

**KANSAS STATE RECORDS BOARD  
RECORDS APPRAISAL REPORT FOR  
REVISION TO  
RETENTION/DISPOSITION SCHEDULE  
July 28, 2009**

1. **Agency:** Kansas Board of Emergency Management Services

2. **Records Officer:** Jean Claude Kandagaye  
**Phone:** 296-7296

3. **Appraising Archivists:** Scott Leonard, Matt Veatch

4. **Date of Appraisal:** July 23, 2009

5. **Total records - No. of Series:** 20

6. **Archival/Permanent records - No. of Series:** 8

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 Board of EMS is implementing a digital imaging system for their agency and scanning these record series. They propose a revision of some retention periods, but the main change is from paper-based records to electronic records. The Agency completed an Electronic Recordkeeping Plan for this system, and the Electronic Records Committee endorsed the Plan on June 18, 2009.

## Retention/Disposition Schedule Entries

### 206-001

#### Board of Emergency Medical Services

##### **Ambulance Inspection Files** (Series 0024-206)

Documents relating to the inspection of ambulances and rescue vehicle companies to ensure their compliance with public safety standards established by the board.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

**Restrictions:** None

**Comments:** Retain in office for 1 year (or longer for problem companies, until no longer useful). Transfer to digital archive and destroy hard copies after performance of quality assurance. Keep digital record for 5 years and then purge.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revised retention; part of Electronic Recordkeeping Plan

##### **Ambulance Service Files** (Series 0001-206)

Documents relating to the licensure and renewal process for ambulances and rescue vehicles to ensure their compliance with requirements established by the board.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

**Restrictions:** None

**Comments:** Retain in office for 1 year (or longer for problem companies, until no longer useful). Transfer to digital archive and destroy hard copies after performing quality assurance. Keep digital record for 5 years and then purge.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revised retention; part of Electronic Recordkeeping Plan.

##### **Attendant Certification Files** (Series 0002-206)

Application and supporting documentation relating to the issuance of licenses and renewals to qualified emergency medical technicians, first responders, and mobile intensive care technicians.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

**Restrictions:** 5 USC Sec. 552a

**Comments:** Retain in office for one renewal cycle (2 years); transfer to permanent digital archive and then destroy paper-based records after performance of quality assurance.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revised retention; part of Electronic Recordkeeping Plan

**Complaint Files (Series 0025-206)**

Complaints lodged by consumers regarding a licensed individual or ambulance and rescue vehicle service company and subsequent resolution by the board.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

**Restrictions:** None

**Comments:** Retain until no longer immediately needed, Transfer to digital archive and destroy hard copies after performing quality assurance. Keep digital record for 5 years and then purge.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revised retention; part of Electronic Recordkeeping Plan.

**Continuing Education Files (Series 0003-206)**

Documents relating to mandatory continuing educational credits required for attendants to maintain certification. Also includes records relating to long-term and short-term Program Providers and Sponsors of Continuing Education and Initial Education. A.K.A. "Program Provider Files."

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

**Restrictions:** None

**Comments:** Retain until no longer immediately needed (2 years), transfer to permanent digital archive and then destroy paper-based record after performing quality assurance.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revised retention, description, & record copy; part of Electronic Recordkeeping Plan.

**Contracts (Series 0004-206)**

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

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

**Restrictions:** None

**Comments:** Retain until expiration of contract. Transfer to digital archive and destroy hard copies after performing quality assurance. Keep digital record for 5 years and then purge.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revised retention; part of Electronic Recordkeeping Plan.

**Correspondence - Routine (Series 0006-206)**

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

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

**Restrictions:** None

**Comments:** Retain until no longer immediately needed. Transfer to digital archive and destroy hard copies after performing quality assurance. Keep digital record for 3 years and then purge.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revised retention: part of Electronic Recordkeeping Plan.

**Employee Personnel Files (Series 0007-206)**

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

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

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

**Comments:** Retain in office for length of employee's tenure plus 3 years. Transfer to permanent digital archive and destroy hard copies after performing quality assurance.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/08: Revised record copy; art of Electronic Recordkeeping Plan.

**Examination Files (Series 0009-206)**

Copies of examinations given to candidates applying for a license to practice in the state as required by KSA 65-6129.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Destroy

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

**Comments:** Retain until no longer immediately needed, transfer to permanent digital archive and then destroy paper-based record after performing quality assurance.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revised retention & record copy; part of Electronic Recordkeeping Plan.

**Examiner and Instructor Files (Series 0010-206)**

Documents relating to performance ratings given and complaints filed against course examiners and instructors.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

**Restrictions:** None

**Comments:** Retain in office 2 calendar years after expiration of the individual instructor or examiner certification or complaint is resolved. Transfer to digital archive and destroy hard copies after performing quality assurance. Keep digital record for 3 years and then purge.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revised retention & record copy; part of Electronic Recordkeeping Plan.

**Initial Training Program Files (Series 0014-206)**

Documents relating to the development of criteria for course curricula and approval of the course of instruction for instructor-coordinators to ensure training programs meet board requirements.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

**Restrictions:** None

**Comments:** Retain until no longer immediately needed, transfer to permanent digital archive and then destroy paper-based record after performing quality assurance.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revised retention & record copy; part of Electronic Recordkeeping Plan.

**Instructor-Coordinator and Training Officer Files (Series 0015-206)**

Documents relating to the certification and renewal process for instructor-coordinators and training officers authorized to coordinate training programs for attendants.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

**Restrictions:** None

**Comments:** Retain until no longer immediately needed, transfer to permanent digital archive and then destroy paper-based record after performing quality assurance.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revised retention & record copy; part of Electronic Recordkeeping Plan.

**Inventory Records - Expendable Property (Series 0016-206)**

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

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

**Restrictions:** None

**Comments:** Retain until no longer immediately needed. Transfer to digital archive and destroy hard copies after performing quality assurance. Keep digital record for 5 years and then purge.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revised retention & record copy; part of Electronic Recordkeeping Plan.

**Inventory Records - Non-Expendable Property (Series 0017-206)**

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

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

**Restrictions:** None

**Comments:** Retain until no longer immediately needed. Transfer to digital archive and destroy

hard copies after performing quality assurance. Keep digital record for 5 years and then purge.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revised retention & record copy; part of Electronic Recordkeeping Plan.

#### **Investigation Files (Series 0018-206)**

Documents relating to investigations into allegations of incompetence or illegal practice by attendants and any resulting action taken by the board against the individual.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Permanent

**Restrictions:** None

**Comments:** Retain in office until case is closed, transfer to permanent digital archive and destroy hard copies after performing quality assurance.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revise retention & record copy; part of Electronic Recordkeeping Plan.

#### **Legal Recognition and Temporary Files (Series 0020-206)**

Applications and supporting documentation relating to temporary certification requests from non-resident attendants to practice in the state.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

**Restrictions:** None

**Comments:** Retain until expiration of certificate. Transfer to digital archive and destroy hard copies after performing quality assurance. Keep digital record for 3 years and then purge.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revise retention & record copy; part of Electronic Recordkeeping Plan.

#### **Minutes (Series 0021-206)**

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

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Permanent

**Restrictions:** None

**Comments:** Destroy audiotapes of proceedings following transcription. Retain until no longer immediately needed, transfer to permanent digital archives and retain paper-based record until performing quality assurance, then destroy.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/24/09: Revise retention & record copy; part of Electronic Recordkeeping Plan.

#### **Supply Requests (Series 0011-206)**

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

**Entry Status:** Ready for SRB

**Retention Period:** 003 fisc yrs

**Disposition:** See Comments

**Restrictions:** None

**Comments:** Retain until no longer immediately needed. Transfer to digital archive and destroy hard copies after performing quality assurance. Keep digital record for 3 years and then purge.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revised series title, retention, & record copy; part of Electronic Recordkeeping Plan.

**Vouchers - Purchase** (Series 0023-206)

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

**Entry Status:** Ready for SRB

**Retention Period:** 003 fisc yrs

**Disposition:** See Comments

**Restrictions:** None

**Comments:** Retain until no longer immediately needed. Transfer to digital archive and destroy hard copies after performing quality assurance. Keep digital record for 3 years and then purge.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revised retention & record copy; part of Electronic Recordkeeping Plan.

**Vouchers - Receipts** (Series 0022-206)

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

**Entry Status:** Ready for SRB

**Retention Period:** 003 fisc yrs

**Disposition:** See Comments

**Restrictions:** None

**Comments:** Retain until no longer immediately needed. Transfer to digital archive and destroy hard copies after performing quality assurance. Keep digital record for 3 years and then purge.

**Record Copy:** Electronic

**Electronic Recordkeeping Plan Endorsed**

**Remarks:** 7/23/09: Revised retention & record copy; part of Electronic Recordkeeping Plan.

**KANSAS STATE RECORDS BOARD  
RECORDS APPRAISAL REPORT FOR  
REVISION TO  
RETENTION/DISPOSITION SCHEDULE  
July 28, 2009**

1. **Agency:** Local General Schedule: County Clerks
2. **Appraising Archivists:** Scott Leonard
3. **Date of Appraisal:** July 24, 2009
4. **Total records - No. of Series:** 1
5. **Archival/Permanent records - No. of Series:** 0
6. **Records Eligible for Immediate Transfer to Archives:**  
  
**No. of Series:** 0
7. **Appraisal Based Upon:**  
  
Approved retention schedule and input from County Clerks.
8. **Appraisal Narrative:**

The County Clerks Association proposed revising the retention period for this series, due to the fact that the record is also kept in the County Treasurer's offices. The records should be kept for audit purposes, but the Association felt that one year was sufficient.



## **Retention/Disposition Schedule Entries**

**000-104**

**Local Government Records**

**County Clerk**

**Motor Vehicle Records** (Series 0039-104)

Property Tax Refund Applications, Registration and Property Tax Receipts, Sales Tax and Compensating Use Sales Tax Reports, Tag and Decal Listing Sheet, Tax Refunds, and Copies of Title Applications.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Destroy

**Restrictions:** None

**Comments:** Retain one year for audit purposes.

**Record Copy:** Unknown

**Remarks:** 7/24/09: Revised retention; this series is duplicated in the County Treasurer's office.

**KANSAS STATE RECORDS BOARD  
RECORDS APPRAISAL REPORT FOR  
REVISION TO  
RETENTION/DISPOSITION SCHEDULE  
July 28, 2009**

1. **Agency:** Kansas Department of Agriculture
2. **Records Officer:** Jessica Bowser                      **Phone:** 296-3902
3. **Appraising Archivists:** Scott Leonard, Matt Veatch, Pat Michaelis, Bob Knect, Matt Gorzalski
4. **Date of Appraisal:** April 20, 2009
5. **Total records - No. of Series:** 1
6. **Archival/Permanent records - No. of Series:** 1
7. **Records Eligible for Immediate Transfer to Archives:**  
  
**No. of Series:** 0

8. **Appraisal Based Upon:**

Review by grant project staff and KSHS archivists.

9. **Appraisal Narrative:**

This series from the Kansas Dept. of Agriculture was reappraised by staff as part of the NHPRC grant project, and found to have archival value. KSHS currently has some of these records in the State Archives, but the current disposition is "Destroy."

## **Retention/Disposition Schedule Entries**

**046-005**

**Department of Agriculture  
Pesticide and Fertilizer Program  
Pesticide Program**

**Agricultural Chemical Registration Files - Section 18** (Series 0147-046)

Applications, correspondence, material safety data sheets, and other supporting documents relating to a one time request by farmers to use pesticides in an emergency situation.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** Archives

**Restrictions:** None

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

**Record Copy:** Unknown

**Remarks:** 7/22/09: Retention revised due to reappraisal.

**KANSAS STATE RECORDS BOARD  
RECORDS APPRAISAL REPORT FOR  
REVISION TO  
RETENTION/DISPOSITION SCHEDULE  
July 28, 2009**

1. **Agency:** Kansas Health Care Stabilization Fund
2. **Records Officer:** Rita Noll                      **Phone:** 291-3407
3. **Appraising Archivists:** Scott Leonard, Matt Veatch, Pat Michaelis, Bob Knect, Marcella Wiget
4. **Date of Appraisal:** April 27, 2009
5. **Total records - No. of Series:** 1
6. **Archival/Permanent records - No. of Series:** 0
7. **Records Eligible for Immediate Transfer to Archives:**  
  
**No. of Series:** 0
8. **Appraisal Based Upon:**  
  
Review by grant project staff and KSHS archivists.
9. **Appraisal Narrative:**

This series from the Health Care Stabilization Fund was reappraised by staff as part of the NHPRC grant project, and found to no longer have archival value. Currently there are 394 cubic feet of this series in the State Archives, and KSHS wishes to deaccession these. The current disposition of the records is "Transfer to Archives."

## **Retention/Disposition Schedule Entries**

**270-001**

### **Health Care Stabilization Fund**

**Claim Files** (Series 0002-270)

Documents relating to the payment of claims filed against the Health Care Stabilization Fund which provides supplementary or primary professional liability coverage for health care providers.

**Entry Status:** Ready for SRB

**Retention Period:** 013 cldr yrs

**Disposition:** Destroy

**Restrictions:** Portions per K.S.A. 45-221(3)(25); 45 CFR Parts 160 and 164 (HIPAA)

**Comments:** Retain in office 3 calendar years after claim is closed, transfer to the records center for 10 calendar years, then destroy.

**Record Copy:** Unknown

**Remarks:** 4/27/09 -- Revised retention based upon reappraisal; added HIPAA restriction.

**KANSAS STATE RECORDS BOARD  
RECORDS APPRAISAL REPORT FOR  
REVISION TO  
RETENTION/DISPOSITION SCHEDULE  
July 28, 2009**

1. **Agency:** Kansas Lottery
2. **Records Officer:** Carolyn Brock                      **Phone:** 296-5781
3. **Appraising Archivists:** Scott Leonard, Matt Veatch, Pat Michaelis, Bob Knect, Matt Gorzalski
4. **Date of Appraisal:** June 29, 2009
5. **Total records - No. of Series:** 1
6. **Archival/Permanent records - No. of Series:** 0
7. **Records Eligible for Immediate Transfer to Archives:**  
  
**No. of Series:** 0
8. **Appraisal Based Upon:**  
  
Review by grant project staff and KSHS archivists.
9. **Appraisal Narrative:**

This series from the Kansas Lottery was reappraised by staff as part of the NHPRC grant project, and found to no longer have archival value. Currently there are 25 cubic feet of this series in the State Archives, and KSHS wishes to deaccession these. The current disposition of the records is "Transfer one pack to Archives;" a set is also transferred to the KBI to ensure game integrity.

## **Retention/Disposition Schedule Entries**

**450-003**

**Kansas Lottery  
Security Division**

### **Quality Control Instant Ticket Packs (Series 0133-450)**

Game packs pulled for quality control: 1 pack tested internally for scratchability and prize accuracy, 1 pack sent to KBI to ensure game integrity.

**Entry Status:** Ready for SRB

**Retention Period:** See Comments

**Disposition:** See Comments

**Restrictions:** None

**Comments:** Retain until all quality control checks are completed, then destroy.

**Record Copy:** Unknown

**Remarks:** 7/22/09: Retention revised due to reappraisal.