

AGENDA
STATE RECORD BOARD
July 26, 2012
8:30 a.m.
Kansas State Historical Society
Center for Historical Research
6425 SW 6th Ave.
Executive Conference Room, 2nd Floor

1. Introductions and announcements
2. Minutes of previous meetings
3. Kansas Department of Agriculture – Fertilizer and Pesticide Program
4. Kansas Department of Transportation
 - a) Bureau of Local Projects
 - b) Office of Civil Rights
5. Kansas Department of Corrections – All Facilities
6. Kansas Office of the Attorney General – Crime Victims Compensation Board
7. State Records Board and Records Management Staff procedures
8. Other business
 - a) Future meetings:
 - October 11, 2012
 - January 10, 2013
 - April 11, 2013
 - July 11, 2013

State Records Board
19 April 2012
Executive Conference Room, Center for Historical Research
Kansas Historical Society

Members present:

Lisa Mendoza, chair, designee of the Attorney General
Matt Veatch, State Archivist, Kansas State Historical Society
Patricia Michaelis, designee of the Executive Director, KSHS
Bill Sowers, designee of the State Librarian

Also present:

Darrell Garwood, State Records Manager, KSHS
Marcella Wiget, archivist, KSHS
Lu Ann Harris, records specialist, KSHS
Secretary of Administration Dennis Taylor
Lori Ploude, Dept. of Administration - Office of Facilities and Property Management (OFPM)
Frank Burnam, DoA - OFPM
Dan Carroll, legal counsel, DoA
Jim Modig, University of Kansas – Design and Construction Management
Annette Rohde, Kansas State University – Facilities Planning
J. Dave DeBusman, KSU – Facilities Planning
Jack Carlson, KSU – Facilities Planning
Mark Runge, Emporia State University
Susan Maxon, records officer, Kansas Dept. of Transportation
Paul Marx, legal counsel, Kansas Dept. of Health and Environment
Marcus Meerian, KDHE – Bureau of Environmental Remediation (BER)
Julie Turner, KDHE – BER
Debbie Clure, KDHE - BER

1. **Introductions and announcements:** Patricia Michaelis, as Jennie Chinn’s representative, convened the meeting at 8:38 a.m. and began the introductions; Lisa Mendoza joined the meeting a few minutes later.

2. **Approval of minutes:** Dr. Michaelis wished to clarify that the four series from the Kansas Dept. of Transportation – Office of Financial and Investment Management were amended from a 3-year to a 5-year retention. She also wished to use “replace” rather than “transfer” under no. 6, Kansas Corporation Commission and its superseded retention schedule entries. Mr. Veatch moved, Mr. Sowers seconded, board unanimously approved minutes as amended.

3. **Kansas Dept. of Administration, Secretary Taylor: memorandum of agreement with Regents’ institutions:** Secretary Taylor outlined the responsibilities of the Department of Administration and Office of Facilities & Property Management (OFPM). He’d requested the OFPM to consider making more efficient use of and consolidating space, during which time discussions began about the architectural drawings and plans held by OFPM for the various Regents’ institutions. OFPM staff would like to transfer custody of these records to the individual institutions. The records consist of a combination of flat files of oversize plans shop drawings, as well as correspondence, specifications, and other materials in typical records boxes. There are some rolled drawings, which will hopefully be

transferred to flat storage, but no models or other three-dimensional objects. Administration will transfer items housing the records, as well as the drawings and other records themselves.

Mr. Veatch questioned the universities about what storage facilities they would have available for the plans. University of Kansas representative Jim Modig discussed current storage conditions, as well as storage space for the Medical Center's plans, which is not adequate on-site. KU will therefore house these records on behalf of KUMC. Mr. Modig said Design and Construction Management staff had not been in discussions yet with university archives but the intention is that they will become involved when the materials are transferred. Emporia State University representative Mark Runge stated that as long as buildings are still standing, his staff will maintain control of the drawings; only the records for those buildings that have been razed or are no longer ESU property will be transferred to archives. A new university archivist has been appointed at ESU, and Mr. Runge will meet with her. Kansas State University representative Dave DeBussman proposed storing records at a building built in the 1960s, which has been storing library materials for the past few years.

The representatives noted that the majority of documents being transferred had been scanned; these scans exist in both tiff and pdf formats, depending on when they were made; OFPM plan to transfer digital copies as well as the paper copies; and Lori Ploude will also make a spreadsheet inventory available to the institutions. Mr. Veatch questioned whether the electronic was convenience or record copy. Secretary Taylor referenced a particular paragraph in the draft memorandum of agreement, noting that if the court would not accept a digital substitute, the paper copy would need to be submitted. Mr. Veatch suggested that DoA may need to revise or create an additional retention schedule for the electronic records and draft an Electronic Recordkeeping Plan. Discussion thereafter followed regarding electronic versus paper record copies; the decision was made that all memoranda of agreement would need to state that consultation with the Department of Administration must be made before changing in what format the records were maintained.

Ms. Mendoza asked how Kansas Open Records Act requests and retention requirements would be handled, requesting additional language regarding who would handle information requests for these records and that Administration's records officer would remain responsible for all retention requirements for these records. Mr. Veatch suggested referencing KSA-45-401 through 45-414 in all memoranda of agreement. The Board generally wished to ensure that these memoranda spelled out that at least some of these records are permanent and must be maintained in accordance with all statutory responsibilities.

Secretary Taylor and his staff explained that the bulk of the records in OFPM's storage space, about 80% of the records, will be transferred to the Regents' institutions represented and to others. The Department of Administration would also like to transfer plans and records they hold for other smaller state agencies, but they are beginning with the Regents' institutions because these institutions have professional staff capable of taking care of these records and are most in need of constant and/or immediate access to these records.

Motion to accept: Dr. Michaelis motioned that the Board accept the concept of this movement, Mr. Veatch seconded. Ms. Mendoza noted that because she had already discussed this with Administration and other staff she would abstain from voting. The rest of the Board voted unanimously in favor of approving Administrations's move to transfer the architectural records to the Regents' institutions.

4. Kansas Department of Health and Environment: Mr. Paul Marx asked the Board about maintaining in-house electronic records that would have long-term retention requirements but not permanent retention, requiring transfer to the State Archives. Ms. Mendoza reiterated that the State Archivist and Board have the authority to promulgate standards to the state that must be followed. Mr. Marx asked

what costs are associated with transferring records to KEEP. He will almost certainly be the KDHE records officer but it is not official yet. He thanked the records management staff for their help.

a) *Bureau of Environmental Remediation*

Mr. Meerian from Environmental Remediation stated that they have at least ten years' worth of information documenting where underground storage tanks are located in Kansas and giving the owners of these tanks permits. About 75% are gasoline storage tanks, such as located at gas stations. It is an annual permitting process. Mr. Veatch asked about the 30-year retention; the bureau's director recommended that length. Mr. Meerian and his fellow staff stated that they do not trust the electronic copy and so wish to keep paper the record copy; the staff discussed the various concerns they have had with their imaging and document management software. Mr. Veatch stated that when the program switches over purely to electronic recordkeeping, that change will need to be documented and handled in the retention schedule.

Motion for new series: Dr. Michaelis moved approval, Mr. Sowers seconded, unanimous approval of the new retention schedule.

b) *Division of Environment - Laboratory*

Ms. Wiget explained that the two series under this program and the series under Newborn Screening are all interrelated and have come under discussion because of the water break at the lab, as described in previous SRB meeting minutes. Mr. Veatch requested that retention comments be changed to mimic those under the new underground storage tanks series ("Retain for 21 years, then destroy. Records are scanned and data is entered into database, but the paper copy remains the record copy.")

Motion for revised and amended series: Dr. Michaelis moved approval of the two lab series, 0570-264 as amended, Mr. Sowers seconded; unanimous approval of revised series.

c) *Bureau of Family Health – Newborn Screening*

Dr. Michaelis asked when the last contact with parent or physician usually happens; Mr. Marx explained that it usually happens within the newborn's first year of life.

Motion for revised series: Mr. Sowers moved approval, Dr. Michaelis seconded, unanimous approval of revised series.

5. Kansas Department of Transportation:

a) *Bureau of Transportation Planning*

These three series are all obsolete but had never been scheduled. KDOT is consolidating space and therefore requesting approval to dispose of these older records. KDOT previously received the city plat maps from the cities, rather than being the record creator, but the individual in charge of these maps felt very strongly that they needed to come to the State Archives, and maps curator Bob Knecht agreed. The county index maps used to be a mandated record created and kept by KDOT because of their interactions with the U.S. Department of Transportation. The master construction records and related ink-on-linen map book provide a great deal of historical information about road construction in Kansas.

Motion for new series: Mr. Sowers moved approval, Mr. Veatch seconded, unanimous approval of these three new obsolete series.

b) *Financial Services – Office of Financial and Investment Management*

This records series' schedule was tabled at the last SRB meeting; after much discussion between Ms. Maxon, OFIM staff, and records management staff, the group decided to transfer these PowerPoint presentations to the State Archives. Dr. Michaelis wondered how often these presentations are created and whether "purging" was the correct term. Ms. Maxon noted that when there is a lot of bond activity, OFIM staff will often tweak a presentation; right now they are not issuing many bonds and only creating one or two presentations in a year. Amended retention comments will read "for appraisal and possible purging."

Motion for amended new series: Dr. Michaelis moved, Mr. Veatch seconded; unanimous approval of new series as amended.

6. **Kansas State Library:** Tom Roth contacted records management staff to go through retention schedules. The State Library has about 98% of their records in an annex and would like to consolidate their space usage. Many of their existing retention schedules can be superseded by the general retention and disposition schedules. Ms. Harris has sent survey forms to the State Library to discover what new records series schedules need to be created.

Motion for superseded records series: Dr. Michaelis moved approval, Mr. Veatch seconded, unanimous approval of revising retention schedules to be superseded by general retention schedules.

7. **General schedule – administrative records series:** The board added language to the series description regarding proposed regulations that may not be adopted; will modify comments to read "This schedule does not affect Secretary of State's, Attorney General's, and Department of Administration's records created through their statutory review and filing responsibilities." Records management staff need to contact the Dept. of Administration to discuss creation of a retention schedule specifically related to their authority to review administrative regulations, since none apparently exists.

Motion for amended new series: Mr. Veatch moved approval of general schedule entry as amended, Mr. Sowers seconded, unanimous approval of new schedule entry as amended.

8. **Kansas Historical Society:** The board discussed whether KHS retention schedules could be discussed when there is still a board member missing. Decided that Dr. Michaelis and Mr. Veatch would abstain from all voting on KHS schedules, and Mr. Garwood would vote as representative of the agency.

a) *Administrative Division*

Motion for new series: Mr. Sowers moved, Ms. Mendoza seconded, approved by them and by Mr. Garwood.

b) *Cultural Resources Division*

All schedules that currently read "purge and transfer to State Archives" will instead read "Transfer to the State Archives for purging." Voting on 0322-288, records related to the Kansas Historic Resources Inventory (KHIR) database hosted by DASC and the predecessor paper inventory files, was tabled due to the obsolescence of the paper files but no electronic replacement yet presented to the board. A variety of records hosted by DASC need to be scheduled for KHS – Cultural Resources. Series 0329-288 was removed from consideration at this meeting and did not need to be voted upon. Series 0306-288 will now read, "Retain reports permanently. Retain remaining documents 5 calendar years past inactivity, then destroy. Contracts and formal correspondence fall under general retention schedules" and will have "reports" added to the series description. The new series of field notes will change retention period language to "Retain until no longer useful, then transfer to the State Archives for purging."

Motion for amended new series: Mr. Sowers moved approval of amended new series for field notes, Ms. Mendoza seconded, approved by them and by Mr. Garwood.

Motion for amended revised series: Ms. Mendoza approved 0306-288 as amended, Mr. Sowers seconded, Mr. Garwood also approved.

Motion for revised series: Ms. Mendoza moved approval of the rest of the records series, except 0322-288 and 0329-288, as amended; Mr. Sowers seconded, both they and Mr. Garwood approved.

Motion for superseded by non-general schedules series: Ms. Mendoza moved approval, Mr. Sowers seconded; both they and Mr. Garwood approved superseding these schedules internally by other existing agency retention schedules.

Motion for obsolete series: Ms. Mendoza moved approval, Mr. Sowers seconded; both they and Mr. Garwood moved approval of obsolete series.

Motion for records series superseded by general schedules: Ms. Mendoza moved approval, Mr. Garwood seconded, and Mr. Sowers also approved superseding these schedule entries by the general retention and disposition schedule.

9. ***Sedgwick County e-records validation:*** Ms. Mendoza voted that the Board notify Sedgwick County they have received the form, thanking the county records management team for the very thorough presentation of information and referencing KSA 501 in the letter.

10. ***Technical changes:*** The Board approved of the policy adopted by the records management staff to allow staff to make technical changes without prior Records Board approval, with additional language regarding providing a summary report at each quarterly meeting for any technical changes made not including copy edits. Ms. Mendoza suggested adding this set of procedures to the State Records Board procedures adopted in 2007, and she recommended that the board take a look again at these procedures.

Motion to approve new procedures: Dr. Michaelis motioned, Mr. Sowers seconded, new procedures approved as amended.

11. ***Other business:*** Ms. Wiget requested that the board look at July 26 for the next quarterly meeting; other two items under discussion were tabled for a later meeting. Meeting adjourned at 11:30 a.m.

State Records Board
19 June 2012 administrative meeting
Executive Conference Room, Center for Historical Research
Kansas Historical Society

Members present:

Lisa Mendoza, chair, designee of the Attorney General
Bill Sowers, designee of the State Librarian
Matt Veatch, State Archivist
Pat Michaelis, designee of the KHS Executive Director

Also present:

Darrell Garwood, State Records Manager, KHS
Lu Ann Harris, records specialist, KHS
Marcella Wiget, archivist, KHS
Martin Gengenbach, electronic records specialist, KHS

Meeting brought to order at 9:15 a.m. by Lisa Mendoza.

1. *Orientation for new State Records Board member:* No new State Records Board member has been chosen from the Department of Administration. Marty Gengenbach introduced himself to the State Records Board members who had not already met him. Staff will send Secretary Taylor a courtesy letter or phone call about the next quarterly meeting.
2. *2007 State Records Board procedures:* Mr. Veatch provided some historical background about the procedures, which were not the first in written form; there had been procedures adopted back in the late 1980s or early 1990s that had subsequently been revised. The discussion then turned to updating and revising the 2007 procedures in order to ensure they were up-to-date. Mr. Veatch questioned whether the SRB could adopt these kinds of procedures without going through the formal administrative regulation procedure. He pointed out that the ERC / ERP does not come from any statute. Discussion followed; Ms. Mendoza discussed guidance documents, which must come from statute. Mr. Veatch pointed out that he has the right and duty to provide recommendations for promulgating standards for electronic records preservation and access, and that through this the board could regularize #3 on the procedures list. Mr. Gengenbach and Mr. Veatch plan to bring to the board at the October meeting standards for government electronic records that the board can approve.
 - a. Staff will prepare changes to the procedures document as discussed and bring it to the July board meeting. Discussion followed regarding incorporating the State Archives staff's procedures, approved at the 19 April 2012 meeting, and decided to contain all information in one document.
3. *Records management and SRB webpages on kshs.org:* Need to add SRB meetings to the Kansas Historical Society's events calendar; Mr. Garwood will talk to KHS's public information officer. The board and staff then discussed revising the SRB webpages hosted by KHS, attempting to make the pages easier to read and more pleasing to the eye. Mr. Veatch recommended that State Archives staff work on the website and then email the Board with the link for their input. He also mentioned that one of the State Archives staff's goals in the 6-9 months is to update the information on the records management pages, many of which are out-of-date.

4. *Update on migration errors in records management database:* In the 2008 migration of the records management database, dates were dropped in some retention schedules that still retained their KAR numbers; staff are working with the KHS database administrator to correct this issue. Discussion followed regarding the Appellate Courts' retention schedules that are publicly available on the KSHS website. Need to contact Carol Green and the courts and ask whether they would like these schedules to remain public (and clearly marked as advisory) or whether the schedules should be taken off the website. Mr. Veatch mentioned that he and Mr. Gengenbach had just attended an Information Technology Advisory Board (ITAB) meeting regarding electronic filing in the courts, and that the appellate courts are part of a pilot project for e-filing. It would be ideal if those records were transferred to KEEP.
5. *Implementing limited technical changes RM staff can make without consulting the SRB:* Staff provided an update about meeting with Christine Desmuke, database administrator for KHS. Staff are uncertain that these administrative changes will be physically possible in the database by the July meeting. The board discussed adding another administrative change the State Archives staff could perform without prior approval from the SRB, namely superseding general-schedule entries on agency-specific schedules. If approved, these changes would also be included on reports submitted to the Board. Staff will provide language in the updated procedures to the State Records Board at the July meeting for their consideration.
6. *Other business:* No further business. Meeting adjourned at 10:23 a.m.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
July 26, 2012**

1. **Agency:** Department of Agriculture – Pesticide Program
2. **Records Officer:** Amanda Sprengeler **Phone:** 296-5197
3. **Appraising Archivist:** Lu Harris / Marcella Wiget
4. **Date of Appraisal:** March 3, 2012
5. **a) Total records – No. of Series:** 1
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 1
d) Obsolete schedules – No. of Series: 0
e) Series superseded by other schedules – No. of Series: 0
f) Series superseded by general schedules – No. of Series: 0
6. **Archival/Permanent records – No. of Series:** 0
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Discussions with Roxie Valdivia, records custodian, and Amanda Sprengeler, Records Officer at the Kansas Department of Agriculture.
9. **Appraisal Narrative:**

The State Archives contacted the Department of Agriculture with questions concerning the proposed series. Archives staff reappraised the records and concluded that they are not of historical value. Staff are submitting a revised schedule for approval to change the disposition from archives to destroy.

Retention/Disposition Schedule Entries

046-005

Department of Agriculture Pesticide and Fertilizer Program

Field Agent Investigation and Complaint Files - No Action (Series 0150-046)

Documents relating to complaints made to field agents by consumers regarding pesticide products in which no violations were issued and no further action was necessary.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 006 cldr yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-116

Last Surveyed 18 June 2012

Record Copy: Paper

Remarks: 06 July 2012 - REVISED series. Changed disposition from Archives to Destroy, added to description, and deleted comments from previous version.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
July 26, 2012**

1. **Agency:** Kansas Department of Transportation – Bureau of Local Projects
2. **Records Officer:** Susan Maxon **Phone:** 368-8925
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** June 28, 2012
5. **a) Total records – No. of Series:** 1
b) New series – No. of Series: 1
c) Revised existing series – No. of Series:
d) Obsolete schedules – No. of Series:
e) Series superseded by other schedules – No. of Series:
f) Series superseded by general schedules – No. of Series:
6. **Archival/Permanent records – No. of Series:** 0
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Discussion with agency's records officer.

9. **Appraisal Narrative:**

KDOT's records officer requested that a new series be created for the pre-letting documents administered through the Bureau of Local Projects. These records are non-archival and do not need to be kept permanently.

Retention/Disposition Schedule Entries

276-017

Kansas Department of Transportation Bureau of Local Projects

Highway project pre-letting plan documents for City and County projects administered by the Bureau of Local Projects (Series Unknown)

Records related to the pre-letting engineering phase of project development. Documents include preliminary plans, specifications, and estimates (PS&E); office check plans; and field check plans (design documents that are not included in the project letting files). Documents do not include pre-letting project correspondence, which is maintained in the project files.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: Retain until project fiscal close date, then destroy.

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency schedule

Last Surveyed 28 June 2012

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 07/11/2012: new series entry. Vital record through project completion and project fiscal close date.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
July 26, 2012**

1. **Agency:** Kansas Department of Transportation – Office of Civil Rights
2. **Records Officer:** Susan Maxon **Phone:** 368-8925
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** July 18, 2012
5. **a) Total records – No. of Series:** 3
b) New series – No. of Series: 3
c) Revised existing series – No. of Series:
d) Obsolete schedules – No. of Series:
e) Series superseded by other schedules – No. of Series:
f) Series superseded by general schedules – No. of Series:
6. **Archival/Permanent records – No. of Series:** 0
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Discussion with agency's records officer.

9. **Appraisal Narrative:**

KDOT's records officer requested that these three series be created for the Office of Civil Rights, regarding EEO compliance, on the job training, and disadvantaged business enterprises. None of the series are archival, and all follow federal retention guidelines.

Retention/Disposition Schedule Entries

276-033

Kansas Department of Transportation Office of Civil Rights

Contract Compliance Reviews (Series Unknown)

Contractor-provided documentation used to support reporting requirements of Title VI, Davis Bacon, Equal Employment Opportunity (EEO) assurances, and non-discrimination practices. Records include applicant logs, subcontractor agreements for EEO, hours worked, employees, recruitments, job advertisements, benefit packages, and Form 259-Request for Subcontractor Approval.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: Destroy

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

Comments: Cut off at end of fiscal year, retain in office for 3 fiscal years after cutoff. Report, in paper format, is sent to Federal Highway Administration (FHWA) and retained electronically in Word. Destroy remaining paper documents. Data is input to electronic database and stored on a server to create report. Server backup is performed using CommVault software and data protection strategies.

Schedule Authority: Agency schedule

Last Surveyed 18 July 2012

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 07/18/2012: new entry. Retention is per U.S. General Records Schedule (GRS) 1, item 25d2.

Inactive (Dead) Disadvantaged Business Enterprise (DBE) Files (Series Unknown)

Documents provided by contractors applying for DBE certification, including those that were denied for not meeting criteria; graduated out of program eligibility; dissolved the business; or no longer wish to be certified. Records include business and personal tax filings, articles of incorporation, net worth forms, and affidavit of ownerships forms. Also includes certified letters sent to contractors informing them of certification status.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: Destroy

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

Comments: Cut off closed case files at end of fiscal year, retain in office for 3 years and transfer to storage for 6 fiscal years, then destroy.

Schedule Authority: Agency schedule

Last Surveyed 18 July 2012

Record Copy: Paper

Remarks: 07/18/2012: new entry. For more retention information, see FHWA N1-406-09-18/9.

On-the-Job Training (OJT) and Disadvantaged Business Enterprise (DBE) Supportive Files (Series Unknown)

Files related to programs designed to support the funding of the external training programs for OJT and DBE.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: Destroy

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

Comments: Cut off at end of fiscal year, retain in office for 2 fiscal years after cutoff, transfer to storage for 3 fiscal years, then destroy.

Schedule Authority: Agency schedule

Last Surveyed 18 July 2012

Record Copy: Paper

Remarks: 07/18/2012: new entry. See FHWA N1-406-09-18/12 for more retention information.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
July 26, 2012**

1. **Agency:** Department of Corrections – All Facilities
2. **Records Officer:** Mary Chambers **Phone:** 296-1136
3. **Appraising Archivist:** Lu Harris / Marcella Wiget
4. **Date of Appraisal:** 5 June 2012
5. **a) Total records – No. of Series:** 71
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 1
d) Obsolete schedules – No. of Series: 8
e) Series superseded by other schedules – No. of Series: 5
f) Series superseded by general schedules – No. of Series: 57
6. **Archival/Permanent records – No. of Series:** 16
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Discussions with Hutchinson Correctional Facility's Records Officers Barb Schneider and Elizabeth Smith, emails with other correctional facilities' records officers and Mary Chambers.

9. **Appraisal Narrative:**

Hutchinson Correctional Facility staff contacted the State Archives Division to pick up boxes of archival records. This led to a discussion about reviewing DOC facilities' retention schedules, which mostly have not been reviewed since the early 1990s. State Archives staff are submitting a portion of the schedules for approval. The majority of the series brought today have been superseded by the general retention and disposition schedule. Several series have been superseded by other existing agency retention

schedules. Additional series have been determined obsolete and are no longer being created. More agency-specific schedules will be appraised for future State Records Board meetings.

REVISED

Retention/Disposition Schedule Entries

521-010

Department of Corrections

All Facilities

Volunteer Files (Series 0172-521)

Documents relating to both individual volunteers and volunteer participation by the inmates, as well as administration of volunteer programs.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: Portions may be restricted per KSA 45-221(a)(4), K.S.A. 45-221(a)(29), K.S.A. 22-4707.

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-147

Last Surveyed 13 July 2012

Record Copy: Paper

Remarks: 13 July 2012: REVISED series. Restriction KSA 45-221(a)(4) added to series, description modified. Officially superseding an earlier version of the same retention schedule that was still showing as approved.

Retention/Disposition Schedule Entries

521-010

Department of Corrections All Facilities

ADAPT Waiting List Records (Series 0442-521)

Documents used to assign individual inmates to the ADAPT Program.

Entry Status: Ready for SRB

Recommended Status: Obsolete

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 22-4707 & 45-221(a)(29)

Comments: OBSOLETE series - Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012 - OBSOLETE series. Follow disposition requirements for remaining records.

Computer Entry Work Log (Series 0240-521)

Work log for personnel inputting data into computer.

Entry Status: Ready for SRB

Recommended Status: Obsolete

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: OBSOLETE series

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012 - OBSOLETE series. Follow disposition requirements for any remaining records.

Inmate 120-Day Review Log (Series 0236-521)

Documents listing the inmates awaiting evaluations.

Entry Status: Ready for SRB

Recommended Status: Obsolete

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 22-4707 & 45-221(a)(29)

Comments: OBSOLETE series. Retain until no longer in effect, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012 - OBSOLETE series. Follow disposition requirements for any remaining records.

Inmate Counseling Enrollment Records (Series 0366-521)

Documents recording an inmate's enrollment in substance abuse treatment programs.

Entry Status: Ready for SRB

Recommended Status: Obsolete

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 22-4707 & 45-221(a)(29)

Comments: OBSOLETE series. Follow disposition requirements for remaining records.

Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012: OBSOLETE series. Follow disposition requirements for remaining records.

Inmate Education Files - Horticulture Students (Series 0196-521)

Faculty reports, certificates, hours trained, etc. relating to the performance and progress of individual inmates who participate in the horticulture programs.

Entry Status: Ready for SRB

Recommended Status: Obsolete

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 22-4707 & KSA 45-221(a)(29)

Comments: Retain until inmate leaves the corrections systems plus 5 years, then destroy.

OBSOLETE series. Follow disposition requirements for remaining records.

Schedule Authority: Agency Schedule

KAR Number 53-2-133

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012: OBSOLETE series. Follow disposition requirements for remaining records.

Inmate Tobacco Issuance Log (Series 0199-521)

Documents listing tobacco issued to inmates.

Entry Status: Ready for SRB

Recommended Status: Obsolete

Retention Period: 001 cldr yr

Disposition: Destroy

Restrictions: KSA 22-4707 & 45-221(a)(29)

Comments: OBSOLETE series. Destroy any remaining records.

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012: OBSOLETE series. Follow disposition requirements for remaining records

Money Order Logs (Series 0192-521)

Logged records relating to the verification of received money orders and general mail delivery.

Entry Status: Ready for SRB

Recommended Status: Obsolete

Retention Period: 003 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: OBSOLETE series. Destroy any remaining records.

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012: OBSOLETE series. Follow disposition requirements for remaining records.

Surplus Commodity Program Eligibility Records (Series 0286-521)

Documents related to eligibility to participate in the surplus commodities program.

Entry Status: Ready for SRB

Recommended Status: Obsolete

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: OBSOLETE series. Destroy any remaining records.

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012: OBSOLETE series. Follow disposition requirements for remaining records

Retention/Disposition Schedule Entries

521-010

Department of Corrections All Facilities

Disciplinary Case Tape Recordings and Transcripts (Series 0134-521)

Sound recordings of disciplinary hearings held by adjudicated panel.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: See Comments

Restrictions: KSA 45-221(a)(10)

Comments: Tapes may be erased after transcription.

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 5 June 2012: SUPERSEDED by agency schedule 0515-521 - Disciplinary Case logs.

Inmate Education Files - Vocational Students (Series 0195-521)

Documents relating to the performance and progress of individual inmates enrolled in vocational training.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 22-4707 & KSA 45-221(a)(29)

Comments: Retain until inmate leaves the corrections system plus 5 years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-133

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012: SUPERSEDED by agency schedule 0305-521 - Inmate Education File.

Inmate Grievance Records - Unit Team (Series 0446-521)

Correspondence, reports, and supporting documentation relating to inmate grievances and complaints that were answered by the Unit Team.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 22-4707 & KSA 45-221(a)(29)

Comments: Retain until case is resolved plus 5 years, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-133

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012: SUPERSEDE by agency schedule 0376-521, Inmate Grievance files - Facilities.

Power Plant Operations Log - Daily (Series 0391-521)

Daily activities log noting repairs, odd incidents, and periodic checks.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012: SUPERSEDED by agency schedule 0309-521 - Boiler Records.

Volunteer Files (Series 0172-521)

Documents relating to both individual volunteers and the volunteer programs as a whole: newsletter, chapel fellowship, AA attendance approval lists, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: Archives

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

Comments: Retain until no longer useful, then transfer to the State Archives. Some restrictions may apply.

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 13 July 2012

Record Copy: Paper

Remarks: 13 July 2012: SUPERSEDED by agency schedule 0172-521 - Volunteer Files (approved 2006-04-13, revised 07/26/2012).

**SUPERSEDED BY
GENERAL SCHEDULE**

Retention/Disposition Schedule Entries

521-010

**Department of Corrections
All Facilities**

Accounts Payable Records (Series 0471-521)

Documents related to payment for goods and services: vouchers, correspondence, invoices, ledger books and cards, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: See also Ledges - General, Vouchers and Requisitions - Purchase, Vendor Files, Bid Records, and Purchasing Records.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0001-000 - Accounts Payable Records.

Accounts Receivable Records (Series 0252-521)

Documents related to the collection of payments due the agency: copies of invoices, correspondence, DA forms 32, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: See also Vouchers - Receipts.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0002-000 - Accounts Receivable Records.

Adding Machine or Calculator Tapes (Series 0205-521)

Master tapes produced business machines during bookkeeping: canteen receipts, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: May be destroyed immediately unless required to document associated records -

then retain in conjunction with those associated records.

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012: SUPERSEDED by general schedule 0003-000 - Adding Machine or Calculator Tapes.

Annual and Special Reports (Series 0500-521)

General and specific reports on agency activities.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain until no longer useful, then transfer to the State Archives for purging of duplicate material.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0005-000 - Annual and Special Reports.

Architectural Plans, Drawings, Maps, and Specifications (Series 0473-521)

Records documenting physical plant facility(ies).

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 45-221(a)(12)

Comments: Retain until no longer useful, then transfer to the State Archives for purging of duplicate material.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0007-000 - Architectural Plans, Drawings, Maps and Specifications.

Audit Reports (Series 0271-521)

Results of audits conducted by the Legislative Division of Post-Audit and other state and/or federal auditing agencies.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 005 fisc yrs

Disposition: Archives

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0009-000 - Audit Reports.

Banking Records (Series 0275-521)

Bank statements, deposit books and slips, check registers, and cancelled checks.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0012-000 - Banking Records.

Banking Records - Canteen (Series 0423-521)

Bank statements, deposit books and slips, check registers, and cancelled checks for the canteen fund.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0012-000 - Banking Records.

Batch Transmittal Forms (Series 0424-521)

Completed forms used to transmit documents for mass computer input - includes both DA forms 199 and/or equivalent internal documents.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain in conjunction with transmitted documents, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0013-000 - Batch Transmittal Forms.

Bid Records (Series 0425-521)

Documents related to requests for proposals, bids, quotations, or estimates.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: See also Purchasing Records, Vouchers - Purchase, Accounts Payable Records, Contract, and Vendor Files.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012: SUPERSEDED by general schedule 0014-000 - Bid Records.

Contracts (Series 0277-521)

Legal agreements with individuals and organizations. Includes all associated documents, eg. DA-146 series.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until expiration of contract plus 5 calendar years, then destroy. Note: This applies only to original contracts - copies of contracts published by Division of Purchasing may be destroyed when no longer useful.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012: SUPERSEDED by general schedule 0026-000 - Contracts.

Contracts - Drug/Alcohol (Series 0430-521)

Legal agreements with individuals and organizations. Includes all associated documents, eg. DA-146 series.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until expiration of contract plus 5 calendar years, then destroy. Note: This applies only to original contracts-copies of contracts published by the Division of Purchasing may be destroyed when no longer useful.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012: SUPERSEDED by general schedule 0026-000 - Contracts.

Contracts - Education (Series 0431-521)

Legal agreements with individuals and organizations. Includes all associated documents, eg. DA-146 series.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until expiration of contract plus 5 calendar years, then destroy. Note: This applies only to original contracts- copies of contracts published by the Division of Printing may be destroyed when no longer useful.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012: SUPERSEDED by general schedule 0026-000 - Contracts.

Correctional Officer Weekly Work Schedule (Series 0248-521)

Weekly record of Correctional Officer work schedules.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012: SUPERSEDED by general schedule 0099-000 - Schedules - Office Activities.

Correspondence - Policy Related (Series 0432-521)

Incoming and outgoing letters from the Director.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain until no longer useful, then transfer to the State Archives.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Pending

Remarks: 5 June 2012: SUPERSEDED by general schedule 0027-000, Correspondence -

Policy Related.

Correspondence - Routine (Series 0429-521)

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

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Pending

Remarks: 5 June 2012: SUPERSEDED by general schedule 0028-000, Correspondence - Routine

Deeds for Real Estate (Series 0218-521)

Legal documents pertaining to ownership of real property by Department of Corrections.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain permanently or transfer to the archives.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012: SUPERSEDED by general schedule 0033-000 - Deeds for Real Estate.

Employee Background Investigations (Series 0495-521)

Investigation documents on an applicant personal background. Note: Correctional volunteers are also included.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: See Comments

Restrictions: KSA 45-221(a)(4)(10)

Comments: Retain in conjunction with either "Employment Applications - Not Hired," "Employee Personnel Files, or "Volunteer Files."

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012: SUPERSEDED by general schedule 0036-000 - Employee Personnel Files.

Employee Evaluation Appeals (Series 0333-521)

Documents related to appeals of unsatisfactory employee evaluations.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: See Comments

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

Comments: Retain until no longer useful, then place in "Employee Personnel Files."

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0036-000 - Employee Personnel Files.

Employee Performance Records (Series 0135-521)

Documents relating to individual correctional officer's job performance: evaluations, disciplinary recommendations, counseling, training courses, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: See Comments

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

Comments: Retain for employee's tenure, then place in "Employee Personnel Files".

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0036-000 - Employee Personnel Files.

Employee Personnel Files (Series 0480-521)

Documents associated with employment of specific personnel: employee evaluation forms, applications, INS Status Forms, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Destroy

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

Comments: Retain in office for length of employee's tenure plus 3 calendar years. Purge documents to create abstracted work history (appointment data and change of status information), transfer to the records center for 62 calendar years, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0036-000 - Employee Personnel Files.

Employee Position Descriptions (Series 0481-521)

Formal descriptions of duties and other characteristics of particular employment positions: DA forms 281-2 and other similar or supporting documents and materials.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until superseded plus 3 years, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper

Remarks: 5 June 2012: SUPERSEDED by general schedule 0038-000 - Employee Position Descriptions.

Employee Time Report Records (Series 0492-521)

Records documenting time worked by individual employees on a daily, weekly, or monthly basis: time sheets, time cards, attendance reports, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 005 fisc yrs

Disposition: Destroy

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

Comments: Internal agency forms. See also Leave Requests.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0039-000 - Employee Time Report Records.

Employee Time Reports - Overtime Slips (Series 0382-521)

Documents used to request, allow, and account for overtime work and pay.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0039-000 - Employee Time Report

Records.

Employee Training Files - Legal (Series 0497-521)

Documents related to training correctional officers and support staff in the area of law and the enforcement.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0041-000 - Employee Training Records.

Employee Training Files - Medical (Series 0200-521)

Instructional material used for employee training in first aid treatment.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0041-000 - Employee Training Records.

Employee Training Files - Security (Series 0114-521)

Documents related to training correctional officers in the area of security: use of restraints, transporting inmates, fire and safety regulations, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 45-221(a)(12)

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

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0041-000 - Employee Training Records.

Employee Training Lesson Plan Records (Series 0228-521)

Wide variety of correctional training lesson plans.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0041-000 - Employee Training Records.

Employee Training Logs (Series 0266-521)

Documents relating to employees who have received staff training: agenda, sign-in/out, test scores, tests, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(9)

Comments: Retain until no longer useful, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0041-000 - Employee Training Records.

Employment Applications - Not Hired (Series 0327-521)

DA forms 203 and supplementary materials submitted by unsuccessful applicants for employment.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 cldr yrs

Disposition: Destroy

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

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0043-000, Employment Applications - Not Hired.

Equipment Maintenance and Ownership Records (Series 0168-521)

Documents related to the legal ownership and maintenance of agency equipment: legal titles, warranties, maintenance logs, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain for the life of the equipment, then transfer to the new owner of the equipment or destroy as appropriate. See also Equipment Operation Records and Vehicle Ownership and Maintenance Records.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0047-000 - Equipment Maintenance and Ownership Records.

Inventory Records - Expendable Property (Series 0291-521)

Records of receipts, disbursements, and balances of office supplies and other expendable inventory materials.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0060-000, Inventory Records - Expendable Property.

Inventory Records - Non-Expendable Property (Series 0283-521)

Records related to capital equipment inventory management: DA forms 80 thru 83, computer reports from the Department of Administration, internal documents, correspondence, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until superseded by new inventory plus 3 fiscal years, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0061-000, Inventory Records - Non-Expandable Property.

Ledgers - General (Series 0485-521)

General records maintained by agencies of financial receipts and expenditures normally used to monitor, manage, and verify agency budget.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Archives

Restrictions: None

Comments: Transfer to the State Archives for purging of duplicate material. This series includes only internal documents.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0068-000, Ledgers - General.

Minutes - Staff Meetings (Series 0403-521)

Proceedings of regular or special meetings of committees, commissions, and other standing or ad hoc organizations.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0075-000 - Minutes.

Minutes - Unit Team (Series 0451-521)

Proceedings of regular or special meetings of committees, commissions, and other standing or ad hoc organizations.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0075-000 - Minutes.

Photographic and Video Materials (Series 0245-521)

Photo-prints, negatives, slides, films, and videotapes.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain until no longer useful, then contact the archives for appraisal - if not accepted for transfer to the archives, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Pending

Remarks: 5 June 2012: SUPERSEDED by general schedule 0083-000 - Photographic and Video Materials.

Policy Statements (Series 0486-521)

Original copies of formal explanations of agency policies and procedures issued in individual statement formats - often called "General Orders."

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain until superseded or no longer in effect, then transfer to the State Archives for purging of duplicate material.

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0084-000 - Policy Statements.

Procedures Manuals (Series 0519-521)

Original copies of agency procedures issued in a collective manual.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain until superseded or no longer in effect, then transfer 1 copy to the archives, destroy the remainder.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0087-000 - Procedure Manuals.

Purchase Requests - Internal (Series 0294-521)

Documents used by subordinate organizations to request purchases of goods and services

through the agency central purchasing office: food stock receipts, purchase orders, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0092-000 - Purchase Requests - Internal.

Purchasing Records (Series 0285-521)

Documents related to the purchase of goods and services: correspondence, vouchers, invoices, ledger books and cards, requisitions, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0093-000 - Purchasing Records.

Purchasing Records - Laundry (Series 0458-521)

Documents related to the purchase of goods and services: correspondence, vouchers, invoices, ledger books and cards, requisitions, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0093-000 - Purchasing Records.

Receipts Records - Cash (Series 0427-521)

Records of cash received by the agency: receipt slips, receipt books, receipt ledgers, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0094-000 - Receipts Records - Cash.

Records Management Records (Series 0167-521)

Documents related to the management of agency records including completed survey forms, inventories, and other miscellaneous materials such as correspondence or reference materials.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comment

Disposition: See Comments

Restrictions: None

Comments: Retain survey forms and inventories until superseded, then contact the archives for appraisal of other documents - if not accepted for transfer to the archives, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0095-000 - Records Management Records.

Recruitment and Hiring Documents (Series 0491-521)

Documents on all applicants accumulated during the hiring process.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 cldr yrs

Disposition: Destroy

Restrictions: None

Comments: Materials for those persons hired are transferred to "Employee Personnel Files."

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0096-000 - Recruitment Files.

Schedule - Office Activities (Series 0322-521)

Internal forms and calendars used to schedule employee work hours or inmate medical appointments (calendars and appointment books, etc.).

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0099-000 - Schedule - Office Activities.

Supply Requests - Internal (Series 0166-521)

Documents used by subordinate organizations to order expendable supplies from central supply rooms.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0109-000 - Supply Requests - Internal

Telecommunications Logs (Series 0287-521)

Registers recording incoming and outgoing telephone calls at the facility and general telephone equipment material.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 6 months

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0114-000 - Telecommunications Logs.

Telephone Billing Records (Series 0249-521)

Copies of computer billings and supporting documents concerning the use of a telecommunications service provider.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0116-000 - Telephone Billing Records.

Travel Request and Authorization Records (Series 0428-521)

Records related to employee travel: DA forms 25 (Request for Out of State Travel) and various internal documents.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: See also Vouchers - Travel and Vehicle Operation Records.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0118-000 - Travel Request and Authorization Records.

Vehicle Maintenance and Ownership Records (Series 0164-521)

Documents related to the legal ownership and maintenance of agency vehicles: maintenance logs, legal titles, warranties, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for the life of the vehicle, then transfer to subsequent owner or destroy as appropriate.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0119-000 - Vehicle Maintenance and Ownership Records

Vendor Files (Series 0490-521)

Records concerning purchases from specific vendors: invoices, correspondence, vouchers, ledger books and cards, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: Retain for 5 fiscal years if record is subject to KSA 75-3704(e). See also Vouchers - Purchase, Purchasing Records, Bid Records, Contracts, and Accounts Payable Records.

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0121-000 - Vendor Files.

Vouchers - General (Series 0469-521)

Copies of documents used to order and pay for goods and services, transfer funds received into the agency accounts, and certify the validity of claims for the reimbursement of travel expenses.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0125-000, Vouchers - Accounts Payable

Vouchers - Purchase (Series 0288-521)

Copies of documents used to order and pay for goods and services: DA forms 100 thru 109 and DA-120.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule Vouchers - Accounts Payable.

Work Orders and Logs (Series 0387-521)

Internal documents used to request and record requests for the performance of maintenance or other services.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0130-000 - Work Orders and Logs.

Work Orders and Logs - Engineering (Series 0439-521)

Internal documents used to request and record requests for the performance of maintenance and other services.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0130-000 - Work Orders and Logs.

Work Orders and Logs - Maintenance (Series 0437-521)

Internal documents used to request and record requests for the performance of maintenance and other services.

Entry Status: Ready for SRB

Recommended Status:Supersede by GenSchd

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: General Schedule

KAR Number 53-2-086

Last Surveyed 05 June 2012

Record Copy: Unknown

Remarks: 5 June 2012: SUPERSEDED by general schedule 0130-000 - Work Orders and Logs.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
July 26, 2012**

1. **Agency:** Office of the Attorney General – Crime Victims Compensation Board

2. **Records Officer:** Lisa Mendoza **Phone:** 368-8402

3. **Appraising Archivist:** Marcella Wiget

4. **Date of Appraisal:** 27 June 2012

5. **a) Total records – No. of Series:** 1

b) New series – No. of Series:

c) Revised existing series – No. of Series: 1

d) Obsolete schedules – No. of Series:

e) Series superseded by other schedules – No. of Series:

f) Series superseded by general schedules – No. of Series:

6. **Archival/Permanent records – No. of Series:** 0

7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0

8. **Appraisal Based Upon:**

Discussions with records officer.

9. **Appraisal Narrative:**

AG's records officer requested, on behalf of program staff, revision of the Claim Files series under the Crime Victims Compensation Board. The CVCB receives many more records and pieces of information than they need or than the Board looks at in order to make their decisions about compensation, and Ms. Mendoza wanted to clarify the schedule to allow staff to dispose of these extraneous materials sooner.

Retention/Disposition Schedule Entries

082-004

**Office of the Attorney General
Victim Services Division
Crime Victims Compensation Board**

Claim Files (Series 0154-082)

Records regarding claims by individuals for reparations for crimes committed against them: completed forms, correspondence, investigation reports, exhibits, affidavits, vouchers, invoices, etc.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 25 years

Disposition: Destroy

Restrictions: KSA 45-221(a)(30); KSA 74-7308

Comments: Retain only those documents necessary for board approval or denial of claim for 25 years, then destroy. Documents not relied upon by the board may be destroyed at an earlier date.

Schedule Authority: Agency Schedule

KAR Number 53-2-157

Last Surveyed 27 June 2012

Record Copy: Paper

Remarks: 09/15/2008: Revised entry. Added restriction. Changed disposition.
06/27/2012: Revised comments.

State Records Board and Support Staff Operational Procedures

I. State Records Board General Procedures

- A. The State Records Board (SRB) will conduct regular quarterly meetings at the Kansas State Historical Society's Center for Historical Research on the second Thursday of January, April, July, and October, unless rescheduled by the Board chairperson. Special meetings will be held when called by the Board chairperson. All meetings will be fully open to the public as required by the Kansas Open Meeting Act. Board packets will be made available online before meetings.
- B. State agencies and local government offices seeking approval from the SRB for records disposition requests, new retention and disposition schedules, revisions to existing schedules, microfilming standards, or other related matters must be submitted to the State Archivist, in the format recommended by Historical Society staff, at least one month (30 days) before the Board meeting at which the requests will be considered.
- C. The State Records Board will not accept or approve retention and disposition schedule entries already addressed by the State and Local Government General Retention and Disposition Schedules. The Board will consider requests that alter the requirements established by the State and Local Government General Retention and Disposition Schedules.
- D. Historical Society staff will prepare a written appraisal report regarding each disposal request. In addition to conclusions regarding the historical and research values, these recommendations will contain information about any state and federal statutes or administrative regulations related to the preservation of the records or restrictions on public access to them and any other information necessary for the board to make an informed decision.
- E. Record retention and disposition schedules will be submitted to the Secretary of State within one month after each meeting. The requesting agency will be notified of Board actions, and the retention and disposition schedules will be updated online, within one month after each meeting. The Kansas State Historical Society will retain permanently a complete board packet for each meeting.

II. State Archives Staff Procedures

- A. Prior to the Board meeting, unless obviously unnecessary or infeasible, the State Archivist and/or a member of his/her staff will visit the agency or local office and carefully examine the records listed in each disposal request.
- B. Copies of the draft retention and disposition schedule, the written appraisal reports of the Historical Society staff, minutes from the previous meeting, and the meeting agenda will be distributed to all Board members at least four days before each meeting.
- C. State Archives staff will notify the Board of any records series rendered obsolete or transferred to another agency.

III. Authorized Changes to Retention and Disposition Schedules Without Prior State Records Board Approval – Changes Made by Records Management Staff

- A. The SRB authorizes Records Management staff at the Kansas State Historical Society to make the following limited technical changes to records retention schedules without further review and approval by the SRB:
 - 1. Make copy editing changes to improve the accuracy of the text, such as correct typos or spelling, modify punctuation, grammar, terminology, jargon, formatting, and other like technical revisions consistent with the intent expressed by the SRB;
 - 2. Amend series title(s) based upon additional input from agency staff to more accurately reflect the nature of the records at issue;
 - 3. Make description enhancements that do not substantially alter the content, function, and subject matter of the records;
 - 4. Update restriction information to reflect current statute or regulation numbers where no substantive change to the statute or regulation has occurred, and no additional restriction has been added or restriction removed;
 - 5. Modify retention schedules, without altering any substantive content in the retention schedule itself, to reflect agency reorganizations or changes to agency hierarchy, such as moving a records series from one sub-agency to another or from one agency to another;

6. Update instructions for retiring records to the State Records Center or other inactive records storage facility before destruction or transfer to the State Archives;
7. Add comments or notes for internal use only to aid records management staff in their work; and
8. Supersede agency-specific versions of general retention and disposition schedules that match word-for-word those same general schedules.

B. All other changes, corrections, modifications, amendments, revisions, or revocations require the review and approval of the State Records Board.

C. At each meeting, records management staff shall provide the Board with a summary report of any changes made pursuant to the provisions of Section III.A.2. through III.A.8. since the previous Board meeting.

IV. Procedures Specific to Electronic Records

A. The State Records Board and the Electronic Records Committee (ERC), a sub-committee under the Information Technology Advisory Board (ITAB), will cooperate to review and approve electronic recordkeeping plans, and any such plans will be submitted in conjunction with the state agency retention and disposition schedule. Electronic recordkeeping plans must be presented to and endorsed by the Electronic Records Committee prior to their submission to the SRB meeting. The purpose of offering the electronic recordkeeping plan to the ERC is for their technical review before submission to the State Records Board.

Adopted January 2007
Revised April 2012
Revised June 2012