

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

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

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

3. **Appraising Archivist:** Scott Leonard

4. **Date of Appraisal:** February 28, 2008

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

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

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

**No. of Series:** 0

8. **Appraisal Based Upon:**

Interview with agency staff

9. **Appraisal Narrative:**

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

## **Retention/Disposition Schedule Entries**

**173-006**

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

**Supervisor's Daily Reports** (Series 0782-173)

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

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

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

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

**Record Copy:** Paper, Electronic

**Electronic Recordkeeping Plan NOT Endorsed**

**Remarks:** Revised entry. Change in record format.



## **Retention/Disposition Schedule Entries**

**331-009**

**Insurance Department**

**Life Division**

**Policy Forms, Credit Insurance Rates, Rules - Life, Accident, Health (Series 0064-331)**

Specimen insurance policies and papers submitted by domiciled insurance companies as required by the Department of Insurance.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** None

**Comments:** Retain until no longer useful, then destroy.

**Record Copy:** Paper

**Remarks:** Revised entry; agency no longer microfilming.

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

1. **Agency:** Kansas Department of Transportation
  - 1.1 Office of Management and Budget
  - 1.2 Bureau of Transportation Planning
  
2. **Records Officer:** Jesse Romo           **Phone:** 291-3711
  
3. **Appraising Archivist:** Cynthia Laframboise, Matt Veatch, Scott Leonard
  
4. **Date of Appraisal:** May 1, 2007; Nov. 11, 2007
  
5. **Total records - No. of Series:** 3
  
6. **Archival records - No. of Series:** 1
  
7. **Records Eligible for Immediate Transfer to Archives:**

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

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

The Kansas Department of Transportation wishes to add these entries to its previously approved retention and disposition schedule. The series have never been scheduled. The archival series documents KDOT's interactions with the Kansas Legislature. One series has an endorsed Electronic Recordkeeping Plan associated with it.

## Retention/Disposition Schedule Entries

**276-011**

### **Kansas Department of Transportation Office of Management and Budget**

#### **Legislators Files (Series Unknown)**

Paper and electronic testimony, fiscal notes, bills, tracking requests from legislators to KDOT or notifying legislators of actions taken by the agency.

**Entry Status:** Ready for SRB

**Retention Period:** 004 cldr yrs

**Disposition:** See Comments

**Restrictions:** None

**Comments:** Retain paper copies in office 4 calendar years, then transfer paper copies to the archives for purging. Retain electronic copies until no longer useful, then destroy.

**Record Copy:** Paper

**Remarks:** Revised General Schedule entry.

#### **Road Rally Surveys (Series Unknown)**

Reports prepared by consultants of road trips taken by non-KDOT employees along specified routes to designated districts to gather their perceptions, likes, dislikes, etc.

**Entry Status:** Ready for SRB

**Retention Period:** Retain until no longer useful, then destroy.

**Disposition:** Destroy

**Restrictions:** None

**Record Copy:** Paper

**Remarks:** new entry

## **Retention/Disposition Schedule Entries**

**276-012**

**Kansas Department of Transportation  
Bureau of Transportation Planning  
Bureau of Transportation Planning  
Traffic and Field Operations Unit**

**Traffic Data Collection System (Series Unknown)**

Software system that processes, analyzes, and reports on all traffic data. It is a comprehensive system performing traffic data polling management, site management, quality control, summarization, faster calculation, average annual daily traffic estimation, reporting, and database management. It analyzes a wide range of traffic data types including traffic volume, vehicle classification, speed, weight, and lane occupancy.

**Entry Status:** Ready for SRB

**Retention Period:** Permanent

**Restrictions:** 23 USC 409

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** new entry

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

1. **Agency:** Kansas Secretary of State's Office
  - 1.1 Administration Division
  - 1.2 Division of Business Services
  - 1.3 Division of Elections and Legislative Matters
  
2. **Records Officer:** Christy Myers **Phone:** 296-2034
  
3. **Appraising Archivist:** Scott Leonard
  
4. **Date of Appraisal:** April 17, 2008
  
5. **Total records - No. of Series:** 7
  
6. **Archival records - No. of Series:** 1
  
7. **Records Eligible for Immediate Transfer to Archives:**

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

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

The Kansas Secretary of State's Office wishes to revise and add these record series to its previously approved retention and disposition schedule. The agency records officer contacted KHS staff and proposed the revision. The archival series documents the activities of the Kansas Legislature.



## Retention/Disposition Schedule Entries

**622-001**

### **Secretary of State Administration**

#### **Accounting and Prepaid Account Transactions (Series 0007-622)**

Variety of documents relating to the agency accounts.

**Entry Status:** Ready for SRB

**Retention Period:** 007 fisc yrs

**Disposition:** Destroy

**Restrictions:** None

**Comments:** Record copy is maintained electronically. Retain electronic copy for 7 years in accordance with recordkeeping plan, then destroy. Retain hard copy source documents for digital images until quality control completed, then destroy.

**Record Copy:** Electronic

#### **Electronic Recordkeeping Plan NOT Endorsed**

**Remarks:** Revised entry: change in series title and description (removed reference to payroll).

#### **Business Agent Registrations (Series Unknown)**

Registration documents submitted by a designated agent presenting a labor union in contract negotiations and collective bargaining agreements as required by KSA 44-804.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** None

**Comments:** Retain 2 years from filing date, and then destroy.

**Record Copy:** Paper

**Remarks:** New Entry.

#### **Certificates of Manual Signatures (Series 0125-622)**

Certificates of manual signatures allowing county officials to use a signature stamp and required to be filed by state officials.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** None

**Comments:** Retain form for 1 year, then destroy.

**Record Copy:** Paper

**Remarks:** Revised entry; shorten retention from 4 years to 1 year.

## Retention/Disposition Schedule Entries

**622-003**

**Secretary of State**

**Elections and Legislative Matters**

**Certified Party Affiliation Lists (Series Unknown)**

Lists of party affiliation of registered voters in each precinct of each county submitted by county election officers. This record series is the result of county election offices filing Political Party Affiliation records (local series 0017-105) with the Secretary of State's Office.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** None

**Comments:** Retain until no longer useful, then destroy.

**Record Copy:** Unknown

**Remarks:** New entry.

**Legislative Documents (Series 0030-622)**

Enrolled bills, resolutions, communications, annual reports and other documents relating to legislative proceedings that are required to be kept by the Secretary of State's Office for the State Legislature.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Archives

**Restrictions:** None

**Comments:** Retain 1 legislative session, then transfer to the archives. a.k.a. "Legislative Bills and Resolutions".

**Record Copy:** Unknown

**Remarks:** Revised description

## Retention/Disposition Schedule Entries

**622-006**

**Secretary of State  
Business Services**

**Accounting Records** (Series 0008-622)

Variety of accounting records maintained by the agency regarding UCC filing registrations or requesting UCC searches.

**Entry Status:** Ready for SRB

**Retention Period:** 60 Days

**Disposition:** Destroy

**Restrictions:** None

**Record Copy:** Unknown

**Remarks:** Revised retention period.

**Business Entity Filings** (Series 0045-622)

Certificates, copies of charters, correspondence, amendments, mergers, Register Officer (RO)/Registered Agent (RA) changes, articles of incorporation, etc. filed by business entities.

**Entry Status:** Ready for SRB

**Retention Period:** Permanent

**Disposition:** Permanent

**Restrictions:** None

**Comments:** Record copy is maintained electronically. Retain electronic records in accordance with recordkeeping plan. Retain hard copy source documents for digital images until quality control completed, then return the original filing to the customer.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** Revised series description, noting return to customer.



## **Retention/Disposition Schedule Entries**

**288-002**

### **Kansas State Historical Society Library and Archives Division**

**Correspondence - Reference** (Series Unknown)

Correspondence with research patrons regarding a wide range of historical topics.

**Entry Status:** Ready for SRB

**Retention Period:** 2 fiscal years

**Disposition:** Destroy

**Restrictions:** Portions may be restricted per KSA 45-221 (14) (23) and KSA 45-221 (7) (8)

**Schedule Authority:** Agency Schedule

**Record Copy:** Unknown

**Remarks:** Changed retention from "until no longer useful."

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

1. **Agency:** General Retention Schedule for State Agencies

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

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

4. **Date of Appraisal:** April 7, 2008

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

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

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

**No. of Series:** 0

8. **Appraisal Based Upon:**

Interviews with records custodian and Archival staff.

9. **Appraisal Narrative:**

An inquiry from the Attorney General's office initiated this schedule development. Acting upon the initial question, Historical Society staff sought to establish consistency across the General Schedule (both State and Local) regarding security records of all types. Accordingly, this series (0100-000) was modified in two instances. First, the series description was broadened to specifically include video records. Second, based both on consultation with the Local General Schedule entry (Visitor Logs, 0093-100) and conversation with Capitol Police regarding their own practices, the retention period was modified as well.

## **Retention/Disposition Schedule Entries**

**000-004**

### **State General Retention and Disposition Schedule Facilities Management**

**Security Records** (Series 0100-000)

Security logs, sign-in sheets, security camera footage, security activity reports, incident reports, etc. relating to security provided for agency buildings and grounds.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** KSA 45-221(a)(10) See Atty Gen's Opinion 87-25.

**Comments:** Retain until no longer useful, then destroy.

**KAR Number** 53-2-133

**Last Surveyed** 05 December 2002

**Record Copy:** Unknown

**Remarks:** Modified entry. Changed retention and expanded description to include video records.





## **Retention/Disposition Schedule Entries**

### **000-100**

#### **Local Government Records General Schedule/All Offices**

##### **Sales and Use Tax Records (Series 0079-100)**

Reports of retail sales and excise taxes due to the state submitted to the Department of Revenue by local governments acting as retailers with supporting documents.

**Entry Status:** Ready for SRB

**Retention Period:** 3 tax yrs

**Disposition:** Destroy

**Restrictions:** None

**Comments:** A tax year is the 12 month period beginning/ending when one actually files taxes (whether working on a fiscal or calendar year). Records must be kept 3 full years. See KSA 79-3609.

**Schedule Authority:** General Schedule

**KAR Number** 53-2-134

**Last Surveyed** 17 March 2003

**Record Copy:** Unknown

**Remarks:** Revised entry, based on consultation with Kansas Dept of Revenue.

##### **Security Records (Series Unknown)**

Security logs, sign-in sheets, security camera footage, security activity reports, incident reports, etc. relating to security provided for buildings and grounds.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** KSA 45-221(a)(10) See Atty Gen's Opinion 87-25.

**Comments:** Retain until no longer useful, then destroy.

**Last Surveyed** 08 April 2008

**Record Copy:** Unknown

**Remarks:** New entry to supersede 0093-100 (Visitors Logs).



## **Retention/Disposition Schedule Entries**

**000-111**

**Local Government Records**

**Health Department**

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

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

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

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

**Comments:** Retain confirmed child abuse, neglect, or sexual abuse complaints permanently. Retain unconfirmed child abuse neglect, or sexual abuse complaints 3 fisc yrs, then destroy. Retain all other complaints 3 fisc yrs, then destroy.

**Last Surveyed** 08 April 2008

**Record Copy:** Unknown

**Remarks:** New entry. Reports are sent to KDHE.