial Maps	Permanent	Permanent	
Maps	Current	Destroy	Superseded
Parks			
Playground Inspections	3 years	Destroy	
Permits			
Driveway, Excavation, Right-of-way	5 years	Permanent	
Drainage Permits	5 years	Permanent	
Projects/Reports			
Bridge Safety Study/Inspection	Current	Destroy	

Item	Minimum Retention in Years	Disposition	Restrictions
Environmental Reports	5 years	Permanent	
Infrastructure Condition Inspections	5 years	Destroy	
Inspection Reports	5 years	Destroy	
Operations Reports	5 years	Destroy	
Pavement Management Report	Current	Destroy	
State Required Reports	Permanent	Permanent	
Storm Drainage Studies	Permanent	Permanent	
Street Lighting Report	2 years	Destroy	
Street Sign Inventory	Current	Destroy	
Vehicle Records			
Equipment/Parts purchases	2 years	Destroy	
Equipment Operating Costs	2 years	Destroy	
Fuel Consumption	Life of Vehicle	Destroy	Life of Vehicle
Fuel Purchase	2 years	Destroy	2 years
Service Manuals	Current	Destroy	Life of Equipment
Vehicle Maintenance Records	Current	Destroy	City Ownership
Vehicle Operation Records	3 years	Destroy	
Vehicle Registrations	Current	Destroy	City Ownership
Vehicle Title of Ownership (copy)	Current	Destroy	City Ownership
*Originals maintained by City Clerk			
**Originals maintained by Accounting			
***Originals maintained by Human Resources			

DEPARTMENT: POLICE DEPARTMENT			
Item	Minimum Retention in Years	Disposition	Restrictions
Administration			
Administrative Staff Meeting Agendas and Minutes	5 years	Destroy	
Agreements/Contracts	Termination + 5 years	Destroy	
Annual Report	Permanent	Permanent	
Bid Records	5 years	Destroy	
Bloodborne Pathogens Exposure Summary - Annual	Permanent	Permanent	
Budget	Permanent	Permanent	
Budget Preparation Materials	5 years	Destroy	
E-mails			
E-mails - City Business	3 years	Destroy	
E-mails - Non City Business	Until No Longer Useful	Destroy	
Chemical Irritants - Kept with Use of Force			
Chemical Irritant (OC Spray) Use Report	5 years	Destroy	
Chemical Irritant Use –Supervisory Review	5 years	Destroy	
Chemical Irritant Use – Command Review	5 years	Destroy	
Code of Ethics – Department Personnel File	To HR upon separation		
Complaint Control Reports (CCR)	5 years	Destroy	
Complaint Documents – General	5 years	Destroy	
Crime Summaries – Monthly/Quarterly/Annual	Permanent	Permanent	
Disciplinary Warning/Action Reports	To HR upon separation		
Dismissal Notices	To HR upon separation		
Electronic Control Device Use - Kept with Use of Force			
Electronic Control Device (Taser) Use Report	5 years	Destroy	
Electronic Control Device Use Review	6 years	Destroy	
Employee Background Investigations Packets	To HR upon separation - Stored in locked file downstairs		
Equipment Records	Life of equipment	Destroy	
Federal Equitable Sharing Reports	Permanent - filed with and retained by KBI	Permanent	
Grant Files – Federal	Current - Filed with and retained at SAM.gov	Permanent	
Internal Affairs Reports	5 years	Destroy	
Intoxilyzer			
Intoxilyzer – Repair Logs	3 years minimum	Destroy	
Intoxilyzer – Solution Tests	3 years minimum	Destroy	
Intoxilyzer – Quarterly Reports	3 years minimum	Destroy	
Lawsuit Documents – Closed	Permanent - kept by city attorney	Permanent	
Lawsuit Documents – Current/Pending	Current - kept by city attorney	Destroy	
Legal Documents and Legal Opinions	Permanent - kept by city attorney	Permanent	
Medical Evaluations/Drug Tests – Job Applicants	Current	To HR upon separation	
Oath of Office – Department Personnel File	Current	To HR upon separation	
Officer Involved Shooting – Final Reports	Permanent	Permanent	
On-the-Job Injury Report	To HR with Worker’s Comp forms	To HR	
Personnel			
Performance Evaluations	Current	To HR upon separation	
Performance Evaluation Appeals	Current	To HR upon separation	
Performance Evaluations – Probationary Employees	Current	To HR upon separation	
Personnel Files	Current	To HR upon separation	

Item	Minimum Retention in Years	Disposition	Restrictions
Policy Manuals	-Current	Permanet	
Press Releases	3yrs	Destroy	
Promotional Process Records	5 years	Destroy	
Property Room			
Property Room Audits –Quarterly	5 years	Destroy	
Property Room Audit - Unannounced	5 years	Destroy	
Property Room Audit - Annual	5 years	Destroy	
Psychologicals – Current Employees	Current	To HR upon separation	
Psychologicals – Non-Hires	3 years	Destroy	
Retiree			
Retiree Range Record of Qualification	1 year	Destroy	
Traffic Safety Study	Until No Longer Useful	Destroy	
Tires			
Tire Deflation (Stop Stick) Discharge Report	5 years	Destroy	
Tire Deflation - After Action Report	5 years	Destroy	
Use of Force			
Use of Force Report	5 years	Destroy	
Use of Force Reviews – Supervisors	5 years	Destroy	
Use of Force Reviews – Division Commanders	5 years	Destroy	
Vehicular Pursuits	5 years	Destroy	
Vehicular Pursuit Reports – Supervisors	5 years	Destroy	
Vehicular Pursuit Reports -Chief	5 years	Destroy	
Investigations			
Crime Bulletins	Until no longer useful	Destroy	
FIFs	Until no longer useful	Destroy	
Patrol			
Bean Bag Discharge Report - Kept with Use of Force	5 years	Destroy	
Firearms Discharge Report - Kept with Use of Force	5 years	Destroy	
Firearms – Maintenance and Repair Records - Kept with Use of Force	Life of equipment	Destroy	
Professional Standards			
Background Investigations – Job Applicants	Current	To HR upon separation	
Chemical Irritant (OC Spray) – list of officers issued	Separation +2 years	Training File	
Equipment – Issued to Employees	Separation +2 years	Training File	
Field Training Manual – Completed	Separation +2 years	Training File	
Hiring Processes	3 years	Destroy	
Job Application Status/Rejections	3 years	Destroy	
Job Applicant Eligibility List	3 years	Destroy	
Job Applicant Medical Evaluation/Drug Testing	3 years	Destroy	
Job Information Packets	3 years	Destroy	
Lesson Plans	Current or Until superseded	Destroy	
Roll Call Training Notices	Training file	Training File	
Training Files	Separation +2 years	Destroy	
Training Critiques	Until no longer useful	Destroy	
Training Hours	Separation +2 years	Destroy	
Training Plan - Annual	Permanent	Permanent	
Training Requests	Until no longer useful	Destroy	

Item	Minimum Retention in Years	Disposition	Restrictions
Use of Force/Firearms Written Directives Training Exams (annual)	Separation +2 years	Training File	
Weapons Assignment Form	Training file	Training file	
Staff Services			
Ride- Along Applications/Waivers	1 year	Destroy	
Traffic Unit			
Traffic Surveys/Studies	Until no longer useful	Destroy	
Accident Reports			
Case Files – Accidents	5 years minimum	Destroy	KSA 75-3504
Diagrams of Accident and Disaster Scenes	5 years minimum	Destroy	KSA 75-3504
Motor Vehicle Accident Location Maps	5 years minimum	Destroy	KSA 75-3504
Motor Vehicle Accident Report Summaries	5 years minimum	Destroy	KSA 75-3504
Motor Vehicle Accidents, Film Indexes	5 years minimum	Destroy	KSA 75-3504
Motor Vehicle Accidents, Indexes to	5 years minimum	Destroy	KSA 75-3504
Motor Vehicle Accidents, Information Exchange Forms	5 years minimum	Destroy	KSA 75-3504
Non-Reportable Accident Forms	6 years minimum	Destroy	KSA 75-3504
Motor Vehicle Accident Reports	5 years minimum	Destroy	KSA 8-1601, et. Seq
Arrest Records			
Booking Records			KSA 75-3504
Criminal History Clearance Letters	Misdemeanors – 5 years minimum, felonies - 20 years minimum	Destroy	KSA 75-3504
Criminal History Request Logs	Misdemeanors – 5 years minimum, felonies - 20 years minimum	Destroy	KSA 75-3504
Fingerprint Records	Misdemeanors – 5 years minimum, felonies - 20 years minimum	Destroy	KSA 75-3504
Photographs – Mug Shots – Felonies	20 years minimum	Destroy	KSA 75-3504
Photographs – Mug Shots – Misdemeanors	5 years minimum	Destroy	KSA 75-3504
Logs for Disseminations of Criminal History Record Information	Misdemeanors – 5 years minimum, felonies - 20 years minimum	Destroy	KAR 10-14-1
Case Files			
Case Files – Extraditions	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Case Files – Felonies	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Case Files – Fugitives – Felonies	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Case Files – Fugitives – Misdemeanors	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Case Files – Juveniles – Felonies	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Case Files – Juveniles - Misdemeanors	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Case Files – Mental Illness	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Case Files – Misdemeanors	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Laboratory Reports – Felonies	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Laboratory Reports – All Others	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
FIFs – Felonies	5 years or Until no longer useful	Destroy	

Item	Minimum Retention in Years	Disposition	Restrictions
FIFs – Misdemeanors	5 years or Until no longer useful	Destroy	
Offense Information Cards	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Offense Report and Field Contact Forms from Other Counties (copy)	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Offense Reports – Felonies	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Offense Reports – Misdemeanors	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Reports from Other Law Enforcement Agencies – Felonies	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Reports from Other Law Enforcement Agencies – All Others	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Photographs – Crime Scenes and Evidence	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
(negatives, prints, slides and films)	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Statements of Witnesses and Victims – Felonies	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Statements of Witnesses and Victims – All Others	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Voluntary Statements – Felonies	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Voluntary Statements – All Others	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Daily Log Sheets	2 years	Destroy	
Incident Reports			
Incident Reports – Felonies	5 years minimum	Destroy	
Incident Reports – Misdemeanors or Non-Criminal	5 years minimum	Destroy	
National Crime Information Center (NCIC) Report Forms (copy)	Until case is terminated	Destroy	
Process Log			
Affidavits/Search Warrants (copies of) – Felonies	5 years minimum	Destroy	
Affidavits/Search Warrants (copies of) – All Others	After close	Destroy	
Sale of Seized Assets or Evidence Records	5 fiscal years minimum	Destroy	
Other			
Grants for Police Equipment	5 years after Termination and after federal audit requirements are met	Destroy	
Juvenile Reports	Permanent	Permanent	
Liability Waivers	2 years	Destroy	
Missing Persons Reports	Permanent	Permanent	
Notices of Hearings on Drivers' License Suspensions or Revocations	2 years	Destroy	
Records Ordered Sealed by a Court	Until ordered by court to be destroyed	Destroy	
Recovered Property Records	5 years after disposition	Destroy	
Runaway Report Forms	Permanent	Permanent	
Expunged Conviction Records – Felonies	Permanent		KSA 21-6614
Expunged Conviction Records – Misdemeanors	5 years		KSA 21-6614