

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
November 5, 2008**

1. **Agency:** Kansas Department on Aging – Aging Policy, Planning, and Advocacy

2. **Records Officer:** Kathleen Dudney **Phone:** 296-2917

3. **Appraising Archivist:** Scott Leonard

4. **Date of Appraisal:** October 16, 2008

5. **Total records - No. of Series:** 4

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

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

No. of Series: 0

8. **Appraisal Based Upon:**

Approved retention schedule and meetings with agency staff.

9. **Appraisal Narrative:**

The Department on Aging proposes a revision to their approved retention and disposition schedule. The agency records officer contacted the Historical Society with four proposed series to be added to the schedule.

Retention/Disposition Schedule Entries

039-004

Department on Aging Aging Policy, Planning, and Advocacy

Program for All-inclusive Care for the Elderly (PACE) Client records (Series Unknown)

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: 45 CFR 164.500 et seq., KSA 45-221(a)

Comments: Active files will remain on site as long as an individual is enrolled in the PACE program. Once disenrolled (including death) the files will be moved off site for 6 years, then destroyed.

Record Copy: Unknown

Remarks: New entry.

Home and Community Based Services

Home Community Based Services, Frail and Elderly (HCBS/FE) (NOWO) (Series Unknown)

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain in office for two fiscal years, transfer to the records center for five fiscal years, then destroy.

Record Copy: Unknown

Remarks: New entry.

Home Community Based Services, Frail and Elderly (HCBS/FE) Assistive Technology Request (Series Unknown)

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain two fiscal years in office, then transfer to records center for five fiscal years, then destroy.

Record Copy: Unknown

Remarks: New entry.

Home Community Based Services, Frail and Elderly (HCBS/FE) Waiting List (Series Unknown)

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain in office for two fiscal years, transfer to the records center for five fiscal years, then destroy.

Record Copy: Unknown

Remarks: New entry.

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1. **Agency:** Kansas Bureau of Investigation – ISD Division Criminal History Record Section

2. **Records Officer:** Laura Graham **Phone:** 296-2807

3. **Appraising Archivist:** Scott Leonard

4. **Date of Appraisal:** September 10, 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:**

Approved retention schedule and meetings with agency staff.

9. **Appraisal Narrative:**

The Kansas Bureau of Investigation wishes to amend its current retention and disposition schedule. Agency staff contacted us to request a change in for one series, specifically a change in format from paper to electronic. As a result an Electronic Recordkeeping Plan was required, and subsequently reviewed and endorsed by the Electronic Records Committee. There is no change to the overall retention period for the records.

Retention/Disposition Schedule Entries

083-005

Kansas Bureau of Investigation

ISD Division

Criminal History Record Section

10 Print Fingerprint Cards (Series 0021-083)

10 print fingerprint cards used as the source document for any criminal investigations or maintained to verify employment eligibility status.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: KSA 75-712

Comments: Retain electronic records permanently. Retain any hard copy until converted to electronic format and quality assurance check completed, then destroy.

Record Copy: Electronic

Electronic Recordkeeping Plan Endorsed

Remarks: Revised entry; change in format from paper to electronic. Electronic Recordkeeping Plan endorsed by ERC on 9/10/08.

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1. **Agency:** Kansas Attorney General's Office – Concealed Carry
2. **Records Officer:** Christi Sommers **Phone:** 296.2218
3. **Appraising Archivist:** Kris Graves
4. **Date of Appraisal:** September 2008
5. **Total records - No. of Series:** 6
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 Attorney General's Office wishes to revise its previously approved retention and disposition schedule. An agency representative contacted KHS staff and proposed the agency-wide overhaul, with a specific eye toward eliminating multiple entries for similar records kept by different divisions. The review process also provided agency staff with the opportunity to identify and cull many records no longer being kept as well as those records now subsumed by other record series—and to amend the schedule to better reflect recent organizational restructuring of divisions.

The Concealed Carry division proposes adding 6 new entries to the agency's previously approved schedule. A relatively new division, Concealed Carry was not in existence in any form the last time the agency's records were surveyed.

Retention/Disposition Schedule Entries

082-011

Office of the Attorney General Concealed Carry Division

Accounting Records - Concealed Carry (Series Unknown)

License fees are entered into the state's accounting system known as SOKI (State of Kansas Interactive Internet Interfunds). A copy of the daily deposits receipt is printed from SOKI and retained as an accounting record. The applicant database also contains information relative to the payment of fees.

Entry Status: Ready for SRB

Retention Period: 3 fiscal years

Disposition: Destroy

Restrictions: KSA 75-7c06, KSA 22-4707, KSA 38-2326, and amendments thereto

Record Copy: Paper

Remarks: New entry.

Administrative Hearing Tapes - Kansas Administrative Procedures Act (Series Unknown)

Under the rules of the Kansas Administrative Procedures Act (KAPA) persons denied licensure, or licensees that are suspended or revoked, are entitled to an administrative hearing. The hearings are tape recorded so that a record is made of the proceedings. The tapes are retained by the concealed carry unit until all appeals have been completed.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(11), 75-7c06, KSA 22-4707, KSA 38-2326, and amendments thereto

Comments: Retain until no longer useful, then destroy.

Record Copy: Paper, Analog

Remarks: New entry.

Instructor Files (Series Unknown)

The Attorney General must certify qualified instructors to teach the required 8-hour concealed carry class for permit-seekers. Includes: applications, photos, criminal backgrounds, police credentials, and other documents indicating qualifications as firearms instructors as well as rosters of persons attending each instructor's classes.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 22-4707 & 38-2326

Comments: Retain until no longer useful, then destroy.

Record Copy: Paper

Remarks: New entry.

Investigation Files (Series Unknown)

Reports relating to an applicant or licensee's background are filed in that person's folder. Most

often the background reports relate to supplemental information developed by an investigator during the application phase. Whenever an applicant is prosecuted for an offense related to the application a prosecution summary report is placed in the applicant file along with all other supporting documents. Subsequent criminal investigations involving an applicant, licensee or certified instructor is managed as a separate case and a file is maintained in accordance with the agency's policies and practices for handling such matters.

Entry Status: Ready for SRB

Retention Period: 5 years

Disposition: Destroy

Restrictions: KSA 75-7c06, KSA 22-4707, KSA 38-2326, and amendments thereto

Record Copy: Paper

Remarks: New entry.

Kansas Department of Revenue Electronic Interface Reports (Series Unknown)

The concealed carry licenses are closely linked to Kansas driver's licenses and ID cards. An electronic interface between the concealed carry unit and the Kansas Department of Revenue produces daily imports and exports of data relating to the management of applicants and licensees. The information contained in the imports and exports is printed and retained for reference. The printed reports contain a record of errors, corrections, address changes, licenses approved and issued.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 75-7c06, KSA 22-4707, KSA 38-2326, and amendments thereto

Comments: Retain until no longer useful, then destroy.

Record Copy: Paper

Remarks: New entry.

License Files (Series Unknown)

Applications, photos, certificate of training, fingerprint cards, background checks and other materials required in application for concealed carry permit.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 75-7c06, KSA 22-4707, KSA 38-2326, and amendments thereto

Comments: Retain until license expires plus 5 years, then destroy.

Record Copy: Paper

Remarks: New entry.

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1. **Agency:** Kansas Attorney General's Office – Consumer Division
2. **Records Officer:** Christi Sommers **Phone:** 296.2218
3. **Appraising Archivist:** Kris Graves
4. **Date of Appraisal:** September 2008
5. **Total records - No. of Series:** 3
6. **Archival records - No. of Series:** 2
7. **Records Eligible for Immediate Transfer to Archives:**

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

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

The Attorney General's Office wishes to revise its previously approved retention and disposition schedule. An agency representative contacted KHS staff and proposed the agency-wide overhaul, with a specific eye toward eliminating multiple entries for similar records kept by different divisions. The review process also provided agency staff with the opportunity to identify and cull many records no longer being kept as well as those records now subsumed by other record series—and to amend the schedule to better reflect recent organizational restructuring of divisions.

The Consumer division proposes these 3 revisions to its previously approved schedule. Modifications had primarily to do with clarification of retention terms.

Retention/Disposition Schedule Entries

082-007

Office of the Attorney General Consumer Protection Division

Complaint Files (Series 0139-082)

Consumer complaint forms, initial correspondence, photos, notes, reports and other supporting documentation relating to complaints and actions taken by the division, including dispositions not resulting in litigation or enforcement efforts. (Otherwise see Case Files or Enforcement Action Files.)

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: Portions per KSA 45-221(a)(2)(3)(5)(10)(11)(25)(30)

Comments: At the close of an investigation, the AG may destroy or return to original source those records which were obtained by confidentiality agreement; original photos not covered by confidentiality agreement may be returned to source provided photocopies are retained in the file. Retain remaining records 2 yrs, transfer to records center for 3 yrs, then destroy.

Record Copy: Paper

Remarks: Revised entry. Shortened retention (from 5 on-site, 5 at records center). Changed disposition. Supersedes Charitable Organization Information Files (0138-082).

Enforcement Action Files (Series 0141-082)

Legal documents, correspondence, reports, and other supporting documentation relating to consumer protection, anti-trust, and charitable organization cases in which collection of judgment or consent agreements were enacted.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: Portions per KSA 45-221(a)(2)(3)(5)(10)(11)(25)(30)

Comments: At close of collection effort, the AG may destroy or return to source those records which were obtained as the result of a confidentiality agreement. Retain remaining files 2 yrs, transfer to the records center for 5 years, then transfer to the archives for purging.

Record Copy: Paper

Remarks: Revised entry. Shortened on-site retention (from 5 years).

Multi-State Actions (Series 0144-082)

Legal documents, pleadings/filings, research, correspondence, publications, reports, notes, contracts, billings, etc., relating to cooperation among states regarding consumer protection, anti-trust, and charitable organization issues.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: Portions per KSA 45-221(a)(1)(2)(3)(5)(10)(11)(25)(30)

Comments: At the end of litigation/action, the AG may destroy or return information obtained from a confidentiality agreement. Retain remaining information in office 2 years after final

settlement, transfer to the records center for 3 years, then transfer to archives for purging.

Record Copy: Paper

Remarks: Revised entry. Modified on-site/record center breakdown regarding retention.

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1. **Agency:** Kansas Attorney General's Office – Criminal Division
2. **Records Officer:** Christi Sommers **Phone:** 296.2218
3. **Appraising Archivist:** Kris Graves
4. **Date of Appraisal:** September 2008
5. **Total records - No. of Series:** 5
6. **Archival records - No. of Series:** 3
7. **Records Eligible for Immediate Transfer to Archives:**

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

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

The Attorney General's Office wishes to revise its previously approved retention and disposition schedule. An agency representative contacted KHS staff and proposed the agency-wide overhaul, with a specific eye toward eliminating multiple entries for similar records kept by different divisions. The review process also provided agency staff with the opportunity to identify and cull many records no longer being kept as well as those records now subsumed by other record series—and to amend the schedule to better reflect recent organizational restructuring of divisions.

The Criminal division proposes 5 new entries to its previously approved schedule.

Retention/Disposition Schedule Entries

082-005

Office of the Attorney General Criminal Division

Case Files - Cases on Appeal (Series Unknown)

Pleadings/filings, research, case notes, interviews, correspondence, evidence and documents related to cases that have been appealed to state or federal courts.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: K.S.A. 22-4707, 38-2326,45-221(a)(1)(2)(3)(5)(10)(14)(20)(25)(29)(30)(47)

Comments: Retain until all appeals are exhausted. Then transfer to records center for 10 years. Then transfer to Archives.

Record Copy: Paper

Remarks: New entry.

Case Files - Homicide (Series Unknown)

Pleadings/filings, research, case notes, interviews, correspondence, evidence, contracts, billings, complaint forms, and other supporting documentation relating to the prosecution of criminal homicide cases. (Evidence obtained from others may be disposed in accordance with protective order, if any.)

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 22-4707, 38-2326, 45-221(a)(1)(2)(3)(5)(10)(14)(20)(25)(29)(30)(47)

Comments: Retain in office until case is closed (include appeal, probation, and/or incarceration/parole time if applicable). Then transfer to records center for 60 years. Then transfer to archives.

Record Copy: Paper

Remarks: New entry.

Case Files - Outstanding Warrants (Series Unknown)

Pleadings/filings, research, case notes, interviews, correspondence, evidence and documents related to cases wherein warrants are still outstanding.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 22-4707, 38-2326,45-221(a)(1)(2)(3)(5)(10)(14)(20)(25)(29)(30)(47)

Comments: Retain for 5 years, then transfer to records center for 50 years. Then destroy.

Record Copy: Paper

Remarks: New entry.

Case Files - Sex Offense (Series Unknown)

Pleadings/filings, research, case notes, interviews, correspondence, evidence, contracts, billings, complaint forms, and other supporting documentation relating to the prosecution of criminal sex

offense cases. (Evidence obtained from others may be disposed in accordance with protective order, if any.)

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 22-4707, 38-2326, 45-221(a)(1)(2)(3)(5)(10)(14)(20)(25)(29)(30)(47)

Comments: Retain in office until case is closed (include appeal, probation, and/or incarceration/parole time if applicable). Then transfer to records center for 60 years. Then transfer to Archives.

Record Copy: Paper

Remarks: New entry.

Case Files- No Charge Reports (Series Unknown)

Pleadings/filings, research, case notes, interviews, correspondence, evidence, and documents related to cases where no charges were filed.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 22-4707, 38-2326, 45-221(a)(1)(2)(3)(5)(10)(14)(20)(25)(29)(30)(47)

Comments: Retain for 1 year, then transfer to records center for 5 years, then destroy.

Record Copy: Paper

Remarks: New entry.

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1. **Agency:** Kansas Attorney General's Office – Legal Opinions & General Counsel (LOGIC)
2. **Records Officer:** Christi Sommers **Phone:** 296.2218
3. **Appraising Archivist:** Kris Graves
4. **Date of Appraisal:** September 2008
5. **Total records - No. of Series:** 17
6. **Archival records - No. of Series:** 7
7. **Records Eligible for Immediate Transfer to Archives:**

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

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

The Attorney General's Office wishes to revise its previously approved retention and disposition schedule. An agency representative contacted KHS staff and proposed the agency-wide overhaul, with a specific eye toward eliminating multiple entries for similar records kept by different divisions. The review process also provided agency staff with the opportunity to identify and cull many records no longer being kept as well as those records now subsumed by other record series—and to amend the schedule to better reflect recent organizational restructuring of divisions.

The Legal Opinions & General Counsel division proposes adding 13 new entries and 4 revisions to its previously approved schedule. A relatively new division, LOGIC was formerly the Civil division.

Retention/Disposition Schedule Entries

082-010

Office of the Attorney General

Legal Opinions & General Counsel (LOGIC) Division

Bond / Temporary Note Billings (Series Unknown)

Billing statements associated with review of bonds and temporary notes. Includes copies of checks received.

Entry Status: Ready for SRB

Retention Period: 5 years

Disposition: Destroy

Record Copy: Paper

Remarks: New entry.

Bond Approval Log (Series 0053-082)

Register of bond issues under review by bond attorney. Information includes entity issuing bond, date received for review, reasons for proposed issuance, date reviewed, and whether or not approved.

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. Changed unit affiliation. Changed disposition.

External Meetings - Minutes, Packets, etc. (Series Unknown)

Records relative to the Attorney General's service on the State Rules and Regulations Board (KSA 75-423), the State Records Board (KSA 75-3502), the Commission on Surety Bonds & Insurance (KSA 75-4101), and the Joint Committee on State/Tribal Relations (KSA 46-2303).

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(14)(20)(42)

Comments: Retain until no longer useful, then destroy. Records are duplicative of materials in other agencies.

Record Copy: Paper

Remarks: New entry.

Formal Opinions (Series Unknown)

Copies of legal opinions, issued pursuant to KSA 75-704 and 75-704a, on all questions of law submitted to the Attorney General by the Legislature, the Governor, Secretary of State, State Treasurer, State Board of Education, and the Commissioner of Insurance. Formal opinions are signed by the Attorney General and also include requests submitted by other designated governmental officials relating to matters of statewide significance.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Comments: Retain until no longer useful, then transfer one copy to Archives. Formal opinions issued pursuant to KSA 75-704a are accessible on Washburn University School of Law website; KSA 75-704a also requires that a copy be filed in the State Library, the Supreme Court Law Library, and the law libraries of the University of Kansas School of Law and Washburn University Law School.

Record Copy: Paper

Remarks: New entry.

General Legal Services - State Agencies, Boards, and Commissions (Series 0050-082)

Records regarding legal assistance given by LOGIC attorneys to specific state agencies, boards, and commissions: correspondence, reports, notes, publications, etc.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(2)(4)(5)(11)(14)(20)(25)(30)

Comments: Retain until no longer useful, then destroy.

Record Copy: Paper

Remarks: Revised entry. Modified title and unit affiliation. Added restrictions. Changed retention/disposition.

Informal Opinions (Series Unknown)

Informal opinions are opinions requested by governmental officials (other than the Governor, members of the State Legislature, the Board of Education, the Secretary of State, State Treasurer, and Insurance Commissioner) that do NOT address matters of statewide significance. Unlike Formal Opinions, Informal opinions contain a "regarding" indicator on the first page and may be signed by the attorney general, an assistant attorney general, or a deputy attorney general.

Entry Status: Ready for SRB

Retention Period: 5 years

Disposition: Archives

Record Copy: Paper

Remarks: New entry.

Inter-Local Cooperation Agreements (Series 0059-082)

Documents related to the review of formal agreements between municipal and/or regional agencies pursuant to KSA 12-2904. Includes interlocal agreement and correspondence, including emails and faxes.

Entry Status: Ready for SRB

Retention Period: 5 cldr yrs

Disposition: Archives

Restrictions: KSA 45-221(a)(14), KSA 45-221(a)(20)

Comments: This records series is duplicated in the Office of the Secretary of State; see "Interlocal Agreements" (0130-622).

Record Copy: Paper

Remarks: Revised entry. Shortened retention (from 10 years) and added restrictions.

Kansas Architectural Accessibility Act-related Files (Series Unknown)

Correspondence, including emails and faxes, research and other records related to agency's statutory authority. KSA 58-1304.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(11)(14)(20)(30)

Comments: Retain until no longer useful, then destroy.

Record Copy: Paper

Remarks: New entry.

Kansas Open Meetings (KOMA) and Kansas Open Records (KORA)-related Files (Series Unknown)

Correspondence, including emails and faxes, settlement agreements, research and supporting records related to agency's investigations and enforcement of these Acts.

Entry Status: Ready for SRB

Retention Period: 5 years

Disposition: Archives

Restrictions: KSA 45-221(a)(11)(14)(20)(30)

Record Copy: Paper

Remarks: New entry.

License Application Forms (Series Unknown)

Records related to the Attorney General's examination/approval of pawnbrokers, precious metal dealers, and cereal malt beverage licensee applicants

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Comments: Retain until no longer useful, then destroy.

Record Copy: Paper

Remarks: New entry.

Opinion Files (Series 0021-082)

Records related to the research, drafting, and issuance of formal and informal opinions by the division. Formal opinions are signed by the Attorney General and issued pursuant to KSA 75-704a. Informal opinions are signed by an assistant or deputy attorney general and contain a "re" indicator on the first page of of the opinion. Includes correspondence, emails, faxes, research, and any other relevant materials. Also includes opinion request log and index cards identifying attorney, statute, requestor, opinion number, and request number.

Entry Status: Ready for SRB

Retention Period: 10 calendar years

Disposition: Archives

Restrictions: KSA 45-221(a)(14)(20)

Record Copy: Paper

Remarks: Revised entry. Expanded description and retention, changed unit affiliation, and added restrictions. Supersedes Opinion Indices (0022-082), Opinion Request Correspondence (0023-082), Opinion Request Log (0024-082), and Opinion Research Files (0066-082).

Private Detective Records (Series Unknown)

Records relating to the Attorney General's regulation of private detectives pursuant to KSA 75-7b01 et seq.: correspondence, including emails and faxes, investigations, discipline, and administrative hearings.

Entry Status: Ready for SRB

Retention Period: 5 years

Disposition: Destroy

Restrictions: KSA 45-221(a)(11); KSA 45-221(a)(14); KSA 45-221(a)(20); KSA 45-221(a)(30)

Comments: May duplicate records in the possession of Kansas Bureau of Investigation.

Record Copy: Paper

Remarks: New entry.

Private Property Protection - "Takings" Guidelines (Series Unknown)

Records relating to the issuance of "takings" guidelines pursuant to KSA 77-701 et. seq. Attorney General's Office is required to annually update guidelines to assist state agencies in evaluating proposed governmental actions in determining whether such action may constitute a "taking."

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Comments: Retain until no longer useful, then destroy. Guidelines are published annually in Kansas Register (KSA 77-704).

Record Copy: Paper

Remarks: New entry.

Request for Access to Records (Series Unknown)

Records related to KORA requests for access to records in the possession of the Attorney general, and agency response prepared pursuant to KSA 45-218.

Entry Status: Ready for SRB

Retention Period: 5 years

Disposition: Destroy

Restrictions: KSA 45-221(a)(14)(20)

Record Copy: Paper

Remarks: New entry. The AG's Office believes the General Schedule should be modified to reflect the possibility of discretionary closure under KSA 45-221(a)(14) which deals with correspondence between a private person and a government agency and (a)(20) which allows discretionary closure of memos and opinions addressing whether the record should be disclosed.

State Agency Regulation Review (Series Unknown)

Correspondence, including emails and faxes, drafts of regulations, and other records related to reviewing state agency regulations. KSA 77-420.

Entry Status: Ready for SRB

Retention Period: 5 years

Disposition: Destroy

Restrictions: KSA 45-221(a)(14), KSA 45-221(a)(20)

Record Copy: Paper

Remarks: New entry.

State Property Files (Series Unknown)

Records related to approval of Easements on state property, pursuant to KSA 75-2131 and 74-3264; Deeds statutorily required to be approved by the Attorney General; special Assessments, pursuant to KSA 12-3506; and any other records regarding statutorily-required review of contracts, leases, conveyances, deeds, and similar legal documents (e.g. KSA 75-3743).

Entry Status: Ready for SRB

Retention Period: 5 years

Disposition: Archives

Restrictions: KSA 45-221(a)(14), KSA 45-221(a)(20)

Record Copy: Paper

Remarks: New entry.

Tribal Gaming Compacts (Series Unknown)

Records relative to the negotiation or renegotiation of tribal gaming compacts. See KSA 46-2302.

Entry Status: Ready for SRB

Retention Period: 5 years

Disposition: Archives

Restrictions: KSA 45-221(a)(1)(20)(25)(42)

Record Copy: Paper

Remarks: New entry.

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1. **Agency:** Kansas Attorney General's Office – Medicaid Fraud Division

2. **Records Officer:** Christi Sommers **Phone:** 296.2218

3. **Appraising Archivist:** Kris Graves

4. **Date of Appraisal:** September 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 Attorney General's Office wishes to revise its previously approved retention and disposition schedule. An agency representative contacted KHS staff and proposed the agency-wide overhaul, with a specific eye toward eliminating multiple entries for similar records kept by different divisions. The review process also provided agency staff with the opportunity to identify and cull many records no longer being kept as well as those records now subsumed by other record series—and to amend the schedule to better reflect recent organizational restructuring of divisions.

The Medicaid Fraud division proposes 1 revision to its previously approved schedule. Modifications had wholly to do with privacy restrictions.

Retention/Disposition Schedule Entries

082-009

Office of the Attorney General Medicaid Fraud and Abuse Division

Assessment Files (Series 0174-082)

Interviews, reports, correspondence, notes, legal documents, etc., regarding investigations which did not result in formal cases.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(1)(2)(3)(5)(10)(11)(14)(20)(25)(30)

Comments: Retain until investigation is inactive plus 5 calendar years, then destroy unless requested by a law enforcement agency or federal agency.

Record Copy: Paper

Remarks: Revised entry. Added restrictions.

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1. **Agency:** Kansas Attorney General's Office – Multiple Subunits
2. **Records Officer:** Christi Sommers **Phone:** 296.2218
3. **Appraising Archivist:** Kris Graves
4. **Date of Appraisal:** September 2008
5. **Total records - No. of Series:** 13
6. **Archival records - No. of Series:** 5
7. **Records Eligible for Immediate Transfer to Archives:**

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

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

The Attorney General's Office wishes to revise its previously approved retention and disposition schedule. An agency representative contacted KHS staff and proposed the agency-wide overhaul, with a specific eye toward eliminating multiple entries for similar records kept by different divisions. The review process also provided agency staff with the opportunity to identify and cull many records no longer being kept as well as those records now subsumed by other record series—and to amend the schedule to better reflect recent organizational restructuring of divisions.

The Multiple Subunits "division" was created specifically to cover those records that multiple divisions within the agency keep. The Attorney General's Office proposes adding these 14 entries to the agency's previously approved schedule under this agency-wide umbrella in order to eliminate duplicate listings for similar records.

Retention/Disposition Schedule Entries

082-XXX

Office of the Attorney General

Multiple subunits/subunit not defined

Administrative Records (Series 0049-082)

Copies of policies, procedures, and other miscellaneous administrative documents pertaining to the divisions, or the agency.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 22-4707,45-221(a)(1)(4)(6)(14)(16)(20)

Comments: Retain record copy of policies and procedures in accordance with General Schedule (see 0084-000). Retain remainder until no longer useful, then destroy.

Record Copy: Paper

Remarks: Revised entry. Broadened applicable unit/sub-unit designation. Added restrictions. Supersedes "Administrative Records" (0150-082), and "Subject Files - Director's" (0160-082).

Case Files (Series 0172-082)

Pleadings/filings, research, case notes, interviews, correspondence, evidence, contracts, billings, complaint forms, appeal files, no-charge felony reports, and other supporting documentation relating to criminal, consumer, antitrust, medicaid fraud, and civil cases. Includes cases handled by outside counsel, charitable trust, and amicus curiae cases; does NOT include any case files specifically outlined in other divisions--including, but not limited to, Abuse, Neglect and Exploitation cases, Cases on Appeal, Outstanding Warrants cases, No-Charge Reports, Homicide cases, and Sex Offense cases. (Evidence obtained from others may be disposed in accordance with protective order, if any.)

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 22-4707, 38-2326, 45-221(a)(1)(2)(3)(5)(10)(11)(14)(20)(25)(25)(29)(30)(47)

Comments: Retain in office until case is closed (include appeal, probation, and/or incarceration/parole time if applicable). Then transfer to Records center for 5 years. Then transfer to Archives for purging, unless requested by a law enforcement agency or federal agency.

Record Copy: Paper

Remarks: Revised entry. Modified applicable subunits, description, and comments. Added restrictions. Supersedes Case Files - Litigation (0127), Litigation Records (0063-082), Case Records - General Criminal (0107-082), Case Files - Antitrust (0137-082), Amicus Curiae Records (0123-082), Case Files - Amicus Curiae (0126-082), and Investigation Files (0173-082).

Correspondence - Policy Related (Series 0043-082)

Incoming and outgoing letters, email, 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.

Entry Status: Ready for SRB

Retention Period: 5 years

Disposition: Archives

Restrictions: KSA 45-221(a)(1)(14)(20)(25)(30)

Comments: Retain in office 5 calendar years, then transfer to the archives for purging.

Record Copy: Paper

Remarks: Revised entry. Broadened applicable subunits. Added restrictions. Supersedes "Correspondence - Policy Related" series formerly listed under individual divisions: 0056-082, 0111-082, and 0113-082.

Correspondence - Routine (Series 0044-082)

Incoming and outgoing letters, email, and memoranda which pertain only to routine matters handled in accordance with existing policy and procedures: requests for information, correspondence with the public and public officials unrelated to a specific case or matter, etc. (Correspondence related to specific cases, or of legal significance, should be filed according to applicable guidelines.)

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(1)(14)(20)(25)(30)

Comments: Retain until no longer useful, then destroy.

Record Copy: Paper

Remarks: Revised entry. Modified applicable subunits; description. Added restrictions. Supersedes "Correspondence - Routine" formerly listed under individual subunits (0076-082, 0057-082).

Correspondence - of Legal Significance (Series Unknown)

Correspondence affecting substantive rights, setting precedent, or recording important events in the operational and organizational history of the agency that are not associated with a particular case or matter. Includes requests for representation, demand letters, and responses thereto.

Entry Status: Ready for SRB

Retention Period: 5 years

Disposition: Archives

Restrictions: K.S.A. 45-221(a)(1)(11)(14)(20)(25)(30)

Record Copy: Paper

Remarks: New entry.

Employee Case Status Reports (Series Unknown)

Internal memos or other work product that is done during the preparation of a case to periodically update what active cases are assigned to the attorney and what the status of each of those cases is. This is an ever-changing document that gives a "snapshot" (name, court, and date filed) of what that attorney (or agent) is doing at the moment the report is generated.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(1)(25)

Comments: Retain until no longer useful, then destroy.

Record Copy: Paper

Remarks: New entry.

General Research (Series Unknown)

Memoranda, email, correspondence, publications, newsletters, resource materials, etc., not related to any individual case (see Case Files).

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: K.S.A. 45-221(a)(1)(14)(20)(25)

Comments: Retain until no longer useful, then destroy.

Record Copy: Paper

Remarks: New entry.

Internal Memos - Policy Related (Series Unknown)

Internal memos, e-mail, and other correspondence between agency staff that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 45-221(a)(1)(20)

Comments: Retain in office 5 calendar years, then transfer to the archives for purging. Print out all electronic versions as issued and transfer to the archives for purging.

Record Copy: Paper

Remarks: New entry.

Internal Memos - Routine (Series 0133-082)

Internal memos, e-mail, or other correspondence between agency staff which pertain to routine matters.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(20)(25)(30)

Comments: Retain until no longer useful, then destroy.

Record Copy: Paper

Remarks: Revised entry. Modified title (from Memoranda -Intra Office); Shortened retention to align with General Schedule; and added restrictions. Supersedes Memoranda - Intra-Office (0117-082).

Legislative Materials (Series 0062-082)

Copies of bills and statutes, drafts of legislation, notes, correspondence, testimony, etc., related to various legislative activities.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Record Copy: Paper

Remarks: Revised entry. Broadened applicable subunits. Supersedes Legislative Relations Files (0088-082), Legislative Relations Files (0143-082), Legislative Relations Files (0132-082), and Legislative Relations Files (0142-082), all formerly filed under individual divisions.

Schedules - Office Activities (Series Unknown)

Internal forms, appointment books, contact lists, task/to do lists, and calendars used to schedule employees, activities, vehicles, meeting rooms, etc.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Comments: Retain until no longer useful, then destroy.

Record Copy: Paper

Remarks: New entry.

Subject Files (Series 0134-082)

Wide variety of documents related to full range of the agency's activities: correspondence, legal documents, publications, reports, briefs, etc.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Record Copy: Paper

Remarks: Revised entry. Broadened applicable subunit designation. Supersedes Subject Files - Alphabetical (0033-082), Subject Files - Geographical (0034-082), Subject Files - General (0035-082), Subject Files - Miscellaneous (0147-082), Subject Files - Director (0048-082), Subject Files - Misc. (0146-082), Subject Files - Alpha. (0067-082), Subject Files- Misc. (0068-082), and Subject Files (0120-082), formerly listed under individual divisions.

Tax Returns for Non-Profit Organizations (Series 0037-082)

Copies of Internal Revenue Service forms 990F "Return of Private Foundation" and supporting documents required by IRS to be filed at the Office of the Attorney General.

Entry Status: Ready for SRB

Retention Period: 5 years

Disposition: Destroy

Restrictions: None

Comments: Retain in office 2 tax years, transfer to the records center for 3 tax years, then destroy.

Record Copy: Paper

Remarks: Revised entry. Modified retention and applicable subunits.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
November 5, 2008**

1. **Agency:** Kansas Attorney General's Office – Obsolete / Superseded
2. **Records Officer:** Christi Sommers **Phone:** 296.2218
3. **Appraising Archivist:** Kris Graves
4. **Date of Appraisal:** September 2008
5. **Obsolete records - No. of Series:** 55
6. **Superseded records - No. of Series:** 48
7. **Records Eligible for Immediate Transfer to Archives:**

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

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

The Attorney General's Office wishes to revise its previously approved retention and disposition schedule. An agency representative contacted KHS staff and proposed the agency-wide overhaul, with a specific eye toward eliminating multiple entries for similar records kept by different divisions. The review process also provided agency staff with the opportunity to identify and cull many records no longer being kept as well as those records now subsumed by other record series—and to amend the schedule to better reflect recent organizational restructuring of divisions.

Retention/Disposition Schedule Entries

082

Office of the Attorney General

OBSOLETE Series

<u>Series ID</u>	<u>Agency</u>	<u>Title</u>
0007-082	082-001	Correspondence Log - Daily
0001-082	082-001	Campaign Records - Financial
0004-082	082-001	CASK Yearly Financial Reports: Obsolete Series
0026-082	082-001	Payroll Adjustment Records
0030-082	082-001	Railroad Police Licensing Records
0006-082	082-001	Correspondence - Campaign Records
0005-082	082-001	Consumer Weekly Column Records
0025-082	082-001	Opinions - Requests for Copies
0014-082	082-001	Inventory Records - Expendable Property
0017-082	082-001	Legislative Relations Files
0003-082	082-001	CASK Monthly Financial Reports: Obsolete Series
0002-082	082-001	CASK Daily Financial Reports: Obsolete Series
0036-082	082-001	Task Force Files
0020-082	082-001	Clipping Files
0018-082	082-001	Legislative Relations Files - Administrative Assistant
0019-082	082-001	Mailing Lists
0027-082	082-001	Payroll Register
0051-082	082-003	Behavioral Sciences Regulatory Board Files
0055-082	082-003	CASK Reports, Daily Warrant Register - Kansas Bureau of Investigation
0052-082	082-003	Bond Approval Letters
0054-082	082-003	Bond Transcripts
0071-082	082-003	Vouchers - Kansas Bureau of Investigation
0065-082	082-003	Opinion Copy Files
0061-082	082-003	KIPPS Payroll Warrant Register - Kansas Bureau of Investigation
0070-082	082-003	Vehicle Records
0069-082	082-003	Telephone Call Notes and Related Correspondence
0060-082	082-003	Investigations - General
0064-082	082-003	Missing and Exploited Children Task Force Records
0090-082	082-004	Press Releases
0121-082	082-005	Summary Dismissals
0105-082	082-005	Briefs - Department of Corrections
0119-082	082-005	Opinion Research Files
0118-082	082-005	Missing and Exploited Children Task Force Records
0122-082	082-005	Training and Assistance Fund Reports
0115-082	082-005	Investigation Files
0116-082	082-005	Juvenile Offender Programs - Records of the Advisory Committee on
0108-082	082-005	Case Records - Habeas Corpus
0106-082	082-005	Case Records - Civil Rights
0104-082	082-005	Appeals and Motions - Criminal
0129-082	082-006	Civil Rights Case Files
0124-082	082-006	Case File Index
0130-082	082-006	Docket Control Register
0125-082	082-006	Case File Log

0131-082	082-006	Expert and Special Counsel Files
0128-082	082-006	Case Lists
0140-082	082-007	Consumer Complaint Card File
0145-082	082-007	Opinion Research Files
0149-082	082-007	Utilities Files
0136-082	082-007	Bankruptcy Notifications
0161-082	082-008	Victims Card File
0155-082	082-008	Defendant Card File
0151-082	082-008	CASK Daily Financial Reports: Obsolete Series
0153-082	082-008	CASK Yearly Financial Reports: Obsolete Series
0152-082	082-008	CASK Monthly Financial Reports: Obsolete Series
0163-082	082-008	Vouchers - Receipts

Retention/Disposition Schedule Entries

082-001

Office of the Attorney General Administration Division

Employment Eligibility Verification Form (Series 0011-082)

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

Entry Status: Superseded

Retention Period: See Comments

Disposition: Destroy

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

Comments: Retain for length of employee tenure plus 3 years, then destroy.

Record Copy: Unknown

Remarks: Superseded by "Personnel Files" (0008-082).

Intern File (Series 0013-082)

Correspondence, resumes, and other documents related to interns and their tenure in the office.

Entry Status: Superseded

Retention Period: 005 cldr yrs

Disposition: Destroy

Restrictions: None

Record Copy: Unknown

Remarks: Superseded by "Personnel Files" (0008-082).

Opinion Indices (Series 0022-082)

Card indices of Opinion Files series, cross-indexed by attorney, statute, requesting party, opinion number, and request number. Initiated upon any request for an official opinion.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain until no longer useful, transfer to archives in conjunction with Opinion Files series.

Record Copy: Unknown

Remarks: Superseded by "Opinion Files" (0021-082).

Opinion Request Correspondence (Series 0023-082)

Correspondence, incoming and outgoing, concerning opinion requests for which no opinion or only an unofficial one was issued.

Entry Status: Superseded

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Record Copy: Unknown

Remarks: Superseded by "Opinion Files" (0021-082).

Opinion Request Log (Series 0024-082)

Record of opinion requests.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Series is obsolete and duplicated in content by Opinion Indices series. Destroy immediately.

Record Copy: Unknown

Remarks: Superseded by "Opinion Files" (0021-082).

Speeches, Testimony, and Articles (Series 0032-082)

Notes, drafts, and final versions of speeches, testimony, and articles given and/or published by the Attorney General.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Record Copy: Unknown

Remarks: Superseded by "Speeches and Writings" (0094-082).

Subject Files - Attorney General - Alphabetical (Series 0033-082)

Office reference files of the incumbent Attorney General regarding full range of Attorney General's activities and interests: correspondence, reports, publications, memoranda, and other materials.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 45-221(a)(25)

Comments: Retain until end of office tenure, then materials not related to official activities may be removed--transfer remainder to archives.

Record Copy: Unknown

Remarks: Superseded by "Subject Files" (0134-082), listed under Multiple subunits.

Subject Files - Attorney General - Geographical (Series 0034-082)

Office files of the incumbent Attorney General. Correspondence and other miscellaneous documents related to specific geographic locations: Kansas counties, states, and foreign nations.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 45-221(a)(25)

Comments: Retain until end of office tenure, then materials not related to official activities may be removed--transfer remainder to archives.

Record Copy: Unknown

Remarks: Superseded by "Subject Files" (0134-082), listed under Multiple subunits.

Subject Files - General - Alphabetical (Series 0035-082)

Subject files regarding full range of agency activities and concerns: correspondence, reports, budget documents, contracts, issue papers, and other miscellaneous materials.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain until no longer useful, then transfer to archives for purging. There are two sub-series of these records: one maintained by Chief of Staff and one by the Attorney General's personal assistant.

Record Copy: Unknown

Remarks: Superseded by "Subject Files" (0134-082), listed under Multiple subunits.

Vouchers - Purchase (Series 0041-082)

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

Entry Status: Superseded

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: Schedule does not apply to the Division of Accounts and Reports.

Record Copy: Unknown

Remarks: Superseded by "Vouchers - Accounts Payable" (0039-082).

Vouchers - Travel (Series 0040-082)

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

Entry Status: Superseded

Retention Period: 003 fisc yrs

Disposition: Destroy

Restrictions: None

Comments: Schedule does not apply to the Division of Accounts and Reports.

Record Copy: Unknown

Remarks: Superseded by "Vouchers - Accounts Payable" (0039-082).

Communications

Public Relations Materials - Miscellaneous (Series 0029-082)

Various routine communications with the news media and other entities regarding the Attorney General's public appearances.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Record Copy: Unknown

Remarks: Superseded by "Correspondence - Routine" (0044-082), listed under Multiple

subunits/subunits not defined.

082-003

Office of the Attorney General Civil Division

Correspondence - Policy Related (Series 0056-082)

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.

Entry Status: Superseded

Retention Period: 005 cldr yrs

Disposition: Archives

Restrictions: Portions may be restricted.

Comments: Retain in office 5 calendar years, then transfer to the archives for purging.

Record Copy: Unknown

Remarks: Superseded by "Correspondence - Policy Related" (0043-082) listed under Multiple subunits/subunits not defined.

Correspondence - Routine (Series 0057-082)

Correspondence and some miscellaneous supporting documents related to the general activities of the Civil Division.

Entry Status: Superseded

Retention Period: 010 cldr yrs

Disposition: Destroy

Restrictions: Portions may be restricted

Comments: Supersedes general schedule.

Record Copy: Unknown

Remarks: Superseded by "Correspondence - Routine" (0044-082) listed under Multiple subunits/subunits nor defined.

Employee Time Report Records (Series 0058-082)

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.

Entry Status: Superseded

Retention Period: 005 fisc yrs

Disposition: Destroy

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

Comments: Internal agency forms. See also Leave Requests.

Record Copy: Unknown

Remarks: Superseded by "Employee Time Report Records" (0009-082) listed under Administration.

Litigation Records (Series 0063-082)

Various legal documents and reference materials (including court transcripts) regarding cases litigated by the Office of the Attorney General having connection to Civil Division.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: Portions may be restricted

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

Record Copy: Unknown

Remarks: Superseded by "Case Files" (Series Unknown) listed under Multiple subunits.

Opinion Research Files (Series 0066-082)

Materials related to the research, drafting, and issuance of legal opinions by the division: correspondence, reports, legal documents, publications, etc.

Entry Status: Superseded

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Record Copy: Unknown

Remarks: Superseded by "Opinion Files" (0021-082).

Subject Files - Alphabetical (Series 0067-082)

Wide variety of documents related to various civil legal issues: correspondence, reports, publications, notes, etc.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: Portions may be restricted

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

Record Copy: Unknown

Remarks: Superseded by "Subject Files" (0134-082) listed under Multiple subunits.

Subject Files - Miscellaneous (Series 0068-082)

Wide variety of documents maintained by attorneys and division chief for reference on numerous categories of legal subjects: correspondence, reports, opinions, notes, publications.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Destroy

Restrictions: Portions may be restricted

Comments: These documents are almost entirely duplicative of other records series. Retain until no longer useful, then destroy.

Record Copy: Unknown

Remarks: Superseded by "Subject Files" (0134-082) listed under Multiple subunits.

082-004

Office of the Attorney General

Victim Services Division

Correspondence - Routine (Series 0076-082)

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

etc.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(3)(10)(11)(14)(20)(25)(30)(47)

Comments: Retain until no longer useful, then destroy.

Record Copy: Unknown

Remarks: Superseded by "Correspondence - Routine" series (0044-082) listed under multiple subunits/subunits undefined.

Correspondence - Sex Crimes Victims (Series 0166-082)

Incoming and outgoing correspondence with individual victims or victims advocacy organizations relating to sex crimes and concerning legal issues, victims assistance, victims' rights, etc.

Entry Status: Superseded

Retention Period: 005 fisc yrs

Disposition: Destroy

Restrictions: KSA 38-1607(b), 45-221(a)(14)(29)(C)&(30)

Record Copy: Unknown

Remarks: Superseded by "Correspondence - Victims" (0077-082).

Director's Files (Series 0082-082)

Internal and external correspondence, memos, reports, etc. from the division director.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 45-221(a)(1)(3)(10)(11)(14)(20)(25)(30)(47)

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

Record Copy: Unknown

Remarks: Superseded by "Correspondence" and "Internal Memos" series listed under Multiple subunits.

Legislative Relations Files (Series 0088-082)

Copies of bills and statutes, drafts of legislation, notes, correspondence, testimony, and other miscellaneous documents related to various legislative activities.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Record Copy: Unknown

Remarks: Superseded by "Legislative Materials" (0062-082) listed under Multiple subunits.

Vouchers - Purchase (Series 0103-082)

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

Entry Status: Superseded

Retention Period: 5 fiscal years

Disposition: Destroy

Restrictions: None

Comments: Supersedes General Schedule. Schedule does not apply to the Division of Accounts and Reports.

Record Copy: Unknown

Remarks: Superseded by "Vouchers - Accounts Payable" (0039-082) listed under Administration division.

Vouchers - Receipts (Series 0102-082)

Copies of documents used to transfer funds received by agencies from individuals and organizations into their particular accounts: forms DA-3 series.

Entry Status: Superseded

Retention Period: 5 fiscal years

Disposition: Destroy

Restrictions: None

Comments: Supersedes General Schedule.

Record Copy: Unknown

Remarks: Superseded by "Vouchers - Journal" (0038-082) listed under Administration division.

Crime Victims Compensation Board

Grant Files - Funded (Series 0157-082)

Records concerning the administration of grants to institutions involved in rape and/or domestic violence victims counseling and support: correspondence, grant applications, financial documents, etc.

Entry Status: Superseded

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain 5 years after the end of the grant period, transfer original applications and annual and final performance reports to the archives for purging, destroy remaining documents.

Record Copy: Paper

Remarks: Superseded by Grant Files - Victim's Assistance/Funded (0085-082).

State Child Death Review Board

Minutes (Series 0046-082)

Proceedings of regular or special meetings of the board.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Record Copy: Unknown

Remarks: Superseded by "Board Meetings Files" (0047-082).

082-005

Office of the Attorney General Criminal Division

Case Records - General Criminal (Series 0107-082)

Records related to general criminal cases: legal documents, correspondence, notes, reports, and miscellaneous supporting materials.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: Portions may be restricted

Comments: Retain until case is closed plus 5 calendar years, then transfer to archives.

Record Copy: Unknown

Remarks: Superseded by "Case Files" (0172-082), listed under Multiple subunits.

Correspondence - Amicus Curiae (Series 0109-082)

Correspondence and some supporting materials regarding amicus curiae activities in which the division is or has been involved.

Entry Status: Superseded

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Record Copy: Unknown

Remarks: Superseded by "Amicus Curiae Records" (0123-082) listed under Multiple subunits.

Correspondence - Department of Corrections (Series 0110-082)

Correspondence with the Department of Corrections and some miscellaneous supporting materials.

Entry Status: Superseded

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Comments: Obsolete records series - now maintained as part of General Correspondence (q.v.).

Record Copy: Unknown

Remarks: Superseded by "Correspondence" series, listed under Multiple subunits.

Correspondence - Policy Related (Series 0111-082)

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.

Entry Status: Superseded

Retention Period: 005 cldr yrs

Disposition: Archives

Restrictions: None

Comments: Retain in office 5 calendar years, then transfer to the archives for purging.

Record Copy: Unknown

Remarks: Superseded by "Correspondence - Policy Related" (0043-082) listed under Multiple subunits.

Correspondence - Policy Related (Series 0113-082)

Correspondence with the public and other state or federal agencies regarding wide range of organization activities.

Entry Status: Superseded

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: None

Comments: Supersedes general schedule.

Record Copy: Unknown

Remarks: Superseded by "Correspondence - Policy Related" (0043-082), listed under Multiple subunits.

Correspondence - Prisoner (Series 0112-082)

Correspondence with prisoners in the state correctional system regarding a wide range of issues.

Entry Status: Superseded

Retention Period: 010 cldr yrs

Disposition: Archives

Restrictions: KSA 45-221(a)(25)

Record Copy: Unknown

Remarks: Superseded by "Correspondence" series, listed under Multiple subunits.

Employee Time Report Records (Series 0114-082)

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.

Entry Status: Superseded

Retention Period: 005 fisc yrs

Disposition: Destroy

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

Comments: Internal agency forms. See also Leave Requests.

Record Copy: Unknown

Remarks: Superseded by "Employee Time Report Records" (0009-082) listed under Administration.

Memoranda - Intra-Office (Series 0117-082)

Routine memoranda between agency staff members.

Entry Status: Superseded

Retention Period: 003 cldr yrs

Disposition: Destroy

Restrictions: None

Record Copy: Unknown

Remarks: Superseded by "Internal Memos - Routine" (0133-082) listed under Multiple subunits.

Subject Files (Series 0120-082)

Documents regarding a wide range of issues and activities related to the division and its mission:

correspondence, reports, notes, forms, reference materials, etc.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Record Copy: Unknown

Remarks: Superseded by "Subject Files" (0134-082).

082-006

Office of the Attorney General Civil Litigation Division

Case Files - Amicus Curiae (Series 0126-082)

Records regarding specific amicus curiae actions by the Office of the Attorney General in court cases: legal documents, correspondence, reports, notes, reference materials, etc.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: None

Comments: Retain until case is closed plus 5 calendar years, then transfer to archives.

Record Copy: Unknown

Remarks: Superseded by "Amicus Curiae Records" (0123-082), listed under Multiple subunits.

Legislative Relations Files (Series 0132-082)

Copies of bills and statutes, drafts of legislation, notes, correspondence, testimony, and other miscellaneous documents related to various legislative activities.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy.

Record Copy: Unknown

Remarks: Superseded by "Legislative Materials" (0062-082) listed under Multiple subunits.

082-007

Office of the Attorney General Consumer Protection Division

Case Files - Litigation (Series 0127-082)

Records regarding specific legal cases: pleadings/filings, research, correspondence, evidence, legal documents, reports, notes, contracts, billings, reference materials, etc. (Evidence obtained from others may be disposed in accordance with protective order, if any.)

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 45-221(a)(11)(25)

Comments: Retain in office 2 years after case is closed (include appeal, probation, and/or incarceration/parole time if applicable). Then transfer to Records center for 5 years. Then transfer to Archives for purging, unless requested by a law enforcement agency or federal agency.

Record Copy: Paper

Remarks: Superseded by "Case Files" (0172-082) listed under Multiple subunits.

Charitable Organizations Information Files (Series 0138-082)

Correspondence, notes, and other supporting documentation relating to consumer information regarding charitable organizations.

Entry Status: Superseded

Retention Period: 003 cldr yrs

Disposition: Archives

Restrictions: Portions per KSA 45-221(a)(2)(3)(5)(10)(11)(25)(30)

Comments: Retain in office 3 calendar years, then transfer to the archives for purging.

Record Copy: Unknown

Remarks: Superseded by "Complaint Files" (0139-082).

Legislative Relations Files (Series 0143-082)

Copies of bills and statutes, drafts of legislation, notes, correspondence, testimony, and other miscellaneous documents related to various activities.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Record Copy: Unknown

Remarks: Superseded by "Legislative Materials" (0062-082) listed under Multiple subunits.

Legislative Relations Files (Series 0142-082)

Copies of bills and statutes, drafts of legislation, notes, correspondence, testimony, and other miscellaneous documents related to various legislative activities.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: None

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

Record Copy: Unknown

Remarks: Superseded by "Legislative Materials" (0062-082) listed under Multiple subunits.

Subject Files - Miscellaneous (Series 0146-082)

Documents relating to a variety of consumer, anti-trust, and charitable organizations inquiries and referrals which are often not within the Attorney General's jurisdiction.

Entry Status: Superseded

Retention Period: 002 cldr yrs

Disposition: Destroy

Restrictions: None

Record Copy: Unknown

Remarks: Superseded by "Subject Files" (0134-082) listed under Multiple subunits.

Anti-Trust

Subject Files, Miscellaneous (Series 0147-082)

Wide variety of documents regarding the activities of the unit: correspondence, financial records, notes, etc.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Since reorganizing with the Consumer Protection Division, Subject Files have all been combined and be retained accordingly.

Record Copy: Unknown

Remarks: Superseded by "Subject Files" (0134-082) listed under Multiple subunits.

Anti-trust

Case Files - Antitrust (Series 0137-082)

Records regarding specific anti-trust cases: legal documents, briefs, correspondence, reports, reference material, pleadings/filings, research, evidence, contracts, billings, etc. Includes cases handled by outside counsel and charitable trust cases. (Evidence obtained from others may be disposed in accordance with protective order, if any.)

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: Portions per KSA 45-221(a)(11)(25)

Comments: Retain in office 2 years after case is closed (include appeal, probation, and/or incarceration time if applicable). Then transfer to Records center for 5 years. Then transfer to Archives for purging, unless requested by a law enforcement agency or federal agency.

Record Copy: Unknown

Remarks: Superseded by "Case Files" (1034-082) listed under Multiple subunits.

082-008

Office of the Attorney General Crime Victims Compensation Board

Administrative Records (Series 0150-082)

Miscellaneous routine records related to administration of the agency: leases, inventory records, vouchers, travel records, payroll, etc.

Entry Status: Superseded

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Retain and dispose of according to general schedule (KAR 53-3-1) where applicable - otherwise retain until no longer useful, then destroy.

Record Copy: Unknown

Remarks: Superseded by "Administrative Records" (0049-082) listed under Multiple subunits.

Subject Files - Director's (Series 0160-082)

Wide variety of documents relative to the administration of the agency: correspondence, personnel, inventory, etc.

Entry Status: Superseded

Retention Period: See Comments

Disposition: See Comments

Restrictions: Portions may be restricted

Comments: Retain according to general schedule (KAR 53-3-1) where applicable -- otherwise retain until no longer useful, then transfer to archives.

Record Copy: Unknown

Remarks: Superseded by "Administrative Records" (0049-082) listed under Multiple subunits.

082-009

**Office of the Attorney General
Medicaid Fraud and Abuse Division**

Investigation Files (Series 0173-082)

Interviews, reports, correspondence, notes, legal documents, etc. relating to investigations which resulted in formal cases.

Entry Status: Superseded

Retention Period: See Comments

Disposition: Archives

Restrictions: Portions may be restricted

Comments: Retain until investigation is inactive plus 5 calendar years, then transfer to the archives for purging unless requested by a law enforcement agency or federal agency.

Record Copy: Unknown

Remarks: Superseded by Case Files (0172-082), listed under Multiple subunits.

**KANSAS STATE RECORDS BOARD
RECORDS APPRAISAL REPORT FOR
REVISION TO
RETENTION/DISPOSITION SCHEDULE
November 5, 2008**

1. **Agency:** Kansas Attorney General's Office – Victim Services
2. **Records Officer:** Christi Sommers **Phone:** 296.2218
3. **Appraising Archivist:** Kris Graves
4. **Date of Appraisal:** September 2008
5. **Total records - No. of Series:** 11
6. **Archival records - No. of Series:** 4
7. **Records Eligible for Immediate Transfer to Archives:**

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

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

The Attorney General's Office wishes to revise its previously approved retention and disposition schedule. An agency representative contacted KHS staff and proposed the agency-wide overhaul, with a specific eye toward eliminating multiple entries for similar records kept by different divisions. The review process also provided agency staff with the opportunity to identify and cull many records no longer being kept as well as those records now subsumed by other record series—and to amend the schedule to better reflect recent organizational restructuring of divisions.

The Victim Services division (along with its Abuse, Neglect, and Exploitation Unit; Crime Victims Compensation Board; and State Child Death Review Board) proposes 1 new entry in addition to 10 revisions to its previously approved schedule.

Retention/Disposition Schedule Entries

082-004

Office of the Attorney General Victim Services Division

Awards Given Files (Series 0074-082)

Awards given by the Attorney General and/or the Division and/or any unit in this Division in recognition of efforts on behalf of victims' and their rights, or school based resource or DARE officers. May include nominations, submissions, press releases, etc.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful, then destroy. Sufficient documentation of these activities should be found in "Press Releases" (0028-082) from Communications Office.

Record Copy: Paper

Remarks: Revised entry. Expanded description.

Correspondence - Victims (Series 0077-082)

Incoming and outgoing correspondence with individual victims or victims advocacy organizations concerning legal issues, victims assistance, victims' rights, etc.

Entry Status: Ready for SRB

Retention Period: 5 fisc years

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(3)(10)(11)(14)(20)(25)(30)(47)

Comments: Retain for 5 fiscal years, then destroy.

Record Copy: Paper

Remarks: Revised entry. Added further restrictions. Changed disposition to DESTROY. Supersedes "Correspondence - Sex Crimes Victims" (0166-082).

Correspondence Log (Series 0078-082)

Form or database used to track incoming and outgoing correspondence.

Entry Status: Ready for SRB

Retention Period: 5 fisc years

Disposition: Destroy

Restrictions: KSA 45-221(a)(11)(14)&(30)

Record Copy: Paper, Electronic

Electronic Recordkeeping Plan NOT Endorsed

Remarks: Revised entry. Added restrictions.

County Policies (Series 0079-082)

Formal policies created by each county and submitted to Division upon request. Maintained for convenience of reference.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: None

Comments: Retain until no longer useful or superceded, then destroy.

Record Copy: Paper

Remarks: Revised entry. Dropped domestic violence designation (formerly County Domestic Violence Policies).

Crime Victims Rights Conference Files (Series 0081-082)

Handbooks, financial records, local arrangements, schedules, etc. for annual conference administered by the Division or Units of the Division, designed for persons in law enforcement, health care, crisis intervention, etc.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: None

Comments: Send 1 copy of handbooks, handouts, etc. unique to conference and 1 copy of conference schedule to archives. Retain remainder until no longer useful, then destroy.

Record Copy: Paper

Remarks: Revised entry. Modified retention (for remainder, from 3 years).

Grant Files - Victim's Assistance/Funded (Series 0085-082)

Variety of documents relating to applications for grants and other funding requests made of the Attorney General by other agencies. Includes documents relating to the administration and implementation of such funding.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: See Comments

Restrictions: KSA 45-221(a)(1)(3)(10)(11)(14)(20)(25)(30)(47)

Comments: Retain 5 years after the end of the grant period, transfer original applications and annual and final performance reports to the archives for purging, destroy remaining documents.

Record Copy: Paper

Remarks: Revised entry. Modified title and description to clarify that these records relate to requests for funding from, rather than for, the AG's office. Added restrictions. Supersedes Grant Files - Funded (0157-082).

Grant Files - Victim's Assistance/Unfunded (Series 0086-082)

Applications and supporting documentation, submitted to the Attorney General by other agencies, relating to federal, state, and private grants which were not funded.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 45-221(a)(1)(3)(10)(11)(14)(20)(25)(30)(47)

Comments: Retain until no longer useful, then destroy.

Record Copy: Paper

Remarks: Revised entry. Modified title. Added restrictions.

Abuse, Neglect, and Exploitation Unit

Case Files (Series Unknown)

Documents relating to investigations into abuse, neglect, and exploitation of children or vulnerable adults.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Destroy

Restrictions: KSA 75-723

Comments: Retain in office until case closed plus 2 years, transfer to the records center for 15 calendar years, then destroy.

Record Copy: Paper

Remarks: New entry.

Crime Victims Compensation Board**Board Meeting Files (Series 0158-082)**

Proceedings of the Crime Victims Compensation Board: includes agendas, minutes, and other documents.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

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

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

Record Copy: Paper

Remarks: Revised entry. Modified title (from Minutes) and expanded description.

Claim Files (Series 0154-082)

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

Entry Status: Ready for SRB

Retention Period: 005 cldr yrs

Disposition: Destroy

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

Record Copy: Paper

Remarks: Revised entry. Added restriction. Changed disposition.

State Child Death Review Board**Board Meeting Files (Series 0047-082)**

Agendas, minutes, articles, statistics, notes, reports, etc. relating to meetings conducted by the board.

Entry Status: Ready for SRB

Retention Period: See Comments

Disposition: Archives

Restrictions: KSA 22a-243

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

Record Copy: Paper

Remarks: Revised entry. Modified title (from Monthly Meetings Files); description (added minutes); retention (no longer transferring reports to applicable subject files); and disposition (archives). Supersedes "Minutes" (0046-082).