

12-120. Destruction of certain records. (a) The officers and employees of any city charged with the custody or having in their custody the following records, documents or other papers may destroy the same after they have been on file for the period stated:

- (1) Claims and any purchase orders attached thereto, five years.
- (2) Warrants or warrant checks, whether originals or duplicates, that have been paid, five years.
- (3) Duplicates of receipts or stubs of receipts issued, three years.
- (4) Duplicates of utility bills sent to customers, three years.
- (5) Bookkeeping or accounting records of utility customer's accounts, three years, except that the period for the records of deposits to guarantee the payment of bills or the return of meters shall begin when the account is closed or the customer ceases to receive service.
- (6) Duplicates or stubs of licenses issued for license fees or taxes, three years.
- (7) Bonds of officers or employees, 10 years, the period to begin at the termination of the term of the bond.
- (8) Insurance policies, five years, the period beginning at expiration of the policy unless a claim is pending.
- (9) Canceled checks, five years.
- (10) Requisition and duplicate purchase orders, three years.
- (11) Bonds and coupons, if any, stamped paid or canceled and returned by the fiscal agent, six months, the period beginning at the date of maturity of the bond or coupon.

(b) The original of records, documents or other papers listed in subsection (a) may be destroyed at any time if reproduced as provided in K.S.A. 12-122, and amendments thereto, and such reproduction shall be retained for a period not less than required for the original records.

History: L. 1949, ch. 123, § 1; L. 1968, ch. 406, § 142; L. 1971, ch. 42, § 1; L. 1974, ch. 106, § 7; L. 1983, ch. 49, § 41; L. 1988, ch. 71, § 1; L. 1996, ch. 56, § 1; L. 2000, ch. 8, § 1; July 1.