

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
July 17, 2008**

1. **Agency:** Kansas Department of Administration – Facilities Management

2. **Records Officer:** Gary Hibbs **Phone:** 368-6484

3. **Appraising Archivist:** Scott Leonard

4. **Date of Appraisal:** February 28, 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 with agency staff

9. **Appraisal Narrative:**

The Kansas Department of Administration wishes to revise this record series on its previously approved retention and disposition schedule. An agency representative contacted KHS staff and proposed the revision.

This series was tabled at the April 24, 2008, State Records Board for further discussion on the restrictions applied to the series.

Retention/Disposition Schedule Entries

173-006

**Department of Administration
Facilities Management
Building and Grounds Services**

Supervisor's Daily Reports (Series 0782-173)

Completed, pre-printed forms, kept by the supervisors, which document the daily activities of each employee, including the building or facility where the employee worked during a defined timeframe. Electronic spreadsheets to track employee time and location of work.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: KSA 45-221(a)(4)

Comments: Retain paper forms until entered into the electronic spreadsheet and the entry is checked, then destroy; retain the electronic spreadsheets for 3 fiscal years, then destroy.

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan NOT Endorsed

Remarks: Revised entry. Change in record format.

**KANSAS STATE RECORDS BOARD
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1. **Agency:** Kansas Housing Resources Corporation – Asset Management

2. **Records Officer:** Vicki Davis **Phone:** 296-5865

3. **Appraising Archivist:** Scott Leonard

4. **Date of Appraisal:** June 30, 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 with agency staff

9. **Appraisal Narrative:**

A representative from the Kansas Housing Resources Corporation requested one series, 0021-175, "Non-performance Based Project Files," be moved to "Obsolete" status due to a change in Housing and Urban Development's processes. In discussions with KHRC staff it was decided to supercede 0021-175 and 0019-175, "Performance Based Project Files," with a new series covering all Section 8 Project Files.

Retention/Disposition Schedule Entries

175-004

Kansas Housing Resources Corporation

Asset Management

Section 8 Project Files (Series Unknown)

Contract administration files for HUD Section 8 properties. Information contained in the files includes project information, Management and Occupancy Reviews (MORs), Affirmative Fair Housing Marketing Plans, tenant file reviews, physical inspections, management statements, rent schedules, budget worksheets, special claims, Reserve for Replacements (RERs), vacancy notices, Housing Assistance Payment (HAP) Vouchers, original budget requisitions, and budget requisition revisions.

Entry Status: Internal Review

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(30); 5 USC 552a

Comments: Retain 5 years after the end of the project, then destroy.

Record Copy: Paper

**KANSAS STATE RECORDS BOARD
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1. **Agency:** Board of Indigents' Defense Services
2. **Records Officer:** Debbie Rosacker **Phone:** 368-6553
3. **Appraising Archivist:** Scott Leonard
4. **Date of Appraisal:** July 8, 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 with agency staff

9. **Appraisal Narrative:**

The Records Officer contacted Records Management staff about the need to revise the retention period on one series. The current retention is three fiscal years.

Retention/Disposition Schedule Entries

328-001

**State Board of Indigents' Defense Services
Central Office**

Vouchers (Series 0026-328)

Copies of vouchers used to pay attorneys, experts, and Court Services Reporters hired for indigent defense services and/or for general office expenditures.

Entry Status: Ready for SRB

Retention Period: 010 fisc yrs

Disposition: Destroy

Restrictions: None

Record Copy: Paper

Remarks: Modified General Schedule entry, to lengthen retention period.

**KANSAS STATE RECORDS BOARD
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1. **Agency:** Court of Tax Appeals
2. **Records Officer:** Amelia Kovar-Donohue **Phone:** 296-2388
3. **Appraising Archivist:** Scott Leonard
4. **Date of Appraisal:** June 17, 2008
5. **Total records - No. of Series:** 7
6. **Archival records - No. of Series:** 0
7. **Records Eligible for Immediate Transfer to Archives:**

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

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

A representative from the Kansas State Board of Tax Appeals (as of July 1, 2008, "Court of Tax Appeals") contacted the Historical Society regarding a change in recordkeeping processes for these records. The agency completed an Electronic Recordkeeping Plan to cover these record series, and shortened the retention period on one series. The Plan was endorsed by the Electronic Records Committee at their June 11, 2008, meeting.

Retention/Disposition Schedule Entries

562-001

State Court of Tax Appeals

Applications for No-Fund Warrants (Series 0003-562)

Applications made by taxing districts requesting authority to issue warrants, that must be paid through subsequent tax levy increases, to cover revenue shortages or emergency expenses.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: None

Comments: Retain hard copy until quality check on scanned image is completed, then destroy. Retain electronic version permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised and updated with an approved Electronic Record Keeping Plan.

Industrial Revenue Bond Files (Series 0013-562)

Documents relating to board review, as required by KSA 12-1744 et seq., of the completeness and accuracy of information filed by cities or counties planning to issue revenue bonds to promote growth.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: None

Comments: Retain hard copy until quality check on scanned image is completed, then destroy. Retain electronic version permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised and updated with an approved Electronic Record Keeping Plan.

Industrial Revenue Bonds Exemption Files (Series 0015-562)

Applications and supporting documentation concerning property tax exemption requests relating to property for which industrial revenue bonds were issued.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: None

Comments: Retain hard copy until quality check on scanned image is completed, then destroy. Retain electronic version permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised and updated with an approved Electronic Record Keeping Plan.

School District Appeal Files (Series 0018-562)

Documents related to school district requests for authority to exceed statutory budget limitations

in order to pay for unforeseen expenses.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: None

Comments: Retain hard copy until quality check on scanned image is completed, then destroy. Retain electronic version permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised and updated with an approved Electronic Record Keeping Plan.

Small Claims Decisions (Series 0025-562)

Decision rendered by hearing officers into tax disputes for small claims.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: None

Comments: Retain hard copy until quality check on scanned image is completed, then destroy. Retain Original Decisions permanently in electronic case management system. Retain case files for three (3) calendar years, then destroy.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised retention, differentiating between Original Decisions and case files, and updated with an approved Electronic Record Keeping Plan.

Tax Appeals Case Files (Series 0019-562)

Applications and supporting materials relating to tax protests, grievances, equalization appeals, and exemption requests considered by the Board of Tax Appeals that may result in a hearing.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: None

Comments: Retain hard copy until quality check on scanned image is completed, then destroy. Retain Grievances and Exemptions case files permanently. Retain Tax Protests and Equalization Appeals case files for three (3) calendar years, then destroy. Retain final orders from all cases permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised retention, differentiating between types of case files, and updated with an approved Electronic Record Keeping Plan.

Tax Appeals Case Files - Director of Taxation (Series 0020-562)

Documents relating to appeals filed with the Board of Tax Appeals by taxpayers dissatisfied with a tax appeal order issued by the Department of Revenue's Director of Taxation.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain hard copy until quality check on scanned image is completed, then destroy.
Retain electronic version permanently.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised and updated with an approved Electronic Record Keeping Plan.

**KANSAS STATE RECORDS BOARD
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1. **Agency:** Office of the State Treasurer – Unclaimed Property Division

2. **Records Officer:** Sally Moege **Phone:** 296-1012

3. **Appraising Archivist:** Scott Leonard

4. **Date of Appraisal:** July 11, 2008

5. **Total records - No. of Series:** 2

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

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

No. of Series: 0

8. **Appraisal Based Upon:**

Interview with agency staff

9. **Appraisal Narrative:**

Staff from the State Treasurer's Office contacted our staff to revise these two series. The request is to lengthen the retention periods on both series, as well as clarifying the series title on one.

Retention/Disposition Schedule Entries

670-004

Office of the State Treasurer

Unclaimed Property

Claim Files (Series 0038-670)

Form and supporting documentation filed by individuals seeking to reclaim property transferred to the State Treasurer.

Entry Status: Ready for SRB

Retention Period: 010 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Retain in office 1 calendar year, transfer to the records center for 30 calendar years, then destroy.

Record Copy: Paper

Remarks: Revised retention period from 10 years to 30.

Safety Deposit Box Contents (Series 0041-670)

Tangible and intangible property stored in safety deposit boxes abandoned by the owners and transferred to the State Treasurer as required by K.S.A. 58-3955.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain until claimed.

Record Copy: Unknown

Remarks: Revised series title; this series is the actual contents of safe deposit boxes. Revised retention to indicate that the materials must be retained until claimed by owner or representative.

**KANSAS STATE RECORDS BOARD
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1. **Agency:** Kansas State Historical Society
2. **Records Officer:** Scott Leonard **Phone:** 272-8681 x288
3. **Appraising Archivists:** Scott Leonard, Kris Graves
4. **Date of Appraisal:** June 25, 2008
5. **Total records - No. of Series:** 2
6. **Archival records - No. of Series:** 1
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 Historical Society wishes to add these entries to its previously approved retention and disposition schedule.

Retention/Disposition Schedule Entries

288-XXX

Kansas State Historical Society

Multiple subunits/subunit not defined

Intern Files (Series Unknown)

Applications, resumes, and other documentation relating to the recruitment and retention of Kansas State Historical Society interns.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(4) and (a)(6)

Comments: Retain 5 years after selected interns resign, then destroy. For non-selected candidates, retain until no longer useful.

Schedule Authority: Agency Schedule

Last Surveyed 30 June 2008

Record Copy: Unknown

Remarks: New entry.

Law Enforcement Memorial Committee Files (Series Unknown)

Minutes, notes, etc. relating to the establishment and maintenance of the law enforcement memorial.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain until no longer useful, then transfer to the archives for purging.

Schedule Authority: Agency Schedule

Last Surveyed 30 June 2008

Record Copy: Unknown

Remarks: New entry.

**KANSAS STATE RECORDS BOARD
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1. **Agency:** County Health Departments
2. **Records Officer:** N/A **Phone:** N/A
3. **Appraising Archivists:** Scott Leonard, Letha Johnson, Kris Graves
4. **Date of Appraisal:** June 24, 2008
5. **Total records - No. of Series:** 7
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:**

Staff from the Grant County Health Department initiated the bulk of this schedule development. Based on the initial inquiry, Historical Society staff determined additional guidance for county health departments to be beneficial. Three series (Lab Reporting Ledgers, Consent for the Release of Confidential Information Forms, and Child Care Facility Complaints/Investigations) are newly created entries. The four already-approved series are included primarily to refine potentially confusing language in the retention field. The lone exception is that of Client Records; a concurrent investigation prompted by the Sedgwick County Records Management staff expanded the entry to include mental health files to the list of medical records covered by the record series.

Retention/Disposition Schedule Entries

000-111

Local Government Records

Health Department

Child Care Facility Complaints and Reports of Investigation Files (Series Unknown)

Documents relating to complaints lodged against child care facilities including reports of suspected child abuse, neglect, or sexual abuse.

Entry Status: Ready for SRB

Retention Period: 3 fiscal years

Disposition: Destroy

Restrictions: KSA 45-221(a)(11)

Last Surveyed 08 April 2008

Record Copy: Unknown

Remarks: New entry. Reports (involving confirmed child abuse, neglect, or sexual abuse complaints) are sent to KDHE.

Client Records (Series 0001-111)

Medical records, including laboratory reports, of persons treated in local health care facilities. Includes adult and child health, family planning, maternal health, mental health and primary care.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(3)

Comments: Retain 10 years after last contact, then destroy; for juvenile records, retain 10 years after last contact or until 21st birthday, whichever is later, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-120

Last Surveyed 04 December 2006

Record Copy: Unknown

Remarks: Modified entry to add mental health files to the covered medical records. Clarified retention language in Comments field.

Communicable Disease Records (Series 0003-111)

Records and supporting documentation relating to communicable diseases in individual clients. May include name, address, disease type, when and how contracted and treatment measures.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(3)

Comments: If not treated, retain 2 calendar years, then destroy. If treated, retain 10 calendar years. (For juveniles, retain 10 years or until 21st birthday, whichever is later.)

Schedule Authority: Agency Schedule

KAR Number 53-2-120

Last Surveyed 29 November 2006

Record Copy: Unknown

Remarks: Clarified retention language in comments field.

Consent for the Release of Confidential Information Forms (Series Unknown)

Files relating to optional educational programs offered upon a patient's discharge, consisting solely of contact information (name, address and phone) and whether or not the patient opted to accept services.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 65-5602 & 45-221(a)(3)

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

Last Surveyed 24 June 2008

Record Copy: Unknown

Remarks: New entry.

Lab Reporting Ledger (Series Unknown)

Nurses' daily sheets, containing information on lab tests, kept mostly to ensure oversight and accountability. Information is duplicated in client's individual files.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 65-5602 & 45-221(a)(3)

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

Last Surveyed 24 June 2008

Record Copy: Unknown

Remarks: New entry.

Tuberculosis Records (Series 0006-111)

Records and supporting documentation relating to cases of Tuberculosis in individual clients. May include name, address, disease type, x-rays, when contracted and treatment measures.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(3)

Comments: If not treated, retain 2 calendar years, then destroy. If treated, retain 10 calendar years. (For juveniles, retain 10 years or until 21st birthday, whichever is later.) If client information is needed beyond the standard retention periods listed above, it can be obtained from KDHE's Bureau of Disease Control.

Schedule Authority: Agency Schedule

KAR Number 53-2-120

Last Surveyed 29 November 2006

Record Copy: Unknown

Remarks: Clarified retention language in Comments field.

Venereal Disease Records (Series 0007-111)

Records and supporting documentation relating to venereal diseases in individual clients. May include name, address, disease types, when contracted and treatment measures.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(3)

Comments: If not treated, retain 2 calendar years, then destroy. If treated, retain 10 calendar years. (For juveniles, retain 10 years or until 21st birthday, whichever is later.) If client information is needed beyond the standard retention periods listed above, it can be obtained from KDHE's Bureau of Disease Control.

Schedule Authority: Agency Schedule

KAR Number 53-2-120

Last Surveyed 29 November 2006

Record Copy: Unknown

Remarks: Clarified retention language in Comments field.

KANSAS STATE RECORDS BOARD
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1. **Agency:** County Election Offices
2. **Records Officer:** N/A **Phone:** N/A
3. **Appraising Archivists:** Scott Leonard
4. **Date of Appraisal:** July 16, 2008
5. **Total records - No. of Series:** 2
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 staff from Secretary of State – Elections Division

9. **Appraisal Narrative:**

Historical Society staff had concerns about the differences between the approved General Schedule for County Election Offices and K.S.A. 25-2709. The entries for two series listed on the General Schedule, 0002-105: Abstracts of Election Returns – Final, and 0018-105: Registration Books/Lists, require records from presidential election years to be kept permanently, while K.S.A. 25-2709 outline a retention of 20 years and five years respectively. The Election Division believes that Abstracts from all elections be kept permanently for historical reasons, but does not think that Registration Books/Lists have any long-term value. The proposed schedule entries clarify previous Board requirements and the rationale behind the requirements.

Retention/Disposition Schedule Entries

000-105

Local Government Records County Election Office

Abstracts of Election Returns - Final (Series 0002-105)

Includes date, office up for election, candidates' names and party affiliations, votes received, certification of authenticity of vote, signatures of county board of canvassers.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Permanent

Restrictions: K.S.A. 25-3109

Comments: The State Records Board recommends that Abstracts of Election Results be retained beyond the statutory periods listed in KSA 25-2709.

Record Copy: Unknown

Remarks: Clarification between the retention outlined in KSA 25-2709, 20 years, and the recommended retention of "Permanent."

Registration Books/Lists (Series 0018-105)

Record of primary and general elections, showing name of city or township, name/number of ward and precinct, date of election, names and addresses of voters, names and addresses of nonresident voters.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: K.S.A. 25-2709

Comments: Retain presidential election years permanently, all other 5 years, then destroy. The State Records Board recommends that Registration Books/Lists for presidential elections be retained beyond the statutory periods listed in KSA 25-2709.

Record Copy: Unknown

Remarks: Clarification between the retention outlined in KSA 25-2709, 5 years, and the recommended retention of "Permanent" for presidential elections.

Retention/Disposition Schedule Entries

175-004

Kansas Housing Resources Corporation

Asset Management

Performance Based Project Files (Series 0019-175)

Contract administration files for HUD Section 8 properties. Information contained in the files includes project information, Management and Occupancy Reviews (MORs), Affirmative Fair Housing Marketing Plans, tenant file reviews, physical inspections, management statements, rent schedules, budget worksheets, special claims, Reserve for Replacements (RERs), vacancy notices, Housing Assistance Payment (HAP) Vouchers, original budget requisitions, and budget requisition revisions.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(30); 5 USC 552a

Comments: Retain 5 years after the end of the project, then destroy.

Record Copy: Unknown

Remarks: Superseded by Section 8 Project Files.

Asset Management Unit

Section 8 Housing

Non-performance Based Project Files (Series 0021-175)

Contract administration files for HUD Section 8 properties. Information contained in the files includes project information, Management and Occupancy Reviews (MORs), Affirmative Fair Housing Marketing Plans, tenant file reviews, physical inspections, management statements, rent schedules, budget worksheets, special claims, Reserve for Replacements (RERs), vacancy notices, Housing Assistance Payment (HAP) Vouchers, original budget requisitions, and budget requisition revisions.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(30)

Comments: Retain 5 years after the end of the project, then destroy.

Record Copy: Unknown

Remarks: Superseded by Section 8 Project Files (7/2008).

New Agency Number. Title and Comments amended.