

Resolution No. 676

**A RESOLUTION OF THE CITY OF COLUMBUS, CHEROKEE COUNTY, KANSAS, ESTABLISHING A RECORDS RETENTION POLICY.**

WHEREAS, implementing a records retention policy, consistent with Kansas statutes, will enable more efficient and effective document and record management for the City.

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

**SECTION 1.** The Governing Body hereby approves the attached **RECORDS RETENTION POLICY – CITY OF COLUMBUS, KS**, as presented by the Columbus City Clerk on Monday, February 24, 2025.

**SECTION 2.** The **RECORDS RETENTION POLICY – CITY OF COLUMBUS, KS**, is hereby incorporated by reference and adopted as the official policy for the City.

**SECTION 3.** This resolution shall take effect and be in force immediately upon its adoption.

**ADOPTED BY THE GOVERNING BODY OF THE CITY OF COLUMBUS, KANSAS**, this 24th day of February, 2025, and signed by the Mayor.

  
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Grant Spieth, Mayor

Attested:

  
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Ruth Hutley, City Clerk

(SEAL)



## RECORDS RETENTION POLICY – CITY OF COLUMBUS, KS

### RECORDS RETENTION POLICY PURPOSE

A records retention policy will help guide city staff with the proper timeframe for the retention of records pertaining to city business.

### PROCEDURE

City Staff shall retain records in accordance with the following criteria. If records are present that do not fall under the categories below, staff shall determine the proper retention timeframe and destroy them once they are no longer of assistance.

### DESTRUCTION OF RECORDS

K.S.A. 12-120 provides that the officials, officers and employees of any city charged with custody or having in their custody certain records, documents or other papers may destroy them after they have been on file for the required period. In most cases, the city clerk is the custodian of these records.

### RECORDS RETENTION REQUIREMENTS, PURSUANT TO K.S.A. 12-120

- Claims and purchase orders attached thereto, five years.
- Warrants or warrant checks, paid, five years.
- Duplicates of receipts, three years.
- Duplicates of utility bills sent to customers, three years.
- Accounting records of utility customers, three years.
- Duplicates of licenses issued for license fees or taxes, three years.
- Bonds of officers or employees, ten years.
- Insurance policies, five years, the period beginning at expiration of the policy unless a claim is pending.
- Cancelled checks, five years.
- Requisition and duplicate purchase orders, three years.
- Bonds and coupons, if any, stamped paid or cancelled and returned by the fiscal agent, five years, the period beginning at the date of maturity of the bond or coupon.

### ACCOUNTS PAYABLE CHECK REGISTERS

**Active:** 5 years

**Disposition:** Destroy.

### ANNEXATION CASE FILES

Includes consents, petitions, and other related documents.

**Disposition:** Permanent Retention.

**AUDIT REPORTS**

Results of audits conducted by local, state, federal and/or non-governmental auditing agencies.

**Active:** 3 years, move to storage.

**Disposition:** Permanent.

**BANKING RECORDS**

Includes bank statements, bank transfers, bank reconciliation, deposit books and slips, and cancelled checks in any format.

**Active:** 5 years.

**Disposition:** Destroy.

**BOND DOCUMENTS**

Includes coupons and other related documents.

**Active:** Until all obligations are paid.

**Inactive:** 5 years.

**Disposition:** Destroy; retain one set bond of bond records for each series permanently.

**BUDGETS**

Includes operating and annual budgets for the city.

**Disposition:** Permanent.

**BUILDING CODES**

**Disposition:** Permanent; available for public review.

**BUILDING PERMITS**

All permitting documents, including responses to permit applications.

**Active:** Retain while useful; not more than 5 years.

**Disposition:** Destroy.

**CHARTER ORDINANCES**

**Disposition:** Permanent.

**CITY CODE BOOK**

Including supplements, additions, deletions, and corrections.

**Disposition:** Permanent.

**CITY COUNCIL MINUTES**

All official records of all council actions.

**Disposition:** Permanent.

**CITY COUNCIL PACKETS**

Records of all council actions, including agendas, handouts, zoning cases, project budgets, and other related documents.

**Disposition:** Permanent

**PROJECT-SPECIFIC CORRESPONDENCE**

**Active:** 5 years.

**Disposition:** Permanent if deemed of long-term significance; otherwise, destroy.

**ROUTINE CORRESPONDENCE**

Includes inquiries, memos, copies, telephone records, emails, etc.

**Active:** 5 years.

**Disposition:** Destroy.

**DEEDS**

Original deeds for all property owned by the city.

**Disposition:** Permanent.

**DIRECT DEPOSIT AUTHORIZATION RECORDS**

**Active:** Until superseded or no longer in effect.

**Inactive:** 2 years.

**Disposition:** Destroy.

**EASEMENTS**

All relevant documentation associated with old and new easement agreements, vacations, and the like.

**Disposition:** Permanent.

**ELECTRONIC RECORDS**

Includes imaged documents. Use the retention schedule of the record series listed herein. The hard copy of a document can be destroyed after a document has been scanned, provided the image has been verified for accuracy.

**FRANCHISE FILINGS**

Including telephone, gas, and electricity records.

**Disposition:** Permanent.

**GRANT ADMINISTRATIVE AND FINANCIAL FILES**

Includes applications, award notices, public hearing notices, RFPs and RFQs, purchase orders, accounting ledgers, correspondence, reports, and other documents; maintained by project year.

**Active:** Until the project year is closed, and audit is completed, if applicable.

**Inactive:** 5 years or until completion.

**Disposition:** Destroy.

### **INSURANCE POLICIES**

Policies purchased by the city, rate schedules, and associated documentation and correspondence.

**Active:** Until expired or cancelled.

**Inactive:** 5 years.

**Disposition:** Destroy.

### **KPERS ANNUAL REPORTING**

Details including employee names, social security numbers, and annual contribution amounts.

**Disposition:** Permanent.

### **LAWSUITS**

Related documents of all legal cases involving the city as plaintiff, defendant, or witness.

**Disposition:** Permanent.

### **LEGAL NOTICES**

**Active:** 5 years.

**Disposition:** Destroy.

### **LICENSING FILES**

Includes applications and other related documents.

**Active:** Until license expires or obsolete.

**Inactive:** 5 years.

**Disposition:** Destroy.

### **NOTICES – NUISANCE AND WEEDS**

**Active:** 5 years.

**Disposition:** Permanent.

### **ORDINANCES**

**Disposition:** Permanent.

### **PAYROLL DOCUMENTS**

Includes timecards and time sheets, leave requests, time away from work requests, payroll adjustment records and payroll warrant registers. Includes year to date cumulative register, distribution register, warrant register, payroll certification from, hours to gross register, and accrual register; does NOT include year-end year to date cumulative register.

**Active:** 5 years.

**Disposition:** Destroy



**PERSONNEL FILES**

Includes employment application, background check results, policy signatures, tax forms, payroll actions, discipline actions, workers compensation documentation, awards, training, performance appraisals, position descriptions, and all other related materials.

**Active:** Length of employment plus 2 years.

**Disposition:** Shred hard copy, permanent electronic files kept for 65 years.

**RECEIPTS**

Includes daily reconciliation report as well as deposit records from all departments, daily listing of monies received and accounts credited.

**Active:** 5 years.

**Disposition:** Destroy.

**TAX FORMS**

Includes, but is not limited to, 1099 Forms, W-2 Forms, 941 Forms, K-3 Forms, undelivered W-2 Forms, and Unemployment Insurance Quarterly Reports.

**Active:** 5 years.

**Disposition:** Destroy.

**TEXT MESSAGES ON CITY-ISSUED WIRELESS DEVICES**

**Active:** Retain while useful, but not more than 30 days.

**Disposition:** Destroy.

PASSED AND APPROVED by the Governing Body of the City of Columbus, Kansas, this 24<sup>th</sup> day of February, 2025.

CITY OF COLUMBUS, KANSAS



Grant Spieth, Mayor

ATTEST:



Ruth Hutley, City Clerk

(Seal)

