



RESOLUTION NO. 2026-0622

A RESOLUTION ADOPTING A RECORDS RETENTION AND DISPOSITION SCHEDULE FOR THE CITY OF WHITEWATER, KANSAS

WHEREAS, the City of Whitewater maintains public records necessary for the administration of municipal government; and

WHEREAS, Kansas law, including K.S.A. 45-401 et seq. and K.S.A. 12-120 and 12-121, requires the proper management, retention, and disposition of public records; and

WHEREAS, the City desires to establish a uniform records retention schedule consistent with guidance from the Kansas Historical Society and best practices for Kansas municipalities;

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

Section 1. Adoption

The City hereby adopts the **City of Whitewater Records Retention Schedule**, attached hereto and incorporated by reference.

Section 2. Responsibility

The City Clerk is designated as the **Records Custodian** and shall:

- Administer and maintain the retention schedule
- Oversee records storage and destruction
- Ensure compliance with Kansas statutes

Section 3. Department Compliance

All departments shall comply with the retention schedule, including:

- Clerk/Administration
- Finance/Treasurer
- Municipal Court
- Public Works

Section 4. Destruction of Records

Records eligible for destruction:

- Shall be reviewed and approved by the City Clerk
- Shall be documented in a destruction log
- Shall not be destroyed if subject to audit, litigation, or open records requests

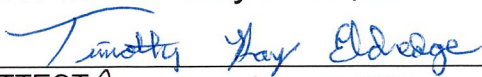
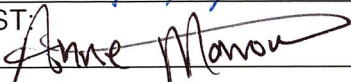
Section 5. Amendments

This schedule may be updated periodically to reflect changes in law or operations.

Section 6. Effective Date

This resolution shall take effect immediately upon adoption.

ADOPTED this 22 day of June, 2026


ATTEST: 

TIMOTHY ELDREDGE, Mayor

ANNE MORROW, City Clerk





1. MASTER CITY OF WHITEWATER RECORDS RETENTION SCHEDULE (EXHIBIT A)

This consolidates your Clerk/Admin, Finance, and Public Works schedules into one structure that mirrors how Kansas cities and KHS recommend organizing records.

A. GOVERNING BODY / CLERK / ADMINISTRATION

Permanent Records (Archive)

- Minutes, agendas, and packets
- Ordinances, resolutions, and policies
- City code (official copy)
- Annual reports and historical documents
- Election results and official canvass records
- Contracts of historical significance

👉 These must **never be destroyed**. Transfer to permanent archive storage.

5–10 Year Records

- Contracts/agreements → **Term + 5 years**
- Bids, RFPs, purchase documentation → **5 years (post-audit)**
- Policy-level correspondence → **5 years then archive**

Short-Term Records

- Routine correspondence → **Until no longer useful**
- Duplicate licenses/permits → **2–3 years**

Personnel

- Full personnel files → **Employment + 3–5 years**
- Payroll summaries → retain **40 years** from end of employment

B. FINANCE / TREASURER

Permanent

- Annual budgets (final adopted)
- Annual audits & financial statements
- General ledger (recommended permanent or 10+ years)

Short-Term

- Work orders → **3–5 years**
- Customer utility service records → **3–5 years**

E. GENERAL RULES (APPLY CITYWIDE)

- Never destroy records:
 - Under audit
 - In litigation
 - Related to active grants
- Destruction must:
 - Be approved (Clerk + Council record)
 - Be logged
 - Use secure shredding for confidential records