

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
ADDITION TO
STATE AGENCIES GENERAL RETENTION/DISPOSITION SCHEDULE
JANUARY 24, 2008**

1. **Agency:** General Retention Schedule for State Agencies
2. **Records Officer:** N/A
3. **Appraising Archivist:** Cynthia Laframboise, Scott Leonard
4. **Date of Appraisal:** January 17, 2008
5. **Total records - No. of Series:** 1
6. **Archival records - No. of Series:** 0
7. **Records Eligible for Immediate Transfer to Archives:**

No. of Series: 0
8. **Appraisal Based Upon:**

Interviews with records custodians and Division of Personnel Services
9. **Appraisal Narrative:**

The Kansas Historical Society wishes to add this record series entry to the previously approved retention and disposition general schedule for state agencies. The state records manager responded to inquiries from a state employee regarding the disposition of this records series and determined that it should be added to the general schedule for state agencies rather than the agency specific schedule.

Retention/Disposition Schedule Entries

000-005

State General Retention and Disposition Schedule Personnel

Exit Interviews (Series Unknown)

Records and materials related to discussions with employees leaving employment with an agency.

Entry Status: Internal Review

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(4)

Comments: Retain until no longer useful, then destroy.

Record Copy: Unknown

Remarks: new entry

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 24, 2008**

1. **Agency:** Kansas Department of Labor – All Divisions
2. **Records Officer:** Steve Markley **Phone:** 296-5089
3. **Appraising Archivist:** Scott Leonard, Kris Graves
4. **Date of Appraisal:** January 8, 2008; January 18, 2008
5. **Total records - No. of Series:** 5
6. **Archival records - No. of Series:** 2
7. **Records Eligible for Immediate Transfer to Archives:**

No. of Series: 0
8. **Appraisal Based Upon:**

Interview and meetings with agency staff
9. **Appraisal Narrative:**

The Kansas Department of Labor wishes to revise these entries on its previously approved retention and disposition schedule. Some entries have revised retention periods and the format has changed for the record copy of the entry. All of the entries are part of an implementation of an imaging system, some further along in the implementation process than others, therefore necessitating the indication that the Record Copy is found both in paper and electronic formats (this applies to all KDOL schedule entries for the Jan. 24 SRB meeting). All are covered on an Electronic Recordkeeping Plan that has been endorsed by the Electronic Records Committee.

Retention/Disposition Schedule Entries

296-XXX

Department of Labor

Multiple subunits/subunit not defined

Customer Studies and Surveys (Series 0102-296)

Internal and external customer studies and surveys.

Entry Status: Ready for SRB

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry.

Department Of Labor Manuals, Handbooks (Series 0062-296)

Original copies of Agency procedures issued in a collective manual.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: None

Comments: Retain permanently or arrange to transfer to the State Archives.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified General Schedule.

General Information - Government Reports (Series 0072-296)

General Information in government reports sent by the U.S. Department of Labor.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention.

Intergovernmental Memos - Directives (Series 0078-296)

Intergovernmental memorandum and directives pertaining to agency business received from the U.S. Department of Labor.

Entry Status: Ready for SRB

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry.

Operations and Procedures Manuals (Series 0089-296)

Original copies of agency procedures issued in a collective manual.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain permanently or arrange transfer to the State Archives.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified General Schedule.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 24, 2008**

1. **Agency:** Kansas Department of Labor – Division of Employment Security

2. **Records Officer:** Steve Markley **Phone:** 296-5089

3. **Appraising Archivist:** Scott Leonard, Kris Graves

4. **Date of Appraisal:** January 8, 2008; January 18, 2008

5. **Total records - No. of Series:** 49

6. **Archival records - No. of Series:** 3

7. **Records Eligible for Immediate Transfer to Archives:**

No. of Series: 0

8. **Appraisal Based Upon:**

Interview and meetings with agency staff

9. **Appraisal Narrative:**

The Kansas Department of Labor wishes to revise these entries on its previously approved retention and disposition schedule. Some entries have revised retention periods and the format has changed for the record copy of the entry. All of the entries are part of an implementation of an imaging system, some further along in the implementation process than others, and all are covered on an Electronic Recordkeeping Plan that has been endorsed by the Electronic Records Committee.

Retention/Disposition Schedule Entries

296-003

**Department of Labor
Division of Employment Security**

Additional Claim Form (Series 0007-296)

Unemployment Insurance Application.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain five years after file closed, then destroy. Located in Fraud unit.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Change in retention period. No longer in Division of Staff Services.

Administrative Reviews (Series 0044-296)

Documents associated with appeals on Unemployment Insurance tax matters.

Entry Status: Ready for SRB

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Comments: Located in Contributions unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention.

Annual Employer Benefit Charge Statement (Series 0047-296)

Annual statement sent to employers showing individual benefit charges on employees.

Entry Status: Ready for SRB

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Comments: Located in Contributions unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry.

Appeals Unemployment Insurance Hearing Documents (Series 0077-296)

Documents created as the result of an unemployment insurance appeal being filed.

Entry Status: Ready for SRB

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Comments: Located in Appeals unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Now includes series 0090-296 (Out-State Unemployment Insurance Hearing Documents).

Benefit Continued Claim Forms (Series 0054-296)

Unemployment claimant weekly request for benefit and certification of eligibility.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 5 years after file closed, then destroy. Located in Benefit unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention.

Benefit Overpayment Account and Non-Fraud Record (Series 0009-296)

Payment History.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 5 yrs after file closed, then destroy. Located in Benefit Payment Control unit.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention and change in office from Division of Staff Services to Employment Security.

Benefit Payment Control Fraud File (Series 0012-296)

Prosecutable fraud file.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 5 years after file is closed, then destroy.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Change in retention period. No longer in Division of Staff Services. Now includes series 0016-296 (Claimant Statement to investigator), 0024-296 (Fraud Summary), 0034-296 (List of Evidence Sheet), and 0040-296 (Recap of Unemployment Insurance Overpayment).

Contributions Hearing Documents (Series 0055-296)

Documents associated with hearings of appeals on administrative reviews of tax matters.

Entry Status: Ready for SRB

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Comments: Located in Contributions unit.
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: Revised entry.

Correspondence - Board Members (Series 0056-296)
Incoming and outgoing letters and memoranda concerning Employment Security Board of Review activities.
Entry Status: Ready for SRB
Retention Period: See Comments
Disposition: See Comments
Restrictions: None
Comments: Retain permanently or arrange to transfer to the State Archives for purging.
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: Revised entry.

Correspondence - Routine (Series 0058-296)
Incoming and outgoing letters and memoranda which pertain only to routine matters handled in accordance with existing policy and procedures: requests for information, letters of transmittal, etc.
Entry Status: Ready for SRB
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Retain until no longer useful, then destroy. Located in Board of Review unit.
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: Revised entry. Modified General Schedule.

Delinquent Unemployment Tax Files (Series 0060-296)
Records from actions on collection of delinquent taxes and reports.
Entry Status: Ready for SRB
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Retain until delinquent taxes are paid, then destroy. Located in Contributions unit.
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: Revised entry.

Employer Computer CrossMatch--Fraud Investigation (Series 0021-296)
Correspondence to employer to obtain claimant wage information.
Entry Status: Ready for SRB
Retention Period: See Comments
Disposition: Destroy
Restrictions: None
Comments: Retain for 5 years after file closed, then destroy. Located in fraud unit.

Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Endorsed
Remarks: Revised entry. Modified retention.

Employer Liability Data (Series 0065-296)

Documents relating to employer tax liability determinations.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 10 years after termination of business, then destroy. Located in Contributions unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention.

Employer Non-Charge/Charge (Series 0066-296)

File that shows Benefits Unit's determination of charge or non-charge based upon the claim for unemployment benefits.

Entry Status: Ready for SRB

Retention Period: 10 years

Disposition: Destroy

Restrictions: None

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry.

Employer Record (Series 0067-296)

Employer Account Record (EAR) listing all management aspects of the employers data for unemployment insurance tax purposes.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 10 years after termination of business, then destroy. Located in Contributions unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention.

Employer Unemployment Tax Audits (Series 0068-296)

Documents relating to audit of employer records pertaining to Unemployment Insurance tax matters.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 10 years after termination of business, then destroy. Located in

Contributions unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention.

Employment Security Board of Review Decisions (Series 0048-296)

Documents recording the decision rendered by the Board of Review regarding appeals of previously denied benefits claims.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 44-714(f) & 5 U.S.C. section 552a

Comments: Retain for 5 years after file closed, then destroy.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry.

Employment Security Division Manuals, Handbooks (Series 0061-296)

Original copies of agency procedures issued in a collective manual.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain permanently or arrange to transfer to the State Archives.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified General Schedule.

Employment Security Instructional Materials (Series 0028-296)

Instruction materials for Employment Security.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain three years after revision, then destroy.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry.

Entire Benefit Payment History (Series 0069-296)

Record of unemployment insurance payment data.

Entry Status: Ready for SRB

Retention Period: 10 years

Disposition: Destroy

Restrictions: None

Comments: Located in Benefits unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Now includes 0107-296 (Total Benefit Payment Record).

Experience Rating (Series 0070-296)

Annual notice transmitted to employers informing of UI tax rate assigned.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 10 years after termination of business, then destroy. Located in Contributions unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention.

Experience Rating Data (Series 0071-296)

Information used to compile annual experience rating notices.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 10 years after termination of business, then destroy. Located in Contributions unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention.

Fraud Referral Memorandum (Series 0023-296)

Correspondence between KDOL legal and prosecuting authorities.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 5 years after file closed, then destroy. Located in Benefit Payment Control unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention.

Individual Benefit Claim File (Series 0027-296)

Documents relating to individual unemployment insurance claims.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 5 years after file closed, then destroy.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention. Now includes series 0076-296 (Individual Claim

Folders).

Investigation Files--Benefits Accuracy Measurement/Quality Control (Series 0029-296)

Documents relating to investigations of selected unemployment insurance claims conducted to assess whether the Department distributed benefits appropriately.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 44-714(f) and KAR 50-4-2

Comments: Retain for 5 years after file closed, then destroy. Located in Performance Management unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry.

Lien, Final Notice and Tax Warrant Levies (Series 0080-296)

Legal notices on employer underpayment of Unemployment Insurance taxes.

Entry Status: Ready for SRB

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Comments: Located in Contributions unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention.

Monetary Determination Record (Series 0085-296)

Legal notification to unemployment insurance claimant of their calculated weekly and total benefit amounts.

Entry Status: Ready for SRB

Retention Period: 10 years

Disposition: Destroy

Restrictions: None

Comments: Located in Benefits unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry.

Monthly Contribution Run (Series 0086-296)

All monetary transactions on employer accounts for the preceding month.

Entry Status: Ready for SRB

Retention Period: 5 years

Disposition: Destroy

Restrictions: None

Comments: Located in Contributions unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention.

New Unemployment Insurance Claim Form (Series 0036-296)

Unemployment Insurance Claim Application.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 5 years after file closed, then destroy. Located in Benefits unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention.

Non-Liable Employer Documents (Series 0087-296)

Status documents of non-liable business entities.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 5 years after file closed, then destroy. Located in Contributions unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention.

Non-Monetary Determination Record (Series 0088-296)

Legal notification to unemployment insurance claimant of their eligibility to receive unemployment insurance benefits.

Entry Status: Ready for SRB

Retention Period: 10 years

Disposition: Destroy

Restrictions: None

Comments: Located in Benefits unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry.

Purged Benefit Account Report (Series 0095-296)

Applications and supporting documentation concerning inactive unemployment compensation accounts of individuals.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 44-714(f)

Comments: Retain for five years after file closed, then destroy. Located in Benefits unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention.

Quarterly Wage Report (Series 0096-296)

Quarterly reports made by employers of the wages paid to all employees and the employers' contributions to the unemployment compensation fund.

Entry Status: Ready for SRB

Retention Period: 010 fisc yrs

Disposition: Destroy

Restrictions: KSA 44-714(f)

Comments: Located in Contributions unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Referee's Manual, Guidance Material (Series 0098-296)

Training materials and agency procedures.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain permanently or arrange to transfer to the State Archives. Located in Appeals unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Changed retention.

Requests for Disclosure of Tax Information (Series 0100-296)

Authorization form requesting UI tax information.

Entry Status: Ready for SRB

Retention Period: 5 years

Disposition: Destroy

Restrictions: None

Comments: Located in the Contributions unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry.

Tax Returns and Adjustments (Series 0104-296)

Forms used to adjust employers' quarterly wage reports and Unemployment Insurance tax returns.

Entry Status: Ready for SRB

Retention Period: 10 years

Disposition: Destroy

Restrictions: None

Comments: Located in Contributions Unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry.

Unemployment Insurance Benefit Overpayment Account and Fraud Record (Series 0008-296)

Payment History.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 5 yrs after file closed, then destroy. Located in Benefit Payment Control unit.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Changed retention and moved from Division of Staff Services to Division of Employment Security.

Unemployment Insurance Continued Claim Form--Fraud Investigation (Series 0017-296)

Weekly claim for unemployment benefits used for fraud investigation.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 5 years after file closed, then destroy.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention.

Unemployment Tax Collection Files in the Legal Unit. (Series 0108-296)

Copies of lawsuits, tax warrants, bankruptcy claims, and other legal files relating to the determination and collection of state unemployment taxes.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 44-714(f)

Comments: Retain in office 2 years after case is settled or closed, then destroy. Originals are maintained with the District Courts. Any original accounting information is maintained in the Delinquent Accounts unit.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. No longer in Division of Staff Services.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 24, 2008**

1. **Agency:** Kansas Department of Labor – Division of Employment Standards

2. **Records Officer:** Steve Markley **Phone:** 296-5089

3. **Appraising Archivist:** Scott Leonard, Kris Graves

4. **Date of Appraisal:** January 8, 2008; January 18, 2008

5. **Total records - No. of Series:** 1

6. **Archival records - No. of Series:** 0

7. **Records Eligible for Immediate Transfer to Archives:**

No. of Series: 0

8. **Appraisal Based Upon:**

Interview and meetings with agency staff

9. **Appraisal Narrative:**

The Kansas Department of Labor wishes to revise these entries on its previously approved retention and disposition schedule. The entry previously existed in another Division and is now part of the Division of Employment Standards. It also has a revised retention period and the format has changed for the record copy of the entry. This entry is part of an implementation of an imaging system, some further along in the implementation process than others, and is covered on an Electronic Recordkeeping Plan that has been endorsed by the Electronic Records Committee.

Retention/Disposition Schedule Entries

296-042

Department of Labor

Division of Employment Standards

Wage Claim Investigative Case Files (Series 0126-296)

Documents relating to the settlement of claims filed by employees against employers for alleged non-payment of wages.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain 5 years after file closed, then destroy.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 24, 2008**

1. **Agency:** Kansas Department of Labor – Division of Fiscal Management

2. **Records Officer:** Steve Markley **Phone:** 296-5089

3. **Appraising Archivist:** Scott Leonard, Kris Graves

4. **Date of Appraisal:** January 8, 2008; January 18, 2008

5. **Total records - No. of Series:** 1

6. **Archival records - No. of Series:** 0

7. **Records Eligible for Immediate Transfer to Archives:**

No. of Series: 0

8. **Appraisal Based Upon:**

Interview and meetings with agency staff

9. **Appraisal Narrative:**

The Kansas Department of Labor wishes to revise these entries on its previously approved retention and disposition schedule. Some entries have revised retention periods and the format has changed for the record copy of the entry. All of the entries are part of an implementation of an imaging system, some further along in the implementation process than others, and all are covered on an Electronic Recordkeeping Plan that has been endorsed by the Electronic Records Committee.

Retention/Disposition Schedule Entries

296-007

Department of Labor

Fiscal Management

Working Papers (Series 0043-296)

Fiscal working papers retained on site.

Entry Status: Ready for SRB

Retention Period: 2 fiscal year

Disposition: Destroy

Restrictions: None

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 10, 2008**

1. **Agency:** Kansas Department of Labor – Division of Industrial Safety and Health

2. **Records Officer:** Steve Markley **Phone:** 296-5089

3. **Appraising Archivist:** Scott Leonard, Kris Graves

4. **Date of Appraisal:** January 8, 2008; January 18, 2008

5. **Total records - No. of Series:** 3

6. **Archival records - No. of Series:** 0

7. **Records Eligible for Immediate Transfer to Archives:**

No. of Series: 0

8. **Appraisal Based Upon:**

Interview and meetings with agency staff

9. **Appraisal Narrative:**

The Kansas Department of Labor wishes to revise these entries on its previously approved retention and disposition schedule. Some entries have revised retention periods and the format has changed for the record copy of the entry. All of the entries are part of an implementation of an imaging system, some further along in the implementation process than others, and all are covered on an Electronic Recordkeeping Plan that has been endorsed by the Electronic Records Committee.

Retention/Disposition Schedule Entries

296-009

Department of Labor Industrial Safety and Health

Boiler Incidents and Accidents (Series 0114-296)

Emergency inspections of boilers that have malfunctioned.

Entry Status: Ready for SRB

Retention Period: 21 calendar years

Disposition: Destroy

Restrictions: None

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Modified retention.

Boiler Inspection Reports (Series 0115-296)

Reports documenting periodic commercial boiler inspections conducted by the department to certify that boilers are operating in accordance with safety codes.

Entry Status: Ready for SRB

Retention Period: 21 calendar years

Disposition: Destroy

Restrictions: None

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Retention modified.

Boiler Registrations (Series 0116-296)

Certificate assigned to each boiler.

Entry Status: Ready for SRB

Retention Period: 21 calendar years

Disposition: Destroy

Restrictions: None

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
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RETENTION/DISPOSITION SCHEDULE
January 24, 2008**

1. **Agency:** Kansas Department of Labor – Division of Labor Market Information Services

2. **Records Officer:** Steve Markley **Phone:** 296-5089

3. **Appraising Archivist:** Scott Leonard, Kris Graves

4. **Date of Appraisal:** January 8, 2008; January 18, 2008

5. **Total records - No. of Series:** 6

6. **Archival records - No. of Series:** 0

7. **Records Eligible for Immediate Transfer to Archives:**

No. of Series: 0

8. **Appraisal Based Upon:**

Interview and meetings with agency staff

9. **Appraisal Narrative:**

The Kansas Department of Labor wishes to revise these entries on its previously approved retention and disposition schedule. Some entries have revised retention periods and the format has changed for the record copy of the entry. All of the entries are part of an implementation of an imaging system, some further along in the implementation process than others, and all are covered on an Electronic Recordkeeping Plan that has been endorsed by the Electronic Records Committee.

Retention/Disposition Schedule Entries

296-015

Department of Labor

Labor Market Information Services Division

Correspondence - Routine (Series 0142-296)

Correspondence outside of regular LMIS programs, e.g. transmittal letters, requests for information, etc.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Modified General Schedule.

Delinquency Control Listings - Contributions (Series 0143-296)

Quarterly electronic listing of individual delinquent assignments by Field District.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until updated, then destroy.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry.

Quarterly Reports -- LMIS (Series 0165-296)

Master employers broken out by multiple work sites. Listing by employment and physical address.

Entry Status: Ready for SRB

Retention Period: Permanent

Disposition: Permanent

Restrictions: None

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Revised retention and part of an imaging project.

SO-117 Class I Railroad Data - LMIS (Series 0168-296)

Railroad employment annually by county and monthly railroad unemployment claims by county

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 5 yrs after file closed, then destroy.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Change in retention period. Part of an imaging project.

Total Benefit Payment with Fraud Overpayment Records (Series 0041-296)

Record of benefits paid and fraud overpayments established for statistical reporting purposes.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 5 years after file closed, then destroy.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry.

Unemployment Insurance Address File (Series 0183-296)

Quarterly Census and Employment Wage (QCW) data. Employer Account Record (EAR) used to determine individual work sites and ultimately uploaded into federal software.

Entry Status: Ready for SRB

Retention Period: 1 year

Disposition: Destroy

Restrictions: KSA - 44-714 (f)

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry. Added description and change in disposition. Also part of an imaging project.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 24, 2008**

1. **Agency:** Kansas Department of Transportation – Division of Planning and Development
2. **Records Officer:** Jesse Romo **Phone:** 291-3711
3. **Appraising Archivist:** Cynthia Laframboise, Matt Veatch, Scott Leonard
4. **Date of Appraisal:** August 10, 2006; November 6 and 14, 2007
5. **Total records - No. of Series:** 4
6. **Archival records - No. of Series:** 3
7. **Records Eligible for Immediate Transfer to Archives:**

No. of Series: 0
8. **Appraisal Based Upon:**

Interview and meetings with agency staff
9. **Appraisal Narrative:**

The Kansas Department of Transportation wishes to add these entries to its previously approved retention and disposition schedule. The disposition on three of the four entries, specifically the entries covering maps, reflect the desire of the Historical Society to preserve these maps and provide access to them in both paper and electronic formats.

Retention/Disposition Schedule Entries

276-006

Kansas Department of Transportation Division of Planning and Development Bureau of Traffic and Field Operation

Field Inventory Data (Series Unknown)

Data collected on non-state highway system roads by field inventory personnel to gather information to produce the printed county maps. A.K.A. "Strip Maps".

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until the road is no longer eligible for federal funds, then destroy.

Record Copy: Paper

Remarks: new entry

Bureau of Transportation Planning Cartography Unit

City Maps (Series Unknown)

City maps drawn from the electronic base map by the cartography unit.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain until superseded or no longer useful. At time of creation transfer 2 copies, one on paper and one electronic, to the State Archives. The electronic copy shall be in a format acceptable to the State Archives.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan NOT Endorsed

Remarks: new entry

County Maps (Series Unknown)

Maps of county roads drawn from the electronic base map by the cartography unit.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain until superseded or no longer useful. At time of creation transfer 2 copies, one on paper and one electronic, to the State Archives. The electronic copy shall be in a format acceptable to the State Archives.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan NOT Endorsed

Remarks: new entry

State Highway Maps (Series Unknown)

Official paper maps drawn from the electronic base map by the cartography unit of highways maintained by KDOT.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain until superseded or no longer useful. At time of creation transfer 2 copies, one on paper and one electronic, to the State Archives. The electronic copy shall be in a format acceptable to the State Archives.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan NOT Endorsed

Remarks: new entry

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 24, 2008**

1. **Agency:** Kansas Department of Transportation – Division of Public Affairs
2. **Records Officer:** Jesse Romo **Phone:** 291-3711
3. **Appraising Archivist:** Cynthia Laframboise, Matt Veatch, Scott Leonard
4. **Date of Appraisal:** October 20, 2006; November 6, 2007
5. **Total records - No. of Series:** 4
6. **Archival records - No. of Series:** 3
7. **Records Eligible for Immediate Transfer to Archives:**

No. of Series: 0
8. **Appraisal Based Upon:**

Interview and meetings with agency staff
9. **Appraisal Narrative:**

The Kansas Department of Transportation wishes to add these entries to its previously approved retention and disposition schedule. Three of the four series supersede and/or modify entries from the State General Schedule for KDOT's situation and the dispositions reflect the General Schedule for these entries.

Retention/Disposition Schedule Entries

276-008

Kansas Department of Transportation Division of Public Affairs

Press Releases (Series Unknown)

Paper and electronic public information issued to the news media.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain until no longer useful, then transfer hard copy to the State Archives and destroy electronic format. Not all Press Releases are posted online.

Record Copy: Paper

Remarks: Modified General Schedule entry.

Publications (Series Unknown)

Internally produced newsletters, pamphlets, leaflets, and brochures distributed to inform a constituency about the activities of the agency.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain in office until no longer useful, then transfer 2 copies to the archives and destroy the remainder. Records exist in paper and electronic format. Paper copy is the original record copy.

Record Copy: Paper

Remarks: Modified General Schedule entry.

Speeches and Writings (Series Unknown)

Notes, drafts, and final versions of agency related speeches, articles, talks, and other formal public communications published or given at meetings and conferences.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain notes and drafts until no longer useful, then destroy. Transfer final version to the archives annually for purging. Records exist in paper and electronic format. Paper copy is the official record copy.

Record Copy: Paper

Remarks: Modified General Schedule entry.

Traveler Information Call Line Log (Series Unknown)

Log compiled of comments from the public regarding any road or traffic related issues.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Record Copy: Unknown

Remarks: new entry

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
LOCAL GOVERNMENT GENERAL SCHEDULE
January 24, 2008**

1. **Agency:** County Juvenile Justice Programs

2. **Records Officer:** N/A **Phone:** N/A

3. **Appraising Archivist:** Scott Leonard

4. **Date of Appraisal:** October 23 and 31, 2007

5. **Total records - No. of Series:** 5

6. **Archival records - No. of Series:** 0

7. **Records Eligible for Immediate Transfer to Archives:**

No. of Series: 0

8. **Appraisal Based Upon:**

Meetings with staff from Juvenile Justice Authority.

9. **Appraisal Narrative:**

Staff from the Juvenile Justice Authority initiated this schedule development. JJA felt a need to provide direction for county juvenile justice programs and developed this general schedule. It has been reviewed by staff from county programs.

Retention/Disposition Schedule Entries

000-119

Local Government Records County Juvenile Justice Programs

County Juvenile Justice Program Operational Records (Series Unknown)

Records, documents and files related to operation of a juvenile supervision agency including expenditure and income records, grant application records, policy and procedure information, and other records created and/or retained in the operation of the agency.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 75-7024, K.S.A. 75-7038 through 75-7053

Comments: Refer to the Local Government General Schedule for retention and disposition guidance on related record series/categories covered by this entry.

Record Copy: Unknown

Juvenile Case Management Records (Series Unknown)

Documents, forms and records relating to youth disposed by the court to case management program administered by a juvenile community supervision agency.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: K.S.A. 75-7024, K.S.A. 75-7038 through 75-7053

Comments: Retain for five years after case closed, then destroy.

Record Copy: Unknown

Remarks: new entry

Juvenile Intake and Assessment Service Files (Series Unknown)

Records generated by intake and assessment workers and records obtained from other sources in the intake process.

Entry Status: Ready for SRB

Retention Period: Retain for five years after intake

Disposition: Destroy

Restrictions: K.S.A. 75-7023a

Record Copy: Unknown

Remarks: new entry

Juvenile Intensive Supervision Probation Files (Series Unknown)

Documents, forms and records of youth disposed by the court to a term of intensive supervision probation program administered by a juvenile community supervision agency.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: K.S.A. 75-7024, K.S.A. 75-7038 through 75-7053

Comments: Retain for five years after case closed, then destroy.

Record Copy: Unknown

Remarks: new entry

Prevention/Intervention Block Grant Programs Records (Series Unknown)

Documents, records and forms generated or collected by Prevention/Intervention including grant applications, financial records, program outcomes, operational manuals, guidelines, etc. Also including participant related documents, forms and records.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: K.S.A. 75-7038 through 75-7053, JJA Financial Rules & Guidelines

Comments: Retain for five years after annual county audit, then destroy.

Record Copy: Unknown

Remarks: New entry. The Prevention/Intervention Block Grant Program is administered by the Juvenile Justice Authority.