

AGENDA
STATE RECORD BOARD
10 January 2013
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 from previous meeting
3. Kansas Board of Accountancy
 - a. New series
 - b. Superseded by agency-specific schedules
4. Kansas Board of Regents – new series
5. Secretary of State – revised series
6. Kansas Department of Transportation – revised series
7. Kansas Department of Corrections – All Facilities
 - a. Revised series
 - b. Superseded by agency-specific schedules
8. Office of the Attorney General
 - a. New series
 - b. Revised and new Electronic Recordkeeping Plans (ERPs)
9. Local government: Sheriff's records – revised series
10. Local government: Personnel records
 - a. Revised series
 - b. New series
11. Local government: Aging agency records – new series
12. Housekeeping changes
 - a. Board of Accountancy
 - b. Department of Agriculture
 - c. Office of the Attorney General
 - d. State Board of Healing Arts
 - e. Kansas State Historical Society
 - f. Department of Commerce
 - g. Kansas Arts Commission
 - h. Department of Corrections
 - i. Pooled Money Investment Board
 - j. Department of Wildlife, Parks, and Tourism
13. Other business
 - a. Local records: notification of migration of certain records series to electronic preservation, Johnson County
 - b. Future meetings:
 - 11 April 2013
 - 11 July 2013
 - 10 October 2013
 - 9 January 2014

*State Records Board
11 October 2012
Kansas State Historical Society
Center for Historical Research
Executive Conference Room*

Present:

Lisa Mendoza, Chair, designee of the Attorney General
Matt Veatch, State Archivist
Dennis Taylor, Secretary of the Department of Administration
Pat Michaelis, designee of the Executive Director, Kansas State Historical Society

Not present:

Bill Sowers, designee of the State Librarian

Also present:

Darrell Garwood, State Records Manager
Marcella Wiget, Kansas State Historical Society
Lu Harris, KSHS
Marty Gengenbach, KSHS
Susan Somers, Kansas Board of Accountancy
Amber Korbe, Kansas Lottery
Carol Sprague, Kansas Lottery

Meeting begun by Ms. Mendoza at 8:30 a.m.

1. Introductions were made.
2. *Minutes:* Minor changes were made to the previous meeting's minutes. Secretary Taylor questioned why Kansas Department of Transportation was not present at this meeting, after noting they were supposed to bring a change to a retention schedule; Susan Maxon is no longer with KDOT and the agency is in flux over its records officer.
Motion to approve: Mr. Veatch moved approval, Ms. Michaelis seconded, unanimous approval of minutes as amended.
3. *Kansas Board of Accountancy:* Agency staff are cleaning offices; they realized that in 2009 a program was eliminated by statute, but these records were never scheduled. They have 9 boxes of these obsolete records and would prefer to destroy them rather than let them take up space. The records were generated for a more streamlined procedure for allowing out-of-state licensed certified public accountants (CPAs) to come to Kansas; in 2009 the law was again changed, and any CPAs coming into Kansas now will have to go through the complete licensing procedure. This license had a two-year limit, so all these licenses are now expired.
Motion to approve: Mr. Veatch moved approval, Secretary Taylor seconded, unanimous approval of obsolete series as submitted.

Ms. Michaelis announced that October is Archives Month and passed out bookmarks for the occasion, as well as copies of the publication *Rescuing Family Records*.

4. *Kansas Lottery*: The new records series submitted today were initially drafted in early 2011. Scott Leonard was working on these schedules with previous Lottery records officer, Carolyn Brock, but both left around the same time, and these retention schedules were dropped. Carol Sprague, the new head of casinos for Lottery, explained that some of these casinos have been operating for over a year and the agency needs guidance in records management. Mr. Veatch questioned whether any of these records need to be kept permanently, as this is a significant program for the state. Ms. Sprague explained that Lottery staff at individual casinos plan to keep their records permanently. Individual casinos are run privately but overseen by the state; Lottery analysts and Racing/Gaming Commission employees work at the casinos. Amber Korbe explained that they are one of the few agencies that go through an external audit process annually, and those records will be kept permanently. These audits include roll-up information with financial statements; Ms. Korbe thought the Legislative Post-Audit put those reports on their website, and Lottery receives the external audit reports in paper form. Mr. Veatch requested that copies of the audit reports be sent to the State Archives, under the general retention schedule for Audit Reports. The daily and weekly reports have a shorter retention because that information is rolled up into the monthly reports. The board made minor changes to the Casino-Receipts retention schedule.

Motion to approve: Ms. Michaelis moved approval as amended, Mr. Veatch seconded, unanimous approval as amended in the Casino-Receipts Log and as approved for all other new entries.

5. *Corrections-All Facilities*: Ms. Wiget explained that this is the next round in revising the correctional facilities' retention schedules, noting that records management staff held a conference call with as many facilities' records officers as could attend. She explained that the new series are an attempt to create "bucket series" for categories of records that are currently scheduled at a more granular, and perhaps more confusing, level.

Motion to approve new series: Minor discussion about restrictions listed in new series. Matt moved approval, Pat seconded, unanimous approval of new series as submitted.

The board discussed program records, series ID 0204-521; they would like more information about what programs are entailed in this records series. Is there any way to categorize these programs—social and rehabilitative, or those necessitated by the inmate's sentencing? Lisa had questions about inmate-specific records appearing in this series rather than the generalized program records that belong there. The board would also like to change the disposition language in this series to "Contact State Archives for appraisal, if not accepted, then destroy."

The board also discussed Canine Operations records, series ID 0402-521; Mr. Veatch questioned whether contacting the State Archives for appraisal was even necessary. The board agreed to change the disposition to Destroy.

Motion to approve revised series: Mr. Veatch moved approval of revised series, amending Canine Operations to Destroy for disposition and noting that an Electronic Recordkeeping Plan (ERP) is not required for Chaplain's records. Ms. Michaelis seconded, unanimous approval as amended.

Tabled revised series: Tabled Program records pending further elucidation of nature of programs.

Motion to approve Obsolete series: Ms. Michaelis moved approval, Mr. Veatch seconded, unanimous approval of obsolete records series.

The retention schedules for records series noted as "Superseded by general and/or agency-specific schedules" are mostly either being superseded into new bucket series or, when one

reads a description, can find the records listed elsewhere in general retention schedules or other agency-specific schedules. Ms. Wiget explained that if any piece of a description was *not* found elsewhere, that series should not be part of the agenda for this meeting's discussions but will be dealt with at a later time.

Motion to approve agency-specific/general retention schedule records series: Mr. Veatch moved approval, Secretary Taylor seconded, unanimous approval as submitted.

Motion to approve superseded series by general schedule: Mr. Veatch moved approval, Ms. Michaelis seconded, unanimous approval as submitted.

Ms. Michaelis commended the Records Management staff for their efforts working through these records series.

6. *Other business:*

- a. Electronic Records Committee (ERC): Mr. Gengenbach explained that the ERC had not met before September since early 2011. At the September meeting, the committee endorsed two ERPs for the Kansas Bureau of Investigation (KBI)/Kansas Criminal Justice Information System (KCJIS). Since that meeting, Mr. Gengenbach has been in conversation with Steve Montgomery from the KBI to revise the Electronic Recordkeeping Plans (ERPs), focusing on the "indefinitely" disposition language found in both the plans and ensuring firmer retention information. The committee and Mr. Gengenbach have also been in discussion about adding new members to the ERC; a large portion of the September meeting was devoted to that topic, as well as deciding what the ERC should focus on next. The ERC expects a great deal more ERPs and electronic records series now as State Archives staff tackle these records more specifically.

Mr. Veatch went into more detail about the two ERPs presented at the ERC meeting in September, noting that one of the ERPs is for records that have not yet been scheduled. He requested advice from the Board for the ERP for 0027-083. No actual information has changed in this retention and disposition schedule, and so the procedure remains unclear—would the Board be interested in re-approving this schedule? Do they want to see the ERP for this retention schedule? Mr. Veatch noted that the timing has changed in part because of the State Archivist's new role in involving himself in some electronic records at a very early stage. Ms. Mendoza questioned the State Records Board's (SRB's) role in the charter of the ERC. The ERC has no statutory authority and has to rely on the SRB's authority. Ms. Mendoza agreed that bringing the ERP back to the SRB makes sense, in order to keep the chain of command in order. Discussion then followed over whether ERPs should be included in SRB board packets – this is a security question, as these plans can include information about operating systems and applications used by the state. The board could go into executive session, only receiving the ERPs at that time. Discussion also concerned whether the ERC falls under the Kansas Open Meetings Act or not; Ms. Mendoza wondered whether the ERC functioned more as a staff meeting than as a committee under a board. Secretary Taylor discussed the administrative services forum the Department of Administration (DoA) currently runs, noting that it is an informal group composed of stakeholders providing input to DoA in order to more effectively do their work. The SRB may fall under KSA 75-4319(b)(13) in order to go into executive session. ERC members would summarize information from an ERP so the board could make an informed decision about whether to approve the ERC-endorsed ERP. Both Ms. Mendoza & Secretary Taylor suggested keeping the ERC less structured, noting that if the ERC is not in agreement over an ERP more discussion would be needed before they could present to the SRB. Staff will present ERPs to the SRB at the next quarterly meeting.

Ms. Wiget and Mr. Garwood requested clarification about whether a change in retention length only was considered a housekeeping change, or one that must come to the board. Records series must come to the State Records Board if the length of retention changes before final disposition, even if the final disposition does not change.

Mr. Garwood informed the board about the records officers' meeting in November, the first such meeting since 2007. Records management staff want to better communications between records management staff at KSHS and records officers across state agencies. KSHS staff have asked records officers to fill in a brief informational survey. Twenty-six or 27 agencies have so far responded that they will be bringing staff to the meeting, and there is a 45% return rate on the survey already. Secretary Taylor stated that he is not the records officer for his agency but noted a couple names in the Legal staff to whom he goes for those functions.

Meeting adjourned at 9:50 a.m.

Marcella Wiget,
On behalf of the State Archivist

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 10, 2013**

1. **Agency:** Kansas Board of Accountancy
2. **Records Officer:** Susan L. Somers **Phone:** 785-296-2162
3. **Appraising Archivist:** Darrell Garwood
4. **Date of Appraisal:** November 17, 2012
5. **a) Total records – No. of Series:** 6 series, (21 including Housekeeping changes performed.)
b) New series – No. of Series: 1 new series
c) Revised existing series – No. of Series: 0
d) Obsolete schedules – see Housekeeping Report.
e) Series superseded by other schedules – No. of Series: 5
f) Series superseded by general schedules – see Housekeeping Report.
6. **Archival/Permanent records – No. of Series:** 0
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:** Meeting and tour of the Board of Accountancy offices at 900 SW Jackson, on November 27, 2012 by appraisal archivist. Meeting was conducted by Susan Somers and attended by other staff of the KSBOA.
9. **Appraisal Narrative:** Obsolete and superseded series have been addressed for the January 2012 SRB meeting. Two archival/permanent series are being held over pending filing of Electronic Recordkeeping Plans with the ERC. These last two series are being projected for the agenda for the Spring SRB meeting.

Retention/Disposition Schedule Entries

028-001

Board of Accountancy

Transcript Pre-evaluation Records (Series Unknown)

Records submitted by each potential applicant prior to sitting for CPA examination. Can include transcripts, correspondence, and other related records.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 005 cldr yrs

Disposition: Destroy

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

Schedule Authority: Agency Schedule

Last Surveyed 27 November 2012

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 11/27/2012: New series. This task became necessary with the outsourcing of all testing procedures to third party vendor. This is an analysis of the background of the applicant prior to making application to take the exam for CPA. Records are kept in alphabetical order by name. Analysis determination is sent to the applicant via email.

Retention/Disposition Schedule Entries

028-001

Board of Accountancy

Administrative Hearing Files (Series 0001-028)

Records pertaining to complaints filed against CPA's: original complaints, hearing notices, orders, transcripts, investigative reports, CPA financial statements, & documents not in public hearing.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Comments: These records may be microfilmed and the originals destroyed per KSA 45-412.

Schedule Authority: Agency Schedule

KAR Number 53-2-075

Last Surveyed 27 November 2012

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Pending

Remarks: 12/04/2012 dgarwood:

12/05/2012 dgarwood:

12/05/2012 dgarwood: now managed as part of series 0011-028, Certified Public Accountant Files - Individual.

Certified Public Accountant Examination Receipt/Admission Cards (Series 0009-028)

Photo ID cards/fee receipts for all CPA candidates to be admitted into bi-annual CPA exams.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 1 calendar year, remove photograph from card and place it in Individual CPA File (q.v.), then destroy remainder.

Schedule Authority: Agency Schedule

KAR Number 53-2-075

Last Surveyed 05 May 1988

Record Copy: Paper

Remarks: 12/06/2012 dgarwood: series now part of agency series 0011-028.

Certified Public Accountant Examination Record Cards (Series 0010-028)

Record of candidates who have taken the CPA examination in Kansas: name, college attended, date and type of degree attained.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain in conjunction with CPA Examination Files (q.v.).

Schedule Authority: Agency Schedule

KAR Number 53-2-075

Last Surveyed 27 November 2012

Record Copy: Paper

Remarks: 12/06/2012 dgarwood: series now part of agency series 0011-028, Certified Public Accountant Files-Individual.

Continuing Education Reports (Series 0015-028)

Reports submitted to the board by CPA's regarding continuing education activities as part of practice permit renewal procedures.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: 004 cldr yrs

Disposition: Destroy

Restrictions: None

Schedule Authority: Agency Schedule

KAR Number 53-2-075

Last Surveyed 27 November 2012

Record Copy: Paper

Remarks: 12/06/2012 dgarwood: series now part of agency series 0011-028.

Examination Grade Reports, AICPA (Series 0019-028)

Bi-annual CPA examination results submitted to the board by the American Institute of Certified Public Accountants grading service: date of exam, candidate ID #, and grades.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: 010 cldr yrs

Disposition: Destroy

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

Schedule Authority: Agency Schedule

KAR Number 53-2-075

Last Surveyed 27 November 2012

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Pending

Remarks: 12/06/2012 dgarwood: series now part of agency series 0011-028.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 10, 2013**

1. **Agency:** Kansas Board of Regents
2. **Records Officer:** Renee Burlingham **Phone:** 785-296-3689
3. **Appraising Archivist:** Marcella Wiget, Martin Gengenbach
4. **Date of Appraisal:** 3 January 2013
5. **a) Total records – No. of Series:** 3
b) New series – No. of Series: 2
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:** 2
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Discussions with Regents program staff and legal counsel; Electronic Recordkeeping Plan endorsement by the Electronic Records Committee.
9. **Appraisal Narrative:**

Regents contacted State Archives staff for advice and help regarding the scanning of student transcripts from closed private/proprietary schools and general educational development (GED) test results, wishing to begin keeping these records electronically and dispose of the paper copies. Related to this were some other student records from a closed adult education program that Regents inherited and wishes to dispose of.

Retention/Disposition Schedule Entries

561-001

Kansas Board of Regents

Graduate Educational Development or High School Equivalency Diploma/Certificate Test Results (Series Unknown)

Individual student Graduate Educational Development (GED) or High School Equivalency Diploma/Certificate test results submitted from testing centers.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 050 cldr years

Disposition: See comments

Restrictions: All student-specific records are private and confidential under the Family Educational Rights and Privacy Act of 1974, "FERPA," 20 U.S.C. 1232g and 34 C.F. 99; KSA 2012 Supp. 45-221 (a)(30)

Comments: Record copy may be paper or electronic. These records are typically submitted to KBOR by the GED testing centers or adult education program providers; KBOR may also receive them if the program closes or is discontinued. As paper documents are scanned into system, paper is retained until quality assurance is performed, then destroyed. Either retain scanned/born digital record permanently, or transfer to the Archives after 50 years.

Schedule Authority: Agency schedule

Last Surveyed 03 January 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: 01/04/2013: new entry.

Adult Education

Closed Adult Education Program Student Records (Series Unknown)

Individual student records from closed adult education programs. Types of records may include but are not limited to applications to a program, student work, authorization for release of information forms, verification of eligibility forms, contracts, signed copies acknowledging receipt of policies and procedures, answer sheets for diagnostic and appraisal testing, original essays/writing assignments, learning plan worksheets, attendance records, and other related records.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 003 cldr years from due date of program's final expenditure report

Disposition: Destroy

Restrictions: All student-specific records are private and confidential under the Family Educational Rights and Privacy Act of 1974, "FERPA," 20 U.S.C. 1232G and 34 C.F. 99; KSA 2012 Supp. 45-221 (a)(30)

Comments: These records are typically possessed by the adult education program providers; KBOR receives them if the program closes or is discontinued.

Schedule Authority: Agency schedule

Last Surveyed 29 November 2012

Record Copy: Paper

Remarks: 11/29/2012: new entry. GED scores and related records have been or are in the process of being removed from these files and are being scheduled separately.

Retention/Disposition Schedule Entries**561-001****Kansas Board of Regents****Private or Out-of-State Postsecondary Educational Institutions****Student Files - Private or Out-of-State Postsecondary Educational Institutions (Series 0072-561)**

Correspondence, financial aid documents, transcripts, etc. relating to students previously enrolled in a private or out-of-state postsecondary educational institution which is now defunct.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: See Comments

Restrictions: KSA 45-221(a)(1); 20 U.S.C. Â§ 1232g; 34 CFR Part 99

Comments: Record copy may be paper or electronic. As paper documents are scanned into system, paper is retained until quality assurance is performed, then destroyed. Retain financial aid information and other related records for 3 fiscal years, then destroy. Either retain scanned/born digital student transcripts permanently, or transfer to the Archives after 50 years.

Schedule Authority: Agency Schedule

KAR Number 53-2-166

Last Surveyed 03 January 2013

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: meets federal audit requirements

1/19/2011: Revised subagency name; revised Title & other references to "proprietary schools"; revised Comments from "...remaining documents 15 years, then transfer transcripts to the archives and destroy the remainder"; added "20 U.S.C. Â§ 1232g; 34 CFR Part 99" to Restrictions".

01/04/2013 mwiget: Series is transitioning to electronic for record copies; revised retention and disposition comments to reflect these changes.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 10, 2013**

1. **Agency:** Office of the Secretary of State
2. **Records Officer:** Kathy Sachs **Phone:** 785-296-3828
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** 17 December 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:**

Email discussions and phone calls between records officer and KSHS staff.
9. **Appraisal Narrative:**
This retention schedule was recently revised, combining two schedules into a single one. In that revision, some language was left out, and the SoS office wanted to ensure the series description accurately conveyed what records are included in this series.

Retention/Disposition Schedule Entries

622-001

Secretary of State Administration

Cemetery Annual Reports (Series 0001-622)

Merchandise Trust Fund and Permanent Maintenance Trust Fund annual reports, audit materials, and supporting documents filed by all Kansas cemeteries that are not exempt pursuant to K.S.A. 17-1312. Information includes location, ownership, management, profit status, and financial statements.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 006 cldr yrs

Disposition: Destroy

Restrictions: KSA 17-1312e

Schedule Authority: Agency Schedule

KAR Number 53-2-164

Last Surveyed 15 July 2010

Record Copy: Unknown

Remarks: 7/15/2010--Revised series title to include all cemetery reports, both Merchandise Trust (former 0001-622) & Permanent Maintenance (0002-622); series supersedes 0002-622; changed retention from 5 calendar years to 6 calendar years and changed disposition from "Archives" to "Destroy".

12/17/2012 mwiget: Records officer requested revised descriptive language to clarify what records were included in this series.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 10, 2013**

1. **Agency:** Kansas Dept. of Transportation
2. **Records Officer:** Bob Stacks **Phone:** 296-2279
3. **Appraising Archivist:** Darrell Garwood
4. **Date of Appraisal:** December 20, 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:** Amendment to series requested by State Records Board.
9. **Appraisal Narrative:** This was a new series brought before the SRB at the July 2012 meeting. At that meeting SRB members approved the series with the amendment that KSA 44-221(a)(30) be added to the restrictions for the series. This revision stratifies that amendment stipulated last July.

Retention/Disposition Schedule Entries

276-033

Kansas Department of Transportation Office of Civil Rights

Inactive (Dead) Disadvantaged Business Enterprise (DBE) Files (Series 0154-276)

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: Ready for SRB

Recommended Status: Revise

Retention Period: See comments

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(30), 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

KAR Number 53-2-173

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.

12/20/2012: added first restriction per SRB request.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 10, 2013**

1. **Agency:** Kansas Department of Corrections – All Facilities
2. **Records Officer:** Multiple, Mary Chambers (Central Office) **Phone:** 296-1136
3. **Appraising Archivist:** Marcella Wiget, Lu Harris
4. **Date of Appraisal:** 13 December 2012
5. **a) Total records – No. of Series:** 9 (20 including Housekeeping changes)
b) New series – No. of Series: 0
c) Revised existing series – No. of Series: 4
d) Obsolete schedules – No. of Series: See Housekeeping Report
e) Series superseded by other schedules – No. of Series: 5
f) Series superseded by general schedules – No. of Series: See Housekeeping Report
6. **Archival/Permanent records – No. of Series:** 8
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**

Conference call and email discussions between KSHS staff and correctional facilities' records officers and program staff.
9. **Appraisal Narrative:**

Continuation of retention schedule clean-up for the correctional facilities. This is a small set of series, mostly consisting of previously tabled records series and cleaning up miscellaneous superseded and obsolete schedules that were missed.

Retention/Disposition Schedule Entries

REVISED SERIES

521-010

Department of Corrections All Facilities

Chaplain's records (Series 0301-521)

Documents regarding a wide range of facility issues: inmate control sheet, attendance worship records, volunteer demographics information, correspondence, notes, sermons, logs of inmates' use of chaplaincy services, etc.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 001 calendar year

Disposition: See comments

Restrictions: Portions restricted per KSA 45-221(a)(29).

Comments: Retain for 1 calendar year, then contact the State Archives for appraisal - if not accepted, then destroy and/or delete.

Schedule Authority: Agency Schedule

KAR Number 53-2-174

Last Surveyed 28 August 2012

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 02/02/1989: new entry.

08/28/2012: revised title, revised disposition comments from "retain until no longer useful" to 1 calendar year, based upon emailed recommendation from Winfield Correctional Facility staff; changed disposition to allow either sending to the State Archives or destruction.

12/06/2012 mwiget: Added to description, added restriction to include information from 0348-521, Inmate Chaplaincy Services Log.

Inmate Work Data Sheet (Series 0173-521)

Documents relating to inmate employment, work schedule, and transportation.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See Comments

Disposition: Destroy

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

Comments: Retain until inmate leaves facility, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 06 December 2012

Record Copy: Unknown

Remarks: 12/06/2012 mwiget: NOT obsolete series as previously listed; changed retention comments.

Inmate mail records (Series 0531-521)

Includes opened inmate mail lists, inmate mail review log books, postage stamp issuance logs, legal mail logs, and other related materials regarding contraband, censored material,

confiscation of material, and the general handling and control of mail sent to and received by inmates.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: 003 fiscal years

Disposition: Destroy

Restrictions: Portions may be restricted per K.S.A 45-221(a)(10), K.S.A. 45-221(a)(12), K.S.A. 45-221(a)(29)

Schedule Authority: Agency schedule

KAR Number 53-2-174

Last Surveyed 28 August 2012

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 08/28/2012: new entry to supersede 0507-521, 0223-521, and portions of 0229-521.

12/06/2012 mwiget: Revised description to include information from 0191-521, Inmate Mail Records, and 0340-521, Inmate Mail Review Record.

Programs records (Series 0204-521)

Administrative records from a wide range of inmate-led and state-sponsored programs: correspondence, program evaluations, minutes, agendas, attendance and sign-in information, and other related materials. Includes pre-release programs.

Entry Status: Ready for SRB

Recommended Status:Revise

Retention Period: See comments

Disposition: See comments

Restrictions: Portions may be restricted per K.S.A. 45-221(a)(29)

Comments: Retain attendance records and sign-in sheets for any program for 001 fiscal year, then destroy and/or delete. Retain all other records for 003 fiscal years, then contact State Archives for appraisal - if not accepted, then destroy.

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 28 August 2012

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 08/28/2012: revised title, revised description to include pre-release programs (from 0275-521), disposition from Archives to Destroy, gave definite retention period of 3 fiscal years, and added restriction from 0257-521.

10/11/2012: Series tabled at SRB meeting; board wants more information regarding what types of programs are covered with this series and ensuring that these records only concern the programs, not the inmates participating in the programs. Also change disposition from Destroy to "Contact State Archives for appraisal, if not accepted, then destroy."

Retention/Disposition Schedule Entries

**SUPERSEDE INTO
AGENCY-SPECIFIC
SERIES**

521-010

Department of Corrections All Facilities

Business Records - Miscellaneous (Series 0268-521)

Wide variety of documents created separately, but stored together: vouchers, invoices, purchase orders, receipts, copies of employee personnel files, request for leave and overtime, inspections, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: See Comments

Restrictions: Some

Comments: Retain according to general schedule (KAR 53-3-1) under appropriate headings-- otherwise retain until no longer useful, then destroy. May have some restrictions.

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 23 January 1989

Record Copy: Unknown

Remarks: 12/06/2012 mwiget: Supersede into appropriate agency-specific and general retention schedules.

Inmate Chaplaincy Services Log (Series 0348-521)

Abbreviated log-style record of specific inmates use of chaplaincy services.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: 001 cldr yr

Disposition: Destroy

Restrictions: KSA 45-221(a)(29)

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 14 February 1989

Record Copy: Unknown

Remarks: 12/06/2012 mwiget: Supersede this series into 0301-521, Chaplain's Records.

Inmate Dental Records (Series 0184-521)

Documents relating to individual inmate dental needs: dental evaluations, dental exams, results, x-rays, etc.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: See Comments

Disposition: See Comments

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

Comments: Obsolete record series, immediately place in appropriate "Inmate Medical File."

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 27 January 1989

Record Copy: Unknown

Remarks: 12/06/2012 mwiget: Supersede into 0180-521, Inmate Medical and Mental Health Records. Unclear why this records series was labeled as obsolete.

Inmate Mail Records (Series 0191-521)

Documents related to control of incoming and/or outgoing inmate mail.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: KSA 45-221(a)(12)(29)

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 27 January 1989

Record Copy: Unknown

Remarks: 12/06/2012 mwiget: Supersede into 0531-521, Inmate mail records. Facilities were comfortable with shortening this retention period to fit the 003 fiscal years in 0531-521.

Inmate Mail Review Record (Series 0340-521)

Documents related to the confiscation of contraband and censored material in inmate mail.

Entry Status: Ready for SRB

Recommended Status:Supersede (Other)

Retention Period: 003 cldr yrs

Disposition: Destroy

Restrictions: KSA 45-221(a)(10)(12)(29)

Schedule Authority: Agency Schedule

KAR Number 53-2-086

Last Surveyed 19 January 1989

Record Copy: Unknown

Remarks: 12/06/2012 mwiget: Supersede into 0531-521, Inmate mail records.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 10, 2013**

1. **Agency:** Office of the Attorney General
2. **Records Officer:** Lisa Mendoza **Phone:** 368-8402
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** 19 December 2012, 3 January 2013
5. **a) Total records – No. of Series:** 7
b) New series – No. of Series: 7
c) Revised existing series – No. of Series: 0
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:**

Email discussions and phone calls between KSHS staff and agency records officer.
9. **Appraisal Narrative:**

Attorney General's records officers brought these retention schedules to KSHS records management staff's attention. Records related to the office's handling of evidence related to cases have never been scheduled, and the AG's office would like authority to dispose of these records as appropriate.

Retention/Disposition Schedule Entries

082-XXX

Office of the Attorney General

Multiple subunits/subunit not defined

Evidence

Annual Inspection Report (Series Unknown)

Reports of inspections made to the Attorney General documenting findings of inspection of evidence control system, including physical inspection of selected items of evidence and associated documentation, remarks on compliance with internal evidence control policies, and recommendations for corrective action, if any.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 005 fisc years

Disposition: Destroy

Restrictions: KSA 45-221(a)(10), (11), (30)

Schedule Authority: Agency schedule

Last Surveyed 18 December 2012

Record Copy: Paper

Remarks: 12/19/2012: new entry.

Evidence Articles (Series Unknown)

Tangible items or objects, regardless of form, collected or seized during an investigation by Special Agents, Investigators and other personnel in the Office of the Attorney General.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: See comments

Restrictions: KSA 45-221(a)(10), (11), (30)

Comments: Retain until assigned assistant attorney general obtains court approval for disposition of articles, then return or dispose of articles in accordance with court order.

Schedule Authority: Agency schedule

Last Surveyed 18 December 2012

Record Copy: Unknown

Remarks: 12/19/2012: new entry.

Evidence Check Out Log (Series Unknown)

Form or database used to track release and return of evidence from an evidence storage location in or under the control of the Attorney General's Office. Information includes name/title of person(s) releasing and accepting evidence, date, time of release, time of return, reason for release and return, location, name of evidence custodian releasing or accepting return of evidence, and name of individual accepting or returning the evidence.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 005 fisc years

Disposition: Destroy

Restrictions: KSA 45-221(a)(10), (11)
Schedule Authority: Agency schedule
Last Surveyed 18 December 2012
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Not Required
Remarks: 12/19/2012: new entry.

Evidence Custody Receipt (Series Unknown)
Copies of the Office of the Attorney General form completed by Special Agents, Investigators and other personnel to document evidence collected, as well as chain of custody.

Entry Status: Draft
Recommended Status: Approve As New
Retention Period: See comments

Disposition: Destroy
Restrictions: KSA 45-221(a)(10), (11), (30)
Comments: Retain until evidence articles returned or disposed of in accordance with court order, or until the conclusion of case and after expiration of appeal time, whichever is longer, plus ten (10) years, then destroy.

Schedule Authority: Agency schedule
Last Surveyed 18 December 2012
Record Copy: Paper
Remarks: 12/19/2012: new entry.

Evidence Inventory Log (Series Unknown)
Form or database listing tangible items or objects held in evidence storage locations, including owner name and contact information, if known; date received; description of item or object; type of case; case number; location; and other identifying information.

Entry Status: Draft
Recommended Status: Approve As New
Retention Period: Retain in office permanently.

Disposition: Permanent
Restrictions: KSA 45-221(a)(10), (11), (30)

Schedule Authority: Agency schedule
Last Surveyed 18 December 2012
Record Copy: Paper, Electronic
Electronic Recordkeeping Plan Pending
Remarks: 12/19/2012: new entry.

Evidence Location Access Log (Series Unknown)
Form or database used to track individual entry into and exit from evidence storage locations in or under the control of the Attorney General's Office. Information includes name/title of person entering, name of witness, date, time, location, and reason for access.

Entry Status: Draft
Recommended Status: Approve As New
Retention Period: 005 fisc years

Disposition: Destroy
Restrictions: KSA 45-221(a)(10), (11)
Schedule Authority: Agency schedule

Last Surveyed 18 December 2012

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 12/19/2012: new entry.

Vehicle Impoundment and Inventory Record (Series Unknown)

Copies of the Office of the Attorney General form completed by Special Agents, Investigators and other personnel to document identifying information and condition of motor vehicles or other means of conveyance collected as evidence. Information includes date; time; location where vehicle towed, towing operator and identity of individual requesting tow; license, vehicle identification number (VIN), make, model, color, and odometer reading of vehicle; registered owner name, address, phone number and drivers license number; inventory of property left in vehicle; description of condition of vehicle; and other related information.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(10), (11), (30)

Comments: Retain until conclusion of case and after expiration of appeal time, plus 10 years, then destroy.

Schedule Authority: Agency schedule

Last Surveyed 18 December 2012

Record Copy: Paper

Remarks: 12/19/2012: new entry.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 10, 2013**

1. **Agency:** Local records: Sheriff's Office
2. **Records Officer:** Lt. Patrick Pollock (Douglas County) **Phone:** 841-0007
3. **Appraising Archivist:** Darrell Garwood
4. **Date of Appraisal:** November 1, 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:** Based on telephone and email contact with Lt. Pollock of Douglas County Sheriff's Office. Request was to accept electronic format for this series of records.
9. **Appraisal Narrative:** I checked with records officers from Johnson and Sedgwick counties and with the director of the Kansas Sheriff's Association. None of the entities opposed the revision to this series. Douglas County Sheriff's Office will need to revise their existing database to include all aspects of this series. Once that is done the electronic version of a record can be considered the office version.

Retention/Disposition Schedule Entries

000-114

Local Government Records

Sheriff's Office

Sheriff's Sales Documentation (Series 0025-114)

Record of sales ordered in foreclosure showing date of order, litigants, attorneys, appraisers, title of case, judgment, rate of interest, amount of appraisal, date sale advertised, description of property to be sold, date and amount of sale, to whom sold, certificate of sale and Sheriff's Deed.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: Originals maintained by the courts. Sheriff's copy may be maintained in paper or electronic format.

Schedule Authority: Agency Schedule

KAR Number 53-2-125

Last Surveyed 15 November 2012

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 01/04/2013: revised schedule to allow for electronic record copies.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 10, 2013**

1. **Agency:** Local records: Personnel records
2. **Records Officer:** Teresa Anderson (Johnson County) **Phone:** 913-715-0400
3. **Appraising Archivist:** Marcella Wiget, Darrell Garwood, Martin Gengenbach
4. **Date of Appraisal:** December 20, 2012
5. **a) Total records – No. of Series:** 2
b) New series – No. of Series: 1
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 Johnson County records manager and Human Resources staff; Johnson County also conducted discussions with other counties around Kansas (see attached letters of support).

9. **Appraisal Narrative:**

Johnson County is preparing to keep personnel records electronically. In the process, they began questioning why personnel files must be kept for such a long time, as well as wanting to know more about which information can be purged and which must be kept. They prepared a new series and revised the existing personnel files series to address some of these issues.

Retention/Disposition Schedule Entries

000-100

Local Government Records General Schedule/All Offices

Employee Personnel Files (Series 0025-100)

Documents associated with the employment of specific personnel: employee evaluation forms, applications of employment, background checks, and other personnel materials.

Entry Status: Ready for SRB

Recommended Status: Revise

Retention Period: See Comments

Disposition: Destroy

Restrictions: Portions may be restricted under KSA 45-221(a)(4)(6).

Comments: Retain in office for length of employee's tenure plus 3 calendar years (5 calendar years for contract employees). Purge records to create abstracted work history (appointment data and change of status information), a summary log of background checks, employment start date, employment end date, position titles and dates in each position; and transfer to the records center for 15 calendar years, then destroy and/or delete.

Schedule Authority: General Schedule

KAR Number 53-2-137

Last Surveyed 01 December 2012

Record Copy: Paper, Electronic, Microfilm

Electronic Recordkeeping Plan Not Required

Remarks: 12/19/2012 mwiget: Reduced retention length; noted records can be either paper, electronic, or microfilm; added (6) restriction.

Retention/Disposition Schedule Entries

000-100

Local Government Records General Schedule/All Offices

Payroll records (Series Unknown)

Records relating to verification of wage rates and bids on federal contracts maintained for budgetary purposes.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 3 fiscal years, then create an abstract including name, title, year, hours, and pay rate. Retain abstract for 040 fiscal years after termination of employment, then destroy.

Schedule Authority: General schedule

Last Surveyed 01 December 2012

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan Not Required

Remarks: 12/19/2012: Addition to local agencies' payroll records on the general schedule, to be retained for a long time in place of personnel files. Retention period is an increase from 3 years.



Pat Heeke, Human Resources Director
Ford County
100 Gunsmoke
Dodge City, KS 67801
620-227-4670

Tuesday, December 11, 2012

State of Kansas

RE: Record Retention Schedule Update

To Whom it May Concern;

I would like to present this letter in support of the proposed record retention schedule for Employee Personnel Files and Payroll Records.

The proposed changes will be of great benefit to Public Employers and Employees as well. Personnel files being kept for 62 years plus 3 are a drain on storage resources and return little valuable information after such a long length of time.

By requiring payroll information to be retained longer, valuable information needed for verification would be more easily available. This could assist in former employees' retirement applications being processed quickly even if they left the agency many years prior to the application date. That is one example of benefit to me as an employer representative.

I would also like to commend the staff at Johnson County for researching and compiling the proposed changes. They spoke with many different County representatives and encouraged feedback to ensure this would be of widespread benefit.

Thank you for your consideration and I ask you pass the changes mentioned.

Respectfully,

Pat Heeke, PHR



Administrative Resource Center

300 W. Ash Room 217
P.O. Box 5040 Salina, Kansas 67402-5040
FAX: 785/309-5811
www.saline.org

December 17, 2012

State of Kansas

Re: Record Retention Schedule Update

To Whom It May Concern:

I would like to present this letter in support of the proposed record retention schedule for Employee Personnel Files and Payroll Records.

I would echo my colleagues at Johnson, Ford and Sedgwick Counties that the proposed change would be of great benefit to Public Employers and Employees as well.

Personnel files kept for 62 years plus 3 are a burden on both paper and electronic storage space with little value in return. Payroll information that is retained longer has historically proven to be of great benefit.

I appreciate the ability to participate in the conversations on this topic with Johnson County and others and look forward to your consideration to pass the recommended changes.

Respectfully,

Marilyn Leamer, PHR, IPMA-CP
marilyn.leamer@saline.org



SEDGWICK COUNTY, KANSAS
DIVISION OF INFORMATION & OPERATIONS

Richard Vogt, Chief Information Officer

RECORDS MANAGEMENT SERVICES

Douglas K. King, Records Manager / Freedom of Information Officer

525 N. Main / Courthouse Records Center ~ Wichita, KS 67203

Phone: 316-660-9846 Fax: 316-660-3274

Email: dking@sedgwick.gov www.sedgwickcounty.org

Kansas State Records Board
c/o Kansas State Historical Society
6425 SW 6th Avenue
Topeka KS 66615-1099

December 11, 2012

Dear Board Members:

As Records Manager for Sedgwick County Government and a participant in developing the records series being presented by Johnson County for personnel files, I am writing to express my support.

The previous, single records series ("Employee Personnel Files") has always been confusing in application. The procedure and retention requirements described were not grounded in good HR practice. The 62+ years retention requirement for the "purged" content was assumably for purpose of documenting employees' retirement rights, but was not so stated. Confusion can – and does – result in misapplication, either premature destruction or retaining records far longer than needed (and incurring unnecessary costs for taxpayers).

Splitting the existing single series into two – a revised "Employee Personnel Files" with retention period consistent with good HR practice and a second to meet KPERS needs for documenting employees' retirement rights much improves the situation by separating the purposes to be achieved, and would increase the ability of counties and other local governments to comply. I should note that the lesser retention period for the new, second records series is the result of discussion with KPERS legal counsel and meets KPERS needs.

While I strongly support revising the existing records series to be more narrowly focused on HR needs and creation of a new, distinct records series for documenting employees' retirement rights, I would suggest that the title in the draft ("Payroll Records") be made more specific and descriptive, so as not to be confused with generic payroll records. The origin of this records series may be – depending upon the county – either from HR or from Finance.

I expect that Records Management and Archives Analyst Melissa Thompson will be present at the next SRB meeting, to be available to speak to a records retention schedule Sedgwick County proposes for the Aging function. Ms. Thompson also participated in discussions on the HR series revisions, and would be able to express our support in person.

Sincerely,

Douglas K. King
Records Manager and Freedom of Information Officer

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
January 10, 2013**

1. **Agency:** Local records: Area Agencies on Aging
2. **Records Officer:** Douglas King **Phone:** 316-660-9846
3. **Appraising Archivist:** Marcella Wiget
4. **Date of Appraisal:** 7 December 2012
5. **a) Total records – No. of Series:** 7
b) New series – No. of Series: 7
c) Revised existing series – No. of Series: 0
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:** 2
7. **Records Eligible for Immediate Transfer to Archives – No. of Series:** 0
8. **Appraisal Based Upon:**
Discussions between Sedgwick County records management staff and their local aging consortia. Sedgwick County staff also contacted other local aging agencies around Kansas and worked with Kansas Historical Society staff to draft these schedules.
9. **Appraisal Narrative:**
Sedgwick County spearheaded this attempt to create retention schedules to manage records series created by local area agencies on aging, in order to help their local consortia have guidelines and authority for the proper disposition of their records.

Retention/Disposition Schedule Entries

000-121

Local Government Records

Aging Office

Aging and Disability Services Client Records (Series Unknown)

Client records contain a variety of documents regarding services received such as care assessments, client assessments, and billings.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 007 fisc years

Disposition: Destroy

Restrictions: Restricted per HIPAA, KSA 45-221(a)(3)

Schedule Authority: Agency schedule

Last Surveyed 03 December 2012

Record Copy: Unknown

Remarks: 12/05/2012: new entry. Per Kansas Department on Aging Senior Care Act, Section 3.6, Eff July 1, 2004, Revision 2004-02, 3.6.7 Compliance Standards, B-Record Retention. (This description references State of Kansas Record Retention Schedule). Seven year retention period is to reconcile the difference between fiscal and calendar reporting years.

Area Plans (Series Unknown)

Plans submitted by area agencies on aging, used as the basis for grant funding decisions. These Area Plans contain information on aging program characteristics, objectives, coordination, and service levels.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: Permanent

Disposition: Archive

Restrictions: None

Comments: Retain 1 copy permanently, destroy the rest.

Schedule Authority: Agency schedule

Last Surveyed 03 December 2012

Record Copy: Unknown

Remarks: 12/05/2012: new entry. Per Kansas State Records Retention Schedules (series ID 0004-039, K.A.R. 53-2-100).

Contractor/Vendor Assessments (Series Unknown)

Variety of documents relating to the periodic assessments of contractors and vendors who provide contracted services for Aging and Disability Services.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 5 calendar years after expiration of contract, then destroy.

Schedule Authority: Agency schedule
Last Surveyed 03 December 2012
Record Copy: Unknown
Remarks: 12/05/2012: new entry.

Home Care Based Services Billings (Series Unknown)

Variety of documents dealing with Home Care Based Services billing sheets, contracted targeted case management (TCM) billings and invoices, staff and contractor billings.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: 007 fisc years

Disposition: Destroy

Restrictions: Restricted per HIPAA, KSA 45-221(a)(3)

Schedule Authority: Agency schedule

Last Surveyed 03 December 2012

Record Copy: Unknown

Remarks: 12/05/2012: new entry. Seven year retention period reflects six-year retention per HIPAA rule and reconciles the difference between fiscal and calendar reporting years.

Program Assessment Reports (Series Unknown)

Report on the periodic evaluation of the effectiveness of each Area Agency on Aging.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: See comments

Restrictions: None

Comments: Retain one copy permanently. Retain duplicates until no longer useful, then destroy.

Schedule Authority: Agency schedule

Last Surveyed 03 December 2012

Record Copy: Unknown

Remarks: 12/03/2012: new entry. Per state retention schedule for state aging agencies - assessment report created by the Department on Aging based upon the periodic evaluation of the effectiveness of each area agency on aging. (Per state series ID 0152-039; K.A.R. 53-2-122)

Program Assessments - Working Files (Series Unknown)

Variety of documents relating to aging program assessments such as correspondence, notes, drafts, etc. relating to the preparation of the reports on the periodic evaluation of the effectiveness of each agency on aging.

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: Destroy

Restrictions: None

Comments: Retain until assessment is completed, then destroy.

Schedule Authority: Agency schedule

Last Surveyed 03 November 2012

Record Copy: Unknown

Remarks: 12/05/2012: new entry. Per state retention schedule for state aging agencies (series ID 0154-039, K.A.R. 53-2-122); modified disposition comments from 0154-039 in order to give more concrete timeframe.

Program Financial Records, Payments, and Reports (Series Unknown)

Variety of documents and reports related to payment for goods and services: vouchers, correspondence, invoices, ledger books and cards, etc. for KDADS contractors/providers; some of these items are entered directly into the Kansas Aging Management Information System (KAMIS).

Entry Status: Draft

Recommended Status: Approve As New

Retention Period: See comments

Disposition: Destroy

Restrictions: None

Comments: Retain for 5 calendar years after expiration of contract, then destroy.

Schedule Authority: Agency schedule

Last Surveyed 03 December 2012

Record Copy: Unknown

Remarks: 12/05/2012: new entry. Five year retention is variance from KSHS general retention schedule and holds to contract requirements

Housekeeping Changes Since 01 October 2012 03 January 2013

028-001

Board of Accountancy

Administrative Hearing Files (Series 0001-028)

Description: Records pertaining to complaints filed against CPA's: original complaints, hearing notices, orders, transcripts, investigative reports, CPA financial statements, & documents not in public hearing.

Record Status: Ready for SRB

Administrative Hearing Files (Series 0001-028)

Description: Records pertaining to complaints filed against CPA's: original complaints, hearing notices, orders, transcripts, investigative reports, CPA financial statements, & documents not in public hearing.

Record Status: Ready for SRB

Administrative Hearing Files (Series 0001-028)

Description: Records pertaining to complaints filed against CPA's: original complaints, hearing notices, orders, transcripts, investigative reports, CPA financial statements, & documents not in public hearing.

Record Status: Ready for SRB

Audit Reports (Series 0002-028)

Description: Records of the results of audits conducted by the Division of Legislative Post-Audit.

Record Status: Superseded series

Audit Reports (Series 0002-028)

Description: Records of the results of audits conducted by the Division of Legislative Post-Audit.

Record Status: Superseded series

Audit Reports (Series 0002-028)

Description: Records of the results of audits conducted by the Division of Legislative Post-Audit.

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Audit Reports (Series 0002-028)

Description: Records of the results of audits conducted by the Division of Legislative Post-Audit.

Record Status: Superseded series

Audit Reports (Series 0002-028)

Description: Records of the results of audits conducted by the Division of Legislative Post-Audit.

Record Status: Superseded series

Budget Records (Series 0003-028)

Description: Budget requests and appeals, and miscellaneous materials used in preparing budget.

Record Status: Superseded series

Change: Superseded by 0016-000 and 0017-000 on general schedule.-- mwiget, 06 December 2012

Budget Requests and Appeals - Annual (Series 0004-028)

Description: Copies of budgets submitted yearly to the state legislature for approval and subsequent appeals: DA forms 400 thru 518 and associated supporting documents.

Record Status: Superseded series

Change: use general schedule series 0017-000.-- dgarwood, 06 December 2012

Certified Public Accountant Candidate Examination Papers (Series 0005-028)

Description: Answer sheets and other papers resulting from CPA examinations.

Record Status: Obsolete

Change: task done by contracting third party entity.-- dgarwood, 04 December 2012

Certified Public Accountant Candidate Examination Papers (Series 0005-028)

Description: Answer sheets and other papers resulting from CPA examinations.

Record Status: Obsolete

Change: examinations are conducted by third party.-- dgarwood, 13 December 2012

Certified Public Accountant Candidate Examination Papers (Series 0005-028)

Description: Answer sheets and other papers resulting from CPA examinations.

Record Status: Obsolete

Change: task done by contracting third party entity.-- dgarwood, 04 December 2012

Certified Public Accountant Exam Candidates Applications - Rejected (Series 0006-028)

Description: Materials submitted by CPA examination applicants who were rejected: applications, transcripts, notices of rejection, photographs, procedural check sheets, etc.

Record Status: Obsolete

Change: examinations are conducted by third party.-- dgarwood, 13 December 2012

Certified Public Accountant Exam Candidates Applications - Rejected (Series 0006-028)

Description: Materials submitted by CPA examination applicants who were rejected: applications, transcripts, notices of rejection, photographs, procedural check sheets, etc.

Record Status: Obsolete

Certified Public Accountant Permit Record Cards (Series 0012-028)

Description: Record of permits to practice issued to individual CPA's: name, certificate #, issue date, manner issued, firm affiliation, address, title, 8 year record of permit # issued, cont. ed. credits, fee pd.

Record Status: Obsolete

Change: no longer an agency practice.-- dgarwood, 06 December 2012

Certified Public Accountant Record Cards - Individual (Series 0013-028)

Description: Abstract of essential information found in Individual Certified Public Accountant Files (q.v.): CPA's name, certificate #, date issued, college, degree, CPA exam dates and grades, and AICPA ID #.

Record Status: Obsolete

Change: no longer an agency practice since c.1996.-- dgarwood, 06 December 2012

Correspondence - Policy Related (Series 0016-028)

Description: Incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency.

Record Status: Superseded series

Change: to series 0027-000, Correspondence-Policy Related.-- dgarwood, 13 December 2012

Correspondence - Routine (Series 0017-028)

Description: 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.

Record Status: Superseded series

Change: to series 0028-000, Correspondence-Routine.-- dgarwood, 13 December 2012

Employee Personnel Files (Series 0018-028)

Description: Documents associated with employment of specific personnel: employee evaluation forms, applications for employment, INS Residence Status forms, payroll deduction authorization records, etc.

Record Status: Superseded series

Change: superseded to general schedule 0036-028.-- dgarwood, 06 December 2012

Financial Records (Series 0020-028)

Description: Documents related to routine financial management of agency: vouchers, receipts, CASK reports, etc.

Record Status: Superseded series

Change: superseded in other appropriate general schedules.-- dgarwood, 06 December 2012

Minutes and Agendas (Series 0021-028)

Description: Proceedings of all board meetings and hearings - includes some supporting materials.

Record Status: Superseded series

Change: to series 0075-000, Minutes.-- dgarwood, 13 December 2012

Positive Enforcement Program Records (Series 0022-028)

Description: Files regarding CPA practice units (individuals or firms) who are required to submit reports on their practice to the board in compliance with the program: correspondence, reports, forms, etc.

Record Status: Obsolete

Change: obsolete program c.1993.-- dgarwood, 06 December 2012

Receipt Books (Series 0024-028)

Description: Records of funds received, general or fee.

Record Status: Obsolete

Change: procedure out of use for a minimum of ten years.-- dgarwood, 06 December 2012

046-012

Department of Agriculture Agriculture Marketing

Subject Files (Series 0006-300)

Description: Wide variety of documents relating to the administration and operation of the agency.

Record Status: Approved

Change: Division moved from Department of Commerce to Dept. of Agriculture.-- mwiget, 05 December 2012

082-XXX

Office of the Attorney General

Multiple subunits/subunit not defined

Private Investigator Licensing

Private Investigator Licensing Files (Series 0028-083)

Description: Application, renewals, and supporting documentation relating to individuals and agencies seeking to apply for a private investigator license.

Record Status: Approved

Change: Program functions have moved to Attorney General's Office.-- mwiget, 07 December 2012

105-001

State Board of Healing Arts

Daily Work Log (Series 0007-105)

Description: Log kept by staff members detailing daily work activities.

Record Status: Obsolete

Change: no longer created-- lharris, 03 January 2013

Hospital Quarterly Reports (Series 0010-105)

Description: Reports filed by all hospitals with the board regarding conduct of medical practitioners during the previous quarters - contains minimal statistics on "incidents."

Record Status: Obsolete

Change: no longer created-- lharris, 03 January 2013

Resident Certificate Files (Series 0026-105)

Description: Documents related to the issuance of temporary permits issued to medical doctors to practice in residency: applications, copies of transcripts and diplomas, correspondence, photographs, etc.

Record Status: Obsolete

Change: no longer created-- lharris, 03 January 2013

288-003

Kansas State Historical Society
Education/Outreach Division
History Day Program

Annual Report Files (Series 0433-288)

Description: Statistical and other information gathered for inclusion in the Kansas History Day annual report (as well as other purposes), and copies of the actual report sent to district coordinators, sponsors, and used to recruit individuals and organizations.

Record Status: Obsolete

Change: KSHS has not coordinated History Day program for approximately 5 years.--mwiget, 03 January 2013

Audio/Visual Files (Series 0434-288)

Description: Video tapes, slides, photographs, and electronic images of History Day projects and information related to the program used for presentations and checked out to teachers for use in classrooms. Also includes loan requests.

Record Status: Obsolete

Awards/Scholarships Files (Series 0435-288)

Description: Correspondence with organizations sponsoring awards/scholarships, nomination forms and letters, and award and thank you letters.

Record Status: Obsolete

Change: KSHS has not coordinated History Day program for approximately 5 years.--mwiget, 03 January 2013

Budget Files (Series 0436-288)

Description: Budget tracking worksheets and copies of purchase orders used to track the expenses incurred by the program annually.

Record Status: Obsolete

Change: KSHS has not coordinated History Day program for approximately 5 years.--mwiget, 03 January 2013

District Contest Files (Series 0437-288)

Description: Reports, programs, news releases/articles, and correspondence regarding the district history day contests held throughout the state.

Record Status: Obsolete

Change: KSHS has not coordinated History Day program for approximately 5 years.--mwiget, 03 January 2013

District Coordinator Files (Series 0438-288)

Description: Correspondence with and other information related to the Kansas History Day district coordinators.

Record Status: Obsolete

Change: KSHS has not coordinated History Day program for approximately 5 years.--
mwiget, 03 January 2013

District Coordinator Search Files (Series 0439-288)

Description: Correspondence and other information related to the search for new district coordinators.

Record Status: Obsolete

Change: KSHS has not coordinated History Day program for approximately 5 years.--
mwiget, 03 January 2013

District Coordinators Meeting Files (Series 0440-288)

Description: Information regarding the annual meeting of the state and district history day coordinators. Includes correspondence, location and catering information, handouts, minutes, etc.

Record Status: Obsolete

Change: History Day program has not been coordinated by KSHS for 5 years.--
mwiget, 03 January 2013

Kansas History Day Files (Series 0184-288)

Description: Miscellaneous correspondence, information, and records relating to the daily activities of the history day program. Includes correspondence with the National History Day office.

Record Status: Obsolete

Change: KSHS has not coordinated History Day program for approximately 5 years.--
mwiget, 03 January 2013

Mentor Program Files (Series 0441-288)

Description: Information related to experienced history day teachers who have agreed to serve as mentors to new history day teachers.

Record Status: Obsolete

Change: History Day program has not been coordinated by KSHS for 5 years.--
mwiget, 03 January 2013

National History Day Contest Files (Series 0442-288)

Description: Contest registration booklet, travel information, student registration information, contest job assignment information, meeting and events information, awards and category winners information etc. related to the National History Day contest.

Record Status: Obsolete

Change: KSHS has not coordinated History Day program for approximately 5 years.--
mwiget, 03 January 2013

School Research Trip/Tour Forms (Series 0443-288)

Description: Copies of forms related to student groups coming to the Center for Historical Research for tours and to research History Day projects.

Record Status: Obsolete

Change: KSHS has not coordinated History Day program for approximately 5 years.--
mwiget, 03 January 2013

State Contest Files (Series 0444-288)

Description: Information regarding the organizing of the Kansas History Day Contest. Includes correspondence with the staff of the Eisenhower Presidential Library, teachers, and students, student entry cards, program information, exhibit setup needs, judging schedules, KSHS staff schedules, awards and category winners information, etc.

Record Status: Obsolete

Change: KSHS has not coordinated History Day program for approximately 5 years.--
mwiget, 03 January 2013

State Contest Judges Files (Series 0445-288)

Description: Information related to the recruitment of judges for the Kansas History Day contest. Includes correspondence, recruitment forms, etc.

Record Status: Obsolete

Change: KSHS has not coordinated History Day program for approximately 5 years.--
mwiget, 03 January 2013

Student Papers and Bibliographies (Series 0446-288)

Description: Copies of the historical papers, process papers, and bibliographies that students competing in history day are required to turn in. The papers show how entries were devised and constructed, and how their research resources were used.

Record Status: Obsolete

Change: KSHS has not coordinated History Day program for approximately 5 years.--
mwiget, 03 January 2013

Teacher of the Year Award Files (Series 0447-288)

Description: Nomination forms, letters of recommendation, and other correspondence regarding the selection of the Kansas History Day Teacher of the Year.

Record Status: Obsolete

Change: KSHS has not coordinated History Day program for approximately 5 years.--
mwiget, 03 January 2013

300-001

Department of Commerce
Office of the Secretary

Correspondence - Policy Related (Series 0027-000)

Description: Incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency.

Record Status: Superseded series

Change: Superseded by 0027-000 on actual general schedule.-- mwiget, 16 November 2012

Correspondence - Routine (Series 0028-000)

Description: 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.

Record Status: Superseded series

Change: Superseded by 0028-000 on actual general schedule.-- mwiget, 16 November 2012

Leave Requests (Series 0067-000)

Description: Internal forms used to request and authorize the taking of leave by employees.

Record Status: Superseded series

Change: Superseded by 0067-000 on actual general schedule.-- mwiget, 16 November 2012

Postal Records (Series 0085-000)

Description: Records concerning the use of the U.S. Postal Service and express companies: mailing logs, postage purchase reports, registered mail receipts, express company receipts, mailing permits, etc.

Record Status: Superseded series

Change: Superseded by 0085-000 on actual general schedule.-- mwiget, 16 November 2012

Travel Request and Authorization Records (Series 0118-000)

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

Record Status: Superseded series

Change: Superseded by 0118-000 on actual general schedule.-- mwiget, 16 November 2012

Vehicle Operation Records (Series 0120-000)

Description: Documents related to the use of state-owned motor vehicles: MP forms 1a, 2c, 3a, 3b, 10, 20, and internal agency forms.

Record Status: Superseded series

Change: Superseded by 0120-000 on actual general schedule.-- mwiget, 16 November 2012

Vouchers - Purchase (Series 0065-000)

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

Record Status: Superseded series

Change: Superseded by 0125-000 on general schedule.-- mwiget, 16 November 2012

Vouchers - Travel (Series 0127-000)

Description: Copies of documents used to certify the validity of claims for the reimbursement of travel expenses: DA forms 121, 122, and 123.

Record Status: Superseded series

Change: Superseded by 0127-000 on actual general schedule.-- mwiget, 16 November 2012

300-002

Department of Commerce

Workforce Development Division

Audit Reports (Series 0005-000)

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

Record Status: Superseded series

Change: Superseded by 0009-000 on general schedule.-- mwiget, 30 October 2012

Board/Committee Files (Series 0022-000)

Description: Records relating to the establishment, organization, membership, policies, activities and accomplishments of internal, interagency, and advisory committees.

Record Status: Superseded series

Change: Superseded by 0022-000 on actual general schedule.-- mwiget, 16 November 2012

Correspondence - Policy Related (Series 0027-000)

Description: Incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the Department of Commerce.

Record Status: Superseded series

Change: Superseded by 0027-000 on actual general schedule.-- mwiget, 16 November 2012

Correspondence - Routine (Series 0028-000)

Description: 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.

Record Status: Superseded series

Change: Superseded by 0028-000 on actual general schedule.-- mwiget, 16 November 2012

Grant Files - Funded (Series 0049-000)

Description: Variety of documents relating to applications for federal, state, and private grants and the implementation of those received.

Record Status: Superseded series

Change: Superseded by 0049-000 on actual general schedule.-- mwiget, 16 November 2012

Grant Files - Unfunded (Series 0050-000)

Description: Applications and supporting documentation relating to federal, state, and private grants which were not funded.

Record Status: Superseded series

Change: Superseded by 0050-000 on actual general schedule.-- mwiget, 16 November 2012

Leave Requests (Series 0067-000)

Description: Internal forms used to request and authorize the taking of leave by employees.

Record Status: Superseded series

Change: Superseded by 0067-000 on actual general schedule.-- mwiget, 16 November 2012

Minutes (Series 0075-000)

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

Record Status: Superseded series

Change: Superseded by 0075-000 on actual general schedule.-- mwiget, 16 November 2012

300-003

Department of Commerce

Trade Development Division

Contracts (Series 0026-000)

Description: Legal agreements with individuals and organizations involving Trade Development activities. Includes all associated documents, e.g.. DA-146 series.

Record Status: Superseded series

Change: Superseded by 0026-000 on actual general schedule.-- mwiget, 16 November 2012

Correspondence - Policy Related (Series 0027-000)

Description: Incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency.

Record Status: Superseded series

Change: Superseded by 0027-000 on actual general schedule.-- mwiget, 16 November 2012

Correspondence - Routine (Series 0028-000)

Description: 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.

Record Status: Superseded series

Change: Superseded by 0028-000 on actual general schedule.-- mwiget, 16 November 2012

Governor's Proclamations (Series 0131-000)

Description: Copies of proclamations issued by the Governor's Office related to various agency activities and functions.

Record Status: Superseded series

Change: Superseded by 0131-000 on actual general schedule.-- mwiget, 16 November 2012

Leave Requests (Series 0067-000)

Description: Internal forms used to request and authorize the taking of leave by employees.

Record Status: Superseded series

Change: Superseded by 0067-000 on actual general schedule; division also no longer exists under Commerce.-- mwiget, 16 November 2012

Memoranda of Understanding or Agreement - Interagency (Series 0074-000)

Description: Formal agreements reached between state, local, and/or federal agencies.

Record Status: Superseded series

Change: Superseded by 0074-000 on actual general schedule.-- mwiget, 16 November 2012

300-004

Department of Commerce

Rural Development Division

Correspondence - Policy Related (Series 0027-000)

Description: Incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency.

Record Status: Superseded series

Change: Superseded by 0027-000 on actual general schedule.-- mwiget, 30 October 2012

Correspondence - Routine (Series 0028-000)

Description: 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.

Record Status: Superseded series

Change: Superseded by 0028-000 on actual general schedule.-- mwiget, 30 October 2012

Leave Requests (Series 0067-000)

Description: Internal forms used to request and authorize the taking of leave by employees.

Record Status: Superseded series

Change: Superseded by 0067-000 on actual general schedule.-- mwiget, 30 October 2012

Photographic and Video Materials (Series 0083-000)

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

Record Status: Superseded series

Change: Superseded by 0083-000 on actual general schedule.-- mwiget, 30 October

2012

300-005

Department of Commerce
Agriculture Marketing Development Division

Correspondence - Policy Related (Series 0027-000)

Description: Incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency.

Record Status: Superseded series

Change: Superseded by general schedule 0027-000; division also no longer exists under Commerce.-- mwiget, 02 November 2012

Correspondence - Routine (Series 0028-000)

Description: 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.

Record Status: Superseded series

Change: Superseded by 0028-000 on actual general schedule.-- mwiget, 16 November 2012

Leave Requests (Series 0067-000)

Description: Internal forms used to request and authorize the taking of leave by employees.

Record Status: Superseded series

Change: Superseded by 0067-000 on actual general schedule; division also no longer exists under Commerce.-- mwiget, 16 November 2012

300-006

Department of Commerce
Travel and Tourism Division

Accounts Payable Records (Series 0001-000)

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

Record Status: Superseded series

Change: Supersede by 0001-000.-- mwiget, 30 October 2012

Accounts Receivable Records (Series 0002-000)

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

Record Status: Superseded series

Change: Superseded by 0002-000 on general schedule.-- mwiget, 30 October 2012

Banking Records (Series 0012-000)

Description: Bank statements, deposit books and slips, check registers, and canceled checks.

Record Status: Superseded series

Change: Superseded by 0012-000 on actual general schedule.-- mwiget, 16 November 2012

Clippings Files (Series 0021-000)

Description: Newspaper clippings compiled regarding agency activities.

Record Status: Superseded series

Change: Superseded by 0021-000 on actual general schedule; division also no longer exists under Commerce.-- mwiget, 16 November 2012

Correspondence - Policy Related (Series 0027-000)

Description: Incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency.

Record Status: Superseded series

Change: Superseded by general schedule 0027-000; division also no longer exists under Commerce.-- mwiget, 16 November 2012

Correspondence - Routine (Series 0028-000)

Description: 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.

Record Status: Superseded series

Change: Superseded by 0028-000 on actual general schedule; division also no longer exists under Commerce.-- mwiget, 16 November 2012

Photographic and Video Materials (Series 0083-000)

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

Record Status: Superseded series

Change: Superseded by 0083-000 on actual general schedule; division also no longer exists under Commerce.-- mwiget, 16 November 2012

Publications (Series 0091-000)

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

Record Status: Superseded series

Change: Superseded by 0091-000 on actual general schedule; division also no longer exists under Commerce.-- mwiget, 16 November 2012

Receipts Records - Cash (Series 0057-000)

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

Record Status: Superseded series

Change: Superseded by 0094-000 on general schedule; division also no longer exists under Commerce.-- mwiget, 16 November 2012

300-007

Department of Commerce

Legal Services

Correspondence - Policy Related (Series 0027-000)

Description: Incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency.

Record Status: Superseded series

Change: Superseded by 0027-000 on actual general schedule.-- mwiget, 16 November 2012

Correspondence - Routine (Series 0028-000)

Description: 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.

Record Status: Superseded series

Change: Superseded by 0028-000 on actual general schedule.-- mwiget, 16 November 2012

Leases - Real Property and Capital Equipment (Series 0066-000)

Description: Documents related to the leasing of real estate and equipment.

Record Status: Superseded series

Change: Superseded by 0066-000 on actual general schedule.-- mwiget, 16 November 2012

Leave Requests (Series 0067-000)

Description: Internal forms used to request and authorize the taking of leave by

employees.

Record Status: Superseded series

Change: Superseded by 0067-000 on actual general schedule.-- mwiget, 16 November 2012

Legal and Public Notices (Series 0132-000)

Description: Announcements published in the Kansas Register and the official newspapers to notify the general public of legal matters.

Record Status: Superseded series

Change: Superseded by 0132-000 on actual general schedule.-- mwiget, 16 November 2012

Litigation Case Files (Series 0071-000)

Description: Correspondence, court documents, research materials, reports, press releases, etc. documenting agency litigation activities.

Record Status: Superseded series

Change: Superseded by 0071-000 on actual general schedule.-- mwiget, 16 November 2012

Memoranda of Understanding or Agreement - Interagency (Series 0074-000)

Description: Formal agreements reached between state, local, and/or federal agencies.

Record Status: Superseded series

Change: Superseded by 0074-000 on actual general schedule.-- mwiget, 16 November 2012

Minutes (Series 0075-000)

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

Record Status: Superseded series

Change: Superseded by 0075-000 on actual general schedule.-- mwiget, 16 November 2012

Records Management Records (Series 0095-000)

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

Record Status: Superseded series

Change: Superseded by 0095-000 on actual general schedule.-- mwiget, 16 November 2012

Visitors Logs (Series 0122-000)

Description: Registers of logs used to record names of employees, outside contractors, service personnel, and other visitors admitted to agency facilities.

Record Status: Superseded series

Change: Superseded by 0122-000 on actual general schedule.-- mwiget, 16 November 2012

300-008

Department of Commerce
Operations Division

Accounts Payable Records (Series 0001-000)

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

Record Status: Superseded series

Change: Supersede by 0001-000.-- mwiget, 30 October 2012

Accounts Receivable Records (Series 0002-000)

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

Record Status: Superseded series

Change: Superseded by 0002-000 on general schedule.-- mwiget, 30 October 2012

Annual and Special Reports (Series 0003-000)

Description: General and specific reports on agency activities.

Record Status: Superseded series

Change: Superseded by 0005-000 on general schedule.-- mwiget, 30 October 2012

Budget Preparation Files - Annual (Series 0016-000)

Description: Documents used in the preparation of the annual agency budget: correspondence, draft budget requests, computer reports, notes, and other miscellaneous materials.

Record Status: Superseded series

Change: Superseded by 0016-000, Budget Preparation Files - Annual.-- mwiget, 05 December 2012

Buildings and Grounds Maintenance Records (Series 0018-000)

Description: Documents associated with repairs and other maintenance to the physical plant of the agency - does not include Work Orders and Logs.

Record Status: Superseded series

Change: Superseded by 0018-000 on actual general schedule.-- mwiget, 16 November 2012

Capital Improvement Projects Files (Series 0020-000)

Description: Records related to construction projects: correspondence, bids, specifications, plans, drawings, reports, notes, etc.

Record Status: Superseded series

Change: Superseded by 0020-000 on actual general schedule.-- mwiget, 16 November 2012

Computer Software Licensing Files (Series 0024-000)

Description: Documents proving the licensure and implementation of computer software programs by the agency.

Record Status: Superseded series

Change: Superseded by 0024-000 on actual general schedule.-- mwiget, 16 November 2012

Correspondence - Policy Related (Series 0027-000)

Description: Incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency.

Record Status: Superseded series

Change: Superseded by 0027-000 on actual general schedule.-- mwiget, 16 November 2012

Correspondence - Routine (Series 0028-000)

Description: 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.

Record Status: Superseded series

Change: Superseded by 0028-000 on actual general schedule.-- mwiget, 16 November 2012

Employee Personnel Files (Series 0036-000)

Description: Documents associated with the employment of specific personnel: employee evaluation forms, applications of employment, background checks, and other personnel materials.

Record Status: Superseded series

Change: Superseded by 0036-000 on actual general schedule.-- mwiget, 16 November 2012

Employee Personnel Files - Convenience Copies (Series 0037-000)

Description: Copies of documents in agency's Employee Personnel Files associated

with employment of specific personnel (applications, evaluations, background checks, etc.) maintained for convenience of reference.

Record Status: Superseded series

Change: Superseded by 0037-000 on actual general schedule.-- mwiget, 16 November 2012

Employee Position Descriptions (Series 0038-000)

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

Record Status: Superseded series

Change: Superseded by 0038-000 on actual general schedule.-- mwiget, 16 November 2012

Employee Time Report Records (Series 0039-000)

Description: Records documenting time worked by individual employees on a daily, weekly, or monthly basis: time sheets, time cards, attendance reports, absence reports, sign-in/out sheets, etc.

Record Status: Superseded series

Change: Superseded by 0039-000 on actual general schedule.-- mwiget, 16 November 2012

Employee Training Course Materials (Series 0040-000)

Description: Record copy of manuals, syllabi, textbooks and other training aids created for agency sponsored employee training programs.

Record Status: Superseded series

Change: Superseded by 0040-000 on actual general schedule.-- mwiget, 16 November 2012

Employee Training Records (Series 0041-000)

Description: Correspondence, reports, and other records relating to the operation of agency sponsored training programs and to employee participation in training programs sponsored by external organizations.

Record Status: Superseded series

Change: Superseded by 0041-000 on actual general schedule.-- mwiget, 05 December 2012

Employee Withholding Allowance Certificates (Series 0042-000)

Description: Internal Revenue Service W-4 forms completed by employees to establish rate of tax to be withheld from paychecks.

Record Status: Superseded series

Change: Superseded by 0042-000 on actual general schedule.-- mwiget, 05 December

2012

Employment Applications - Not Hired (Series 0043-000)

Description: DA forms 203 and supplementary materials, including background checks, submitted by unsuccessful applicants for employment.

Record Status: Superseded series

Change: Superseded by 0043-000 on actual general schedule.-- mwiget, 05 December 2012

Employment Eligibility Verification Form (Series 0044-000)

Description: Immigration and Naturalization Service (INS) form 9 completed by employee verifying eligibility to work in the United States.

Record Status: Superseded series

Change: Superseded by 0044-000 on actual general schedule.-- mwiget, 05 December 2012

Equal Employment Opportunity Grievance Files (Series 0045-000)

Description: Documents related to discrimination charges concerning employment made against an agency and subsequent investigations.

Record Status: Superseded series

Change: Superseded by 0045-000 on actual general schedule.-- mwiget, 05 December 2012

Equal Employment Opportunity Plans (Series 0046-000)

Description: Documents related to agency compliance with laws and regulations concerning EEO/AA plans including the agency characteristic plan.

Record Status: Superseded series

Change: Superseded by 0046-000 on actual general schedule.-- mwiget, 05 December 2012

Equipment Maintenance and Ownership Records (Series 0047-000)

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

Record Status: Superseded series

Change: Superseded by 0047-000 on actual general schedule.-- mwiget, 05 December 2012

Equipment Operation Records (Series 0048-000)

Description: Documents related to the use of agency equipment (e.g.. Photocopy logs, check-out forms, use request forms, etc.), including photocopiers, typewriters, computers, calculators, adding machines, etc.

Record Status: Superseded series

Change: Superseded by 0048-000 on actual general schedule.-- mwiget, 05 December 2012

Grant Files - Funded (Series 0049-000)

Description: Variety of documents dealing with applications for federal, state, and private grants and the implementation of those received.

Record Status: Superseded series

Change: Superseded by 0049-000 on actual general schedule.-- mwiget, 16 November 2012

Grant Files - Unfunded (Series 0050-000)

Description: Applications and supporting documentation relating to federal, state, and private grants submitted by agencies which were not funded.

Record Status: Superseded series

Change: Superseded by 0050-000 on actual general schedule.-- mwiget, 16 November 2012

Hardware and Software Documentation (Series 0051-000)

Description: Records documenting the use, operation, and maintenance of an agency's computer equipment including operating manuals, hardware/software operating system requirements, hardware/software configuration, and equipment control systems.

Record Status: Superseded series

Change: Superseded by 0051-000 on actual general schedule.-- mwiget, 05 December 2012

Inventory Records - Expendable Property (Series 0060-000)

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

Record Status: Superseded series

Change: Superseded by 0060-000 on actual general schedule.-- mwiget, 05 December 2012

Inventory Records - Non-Expendable Property (Series 0061-000)

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

Record Status: Superseded series

Change: Superseded by 0061-000 on actual general schedule.-- mwiget, 05 December 2012

Kansas Public Disclosure Commission Statements of Substantial Interest (Series 0062-000)

Description: Agency copies of statements of substantial interest requested on a yearly basis and filed with the Secretary of State's office.

Record Status: Superseded series

Change: Superseded by 0062-000 on actual general schedule.-- mwiget, 05 December 2012

Leave Requests (Series 0067-000)

Description: Internal forms used to request and authorize the taking of leave by employees.

Record Status: Superseded series

Change: Superseded by 0067-000 on actual general schedule.-- mwiget, 16 November 2012

Ledgers - General (Series 0068-000)

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

Record Status: Superseded series

Change: Superseded by 0068-000 on actual general schedule.-- mwiget, 05 December 2012

Legislative Relations Files (Series 0069-000)

Description: Copies of bills, drafts of legislation, notes, correspondence, testimony, etc. relating to various legislative activities.

Record Status: Superseded series

Change: Superseded by 0069-000 on actual general schedule.-- mwiget, 05 December 2012

Mailing Lists (Series 0072-000)

Description: Lists of names and addresses to whom mail is regularly sent.

Record Status: Superseded series

Change: Superseded by 0072-000 on actual general schedule.-- mwiget, 05 December 2012

Organizational Charts (Series 0076-000)

Description: Records documenting the agency's current organizational structure.

Record Status: Superseded series

Change: Superseded by 0076-000 on actual general schedule.-- mwiget, 05 December 2012

Payroll Adjustment Records (Series 0077-000)

Description: Copies of documents and supporting materials used to make adjustments in agency payroll accounts: forms AR-9, AR-10, DA-10A, DA-21 series, DA-171thur 177, DA-251-262.

Record Status: Superseded series

Change: Superseded by 0077-000 on general schedule.-- mwiget, 30 October 2012

Payroll Deduction Authorization Records - General (Series 0078-000)

Description: Documents used to authorize various deductions from an employee's pay: insurance enrollments, GHI enrollments, KPERS enrollments, KPERS Annual Account Statements, dues deduction forms, etc.

Record Status: Superseded series

Change: Superseded by 0078-000 on actual general schedule.-- mwiget, 30 October 2012

Payroll Direct Deposit Authorization Records (Series 0079-000)

Description: Completed forms used to authorize direct deposits of payroll checks in employee bank accounts.

Record Status: Superseded series

Change: Superseded by 0079-000 on actual general schedule.-- mwiget, 05 December 2012

Payroll Warrant Registers (Series 0080-000)

Description: Monthly listing of warrant checks issued to state agency employees for payroll purposes.

Record Status: Superseded series

Change: Superseded by 0080-000 on actual general schedule.-- mwiget, 05 December 2012

Policy Statements (Series 0084-000)

Description: Original copies of formal explanations of agency policies and procedures.

Record Status: Superseded series

Change: Superseded by 0084-000 on actual general schedule.-- mwiget, 05 December 2012

Postal Records (Series 0085-000)

Description: Records concerning the use of the U.S. Postal Service and express companies: mailing logs, postage purchase reports, registered mail receipts, express company receipts, mailing permits, etc.

Record Status: Superseded series

Change: Superseded by 0085-000 on actual general schedule.-- mwiget, 16 November 2012

Press Releases (Series 0086-000)

Description: Public information issued to the news media.

Record Status: Superseded series

Change: Superseded by 0086-000 on actual general schedule.-- mwiget, 05 December 2012

Procedures Manuals (Series 0087-000)

Description: Original copies of agency procedures issued in a collective manual.

Record Status: Superseded series

Change: Superseded by 0087-000 on actual general schedule.-- mwiget, 16 November 2012

Property Disposition Records - Non-Expendable (Series 0090-000)

Description: Copies of DA forms 110 and supporting documents used to remove capital equipment from agency inventory.

Record Status: Superseded series

Change: Superseded by 0090-000 on actual general schedule.-- mwiget, 05 December 2012

Publications (Series 0091-000)

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

Record Status: Superseded series

Change: Superseded by 0091-000 on actual general schedule.-- mwiget, 16 November 2012

Recruitment Files (Series 0096-000)

Description: Variety of documents relating to the recruitment process for hiring employees to fill vacant positions.

Record Status: Superseded series

Change: Superseded by 0096-000 on actual general schedule.-- mwiget, 05 December 2012

Reorganization Studies (Series 0097-000)

Description: Records documenting actual and proposed agency organizational structure.

Record Status: Superseded series

Change: Superseded by 0097-000 on actual general schedule.-- mwiget, 05 December 2012

Request for Access to Records (Series 0098-000)

Description: Documents related to requests for access to state agency records and agency responses prepared pursuant to K.S.A. 45-218.

Record Status: Superseded series

Change: Superseded by 0098-000 on actual general schedule.-- mwiget, 05 December 2012

Supply Requests - Internal (Series 0109-000)

Description: Documents used by subordinate organizations to order expendable supplies for central supply rooms.

Record Status: Superseded series

Change: Superseded by 0109-000 on actual general schedule.-- mwiget, 05 December 2012

Telecommunications Logs (Series 0114-000)

Description: Registers recording incoming and outgoing telephone calls and fax transmissions.

Record Status: Superseded series

Change: Superseded by 0114-000 on actual general schedule.-- mwiget, 05 December 2012

Telephone Billing Records (Series 0116-000)

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

Record Status: Superseded series

Change: Superseded by 0116-000 on actual general schedule.-- mwiget, 05 December 2012

Travel Request and Authorization Records (Series 0118-000)

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

Record Status: Superseded series

Change: Superseded by 0118-000 on actual general schedule.-- mwiget, 16 November 2012

Vehicle Operation Records (Series 0120-000)

Description: Documents related to the use of state-owned motor vehicles: MP forms 1a, 2c, 3a, 3b, 10, 20, and internal agency forms.

Record Status: Superseded series

Change: Superseded by 0120-000 on actual general schedule.-- mwiget, 16 November 2012

Visitors Logs (Series 0122-000)

Description: Registers of logs used to record names of employees, outside contractors, service personnel, and other visitors admitted to agency facilities.

Record Status: Superseded series

Change: Superseded by 0122-000 on actual general schedule.-- mwiget, 16 November 2012

Vouchers - Purchase (Series 0065-000)

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

Record Status: Superseded series

Change: Superseded by 0125-000 on general schedule.-- mwiget, 16 November 2012

Vouchers - Travel (Series 0127-000)

Description: Copies of documents used to certify the validity of claims for the reimbursement of travel expenses: DA forms 121, 122, and 123.

Record Status: Superseded series

Change: Superseded by 0127-000 on actual general schedule.-- mwiget, 16 November 2012

Work Orders and Logs (Series 0130-000)

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

Record Status: Superseded series

Change: Superseded by 0130-000 on actual general schedule.-- mwiget, 05 December 2012

Research Section

Working Files (Series 0042-300)

Description: Variety of documents relating to staff research used to produce publications.

Record Status: Obsolete

Change: This section of Commerce no longer exists; no other program has taken over its functions.-- mwiget, 05 December 2012

300-009

Department of Commerce
Business Development Division

Main Street Program Files (Series 0017-300)

Description: Correspondence, applications, newsletters, etc. relating to operations and functions of the Main Street program which assists communities in revitalizing downtown commercial districts.

Record Status: Approved

Change: Changed sub-agency to which this series belongs.-- mwiget, 30 October 2012

Subject Files (Series 0006-300)

Description: Wide variety of documents relating to the administration and operation of the agency.

Record Status: Approved

Change: Changed sub-agency to which this series belongs.-- mwiget, 30 October 2012

300-010

Department of Commerce
Business and Community Development Division

American Recovery and Reinvestment Act (ARRA) Community Development Block Grant Fiscal Files (Series 0136-300)

Description: Vouchers, receipts, financial worksheets, etc. relating to financial reporting by recipients of community development block grants as required by federal regulations.

Record Status: Approved

Change: Changed division name.-- mwiget, 16 November 2012

American Recovery and Reinvestment Act (ARRA) Community Development Block Grant Fiscal Files (Series 0136-300)

Description: Vouchers, receipts, financial worksheets, etc. relating to financial reporting by recipients of community development block grants as required by federal regulations.

Record Status: Approved

Change: Changed sub-agency to which this series belongs.-- mwiget, 30 October 2012

American Recovery and Reinvestment Act (ARRA) Grant Files - Kansas Small Cities Community Development Block Grant (Series 0135-300)

Description: Variety of documents dealing with applications for federally funded planning, community improvement projects, and economic development grants and

the implementation of those awarded.

Record Status: Approved

Change: Changed division name.-- mwiget, 16 November 2012

American Recovery and Reinvestment Act (ARRA) Grant Files - Kansas Small Cities
Community Development Block Grant (Series 0135-300)

Description: Variety of documents dealing with applications for federally funded planning, community improvement projects, and economic development grants and the implementation of those awarded.

Record Status: Approved

Change: Changed sub-agency to which this series belongs.-- mwiget, 30 October 2012

Community Development Block Grant Fiscal Files (Series 0133-300)

Description: Vouchers, receipts, financial worksheets, etc. relating to financial reporting by recipients of community development block grants as required by federal regulations.

Record Status: Approved

Change: Changed sub-agency to which this series belongs.-- mwiget, 30 October 2012

Community Development Block Grant Fiscal Files (Series 0133-300)

Description: Vouchers, receipts, financial worksheets, etc. relating to financial reporting by recipients of community development block grants as required by federal regulations.

Record Status: Approved

Change: Changed division name.-- mwiget, 16 November 2012

Community Service Tax Credit Program (Series 0074-300)

Description: Documents relating to the Community Tax Credit Program which provides tax credits to eligible non-stock, non-profit and/or IRS ruling 501(c) 3 organizations.

Record Status: Approved

Change: Changed sub-agency to which this series belongs.-- mwiget, 30 October 2012

Community Service Tax Credit Program (Series 0074-300)

Description: Documents relating to the Community Tax Credit Program which provides tax credits to eligible non-stock, non-profit and/or IRS ruling 501(c) 3 organizations.

Record Status: Approved

Change: Changed division name.-- mwiget, 16 November 2012

Disadvantaged Business Enterprise (DBE) Certifications (Series 0072-300)

Description: Certification of Kansas corporations owned by women and/or minorities demonstrating eligibility for tax credits.

Record Status: Approved

Change: Changed sub-agency to which this series belongs.-- mwiget, 30 October 2012

Disadvantaged Business Enterprise (DBE) Certifications (Series 0072-300)

Description: Certification of Kansas corporations owned by women and/or minorities demonstrating eligibility for tax credits.

Record Status: Approved

Change: Changed division name.-- mwiget, 16 November 2012

Enterprise Zone Program Files (Series 0012-300)

Description: Applications and supporting documentation relating to the creation of enterprise zones within cities and counties to promote and stimulate economic growth.

Record Status: Approved

Change: Changed sub-agency to which this series belongs.-- mwiget, 30 October 2012

Enterprise Zone Program Files (Series 0012-300)

Description: Applications and supporting documentation relating to the creation of enterprise zones within cities and counties to promote and stimulate economic growth.

Record Status: Approved

Change: Changed division name.-- mwiget, 16 November 2012

Grant Files - Kansas Small Cities Community Development Block Grant (Series 0023-300)

Description: Variety of documents dealing with applications for federally funded planning, community improvement projects, and economic development grants and the implementation of those awarded.

Record Status: Approved

Change: Changed sub-agency to which this series belongs.-- mwiget, 30 October 2012

Grant Files - Kansas Small Cities Community Development Block Grant (Series 0023-300)

Description: Variety of documents dealing with applications for federally funded planning, community improvement projects, and economic development grants and the implementation of those awarded.

Record Status: Approved

Change: Changed division name.-- mwiget, 16 November 2012

High Performance Incentive Program (HPIP) Files (Series 0077-300)

Description: Applications and supporting documentation submitted by a business to the Department of Commerce seeking investment tax credits for investments.

Record Status: Approved

Change: Changed sub-agency to which this series belongs.-- mwiget, 30 October 2012

High Performance Incentive Program (HPIP) Files (Series 0077-300)

Description: Applications and supporting documentation submitted by a business to the Department of Commerce seeking investment tax credits for investments.

Record Status: Approved

Change: Changed division name.-- mwiget, 16 November 2012

Kansas Cavalry Files (Series 0013-300)

Description: Documents relating to the activities of the Kansas Cavalry which was established as a not-for profit organization of businessmen and women to work with the division to promote business growth.

Record Status: Approved

Change: Changed division name.-- mwiget, 16 November 2012

Kansas Cavalry Files (Series 0013-300)

Description: Documents relating to the activities of the Kansas Cavalry which was established as a not-for profit organization of businessmen and women to work with the division to promote business growth.

Record Status: Approved

Change: Changed sub-agency to which this series belongs.-- mwiget, 30 October 2012

Kansas Opportunity Economic Incentive Fund Files (Series 0078-300)

Description: Applications and supporting documentation relating to a program designed to provide loans for projects that create or maintain jobs and invest new capital in the state.

Record Status: Approved

Change: Changed division name.-- mwiget, 16 November 2012

Kansas Opportunity Economic Incentive Fund Files (Series 0078-300)

Description: Applications and supporting documentation relating to a program designed to provide loans for projects that create or maintain jobs and invest new capital in the state.

Record Status: Approved

Change: Changed sub-agency to which this series belongs.-- mwiget, 30 October 2012

PRIDE Project Files (Series 0019-300)

Description: Documents relating to the operations of the Programming Resources with Initiative for Development Effectiveness (PRIDE) program which aids communities in carrying out total community improvements.

Record Status: Approved

Change: Changed sub-agency to which this series belongs.-- mwiget, 30 October 2012

PRIDE Project Files (Series 0019-300)

Description: Documents relating to the operations of the Programming Resources with Initiative for Development Effectiveness (PRIDE) program which aids communities in carrying out total community improvements.

Record Status: Approved

Change: Changed division name.-- mwiget, 16 November 2012

300-011

Department of Commerce

Creative Arts Industries Commission

Artists' Resume Files (Series 0001-359)

Description: Documents submitted by artists describing their work which the Arts Commission uses to refer interested parties to particular artists.

Record Status: Approved

Change: KAC is now part of the Department of Commerce.-- mwiget, 05 December 2012

Arts in Education Program Files (Series 0002-359)

Description: Documents relating to the function and management of the Arts in Education program which provides grants for artists in residence in schools and other arts education projects.

Record Status: Approved

Change: KAC is now part of the Department of Commerce.-- mwiget, 05 December 2012

Audit Reports (Series 0003-359)

Description: Results of audits conducted on the not-for-profit organizations which have applied for grants through the Arts Commission to verify financial condition and need.

Record Status: Approved

Change: KAC is now part of the Department of Commerce.-- mwiget, 05 December 2012

Design Arts Consultants Pool Roster (Series 0008-359)

Description: A roster of design arts professionals available to consult with community organizations to address graphic design and arts facility design issues.

Record Status: Approved

Change: KAC is now part of the Department of Commerce.-- mwiget, 05 December 2012

Governor's Art Awards Files (Series 0010-359)

Description: Variety of documents relating to the yearly nominations and final selections of the Governor's Art Awards which honor artists who best represent the various arts in Kansas.

Record Status: Approved

Change: KAC is now part of the Department of Commerce.-- mwiget, 05 December 2012

Grant Files - Funded (Series 0011-359)

Description: Variety of documents relating to applications for Arts Commission grants and to the implementation of those awarded.

Record Status: Approved

Change: KAC is now part of the Department of Commerce.-- mwiget, 05 December 2012

Grant Files - Special Projects (Series 0012-359)

Description: Documents dealing with applications for Arts Commission grants for special projects and the implementation of those awarded.

Record Status: Approved

Change: KAC is now part of the Department of Commerce.-- mwiget, 05 December 2012

History Files (Series 0013-359)

Description: Wide variety of documents relating to issues which are of concern to the commission.

Record Status: Approved

Change: Transfer schedule from one agency to another.-- mwiget, 16 November 2012

Incorporation Papers for Not-for-Profit Organizations (Series 0014-359)

Description: Documents relating to the verification of the not-for-profit status of organizations applying for grants through the Art Commission.

Record Status: Approved

Change: KAC is now part of the Department of Commerce.-- mwiget, 05 December 2012

Kansas Capitol Dome Sculpture Project Files (Series 0015-359)

Description: Applications, correspondence, and other documents relating to the project to place a sculpture on the capitol dome.

Record Status: Approved

Change: Transfer schedule from one agency to another.-- mwiget, 16 November 2012

Kansas Touring Program Files (Series 0016-359)

Description: Documents relating to the formulation and implementation of the Kansas Touring Program's administrative policies and procedures.

Record Status: Approved

Change: KAC is now part of the Department of Commerce.-- mwiget, 05 December 2012

Kansas Touring Program Information Files (Series 0017-359)

Description: Documents containing background and related information on the professional touring companies and individual artists participating in the Kansas Touring Program.

Record Status: Approved

Change: KAC is now part of the Department of Commerce.-- mwiget, 05 December 2012

Kansas Touring Program Proposal Files (Series 0018-359)

Description: Proposals submitted to the Arts Commission by professional performing companies and individual artists interested in a three year appointment as a participant in the Kansas Touring Program.

Record Status: Approved

Change: KAC is now part of the Department of Commerce.-- mwiget, 05 December 2012

Professional Development Files - Executive Director (Series 0024-359)

Description: Agendas, notes, handouts, etc. relating to annual and special conferences and meetings attended by executive director and sponsored to provide professional development.

Record Status: Approved

Change: Transfer schedule from one agency to another.-- mwiget, 16 November 2012

Subject Files - Executive Director (Series 0029-359)

Description: Wide variety of documents relating to the administration and operation of the commission.

Record Status: Approved

Change: KAC is now part of the Department of Commerce.-- mwiget, 05 December

2012

Subject Files - Kansas Touring Program Director (Series 0030-359)

Description: Wide variety of documents relating to the faction and management of the Kansas touring program.

Record Status: Approved

Change: KAC is now part of the Department of Commerce.-- mwiget, 05 December 2012

359-001

Kansas Arts Commission

Budget Preparation Files - Annual (Series 0004-359)

Description: Documents used in the preparation of annual agency budget: correspondence, draft budget requests, computer reports, notes, and other miscellaneous materials.

Record Status: Superseded series

Change: Superseded by 0016-000, Budget Preparation Files - Annual.-- mwiget, 05 December 2012

Budget Requests and Appeals - Annual (Series 0005-359)

Description: Copies of budgets submitted yearly to the state legislature for approval and subsequent appeals: DA forms 400 thru 518 and associated supporting documents.

Record Status: Superseded series

Change: Superseded by 0017-000, Budget Requests and Appeals - Annual.-- mwiget, 05 December 2012

Correspondence - Policy Related (Series 0006-359)

Description: Incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency.

Record Status: Superseded series

Change: Superseded by 0027-000, Correspondence - Policy Related.-- mwiget, 05 December 2012

Correspondence - Routine (Series 0007-359)

Description: Incoming and outgoing letters and memoranda which pertain only to routine matters handled in accordance with existing policy and prodecures: requests for information, letters of transmittal, etc.

Record Status: Superseded series

Change: Superseded by 0028-000, Correspondence - Routine.-- mwiget, 05 December 2012

Employee Personnel Files (Series 0009-359)

Description: Documents associated with employment of specific personnel: employee evaluation forms, applications for employment, INS Residence Status forms, and other personnel materials.

Record Status: Superseded series

Change: Superseded by 0036-000, Employee Personnel Files.-- mwiget, 05 December 2012

Mailing Lists (Series 0019-359)

Description: Lists of names and addresses to whom mail and newsletters are regularly sent.

Record Status: Superseded series

Change: Superseded by 0072-000, Mailing Lists.-- mwiget, 05 December 2012

Minutes (Series 0020-359)

Description: Proceedings of regular or special meetings of the commission.

Record Status: Superseded series

Change: Superseded by 0075-000, Minutes.-- mwiget, 05 December 2012

Newsletters (Series 0021-359)

Description: Newsletters created on computer, printed by the state printer, and distributed statewide to keep constituents abreast of Arts Commission activities.

Record Status: Superseded series

Change: Superseded by 0091-000, Publications.-- mwiget, 05 December 2012

Photographic and Video Materials (Series 0022-359)

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

Record Status: Superseded series

Change: Superseded by 0083-000, Photographic and Video Materials.-- mwiget, 05 December 2012

Policy and Procedures Manual - Ad Aspera Project Manual (Series 0023-359)

Description: The original copy of the formal explanations of agency policies and procedures for the Ad Aspera project issued in a collective manual.

Record Status: Superseded series

Change: Superseded by 0087-000, Procedures Manuals.-- mwiget, 05 December 2012

STARS Reports: Daily Financial (Series 0026-359)

Description: Computer reports regarding agency financial status issued on a daily basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting Systems.

Record Status: Superseded series

Change: Superseded by 0104-000, STARS Reports: Daily Financial.-- mwiget, 05 December 2012

STARS Reports: Monthly Financial (Series 0027-359)

Description: Computer reports regarding agency financial status issued on a monthly basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting Systems.

Record Status: Superseded series

Change: Superseded by 0105-000, STARS Reports: Monthly Financial.-- mwiget, 05 December 2012

STARS Reports: Yearly Financial (Series 0028-359)

Description: Computer reports regarding agency financial status issued on a yearly basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting Systems.

Record Status: Superseded series

Change: Superseded by 0106-000, STARS Reports: Yearly Financial.-- mwiget, 05 December 2012

Speeches and Writings (Series 0025-359)

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

Record Status: Superseded series

Change: Superseded by 0103-000, Speeches and Writings.-- mwiget, 05 December 2012

521-010

Department of Corrections

All Facilities

Budget Preparation Files - Annual (Series 0494-521)

Description: Documents used in the preparation of annual agency budget: correspondence, draft budget requests, computer reports, notes, and other miscellaneous materials.

Record Status: Superseded series

Change: Supersede into 0016-000, Budget Preparation Files - Annual.-- mwiget, 06

December 2012

Budget Requests and Appeals - Annual (Series 0474-521)

Description: Copies of budgets submitted yearly to the state legislature for approval and subsequent appeals.

Record Status: Superseded series

Change: Supersede into 0017-000, Budget Requests and Appeals - Annual.-- mwiget, 06 December 2012

Capital Improvement Project Files (Series 0276-521)

Description: Records related to construction projects: correspondence, bids, specifications, plans, drawings, reports, notes, etc.

Record Status: Superseded series

Change: Supersede into 0020-000, Capital Improvement Project Files.-- mwiget, 06 December 2012

Kansas State Penitentiary Historical Records (Series 0217-521)

Description: Daily Punishment Report (1898-1908); Barber Ticket Records (1919-1929); Inmate Death Records (1926-1962); Pay Coal Report-original documents (1919-1927).

Record Status: Obsolete

Change: Series listed in description have already been transferred to State Archives.-- mwiget, 06 December 2012

Parole Index Cards (Series 0347-521)

Description: Cards listing paroled inmates' information including inmate name, parole date, discharge date, inmate number, etc.

Record Status: Obsolete

Change: Record is no longer created according to Parole official at Corrections.-- mwiget, 12 December 2012

Parole Officer Weekly Report (Series 0493-521)

Description: Weekly updated reports submitted by parole officers regarding their activities for use by parole administrator in evaluation of progress and performance.

Record Status: Obsolete

Change: Record is no longer created according to Parole official at Corrections.-- mwiget, 12 December 2012

Petty Cash Record (Series 0426-521)

Description: Documents related to petty cash accounting.

Record Status: Superseded series

Change: Supersede into 0081-000, Petty Cash Records.-- mwiget, 06 December 2012

Policy and Procedures Manuals and Statements - Draft Materials (Series 0338-521)

Description: Documents related to the drafting of the facility's general orders.

Record Status: Superseded series

Change: Supersede into 0084-000, Policy Statements.-- mwiget, 06 December 2012

Procedures Manuals - Unit Team Secretary Handbook (Series 0160-521)

Description: Documents relating to the basic instructions the unit team secretary is to follow when processing paperwork.

Record Status: Superseded series

Change: Supersede into 0087-000, Procedures Manuals.-- mwiget, 06 December 2012

Scrapbooks and Albums (Series 0109-521)

Description: Collection of miscellaneous documents regarding agency activities.

Record Status: Superseded series

Change: Supersede into 0083-000, Photographic & Video Materials, and 0091-000, Publications.-- mwiget, 06 December 2012

Steno Notes (Series 0343-521)

Description: Unidentified shorthand notes on steno pads.

Record Status: Obsolete

Change: Obsolete series.-- mwiget, 06 December 2012

671-001

Pooled Money Investment Board

Annual and Special Reports (Series 0002-671)

Description: Annual reports on agency activities.

Record Status: Superseded series

Change: Superseded by 0005-000 on general schedule.-- mwiget, 16 November 2012

Audit Reports (Series 0003-671)

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

Record Status: Superseded series

Change: Superseded by 0009-000 on general schedule.-- mwiget, 16 November 2012

Benefit Fund Account Files (Series 0005-671)

Description: Copies of banking records and the bank contract relating to funds deposited in banks designated by the board for patients at state facilities.

Record Status: Obsolete

Change: Determined obsolete by agency's records officer.-- mwiget, 07 December 2012

Budget Preparation Files - Annual (Series 0006-671)

Description: Documents used in the preparation of annual agency budget: correspondence, draft budget requests, computer reports, notes, and other miscellaneous materials.

Record Status: Superseded series

Change: Superseded by 0016-000 on general schedule.-- mwiget, 16 November 2012

Budget Requests and Appeals - Annual (Series 0007-671)

Description: Copies of budgets submitted yearly to the state legislature for approval and subsequent appeals: DA forms 400 thru 518 and associated supporting documents.

Record Status: Superseded series

Change: Superseded by 0017-000 on general schedule.-- mwiget, 16 November 2012

Canteen Fund Files (Series 0008-671)

Description: Copies of banking records and the bank contract regarding funds deposited in banks designated by the board for inmates incarcerated at state facilities.

Record Status: Obsolete

Change: Determined obsolete by agency's records officer.-- mwiget, 07 December 2012

Closed Banks Files (Series 0010-671)

Description: Documents relating to banks which provided contracted services to the board which are now closed.

Record Status: Obsolete

Change: Determined obsolete by agency's records officer.-- mwiget, 07 December 2012

Correspondence - Routine (Series 0011-671)

Description: Incoming and outgoing letters and memoranda which pertain only to routine matters handled in the accordance with existing policy and procedures: requests for information, letters of transmittal, etc.

Record Status: Superseded series

Change: Superseded by 0028-000 on general schedule.-- mwiget, 16 November 2012

Custodial Accounts Files (Series 0012-671)

Description: Documents relating to monies which are required by contract, bequest

or law to be segregated from other bank accounts as required by KSA 75-4213.
Record Status: Obsolete
Change: Determined obsolete by agency's records officer.-- mwiget, 07 December 2012

Defective Construction Fund Files (Series 0013-671)
Description: Documents relating to a dispute between WSU and the contractor over a defective roof in the multipurpose building necessitating the use of a custodial fund until the litigation was resolved.
Record Status: Obsolete
Change: Obsolete series-- mwiget, 15 November 2012

Employee Personnel Files - Office Copies (Series 0014-671)
Description: Copies of documents in agency's Employee Personnel Files associated with employment of specific personnel (applications, evaluations, etc.) maintained for convenience of reference.
Record Status: Superseded series
Change: Superseded by 0037-000 on general schedule.-- mwiget, 16 November 2012

Employee Time Report Records (Series 0015-671)
Description: Records documenting time worked by individual employees on a daily, weekly, or monthly basis: time sheets, time cards, attendance reports, absence reports, sign-in/out sheets, etc.
Record Status: Superseded series
Change: Superseded by 0039-000 on general schedule.-- mwiget, 16 November 2012

Employment Applications - Not Hired (Series 0016-671)
Description: DA forms 203 and supplementary materials submitted by unsuccessful applicants for employment.
Record Status: Superseded series
Change: Superseded by 0043-000 on general schedule.-- mwiget, 16 November 2012

Executive Officer Report (Series 0017-671)
Description: Report compiled by the executive officer and distributed to each board member providing an annual update, statistical data, current legislation and other matters affecting the board.
Record Status: Obsolete
Change: Obsolete series-- mwiget, 15 November 2012

Freeway Fund Files (Series 0018-671)
Description: Documents relating to the old freeway fund account established for road

construction for use by the Kansas Department of Transportation.

Record Status: Obsolete

Change: Determined obsolete by agency's records officer.-- mwiget, 07 December 2012

Imprest Fund Account Files (Series 0021-671)

Description: Documents relating to individual agencies imprest fund accounts maintained for accountability purposes.

Record Status: Obsolete

Change: Determined obsolete by agency's records officer.-- mwiget, 07 December 2012

Interest Rate Received Prior to Due Date Files (Series 0022-671)

Description: Documents relating to interest payments of inactive accounts made prior to the end of the year and deposited in a suspense fund as a pre-payment of interest.

Record Status: Obsolete

Change: Determined obsolete by agency's records officer.-- mwiget, 07 December 2012

Key Deposit Account Files (Series 0024-671)

Description: Documents relating to deposits paid by employees for access to agency keys.

Record Status: Superseded series

Change: Superseded by 0065-000 on general schedule.-- mwiget, 16 November 2012

Minutes (Series 0025-671)

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

Record Status: Superseded series

Change: Superseded by 0075-000 on general schedule.-- mwiget, 16 November 2012

Patient Work Therapy Account Files (Series 0026-671)

Description: Copies of banking records and the bank contract relating to funds deposited in banks designated by the board for patients who work outside the state facility.

Record Status: Obsolete

Change: Determined obsolete by agency's records officer.-- mwiget, 07 December 2012

Property Purchases Agreements (Series 0028-671)

Description: Documents relating to purchases made of properties for state use.

Record Status: Obsolete

Change: Determined obsolete by agency's records officer.-- mwiget, 07 December 2012

Venture Capital, Inc. Files (Series 0037-671)

Description: Documents relating to board investments of up to \$10 million of state monies in preferred stock of Kansas Venture Capital, Inc. in accordance with KSA 75-4205.

Record Status: Obsolete

Change: Determined obsolete by agency's records officer.-- mwiget, 07 December 2012

710-100

Department of Wildlife, Parks, and Tourism

Admark Reports (Series 0026-300)

Description: Working papers relating to the preparation of brochures and publications printed for the division to promote travel and tourism in the state.

Record Status: Approved

Change: Division moved from Commerce to KDWPT.-- mwiget, 16 November 2012

Kansas Secrets Records (Series 0029-300)

Description: Routine accounting records and other documents relating to a travel incentive program to attract tourists to the state.

Record Status: Approved

Change: Division moved from Commerce to KDWPT.-- mwiget, 16 November 2012

Subject Files (Series 0006-300)

Description: Wide variety of documents relating to the administration and operation of the agency.

Record Status: Approved

Change: Division moved from Commerce to KDWPT.-- mwiget, 16 November 2012

Working Files - Calendar of Events (Series 0031-300)

Description: Variety of documents relating to the production and mock up of the calendar of events which is used to promote the state.

Record Status: Approved

Change: Division moved from Commerce to KDWPT.-- mwiget, 16 November 2012

Working Files - Group Tour Guide (Series 0032-300)

Description: Variety of documents relating to the production and mock up of the

group tour guide which is used to promote the state.

Record Status: Approved

Change: Division moved from Commerce to KDWP.T.-- mwiget, 16 November 2012

Kansas State Records Board
6425 SW 6th Avenue
Topeka, Kansas 66615-1099

Johnson County, Kansas, Government hereby gives notice to the Kansas State Records Board that in accordance with K.S.A. 45-501 (c), Johnson County, Kansas Government intends to migrate the following original records to electronic storage and destroy the original paper copy records.

SERIES ID	0001-111
TITLE	Client Records
SERIES ID	0002-111
TITLE	Adult and Child Care Licensing and Registration Records
SERIES ID	0003-111
TITLE	Communicable Disease Records
SERIES ID	0004-111
TITLE	Immunization Consent Forms
SERIES ID	0005-111
TITLE	Reports to the State Department of Health and Environment
SERIES ID	0006-111
TITLE	Tuberculosis Records
SERIES ID	0007-111
TITLE	Venereal Disease Records
SERIES ID	0008-111
TITLE	Women, Infant, and Children Program Case Files
SERIES ID	0009-111

TITLE	Women, Infant, and Children Program Records
SERIES ID	0010-111
TITLE	Child Care Facility Complaints and Reports of Investigation Files
SERIES ID	0011-111
TITLE	Consent for the Release of Confidential Information Forms
SERIES ID	0012-111
TITLE	Lab Reporting Ledger
SERIES ID	0013-111
TITLE	Pools
SERIES ID	0014-111
TITLE	Pool Licensed Operators
SERIES ID	0015-111
TITLE	Septic Systems, Commercial and Residential
SERIES ID	0016-111
TITLE	Licensed Installers, Pumpers and Designers
SERIES ID	0017-111
TITLE	Green Business
SERIES ID	0018-111
TITLE	Solid Waste Landfill/Sites/ Code
SERIES ID	0019-111
TITLE	Rabies
SERIES ID	0020-111
TITLE	Small Quantity Generators
SERIES ID	0021-111

TITLE	Household Hazardous Waste
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SERIES ID	0022-111
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TITLE	Air Quality
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SERIES ID	0023-111
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TITLE	Ozone Campaign
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SERIES ID	0024-111
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TITLE	Recycling Program
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SERIES ID	0025-111
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