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.
1. **Agency:** Kansas Insurance Department – Life Division

2. **Records Officer:** Sabrina Wells  
   **Phone:** 291-3800

3. **Appraising Archivist:** Scott Leonard

4. **Date of Appraisal:** April 18, 2008

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

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

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

8. **Appraisal Based Upon:**
   
   Interview with agency staff

9. **Appraisal Narrative:**
   
   The Kansas Insurance Department wishes to revise this record series on its previously approved retention and disposition schedule. The agency records officer contacted KHS staff and proposed the revision. The series had previously been microfilmed but the agency is no longer filming.
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.
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
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/Disposi6on 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.
1. **Agency:** Kansas Historical Society – Library & Archives Division

2. **Records Officer:** Scott Leonard  
   **Phone:** 272-8681 x288

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

4. **Date of Appraisal:** March 20, 2008

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

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

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

8. **Appraisal Based Upon:**  
   Interview and meetings with agency staff

9. **Appraisal Narrative:**  
   The Kansas Historical Society wishes to add this entry to its previously approved retention and disposition schedule.
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.
1. **Agency:** General Retention Schedule for Local Agencies

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

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

4. **Date of Appraisal:** March 4, 2008

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

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

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

8. **Appraisal Based Upon:**  
   Interview and meetings with agency staff

9. **Appraisal Narrative:**

   A phone inquiry from the Sedgwick County Records Management division instigated this schedule development for “Sales and Use Tax Records.” No change was made, other than clarifying (for retention purposes) exactly what a “tax year” was.

   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 regarding security records of all types. Accordingly, this series (Security Records) was created both to supersede the narrower “Visitors Logs” entry (0093-100) and align with the similar entry (also titled “Security Records”) in the State General Schedule.
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).
1. **Agency:** County Health Departments

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

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

4. **Date of Appraisal:** 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:**  
   Interview and meetings with agency staff

9. **Appraisal Narrative:**  
   Staff from the Grant County Health Department initiated this schedule development. Based on the initial inquiry, Historical Society staff determined additional guidance for county health departments to be beneficial. Retention and disposition terms for this entry mirror those of the Department of Social and Rehabilitation Services.
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.