ACCREDITATION FILE
Includes application, approvals, and other related documentation
Disposition: permanent - 1 copy

ANIMAL MANAGEMENT RECORDS
Documentation of acquisition, release, names, housing and other general information on animals.
Includes Species 360/Zoological Information Management System (ZIMS)
Disposition: permanent

ANIMAL RANGE CHECKLISTS
Instructions for employees who are working with animals
Active: 5 years
Disposition: destroy

ANIMAL RANGE LOGS
Notes of animal activities in a certain area for each day
Disposition: permanent

ANIMAL SHIPPING INFORMATION
This series refers to general information about vendors, crate dimensions, overseas requirements, etc. See also Animal Management Records
Active: until superseded or obsolete
Disposition: destroy

DAILY REPORTS
Notes of animal activities for entire zoo for each day
Disposition: permanent

EDUCATIONAL MATERIALS
Information retained for the purpose of teaching zoo visitors about zoo operations/animals
Active: until obsolete
Disposition: destroy

EDUCATION CAMP REGISTRATION
Information on camp attendees
Active: 2 years
Disposition: destroy
EXHIBIT FILES
Includes written plans, maps, and other related documents
Active: while zoo exists
Disposition: destroy

FEEDING RECORDS
Includes diet cards and consumption records. Documents eating habits over a period of time
Disposition: permanent

GENERAL ZOO INFORMATION
Includes annual attendance figures, zoo admission charge, tour information, and other related documents
Active: 5 years
Disposition: destroy

GRANT ADMINISTRATIVE AND FINANCIAL FILES
Includes application, award notice, public hearing notices, RFP's, purchase orders, banking records, accounting ledgers, correspondence, reports, and other documents; maintained by project year. See also Grant Performance Report
Active: until project year is closed and audit is completed
Inactive: 5 years or until completion of any action, whichever is later
Disposition: destroy

GRANT INDEX
List of grants received and purpose for each
Disposition: permanent

GRANT PERFORMANCE REPORT
Disposition: permanent

LICENSING FILES
Includes all applications, licenses, and other related documents. Maintained in separate folders by license type.
Active: until license expires
Inactive: 5 years
Disposition: destroy

MAINTENANCE RECORDS
Includes Maintenance Requests, Maintenance Checklists, Work Orders and Maintenance Project Completion Certificates
Active: 5 years
Disposition: destroy

MONTHLY FINANCIAL REPORTS
Shows year-to-date attendance and revenue. Keep December report permanently for historical record. Keep all others as follows:
Active: 3 years
Disposition: destroy
PERMIT FILES
Annually renewable permits to maintain certain animals as well as reports on permits
Disposition: permanent

PUBLICATIONS
Includes brochures, booklets, Zoo Life Magazine, WFTZ logos and labels, and other publications created by Topeka Zoo
Disposition: permanent - 1 copy

RESEARCH PROJECTS
Includes animal behavior modification and other projects done for Topeka Zoo Disposition: permanent

SECURITY FILES
Includes incident reports, guard logs, and key files. Retain documents relating to class A or B misdemeanor or felony while needed by City Attorney. Retain all others as follows:
Active: 5 years
Disposition: destroy

SPECIAL EVENT/FUNDRAISING INFORMATION
Includes brochures, planning information, press releases, and other related information. Retain one copy of publicity permanently. Retain other documents as follows:
Active: while current
Inactive: 5 years
Disposition: destroy

STAFF MEETING MINUTES
Maintained as a history of the Zoo
Disposition: permanent

STRATEGIC PLANNING DOCUMENTS
Files used in preparation of strategic plan
Active: until adoption of subsequent strategic plan
Disposition: destroy

STUDBOOK FILES
Includes Species Survival Plan, Studbook, correspondence, and other related documents
Disposition: permanent

VETERINARY RECORDS
Includes Health Certificates, Necropsy Reports, Euthanasia Reports, Lab Reports, Medical Service Reports, and other related documents. Retained to track disease
Disposition: permanent
VOLUNTEER RECORDS
Includes application, job description, training, recruitment records, recognition, KBI background check, Liability Waiver and Emergency Medical Authorization Form, schedule, accomplishments, health screening, address, and related documents
Active: while current
Inactive: 2 years
Disposition: destroy

VOLUNTEER TIME SHEETS & ACCIDENT REPORTS
Active: 5 years
Disposition: destroy