

RESOLUTION NO. 3042

**A RESOLUTION ADOPTING A RECORDS RETENTION AND DISPOSAL
POLICY FOR THE CITY OF EL DORADO, KANSAS.**

WHEREAS, the City of El Dorado creates and maintains public records in the course of conducting official business; and

WHEREAS, a formal records retention and disposal policy is necessary to ensure records are maintained, preserved, and disposed of in compliance with applicable state laws and best practices; and

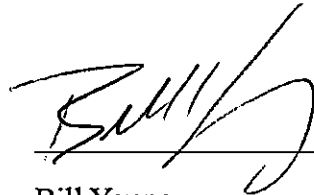
WHEREAS, the adoption of a records retention and disposal policy promotes transparency, efficiency, legal compliance, and the responsible management of City records; and

WHEREAS, the City Commission has reviewed a proposed Records Retention and Disposal Policy and wishes to adopt said policy.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the City of El Dorado, Kansas, that the attached Records Retention and Disposal Policy is hereby adopted.

ADOPTED by the City Commission of the City of El Dorado, in Butler County, Kansas, the 16th day of March 2026.

SIGNED by the Mayor, 16th day of March 2026.



Bill Young





Emerald Veatch

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City Clerk

Records Retention and Disposal Policy

Purpose

To ensure the efficient management, storage, and lawful disposal of City records in compliance with Kansas Statutes Annotated (K.S.A 12-120), this policy establishes guidelines for the retention and destruction of official records.

General Guidelines

1. Physical Records Storage:

- Physical records may be retained within each department's office for active use until they are no longer needed for day-to-day operations.
- Once inactive, records should be transferred to the designated space for long-term storage.
- Each box transferred to the vault must be clearly labeled with:
 - i. Department name
 - ii. Expiration date
 - iii. Detailed content list

2. Digital Records Management:

- All records eligible for digital storage must be scanned and uploaded into **Laserfiche**, the City's official electronic records management system.
- Departments are responsible for ensuring that scanned documents are indexed accurately in Laserfiche for easy retrieval and compliance with retention schedules.
- **Digital records stored in Laserfiche are not subject to destruction** and will be retained indefinitely unless otherwise directed by law or policy.

3. File Naming Standards for Digital Records:

- To ensure consistency and ease of retrieval, all digital files uploaded to Laserfiche must follow a standardized naming convention.
- File names should include the following elements, as applicable:
 - i. **Department Abbreviation** (e.g., FIN for Finance, PW for Public Works)
 - ii. **Document Type** (e.g., Invoice, Agenda, Permit)
 - iii. **Date** in YYYY-MM-DD format
 - iv. **Brief Description** (e.g., Vendor Name, Project Title)
- **Example:** ENG_Permit_2025-10-15_Main_Street_Storm.pdf
- Avoid using special characters (e.g., /, \, *, ?, :) and keep names concise but descriptive.

4. Destruction of Physical Records:

- Physical records may be destroyed only after the expiration of their designated retention period.
- Destruction must comply with K.S.A 12-120 and be documented.
- Digital copies in Laserfiche will serve as the permanent record where applicable.

Records Retention Schedule

Administration and Miscellaneous

Record Type	Retention Period
Agendas	Retain permanently
Appointments to Commissions	5 years after end of service
Bonds of Officials	5 years after end of term
Insurance Policies	5 years or until expiration
Liquor Licenses	5 years
Commission Meeting Minutes	Retain permanently
Ordinances & Resolution	Retain permanently
Proclamations	Retain permanently
Special Assessment Records	5 years after assessment is completed

Accounting

Record Type	Retention Period
Accounts Registers	5 years
Audit Reports	Retain permanently
Bank Statement	5 years
Bonds/Coupons (paid or canceled)	5 years from maturity
Budget Documents	Retain permanently
Cash Posting Registers	5 years
Expenditure Registers	5 years
General Ledger	Retain permanently
Invoices	5 years
Trial Balances	5 years
Check Registers	Retain permanently

Airport

Record Type	Retention Period
Maps and Plans	Retain permanently
Hangar Leases	5 years after maturity

Animal Control

Record Type	Retention Policy
Animal Control Contracts	5 years
Animal License Fee Ledgers/Registers	2 years

Cemetery

Record Type	Retention Period
Burial Permits	Retain permanently
Burial Records and Plats	Retain permanently
Burial Registers	Retain Permanently

Record Type	Retention Period
Cemetery Deed Books	Retain Permanently
Lot Payment Records	Retain Permanently
Lot Purchase Agreements	Retain Permanently

Payroll

Record Type	Retention Period
Employment Application	2 years
Employee Handbooks	Retain Permanently
Personnel Files	5 years
Income tax withholdings	5 years
Life insurance (employees)	Retain permanently

Record Type	Retention Period
Life Insurance (others)	5 years
Payroll Reports	Retain permanently
Garnishment Orders	5 years after expiration
Tax Reports & Related Documents	5 years
Personal & Sick Leave Records	5 years
Timecards	3 years
Unemployment Compensation Claims	Retain permanently
Works Compensation (Employees)	Retain permanently
Worker's Compensation (Others)	5 years

Utility Billing

Record Type	Retention Period
Bankruptcy Proceedings	5 years
Bookkeeping/Account Records	5 years
Receipts	5 years
Utility Bill Registers	5 years
Turn On/Off Orders	5 years
Adjustment Registers	3 years
Usage Summaries	3 years
Water/Sewer Tap Permits	5 years
Utility Location Requests	2 years
Work Orders	5 years

Record Type	Retention Period
Utility Infrastructure Maps	Retain permanently

Engineering Department

Record Type	Retention Period
As-Built Drawings	Retain permanently
Capital Improvement Project Files	Retain permanently
Construction Contracts	10 years after project comp
Engineering Reports & Studies	Retain permanently
Infrastructure Maps & Plans (Water, Sewer, Streets)	Retain permanently
Inspection Reports (Construction Projects)	10 years
Permits (right-of-way, excavation, etc.)	5 years
Project Specifications & Bidding Documents	10 years

Stormwater Management Plans	Retain permanently
Subdivision & Site Development Plans	Retain permanently
Right-of-Way Permits	5 years

Police Department

Record Type	Retention Period
Arrest Records	All arrest records are stored within the Enterpol or RMS database. These records are entirely paperless.
Body Camera Footage	90 days (unless part of investigation or complaint)
Case Files (Closed)	All case files are stored within the Enterpol or RMS database. Records cannot be deleted due to numeric sequencing by case number. These files are paperless.
Criminal Cases	50 years
Case Files (Homicide/Cold Cases)	All case files are stored within the Enterpol or RMS database. Records cannot be deleted due to numeric sequencing by case number. These files are paperless.
Citations and Tickets	5 years
Dispatch logs	Dispatch logs are scanned into RMS and retained with the associated case file.
Evidence Logs	Retained within our digital evidence system and cannot be deleted from the system when an evidence item is purged. Evidence logs are also scanned into RMS and retained with the case file.

Incident/ Offense Reports	10 years
Internal Affairs Investigations	These records are retained within a digital program maintained by an outside vendor. Files can be purged when appropriate. Five (5) years if the complaint is unfounded and fifteen (15) years if sustained.
Juvenile Records	Per state law
Training Records	Duration of employment + 5 years. These files are paperless and retained within a digital program maintained by an outside vendor.
Use of Force Reports	10 years. These files are paperless and retained within a digital program maintained by an outside vendor.

Fire Department

Record Type	Retention Period
Fire Incident Reports	10 years
Fire Investigation Reports	Retain permanently
Fire Inspection Reports	5 years
Equipment Maintenance Logs	Life of equipment + 2 years
Emergency Medical Response Reports	10 years

Personnel Certifications	Duration of employment + 5 years
Training Records	Duration of employment + 5 years
Hydrant Inspection Records	5 years
Station Logs	5 years

Public Works Department

Record Type	Retention Period
Street Maintenance Records	10 years
Equipment Maintenance Logs	Life equipment + 2 years
Work Orders	5 years
Project Plans & Specifications	Retain permanently
Inspection Reports	10 years

Traffic Sign/Signal Maintenance Logs	5 years
Vehicle Maintenance Logs	Life of vehicle + 2 years